

CCHS

Student/Parent Handbook

DISCLAIMERS

Non-Discrimination Policy

The Diocese of Steubenville admits students of any race, color and national or ethnic origin. It is the policy of the Diocese of Steubenville not to discriminate on the basis of sex in its educational programs or employment as required by Title IX of the education amendments of 1972.

By registering at CCHS, a student and his/her parents/guardians understand and agree to pursue the educational objectives and practices, payment of the tuition as stated in this handbook, and to observe the disciplinary code of this school and the Diocese. Enrolling your son/daughter in CCHS implies your acceptance to be governed by the policies in this Handbook.

All policies, regulations and practices as stated are in compliance with Ohio School Law as found in the Ohio Revised Code as pertaining to chartered non-public schools; the Ohio Department of Education; the Ohio Catholic Schools Accrediting Association, the North Central Association of Schools and Colleges, and the Diocesan Office of Education.

The Principal may amend the *Parent/Student Handbook*, as needed and such amendments shall become effective upon written notification to the parents of any such amendments. Catholic Central High School shall hereafter be designated as CCHS. This Handbook will be modified from year to year as needed by changes in policies and regulations

PHILOSOPHY

Our Catholic Community seeks to pass on its heritage of Faith to our children. CCHS exists primarily to serve this mission. This Tradition calls forth:

A belief in the active presence of God, which we celebrate in prayer, and Liturgy;
A maturity that accepts responsibility and recognizes limitations;
A regard for the authority of the Church;
An active concern for social justice, peace and human rights, both personal and communal; psychological growth and a personal sense of self-worth.

It is the responsibility of the entire staff to emulate these ideals and to ensure that they pervade the structure of school life. It is in service to the Gospel of Jesus Christ and our Christian ministry that we seek to promote spiritual, intellectual, physical, and social growth in a caring community environment. CCHS strives to be a resource and a guide to this lifelong task through a program of sound religious formation and excellence in education.

As an education institution, CCHS seeks primarily to:

- ◇ Lead students to an awareness of the Lord Jesus Christ in their lives;
- ◇ Promote in the individual student those morally sound behaviors, which promote success, such as effective study habits; use of available resources; and a desire to investigate beyond the basics;
- ◇ Foster academic excellence, inquiry and development in the curriculum, as well as encouraging

aesthetic, athletic, vocational and parish/community programs;

- ◇ Support the democratic ideals of our nation by instilling in the students a sense of Christian leadership and responsible political involvement;
- ◇ Respect and nurture an interdependent relationship between and among the school community and the parents, parishes, and communities from which *CCHS* draws life.

School Seal

The seal of *Catholic Central High School*, in the school colors of Blue and Gold, is divided into three parts. The upper two segments display the Crusader, a Sword and a Band. These emblems are symbolic of the Christian ideals on which *CCHS* is founded, and to which each of her students strives to integrate into his/her life. The third section of the seal bears a rose, a heart and a crescent...symbols of the Immaculate Heart of Mary. Mary, under the title of the Immaculate Conception, is the patroness of Catholic Central. In Mary, the students find the perfect model and guide as they grow towards their goal of Christian adulthood.



SCHOOL SERVICES

Catholic Identity

Mass is celebrated regularly in the school chapel as an option open to all students and staff. Weekly liturgies are offered for the entire student body and faculty throughout the school year. Adoration, Reconciliation, school-wide prayer services, class liturgies and retreats form yet another part of prayer and are offered on a regular basis. Catholic Central also holds an annual Kairos Retreat for juniors and seniors.

Cafeteria

The school cafeteria prepares and serves a daily hot lunch when classes are in session throughout the school year. Students can order either full lunches or a la carte. Milk and other beverages can be purchased to supplement lunches.

Guidance Office

Guidance Personnel are professionally trained and state-certified staff members who are in a position to assist the students in making decisions and assuming responsibility regarding self, school programs, and future education and careers. Major decisions regarding future education and career plans should begin to take shape towards the end of the student's sophomore year.

The senior year should ideally be used to apply to colleges, universities, and other post-secondary schools and programs; and meeting all application, registration, financial assistance and scholarship deadlines. It is recommended that students visit at least three colleges, universities, technical schools or other post-secondary programs during the summer preceding their senior year. It is the policy of *CCHS* to permit seniors to have up

to a maximum of three one-day excused absences to visit colleges or universities in which they are sincerely interested in attending. Juniors are permitted to make two college visits during their junior year.

These school-authorized visitations are conducted under the following conditions:

- *all college visits MUST be pre-approved by the Dean of Students at least one week in advance;*
- *a scheduled appointment has been previously made with the college or university Admissions Office;*
- *the visit has the prior approval of the Guidance Department;*
- *the student make up all school work missed that day;*
- *the student pick up and return the visitation form to the Dean of Students Office no later than the day before his/her scheduled visitation; and that an official written verification of the visit, on college or university stationery, be presented to the Dean of Students Office on the next school day following the visitation.*

College Recommendation and Transfer of Credit

The recommendation to any college, university, technical or business school or any other program of post-secondary education is based strictly on the student's academic record and conduct. If the academic average and conduct record is deficient, no favorable recommendation can be given. A photocopy of the student's transcript will be sent to a college, university, technical or business school or any other program of post-secondary education upon the request of the student and/or his/her parents/guardians. There is a \$5.00 fee for each photocopy of the transcript sent. This fee does NOT apply when current students are filling out scholarship applications.

Guidance Office Services

Consultation- Guidance Personnel are available to work with students, teachers and Administrator regarding students' concerns, difficulties and problems. Counselors will also consult with parents and, when/if appropriate, authorized agencies in the community.

Information- Guidance Personnel will provide services that will assist students in making personal, educational, career and vocational decisions.

Appraisal- Guidance Personnel will coordinate and interpret local and national testing programs for students and their parents or guardians.

Orientation- Guidance Personnel will provide information about the school to new students that will enable them to make an effective adjustment to the school environment.

Referral- Guidance Personnel will develop and facilitate a system of referrals that will make available learning opportunities, as well as school and community services, to students and parents.

Placement- Guidance Personnel will assist students in making transitions from one school level to another; from one school to another; and from high school to post-secondary educational options and/or career choices.

Testing- Guidance Personnel will provide for needed testing of students aimed at determining special needs and learning disabilities.

Finance Office

The Finance Office is open from 7:30am until 2:30pm on days classes are held during the regular school year. We are more than happy to set up an appointment if necessary. Tuition is paid through the FACTS (RenWeb). Advance-sale tickets to football and other school-sponsored athletic events are purchased through the Main Office. FACTS (RenWeb) will be turned off for nonpayment of tuition.

STUDENT ACADEMICS

Course Availability

Catholic Central High School reserves the right to decide, at any time prior to the first day of school, whether a given elective will be offered in a given year. This determination will be based on such factors as student interest, rotation sequence, availability of teaching staff, and funding. In some cases, electives are offered in alternating years, i.e. one elective offered one year, one the next. In such cases, the elective not offered during the coming year may be printed in italics. Catholic Central High School reserves the right to modify the prerequisites for any course when clearly extenuating and/or extraordinary circumstances are evident.

Course Offerings and Academic Requirements

Students at CCHS are offered subjects that cover the traditional course offerings of College-Preparatory, General Curriculum, Classical Curriculum (Chesterton Academy), S.T.R.E.A.M. (Science, Technology, Religion, Engineering, Arts, Mathematics) and selected Business and Applied Arts Areas. These courses are designed to accommodate individual student differences and ability levels and to give a truly balanced education in terms of theology, the sciences, languages, technology and the humanities. A complete listing of course offerings can be found in the *Course Offering* book.

Freshmen, sophomores, and juniors are required to take a minimum of 7 credits each year. Seniors are required to take a minimum of 6 credits. Courses shall be chosen on a three-fold basis that includes past achievement, actual ability, and established future educational plans and career choices.

Students are required to earn credit in the following academic areas as a requirement for graduation;

Theology	4 credits	
English	4 credits	
Mathematics	4 credits	
Social Studies	4 credits	including: American History, Government, and Geography
Science	3 credits	including: Biology and a Physical Science course
Economics & Finance	.5 credits	
Health	.5 credits	
Physical Education	.5 credits	
Fine Arts	1 credit	

In addition, students take a minimum of 5.5 suitable electives to meet all State, Diocesan, North Central Association and OCSAA requirements. These electives can be chosen from any area offered at CCHS.

Advanced Placement Courses

Advanced Placement courses are offered based upon staffing and enrollment. Students who are enrolled in an AP class are expected to take the AP Exam at the end of the year. Summer work is typically assigned and it is required that students complete it prior to the start of school. As in all courses, academic honesty is expected and failure to adhere to these expectations may result in removal from the AP course.

College Preparatory Curriculum

The program is designed to prepare students to enter a college/university. Students in this program may select electives from any of those offered at Catholic Central; they are encouraged to take an additional 1 credit in mathematics; 2 credits in laboratory science, 1 credit in a fine arts course, and either 3 (honors diploma) or 4 credits (honors curriculum) in foreign language. The program also offers opportunities for high school students to earn college credit.

Chesterton Academy

The Chesterton Academy is a Classical Curriculum within Catholic Central. It has five core courses in the program including Latin, Philosophy, Theology, Literature, and History. All of these courses are taught through

the lens of the Catholic Church. Daily mass is a part of this program.

S.T.R.E.A.M.

The S.T.R.E.A.M. program concentrates on an Engineering pathway. It is a hands-on, team-oriented class that encourages cooperation, critical thinking, communication, and creativity. This pathway will teach the basic engineering principles, the design loop, and the application of their knowledge to the solving of real world problems.

Progress Reports

Progress notices for students who are experiencing academic difficulties are mailed and/or e-mailed to parents or guardians at the mid-point of each quarterly grading period. Parents and guardians should contact their child's teacher(s) and/or the Guidance Office if notices are received.

Providing for Individual Differences

Students are assigned to grade level classrooms of mixed skills and ability groupings. Students are encouraged to interact with a wide range of achievement levels and are challenged to reach or exceed their ability levels. Catholic Central strives to bring out the gifts and talents of each student. The school works to provide accommodations and programs to better serve all of our students with special needs according to the resources available to the school. In order to accommodate a student who has been evaluated for special learning needs, parents/guardians are required to share educational/psychological testing with the school and the student's Individualized Education Plan if applicable. If a student has been identified with a disability or if parents suspect a disability, it is the parent/guardian's responsibility to follow up with the public school to determine if an Individualized Education Program is appropriate. Failure to disclose known special education needs can be cause to void the application for registration. Special education needs that are identified after the students have been accepted, will be addressed in compliance to the rules of the IDEA as they apply to chartered non-public schools in the state of Ohio. Catholic Central is an approved provider for a Jon Peterson Special Needs Scholarship.

Catholic Central's Honoring Other People's Exceptionalities (H.O.P.E.) Program works with students to provide students with special needs a loving and inclusive education within the Catholic School system. Students are embraced as a part of the school community and included within the general education classroom to the greatest extent possible as determined by the special education team and the child's family. Students are placed in the least restrictive environment. Meeting the child's individual needs is of utmost importance in determining an education plan. Intervention Specialists work along with the student's general education teacher in meeting the academic, emotional, and social needs of the student.

Semester and Final Examinations

Mandatory comprehensive examinations are scheduled at the end of each semester. Details concerning these examinations are published prior to the days on which they are scheduled. These examinations account for 20% of the student's semester grade. Students are required to take their semester and final examinations during the regularly scheduled time. Students **will not** be dismissed from these examinations for vacation purposes. Exemptions are always at the discretion of the teacher. **A student must obtain a grade of 95% or above for their final grade in order for them to be eligible for an exemption; however, if a student has a 93% or above with 5 or less absences, they may also be considered for an exemption. A student may also be deemed ineligible based upon their demerits and excessive absences.**

Grading System – Scale

+ (plus) or - (minus) is used to better clarify student performance and achievement.

A+	99 – 100	C	79 – 82
A	95 - 98	C-	77 - 78
A-	93 - 94	D+	75 - 76
B+	91 - 92	D	72 - 74
B	87 - 90	D-	70 - 71
B-	85 - 86	F	Below 70
C+	83 - 84		

Class Rank

The class rank for **seniors** for the purpose of determining Class Valedictorian, Salutatorian and graduation rank is computed, cumulatively, on the final grade received in each semester course and each full year course throughout the student’s junior year of high school, plus the grades earned in the senior year for each course through the **END OF THE 4th Quarter**. (This will include college courses.) In order to be eligible for Class Valedictorian, Salutatorian or Top Ten, transfer students shall have been enrolled at *CCHS* for at least their entire Junior and Senior years or 4 semesters. If there is a tie, priority will be given to students who earn an Honors Curriculum, Honors Diploma, AP Classes, CCP classes or a member of the National Honor Society.

College Credit Plus

Ohio’s new College Credit Plus can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a College Credit Plus course from a public college or university is free, which means no cost for tuition, books, or fees. If you choose to attend a private college or university, you may have limited costs.

Honors Curriculum

Catholic Central offers an Honors Curriculum for **juniors and seniors only**. The intent of this program is to offer to those accelerated students the opportunity to participate in a full honors program. This will be reflected on both their graduation diploma and their transcript. To graduate with the full honors designation a student must have the following coursework and a minimum cumulative GPA of 3.0.

<u>RELIGION:</u>	2 credits
<u>ENGLISH:</u>	2 credits: AP Lang. or H. English III and AP Lit. or H. English IV
<u>FOREIGN LANGUAGE III & IV:</u>	2 credits
<u>MATH:</u>	2 credits: Pre-Calculus, AP Calculus, AP Statistics
<u>SCIENCE:</u>	3 credits: Chemistry I, AP Chemistry, Physics, AP Biology, A&P
<u>SOCIAL STUDIES:</u>	1 credit: AP Government
<u>ELECTIVES:</u>	1 credit: College Credit Plus or Franciscan or AP course is required

Honor Roll

Honor Roll for Quarters 1 and 3 cannot include students taking College Credit Plus or Dual Enrollment classes due to the college grading system. Honor Roll for Quarters 2 and 4 will include all students. Students who achieve a 3.000 (B) grade-point average or higher on an unweighted scale and have no grades of D or F for the quarter are listed on the Honor Roll. Students who achieve a 4.000 (A) grade-point average or higher on an unweighted scale and have a grade of “A” in every course for the quarter are listed on the **Principal’s Honor Roll**. Students named to the Honor Roll or the Principal’s Honor Roll will have this information placed on their permanent school record.

Incomplete Grades

An Incomplete (“I”) given for any grading period indicates that a student has not completed a significant amount of class work for that grading period. An “I” will be given in such cases where the student has been absent from school for an extended period of time due to serious illness, hospitalization, personal or family hardship/tragedy or due to unpaid financial obligations.

Ohio State Tests

State tests are critical for measuring student learning and ensuring that all students receive a quality education. The Ohio State Tests will be administered to the freshman, sophomore and junior students. They are given in the areas of English 10, Algebra 1, Geometry, American History, American Government and Biology as the students complete each course. For the graduating classes of 2021 and 2022, students must accumulate 18 points on the 7 End of the Course Exams in order to be eligible to receive a diploma or earn a remediation free score on a national college test (ACT or SAT). For the graduating classes of 2023 and 2024 the State of Ohio will be setting new graduation criteria.

Weighted Courses

In order to equalize the grade point average of those students taking regular courses and those taking more rigorous courses, a weighted-point value system has been established.

		Standard	Honors	AP/CCP
Grade	Percentage	GPA	GPA	GPA
A+	99-100	4.25	4.75	5.25
A	95-98	4.0	4.50	5.0
A-	93-94	3.75	4.25	4.75
B+	91-92	3.25	3.75	4.25
B	87-90	3.0	3.5	4.0
B-	85-86	2.75	3.25	3.75
C+	83-84	2.25	2.75	3.25
C	79-82	2.0	2.5	3.0
C-	77-78	1.75	2.25	2.75
D+	75-76	1.25	1.75	2.25
D	72-74	1.0	1.5	2.0
D-	70-71	.750	1.25	1.75
F	Below 70	0.00	0.00	0.00

Vocational Education

A special program in Vocational Education is offered through the Jefferson County Joint Vocational School, whereby a student at Catholic Central can prepare for a career in one of many technical fields. Students in this program complete their first two years of study at CCHS where they successfully complete the following academic requirements.

- Religion** **2 credits**
- English** **2 credits**
- Mathematics** **2 credits**
- Science** **2 credits** including: *Biology and Physical Science*
- Health** **.5 credit**
- Physical Ed.** **.5 credit**
- Social Studies** **2 credits** including: World History and American History

The student chooses suitable elective courses to complete his freshman and sophomore years at Catholic Central. During his/her final two years of high school, courses are taken at the Jefferson County Joint Vocational School where, in addition to the technical studies, graduation requirements in both English and Social Studies are taken. **All students who are enrolled in the JVS are required to attend Religion class at CCHS equivalent to the time of full-time students.** In this manner, students meet the religious education requirements necessary for graduation from CCHS. CCHS students attending the JVS who do not attend these Religion Classes will not be granted a diploma from CCHS. The prospective student shall file application for the Joint Vocational School during his/her sophomore year. He/she shall normally initiate this process by first consulting with the Guidance Office at Catholic Central. Students attending the JVS are assessed a tuition fee. Seniors who attend the JVS are also required to pay the CCHS graduation fee. Catholic Central students attending the JVS remain Catholic Central students and are encouraged to participate in the student activities program.

Service Requirement

All students will be required to earn **15 service hours each year**. Freshman and sophomore students are encouraged to volunteer their service to their parish and in the school. Junior and Senior students are asked to volunteer in the school, parish and community. Community service hours are recorded and tabulated as part of the student’s transcript. Service hours must be completed **by April 30th** each year.

- For Graduation 15 hours per year.....15 Hours
- For the Academic Letter, grades 10.11.1235 Hours
- For NHS, grades 11,12.....20 Hours
- For NHS Students pursuing an Academic Letter45 Hours

The twenty hours that students are required to complete for NHS will count toward their 15 hours for graduation; these hours CAN overlap. However, only ten (10) of the hours, which students complete for NHS, can be counted toward the hours required for the Academic Letter. NHS students must complete an additional thirty-five (35) hours in order to earn an Academic Letter for a total of 45 hours. Remember that service hours for the Academic letter must include hours performed in service to the school, in service to the parish, and in service to the community.

Failure of Theology Courses

A freshman, sophomore, or junior who fails a required Theology course must repeat the course. A first-semester senior who fails a Religion course will be placed into an additional religion course during the second

semester.

Failure of Other Required Courses

A freshman, sophomore, junior or second-semester senior who fails a course required for graduation from CCHS shall successfully complete the course only through an approved summer school program. In the event that the course is not offered through an approved summer school program, the student will be rescheduled for the course during the succeeding school year. Should this not be possible, Catholic Central can approve the completion of the course through an approved on-line or correspondence school option. English and any other required courses which serve as prerequisites for sequential courses, and which are not offered in an approved summer school program, shall be completed through an approved on-line or correspondence school option during the summer following the school year in which the course was failed. All course work and testing shall be completed prior to the start of school in the fall.

A first-semester senior who fails a course required for graduation will, if his/her schedule permits, be rescheduled into a comparable course during the second semester or can elect to take an approved course through an approved on-line or correspondence school program. All course work must be completed by the end of the school year. CCHS will not award a diploma to any student who has not fulfilled financial obligations, completed all State, Diocesan, school, and North Central Association academic and attendance requirements.

Financial Assistance

Financial assistance is available by completing the Financial Assistance Form. The forms are available beginning with registration and are due to the Finance Office.

Release of Records

Transcripts of student academic records can be released to the parents/guardians of a student (or to the student, in the case of an 18 year old). The records shall be requested in writing by a parent/guardian (or student, in the case of an 18 year old). The fee for a transcript is \$5.00.

COMPULSORY EDUCATION AND SCHOOL ATTENDANCE

Student Attendance

Students enrolled in Diocesan Schools are expected to maintain a ninety-five percent (95%) attendance rate based upon the 1,001 hours of instruction required by the Ohio Revised Code. **THIS MEANS that STUDENTS SHOULD NOT ACCUMULATE more than 10 days per semester.**

A student who has missed ten (10) or more classes per semester may receive an automatic "I" for those classes until a review is completed by the Attendance Committee. For extenuating circumstances, the attendance committee will review. **Parents are required to call the school each day a student will not be in attendance because of illness. Further, parents are to send a note stating the reason for the absence with the student the day he/she returns to school after the absence.**

Students are required to be in attendance for no less than full school day in order to participate in school-sponsored interscholastic and/or extra - or co-curricular events and activities. Any extenuating circumstances must be approved by the administration.

Catholic Central students who have attained their eighteenth birthday are required to comply with all aspects of CCHS attendance policy if they wish to remain in the school and to graduate from this school. This includes the requirement to present a written note from their parents or guardians for school absences. **Catholic**

Central's Attendance Committee will meet on a regular basis to review student attendance and make recommendations to the administration concerning the student.

Excused / Unexcused Absences

All absences MUST be reported to the Main Office the day of the absence by the parent. If not the student is considered truant. A doctor's note MUST be provided in order for the absence to be excused. All other absences reported by the parent are classified as unexcused.

Arrival and Dismissal - Tardiness - Truancy from Class

A student arriving at their 1st period class after the 7:55am bell has rung is **tardy** for that class. Students who arrive later than 7:55am will need a note from the Main Office to enter their 1st period class. Students who are habitually tardy for school will be subject school to sanctions and will be required to have a parent conference with the Administration. Students who are habitually tardy to school do not receive the benefit of a complete education.

Unexcused tardiness to school in the morning or during the day constitutes truancy and will be assigned a detention after the 3rd tardy. The student will be required to make up any time missed after school. Students are never permitted to leave school grounds during the day without parental/guardian permission and an excuse from the Main Office. Students found leaving the school grounds without proper permission will be administered a disciplinary infraction. An exception to this is *Senior Privilege* and as such must have a written permission form on file in the Main Office. If a student is to be dismissed during the school day, the parent or guardian must send in a note with the student in the morning. The office staff will issue a "Permit to Leave School" which the student will present to the teacher before being permitted to leave that class. A phone call should only be used in an emergency. Students, who normally ride a school bus that picks up students at 2:20pm, but who drove to school on a particular day, may not leave until regular dismissal time.

Family Trips (3 or more consecutive days) Family trips during regularly scheduled school time are discouraged. However, should an unavoidable trip be necessary; arrangements shall be made in advance of their trip. Students accompanying their parents/guardians on a trip shall:

- Notify the school Administration **in writing** two weeks prior to planned trip;
- Hold a conference with the various teachers in order to obtain necessary assignments and signature(s);
- Confirm that the conferences were held to the Administration; and
- Complete all of the required work and assignments.

A student not complying with the aforementioned policies may receive failing grades "F" for the work missed. Absences while on family trips are counted towards the accumulated maximum of ten (10) during any given quarter and for any given class.

Illness during the school day

A student who becomes ill during the course of the regular school day **shall report to the school nurse**. If the student's illness is of such gravity that they shall be sent home, the parents or guardians will be contacted by the nurse for arrangements to go home. Students are not permitted to leave school unless a parent or authorized family member has been contacted for permission. **Additionally, students who become ill at school are not to call their parents or guardians rather than reporting to the school nurse.**

Specifically, this means that the student is not absent beyond the first period nor dismissed before the end of the school day, unless he/she has *Senior Privilege* during the first or last period. Likewise, students are expected to be in attendance on the last school day preceding non-school day events and activities in order to participate, as members, in these school-sponsored interscholastic and/or extra - or co-curricular events and activities. Normally, students who are absent from school the entire day are not to be in attendance, either as

spectators or participants, in school-sponsored athletic, extra- or co-curricular events and/or activities on the day of the absence. Exceptions to the above policy shall be made only by the Principal, and then, only if arrangements were made with the Principal prior to the date in question.

Student Responsibility for absence

Students are required to see all of their teachers on the day they return to school following an absence. This is to be done outside of the regular class time. Students will be given one day for each day absent to complete all tests, quizzes or make-up work. This make-up time can be extended for a reasonable period at the discretion of the teacher. However, students who have not made-up all tests, quizzes and other class work by the end of the quarter may be given time to complete these during the succeeding quarter or grading period.

Students who are truant from one or more classes are not permitted to make-up tests, quizzes or work missed during the truancy. The tests, quizzes or work missed will be recorded as a failing grade "F".

Absenteeism and tardiness are recorded on the student's permanent, cumulative record. This is subject to review by college/university admissions officers, financial assistance and/or scholarship agencies, prospective employers, and other types of post-secondary educational and employment directors. It is not unusual for a college, university, financial assistance or scholarship application to request that the high school indicate the number of school-sponsored, excused and unexcused absences that a student has accumulated throughout his/her high school career.

STUDENT HEALTH AND SAFETY

Anabolic Steroids - Health Threat

Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment. (Ohio Revised Code 3313.752)

Immunizations

In order to be in compliance with the Ohio Department of Health, all students enrolled in grades 9-12 must have received the following immunizations up to this point. 1 dose of Tdap required for 7th-12th, 3-4 Polio Vaccines, 2 MMR (Measles, Mumps, and Rubella), 3 Hepatitis B, 2 Varicella, and 1 Meningococcal Vaccines. Please note ALL part time CCHS and JVS students are also obliged to adhere to these policies. Please review your records and if your child is missing any of the above immunizations, please have them immunized or sign an exemption form and submit up-dated records to the CCHS Health Office. The exemption form must be submitted annually. Students entering 12th grade are required by the Ohio State Department of Health to have had the 2nd dose of Meningococcal (A.C.Y.W-135 to protect against Meningitis) immunization. Immunization shots can be obtained at many local pharmacies, the Jefferson County Health Department or through your family physician.

Medical Authorization Forms

Under the Ohio Revised Code, each student shall have a completed Emergency Medical Authorization Form on file in the school. These forms are completed on an annual basis. Failure to complete the form can result in the student not being permitted to attend classes until such time as the completed forms are submitted.

Safety Drills

Specific directions for drills are posted in all classrooms. All faculty members have the responsibility to make students aware of these regulations. Students are required to be with their respective classes, maintain silence,

remain with them during the entire drill and follow the Code of Conduct. A signal will be given to return to the classroom.

Substance Abuse - Counterfeit Controlled Substances

Catholic Central stands against drug and alcohol use in any form and shall take whatever policy or legal means available to prevent such practices from affecting the welfare of the student population. Students who are suspected to be under the influence of drugs or alcohol must go for a drug test that day. A student will only be re-admitted to school upon clearance from a medical professional. If a student is found to be using, selling, purchasing or in possession of drugs, alcohol, or counterfeit controlled substances on school grounds, at school-sponsored or related school activities off school grounds, or at any other time; the student is subject to both the school administration and/or legal agencies. Immediate notification of the student's parents/guardians AND if appropriate, the proper legal authorities will be notified.

Any student discovered to be using drugs and/or controlled substances will be referred to a counseling or therapy program for treatment. Should a student refuse to accept the therapy program, or, after having consented to the program, but does not continue the program, and/or continues his/her behavior of drug abuse, will be expelled from the school. The sale or purchase of, or any attempt to sell or purchase, any controlled substance, counterfeit controlled substance, and/or alcohol shall constitute grounds for a probationary hearing which will result in suspension and/or expulsion from the school.

This policy does not apply to those students who are taking physician prescribed medications. Medical authorization forms for these types of medications are required to be completed by the parents/guardians.

DRESS CODE

This Dress Code is established as a symbol of pride, unity and modesty, while de-emphasizing competition, materialism and unchristian behavior. All uniforms must be purchased through the designated uniform company.

General Regulations:

- Uniforms shall always be maintained in good condition: neat, clean and modest.
- Dress code exceptions can be made and such announcements will be made from the Main Office.
- Sweaters must have a CCHS logo to be worn during the school day.
- Jean apparel, sweatshirts, flannel shirts or hats are not permitted in the building during regular school hours.
- Shirts and blouses are to be tucked into trousers or skirts. Any undershirts shall be white, gold or blue with no writing.
- Shoes may be dress style or athletic style (no open toes) and whose style shall not pose a hazard to the student. Boots of any style, slippers, and moccasins are not permitted.
- No backless sandals or flip-flops at any time, including dress-down days.
- Shoes/footwear do NOT look like slippers.
- Excess in cosmetics, hairstyle and hair color is not permitted. There will be no visible tattoos.
- School Administration reserves the right, when necessary, to regulate the dress attire and/or accessories worn by students attending any school sponsored events and activities, including, but not limited to, school dances and related social functions.
- Boys are to be clean-shaven at all times; beards and mustaches are not permitted.
- Boys' hair length shall be no longer than the top of the shirt collar and shall be shaped and not be worn in a ponytail or bun.
- Sideburns shall not be below the earlobes and shall be straight. Boys may not have any ear or body

piercing.

- For female students, ear piercing shall be modest. No nose piercing or other facial piercing will be permitted.

Girls Uniform Description

- Plaid pleated skort, **no more than 3" above the knee**, Khaki or blue uniform pants.
- White or Navy Golf shirt; White or blue, short or long sleeve uniform oxford-style blouse (available from uniform company). Girl's tie is optional.
- Navy, long sleeve, V-neck or vest sweater with school logo, pullover (purchase from uniform company).
- Gray or navy knee socks, if skirt is worn.
- Shoes shall be conservative. That is, they shall not be open-toed, they shall not be sandal-type. **Solid** black, brown, navy, gray, or white colors only. No two-tone colors are permitted. They must have a back that fits around the heel of the foot. **NO** flip-flops or slippers.

Boys Uniform Description

- Khaki or blue dress pants (available from uniform company). No Cargo Pants.
- Short or long sleeve uniform white or blue oxford style shirt (available from uniform company). Collars buttoned down.
- Optional navy, long sleeve, V-neck sweater or vest with school logo, pullover (purchase from the uniform company).
- Neck Tie: Blue/ Gold striped (9-12) (purchase from uniform company) or school bow tie.
- A black or brown belt shall be worn at all times at the waistline.
- Shoes (socks required) shall be **solid** black, navy, or brown. No two-tone colors permitted. **NO** work boots.

Summer Uniform, Boys and Girls

- Summer Uniforms can be worn daily [not mandatory] from the first day of school to approximately October 15th and approximately the beginning of April to the last day of school, subject to principal's discretion.
- White or Navy polo shirt with school logo (purchase from the uniform company) properly buttoned.
- Khaki or blue pleated slacks or shorts. Girls may wear the skort uniform or the shorts. No cargo shorts. Shoes and socks (required) may be athletic type; i.e., shoes shall be clean and in good repair, socks shall be white or black ankle length or mid-calf type and in good repair. All shoes must be tied.

FOR DRESS-DOWN DAYS AND SCHOOL SPONSORED FUNCTIONS:

- No hats or head coverings. No bare midriffs.
- Appropriate undergarments worn and not visible.
- No shoes without a heel strap. **NO SANDALS, FLIP-FLOPS OR SLIPPERS.**
- **Shorts and skirts will be no shorter than 3 inches above the knee.**
- No clothing or accessories displaying and/or innuendo of any inappropriate messages e.g. apparel that displays messages contrary to Church teaching, demeans or degrades another, suggest sexual activity or refers to violence, alcohol, drugs, tobacco or terrorism.
- No extremely tight, loose or revealing clothing. No destructed jeans (even if you can't see through them).
- No tops with spaghetti straps, halter-tops, single-shoulder, low-cut or backless / strapless apparel.
- Members of sports teams may wear the **SAME TEAM SHIRTS** (no team hoodie) on game day.

Homecoming, Semi-Formal, and Prom Dress and Dance Code Rules

Dress Code:

Catholic Central High School dances are events, which reflect the philosophy of our school and the teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty.

According to the Catechism of the Catholic Church, "Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness. Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discrete. Teaching modesty to children and adolescents means awakening in them respect for the human person." In accordance with the Catechism, Catholic Central High School sets forth the following dress and dance rules for our students and their dates:

Girls' Attire:

Tops

1. The neckline of a dress, top, or gown must be cut in a modest way **without showing cleavage**. Spaghetti straps/strapless dresses are allowed, as long as they are not low cut.
2. The cut of a dress in the back and sides must not be cut below the navel.

Length

1. A dress, skirt, or gown **must be longer than mid-thigh**.
2. Slits in a dress or skirt may be **no higher than mid-thigh**.

Miscellaneous

1. Two-piece dresses are allowed if the space between the top and skirt is less than **two inches. No navel is allowed to show.**
2. **The top must not show any cleavage.**
3. The bodice of the dress must not have any fabric cutouts including cutouts that have been replaced with nude or sheer material.
4. Dresses should not be excessively tight.
5. Covering up dresses that do not meet the dress code with cover-ups (coats, shawls, sweaters) do not make an otherwise inappropriate dress allowable.

Boy's Attire:

1. Young men are expected to wear a collared dress shirt and dress pants. A matching suit or tuxedo is also appropriate.
2. Young men are expected to keep their shirts on and buttoned for the entire dance.
3. Young men are expected to be clean-shaven and meet school guidelines regarding length and style of hair.

Additional Notes:

Admittance to the Homecoming Dance, Semi-formal, and Prom, with consideration of attire, will be left to the discretion of the administration present that evening. Parents will be called to bring a change of clothes if the student is dressed inappropriately, otherwise the student will be asked to leave after the parent phone call. The Administration reserves the right to ask for a picture of the prom dress/outfit. **These rules apply to dates from other schools as well.**

Because our Catholic schools remain faithful to the constant teaching of the Catholic Church concerning the dignity of the human person and the God-willed design of human sexuality and marriage, students participating in school sponsored events such as prom or formal may not bring a date of the same sex.

Dance Code:

1. Appropriate physical contact only. Sexually suggestive dancing will not be tolerated.
2. No straddling legs
3. No grinding
4. No inappropriate touching
5. No overt and/or prolonged public displays of affection
6. Both feet on the floor
7. Hands on waists or shoulders only

STUDENT CODE OF CONDUCT

The Principal may make exceptions to written disciplinary procedures at the building level.

Under most circumstances, *CCHS* uses a progressive disciplinary process to provide students with an opportunity to learn from their mistakes and improve their behavior. This disciplinary process provides for notification of parents/guardians and ensures that the student and the parents/guardians are afforded due process. While the normal progression of disciplinary action moves from demerits to suspension to expulsion, the Administration of *CCHS* reserves the right to bypass lesser levels of penalty for continued, willful, grossly insubordinate, dangerous, or potentially dangerous behaviors.

Cell Phone/Personal Electronic/Recording/Transmitting Devices

Teachers have the right to collect cell phones at the beginning of class. **No electronic devices** (smart watches, cell phones, headsets, earbuds, laptop computers, etc.) shall be **seen or heard during class**. This includes trips to the bathroom. Faculty and/or administration will confiscate any device seen or heard and turn it into the Principal's Office.

1st Offense - \$10.00 fine, 1 demerit, student pick up cell phone at the end of the day

2nd Offense - \$15.00 fine, 2 demerits, student pick up cell phone at the end of the day

3rd Offense - \$20.00 fine, 3 demerits, parent pick up cell phone at the end of the day

Any further offenses will be handled on a case-by-case base by the Dean of Students

Cheating

CCHS students are expected to maintain the highest standards of honesty and integrity in all academic areas. The school looks upon cheating on any test and all other class assignments as an extremely serious offense. Cheating is unjust, dishonest, and in a very real sense, stealing. If a student is discovered to have carried out the dishonest action of cheating on any test or class assignment, the following steps will occur: The teacher or faculty member who discovers the dishonesty will inform the student and the administration of his/her finding. A disciplinary referral form will be submitted by the teacher to the administration. A copy of the report will be sent to the parents/guardians of the student, and a copy will be placed in the student's file. The minimum penalty for cheating is a grade of "0", a one-day in school suspension and possible suspension from sports, clubs, and officer positions. Cheating on standardized tests (PLAN, PSAT, etc.) will result in sanctions or consequences by the school and as mandated by the responsible agency. Plagiarism is a serious offense that also falls under the category of cheating.

False Alarms

A student shall not discharge or cause to be discharged any false alarm for fire, fire extinguishers, tornado or any emergency event. This behavior will result in a probationary hearing that will result in a suspension or expulsion and a potential fine.

Hazing

CCHS has a no tolerance policy with regard to any Hazing activities, as they are inconsistent with the educational process and a violation of human rights and dignity. No Administrator, faculty member or other employee of the school shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained herein. All hazing incidents shall be reported immediately to the Administration. Law forbids hazing, and the State of Ohio provides fines and imprisonment for students who engage in hazing, and provides fines for adults who permit hazing.

Obscenity/Profanity

Students shall not use profanity or obscene language, either written or verbal, in communicating with another student, staff member, or visitor. This includes, but is not limited to, obscene gestures, signs, pictures, publications, and any willful and/or grievous verbal and physical disrespect towards any member of the staff. This behavior will result in a probationary hearing that will result in disciplinary action.

Peer Harassment

Peer harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer harassment is any unwelcome physical or verbal conduct directed at a person that interferes with the ability of a student(s) to receive an education. Students enrolled at all Diocesan Schools shall treat their fellow students with dignity and respect all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. Students are strongly encouraged to report peer harassment immediately to a teacher who shall report it immediately to the Principal. The Principal shall take prompt and fair action to investigate any report and to stop the peer harassment.

Peer Sexual Harassment

Peer sexual harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex that interferes with the ability of a student to receive an education. Students enrolled at all Diocesan Schools shall treat their fellow students with dignity and respect all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. Students are strongly encouraged to report peer sexual harassment immediately to a teacher who shall report it immediately to the Principal. The Principal shall take prompt and fair action to investigate any report and to stop the peer sexual harassment. Dating violence will not be tolerated at Catholic Central High School. Dating Violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. Demerits/Suspension may be issued based on the severity of the incident.

Prohibition on Weapons

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid carry concealed license does not authorize the licensee to carry a weapon onto these premises. Violators will be

prosecuted.

Smoking

Senate Bill 339 (possession/use of tobacco by pupils): This bill bans the possession and use of tobacco and tobacco products in school and at all school activities no matter where they are held. Tobacco use in any form will result in disciplinary action and a possible fine. This includes e-cigarettes, vaping devices, and Juuling.

ASSIGNMENT OF DEMERITS AND EXPLANATION OF DEMERIT MATRIX

The ultimate purpose of a student code of conduct and the associated disciplinary policy is to ensure that a safe, supportive and effective environment is created and maintained in the school. It is further recognized that an array of student behaviors can have a range of negative effects on the environment depending upon the potential of the behavior to harm other students, members of the staff, the community in general, the student committing the offense him or herself, the physical environment or the learning atmosphere. The matrix of offenses outlined in this handbook provides a relative ranking of general categories of misbehavior based on the potential for major, widespread or irrevocable harm to members of the Catholic Central community. It is impossible to list or categorize all types of disciplinary violations; therefore, the school Administration reserves the right of disciplinary assignments as situations of merit.

The matrix will serve as a general guide to students and parents in the matter.

CLASS ONE: 1-5 demerits as assigned by the staff member

Continuing to Talk, disturb a Class, Study Hall, Homeroom, School Function after being asked to stop
Insubordination/Disrespect
Dress Code Violation
Language/Actions Unbecoming a Christian
Littering
Illegal Parking * see parking permit section
Profanity
Tardiness to Class (3X will constitute a detention)
Electronic device/Cell Phone violation

CLASS TWO: 3 assigned demerits as determined by the Dean of Students

Not attending class
Cheating – please refer to cheating policy
Defacing school property/vandalism
Failure to report to assigned detention
Forgery Malicious / obscene behavior directed toward another (fighting of any kind)
Truancy

CLASS THREE: Minimum of 5 demerits as assigned by Dean of Students and automatic 1-day in-school suspension, mandatory parent conference with student on semester probation. Multiple class in the same school year will result in mandatory external suspension as determined by the Dean Students Principal.

Assault: Physical and/or Menacing
Theft
Dangerous Weapons and Instruments
Possession, distribution or use of controlled or illegal substance including Drugs, Alcohol and Tobacco products

False Alarm
Hazing/Harassment
Leaving the building without administrative permission

Detention

Eleven (11) demerits or more than 3 detentions in any school year will result in a mandatory 1-day in-school suspension (unless otherwise noted above). More than fifteen (15) demerits in any school year will result in a 2-day external suspension, with an administrative review of enrollment status.

Detentions will be served from 2:45 to 3:30pm afterschool. Staff members in charge of detention will determine the tasks to be assigned. Failure to complete assigned tasks will automatically result in an in-school suspension. Optional morning detentions (7am -7:45am) will be assigned as needed by the Dean of Students.

Suspension / Expulsion Procedures

A student who merits suspension can be given an in-school suspension at the discretion of the Administration. In-School suspension consists of a student being separated from the general student population and assigned to a staff-supervised area where he/she will complete course-related assignments submitted by his/her teachers throughout the regular school day. The student's teachers will be notified of the suspension. Should the assignments not be handed in or be incomplete, the student will, at the discretion of the Administration, be given additional suspensions.

Out of School Suspension Procedures:

The Principal shall:

- Provide a hearing for the student to review the reason(s) for the suspension,
- Determine the number of days of suspension to be assessed to a maximum of ten (10) days,
- Inform the Pastoral Administrator of the decision to suspend a student,
- Notify the Parent(s)/Guardian(s) by certified mail of the reasons(s) for the suspension and the number of days, dates involved.

The student is responsible for "make-up" class work missed during the period of the suspension

The student will come to school in full uniform by 8:00am to pick up their work for each day of their suspension. The student (in full uniform) must return the work at 2:40 to the Main Office. Three (3) suspensions in one year or an accumulation of 10 days' suspension will result in a probationary hearing.

There is NO appeal of the Principal's decision to suspend a student.

Expulsion Procedures:

The Principal shall:

- Gather the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and the Parent(s)/Guardian(s),
- Confer with the Pastoral Administrator for agreement to recommend expulsion,
- Recommend expulsion (in writing) to the Diocesan Superintendent of Schools who will conduct a formal review (to the extent needed) of the recommendation and inform the Principal of concurrence or non-concurrence with the recommendation.

If the Diocesan Superintendent concurs with the recommendation of the Principal, the parent(s)/guardian(s) will be notified in writing by the Principal that the decision to expel is final and the

effective date of the expulsion (there is NO appeal of a decision to expel a student). If the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendations of the Superintendent and notify the Parent(s)/Guardian(s) of those recommendations in writing. All written communications to Parent(s)/Guardian(s) will be by certified mail.

Anti-Harassment Policy

It is the policy of the Office of Education of the Diocese of Steubenville that any harassment of students by students shall not be tolerated. Students shall not be permitted to engage in physical or verbal harassment based upon race, color, ethnic origin, gender and physical or mental limitations of other students. The Principal and teachers shall enforce this policy as an integral part of their employment responsibilities.

Assault: Physical and/or Menacing

A student shall not act or behave in such a manner that could or does cause injury (physical, mental, emotional) to another person. Discipline can result in suspension or expulsion as determined by the Principal.

GENERAL REGULATIONS

Admissions and Transfers

Students of any race, color, creed, ethnic or national background can apply for admission to CCHS. However, as a part of the local participating Catholic parishes educational ministry, Catholic Central exists first to serve qualified students from those parishes. Students who have withdrawn to attend one of the public schools in the area can be readmitted to CCHS at a later date, at the discretion of the Principal.

Assemblies

Assemblies are held for a variety of reasons: recreational, educational, or cultural. In order to have assemblies of a different variety, individuals will demonstrate respect for their fellow students and any persons conducting those assembly programs. Entrance procedures and seating have been assigned by the Administration. The administrator or faculty person will not invite into the school or onto its premises any political or public person who has shown support in any way whatsoever, for abortion, same sex marriage, or any serious life issues opposed to Catholic Church teaching. The administrator must also receive permission from the pastoral administrator before inviting a political person in the school.

Before and After the School Day

Students are to wait in the lobby of the school or cafeteria when arriving prior to 7:45 and after school at 2:40. If students are attending tutoring sessions or study table they must be under the supervision of a teacher. No loitering in the hallways before or after the school day. Students must remain in the lobby area or cafeteria.

Cafeteria and Lunch Period

All CCHS students are required to use the pavilion doors to go to and return from lunch. Students are expected to be in the cafeteria or pavilion when their lunch period begins and are to remain there and remain until the bell rings for them to return to class. Hallways and classrooms are off limits during lunch period. Only those restrooms near the cafeteria are to be used during the lunches. Cooperation makes lunchtime more enjoyable. Students are expected at all times to behave themselves in an appropriate manner. Students will be responsible for their food and tray items. Any behavior that lacks respect will be handled through disciplinary sanctions.

Class Trips

During the school year, students may have the opportunity to go on out-of-town trips with their classmates. It is a privilege to participate in these class trips. Therefore, the following guidelines for the trips have been

established. Students guilty of the following school violations will not be permitted to attend class trips:

- Truancy from school during the school year;
- Suspension from school during the year;
- Involvement, consumption and/or sale of drugs or alcohol;
- Excessive absenteeism according to the *Parent/Student Handbook* (more than 5 absences during any given quarter for other than extended illness);
- Serious (as determined by the administration), consistent and/or gross violation of school disciplinary policy; an accumulation of over 10 demerits will require administrative approval.

Students consuming or found to be in possession of drugs or alcohol while on a class trip will have their parents notified and will be sent home from the class trip and will be subject to disciplinary action.

Communication

It is recommended that if a difficulty arises, that students/parents seek first to resolve any situation with the faculty or staff member involved. If the difficulty cannot be resolved, the intervention of the Administration can be requested. The decision of the Principal is final.

Driving Regulations

All students who drive to school are expected to fulfill the following conditions:

- Register their car, pay a registration fee of \$10 per year, and obtain a Student Parking Tag from the Dean of Students.
- Seniors may paint or decorate their parking spots for an additional \$10 fee.
- Follow safe driving practices and exercise courtesy at all times.
- Drive no faster than fifteen (15) miles per hour on school property.
- Park only in authorized areas and designated parking spots.

Fund Raising

All fundraising activities must have the approval of the Principal prior to the fundraising event.

Gifts/Deliveries

No gifts or deliveries of any kind will be accepted at the school for students.

Lockers and Locks

The buildings, grounds, classrooms, and lockers located at *CCHS* are the exclusive property of the Diocese of Steubenville and can be searched randomly in accordance with the Ohio Revised Code and case law promulgated by the courts of Ohio.

Each student will have his/her own personal locker, and will assume responsibility for books and personal belongings. In the event a student is caught stealing another's belongings, he/she is subject to expulsion.

- Lockers are to be treated with care. Stickers and decals are not permitted on the inside or outside of the lockers. Any damage, regardless of responsibility, will be charged to the student occupying the locker. It shall also be the student's responsibility to report any malfunction or damage to the Main Office. School locks may be purchased from the Main Office. *CCHS* is not responsible for lost or stolen items left in lockers that are unlocked.

Lost and Found

Lost articles can be turned in at the Main Office and can be claimed there. Anything unclaimed by June 15th will be donated (if appropriate) to Catholic Charities.

Parking Violation

Any student who is found parking his/her car in an unauthorized area of the school grounds will be issued a \$10.00 fine. A disciplinary report will be placed on the windshield of each car notifying the student of the violation. A copy of this report will be kept in the Main Office and a copy will be sent home notifying the parents. Any vehicle parked in the lot without a parking permit will be subject to a \$5.00 fine (first offense); the second offense will be a \$10.00 fine and a temporary revoking of the parking permit. The parking permit is a privilege and not a right. It can be revoked by the Administration if necessary due to violation of the school rules or parking guidelines. **The police will be called for any vehicle in the lot NOT registered with CCHS.**

Phone Calls

If a parent/guardian needs to reach a student in an **emergency situation only**, they may do so by calling the Main Office. We will notify the student immediately. We do not deliver messages to students otherwise. For an emergency only, students may report to the office and a call will be placed for the student.

Photography

From time to time, students are photographed. Further, these photographed individuals are not necessarily identified in publications. CCHS assumes the right to use such images without necessarily identifying individual students in various video and printed publications unless a parent/guardian notifies the school, in writing, at the beginning of the school year, if the parent/guardians wishes that the child's photograph not be published.

Public Relations

CCHS recognizes that the school exists as an integral part of the community. We also believe that the success of the school's programs depend largely upon the effectiveness of parents, students, and staff working toward common goals. A continuous program of two-way communication is essential. Only the Bishop, Pastoral Administrator, and/or the Principal will act as a Catholic Central spokesperson, unless an individual is designated as such by one of the above listed persons.

Relationship with Law Enforcement Officials

It shall be the policy of CCHS that a cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials can be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during school-sponsored activities or to maintain the educational environment. This includes searches of student lockers and cars for drugs and/or other illegal substances. They will also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

School Property - Posters, Advertising and Displays

Posters or other displays shall not be used in the school building unless permission has been received from the Administration. Posters regarding out-of-school activities shall not be displayed until permission has been obtained from the Administration. No decorations or posters for various student activities shall be taped above the lockers on the plaster walls in the corridors. Students shall only decorate or post their advertisements on the tile walls of the corridor and on the metal locker units. Decorating shall be done only before or after school.

School Cancellations and Delays

In the event of a delay or school closing, Catholic Central will notify parents and students through a one-call and WTOV Channel 9.

Senior Privilege

Senior Privilege is given to those seniors who have a minimum GPA of 3.0 from the previous nine-week period, AND who have registered the written parental permission form with the Main Office. If during the course of

the school year, a senior's nine week GPA falls below the required 3.00 then the senior privilege is automatically revoked; a senior can be reinstated should his/her GPA change above this threshold at the next grading period. Senior privilege is ONLY applicable for a delayed arrival due to a scheduled study hall first period and for a scheduled study hall at the end of the day. Qualifying seniors must report to their first scheduled class by **signing in at the office** and may leave after his/her last scheduled class of the day **and sign out**. Qualifying seniors having study hall scheduled during any other periods are not permitted to leave the school building and must report to his/her study hall. If a senior has senior privilege, he/she is to arrive at school no earlier than 5 minutes before their first class period unless specific permission is given by Administration. If a senior has senior privilege at the end of his/her day then he/she is to leave the premises until after dismissal. Additionally, for every failure a senior receives in any quarter, he/she will lose senior privilege for the following nine weeks and must report to the assigned study hall. Only students with a parental permission form on file in the Main Office are entitled to senior privilege. **Senior privileges may be rescinded for behavioral issues, absenteeism, or tardies. Senior privilege for 1st period will not apply on "end of the day assemblies.**

Social Activities

All arrangements with the Administration regarding dates, times, and places for social functions shall be made by the class or club faculty sponsors. All such functions shall be properly chaperoned or the activity will be canceled. Because of the city of Steubenville's curfew, social functions shall close no later than 10 p.m. on weekdays and 11 p.m. on Fridays or Saturdays unless specifically extended by the Principal who will have notified the local authorities. Freshmen, from Catholic Central or any other high school, are not permitted to attend the Junior-Senior Prom. Junior High students are not permitted to attend any High School dances.

Student Dismissal

No teacher shall permit any student to leave school prior to the regular hour of dismissal, nor shall he send a student upon any errand away from the building. No student shall be permitted to leave school prior to dismissal time at the request of, or in the company of, anyone unless the permission of the Administration is obtained.

Student Injury/Illness

Under no circumstances shall an injured/ill student be left unattended or in the care of another student. Every effort is to be made to contact the student's parent or legal guardian to notify them of the injury/illness. The student shall not be returned to the sport or activity until attended to by a physician or with the written consent of the parent.

In the event that the student's parent or guardian cannot be reached:

1. If the injury/illness does not appear to be critical, the student shall be properly supervised while efforts to reach the parent or guardian are continued.
2. If the injury/illness is of a serious nature, an ambulance/medical team shall be summoned while efforts to reach the parent or guardian are continued.
3. If the ambulance arrives and the parent or guardian has not yet been reached, a faculty member or responsible adult associated with the school shall accompany the student to the hospital and remain there until the parent/guardian arrives.

Student Responsibility for School Property

All persons on the CCHS property will be respectful of our property at all times. Students are responsible and will be held accountable for all school property issued to them for their use. This includes books, which are lost, stolen, loaned or defaced in any way. **All hardback textbooks are to be covered. ALL books MUST be returned**

to their teachers prior to exams.

Study Hall

Study Hall is a scheduled activity. It provides the student with an opportunity to develop study skills and, like any other scheduled class, requires that the student be on time; be adequately prepared with books, notes and other materials; and work for the entire period. Study hall is a time of study but may with the permission of the proctor be used to go to the media center, Guidance Office, make up a test, or conduct business at the Main Office. A hall pass is necessary for any student to leave the study hall. A note to report to another room or teacher must be presented to the study hall proctor upon arrival to the study hall.

Transportation

In most cases the public school district in which a student lives provides transportation. Students riding these buses shall conform to the rules and regulations imposed by the local school district which has authority over that particular bus. Violations of these regulations will cancel the student's privilege of riding the bus and will be subject to disciplinary action.

Visitors

It is school policy that all visitors to the school must report to the Main Office upon their arrival, each visitor will be given a "Visitors Badge" that must be returned to the office upon departure. All visitors are expected to leave the premises when their business is completed. No one is permitted to enter a classroom or to interrupt a teacher while classes are in session for any reasons other than supervision and administrative or inter-faculty communication unless specifically authorized to do so by the Principal. Should a parent/guardian/student need to confer with a teacher they must make an appointment with the teacher for a non-class time period. Persons who come directly to the classroom during class sessions without such a badge are to be sent to the office.

FINANCIAL OBLIGATIONS

Tuition Obligation/Fee Payment

The parent(s)/guardians agree to pay the tuition and all fees for their student. A yearly tuition contract is to be signed and returned to the Finance Office prior to the beginning of the school year. Tuition payments can be made through FACTS. All tuition must be paid in full by May 15. Credit card payments will be accepted in the office or over the phone. If tuition is not paid, report cards may be held. Seniors **MUST** pay their tuition in order to participate in Graduation Exercises.

Change of Course Fees

There will be a \$50 fee assessed for each change-of-course after the first week of the semester. All schedule changes require the signature of the teachers and administration. A form must be completed and returned to the Guidance Office.

Tuition/Fee Reimbursement

If a student withdraws or is expelled from *CCHS* at any time during a given quarter, only the tuition paid for the following quarter or quarters will be refunded in full. If a student spends one day at Catholic Central in a given quarter, no refund is made of the tuition for that quarter. Subject/registration fees are non-refundable at any time. Graduation fees shall not be refunded after the first quarter. Course and registration fees will be charged in full if the student enters any time within the first semester. Registration fees and course fees for semester courses will be charged in full if the student enters any time within the second semester. If a student who has received financial assistance from the school voluntarily withdraws before the end of the school year, the financial assistance is withdrawn retroactive to the beginning of the year, pending review by the Finance Committee.

Tuition Unpaid Balance and Student Records

The grades of all students whose accounts are outstanding will not be transcribed to permanent academic records; nor will transcripts, quarterly report cards or, in the case of seniors, diplomas be released until all outstanding tuition and/or fee balances are paid in full. In addition, FACTS (RenWeb) access will be turned off and Report Card grades will be given "I" - incomplete for those families who have delinquent tuition and/or fees. **Seniors will NOT be permitted to participate in Graduation Exercises until all financial obligations have been taken care of.**

STUDENT ACTIVITIES

Philosophy

Through a formal program of student activities, *CCHS* encourages aesthetic, athletic and vocational growth, and community service, which nurtures the interdependent relationship between the individual student and the larger community, as well as affirming the value of recreation and leisure. In addition to broadening interests in many areas, student activities at *CCHS* provide opportunities to develop a sense of commitment, leadership, responsibility and effective time management. Constitution and By-Laws, as well as written rules for membership in each organization will be provided for all members and faculty advisors; and kept in a central location for easy access by faculty and students. Rules of conduct, as published in the *CCHS Parent/Student Handbook*, will be enforced during all school-related and school-sponsored athletic, extra-curricular, and co-curricular activities whether held on or off school grounds.

Eligibility-Ineligibility

To be eligible for interscholastic athletic competition as a representative of *CCHS* in any of the sports listed in the following paragraphs and any extra-curricular activity, a participant shall meet the following requirements contained in the Ohio High School Athletic Association's Bylaws.

Academic Eligibility: Each student's academic performance will be reviewed by the administration on a weekly basis throughout the school year. Students, parents, coaches, and Athletic Director will be notified the first day of the school week if a student is currently failing two or more classes and will be ineligible for the remainder of that week. Students may be eligible the following week; provided they have made the necessary progress in the class or classes they are failing and maintained passing grades in all other subjects. This is in addition to the state of Ohio's rules for extracurricular eligibility.

Maximum Age: All students become ineligible after their nineteenth birthday if their birthday is before August 1 of that academic year.

Scholarship: To be eligible for participation in interscholastic contests, during any preceding grading period, a student shall be currently enrolled and shall have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student shall have a current passing grades in a minimum of six one-credit courses or the equivalent and shall have had a minimum 1.25 grade point average each quarter of that school year.

Total Semester of Eligibility: In the Senior High School a student can participate in a maximum of eight semesters of athletic competition on varsity level provided he/she meets the eligibility requirements set forth.

Transfer Students: Eligibility for transfer students will be evaluated on a case-by-case basis according to the current OHSAA guidelines.

Other Information: Detailed interpretation of these and other rules pertaining to athletics are found in

the latest *Constitution and Rules Handbook of the Ohio High School Athletic Association*, of which CCHS is a member.

Statement Regarding the National Collegiate Athletic Association

The National Collegiate Athletic Association (NCAA) maintains a Clearinghouse for the express purpose of determining student eligibility for athletic scholarships at Division I and Division II colleges and universities. In certifying students to be eligible for these scholarships, the NCAA Clearinghouse reviews:

- the student's cumulative Grade Point Average [GPA],
 - the student's total or composite score(s) on either the ACT and/or SAT, and
 - Core of courses the student has successfully completed throughout his/her high school career.
- The NCAA Clearinghouse has defined for Catholic Central [and all other participating secondary schools as well], those course offerings which are "core" under current NCAA standards. Periodically, NCAA changes its minimal eligibility requirements regarding grade point average, ACT/SAT scores, and/or core courses.

Parents and students interested in current NCAA Clearinghouse eligibility requirements are encouraged to review these in the Guidance Office. Likewise, these requirements are included as topics at class meetings throughout the school year.

Dismissal from Team

A student can be dismissed from an athletic team for serious misbehavior or not observing the guidelines set forth by the coach. The head coach with the intent to dismiss from the team will first suspend that individual. The coach's decision to dismiss the student-athlete shall be affirmed by the Athletic Director and Principal before it becomes final.

List of Interscholastic Sports

The following sports are included in the athletic program of CCHS:

- MALE: Football, Soccer, Basketball, Baseball, and Wrestling
- FEMALE: Volleyball, Soccer, Basketball, Cheerleading, and Softball
- MIXED: Golf, Track and Field, Swimming, Tennis, and Cross Country

Cheerleaders

Cheering is a SPORT at Catholic Central. Every position on the cheerleading squad will become vacant every year and will be filled by students who exhibit the characteristics judged to be necessary for cheerleaders. As athletes, cheerleaders shall maintain certain academic standards as well as excel in their physical skills. They shall also meet certain qualifications. The list of these qualifications and try-out procedures can be obtained from the Cheerleading Advisor.

STUDENT ORGANIZATIONS

In its mission of educating the whole Christian person, CCHS provides opportunities for students to participate in a variety of extra-curricular and co-curricular clubs and organizations. Student interest and faculty advisor availability will determine if a club or organization is activated during the school year.

Academic Letter

This organization was established in 2005 as a means for sophomore, junior and senior students to be recognized for their high academic achievement, their commitment to the service of others and their

responsible attitude toward the attendance policy. The student will earn a Varsity Letter with the word ACADEMIC printed in the center of the letter upon meeting the following:

- **A cumulative GPA of 3.5 or above,**
- **35 hours of service which include school service, parish service and community service. The hours are recorded on a Service Record Form,**
- **Student cannot miss more than 5 classes for the year,**
- **See Service Hour requirements for NHS students.**

The awards will be announced at the Senior Banquet/Underclassmen Award Assembly.

Academic Team

Purpose: To represent CCHS at local, regional and state academic competitions throughout the school year.

Membership: Open to any student who demonstrates success and above-average achievement in their studies.

Band

The CCHS Band is composed of members from all four classes: freshmen, sophomores, juniors and seniors. These students devote long hours to practice. The members attend an annual Band Camp during the summer for an intensive period of practice and planning for the upcoming school year.

The Marching Band presents the half-time show at Crusader football games; while the Pep Band plays at all home Crusader Basketball games and for other athletic events as requested. The CCHS Concert Band presents two annual concerts: during the Christmas season and during the spring. In addition, the band periodically performs when requested by local civic groups and Catholic organizations.

Further guidelines and policies for Band can be obtained from the Band Director's Office.

The Royalties are the dancers that accompany the Band and are part of the Band.

The Color Guard accompanies the Band and are part of the Band.

Varsity Letter Requirements: In order to earn a varsity letter members shall be in the Marching and/or Concert band for two semesters; shall have participated in ninety percent of all performances and activities; and shall hold a minimum of a 'C' average in each class in which they are currently enrolled.

Auxiliary group members shall have participated in eighty percent of the performances and activities for two years and maintain the above-noted academic average.

Seniors participating in either the Band or the auxiliary group for the first time, shall have participated in all performances and activities and maintain the required academic average. Transfer students to CCHS who participated in another school band or auxiliary group will receive full credit for the number of years performed upon verification of such performance.

Foreign Language Club

Purpose: To foster an interest in foreign languages and to assist students in becoming better acquainted with the peoples, customs, and cultures of foreign lands

Membership: Any student enrolled in a foreign language course

Houses

Each and every student is assigned to be in a House. House meetings are scheduled throughout the year to promote teamwork, school spirit, and a family atmosphere. Siblings are always in the same House. Houses participate in service projects, competitions, and social activities. Houses are run by student leaders (House leaders) and advised by faculty (House heads).

Key Club

Purpose: Key Club is a student service organization that is sponsored through the Steubenville Chapter of the Kiwanis Club. The Key Club organizes various service projects such as food and blood drives at CCHS as well as being actively involved in many other events and service projects throughout our community.

Membership: Open to all students

National Honor Society

The National Honor Society is an organization of outstanding juniors and seniors who demonstrate qualities of scholarship, leadership, character, and service. Students judged worthy of membership by a council of Faculty are inducted during the second semester. The purpose of this organization is to create an enthusiasm for scholarship, to promote leadership, to encourage a concern for character development, and to develop a desire to render service to the students of CCHS.

Selection Procedure:

At the end of the **first semester**, new members will be selected for the National Honor Society from among qualifying juniors and seniors. The Faculty Council, consisting of five members, will meet to review activity forms and teacher evaluations to select new members. In order to be considered for membership in the National Honor Society, juniors and seniors shall have a cumulative grade point average of 3.75 or above and have demonstrated qualities of good character, leadership, and service as evidenced through co-curricular activities, and/or work experience. The criteria used in the review include: **Leadership, Service, and Character.**

Pep Club

Purpose: To decorate the school corridors and the lockers of the student-athletes as a means of generating school spirit and enthusiasm for our school teams. Membership: Open to all students

Pontifical Servers/Eucharistic Ministers

Purpose: To serve at the altar during liturgical celebrations at or for CCHS as well as at liturgical celebrations offered by the Bishop of the Diocese of Steubenville.

Membership: Any Catholic students who are members of their local parish; has a good conduct record at CCHS; and who is willing to make the commitment to serve at various school and diocesan functions throughout the calendar year.

Yearbook

Purpose: To provide a record of all of the school activities and events in a given year by means of pictures and script.

Membership: Open to all students

Purchasing Power of Organizations

It is the policy of CCHS that all purchases shall have the approval of the Principal. Any purchase made without the prior authorization of the Principal will become the responsibility of the purchaser, and directives regarding the procedure to be followed for purchases can be found in the purchasing policy promulgated by the Finance Office

DIOCESAN POLICIES

1. Acceptable Use and Internet Safety Policy for the Schools of the Diocese of Steubenville

The office of Christian Formation and Schools for the Diocese of Steubenville encourages the development of technology as a means for improving the quality of the instructional program. The development and use of

technology must be guided by concern for the safety of the school employees and students. The Building Principal shall be responsible for overseeing the implementation of the following components of this policy and for the overall supervision and management of the Technology program.

I: AGREEMENT FORM/PERSONAL RESPONSIBILITY

In order to ensure the proper use of technological resources, each school employee; and student (and his/her parents/guardians, if the student is under 18 years of age) shall sign the Responsible Use of Technology Policy-School Employee or Student Agreement Form annually. This form shall be kept on file in the Building Principal's Office before Internet access is permitted. Signing the form indicates that the school employee or student accepts personal responsibility for abiding by the rules governing Internet and other technology access as stated in this policy and by the Building Principal. Failure to abide by the rules shall result in denial of access to the technological resources of the local diocesan school.

II: ACCEPTABLE USES/EDUCATIONAL PURPOSES ONLY

The Diocesan Schools of the Diocese of Steubenville shall provide access to their computer networks and the Internet for educational purposes only. School employees or students having any concerns about the educational value of a contemplated activity shall consult with the Building Principal as to its suitability.

III: UNACCEPTABLE USES

Technology resources that are located within the school; **or, are the personal property of the school employee or student (including those owned by student's parents/guardians)** may not be used to transmit, retrieve, or store any type of communication, message, image, or material that: 1) is discriminatory, defamatory, or harassing; 2) contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes, or any other condition or status protected by Federal, State, or local law; 3) is obscene or X-rated; 4) contains abusive, profane, or offensive language; or, 5) violates any policy of the Diocese of Steubenville, including, but not limited to its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the Diocese of Steubenville. NOTE: THE BUILDING PRINCIPAL RESERVES THE RIGHT TO DISCIPLINE STUDENTS FOR INAPPROPRIATE OFF-CAMPUS CONDUCT RELATED TO THE USE OF TECHNOLOGY DURING NON-SCHOOL HOURS.

IV: INTERNET SAFETY

A. Confidentiality of Student Information. Personally identifiable information concerning students shall not be disclosed or used in any way on the Internet. School employees or students are advised that they should never give out private or confidential information about themselves or others on the Internet. The release of Directory information which includes: name; address; telephone listing; date and place of student's birth; major field of study; participation in officially-recognized activities and sports; weight and height (if member of an athletic team); dates of attendance; date of graduation; any awards received; and, most recently attended school for internal administrative purposes of approved educational projects and activities shall be under the supervision and management of the Building Principal.

B. Active Restriction Measures. A Diocesan School, either by itself or in combination with the Information Technology Center (ITC) providing Internet access, shall utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) otherwise harmful to minors. The Diocesan School shall also monitor the online activities of school employees and students, through direct observation and/or technological means, to ensure that school employees and students are not accessing such depictions or any other material, which is inappropriate for minors or the school environment. Internet filtering software or other technology-based protection systems may be disabled by the Building Principal for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

V. PRIVACY

The Building Principal reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Diocesan School and no school employee or student shall have any expectation of privacy regarding such materials.

VI. UPDATES

School employee or students, and if appropriate, the school employee or student's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new agreement form that reflects developments in the law or technology. Such information must be provided by the school employee or student (or his/her parents or guardian) or such new agreement form must be signed if the school employee or student wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the Diocesan School to receive such information.

VII. EDUCATION OF MINORS

The Children's Internet Protection Act (CIPA) requires the education of minors to include appropriate online behavior as well as cyber bullying awareness and response. Schools in Diocese of Steubenville shall utilize the "Resources for Internet and Media Safety" component of the **Made in His Image, Safe Environment Curriculum**. Specifically, the Building Principal shall inform parents/guardians at the beginning of each school year regarding the Internet Safety Curriculum (pages 1 and 2, as well as the "Guidelines for Internet and Media Safety" on page 6). All classrooms with Internet access shall post these same "Guidelines for Internet Safety." In addition, it is strongly recommended that the *NetSmartz* age-appropriate materials (noted in the guidelines) be utilized by educators to further instruct minors regarding cyber bullying, social networking, and other online safety and behavior issues.

Approved: March 16, 2015 -Vicar General and Diocesan Attorney

Effective: August 1, 2015

Replaces: Memorandum of July 17, 2006

Acceptable Use Internet Safety Policy/Children's Internet Protection Act (AUISP/CIPA)

Warranties / Indemnification

The DIOCESE OF STEUBENVILLE makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered directly or indirectly, by any school employee or student or his/her parents/guardians arising out of the school employee or student's use of its computer networks or the Internet under this Policy. By signing this Policy, school employee or students are taking full responsibility for his/her use, and the school employee or student who is 18 or older or, in the case of a school employee or student under 18, the parents/guardians are agreeing to indemnify and hold the Diocesan School, the DIOCESE OF STEUBENVILLE, and the Information Technology Center (ITC) that provides the computer and Internet access opportunity to the Diocesan School and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the school employee or student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the school employee or student. The school employee or student or, if the school employee or student is a minor, the school employee or student's parent(s) or guardian(s) agree to cooperate with the Diocesan School in the event of Diocesan School's

initiating an investigation of a school employee or student's use of his or her access to its computer network and the internet, whether that use is on a Diocesan School computer or on another computer outside the Diocesan School's network.

2. Dual Enrollment Program Policy

1. Students shall meet all Franciscan University (FUS) admission/eligibility requirements:
 - a. Minimum cumulative GPA of 2.4
 - b. The student needs to be 16 years of age by the last day of drop/add for the semester they are enrolling in.
 - c. Students must be a junior/senior enrolled full-time as a student in one of the Diocesan high schools.
2. Students may take a maximum of two courses per semester during the school year and up to two additional courses over the summer.
3. Course options be limited to:
 - a. 100 and 200 level college courses
 - b. HS credit will only be awarded to those courses that fulfill HS graduation requirements
 - c. HS courses that EOC exams must be taken at the HS
 - d. Summer college courses taken through this program will not be recognized for HS credit, unless used to make up a failing grade in the HS and has prior approval from HS administration.
4. Dual Enrollment course options include: FUS courses offered on the HS campus through special arrangement with the high school; HS students attending a college course on the FUS campus; or HS students enrolling in a FUS course offered online.
5. One 3 credit qualifying college course shall be equal to 1 HS credit
6. College courses shall not be given special GPA weighting at the HS level, unless the HS has determined that the nature of the course should warrant this. Nevertheless, college level courses are not automatically weighted as "Honors" or "AP".
7. Students must maintain the required accumulative 2.4 GPA at the HS and obtain at least a 2.0 (C) grade for all college courses taken. A grade less than a "C" may result in the student's future ineligibility.
8. The HS tuition for a student enrolled in the dual credit program shall not be reduced because a student is taking a college course for HS credit. All fees associated with the college course shall be the responsibility of the student. All books, all costs associated with the course requirements such as calculators, laptops, etc., shall be the responsibility of the student.
9. The HS shall make a reasonable effort to provide computer lab time (scheduling a special study hall) to allow the student "in-school" time for on-line Classes with FUS.
10. The HS shall not be responsible for the transportation to and from FUS for courses taken on FUS campus.
11. For FUS/HS dual credit courses, students shall agree to sign the FERPA waiver, to allow HS administration access to grades and to discuss class performance with the college instructor, if necessary.
12. For billing purposes, parents shall be billed by the FUS for courses taken either on FUS campus or through the on-line program. Diocesan high schools shall be billed for courses taught on the HS campus. High schools shall charge an additional fee for students taking a FUS course on the high school campus.
13. For On-line course offerings, FUS agrees to work with each Diocesan high school to offer back to back course related semester options, for courses of study that would normally be a year-long HS class.

3. Part-time Enrollment Program Policy

1. Part-time enrollment shall be defined as, and limited to, the educational placement of a student who is currently excused from compulsory attendance for the purpose of home school education, in accordance with ORC 3321.04 (A) (2) and ORC 3301-34-03. Principal of Diocesan schools shall require a copy of the local public school Superintendent's letter of excuse, see ORC 3301-34-03 (c) (1).
2. Students enrolled part-time shall register for a minimum of two(2) courses, but not more than four(4) "on-campus" courses of study, one of which shall be a course in religion, the second course of study shall be a "Core" course as defined by the high school. The school may, at its own discretion, waive the "Core" content requirement for the second course.
3. The parent(s) of part-time students shall complete all forms and pay all admission/enrollment fees associated with the school's normal registration process. Tuition shall be prorated as follows, based on what is regarded to be full "non-participating member" tuition rate. Additional family member discounts may apply, under the advisement of the LEAC and with final approval of the Pastoral Administrator:
 - 3.1 A part-time student taking two(2) courses shall pay a tuition rate equal to 1/3 of the non-participating member rate or member rate
 - 3.2 Three courses = ½ of the non-participating member rate or member rate;
 - 3.3 Four (4) courses = 2/3 of the non-participating member rate or member rate.
4. Part-time students shall complete all requirements associated with a course of study, including the final exam, or state End of Course (EOC) exam. However, students who have already earned a remediation-free score on a state approved alternative assessment shall be exempt from taking the EOC exam for that course.
5. Part-time students shall not be permitted into a course of study which has enrollment already equal to or greater than the class size limit as defined by the Diocesan Handbook for Schools.
6. If a course of study has established prerequisites, those prerequisites shall be fulfilled before a part-time student can be admitted into that course.
7. Part-time students shall be permitted to participate in extracurricular activities in accord with the academic eligibility requirements, school disciplinary restrictions and OHSAA By-Laws.
8. Part-time students shall comply with all aspects of the school's Student/Parent Handbook (including the use of the school uniform while in attendance), and the applicable portions of the Diocesan Handbook for Schools, including but not limited to this section, Chapter IV (C).
9. Should a part-time student seek to eventually graduate from a Diocesan Catholic High School and receive a state and Diocesan approved Catholic high school diploma, part-time students shall meet all of the following stipulations:
 - 9.1 The student shall be enrolled full-time at the Diocesan Catholic high school for the senior year. However, the school shall not accept a student for full-time enrollment if the student shall attain the age of 20 before the scheduled graduation date of the enrollment year.
 - 9.2 At least one additional year has been completed as a full-time student in that Diocesan high school or a public high school from any state, a Chartered Publicly funded high school from any state, another Chartered Non-Public high school within the state of Ohio, an accredited private high school from any state, or a distance learning/cyber learning program recognized by the Local Education Agency (LEA), in which case such transcripts shall be evaluated by the LEA.
 - 9.3 High school credits earned through "Homebound Instruction" provided by the LEA or "Home School Instruction" approved by the LEA (in accord with the state laws

governing “homeschooling”) shall be verified by official transcripts of the providing/approving LEA.

- 9.4 The student shall meet the State of Ohio minimum course/credit and testing requirements for graduation and the Diocesan Catholic high school’s minimum course credit requirements for graduation, should exceed the state requirements.
- 9.5 Only students who have attended two (2) full time years at the Diocesan Catholic high school from which they are graduating shall qualify for graduation honors and awards.
10. Only full-time enrolled students, as defined by Section (B) shall be eligible for quarterly or annual academic honors and awards.
11. Part-time enrollment options are open to students in grades 9-12 who shall attain the age of 19 by the scheduled commencement date of the enrollment year. Total part-time enrollment in any given year, shall not exceed 15% of the Average Daily Membership (ADM) count of the previous year.
12. A Diocesan Catholic high school shall have the right to refuse the enrollment of a part-time student AFTER consultation with the Director for the Office of Christian Formation and Schools.

4. Transgender Policy:

1. Students enrolled in Catholic schools who suffer from gender dysphoria shall be treated with sensitivity, respect, mercy, and compassion.
2. The sexual identity of students enrolled in Catholic schools shall be in accordance to the student’s biological sex, as determined by an original state issued birth certificate (or an official copy thereof).
3. Catholic Central shall:
 - a. Require that participation on/in school athletic teams and all other school sponsored extracurricular activities, where applicable (i.e., school dances) be in accordance with biological sex.
 - b. Require that the use of names and pronouns be in accordance with the person’s biological sex.
 - c. Designate Catholic sex education, school and athletic uniforms, and appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
 - d. Maintain names in school records according to the student’s biological sex.
 - e. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
4. In the case of a specific request, Catholic Central shall consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - What is the specific request of the student and/or parent?
 - Is the request in keeping with the teaching of the Catholic Church?
 - Is the school reasonably able to accommodate the request?

5. Decree on Child Protection Policy

The requirements of the Decree on Child Protection for the Diocese of Steubenville as promulgated by the Most Reverend R. Daniel Conlon, Bishop of Steubenville, effective March 5, 2003, together with any amendments and/or modifications thereto are observed by all of the Diocesan Schools of the Diocese of Steubenville

Interpretation of the Handbook

The Diocesan Handbook for Schools supersedes the local *Faculty Handbook* and the local *Parent/Student*

Handbook. In the event of conflicts between these documents, the Office of Education and Diocesan Attorney shall make the final determination for any resolution of the conflict(s). Such resolution shall become effective upon written notification to the parties involved.