

# **CENTRAL CATHOLIC HIGH SCHOOL**

## **Parent / Student Handbook**

**2023-2024**

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Reverend Donald King

President

Mr. David M. Oates

Principal

Mrs. Nicole J. Singer

Assistant Principal

Deacon Randy Smith

Director of Campus Ministry

Mr. Jeff Lindesmith

Director of Guidance

Dear Students and Parents/Guardians,

Welcome to the 2023 - 2024 school year. As members of the Central Catholic community, we are committed to preserving the rich “Tradition of Excellence” for which Central Catholic is known. The purpose of this handbook is to help us continue to achieve and maintain our commitment to Central Catholic tradition and policies. The material in this handbook defines our expectations, explains our basic policies and services, and is based on Diocesan and State requirements.

We encourage your responsible conduct at school and outside of school, as you represent Central Catholic at all times. Respect for others, ourselves, our community, and our school is a hallmark of Central Catholic students. The Catholic Church recognizes parents as the primary educators of their children and Catholic schools exist to assist parents in the Christian formation of their children.

I encourage each of you to take advantage of the many opportunities at our school, which foster spiritual growth and academic opportunity and success. I thank you for your commitment to Central Catholic and I pray that each of you has a wonderful, successful school year.

Sincerely,  
David M. Oates  
Principal

## **MISSION STATEMENT**

The mission of Central Catholic High School, as a faith community of the Roman Catholic Diocese of Youngstown, is to develop in our students, faith, academic excellence, leadership, and a commitment to service and social justice, guided by the light of Jesus Christ.

## **STUDENT NON-DISCRIMINATION POLICY**

A school administered under the authority of the Catholic Diocese of Youngstown, complies with those constitutional and statutory provisions, as may be specifically applicable to Catholic schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs.

All schools of the Diocese admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Schools of the Diocese do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. Non-Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with minor adjustments, a program can be provided. It is assumed that any family seeking admission to a school administered by the Diocese of Youngstown shares the philosophy of the school and agrees to support that philosophy and vision as well as all policies.

## **SECONDARY SCHOOL REGISTRATION**

Registrants for a diocesan district secondary school will be accepted from the eighth grades of the Catholic elementary schools within the diocesan secondary school attendance district, and from the eighth grades of all other state approved schools within the attendance area of the secondary school.

The school reserves the right to refuse admission or readmission, to suspend or expel any student who does not cooperate with the policies established in this handbook. Policies in this handbook apply to after school hours as well.

If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy.

Admitted students jeopardize readmission for any of the following:

- Tuition more than \$1,000 in arrears
- Unacceptable conduct the previous year
- Inappropriate conduct toward other students, teachers, administrators
- Failure to comply with community service or other disciplinary measures

### **INFORMATION UPDATES**

Parents are responsible for updating any change in information throughout the year.

### **IMMUNIZATION LAWS**

No child shall be admitted to school unless he / she has been immunized. Proper documentation of legal exceptions for bona fide religious tenets or other permissible reasons must be presented and kept on file.

### **CUSTODIAL DOCUMENTS**

It is state law (ORC 3313.672) that the school has to have on file a certified copy of the court order concerning custody and not only the front and last page of the custodial agreement. This order must include the first page with the identifying information on it, all the pages in between, and the last page with the official signature and stamp which states: "This is a true document", and the embossed seal. This procedure is for the family's protection as well as the school. If there is information you do not want made known (i.e. financial), feel free to black it out or use white-out to eliminate the information. If there is a change in the document, the school must have a certified copy of the changes on file or the school will abide by the copy which is presently on file at the school. If the school does not have

these documents on file, the school will assume that both parents have equal rights.

### **PARENT RESPONSIBILITIES** (per Diocesan Parent and Guardian Conduct Policy)

The Catholic Church recognizes that the primary responsibility for the education of the children belongs to parents. The Catholic school exists to assist parents in the Christian formation of their children. The greatest single factor in building a child's intellectual, cultural, and moral and spiritual attitude is the example a parent provides in the home.

In this Handbook, the term "parent" refers not only to a student's natural or adopted parent, but to a student's non-parental legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Modeling and supporting their children's practice of the Catholic Faith, including attendance at weekend liturgies.
- Supporting the school's mission and commitment to Christian principles.
- Remaining informed about and involved in the religious instruction of their children.
- Supporting school policy and the authority of the administration and teachers.
- Encouraging their child to complete all assignments and provide homework support.

- Insisting that their children obey the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding criticism of teachers and school policies outside of the proper channels.
- Following the policies and procedures stated in the handbook.
- Paying all fees and tuition on time.
- Reimbursing any property destroyed (accidentally or intentionally.)
- Being an active member of the school and parish community.
- Signing and returning the handbook verification form and other paperwork necessary for their child's attendance and participation in school programs and activities.

### **CENTRAL CATHOLIC FINANCIAL POLICIES & TUITION PAYMENT PLANS 2023-2024 SCHOOL YEAR**

Tuition for the 2023-2024 school year will be \$10,100 for parishioners and \$11,100 for non-parishioners. Effective for the 2023-2024 school year there will be a non-refundable \$500.00 deposit toward your tuition due by July 1, 2023. There will be four payment methods.

1. Pay in full by August 1<sup>st</sup> and receive a \$100 discount.
2. Pay in two payments (August 1<sup>st</sup> and January 2<sup>nd</sup>)  
No discount.
3. Loan through DOY Credit Union or Friends and Family Credit Union and receive a \$125 discount.

4. Monthly payment through ACH. There is a \$150 administrative processing fee.

Students whose tuition is in arrears and do not have an acceptable payment plan in place will not be able to participate in extracurricular activities.

Report Cards, transcripts, and diplomas will not be released if tuition is in arrears unless arrangements have been made in writing through the school Treasurer and Principal.

Questions regarding tuition should be directed to the school Treasurer.

#### **ADDITIONAL FEES FOR 2023-2024**

<b>Senior Retreat</b>	<b>\$150.00</b>
<b>Graduation</b>	<b>\$150.00</b>
<b>Underclassman Retreat</b>	<b>\$25.00</b>
<b>Parking Pass</b>	<b>\$25.00</b>
<b>Technology Fee</b>	<b>\$150.00</b>
<b>Student Activity Fee</b>	<b>\$150.00</b>

#### **TUITION ASSISTANCE**

The aim of Central Catholic's tuition assistance program is to provide the financial help that will enable as many students as possible to receive a quality, Catholic education. Each year The Crusader Challenge raises funds for tuition grants which are awarded to students with financial need. Applications for grants are available in January for the following school year and must be filed by the spring deadline. Information on tuition assistance and other special awards based on financial need may be obtained from the school Tuition Assistance Office.



## ACADEMIC

### GRADUATION REQUIREMENTS

Central Catholic is a Diocesan high school accredited by the North Central Association of Secondary Schools and the Ohio Catholic Schools Accrediting Association and is chartered by the State of Ohio. The following are the requirements for graduation as prescribed by these organizations and Central Catholic High School.

Students will need a minimum of 24 credits, this includes a credit in Theology for each year attending Central Catholic, plus one quarter credit in service for each year attending Central Catholic.

Theology	4 credits
English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Personal Finance	.5 credits (class of 2026 and beyond)
Health/Physical Education	1 credit
Business/Technology, Fine Arts and/or Foreign Language	1 credit
Service	.25 credit
Additional courses to meet the 24 credit minimum.	

## ACADEMIC HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. Students must meet all but one of the following criteria, unless it is a minimum graduation requirement.

Math	4 credits
Science	4 credits, including 2 credits of advanced science
Social Studies	4 credits
World Languages	3 credits of one world language, or no less than 2 credits of each of two world languages studied
Fine Arts	1 credit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher SAT: 1280 or higher

## GRADUATION HONORS

Each year a graduating senior(s) is/are designated class Valedictorian or Salutatorian. These awards are determined by class rank, classes taken (Honors, AP, CCP) and the number of semester "B's". College courses taken as a part of the College Credit Plus program are counted in this calculation. Other courses taken outside of the normal school year (summer school at an outside institution) and school day (night school or courses) are not included in this computation. Coursework at outside institutions will not be counted in GPA. Middle school credit earned will be reflected on the transcript but not included in the GPA.

## **GRADING SYSTEM**

Central Catholic High School follows the Diocesan grading system.

<b>Letter Grade</b>	<b>Percent</b>	<b>Point Value (standard)</b>
A	93 – 100	4.0
B	85 – 92	3.0
C	77 – 84	2.0
D	66 – 76	1.0
F	0 – 65	0.0 (no credit)

## **AP, HONORS, and MATH GRADING SCALE**

<b>Letter Grade</b>	<b>Percent</b>	<b>Point Value</b>
A	90 – 100	5.0
B	80 – 89	3.75
C	70 – 79	2.5
D	60 – 69	1.25
F	0 – 59	0.0 (no credit)

Credit for a course is awarded at the end of each semester based on the semester grade. The semester grade will be calculated based on the following: Each quarter of the semester will count for 45% of the semester grade and the semester exam will account for 10% of the semester grade.

## **ADVANCED PLACEMENT COURSES**

An Advanced Placement course is a college level course offered to high school students. The content of the course

and the rigor with which it is approached is the same as experienced on the college campus. A college text is used. Students enrolled in an AP course should consider taking the Advanced Placement examination conducted by the College Board in May. If the college of the student's choice accepts Advanced Placement and if the student achieves an acceptable score on the AP exam, the college may grant credit for the course at no additional expense beyond the examination fee. Grades from Advanced Placement courses are weighted in computing a student's grade point average, quality points and rank in class.

## **HONORS COURSES**

Honors courses are intended to challenge academically talented and dedicated students. These courses involve an accelerated, in-depth approach to the subject matter and require the students to complete additional and/or more comprehensive assignments than those in the regular programs. In addition, students in honors courses are required to pursue some type of independent research or creative work. To enroll in an honors course, students must meet the prerequisites and other criteria stated in the Course Description Book. Grades from honors courses are weighted in computing grade point average, quality points and rank in class.

## **CLASS RANK**

Class rank is computed at the end of each semester and indicates the student's academic standing in relation to the other students in his/her individual class. Class rank will be calculated using quality points. Quality points are determined according to the following formula: the sum of the point value of the semester letter grade times the credit awarded for the semester.

## **SCHEDULE CHANGES**

A course may be dropped within the first twenty days of its beginning. A course may not be added to take its place. The course will no longer appear on report cards or permanent records.

A course dropped after the twentieth day will result in a grade of WP or WF (Withdraw Passing, Withdraw Fail) which will be reported on the report card and permanent record.

The student will be assigned to study hall for the remainder of the semester. No student may have more than one scheduled study hall each semester unless there are extenuating circumstances and the counselor, teacher and parent concur.

## **REPORT CARDS**

Report cards are mailed the week following the last day of each nine-week period. The report card includes grades for the courses in which the student is currently enrolled as well as attendance information and a conduct grade.

## **COLLEGE CREDIT PLUS**

College Credit Plus is a state funded program that allows qualified students in grades 7-12 to earn college credits while still in high school. Students can receive both high school and college credit for the courses that they take through CCP.

CCP classes start a student's college transcript and college GPA. These courses can have long-reaching effects for students with regard to future college admission, financial aid and scholarships. Both parent and student should have a discussion regarding the seriousness of taking a college course and the benefits and ramifications of the grade and credit earned by the student.

There is no cost involved with taking CCP courses; however, as a private school parents/students are required to establish an OH/ID through the Ohio Department of Education in order to apply for funding. A letter of intent needs to be signed and returned to the Guidance Department by the designated date. The students need to meet the criteria for admission to the college and complete the application process for the college along with meeting all of the deadlines.

Courses are available on Central Catholic's campus, online and on the campus of any college or university. Please keep in mind when scheduling classes that you must meet the requirements at Central Catholic in order to receive a diploma from Central Catholic.

### **NATIONAL HONOR SOCIETY**

Members of the National Honor Society work together to promote the qualities of Character, Scholarship, Leadership and Service. Students must have an 85% in conduct and a 3.5 cumulative GPA determined after five semesters of grades to be eligible to apply. Students eligible to apply and their parents will be notified of the application process by mail in February of their Junior year. Students are expected to attain a minimum of five service hours per semester, beyond the class requirement, once inducted into National Honor Society.

### **SERVICE REQUIREMENT**

Service is an ongoing part of our curriculum and a requirement each year in order to graduate. Half of the required hours must be within each class's focus area. Completed service hour information is due by April 15<sup>th</sup> to the Class advisors. Students will be provided with specific

details on how hours are to be documented. Hours completed in the summer will count toward the **next** school year. Incomplete hours do not carry over to the following school year. If hours are not completed, students may become ineligible for extracurricular activities and required to serve after-school detentions until hours are fulfilled.

Freshman - 10 hours

Sophomores - 10 hours

Juniors - 15 hours

Seniors - 20 hours

## **TESTING PROGRAM**

To assist in identifying a student's strengths and needs the following tests are administered or offered:

Tests marked with an \* require an additional fee

### **GRADE 9**

IOWA Test

### **GRADE 10**

PSAT\*

### **GRADE 11**

ACT

SAT\*

PSAT\*

### **GRADE 12**

ACRE Religion Test

ACT\*

SAT\*

## **ABSENCE**

Parents or guardians must call the school attendance office (478-2131) between 7:00 and 9:00 AM to report a student absent. Please state the student's name and the reason for the absence. We are required to record a reason for your child's absence, per diocesan policy. A half day is determined by being in attendance at school for a minimum of 3.5 hours. 11:30 marks a half day. Students must be in attendance a minimum of a half day in order to not be marked absent for a full day. Students must be in attendance for a **full** day to participate in extracurricular.

Parents are responsible for calling school to report appointments or absences. We must hear from a parent. Attaining the age of 18 does not give the student permission to do this for themselves.

Excused absences require proper documentation to be submitted to the Attendance Office.

**In order to participate in an extracurricular (practice, game, or match), the student must be in attendance for that full day or present documentation from a medical office, court, etc. Parent notes or phone calls will not serve as a substitute for acceptable documentation.**

Ohio law specifies that a student is excessively absent with a nonmedical excuse or without legitimate excuse for 38 hours in a month or 65 hours in one school year.

## **TARDINESS**

All students are expected to arrive at school and class on time. Conduct points are deducted unless it is an excused tardy. A note or phone call from a parent does not necessarily mean the tardy will be excused. Students who



are tardy because of circumstances beyond their control are to inform the assistant principal of their particular circumstance. Days tardy are recorded and will appear on the quarterly report card as well as on the student's permanent record.

Students are expected to report to class on time. Students who are late for class or study hall will sign a conduct card in the classroom.

### **ANTICIPATED ABSENCE AND EXTENDED ABSENCE**

When it is known in advance that an absence will occur, the parent or guardian should present a written note to the Attendance Office or call the Attendance Office explaining the reason for the absence and dates. Vacations should be scheduled during the time school is not in session. For work to be made up and credit given, it is important that this note be presented at least one week in advance of the absence. Students should not expect to receive assignments in advance. The responsibility for make-up work belongs to the parent(s) and student.

### **MAKING UP WORK DUE TO EXCUSED ABSENCE**

Students are encouraged to contact their teachers and use Google Classroom. All work that is missed due to an excused absence is to be made up by the student. The student will typically have one (1) school day for each school day missed to make up missing work. It is the student's responsibility to contact the teacher concerning make-up work. This does not apply to assignments, quizzes, or tests which were announced before the student was absent. The student will be expected to take the test, submit the project, etc. on the date of return or the date due, whichever is later.

## **COLLEGE DAY**

Juniors are permitted one college day during the year. Seniors are permitted two college days. This day may be used to visit a college of their choice or to attend a job interview. A form will be issued by the attendance office and must be signed by the Admissions Office and returned to the school. If all procedures are followed, this day will be considered an excused absence.

## **EARLY DISMISSAL - LEAVING SCHOOL PREMISES**

Permission to leave the building may be granted through a parental or guardian phone call, written request, or email to the Attendance Office. Written excuses from parents or guardians for doctor or dental appointments should be presented to the attendance secretary on the day of the appointment between 7:30-8:00 AM. A passport will be given to the student and it is to be signed at the office of the appointment and returned to the attendance office when the student returns to school. Verification from the doctor's office appointment is required to qualify as an excused absence.

## **SENIOR STUDY HALL**

It is strongly recommended that no student have more than one study hall each semester. Seniors who have demonstrated responsibility in conduct and academics may be awarded one independent study period (early dismissal or late arrival counts as that one study period) each semester. Only one independent study period will be permitted per semester. Seniors who are not on track to have enough credit to graduate or whose conduct falls below a C average (77%), will be assigned to a supervised study hall. Seniors with first or seventh period study hall must have signed school issued forms for late arrival or

early dismissal returned to the Attendance Office. Students who have senior privilege are to be in the assigned areas of the campus when the bell rings and are to remain there the entire period. Students are permitted in the cafeteria and at the picnic tables in the front of the school. Students are not permitted at their lockers, the gym lobby, the weight room, the area between the front door and the drive and all academic areas of the school.

### **TEMPORARY GUARDIANSHIP**

When parents are going to be out of town, the Attendance Office should be notified in advance as to the adult who will be responsible for the student in his/her parents' absence.

## **SERVICES**

### **BUS TRANSPORTATION**

Bus transportation is provided within State guidelines by the public school district in which the student resides. Coordination with the public schools in this regard is achieved through the assistant principal's office. Problems in connection with transportation should be directed to this office. All school regulations are in effect and are to be followed while the student is riding the bus.

### **ELEVATOR**

An elevator is available during the school day **ONLY** for students who have a valid medical reason for not climbing stairs. Students requesting permission to use the elevator must obtain a pass from the attendance office. Companions carrying books, etc. may not ride the elevator. Students riding the elevator without a valid pass will be considered out of bounds.

## **GUIDANCE AND COUNSELING**

The Guidance Department provides more specialized services for students who require an adjustment to the educational program. Guidance and counseling services at Central Catholic are designed to aid the student in adjusting to life during the high school years. Counselors are available to discuss grades, test results, referrals, job and college information and other concerns of the student. Students may come to the Guidance area before and after school, during study halls and lunch periods.

## **SUMMER SCHOOL**

CCHS does not offer summer school to make up for deficiencies. Summer courses are offered in the areas of Government and Theology as a way to earn required credits, **not** to make up for credit deficiencies. See Guidance Department for details.

## **SACRAMENT OF RECONCILIATION**

Formal penance services are held during the year. These services involve priests from area parishes.

## **LOCKERS**

All students are assigned a locker in which to store their belongings. Students may not share lockers. There must be no unauthorized change of lockers. The locker is on loan for the year and the student is responsible for the condition and contents. Damage to the locker will be repaired at the expense of the student to whom it is assigned. School officials may search student lockers if there are reasonable grounds to believe the student is using the locker to store and or conceal illegal substances, stolen property, or other items related to a violation of a school rule. Students may attach items to the interior of the locker with **magnets** only.

*Tape should never be used on the lockers.* Inappropriate pictures and sayings found in student lockers will be removed. All valuables must be secured at all times. **The school is not responsible for lost or stolen items.**

## **LUNCHROOM**

Students may carry a complete lunch or purchase all or part of it from the school cafeteria, vending machines, or snack bar. Students must remain in the cafeteria area during the lunch period and may not congregate on the steps or on the first floor. Students are expected to clean their table, remove all trash and deposit it in the containers provided when leaving the cafeteria. Lavatories in the lower lobby may be used during the lunch periods. Students who need to return to lockers or to go to other parts of the building must see one of the cafeteria supervisors for permission. No food or drink may be consumed outside the cafeteria during school hours. Students are not permitted to order food from a food delivery service.

## **NURSE / CLINIC**

Students will not be sent home due to illness unless the school has been able to contact the parent/guardian. Students are not to call home themselves. The administration of medications in the school is governed by State law. Special arrangements must be made with the school nurse for the administration of prescribed and non-prescribed drugs.

- In compliance with Diocesan policy, medication and signed permission forms shall be brought to the school by the parent / guardian.
- At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent or physician.

- All medication is to be taken to the clinic and given to the nurse.
- A standard permission form must be completed and on file with the nurse before medication can be administered by the school.
- If the medication is prescribed by a physician, the form must also be signed by the physician. The form for the administration of medications will be made available on the first day of school and is available from the nurse.

## **WORK PERMITS**

Students who secure a job and who are not yet 18 years of age are required to file a work permit. Work permit applications are available at the main office.

## **BEHAVIOR STANDARDS**

An essential purpose of education is the formation of the character of the individual student. Central Catholic High School expects behavior which demonstrates a sense of self-discipline, worth and mutual respect. Each student must develop responsibility for his/her actions and behavior. School regulations are essential in establishing a positive climate for learning. These regulations assure that the rights of others will be respected and that the educational atmosphere is not unduly disrupted. Student behavior reflects on the reputation of the school. Negative student behavior at school or away from school that results in arrest will incur additional consequences administered by the school. These consequences may include service, counseling, suspension, or in serious cases, recommendation for expulsion.

Please refer to Extra-Curricular/Co-Curricular Policy for expectations for involvement.

## **ACADEMIC DISHONESTY**

Cheating consists of any act by which a student obtains academic work dishonestly and uses it for one's own gain. It includes copying someone else's homework or assignments, looking at the work of another student, plagiarism, or using other types of unapproved materials. Providing one's work to another or revealing test information is also considered cheating. Such instances will be reported to the parent(s)/guardian(s) by the teacher and will result in a failure for the assignment, quiz, or test for all those involved.

Any student involved in the theft, possession, or distribution of stolen testing materials is subject to additional consequences including possible suspension and community service.

## **FIGHTING**

The use of physical force will not be tolerated. Students involved in a fight on or near school grounds or school-related functions will have conduct points deducted and will be subject to:

1. notification of the parents/guardians
2. a parental conference with the assistant principal
3. the student may be liable for one to three-day suspension
4. the student is placed on disciplinary probation
5. the student may be liable for expulsion if involved in another fight
6. Fighting will incur 15 points, suspension variable (1-3 days).
7. Students who encourage others to fight or are an active audience in the conflict are also subject to the same discipline as the actual participants.

## **GAMBLING**

Students may not organize or participate in any form of gambling while on school premises.

## **BULLYING**

Bullying is any intentionally written, electronically transmitted, verbal, graphic, or physical act by a student toward other students/school personnel more than once. The behavior causes mental or physical harm and is sufficiently severe, persistent, or pervasive in that it creates an intimidating, threatening, or abusive educational environment.

Students partaking in such behavior are liable for disciplinary action ranging from meeting with administration to suspension, depending on results of investigation and severity of the incident.

All instances of bullying are to be reported immediately to the administration. The school will attend to such complaints in a prompt and thorough manner. After investigating such reports, if reports are substantiated, all parents/guardians of any student involved in the prohibited behavior will be notified.

## **HAZING / INTIMIDATION / THREATS/ HARASSMENT**

Any action taken or situation intentionally created to produce mental or physical discomfort, embarrassment, harassment or ridicule is contrary to the philosophy of our Catholic school. Students who threaten, intimidate, or harass another person by word, act or deed are liable for disciplinary action ranging from a detention to suspension, depending on the severity of the situation. Parent conferences will be required for students failing to comply. All instances of hazing, intimidation, threats, harassment,



etc. must be reported immediately to the school administration.

Sexual harassment is unsolicited, deliberate or repeated, sexually explicit, derogatory statements, gestures or physical contacts which are objectionable to the recipient and which cause discomfort or humiliation. All instances must be reported to school authorities. Any electronic collection or transmission of nudity or sexually suggestive poses may be prosecuted by local authorities under child pornography laws.

### **PROFANITY AND OTHER INAPPROPRIATE BEHAVIORS**

Reflecting the spirit of our school philosophy and Christian principles, profanity, sexual, racist or vulgar language in the form of group and individual cheers, outbursts, conversations, obscene gestures, or obscene material of any type will not be tolerated during school or at any school functions.

### **PUBLIC DISPLAY OF AFFECTION**

Students should refrain from displays of affection while in school or at school sponsored functions.

### **THEFT**

It is the responsibility of each student to safeguard all books and personal belongings. The school is not responsible for lost or stolen items. Students caught stealing will incur punishment in the form of conduct points and or detention. Students will also be expected to provide restitution. The severity of the offense will determine referral to the authorities.

## **VANDALISM**

Proper care and respect must be shown to the property of others. School property must be treated carefully and must never be defaced. Students who vandalize school property or the property of others while at school will be subject to disciplinary measures which include restitution, conduct points, detention, and possible suspension.

## **WEAPONS**

Any student who possesses or uses explosives, flammable material, a firearm, weapon or a look-a-like weapon of any kind against another will be reported to the proper authorities and is liable for immediate expulsion.

## **SUBSTANCE ABUSE POLICY**

A student shall not possess, buy, sell, offer to sell, consume, or be under the influence of any unauthorized drug/chemical before, during, or after school hours, on or near school property, or at any school sponsored activities away from school. In cooperation with local law enforcement agencies, periodic checks of the school and school grounds will be performed. Offenses are cumulative while the individual is a student at Central Catholic. When it is determined with reasonable certainty that a student is under the influence or possession of any unauthorized drug/chemical substance, the student is subject to the following consequences:

1. Parents / guardians are notified
2. A conference involving the student, parent / guardian and the assistant principal
3. A professional drug/chemical assessment at family's expense is recommended.

4. The student and parents / guardians are asked to sign a contract that would specify expectations of the student including the avoidance of the substance, and requested drug tests. The recommended plan will require cooperation and follow through by the student and the parents / guardians or the student will be asked to withdraw from Central Catholic.
5. One to five days suspension.
6. Recommendation to the superintendent for immediate expulsion if the circumstances and severity of the incident warrant.

### **SALE, OFFER TO SELL, DISTRIBUTION, TRANSMISSION**

Appropriate law enforcement will be contacted and charges filed. Parents/guardians are notified and a conference is held. Possible recommendation to the superintendent for immediate expulsion.

### **TOBACCO, ELECTRONIC CIGARETTES, AND VAPOR PENS**

The use or possession of tobacco and nicotine, regardless of the form, is prohibited in the school building, on or near the school grounds and/or at school functions at all times (this includes, but is not limited to cigarettes, chewing tobacco, vapor cigarettes, e-cigarettes).

## **PROPER CONDUCT AT SCHOOL FUNCTIONS AND ACTIVITIES**

### **ATHLETIC CONTESTS**

The behavior of students, spectators and participants reflects on the values stressed in our school. These events should be marked by a sense of courtesy and sportsmanship. Students should stand, remove any hats

they might be wearing, and participate in the singing of the National Anthem and Alma Mater. Booing and abusive language is never appropriate. For safety, students are to remain off the field / court before, during and after all athletic contests.

Students who are found to be under the influence of alcohol or controlled substances will be denied admission to or participation in future school sponsored athletic events and subject to the above Substance Abuse Policy. Students who exhibit other inappropriate behaviors may be subject to the same penalty.

### **ASSEMBLIES AND RALLIES**

Assemblies and rallies are an important aspect of our school community. Attendance and acceptable behavior are very important. Booing, cat-calling and other unbecoming and rude behaviors will not be tolerated. Stomping on bleachers is destructive and therefore prohibited.

### **DANCES**

The reputation of the school is affected by the conduct of each student. Students must behave in a manner which reflects our school's moral and conduct standards and brings favorable judgment on our school community. School sponsored dances are an opportunity for students to interact socially in a manner which reflects proper decorum and behaviors. Some styles of dancing are not appropriate reflections of the values which we hold as a Catholic school.

Take time to consider the attire to be worn at dances. When purchasing a dress for this special occasion, please keep in mind that this is a school-sponsored event and that modesty is an important virtue in our philosophy. If there

is any question about appropriate attire for dances, please call the school. Appropriate dress must be maintained by the young men and women throughout the dance. Students who are found to be under the influence of alcohol or controlled substances may be denied admission to or participation in future school sponsored dances. Students who exhibit other inappropriate behaviors may be subject to the same penalty.

## **LITURGY**

All-school liturgies are celebrated throughout the year. Opportunities to attend a liturgy during school hours occur monthly during the year and weekly during Lent. Liturgies are school functions. All students are required to be in attendance. Students are to proceed to the worship area in a respectful and orderly fashion. During the liturgy students are asked to participate in a manner appropriate to the particular worship experience. Participation includes times of responsive prayer, singing, reflective listening and quiet reflection. Reverence for Christ in the Eucharist is to be shown at all times.

## **DISCIPLINARY PROCEDURES**

### **CONDUCT CARD**

Students begin each nine-week grading period with 100% in conduct. Infractions are recorded on conduct cards signed by the teacher and the student. The teacher indicates the nature of the offense and the number of points to be deducted from the student's conduct grade. Out of courtesy and respect, students are required to sign the card presented to them. They may request a conference with the teacher and/or the assistant principal to discuss the justice of the card.

## CONDUCT VIOLATIONS

Abuse/Taking of Other's Property	15 points, restitution and suspension
Dress Code/Appearance Violation	3 points (violation must be corrected)
Dismissal from Class	10 points
Disrespect	5 points
Drug/Alcohol Use, Possession, Sale, Distribution	25 points, 1-5 days suspension
Eating Outside Cafeteria	3 points
Failure to Report to Detention	5 points
Fighting	15 points, 1-3 days suspension
Gambling	5 points
Hazing / Harassment	points, detention variable
Insubordination	10 points
Littering School/Grounds	3 points
Misbehavior (other than minor classroom)	5 points
Out of Bounds	5 points
Profane/Vulgar or Disrespectful Language	10 points
Refusal to Sign Conduct Card	5 points
Tardy to School or Class	2, 3, 5 points
Tobacco Products Use/Possession	15 points
Truancy From School	15 points
Truancy From Class	10 points
Unapproved cell phone use	3 points
Vandalism	points, detentions Variable, restitution
Non-use of chrome book case	5 points
Other Infraction of Administrative Policy	points, detentions variable

## **DETENTIONS**

During the course of the nine-week period, when a student's conduct grade falls below 100, the student will serve a detention for each five (5) points deducted from the conduct grade. A school detention is intended to reform or deter a student from violating the rights of other students, teachers or from disturbing the general well-being of the school. DETENTION IS TO BE SERVED WITHIN A 48 HOUR TIME PERIOD. The student is responsible for arranging transportation. No student will be excused from serving a detention. Detentions are served from 3:00 – 3:30 PM. Students must be in the attendance office by 3:00 PM. **The serving of detention is a priority over extracurricular activities and work.** Multiple detentions must be served consecutively. A student who fails to fulfill his/her detention obligation and has not made arrangements with the assistant principal will be assigned an additional two detentions with a deduction of ten additional conduct points.

## **DISCIPLINARY PROBATION / BEHAVIOR CONTRACT**

When regular and routine disciplinary measures have failed to correct a student's behavior, the student may be placed on disciplinary probation. A letter is sent to the parents outlining the conduct violations. A conference with the parents may be scheduled. An out of school suspension may be imposed. The student will be issued a written behavior contract that becomes a binding agreement between the student, parents, and administrator. This contract is a commitment made by the student to adhere to specific behavior while in attendance at Central Catholic. Failure to comply with this contractual agreement may result in the student's immediate withdrawal. Students who do not adhere to the withdrawal procedure will be liable for expulsion.

## **DUE PROCESS, SUSPENSION, EXPULSION**

Suspension and expulsion are the most serious disciplinary measures administered by Central Catholic. A student who seriously or chronically violates the Code of Conduct, or is involved in a felonious act or other criminal behavior, or brings scandal to the school hindering the educational institution, or harms others, or for any other reason deemed sufficiently serious by the administration is subject to suspension and/or expulsion.

Students on suspension may not participate in or attend school functions or extracurricular activities. If found on school grounds during suspension, the student may be arrested for trespassing.

## **ADMINISTRATIVE DISCRETION**

The school administration has the ultimate authority in all student conduct code violations and reserves the right for discretionary deviation from stated policy.

## **GUIDELINES AND IMPLEMENTATIONS**

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that may arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown, or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the



intimate working relationship of the school and the Community of Faith.

This handbook may be amended or modified by the school at any time after reasonable notice to the parents/students of the effective date of any changes. Changes may be communicated in a separate communication or as a part of the regular school newsletter. Any section heading in this handbook is for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

*Our family understands that our relationship with Central Catholic High School is contractual and contingent upon our adherence to the philosophy, policies, and procedures of the School. I am aware that the Handbook is posted on the school's website or I have received a copy of the School's Handbook that contains the School's philosophy, policies, and procedures and I acknowledge and agree that adherence to the School's philosophy, policies, and procedures is an express condition for admission and continued enrollment by the student. I understand that this agreement is for the 2023-2024 school year, and continued attendance at Central Catholic High School will be determined annually.*

## **DRESS REGULATIONS**

The purpose of the dress code is to promote an environment conducive to learning, to encourage students to take pride in their appearance, and to eliminate competition in dress. A neat, professional appearance is required of all our students. Students and parents share the responsibility for the students' proper dress and grooming. Grooming and mode of dress should reflect modesty and be appropriate for school. A person's mode of dress should not be a distraction to students or faculty.

Students are expected to be in dress code from arrival until departure from school, unless involved in an activity that requires different attire. Students who are in violation of the dress code may be issued a conduct card, points deducted, and a detention assigned. Students in serious violation are responsible for calling parents for a change of clothing to correct the violation. The teacher will deny admittance to class to those students who are out of dress code. Parents/guardians will be asked to update or replace uniforms that do not fit properly.

Please contact the Assistant Principal if you have any questions regarding the following dress regulations.

### **Dress Regulations**

**It is the student's responsibility to be in dress code.**

**Shirt:** Shirts must be purchased through Regos. These shirts are worn to reflect modesty and school unity and spirit. The uniform shirts are required of all students and may not be altered to defeat the purpose for which they are intended. Shirts must be tucked into the waistband of the slacks or skirt. Other shirts, including turtlenecks, are not to be worn over the uniform shirt.

**Pants / Slacks:** Solid color dress slacks in ONLY dark navy blue, gray, khaki, or black are permitted. They may be pleated or flat front, and must be worn waist high with a belt if the slacks have belt loops. Pants may not have frayed cuffs or split seams. No carpenter, jean, or cargo-style pants are permitted. Capris are not permitted. All pants must extend to the ankle. **Slacks must not be skin tight.**

**Walking Shorts:** May be worn during August, September, October, May, and June. They **MUST** touch the knee and be dark navy blue, gray, khaki, or black. No cargo shorts.

**Socks:** When wearing socks, they must be solid color. No over the knee socks. Girls must wear knee socks in the colors of hunter green, black, white, or gray with skirts.

**CCHS Sweatshirts and hoodies:** Only CCHS emblem crewneck sweatshirts and hoodies in the colors of **black, gray, white, or green** are permitted and must be worn over a uniform shirt. Solid color sweatshirts/hoodies are not permitted unless they have a CCHS emblem. Hoods are to be off the head while in the building. Other-branded items will be confiscated and will be returned at a later date. Uniform shirt collars must be worn visible at all times.

**Knit Sweaters** ONLY hunter green, black, white, or gray plain, solid color, crewneck, v-neck, and/or cardigan sweaters may be worn over the uniform shirt. Knit sweaters must be plain and free of branding.

**Jackets:** CCHS emblem jackets are the **only** jackets permitted during the school day.

**Shoes:** Shoes must be predominantly solid color and have backs. Sandals, slippers, flip-flops, moccasins, “Croc-style”,

over the knee, and backless shoes may not be worn. Winter boots must also be predominantly solid color. Athletic shoes may be worn as long as they follow the above guidelines on style and color.

**Jewelry:** No visible body piercings other than earrings for young women. Body piercing may not be covered by band aids. **Facial piercings of any type are prohibited.**

### **Specifically for the young men**

**Hair:** Hair is to be clean, neat and well combed. Hair is not to touch the collar. It should be worn off the eyebrows, off the base of the neck and not longer than mid ear. Hair is to be cut around the ear, **not** tucked behind. Hair should be of a natural color. **No ponytails, man buns or hair bands are allowed.** Shaved heads are not permitted. Designs shaved into hair are not permitted. Hair styles associated with religious or cultural identities will be considered by the administration. No extreme hairstyles are allowed. Boys are to be clean shaven at ALL times. No facial hair is permitted.

**Jewelry:** No earrings or other jewelry, other than a religious medal or watch is to be worn during the school day. Visible tattoos are not permitted. No visible body piercings. Earrings may not be covered by band aids. Young men are not permitted to wear nail polish.

### **Specifically for the young ladies**

**Skirt:** The uniform skirt is available through Schoolbellies and The Uniform Guy, located on Whipple Avenue. The waistband must be at the natural waist and not rolled. The skirt may be no more than three inches above the top of the

knee. Young ladies who wear skirts which are deemed too short will not be permitted to wear the uniform skirt until one of an appropriate length is obtained. Knee socks or solid tights must be worn with the uniform skirt. Knee socks must be solid color and can only be hunter green, white, black, or gray. No over the knee socks.

**Hair:** Hair is to be clean, neat and well combed. No color that cannot be grown naturally is allowed. Hair is to be even around the head. No extreme hairstyles are allowed, including partly shaved heads.

**Points of Emphasis:**

- It is the student's responsibility to be in the dress code.
- No exposed midriffs. Midriff must be fully covered at all times, including spirit days.
- All clothing must conceal undergarments at all times.
- No clothing may be form fitting.
- All shirts must be the uniform shirt purchased from Regos.
- No denim
- Pants are to be worn at the waist and are not to be oversized. No sagging.
- No yoga pants.
- A solid color belt is to be worn with slacks that have loops.
- Slacks with torn seams and frayed cuffs are not permitted.
- Flip-flops are not permitted.
- No logo on clothing, other than CCHS logo
- No visible tattoos

## **SPIRIT DAY REGULATIONS FOR YOUNG MEN AND WOMEN**

- **ONLY CCHS spirit attire is permitted on spirit days.**
- Students not choosing to participate are to wear school attire required on a typical school day.
- Jeans, slacks, or athletic pants which are neat and clean and NOT form fitting. Pants may not have holes or rips of any kind.
- No pajama-style pants.
- Girls may wear capris.
- Students may wear athletic shorts during the months of August, September, October, May, and June only. Shorts must be of an appropriate length. No spandex shorts.
- No yoga pants. No leggings.
- Athletic shoes are acceptable if neat and clean.
- No hats are to be worn in the building.

## **SAFETY REGULATIONS**

### **FIRE DRILLS**

Students are to familiarize themselves with evacuation routes and procedures which are posted in all rooms of the building. Exit the building in silence. Maintain single file lines and remain with the class. Do not use the elevator. Keep all drives clear.

### **LOCK DOWN**

When a Lock Down is announced, all students and staff are to lock themselves in the classroom or other designated area, remain silent, and out of sight until an all clear announcement is made by an administrator.

### **RAPID DISMISSAL DRILL**

A rapid dismissal drill is used when ordinary fire drill procedures cannot be used.

## **TORNADO DRILL**

Tornado drill procedures are posted in each classroom. In the event of a drill or actual emergency, proceed in an orderly manner to the designated area. Personal protection is important. Remember to keep heads down, knees drawn up with the back of the head covered with hands. Keep away from glass doors, windows.

## **TRESPASSING**

Central Catholic High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies. Students who are under suspension are not to be on school grounds at any time during suspension.

## **VISITORS**

Parents, patrons and visiting educators are welcome to visit Central Catholic High School while classes are in session. Visitors to the school should park on the circular drive in front of the building and are to first report to the main office. Visitors will be asked to sign in and must acquire a visitor's badge. Admittance to the school during school hours is by the main entrance doors only.

## **GENERAL INFORMATION**

The following sports are sanctioned by the Ohio High School Athletic Association:

**FALL:** Football(B), Soccer(B,G), Volleyball(G), Golf(G,B), Tennis(G), Cross Country(B,G)

**WINTER:** Basketball(B,G), Swimming(B,G), Wrestling(B), Bowling (B, G)

**SPRING:** Baseball(B), Softball(G), Tennis(B), Track(B,G) Lacrosse (B)

### **ELIGIBILITY (Athletics)**

Since all diocesan schools are members of the Ohio High School Athletic Association, they must be in compliance with all by-laws of the OHSAA including those regarding scholarship eligibility. Students must have passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. Physical Education is not included.

Students are encouraged to broaden involvement in the school by participating in a variety of activities. The following list does not list all possible activities. \*Some activities and clubs require application, or tryout or some other selection process.

Academic Challenge	Majorettes*
AV Club	Runners Club
Band	Ski Club
Bloodmobile	Spanish Club
Cheerleaders	Speech and Debate
Chess Club	Spirit Committee
Drama Productions	Student Yearbook (Vigil)*
Elected Student Offices*	Student Council
French Club	Worship Committee
Liturgical Music Group	

### **BACKPACKS / BOOK BAGS**

Backpacks and book bags may not be used to carry books



from class to class. The bags must be stored in the locker during the school day.

## **DRIVING AND PARKING**

Driving to school is a privilege. Students who have their parents' permission to drive to school may do so. Parking spaces are numbered and will be assigned to students. To obtain a parking pass, show your driver's license at the attendance office. Students will be issued a parking pass for \$25.00. The fee may be prorated at the semester.

The parking permit is transferable from one family vehicle to another and is valid for only the current school year.

During school hours, students are to park only in the student parking lot, in the spot they have been assigned.

**Students are not to move their vehicles to back lots after school for practices.** The campus speed limit is ten (10) miles per hour at all times. Speeding and reckless driving on school grounds will result in the possible forfeit of the student's privilege to drive to school. Students are not permitted to loiter in the parking lot nor return to their vehicle without permission of an administrator. Cars may be searched by school administrators or police at any time.

## **ELECTRONIC EQUIPMENT**

Electronic devices of any type may not be out in the classroom without explicit teacher permission. Items in use in the classroom without permission will be confiscated and returned at the end of the day. **Earbuds are not permitted in class or at mass.** Repeat offenses will require the parent to come to the school to retrieve the item. Students who use a prohibited electronic device during a test or quiz will receive a failing grade on that test or quiz.

## **EMERGENCY CLOSING OF SCHOOL**

School closing announcements will be made through our school messaging system and on radio station (WHBC) 1480 AM or 94.1 FM. On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. The exception to this is if the host team is in session on the day of the event.

## **FIELD TRIPS**

Parental permission must be granted for a student to go on a school sponsored field trip. The age of 18 does not qualify a student to sign in place of or speak for the parent/guardian. Students are to abide by all school regulations while on field trips.

## **FUND RAISING**

All fund-raising for any group in the school must be approved by the principal of the school.

## **GUESTS (STUDENT)**

Students will not be permitted to bring visitors into the school building during school hours unless previous arrangements have been made with the principal or guidance counselor.

## **HALL PASSES**

Any student in the halls or other areas of the campus while classes are in session must have a hall pass from the staff member responsible for him/her at that time. Failure to obtain proper passes will result in disciplinary action for truancy or for being out of bounds.

## **LOST AND FOUND**

Lost and Found is in the attendance office. Articles may be turned in and claimed during the school day.

## **SCHOOL INSURANCE**

A program of supplemental accident insurance for the protection of all students is in effect for the current school year. The coverage purchased by our school system is excess only coverage. This means consideration of benefits will only be made after all other valid and collectible insurance companies pay their maximum benefits first. Our program of coverage is designed to address any remaining balances, and if no other insurance coverage is available, to address the medical bills only to the limits of the policy.

1. The student is to report the injury immediately to the person in charge (teacher, coach, etc.). Injuries not reported when they happen cannot be covered.
2. If the injury is covered, either in whole or part by your own insurance company, you must first file a claim through them.
3. Report the injury (preferably the next day) to the attendance office. You will be given a form to fill out and submit to the insurance company.
4. Unpaid bills are to be mailed to the insurance company for payment consideration. Copies of receipts for bills that were paid by family insurance are to be included. Claims cannot be processed without all pertinent information.

## **SUPPORT FOR HUMAN LIFE**

Students, male and female, who are involved with pregnancy, will be handled as individual cases. Every effort will be made to provide compassionate support to the students by the administration, guidance counselors and the campus minister.

## **TEXTBOOKS**

Textbooks for all courses are provided to students free of charge. Students are responsible for proper care of these textbooks and must return all books at the end of the course. A student who loses a textbook or returns a damaged book will be charged accordingly.

## **VENDING MACHINES**

Diet soft drinks, juice, and water vending machines are available in the cafeteria. No food or drink is permitted outside the cafeteria area during the school day. Items taken to other areas of the building during the school day will be confiscated.

## SCHEDULES

REGULAR SCHEDULE – 1		
Period	Time	
	7:55	First Bell
<b>1</b>	8:00 - 8:55	55 Minutes
<b>2</b>	9:00 - 9:50	50 Minutes
<b>3</b>	9:55 - 10:45	50 Minutes
<b>4A</b>	10:50 - 11:15	25 Minutes
<b>4B</b>	11:20 - 11:40	20 Minutes
<b>4C</b>	11:45 - 12:10	25 Minutes
<b>5</b>	12:15 - 1:05	50 Minutes
<b>6</b>	1:10 - 2:00	50 Minutes
<b>7</b>	2:05 - 2:55	50 Minutes

HOMEROOM SCHEDULE - 2		
Period	Time	
	7:55	First Bell
<b>1</b>	8:00 - 8:53	53 Minutes
<b>HR</b>	8:57 - 9:17	20 Minutes
<b>2</b>	9:21 - 10:09	48 Minutes
<b>3</b>	10:13 - 11:01	48 Minutes
<b>4A</b>	11:05 - 11:27	22 Minutes
<b>4B</b>	11:31 - 11:53	22 Minutes
<b>4C</b>	11:57 - 12:19	22 Minutes
<b>5</b>	12:23 - 1:11	48 Minutes
<b>6</b>	1:15 - 2:03	48 Minutes
<b>7</b>	2:07 - 2:55	48 Minutes

RALLY SCHEDULE - 3		
Period	Time	
	7:55	First Bell
<b>1</b>	8:00 - 8:51	51 Minutes
<b>2</b>	8:55 - 9:41	46 Minutes
<b>3</b>	9:45 - 10:31	46 Minutes
<b>6</b>	10:35 - 11:21	46 Minutes
<b>4A</b>	11:25 - 11:47	22 Minutes
<b>4B</b>	11:51 - 12:11	20 Minutes
<b>4C</b>	12:15 - 12:37	22 Minutes
<b>5</b>	12:41 - 1:27	46 Minutes
<b>7</b>	1:31 - 2:17	46 Minutes
<b>Rally</b>	2:21 - 2:55	34 Minutes

PM LITURGY SCHEDULE - 4		
Period	Time	
	7:55	First Bell
<b>1</b>	8:00 - 8:47	47 Minutes
<b>2</b>	8:51 - 9:33	42 Minutes
<b>3</b>	9:37 - 10:19	42 Minutes
<b>5</b>	10:23 - 11:05	42 Minutes
<b>4A</b>	11:09 - 11:33	24 Minutes
<b>4B</b>	11:37 - 11:51	14 Minutes
<b>4C</b>	11:55 - 12:19	24 Minutes
<b>6</b>	12:23 - 1:05	42 Minutes
<b>Liturgy</b>	1:09 - 2:09	60 Minutes
<b>7</b>	2:13 - 2:55	42 Minutes

AM ASSEMBLY - 5		
Period	Time	
	7:55	First Bell
<b>1</b>	8:00 - 8:45	45 Minutes
<b>2</b>	8:50 - 9:30	40 Minutes
<b>Assembly</b>	9:35 - 10:40	65 Minutes
<b>3</b>	10:45 - 11:25	40 Minutes
<b>4A</b>	11:30 - 11:55	25 Minutes
<b>4B</b>	12:00 - 12:10	10 Minutes
<b>4C</b>	12:15 - 12:40	25 Minutes
<b>5</b>	12:45 - 1:25	40 Minutes
<b>6</b>	1:30 - 2:10	40 Minutes
<b>7</b>	2:15 - 2:55	40 Minutes

## **CI-30 Student Technology and Internet Responsible Use Policy**

The schools in the Diocese of Youngstown, provide information and communication resources, and acquire, develop, and maintain devices, systems, and networks as a part of our mission to promote excellence in education. The following agreement aims to ensure that safety and privacy are regarded and students' educational experiences are enhanced through the use of technology. It is the belief of the Diocese that students' productivity, efficiency, effectiveness, creativity, and the preparation for future studies and endeavors is achieved through innovative practices while using technology. Protecting users and school resources requires respectful, moral, and ethical behavior characteristic of the teachings and principles of the Roman Catholic Church. Students in the Diocese of Youngstown will have access to the Internet. Parents are expected to encourage their child(ren) to exercise personal safety and security, and utilize the guiding principles of digital citizenship.

This policy specifies the expectations that allow for a safe, and courteous environment, where academic integrity is honored, and respectful behavior is demonstrated in regard to communication with members, and the use of school devices, resources, and the components of the network, both locally and globally. The policy also addresses legal responsibilities of members and institutions. Although no set of policies and procedures can state rules to cover all possible situations, the schools in the Diocese make efforts to protect the users and its system through educating students about Internet safety and by using firewalls and filtering software. We are in compliance with the Child Internet Protection Act and The Protecting Children in the 21<sup>st</sup> Century Act. However, no system or network is considered full-proof.



## Important Considerations

- Technology resources are to be used for educational purposes only.
- Students will be educated in digital citizenship annually.
- Local school's policies, related Diocesan policies, and the Student Code of Conduct concurrently apply.
- Users are subject to legal requirements as well. (See link to Ohio Revised Code §§ 2917.21(A), 2913.01(Y))
- The policy applies to access to the Internet through the school network whether equipment is owned by the school or the student or student's family.
- The policy applies to access to the Internet with personally owned devices with personal data plans (i.e. 4G and 5G networks).
- Students are responsible for all activity performed using a personal login or account, whether or not they were the user. Therefore, students must take care to safeguard passwords and follow procedures. If students become aware of, or suspect any breach of an account, they must notify a teacher, administrator, or technology coordinator of the suspected breach.
- In some instances, the policy applies to technology resources and school owned devices, whether or not on school property (See the section: Violations of the Responsible Use Agreement).
- The Student Technology and Internet Responsible Use Policy is contained in the Family Handbook. Students and a parent or guardian, as stated, are required to sign the Family Handbook Agreement Form which indicates acceptance of and compliance with this policy.
- The use of school systems and equipment is a privilege and use may be revoked by an administrator, technology coordinator, or other designated school official for misuse or violation of the agreement.

## Related to Safety

A student of the Diocese of Youngstown agrees to **not**:

- interfere with, adversely impact the school operations, detract from or disrupt the school environment, as determined by school administration, by using technologies in a way that could jeopardize the safety or well-being of a school member or group to intimidate (cyberbully), tease, embarrass, offend, threaten, harass, deceive, or impersonate school members\* whether directly or indirectly. This includes using school members' names, initials, logos, pictures, or representations when communicating electronically that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate, including but not limited, to comments, cartoons, jokes, unwelcome propositions or love letters.
- bypass or attempt to bypass school or device security software or attempt to use an alternate server including personal data plans.
- send or post personal information about self or a school member\* via a school account.
- attempt to open files or follow links from an unknown or untrusted origin.
- view violent, obscene or similar inappropriate material while in school or while using school owned devices. If inappropriate content is accidentally accessed, the student must notify the supervising school staff immediately to avoid potential consequences.

## Related to Privacy and Security

A student of the Diocese of Youngstown agrees to **not**:

- use a student or staff password to access an account.
- access or attempt to access files or accounts, including G-Suite applications, belonging to another student or school employee without express permission from the owner.
- take pictures or record video, and/or audio on school property or within a remote learning environment without the express permission of a school staff member and persons involved. Parental permission may also be required.
- use and/or publish a photograph, image, video, personal information or likeness of any student, or diocesan employee without the express permission of that individual. Parental permission may also be required. Last names should always be omitted. See link to the Children's Online Privacy Protection Act (COPPA).
- hide one's identity and/or pretend to be a school member\* and communicate via email, or messaging apps, photos, or videos.
- create any website or blog and post identifying information, a photo, image, video, or work of a school member\* except with the express permission of that individual and a school official. Parental permission may also be required. The use of last names should always be omitted when posting on the Internet. Students should be careful to not share personally-identifying information online. (See link to the Children's Online Privacy Protection Act and to Ohio Revised Code §§ 2917.21(A), 2913.01(Y))
- create accounts or use apps or sites for school

business when under the allowable age as in terms for the app or website.

### **Related to Educational Integrity**

A student of the Diocese of Youngstown agrees to **not**:

- use diocesan and school created email and G-Suite applications for communications unrelated to schoolwork.
- access social networking sites or gaming sites or apps while in a school session, except for educational purposes, and with the permission and supervision of the responsible school official.
- access websites or apps while taking online quizzes or tests without a teacher's prior approval.\*\*
- use an unauthorized device while taking a quiz or test without a teacher's prior approval.\*\*
- transmit or share information or images of quizzes or tests through texting, photography, or any other electronic means without a teacher's prior approval.\*\*
- share passcodes and passwords for learning platforms unless given express permission by a teacher or administrator.
- access or attempt to access private school record-keeping software, including, but not limited to, online grade books, attendance software, report card/transcript records.\*\*
- delete files, deny or attempt to deny school members\* from gaining access to their files or work.
- use the intellectual property of others including fellow students or teachers, to share, copy, plagiarize, and/or profit, without proper citation and express permission from the owner.

- use any copyrighted material, including text, music, software, files, pictures, video or graphics from any Internet or software source in violation of United States Fair Use copyright laws.
- violate program or software license agreements (i.e. modify, copy, share protected media).

### **Related to Network and Systems Stability and Privacy**

A student of the Diocese of Youngstown agrees to **not**:

- attempt to open files or follow links from an unknown, suspicious, or untrusted origin.
- remove, install, load, or execute programs and/or files not expressly authorized by the school official responsible.
- remove, move, alter or add equipment without express authorization from the school official responsible.
- access or attempt to access unauthorized devices, accounts, websites, or information databases (e.g. hacking, cracking, phishing, etc.).
- damage, destroy, or remove any piece of hardware, program, or network equipment without proper authorization. This includes willfully disseminating computer viruses.
- attempt to interfere with network transmissions or change system configurations.

**Students must keep in mind that nothing in an email or posted on the Internet is considered private. High school students should be aware that employers, college admissions directors and recruiters look at students' Internet posts when considering applicants.**

Teaching staff and administration has the right to deny a student access to applications provided by the school that are used for collaborative projects and social networking if conduct is offensive, interferes with student learning, or affects fellow students' well-being.

School and diocesan administrators reserve the right to monitor, inspect, copy, review, save and store any information on devices and the computer systems and network including Internet data shared on the school systems and network, at any time and without notice, whether using personally owned or school owned technologies.

\*Student, school or diocesan staff

\*\* Consequences for academic cheating may also apply.

### **Violations of the Student Technology and Internet Responsible Use Policy**

School officials will strive for a fair, reasonable, and appropriate disciplinary action for infractions of the Student Technology and Internet Responsible Use Policy. Disciplinary action will be taken when, violations are intentional, school members\* are "cyberbullied", vandalism has occurred, or any action involves criminal behavior. Consequences may include but are not limited to: detention, termination of Internet or technology privileges, revocation of financial aid and scholarships, suspension, expulsion, or legal referral. Behavior that occurs on or off school property can be considered for investigation and consequence when it interferes with, adversely impacts school operations, or disrupts the school environment.

## **Social Media**

In the event students use social media applications such as, but not limited to, Instagram, Snapchat, Twitter®, YouTube, TikTok, or Facebook®, for public scandal or humiliation, where inappropriate defamatory, threatening, or socially and/or emotionally harmful comments or images are posted that adversely affect the reputation, the morale, and/or safety of the students, staff, and institution, every disciplinary measure deemed appropriate in the school's Code of Conduct will be used. Actions could include legal action, involvement of law enforcement officials, suspension, or recommendation for expulsion of the student(s) involved.

## **Liability**

The Diocese of Youngstown and its schools have taken available precautions to use firewalls and filters to restrict/limit access to controversial materials. Best efforts to avoid the collection and release of any student data for anything other than educational purposes will always be carried out when using apps or websites. Students and their parents are alerted to the risks of the Internet and the use of technologies. However, on a global network it is impossible to control all communication and materials. Refer to the Children's Internet and Protection Act and Protecting Children in the 21<sup>st</sup> Century Act.

It cannot be guaranteed that functions and services provided by the schools operate error free or without defects. Therefore, the Diocese of Youngstown and its schools will not be held liable for loss of data and interruptions of service. The Diocese of Youngstown and its schools will not be responsible for damage or harm to any personal devices, files, data or hardware brought to school

by students. The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for costs arising from unauthorized use of the systems or network, for unauthorized transactions conducted over the school network, or for any communications or transactions in violation of this Student Technology and Internet Responsible Use Policy.

### **Student Applications and Permissions**

The use of technology in education is integrally related to a quality instructional program. The following items describe what platforms may be used. If a parent wants to opt out of any of the following, a written letter must be sent to the school principal indicating what the opt out request is and the reason for the request.

- **Google Apps for Education Account**

All email passes through Google's Postini security system and students' school accounts are restricted to receiving correspondence **only from school or district account holders** unless it is requested by an administrator that select educational institutions or programs are granted access. Please read the privacy policies associated with use of Google Apps for Education at:

<http://www.google.com/a/help/intl/en/edu/privacy.html>.

The account will also include access to cloud storage, document and information exchange with Google Drive, Google Classroom, Google Slides, Google Forms, Google Sheets, Google Calendar and Google Keep.)

- **Student Personally Owned Device Agreement**

When students use a personally owned device at school, they must follow the terms of this policy



when accessing the Internet. In addition, the student is responsible for safeguarding and maintaining the device.

- **Remote Learning Platform**

While remote learning is seldom an optimal substitution for face-to-face instruction and interaction, continuing to instruct and communicate with your student is essential when circumstances occur where face-to-face instruction must be suspended. This could be due to a health crisis (ex. COVID 19) or another cause. Internet-based tools such as Google Meet and Zoom may be used for audio and video instruction. Platforms such as Class Dojo, See Saw, and Google Classroom may be used to share and receive information and assignments. Other approved educational web-based services, applications\*\*\* and websites may be used at the discretion of the teacher.

In remote learning periods, a classroom teacher may conduct virtual classroom instruction. Video and audio may be used for teaching purposes, and at times may record classroom activities for educational use/purposes. In the process of recording, a child's face may be seen, a voice may be heard and the first name of a student may be used. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real time. The recordings will be stored, accessed, and disposed of within the confines of school accounts. Students are permitted to access such recordings within the school account in which they were distributed. They may not share

or post to any other technology device or application.

The school filters and restricts access to controversial materials from school computers. However, web based content accessed outside the school could put the student in contact with objectionable materials. It is the responsibility of the parent/guardian to restrict any access to materials deemed inappropriate.

\*\*\*Many of the Terms of Service and or Privacy Policies for **some** applications (e.g., Class Dojo, Remind, Zoom) state that due to federal law, any users under the age of 13 must obtain parental permission. An email address and a first and last name may be required to create a username, however, students are not required to have their own account.

If remote learning is mandated due to a health crisis or other reason, the school will assist parents in providing access to a device or internet access. Participation in remote learning should be under the supervision of a parent or guardian. School policies and regulations are in effect, including, but not limited to this policy and the School Code of Conduct.

- **Photo/Visual Recording\***

A student may be photographed or videotaped at school. This includes the possibility of publishing a photo or video in a publication, on the school website, on social media platforms or another publication that is deemed appropriate for

informational and instructional purposes. In addition, a child may be photographed for the class picture, the yearbook, and other school paper publications.

At times students may be photographed for a community newspaper or for publications to be used outside of the school (ex. Marketing brochure).

\*Parents may send a letter to the school principal to opt out of any aspect of the Photo/Visual Recording.

- **Publishing of Student Material**

Student work will be published within the confines of Google Classroom or another remote learning platform used by the school.

A student's work material may be shared in publications, on the school's website, or other social media platforms under their first name and last initial. \*

If a full name of a student is required for publication of student work in a public communication, parent permission will be sought.

\*Parents may send a written request to the principal for a child to opt out of communications shared with the public.

## **Links and Supporting Resources**

Children's Internet and Protection Act and Protecting Children in the 21<sup>st</sup> Century Act

**<https://www.fcc.gov/guides/childrens-internet-protection-act>**

See part (4 A&B) Children's Online Privacy Protection Act (COPPA)

**<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacyprotection-rule>**

Copyright Law and United States Fair Use

**<https://www.copyright.gov/fls/fl102.html>** "What should I know about my children's Internet use?"

**Internet and Social Media: A Legal Guide for Catholic Educators.** Shaughnessy and Huggins.

Ohio Revised Code ORC § 3314.21 on web filtering

Ohio Revised Code §§ 2917.21(A), 2913.01(Y) on cyberbullying

Family Educational Rights and Privacy Act (FERPA) -

**<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>**

## **B. School Code of Regulations**

### **C. Related Diocesan Policies**

- Copyright
- Educational Technology
- Internet Safety
- Student Anti-Bullying, Harassment, and Intimidation
- Student Code of Conduct

Initial adoption: 5.30.13

Revised: 6.1.2017

7.28.2020

**Central Catholic High School  
Canton, Ohio  
Student/Parent Handbook**

We have received a copy of the Student/Parent Handbook. We have read and understand its contents and agree to abide by the policies and procedures contained in this handbook.

**Parents/Guardians**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Print Name \_\_\_\_\_

**2023 - 2024 Grade Level      9      10      11      12**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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# **Central Catholic Extra-Curricular/Co-Curricular Policies**

## **Philosophy**

Participation in extra-curricular/co-curricular activities is a privilege extended to all students of Central Catholic High School. Students are expected to conduct themselves in a manner that meets the highest standards of Central Catholic High School at all times. These policies are designed to specifically establish high expectations and standards for all students participating in extra-curricular/co-curricular activities, in addition to regular school conduct policies as referenced in the Central Catholic Parent/Student Handbook. Each head coach, advisor, or director may also establish additional policies pertinent to their extra-curricular/co-curricular activity.

## **Policies**

Extra-curricular/co-curricular activities are an integral part of the educational opportunities of Central Catholic High School. Insubordination, poor sportsmanship, anti-social behavior, or violations of school policies are detrimental to the team or organization and to the school in general. These policies are in addition to any procedures outlined in the Central Catholic High School Student Handbook and are in effect throughout the entire school year. All Diocese of Youngstown and Central Catholic Policies superseded all extra-curricular / co-curricular policies.

1. Violations of school policies and/or rules can include both school and extra-curricular/co-curricular discipline, including but not limited to, practice suspension, game suspension, and permanent dismissal from the team. A first violation will incur loss of 20% of the student's season, not including

practices. Second violation will incur a 50% loss of the season, and a third offense will incur dismissal from all future extracurricular/co-curricular participation.

2. Activity in which police intervention occurs will be dealt with on a case by case basis by the Central Catholic Administration.
3. The Central Catholic Administration will review school policy violations and will determine necessary steps to help the student successfully return to participation.
4. The Central Catholic principal has final authority on all extra-curricular/co-curricular disciplines.

### **Signatures**

I have read Extra-Curricular/Co-Curricular Policies of Central Catholic High School and I understand the principles and consequences for my failure to comply. By signing my name below, I indicate that I agree to the principles and consequences of the Central Catholic High School Code of Conduct.

Student Name (Print) \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Student Signature

Parent/Guardian Name (Print) \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature



## AUXILIARY SERVICES LENDING PROGRAM REQUEST

*Loans shall be based upon individual requests submitted by such nonpublic school pupils or parents for textbooks, digital texts, equipment or materials. This includes only such items that are incapable of diversion to religious use and that are susceptible of loan to individual pupils.*

Nonpublic School: **Central Catholic High School**

Textbooks or digital texts, equipment or materials loaned:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Due Date: **September 1, 2023**

Student Name: \_\_\_\_\_

Signature of Pupil or Parent: \_\_\_\_\_

*This form is used by the Auxiliary Services Clerk to sign out textbooks, digital texts, equipment or materials that are on loan to individual students to take home. It must remain on file until the item(s) are returned by the pupil.*

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