

CENTRAL CATHOLIC HIGH SCHOOL STUDENT-PARENT HANDBOOK



2024-2025

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MISSION OF CENTRAL CATHOLIC HIGH SCHOOL

Mission Statement:

Central Catholic High School makes Jesus known and loved. We educate the whole person for college and for life with particular care for the least favored and those in need.

Declaration of Diversity, Equity, and Inclusion:

Central Catholic High School celebrates the identities, gifts, and dignity of all of its members as each enhances the excellence and enriches the traditions of our school. We seek to uphold anti-racist practices and promote empathetic attitudes to reflect a just and inclusive community. We condemn thoughts, words, and actions that harm one's humanity. We honor the experiences of all individuals and groups, including but not limited to: race, ethnicity, national origin, religion, ability (physical and learning differences), gender, sexual orientation, age, and socioeconomic background.

As a Marist school rooted in God's love and dedicated to emulating Jesus' radical ways, we strive to be in solidarity with each other. We share St. Marcellin Champagnat's belief that "to bring up children properly, we must love them and love them all equally." Through a commitment to consistent reflection and honest dialogues, we will further educate ourselves as agents of justice and change to ensure a welcoming environment for all who study, work, and visit this institution.

As one Central family of students, alumni, caretakers, faculty, staff, administrators, and Marist Brothers, we recognize that:

- Jesus lives in every person,
- Growth comes with vulnerability,
- Everyone holds implicit prejudice and has room to grow,
- Humility, patience, and accountability are at the core of challenging one's self and each other,
- Commitment to inclusion, diversity, and equity is an ongoing collective and individual effort.

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 showing 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 Marist values while applying 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 evaluating and managing digital resources critically and competently with an understanding of the ethical and legal issues surrounding the access and use of information.
- Students will work to resolve conflicts respectfully and contribute responsibly to diverse communities.
- Students will demonstrate the ability to be innovative, collaborative and creative.
- Students will demonstrate competency through the use of digital media across a variety of platforms.
- Students will demonstrate the ability to prioritize, plan, and work effectively to achieve the intended results and recognize failure as an opportunity for growth.
- Students will demonstrate and practice activities and habits that promote wellness.

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.

GUIDELINES FOR PHYSICAL CONTACT AND VERBAL INTERACTIONS BETWEEN FACULTY, STAFF, AND STUDENTS:

Physical contact between students and faculty or staff in the form of a handshake, a pat on the back, an arm around the shoulder, or a hug is permissible when appropriate, and should only be done in public or plain view of others. Physical contact between faculty and students through athletic activities must be school supervised. 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. 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 and have given prior approval.

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.

Students should not be exposed to faculty or staff personal information. Communication between students and faculty or staff should be in direct relationship to school matters. Students should not contact faculty or staff on their home telephone or cell phone for social purposes. The only circumstance in which students should have and make use of a faculty or staff member's phone/cell number should be in the context of extracurricular school activities or athletics.

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

GIFT-GIVING:

In general, faculty or staff should only give gifts to groups of students and only when parents are notified and Administration is aware of and approves the gift.

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, school 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.

USE OF STUDENT PICTURE/IMAGE

At times throughout the school year, members of the Central Catholic student body may be included in photos, videos, testimonials and interviews for the promotional purposes of Central Catholic High School. Further, student progress and college outcome information may be shared with sending schools. Images, words and information are utilized for the non-profit use in the promotion of Central Catholic High School. If you are opposed to Central Catholic using this information, please email the school at mainoffice@centralcatholic.net with your family's contact information.

3. ACADEMICS

ACADEMIC REQUIREMENTS:

Each student is required to register for a minimum of six (6) courses/credits each year. Freshmen take a Wellness course. A CCHS diploma is awarded to students who successfully complete all academic requirements and the required Marist Service hours.

REQUIRED CORE COURSES – CLASS OF 2024 - 2027

Religious Studies	4 years	4 credits
English	4 years	4 credits
Mathematics	4 years	4 credits
Social Studies	3 years	3 credits
Science	3 years	3 credits
World Language	2 years	2 credits
Computer Science		0.5 credit -1 credit**
Intro. To Visual/Performing Arts		0.5 credit -1 credit
PE II		0.5 credit (Class of '27, '28)*
Wellness		0.5 credit (Class of '27, '28)

* Class of '26 – Students who participate in one or more seasons of an athletic program at CCHS are exempt from PE II

** Dependent on math program

ACADEMIC REGULATIONS:

- Students who find it necessary to change a program of study or to withdraw from a course must consult with their school counselor and obtain the approval of the school counselor and Academic Dean.
- Any student who fails three (3) 1.0 credit courses for the year must meet with their school counselor and the Academic Dean to determine the future enrollment of the student at CCHS.
- Any student who fails a course for the year must attend and successfully complete the Summer Term in order to matriculate at CCHS for the next school year.
- Students with extended (three or more consecutive days) absences must work with their school counselor and the Academic Dean to develop an academic recovery plan.
- For any absence that exceeds three or more consecutive days of school, the student must complete an "Academic Recovery Form" (Exhibit D) and comply with all the procedures in place for the recovery of assignments/assessments missed due to the absences.
- More than 4 academic course absences per quarter may result in a term grade of CP (credit pending) and a student being placed on an attendance probationary contract. A term grade of CP (credit pending) in an academic course may be returned to an earned letter grade if the student fulfills the requirements of their attendance probation contract. A student who finishes the school year with a CP in any quarter may be required to attend the summer term in order to receive credit for the course.
- A student who exceeds 16 course absences in a school year may be required to attend summer term in order to receive credit for the course.

HONOR ROLL:

The Honor Roll consists of two tiers: High Honors and Honors.

High Honors will be awarded to students with an Adjusted Grade Point Average (AGPA) of 4.5 or higher.

Honors will be awarded to students with no grade lower than a B-.

GRADING SYSTEM:

A student’s numerical average in each subject area is determined by her/his performance in projects, presentations, labs, participation, homework, tests and quizzes. The numerical average is converted to a letter grade and reported on the student’s report card as a letter grade. The final grade for a course is based on the following: 22.5% for each of the four term grades (90% of the final grade) and 10% for the final exam. A student must earn a grade of 60% or better in each academic area to receive credit for the course.

Adjusted Grade Point Averages (AGPA) are calculated at the end of each semester. AGPA’s are calculated using the Grade and GPA Points Table. AGPA is calculated based on the level (AP, 1, 2, or 3) of the course. A student’s career AGPA is based on the final average a student receives for each course they have completed. The AGPA is printed on the student’s semester report card and on a student’s transcript. CCHS does not rank students. Level 4 courses, Band and Chorus 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
CP	CREDIT PENDING	NA	NA	NA	NA	NA
INC	INCOMPLETE	NA	NA	NA	NA	NA

NATIONAL HONOR SOCIETY:

Central Catholic’s Marist Chapter of the National Honor Society (NHS) 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 Adjusted Grade Point Average (AGPA.) The Marist Chapter of the NHS requires a minimum Career AGPA of 3.9. A sophomore’s Career AGPA is based on his/her first four semesters of high school. A junior’s Career AGPA is based on six semesters of high school. Senior’s (Class of 2025) Career AGPA 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. Selection for membership is made by a five (5) member faculty council and is based on outstanding scholarship, character, leadership and service. Members can be removed from the National Honor Society according to policies stated in the charter.

ACADEMIC PROBATION - ELIGIBILITY

A student who fails two or more courses in a marking period or has a AGPA of 2.0 or lower, will be placed on Academic Probation and will lose 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 Academic Dean. Student eligibility will be reviewed at the next Progress Report. Students on Academic probation will meet with the Academic Dean and the student's school counselor to discuss an academic plan for continued success. If, at the next Progress Report, the student has a C- or better average in all courses, the Academic Dean, the Assistant Principal for Student Success and the student's school counselor will meet with the student to discuss a return to activities. Return to activities is dependent on the student's compliance with the plan created for academic success. The Academic Dean and the Assistant Principal for Student Success determine the student's eligibility to return to athletic and extracurricular activities. Regardless of a student's eligibility status, all students may attend school sponsored retreats or field trips. A student who fails two (2) courses in the 4th marking period or has an AGPA of 2.0 or lower will be placed on academic warning for the 1st term of the following school year. An academic success plan will be created for the student on academic warning. Failure to comply with the requirements of the plan may result in the student being placed on Academic Probation. Continued enrollment at Central Catholic is dependent on meeting the requirements of Academic Probation.

ACADEMIC INTEGRITY:

Students must demonstrate honesty and integrity in all their academic work. It is expected that homework assignments, projects, tests, quizzes, and any other assessment submitted for academic credit is the student's work. To ensure academic integrity, the school utilizes assessment security software (*Turnitin*) to monitor student's work. The submission of another person's work, or the use of AI applications without proper citation, will result in an academic penalty. (Refer to Exhibit E for AI Policy) All cases of academic dishonesty should be reported to the Academic Dean. In consultation with the student's teacher, the consequences for each offense will be determined by the Academic Dean.

HOMEWORK:

Students are expected to be fully prepared for class each day. Homework includes but is not limited to: reading, taking notes, research, written work, study and review of the material covered in classes and preparation for the assessments. Students and parents should log into the student or parent portal on the school website to review the student's class pages and grades. Class pages contain information about homework, assessments, projects and links to important class materials. *PlusPortals* provides information about student's grades and assessments. (Refer to Appendix C for the CCHS School Homework Policy.)

FINAL EXAMS:

Final Exams for one semester courses take place at the end of the semester. Underclassmen (Grades 9 - 11) Final Exams for full year courses take place at the end of the school year. A student who misses a final exam because of illness must provide the Academic Dean with a note verifying the student's illness. All arrangements for make-up exams are made at the discretion of the Academic Dean.

GRADE REPORTS and REPORT CARDS:

PlusPortals is an online grading program that allows students and parents access to a student's assessments and grades. Students and parents should log into the CCHS Website and sign into "Rediker-PlusPortals" to view grades. Progress Reports are emailed to students and parents/guardians at the midpoint of the term and Report Cards are emailed to students and parents/guardians after the closing of the term.

STUDY HALLS:

- Students in a study hall are expected to bring work to complete during the period.
- Students in a study hall are to maintain a quiet atmosphere.
- Students leaving a study hall must have an authorized pass from the proctor to leave the study hall. Students must return to the study hall and report to the study hall proctor five (5) minutes before the period ends.

SUMMER SCHOOL:

- Students who have a final grade of “C+” or lower may retake the class if it is offered in the summer term. A student who successfully completes the summer program may have his/her transcript changed to reflect the summer term grade. The highest grade awarded in summer term for a student recovering credit or improving a grade corresponds to the scale below.
- Summer School Grading System

<u>Final Summer Grade</u>	<u>Permanent Transcript Grade</u>
90 - 100	B- (The highest grade possible for attending Summer Term)
86 - 89	C+ (The highest grade for a student with a “D” or “D+” during the school year)
81 - 85	C (The highest grade for a student with an “F” or a “D-” during the school year)
76 - 80	C-
73 - 75	D+
70 - 72	D
Below 70	F

THE SUCCESS CENTER:

The Success Center is open on Tuesday, Wednesday and Thursday from 2:25 p.m. – 3:25 p.m. A student who needs extra help or tutoring is encouraged to attend the Success Center. The Center affords students the opportunity for quiet study or tutorial assistance from a teacher or National Honor Society tutor.

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 18th 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 be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TRANSCRIPTS:

Transcripts will be issued upon the return of all CCHS property and the fulfillment of all financial obligations to the Business Office. Official transcripts of students are sent directly from the School Counseling Office to colleges, technical schools, and other organizations. Students should allow two (2) weeks to process each transcript.

WITHDRAWALS:

When a student withdraws or transfers to another school, the parent must notify the school and complete a Release of Records Form. The Release of Records Form will allow CCHS to forward an official transcript and health records to the school the student will be attending.

4. DISCIPLINARY REGULATIONS

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 (including social media activity) 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.

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 distinct forms of discipline. These forms of discipline include: detention, probation, completion of recommended educational programs and/or workshops, 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 Administration. 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, on electronic devices and social media, 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.

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 may be required 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.

Types of Disciplinary Action

- **Detention**

Weekday detention is held from 2:30PM to 3:15PM. Students must be in dress code and must arrive on time. Failure to do so will result in additional detentions. Students may complete any assignment that does not require the use of technology. **Use of an iPad, calculator, or any electronic device 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 for Student Success 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 for Student Success. 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. Suspendable 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 five school days. Teachers are not required to provide extra help to the student for lessons missed while on suspension. 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.

ATTENDANCE POLICY:

Central Catholic High School, being a college preparatory school, recognizes that regular attendance at school and in classes is necessary to maximize a student's educational opportunity. National research indicates students who miss over 10% of the school year have lower academic performance. According to the National Center for Education Statistics, "Student attendance at teaching and learning events is strongly linked to student success. Further, part of our mission is to educate the whole person for college and for life. Therefore, our goal with the introduction and adherence to the Central Catholic High School Attendance Policies (including tardiness and dismissals) is to ensure both the safety of our students and promote consistent and daily school attendance. Our CCHS Families should also be aware that excessive absences and tardies can negatively impact academic performance and may prohibit participation in athletics and clubs.

In order to receive credit for course work, regular attendance is necessary. Students will be allowed 4 academic course absences per quarter. More than 4 academic course absences-per quarter may result in a term grade of CP (credit pending) and a student being placed on an attendance probationary contract. A term grade of CP (credit pending) in an academic course may be returned to an earned letter grade if the student fulfills the requirements of their attendance probation contract. A student who finishes the school year with a CP in any quarter may be required to attend the summer term in order to receive credit for the course. **All absences require a parent/guardian's note or supporting documentation.**

Documented Tardy/Absence

Documented absences may include but are not necessarily limited to:

- death in the family
- religious holiday
- a court appearance supported by a court document
- authorized school field trips and retreats
- college visits or college orientation (2 per year with a note required from the college)
- hospitalization,
- student illness supported by a doctor/nurse note
- other medical, dental or therapeutic appointments that could not be made outside the school day.

Parents and students should make every attempt to schedule student appointments outside of school hours. When 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 upon returning to school.

Absences

Central Catholic 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. 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.

Absences include but are not limited to:

- family vacations while school is in session
- participation in non-Central Catholic sanctioned extra-curricular activities
- caring for siblings
- oversleeping
- missed bus, car problems or transportation issues, and traffic.

Even if the absence meets the approval of a parent/guardian, the Assistant Principal for Student Success makes the final determination as to whether or not it is a documented absence. **All absences require a parent/guardian's note or supporting documentation.** All academic assignments/assessments missed by the student should be completed within two (2) days of the student's return to class. Extensions will be at the discretion of the teacher and/or Academic Dean. **Work not made up by the student 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 undocumented absence.

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 report to the main office lobby and bring a letter from home, explaining the specific reason for the absence or have official documentation. **A note signed by a parent/guardian or official documentation is necessary even though the parent or guardian has already phoned.** If a

student does not bring in a note with a specific reason or fails to report to the Assistant Principal for Student Success prior to homeroom on the day of return to school or at the time of late arrival, he/she will receive a one-day warning. **Failure to bring a note in on the second day will result in one detention being issued.**

- When a student is absent, he/she should obtain his/her homework assignment by accessing the class page on the school website and speaking to the teacher upon returning to class..
- **On returning to school after an absence of one to two (1-2) days, 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 must be completed within two (2) school days of the student's return to class.
- For any absence that **exceeds three (3) or more consecutive days of school**, the student must complete an Academic Recovery Form (Exhibit D) and comply with all the procedures in place for the recovery of assignments and assessments missed due to absences. The completed form will be reviewed by the Grade 9 Success Coordinator or the Academic Dean.
- Students who are absent for five (5) or more consecutive school days because of illness or other reasons must present a doctor's note or other documentation to the Assistant Principal for Student Success on the day he/she returns stating the number of days said student should have been excused from school. Through consultation with teachers, the student, parent, school counselor and Academic Dean, an academic recovery plan will be established.
- If a pattern of absences coincides with the scheduling of exams, tests, quizzes, projects or papers, an academic penalty may be imposed on a student by the Academic Dean
- In order for a student to participate in or attend an extracurricular, athletic or a school-sanctioned function, the student must be present for the entire school day unless a documented tardy or dismissal is approved by school administration. Violation of the policy may incur a disciplinary penalty from the Assistant Principal for Student Success.

Attendance Probation

Students will be allowed 4 course absences per quarter. When a student reaches a 5th course absence during any term, the students may enter into an attendance probationary period. More than 4 course absences per quarter may result in a term grade of CP (credit pending). A term grade of CP in a course may be returned to an earned letter grade if the student fulfills the requirements of the attendance probation contract. A student who receives a CP in any quarter may be required to attend the summer term in order to receive credit for the course.

Anticipated Absence:

A parent/guardian's request for an anticipated absence must be in writing and submitted to the Assistant Principal for Student Success **at least three days in advance of the absence.** The Assistant Principal for Student Success determines if an anticipated absence falls under the category of a documented absence. 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 Assistant Principal for Student Success at the end of the school day.

Central Catholic strongly discourages family vacations while school is in session. Families should consult the school calendar prior to making vacation plans. Absence days due to a family vacation do not fall under the category of a documented absence and while students are required to make up all missed assignments and assessments, teachers are neither expected nor required to provide make-up work prior to the vacation nor are they expected to provide extra help or tutoring when the student returns from vacation.

Early Dismissal:

A parent's/guardian's written request for an early dismissal or a documented note must be submitted to the main office before the start of the school day. A documented note may be submitted upon return to school. The student will be responsible to make up for all work missed. **Before leaving school for an early dismissal, the student must report to the main office to confirm their dismissal.** A student returning to school on the same day of an early dismissal must report to the main office. A course absence may be the result of a dismissal depending on the time of the dismissal.

Start of School Day/Homeroom:

Students must report to homeroom by 7:45am.

Tardiness:

- Students are expected to be in the homeroom by 7:45am.
- Students who have a class meeting on a M day must report to homeroom by 7:45am.
- Students who do not have a class meeting on a M day must report to their 1st period class by 8:50am.
- Students who arrive after 7:45am will be considered tardy and must report to the Main Office with their school ID to receive a tardy slip.
 - Students who arrive tardy to school with a documented reason (see Documented Tardy/Absence list above) will receive a tardy slip and no disciplinary consequences.
 - Students are afforded two (2) tardy arrivals without a documented note without consequence (detention) per quarter.
 - Students who are tardy without a documented note (a parent note is *not* considered a documented note) more than two (2) times in a quarter will receive the following consequences:
 - 3rd tardy of the quarter - 1 detention
 - 4th tardy of the quarter - 2 detentions
 - 5th tardy of the quarter - 3 detentions
 - 6th tardy of the quarter and beyond - Parent meeting and disciplinary consequences to be determined by school Administration.
- Students entering class after the passing time will be considered tardy, and may incur a disciplinary penalty.
- A student and/or parental consultation with the Assistant Principal for Student Success will take place when a student has demonstrated chronic tardiness. Repeated tardiness may result in an academic consequence and/or further disciplinary action.

Parent Meeting

At any time during the school year a parent meeting may be held to discuss a student's attendance, tardies or dismissals and the impact that the absences have on the academic success of the student.

Maximum Number of Absences per School Year

A student is allowed 4 absences per quarter. A student who exceeds 16 course absences in a school year may be required to attend the summer term in order to receive credit for courses.

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. The parent/guardian of the truant may be required to meet with the Assistant Principal for Student Success and the Academic Dean before the student is readmitted to school. **A student who is truant will be subject to serious disciplinary consequences.** The school does not accept responsibility for the student's behavior while truant.

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 and Nicotine Products. Smoking, vaping and the use, possession or distribution of tobacco and nicotine 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 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 may 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.

DRUG TESTING POLICY

Central Catholic High School recognizes that our students face many challenges that may become obstacles to their adolescent growth and development. One of these obstacles is the temptation of the illegal use of alcohol and drugs. The school reserves the right to administer a drug test and/or a Breathalyzer test when there is a reasonable suspicion that a student is illegally using drugs or alcohol. The cost of this test will be at the student/parent expense.

To further work together helping our students make healthy life-style choices, the school will also employ the use of MA State Police drug sniffing dogs in random classrooms, corridors, and the parking lot. If there is a positive alert by the canine, the matter will be handled internally unless there is a significant amount of an illegal substance found indicating the intent to distribute.

Drug Screening Policy

I. Drug Screening

When there is 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 tests will be reported to the Principal but will not be released to legal authorities. Positive drug tests may result in disciplinary measures.

II. Drug Screening Method

1. The student will be required to provide a urine sample for screening.
2. The sample will be collected in the privacy of the nurse’s bathroom.
3. The screening test will be performed on the sample in a private room in the nurse’s office. The school nurse and a school administrator or two school administrators will administer the test.
4. The student’s parent/guardian will be notified as soon as possible that a drug screening has been conducted and informed of the results of such screening.

III. Appeal of Test Results

1. If a student and/or parent/guardian feel that the test results are erroneous, the student or family has the right to request to have the sample sent to a lab for confirmation at the expense of the student/family.

IV. Confidentiality and Dissemination of Results

1. Tests results will be confidential. In the event of a positive result that information will be shared with the Administration.
2. Parents /guardians will be notified as soon as possible by phone of the administration of the drug screening.
3. A positive test result will result in the Assistant Principal for Student Success scheduling a confidential conference with the student and parents/guardians.
4. The conference will include:
 - a. An explanation of the test results including type of drug.
 - b. Counseling options to assess the level of intervention needed.
 - c. After a positive test result, retesting (at the student's expense) will be at the discretion of the Administration.
 - d. A second positive test, anytime within the student's attendance at Central Catholic, may result in disciplinary consequences up to and including request for withdrawal or expulsion.
5. Central Catholic pledges to keep information respecting positive drug tests and the follow up procedures of the school confidential.
6. Central Catholic will not initiate criminal charges or other legal action against the student or the student's parents/guardians based solely on a positive drug test obtained in the screening program.

ASSAULTS AND THREATS OF VIOLENCE:

Bias-Related Conduct. The Central Catholic community promotes and celebrates a diverse culture and climate. Conduct directed toward a person, or persons, that is intimidating or hostile in nature based on actual or perceived age, race, color, creed, religion, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran's status is bias-related conduct. Bias-related conduct may be in verbal, written, electronic, online, graphic, or physical form. Bias-related conduct is not acceptable at Central Catholic. This policy is not intended to undercut the free exchange of ideas even on sensitive topics, but rather to prohibit personal threats and hostile conduct motivated by bias. Students who violate this policy will be subject to disciplinary action up to and including suspension and/or permanent expulsion from the School.

Fighting. Fighting on or around school grounds, 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, fighting or any other form of violent behavior. Students who violate 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 safety and security of our students, Central Catholic does not tolerate violent language or threats of violence against any member of the Central Catholic community no matter how said language or threats are communicated. Students who violate this policy are 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 are thoroughly investigated by the school administration. Serious incidents may 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, or request for Withdrawal or Expulsion.

Massachusetts General Laws: Part I, Title XII, Chapter 71, Section 370

"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional 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. For the purposes of this section, bullying shall include cyber-bullying.

"Cyber-bullying", 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 web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of 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**.

BULLYING PREVENTION AND INTERVENTION PLAN

Introduction

Central Catholic High School is committed to maintaining a school environment where each student is challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subject to bullying, and the effects thereof. Central Catholic's expectation of all members of its community is that all are treated with respect, dignity and civility. Anything less than this is not acceptable and will not be tolerated.

Definitions:

Aggressor is a student or member of the Central Catholic community who engages in bullying or retaliation.

Bullying is 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 target that:

- causes physical harm to the target or emotional harm to the target's reputation or damage to the target's property;
- places the target in reasonable fear of harm to him/herself or of damage to his property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of the school.

Bullying may include, but is not limited to, conduct such as physical intimidation or assault, including intimidating an individual into taking action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying through the use of technology or any electronic communication, which shall include, but 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.

Cyberbullying also includes:

- the creation of a web page or blog in which the creator assumes the identity of another person;
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in the definition of bullying; and
- the distribution by electronic means of 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 of posting creates any of the conditions enumerated above in the definition of bullying.

Cyberbullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Bullying is prohibited 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 the school, or through the use of technology or an electronic owned, leased or used by the school.

Bullying is also prohibited 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 the school, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the educational process or the orderly operation of the school.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the condition of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation is prohibited.

Target is a student against whom bullying or retaliation has been perpetrated.

Leadership

Central Catholic High School's Bullying Prevention and Intervention Plan has been developed in consultation with teachers, administrators, counselors, the school nurse and parents. Notice and a public comment period by families of students currently at the school was provided before the plan was adopted by the school. The school and parents/guardians all have a role in teaching students/children to have an understanding of and respect for diversity and difference. The school administration, faculty and staff are responsible for setting priorities and staying current with research on methods to prevent and effectively respond to bullying.

The Plan is intended to be a reflection of our Mission as a Catholic Marist School and is consistent with policies stated in the Student-Parent Handbook. As part of the development of the plan, school leaders have assessed the effectiveness of current programs and reviewed current policies and procedures involving reporting alleged situations of bullying. Based on this review, Central Catholic will make decisions for prevention strategies including, but not limited to, professional development, age-appropriate curricula, and identifying in-school and out of school support services.

Central Catholic is committed to providing all students with a safe learning environment that is free from bullying. The school will take specific steps to create a safe, supportive environment for all members of its community and provide all students with the knowledge, skills and strategies to prevent or respond to bullying.

Faculty and Staff Notification

At the beginning of each school year, Central Catholic faculty/staff will be provided written notice of the Roman Catholic Archdiocese of Boston (RCAB) policy and the school's bullying prevention and intervention plan. Relevant sections will be included in the CCHS Faculty Handbook.

Reporting Obligations

Reporting by Staff: Central Catholic faculty/staff shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the Principal or designated administrator.

Reporting by Students, Parents/Guardians, or Others: Central Catholic expects students, parents/guardians, and others who witness or become aware of any instance of bullying or retaliation involving a student to report it to the Principal or designated

administrator. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. Students, parents/guardians, and others may file a written report (Exhibit A). A student who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the Principal has a reasonable basis to believe that the incident may involve criminal conduct, the Principal will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal shall contact the local law enforcement agency if he or she has reasonable basis to believe that criminal charges may be pursued.

Reporting to an Administrator or Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private special education day or residential school or collaborative school, the administrator first informed of the incident will promptly notify the appropriate administrator of the other school so that both may take appropriate action.

Investigation

The Principal or designated administrator shall promptly investigate a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, the rights of the alleged target and alleged aggressor will be considered.

Interviews: The Principal or designated administrator will interview the alleged aggressor and witnesses. The Principal or designated administrator will remind the alleged aggressor, target and witnesses that retaliation against persons whom they believe may have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action. To the extent practicable, the Principal or designated administrator will maintain confidentiality during the investigative process. A written record of the investigation will be maintained (Exhibit B).

Determination

The Principal or designated administrator will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefitting from school activities. It will also be determined what remedial action is required, if any and what responsive actions and/or disciplinary action are necessary. The following are examples of steps that may be taken to prevent the recurrence or bullying or retaliation: parent conferences, transferring student's classroom, limiting or denying student access to a part, or area, of the school, exclusion from participation in school-sponsored or school-related activities and/or extracurricular activities, arranging for communication between the parties to assist them in resolving issues which have arisen between them, making a referral for counseling.

The Principal or designated administrator will promptly notify the parents or guardians of the target or aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Because of the legal requirements regarding the confidentiality of student records, the Principal cannot report specific information to the target's parent/guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

CUTTING CLASSES:

Students must be present for all assigned periods or activities. This includes Homeroom, classes, studies, and lunch in designated areas. A student's failure to comply with this regulation may result in the loss of academic credit for the class (es) missed and five (5) days of detention and/or meeting with parent/guardian.

EMAIL/ELECTRONIC COMMUNICATION EXPECTATIONS:

Email is the primary form of communication at Central Catholic. Chronic neglect of the cchsraider.net email account by a student will result in a meeting with the Assistant Principal for Student Success and further disciplinary consequences. Students are required to check their cchsraider.net email account, at the very minimum, twice a day (preferably before the start of first class and during the afternoon announcements). Students who fail to check their email and as a result fail to respond to email from faculty or staff may receive disciplinary consequences.

Central Catholic recognizes that school sponsored athletic teams and extracurricular activities are sometimes in the unique position of having to reach members regarding changed practices or meetings, canceled or moved games or events, and/or rescheduled meeting times. Therefore coaches and moderators may use email distribution lists, text messaging groups, or school-sponsored Twitter accounts to communicate with student members of the team/activity. All messaging from students to adults and from adults to students should be relevant to the athletic or extracurricular activity.

HAZING:

Pursuant to Chapter 536 of the Massachusetts General Laws, it is a crime to participate in or organize 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 its 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 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. 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 for Student Success or the main office. **A student who is told to leave a classroom or supervised area must report immediately to the Main Office.**

MALICIOUS MISCHIEF:

Any student involved in the disruption of the normal routine of school and/or causing harm to any member of the school community will be subject to disciplinary action. Activities could include interrupting Zoom classes, inappropriate activation of alarms on school property, or causing disruptions of school gatherings and events.

MISCELLANEOUS:

- **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 & 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. Two (2) school detentions will be given to any student who is eating food or drinking a beverage in the above said areas. Food, drinks and candy may be consumed after school only in the cafeteria or the *Raider Cafe*. When appropriate, and with permission, water will be allowed.

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, hugging 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, school-related activities, electronic devices and/or social media activity.

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, electronic devices, 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

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 numerous extracurricular clubs and activities aside from athletics. Students are encouraged to join and contribute to these activities over their years at Central Catholic. Interested students can contact the club moderators or the Director of Activities for information and meeting times of these clubs.

ATHLETICS:

Central Catholic High School sponsors student-athletes in twenty nine (29) 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

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 online at www.centralcatholic.net.

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. 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.

MIAA Penalties:

First Offense: Student-athlete is suspended for 25% of the season (see chart on Rule 62).

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. See Rule 98 for additional tournament restriction and Rule 88 for waiver guidelines.

45.1 A student-athlete must be a Team Member for 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition (team member: any student-athlete who attends practices or games for their sport team—e.g. Freshman basketball player moved to JV and then Varsity).

45.2 If ineligible, cannot be in uniform. Attendance at an event to be determined by the High School Principal.

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, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAPE pens and all similar devices); marijuana (including synthetic); steroids; drug paraphernalia; or any controlled substance. This policy includes products such as “NA or near beer,” inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one’s mental state. 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 their doctor.

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 violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES: (also see Rule 32.8 –Ineligible Students)

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 (regular season and tournament) totaling 25% of all interscholastic 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. During the suspension the

disqualified student may not be in uniform and attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional parts 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 violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the 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 parts 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 winter and/or the spring of same academic year: he would serve the penalty [ies] during the full season of the next academic year).

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence.

Prior to any chemical health violation a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

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.
- **Under new Massachusetts State Law, ALL student-athletes AND at least one parent or legal guardian MUST ANNUALLY review the NFHS Guidelines regarding concussions and attest to that fact before a student-athlete is deemed eligible for interscholastic athletic participation.**

All students MUST be covered by some type of medical policy (through home or available through CCHS for a nominal fee) before participating in extracurricular 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 accident insurance and does not cover incidents of a pre-existing condition.

Central Catholic, by this policy, absolves itself from responsibility for medical expenses incurred by an athlete.

AFTER SCHOOL:

CCHS students are allowed to remain after school to use the library, participate in an organized school activity, seek extra help or serve detention, or to wait for parent/guardian pickup. Students are not allowed to use any gymnasium area unsupervised. Baroni Hall is available to students who are waiting to be picked up. 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 for Student Success.

ANNOUNCEMENTS:

A student who wants to have an announcement made over the P.A. or put into the daily announcements must have it approved by an administrator.

APPEARANCE AND ATTIRE:

Dress Code Philosophy

At Central Catholic High School, our mission is to prepare students for college and for life. As a college preparatory school, we are committed to creating a safe and orderly environment where our students develop character and discipline, grow in confidence, learn the expectations of the professional world, and feel a sense of belonging. Our uniform policy promotes learning, establishes community, encourages professionalism, and “nourishes a sense of equality.”

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 from 7:45 AM through 2:10 PM. Students serving detention must also follow dress code rules. Dress Code requirements apply on field trips and final exam days. Students in violation of the Dress Code will be issued detention(s). Specific dress code requirements will be shared related to scheduled dress down days. Exceptions to the Central Catholic’s Dress Code must be approved by an Administrator or the School Nurse.

Dress Code for All Students:

- **Shirt:** All students will be required to wear approved shirts as offered through the CCHS Customized Land’s End Website. All shirts must have the approved Central Catholic logo purchased exclusively from the Lands’ End School Uniforms. Shirts must be properly sized. Alterations of the Lands’ End dress code shirt are not permitted. All dress code shirts from Lands’ End must be fitted properly and must be completely tucked in at all times.
- **Pants/Slacks:** All pants must be purchased from the Lands’ End school uniform website and have the approved Central Catholic logo. Pants must have belt loops and be worn with a belt. The length of the pant leg must be long enough to cover the sock.

The following are also **NOT PERMITTED:**

- Pants that are excessively tight, excessively oversized, or worn below the waist
- Slit, cut, ripped or torn pants
- Belts that tie or have fringe including scarves used as belts
- **Sweaters/Fleece Tops:** Only Lands’ End dress code sweaters, fleece vests or jackets or sweatshirts bearing the approved Central Catholic logo may be worn. Sweaters must be worn over the approved dress code shirt. The collar of the shirt must be visible. Athletic team gear and non-Lands’ End sweatshirts are NOT permitted.
- **Footwear:** Central Catholic requires a dress code shoe for all students. Acceptable styles are leather Boat Shoes in the following colors: Tan, Brown, Black, Blue, or Gray. Socks must be worn and shoes with laces must be tied. Slippers, moccasins, clogs, crocs, and other open toed or open backed shoes are not allowed.
- **Eyewear:** Contact lenses, which are unnatural in color or distracting, are not allowed.
- **Hats/Bonnets:** Hats/Bonnets may not be worn anywhere in the school until after 2:10PM.
- **Sunglasses:** Sunglasses may not be worn in school.
- **Skirts:** All skirts must be purchased from the Lands’ End School Uniform Website and have the approved Central Catholic logo. Skirts must be worn with a dress code shirt. The length of the skirt must be no shorter than one inch above the middle of the kneecap. No tight or form fitting skirts may be worn. Students must wear solid color socks or tights (no patterns) with skirts.
- **Accessories:** Earrings must be a small stud or hoop. Nose, tongue, lip or eyebrow piercings require a clear stud. A thin necklace may be worn.
- **Personal Grooming:** Students are expected to be neat and clean in appearance. Hair is to be clean and neatly styled. Extreme hair color and hairstyles are not allowed. For safety reasons, hair cannot cover the eyes. Facial hair is not allowed. Medical exceptions and religious allowances will be considered on a case-by-case basis. Visible tattoos must be covered. The Assistant Principals for Student Success make the final determination on violations regarding personal grooming.

ARRIVALS:

Students who arrive at school prior to homeroom should enter through the Main Entrance and report to the Baroni Multipurpose Room or the Raider Cafe.

BACKPACKS AND BAGS:

Under no circumstances are personal items such as book bags and pocketbooks to be left unattended before, during or after school.

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 inappropriate behavior to the Assistant Principal for Student Success, which could result in the loss of transportation privileges.

CAFETERIA:

- All students must eat lunch in the assigned lunch area and are expected to keep such an area clean.
- During lunch blocks, students may not access their iPad or cellphones.
- At the end of each lunch period students are responsible for cleaning off their desks and disposing of their trash and recyclables.
- Bathroom access during lunch should be outside of the Baroni Multipurpose Room.
- Students may not leave the lunch area for any reason without a proctor's permission.
- Students are to remain seated for the lunch period until dismissed.

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 ON TO CAMPUS:

Driving on school property 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.
- MA state law requires seat belts must be worn at all times by drivers and passengers of motor vehicles.
- MA state law prohibits drivers from using any electronic device, including mobile telephones, unless the device is used in hands-free mode.
- 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 parking privilege.
- No student is allowed to park a vehicle on the school campus without authorization of the Assistant Principal for Student Success.
- Student parking passes are available through the Assistant Principal for Student Success office.
- Vehicles must be parked in the assigned student parking areas.
- 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.
- Loitering around vehicles either before or after school is prohibited.
- 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 during regularly scheduled classes, 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 repeatedly violate school regulations may have their parking privileges suspended or revoked.

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 for Student Success.
- 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 will be communicated to parents/guardians through the AP Notify system.

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:

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. Some field trips will require students to pay a participation fee.

ID CARDS:

ID Cards will be issued to students. Students must wear a CCHS lanyard and plastic ID protector available for purchase from the Campus Store. Stickers or other markings are not allowed on the ID. Students must wear the lanyard/ID at all times during school hours. Failure to wear a student ID during school hours will result in detention. Additionally, students are expected to have their ID cards on their person at all school-sponsored activities. If the ID card is lost, the student must obtain reordering information from the Main Office. Replacement cost is \$10.00.

LIBRARY/MEDIA CENTER:

- The school library hours are 7:00AM – 6:00PM Monday through Thursday, and 7:00AM - 2:30PM on Friday.
- Library policies regarding behavior are the same as the school policies for behavior outlined in this handbook. Appropriate behavior and respect for the rights of others to use the library media center for quiet study, research, and reading is expected at all times, including during the posted before and/or after school hours. Examples of inappropriate behavior which may lead to removal from the library and/or disciplinary action include but are not limited to: room disruption due to excessive noise level, destructive behavior, profanity and/or vulgarity, eating and drinking, and general disregard for library rules and/or responsibilities.
- Library policies regarding the use of mobile devices and appropriate computer and internet use are the same as the school policies outlined in this handbook. If a library staff member asks a student to put away his/her device because of games or other non-instructional activities during these times, the student must comply. Cell phones may not be visible or be used during the school day. Please refer to the handbook for detailed information about the acceptable use policies for use of the internet and the use of mobile devices.
- 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 Assistant Principal for Student Success 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 other 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 Assistant Principal for Student Success.
- 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.
- 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 items not secured in a locker. Athletic lockers MUST be cleaned out at the end of each athletic season (fall, winter, spring). Any items remaining in athletic lockers after the completion of the season will be removed by the Administration. Central Catholic is not responsible for items removed.

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 Administrative Assistant 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 pass or notification from a teacher, administrator, school counselor or staff member. Students must use a sign-out/sign-in sheet located in each classroom when leaving the room. Students found in hallways without a pass are subject to disciplinary penalties from the Assistant Principal for Student Success.

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 or pick up students in the rear faculty parking lot. This parking lot is for faculty.**
- **Students are not to 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.

REMOTE LEARNING CLASSROOM EXPECTATIONS

In the event that the school administration determines that a move to a remote learning option is necessary, the following expectations will be implemented.

Remote Learning Behavior

- Respect for your teacher and classmates is expected at all times.
- Remote learning dress code is expected to be presentable and includes a CCHS polo shirt or dress shirt. Hats, hoods and sunglasses are not permitted.
- Students who alter their screen name, enter Zoom sessions that they are not scheduled to be in, share a teacher meeting ID and class times will be dealt with the most serious of disciplinary consequences. These may include suspension of remote learning activities and academic penalties. Every effort will be made to identify students who circumvent the parameters in place to create a safe learning environment with the assistance of Zoom personnel and IP address directories.
- It is strongly recommended that participation in Zoom sessions take place in a quiet, well-lit space that allows for productive classwork to happen. Please do your best to find a table or desk that will allow you to sit upright and be visible on the Zoom video screen. If your bedroom is the quiet place you are working from, you should make every effort to participate in your Zoom session appropriately. Laying in a bed or on a couch is not acceptable.
- Eating and drinking while participating in a Zoom session is not acceptable. This is distracting and inconsiderate of your teacher and classmates. Students eating during a Zoom session may be removed from the class and progressive discipline will be enforced.
- Screen sharing, annotating without permission and inappropriate use of the Zoom text chat feature is not acceptable behavior. Inappropriate use of *any* of the Zoom video conferencing features will not be tolerated.

Acceptable Academic Expectations during Remote Learning

- Students are expected to read and understand individual teacher’s academic and classroom expectations found in the **Important Class Documents** folder in **Resources** for each class.
- Students are expected to check the class calendar on a daily basis.
- Students are expected to check their Raider email account each morning and afternoon.
- Students are expected to join class 5 minutes prior to the start of class and wait for the teacher to admit them into the session.
- Students should be in a quiet space during instruction. Earbuds are encouraged for students who have background noise that may be distracting.
- Students should come prepared to learn and have all the academic materials necessary for class. This includes, binders, texts, and charged electronic devices such as an iPad and calculator.
- Students are to remain attentive and engaged throughout the session.
- Students should be truthful with teachers, peers and in the work they submit.
- Students cannot leave class until dismissed by the teacher.

- Should a student need to leave class during instructional time, they should notify the instructor through a private chat in Zoom.
- If a student has a question and cannot communicate with the teacher during instructional time, they should communicate with the instructor by email after the class session.
- If a student is in a remote environment and has a study block on the schedule, they do not have to join the study session. Students are expected to use the time for independent study.
- Students should check their PlusPortal on a daily basis. If there is a question about an assignment, test or quiz grade, the student should notify the teacher by private chat in Zoom or email. Unless otherwise prompted by the teacher, students should not use class time to discuss a question/concern regarding a grade on an assignment or assessment.

Audiovisual Recording Notice and Consent

To facilitate the delivery of an educational experience in a remote learning environment, when necessary, this Audiovisual Recording Notice and Consent describes the types of information that CCHS may collect from students and other individuals who participate in such activities, and the consent that we require for students to participate in remote education.

Information CCHS May Collect

CCHS may record audio and video of school related events. Students and other individuals will participate in Recordings in real-time, as well as viewing Recordings at later times. We do not intend (as a routine practice) to edit the Recordings before they are viewed at later times. Thus, in addition to content, the Recordings will likely capture the students' and other participants' names, appearances, voices, personal information and characteristics, activities, and any other information that occurs or is provided during the Recordings. Additionally, the Recordings also may capture documents and written communications related to such Recordings, such as course materials and chat communications.

Student Obligations

Anything a student or other participant shares during a Recording will be heard and viewed by others who participate in the Recording either in real-time or later. All Recordings are regarded as regular school events and all of the school's standards and codes of conduct apply to Recorded events.

For the protection of all participants, **only** the School is permitted to make Recordings. **Students and parents are not permitted to make their own personal or private Recordings.** If a student or parent needs access to a Recording, beyond what is necessary and typical for a class, the student or parent may submit a request to the appropriate faculty or staff member.

Consent

To deliver effective remote education, CCHS needs to use and disclose Recordings. Thus, as a condition of participating in these events, you consent to the following:

1. You give CCHS permission, and grant to us the right, to record your student during the student's attendance and participation in Recordings, and to digitize, modify, alter, edit, adapt, create derivative works, display, exhibit, transmit, broadcast, reproduce, sell, license, or otherwise use Recordings, without further consent from you.
2. You permit, authorize, and license CCHS to use the Recordings in materials created by or on behalf of CCHS in connection with the dissemination, promotion, and delivery of remote education, and other educational services, without further consent from you.

CCHS is the sole and exclusive owner of all rights, title, and interest in and to the Recordings, including all copyrights and other intellectual property rights. Neither you nor your student will have any right to review or approve any Recording before it is used or disclosed.

Although we have prohibited students and others from making personal or private Recordings, it may not be feasible technologically to entirely prevent such conduct. CCHS has no liability whatsoever for such personal or private Recordings, or any improper use or disclosure of such personal or private Recordings.

Your consent is required for your student to participate in CCHS's synchronous remote educational experiences, though your student may still be able to participate in asynchronous remote education that is not Recorded.

SCHOOL FACILITIES AND GROUNDS:

Students *may not* remain in a classroom without adult supervision. 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 10:10 AM – 10:20 AM.
- Students on break **MUST** be in the cafeteria or their period 3 classrooms.
- Students must be in their period 3 classroom by 10:20AM. 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 and Systems Manager 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 & firewall
- 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 keystrokes
- 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
- Online 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.

CELL PHONES:

Cell phones may not be visible or be used during the school day (7:45AM – 2:10PM), unless specifically instructed by the classroom teacher for instructional purposes. Students are prohibited from using cell phones in any other areas of the school building/grounds at any time during the school day. Any student in possession of a cell phone during the school day will receive the following consequences:

- 1st offense – Three (3) school detentions are assigned.
- 2nd offense – Five (5) school detentions are assigned and the Assistant Principal for Student Success will communicate with the parents/guardians.
- 3rd offense – Five (5) school detentions are assigned and the Assistant Principal for Student Success will request a meeting with student and parents to discuss disciplinary actions.

When there is a reasonable suspicion that a student’s cell phone or social networking website may be 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, platform or application.

TELEPHONE CALLS AND MESSAGES TO/FROM HOME:

Communication via student cell phone is not permitted during school hours. Parents needing to communicate with their son/daughter during the school day should call the Main Office. Students making emergency phone calls to home may be made by going to the Main Office or Nurse’s Office.

**Central Catholic High School
Guidelines for Personal Use of Student-Owned Mobile Devices**

Central Catholic High School provides all students access to a wireless network and the option of bringing in a personal laptop as means to enhance their education. The purpose of this policy is to assure that students recognize the limitations the school imposes on their use of personal mobile devices. A personal mobile device includes laptops, tablets, netbooks and e-book readers. In addition to this policy, the use of any school computer, including all personal mobile devices, also requires students to abide by the CCHS Acceptable Use Policy.

Guidelines for General Usage

1. Student use of a personal mobile device must support the instructional and learning activities currently occurring in each classroom and lab.
2. Students may at times be requested by the teacher to turn off and put away a personal mobile device such as testing situations that do not require the support of the mobile device or when the device is not used to support the instruction or learning in the classroom.
3. Students should be aware that the use of the mobile device could cause distraction for others in the classroom especially in regards to audio. If an assignment requires audio, a teacher may request or allow audio through headphones.

4. Students may use their personal mobile device from 7:45AM - 2:10PM for academic purposes only unless permission is granted otherwise by a faculty/staff member. If a CCHS faculty/staff member asks a student to put away his/her mobile device because of games or other non-instructional activities during these times, the student must comply.
5. Students are responsible for maintaining the integrity of software required for facilitating academic activities.
6. File sharing programs are not allowed to be used during school hours. Students may not airdrop assignments, class materials or other files without the teacher's permission
7. Before 7:45AM and after 2:10PM, students may use their personal mobile device for academic and non-academic purposes.
8. The school reserves the right to access an individual's mobile device at any time.
9. Students engaged in non-academic activities on their mobile device from 7:45AM - 2:10PM may receive detention and/or have their mobile device taken and lose such privilege.
10. All personal mobile devices (with the exception of iPads) brought to school must have an up-to-date antivirus program installed. The school has the right to verify this at any time.
11. All materials including photos, music, and language etc., stored on a student's mobile device should be appropriate for school.
12. Students should not leave their mobile device unattended in hallways, classrooms, cafeteria or unlocked lockers. The school accepts no responsibility for personal property brought into the school.
13. Students will be allowed to access a school printer from their mobile device in the library. Students may not connect to any other printer in the school.
14. The CCHS Technology Department does not support the hardware or software on personal mobile devices.
15. Students must fully charge their mobile device prior to bringing the equipment to school. Students are not permitted to charge their devices during academic classes.
16. Students may not use their mobile device for picture taking or video without the permission of the faculty/staff member.
17. Students may not use their mobile device to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning.
18. Students may not use their mobile device's camera, video, FaceTime or other apps in any way that is offensive, profane, threatening, obscene, or damaging to another person.
19. Students may not use their mobile device to take photographs, audio or video of other students, guests, or school personnel without his/her permission.
20. Students may not use their mobile device for the use of a screen protector that prohibits others from viewing screen.
21. Students may not use their mobile device for the use of chat rooms and websites selling term papers, book reports and other forms of student work.
22. Students may not use their mobile device for illegal file-sharing sites.
23. Students may not use their mobile device for spamming, sending mass or inappropriate emails.
24. Students may not use their mobile device for gaining access to other students' accounts, files, and/or data.
25. Students may not use their mobile device for use of the school's internet, network or email accounts for financial or commercial gain or for any illegal activity.
26. Students may not use their mobile device for any form of anonymous and/or false communications.
27. Students may not use their mobile device to participate in credit card fraud, electronic forgery or other forms of illegal behavior.
28. Students may not use their mobile device to vandalize (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
29. Students may not use their mobile device to bypass the school's web filter through a proxy server, VPN, hotspot or using 3g/4g/5g.
30. Students are not allowed to send mass emails to the Central Catholic community or to any outside groups without consent of school administration.

Consequences of General Usage

A student found in violation of these guidelines will receive the following consequences:

- 1st offense – Three (3) school detentions are assigned.
- 2nd offense – Five (5) school detentions are assigned and the Assistant Principal for Student Success will communicate with the parents/guardians.
- 3rd offense – Five (5) school detentions are assigned and the Assistant Principal for Student Success will request a meeting with student and parents to discuss disciplinary actions.

Student Responsibility

CCHS accepts no responsibility for personal property brought to the school by students. This includes all personal mobile and digital devices. Students who choose to bring a mobile device to school assume total responsibility for the mobile device. A mobile device that is stolen or damaged is the responsibility of the students and their parents or guardians. Students should take all responsible steps to protect against loss or damage of their personal mobile device.

Access Control and Authentication

1. No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.
2. To use a personal mobile device within the school, students and parents must have signed the acceptable use policy.
3. Students can only access the internet and the school network via a wireless connection using “authenticated credentials.” Any student found connecting his/her laptop to the network using an Ethernet cable plugged into a wall jack will have his/her mobile device confiscated and lose personal mobile device access privileges.

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 FACTS beginning June 15. There is a \$50.00 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 FACTS. by the 15th of each month.
- A \$25.00 service charge will be added to an account for every check returned to Central Catholic for insufficient funds.
- If by August 1st, 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 45 days 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 15th.
- 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. This fee is added to the annual cost of tuition. Seniors will not be permitted to receive a diploma unless all tuition and graduation fees are paid in full.

TUITION REFUND POLICY

- Through August 7th : Refund less \$500.00 registration fee for students in class of 2025, 2026, 2027; refund less registration fee of \$1,000 for students in class of 2028.
- Through August 14th: Refund less 40% of scheduled monthly payments
- Through August 21st: Refund less 60% of scheduled monthly payments
- Through September 6th: Refund less 70% of scheduled monthly payments
- Beginning September 7 th : No refund of scheduled monthly payments

Note: Scheduled monthly payments refer to the amount that would be due if the 11 monthly payment option was selected.

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 a few items, students are required to purchase books through eCampus or through the links at (www.centralcatholic.net/textbooks). Published study guides (paper or electronic) or notes are not to be substituted for reading assignments. Students are cautioned to check the eCampus website before buying second hand books. Central Catholic is not responsible for students purchasing books through private sales or for mistakes made when ordering books from other locations. .

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 High School is not responsible for replacement of lost or stolen books or personal belongings.

CAMPUS STORE:

The school store is located off the main lobby. Central Catholic gift items, spirit wear, stationary items and school locks may be purchased at the school store. Contact the Central Catholic School website for scheduled Campus Store hours. Clothing purchased at the Campus Store cannot be worn during the school day.

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
- Marist Service Program
- Mission Awareness Program
- Marist Service days for freshmen and sophomores

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.

MARIST SERVICE 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 service to people in need. The guideline for acceptable Marist Service is that service to others should respond to the tenets of Catholic social teaching. All service must be directed towards people in need. Campus Ministry approves all service hours after hours are approved by the service organization. Students who would like to perform service other than the various opportunities made available through the school can submit a form prior to service for acceptance. Forms can be found in Campus Ministry or online. Students can work towards completing the Marist Service hours requirement with the summer prior to their freshman year. All required Marist Service Hours need to be completed and submitted no later than April 1 of student's Junior Year. All students are required to complete 24 service hours, unless the student is a transfer. Required hours are determined by year of entry (grade) at CCHS.

- Grade 9 - 24 hours.
- Grade 10 (transfer) - 16 hours.
- Grade 11 or 12 (transfer) - 8 hours.

Seniors must have completed their Marist Service requirement and the reflection assignment by the end of junior year. A grade of “F” for “Marist 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 hours and reflection by May 1 may not receive a diploma at graduation.

Juniors have until the completion of junior year to satisfactorily complete their graduation requirement of One Day Marist Service. Beginning with the 4th Quarter progress report, juniors who have not completed their service requirement will receive a grade of “Incomplete” until the Christian Service requirement has been successfully fulfilled.

Sophomores and Freshmen are required to complete 24 hours of One Day Christian Service to those most in need and have until the completion of junior year to do so. Beginning in the 3rd term of junior year, the consequences listed above will be in effect.

CANCELLATION/DELAYED OPENINGS:

The AP Notify system will announce all delays, early dismissals, and cancellations. A school-closing announcement for Lawrence or other cities/towns does not automatically apply to Central Catholic.

COMMUNICATION WITH SCHOOL STAFF:

Teachers / Administration: Parents/guardians wishing to contact a teacher and/or administrator can expect returned communication within 2 school days. Parents/guardians who need to meet with a teacher and/or administrator should make an appointment.

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.

SCHOOL COUNSELING SERVICES:

The School Counseling office has a developmental model in which an assigned school counselor maintains consistency working with a student throughout her/his entire high school experience. School counselors deliver our curriculum and program to students through various platforms including individual and small group meetings, classroom presentations and large group assemblies.

School counselors work with students to identify the academic and life skills that encourage students to have a well-rounded high school experience, demonstrate academic success and make educated and purposeful decisions about their future. Additionally, the counseling team does focused work to educate students about their opportunities after high school and assist with all aspects of the college application process.

The school counseling office consists of a director, six school counselors, several school adjustment counselors and an administrative assistant.

HEALTH SERVICES:

Licensed 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 female 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 school 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.

Similarly, if a male student discloses to a Central Catholic staff member the suspicion of becoming a parent or is expecting a child, the staff member and student shall inform the student's school 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.

LOST AND FOUND:

Students who have lost items in school should report the loss to the Assistant Principal for Student Success. 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.

Donations from students, staff and faculty take place in conjunction with Student Council on dress down days. Electronic giving is also available for some collections throughout the school year. Donations are accepted at anytime in the Campus Ministry 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 appropriate activity moderator.

SCHOOL-PARENT/GUARDIAN PARTNERSHIP:

Central Catholic High School recognizes parents/guardians as the primary educators of their children. The education of students at Central Catholic is, therefore, a freely chosen partnership between the student's parents/guardians and the school.

By enrolling a child at Central Catholic, parents/guardians agree to support and act in accordance with the policies and procedures outlined in the Student/Parent Handbook and to pay stipulated tuition and fees. Additionally, parents/guardians are encouraged to support the school community through constructive communication with teachers and administrators.

If the school's mission and program are in conflict with the values of an individual parent/guardian or student, if the student does not contribute positively to the academic and religious environment of the school, if a student or parent/guardian refuses to abide by school policies and/or the decisions of school authorities, or if a disagreement between the school and a parent/guardian becomes irreconcilable, Central Catholic High School reserves the right to dissolve its partnership with a family and require the parent/guardian to withdraw his or her child.

VISITORS:

- People who wish to visit the school must use the Main Entrance and check in with the Security Liaison in the Main Lobby. 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.

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.

APPENDIX A

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report: _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)
2. Check whether you are the: Target of the behavior or (not the Target)
3. Check whether you are a: Student Staff member (specify role) _____
 Parent/Guardian Administrator Other (specify) _____
- Your contact information/telephone number: _____
4. If student, state your school: _____ Grade: _____
5. If staff member, state your school or work site: _____
-

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ • Student • Staff • Other _____

Name: _____ • Student • Staff • Other _____

Name: _____ • Student • Staff • Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously.)
- 10: Form Given to: _____ Position: _____ Date: _____
- Signature: _____ Date Received: _____

**APPENDIX B
INVESTIGATION**

1. Investigator(s): _____ Position(s): _____

2. Interviews:

Interviewed Aggressor Name: _____ Date: _____

Interviewed Target Name: _____ Date: _____

Interviewed witnesses Name: _____ Date: _____

Name: _____ Date: _____

3. Any prior documented Incidents by the Aggressor? Yes No

 If yes, have incidents involved Target or Target group previously? Yes No

 Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(Please use additional sheets of paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

YES

NO

Bullying

Incident documented as _____

Retaliation

Discipline referral only _____

2. Contacts:

Target's parent/guardian Date: _____ Aggressor's parent/guardian Date: _____

Catholic Schools Office Date: _____ Law Enforcement Date: _____

3. Action Taken:

Loss of Privileges Detention Referral Suspension

Community Service Education Other _____

4. Describe Safety Planning: _____

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____

(If principal was not the investigator)

Signature and Title: _____ Date: _____

APPENDIX C
2024-2025 HOMEWORK POLICY

Homework Policy Components	Homework Policy Statements
Rationale and Guiding Principles	Homework is an essential component of the learning process.
Definition of Effective Homework Assignments	<ul style="list-style-type: none"> ● Homework is defined as any task assigned by teachers to be completed outside the classroom. ● Effective homework is: <ul style="list-style-type: none"> ○ Connected to learning goals (objectives) ○ Developmentally appropriate ○ Differentiated to accommodate learner needs
Definition of Purposes of Homework or Types of Homework	<ul style="list-style-type: none"> ● Homework is intended to: <ul style="list-style-type: none"> ○ Reinforce learning taught during class ○ Extend learning beyond what is taught ○ Promote team building among students. ○ Prepare students for tests and examinations ○ Nurture creativity, responsibility and independence ○ Prepare students for the next lesson ○ Complete work not completed in class ○ Develop good study and work habits
Homework as Feedback	<p>Homework will:</p> <ul style="list-style-type: none"> ● Provide teachers with feedback on student understanding of material to shape instruction. ● Provide students with feedback regarding their own comprehension of the content. ● Be reviewed with feedback given to students in a timely manner.
Amount of Homework Assigned/Time Limits	<ul style="list-style-type: none"> ● Amount of homework may vary by level and grade. ● Students can expect between one and three hours of homework each night. ● High school students taking college level courses (AP or Dual Enrollment) should expect that these classes will require considerable time commitment and increased homework amounts. ● If parents or guardians have concerns about the amount of time their learner is spending on homework for a particular subject they are encouraged to reach out to the instructor.
Weekend Homework	<ul style="list-style-type: none"> ● Homework may be assigned over the weekend, however, the amount of assigned homework should be the same as a typical weekday amount.
Holidays	<ul style="list-style-type: none"> ● To respect a balance between school work and family life homework will not be assigned over Thanksgiving, Christmas, Easter weekend, and February and April breaks. ● Tests, quizzes, and projects will not be administered on the first day classes resume. It may be the case that a long term or multi-day project or assignment is given well before a holiday break; students will need to stick to a disciplined work schedule so as to enjoy the well-deserved time off. ● AP Students may receive homework or additional work over the April break in preparation for the AP Exams the first two weeks in May.
Summer Homework	<ul style="list-style-type: none"> ● AP students should expect summer assignments in preparation for their upcoming school year.
Homework and the Student	Study habits vary, so it is difficult to estimate the amount of homework time for any one student. Often success with homework is a condition of the student's

	<p>self-regulation. Skillful self-regulators have an arsenal of strategies that enable them to achieve efficiently and effectively: help-seeking, planning, goal setting, time-management, self-monitoring, reducing distractions, questioning, monitoring comprehension, and using feedback. Students who struggle sometimes do not systematically employ these strategies, even though they may, in fact, spend a significant amount of time working/studying. High school is an appropriate place for young people to develop and strengthen their work skills; in essence, students learn how to learn through the rigors of school.</p>
Homework and the Stakeholder Roles	<p>Since student learning and success are shared responsibilities, teachers, parents/legal guardians, students, and school administrators all have important roles and responsibilities related to the completion of homework.</p>
Homework and the Student's Role	<p>Students have a responsibility to:</p> <ul style="list-style-type: none"> ● Check daily for homework assignments posted to Planbook. ● Have a routine, location, and system to record daily assignments ● Schedule and organize homework time that is free from distraction and compatible with family and/or after-school activities ● Share with teachers and parents/guardians any challenges they encounter with homework.
Homework and The Teacher's Role	<p>Teachers have a responsibility to:</p> <ul style="list-style-type: none"> ● Prepare students to succeed with homework and support them to develop skills they need to complete homework successfully ● Make clear in assigning homework to students the purposes of the assignment, the guidelines for completion, and the basis for evaluating the works performed. ● Provide students with timely feedback on homework assignments. ● Have Planbook updated with assignments and other relevant classwork and information by 7pm on Sunday for the upcoming school week. (This should not include assignments due the following day.) ● Seek to determine the cause if a student regularly fails to complete assigned work. ● Communicate with parents/guardians when they observe students encountering challenges with homework.
Homework and the Parent's Role	<p>Through homework, parents/guardians have the opportunity to:</p> <ul style="list-style-type: none"> ● Provide encouragement and support. ● Deepen their understanding of their student's experience in school. ● Help their student develop goal setting and time-management skills. ● Communicate with their student's teachers' concerns they have regarding their student's performance (or help their student facilitate these conversations on their own).
Homework and the Role of School Administration	<p>Administration has a responsibility to:</p> <ul style="list-style-type: none"> ● Review homework plans and procedures for the school annually. This review may include input from parents/guardians, students and teachers. ● Support students, teachers and parents/guardians to find solutions to homework issues. ● Plan and coordinate professional development related to their staff. ● Plan and coordinate information sessions for parents and students regarding development of self regulation skills.

APPENDIX D

ACADEMIC RECOVERY FORM - DIRECTIONS

The student has been absent for **THREE OR MORE CONSECUTIVE DAYS**. The student is responsible to make up class work, assignments, homework and assessments missed during the absence. The makeup work is to be completed based on agreement between the student and the teacher.

Student responsibilities:

- Student brings reentry note to the Assistant Principal for Student Success. (Main Lobby)
- If the student is returning to school **after three or more consecutive days absent**, they must obtain an **Academic Recovery Form** from the Assistant Principal for Student Success.
- The student must complete the form on the day of their return to school. (Print neatly)
- The student must go to Planbook and/ or Google Classroom to find the work they have missed for each class and then complete the form. (for example: HW p 32, # 1-8; Quiz on chapter 1, section B)
- The student shows the form to each teacher to **confirm the work the student must complete**. The teacher indicates the due date for the required makeup work and initializes the form. The teacher is not signing the form to indicate the student has completed the work but rather that both the student and teacher have agreed to the missing work that must be completed and when it is due.
- On the second day of the student's return to school, **the student makes two copies of the completed blue form**. (Copies can be made in the Library)
 - Student keeps the blue form
 - Student submits one copy to their school counselor
 - Students in grades 10, 11 & 12, submit a copy of the form to the Academic Dean (Ms. Burns- Room 201A)
 - Students in grade 9 submit a copy of the form to the Grade 9 Student Success Coordinator (Mrs. LaBrie – Room 201)
- **Student/Teacher responsibilities:**
 - Speak with each teacher about missing/assignments/assessments
 - Develop a timeline/plan to complete the work
- **Within five days of the students return to school:**
 - Grade 10, 11 & 12 students must email the Academic Dean, Ms. Burns indicating they have completed the work.
 - Grade 9 students must email Mrs. LaBrie, the Grade 9 Student Success Coordinator indicating they have completed the work.
- The student's teachers will be emailed asking to confirm the work has been completed and the grades are entered in Plusportals.

ACADEMIC RECOVERY FORM

AFTER THREE OR MORE CONSECUTIVE DAYS ABSENT FROM SCHOOL THE STUDENT MUST COMPLETE THIS FORM

Student Name: _____ YOG _____ Counselor: _____

Today's Date _____ Dates Absent _____ Number of Days Absent _____

PERIOD	SUBJECT	TEACHER	ASSIGNMENT(S)/ASSESSMENTS	DUE DATE	TEACHER INITIALS
A					
B					
C					
D					
E					
F					
G					

APPENDIX E
Central Catholic High School Artificial Intelligence (AI) Policy
2024-25

Introduction

Central Catholic High School (CCHS) is committed to providing a dynamic learning environment that prepares students for the future. As artificial intelligence (AI) tools become increasingly integrated into education, it is important to establish guidelines that ensure these tools are used ethically and responsibly.

Purpose

The purpose of this policy is to provide students, parents, and CCHS staff with clear guidelines on the use of AI tools in educational activities, emphasizing the importance of originality, academic integrity, and ethical conduct.

Guidelines for AI Use

1. Educational Enhancement

AI tools may be used to support learning and enhance educational experiences. Students are encouraged to explore AI technologies under the guidance of their teachers to develop critical thinking and problem solving skills.

2. Academic Integrity

Students must adhere to the principles of academic integrity and originality in all their work. AI-generated content must be properly credited, and its use must be explicitly approved by the teacher for specific assignments.

3. Prohibited Uses

AI tools must not be used to complete assignments, essays, or assessments without explicit permission from the teacher. Plagiarism or misrepresentation of AI-generated work as one's own is strictly prohibited and will be subject to disciplinary action.

4. Ethical Considerations

Students must use AI tools ethically and responsibly, respecting privacy, copyright, and data protection laws. Any use of AI that compromises the ethical standards of CCHS or the safety and well-being of the CCHS school community is not allowed.

5. Parental Guidance

Parents are encouraged to discuss the ethical use of AI with their children and to monitor their use of technology at home. Parents should collaborate with teachers to ensure that AI tools are used appropriately to support educational goals.

Implementation and Adherence

Teachers will provide guidance on the appropriate use of AI tools in their classrooms and monitor student compliance with this policy. Violations of the AI policy will be handled in accordance with the school's academic integrity policy. All cases of academic dishonesty should be reported to the Academic Dean. In consultation with the student's teacher, the consequences for each offense will be determined by the Academic Dean.

Conclusion

Central Catholic High School is dedicated to fostering a culture of integrity, innovation, and ethical responsibility. By adhering to this AI policy, students, parents, and CCHS faculty and staff can work together to ensure that AI technologies are used to enhance learning while maintaining the values that define our school community.

APPENDIX F

Central Catholic High School Daily Schedules

Monday, Tuesday, Thursday, Friday		
HR	7:45-7:55	
Per. 1	8:00-9:00	
Per. 2	9:05-10:10	
Per. 3	10:15-11:20	
Per. 4	11:20-11:50	Lunch 1
	11:55-12:25	Lunch 2 (students are dismissed at 11:55 for L2)
	12:30-1:00	Lunch 3 (students are dismissed at 12:30 for L3)
Per. 5	1:05-2:10	
Wednesday		
HR	7:45-7:55	
Meeting time	8:00-8:45	
Per. 1	8:50-9:40	
Per. 2	9:45-10:40	
Per. 3	10:45-11:40	
Per. 4	11:45-12:10	Lunch 1
	12:15-12:40	Lunch 2 (students are dismissed at 12:15 for L2)
	12:45-1:10	Lunch 3 (students are dismissed at 12:45 for L2)
Per. 5	1:15-2:10	
Early Dismissal		
Per. 1	7:45-8:30	
Per. 2	8:35-9:15	
Per. 3	9:20-10:00	
Per. 4	10:05-10:45	
Per. 5	10:50-11:30	