



STEUBENVILLE CATHOLIC  
**CENTRAL**  
HIGH SCHOOL

**Parent/Student Handbook**  
**2024-2025 School Year**

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## ADMISSION

### Non-Discrimination Policy

The Diocese of Steubenville admits students of any race, religion, gender, sex, disability color, age and national or ethnic origin to all the rights privileges programs and activities. Schools shall not discriminate on the basis of race, religion, gender, sex, disability, color, age or national origin in the administration of their educational policies, scholarships, loans, fee waivers or educational programs.

In addition, the schools are not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Catholic Schools of the Diocese of Steubenville will not discriminate race, color, age, sex or ethnic origin in the hiring of its certified or non-certified personnel. 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 Higher Learning Commission, 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. The Term DH refers to Diocesan Handbook.

### General Expectations

All students admitted to the Schools are required to attend as full-time students, must take all required subjects, and must attend all religious functions that occur within the regular school day. Spiritual development is a core purpose of Catholic higher education and is integrated throughout the curriculum and activities of the schools. Students receive regular Catholic religious' instruction, participate in school Masses and other Catholic prayers and devotional activities. The Schools offer a disciplined environment based upon the principles of charity, respect, and caring for one another.

Students from all faiths and religious traditions who respect our Catholic identity and mission are wholeheartedly welcome to our Schools.

### Transfer Students

Parents/guardians of prospective students transferring into the Schools must provide written permission to obtain official records from the previous school, including but not limited to academic records, standardized test scores, and discipline records. Transfer students will be screened by the schools

before final grade level determination is made. The schools reserve the right to re-assign the student to the grade best suited to their educational and social needs.

### Home Bound Instruction

The schools do not offer supervisory assistance for prolonged absences for medical reasons. Students on homebound instruction come under the supervision and regulation of their local public school district and parents considering this must contact the Principal. Official written notification from the public school district must be received by the Principal stating that the student has been enrolled in a regulated program.

## **TUITION AND FEES**

### Financial Obligation

The parent(s)/guardian(s) agree to pay the tuition and all fees for the grade in which the student is to be enrolled. (DH) The fact that the School allows tuition and fees to be paid in two or more installments does not create a fractional or divisible contract or in any way relieve the parent(s)/guardian(s) of the responsibility for the entire year's tuition and fees or the *pro rata* portion thereof in the case of late entrance. The parent(s)/guardian(s) further agree that the total amount due and payable to the School shall be considered as agreed upon liquidated damages between the parties to this agreement. (DH)

The parent(s)/guardian(s) agree that if payment of tuition is not made in accordance with the agreement, the school shall have the right to refuse to admit the student to class and to terminate the agreement. The parent(s)/guardian(s) also agree that the School shall have the right to withhold the transcript of the student's academic record and the student's diploma until all tuition and fees have been paid. (DH)

### Delinquent Tuition

The primary source of operating income for the schools is tuition. Failure to pay outstanding tuition or to pay it in a non-regular manner causes substantial financial problems for the school. All tuition is to be paid through the FACTS tuition plan that parents choose online during the enrollment/re-enrollment period prior to July 1 each year.

### Financial Aid

The school and individual parishes have limited financial aid available to assist parents in meeting tuition obligations. The Diocese also offers financial aid through the Immaculate Heart Fund. Applications for such assistance are available at the School office and will require the parents (or guardians) to submit financial and tax records to support the application. In evaluating applications for financial assistance, the School may use outside consultants with a background in the administration of financial aid to assist in making awards. Confidentiality will be respected.

### EdChoice Scholarship Program

The Educational Choice Scholarship (EdChoice) Program provides students The EdChoice Expansion Scholarship Program provides state-funded scholarships to K-12 students based on household income level. The scholarship must be used to attend private schools that meet requirements for program

participation. More information may be found on the Ohio Department of Education website or you may call the school for an explanation.

## **CATHOLIC CENTRAL HIGH SCHOOL**

### **DIRECTORY OF ADMINISTRATION, FACULTY, AND STAFF**

#### **ADMINISTRATION**

Most Rev. Edward Lohse – Administrative Appointee Diocese of Steubenville  
Deacon Paul Ward – Superintendent of Schools  
Fr. Michael Gossett – Pastoral Administrator  
Fr. Joshua Erickson - Chaplain  
Dr. Thomas Graham – Principal  
Mrs. Maria Costlow – Administrative Assistant to the Principal  
Mrs. Jamie Ross – School Counselor, 9-12  
Mrs. Tiffany Dobson - School Counselor, 6-8  
Mrs. Rebecca Wilson – Director of Student Services  
Mr. Michael Conrad – Dean of Students  
Mrs. Diana Lash - Finance  
Mr. Michael Schmiesing – Director of Advancement  
Ms. Alisha Teramana - Marketing Director

#### **FACULTY**

Mr. Timothy Brock – Science  
Mrs. Amanda Brockway – Math  
Mrs. Kendra Convery – Intervention Specialist  
Mrs. Christine DiMichele - Religion  
Mrs. Paula Dulaney – Fine Arts  
Mrs. Mary DuBois – Social Studies  
Mrs. Julia Durand – Intervention Specialist  
Mr. Thomas Durand– History  
Mrs. Martina Erste – Chesterton Coordinator/History  
Mrs. Cecily Fink – Art & Computer  
Mrs. Susan Fischer - Literature  
Mr. Peter Gasparini– Theology/Philosophy  
Mrs. Veronica Grafe - Spanish  
Mr. Sam Johnston – Band/Music  
Ms. Alexis Leonard– Intervention Specialist  
Mrs. Ann Lynskey – Social Studies/Math/Religion  
Mrs. Megan Marshall – Science  
Mr. Brian Meehan – Latin/Philosophy  
Mrs. Stacy Mitch – Social Studies  
Miss Amy Mosier – Theology

Mrs. Ladonna Nese- Electives/Applied Algebra  
Mr. Zeke Paulowski – Band Director  
Mr. Jeffery Poulin – Chemical Sciences  
Mr. Kolbe Rice – Campus Minister  
Mrs. Maria Rigaud – Mathematics  
Ms. Sarah Sharp – Mathematics  
Ms. Karen Spindler - Science/Reading/English  
Mrs. Mary Sollom – Chesterton Literature/English  
Mrs. Eliza Symington – Choir  
Mrs. Stephanie Vance - Biological Sciences  
Miss Cindy Wolfe– English

#### **STAFF**

Mrs. Darlene Sperry – Main Office Manager  
Mrs. Debra Charlier – Administrative Assistant  
Mr. Jim Ferris - Custodial Staff  
Mr. Dan Bell- Custodial Staff  
Mr. Rich Humienney- Custodial Staff  
Mr. Ralph Parissi - Custodial Staff  
Mr. Michael Barber –Admin of Athletics  
Mr. Jonathan Hoover – Athletic Director  
Mr. Michael Barber III – Asst. Athletic Dir.

Mr. John Bryan – Junior Crusader Athletic Dir.  
Mrs. Rosemary Dolan – Auxiliary Services

Mrs. Jessica DiBiase – Nurse  
Mr. Jim DeMundo - Cafeteria

## **MISSION STATEMENT**

Grounded in the Catholic Faith, rooted in tradition, and committed to academic excellence, we are a school community that inspires students to utilize their God-given talents for a life of Christian discipleship and service.

## **ALMA MATER**

When school days long are past,  
And memories shall last,  
Then we will cherish thoughts of yesteryear,  
And pleasant they will be,  
When e'r we think of thee,  
Dear Alma Mater know our loyalty  
Sing ye of Central, sing; Hail to thee.

Thy name is liberty, truth, morality, Wave true ye blue and gold; March on Crusaders bold. Victory will  
then enfold Central High.

## **FIGHT SONG**

Here Come those Crusaders from Catholic Central High, Crusaders marching by!  
Crusaders, we're with you do or die!  
Win or Lose, you're the team we choose!  
Those Crusaders, it's more than just a game, You're carrying our name.  
Every eye, every eye, is on Catholic Central High, when Crusaders go marching by!  
Fight, Fight, Fight, Fight!  
Fight, Fight, Fight, Fight!  
We are from beautiful Ohio, and we think that Steubenville is grand.  
And we think Ohio is the finest, it's the best state in all of the land.  
We will praise the USA forever, three cheers for the red, White and blue!  
Rah! Rah! Rah! Tally up the score as we did in games before as Crusaders go marching by!

## **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 & COLORS**

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.



The official colors for your Steubenville Catholic Schools are blue and gold. There are also elements where an accent color of white is appropriate. The following defines the electronic equivalents of the official colors. Unless in a very controlled environment, and handled by a professional, colors will not always be consistent throughout the different media. The palettes below have been chosen for their consistency and will help standardize color from one medium to the next. *Note:* All commercial apparel and official school apparel such as athletic uniforms, roster jerseys, warmup clothing, etc. must comply with the official athletic logos and school colors.

(Blue) PMS: 2746C  
CMYK: 100, 67, 0, 40  
RGB: 0, 51, 153  
HEX: 003399



(Gold) PMS: 7548 C  
CMYK: 0, 20, 100, 0  
RGB: 255, 204, 0  
HEX: ffcc00



## 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 makes up all school work missed that day;*
- *the student picks 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.

*Finance Office* - The Finance Office is open from 7:30am until 2:30pm on days on which 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). FACTS (RenWeb) will be turned off for nonpayment of tuition.

### *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.

### *Student Records*

**Family Educational Rights and Privacy Act of 1974 (FERPA)** The parent(s) and the legally designated Guardian(s) who have contracted for the education of an enrolled student will be permitted to review that student's educational record. Parent(s) and Guardian(s) who have not contracted for the education

of an enrolled student will not be permitted to review that student's educational record. The final determination in all cases involving parental/guardian rights and privileges with respect to reviewing a student's educational record rests with the Diocesan Attorney. (DH)

### 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.

## **ACADEMICS**

### Providing for Individual Differences

Students are assigned to grade level classrooms of mixed skill and ability grouping. Students are encouraged in this environment to interact with a wide level of achievement levels and are challenged to reach or exceed their ability levels.

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 duty to follow up with the public school district to determine if an Individualized Education Program (IEP) is appropriate. *Failure to disclose known special education needs can be cause to void the application for registration.* Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio.

Students who require special education services must be identified through the procedures specified by the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (eft: 3-12-1999) or the Individuals with Disabilities Education Improvement Act of 2004. (DH) Diocesan Schools may provide, at their discretion, an Educational Accommodation Plan.

Parent(s)/Guardian(s) are advised that this program is not a substitute for the IDEA specified by federal legislation. (DH) Steubenville Catholic Schools are a Jon Peterson Special Needs Scholarship approved provider as well as an Autism Scholarship approved provider. Applications for these programs can be obtained from the Ohio Department of Education website or the school office.

### Standardized Testing (6-8)

Students are required to participate in the testing program of the Diocese. The Iowa Test of Basic Skills is administered each spring to all students. In addition, students in grades 6-8 on state scholarship programs are required to take state assessments. Standardized tests are not reflected in the student's grade point averages but are placed in the student's permanent record.

### Reports, Conferences, and Communication

Interim progress reports will be sent to all parents to share information on the student's schoolwork midway through each quarter. Report cards will be sent home following the close of each quarter. Parents are encouraged to attend a conference after receiving first quarter report cards. A second conference night is scheduled during the third quarter. Parents are welcome to meet with teachers at other times during the school year. Appointments can be made by sending an e-mail directly to the teacher or by calling the school office and leaving a message for the teacher. If a problem arises during the school year, parents should discuss the problem directly with the teacher. If the matter is not resolved, parents may then confer with the principal.

### Honor Roll (6-8)

*To recognize excellence, an honor roll list is compiled each quarter. This list contains the following designations:*

Principal's Honor Roll: Straight A's, no U's, A in conduct. Faculty Honor Roll: A's & B's, A or B in conduct, no U's. Subjects included in the Honor Roll include Religion, Math, Social Studies, Literature/English, Science, Health, Music, Art, Gym, Computers, and Spanish. Classes taken at Catholic Central High School are not included in honor roll calculations.

### Promotion and Retention

Students passing all major subjects will be promoted to the next grade. Parents are notified at the end of the first semester if their child is at risk of retention or placement. A conference with the student and parent will be held with the teacher. Students failing one or more subject may be placed in the next grade and required to complete one or more of the following: summer tutoring, a school "Bridge Book" program, or a virtual learning course in the subject(s) that they failed. Students who do not successfully complete the requirements will be retained.

### 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 are required to take a minimum of 8 credits each year. Sophomores and Juniors are required to take a minimum of 7 credits. 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;

<b>Theology</b>	<b>4 credits</b>	
<b>English</b>	<b>4 credits</b>	
<b>Mathematics</b>	<b>4 credits</b>	
<b>Social Studies</b>	<b>4 credits</b>	including: American History, Government, and Geography
<b>Science</b>	<b>4 credits</b>	including: Biology & a Physical Science course (starting with class of '28)
<b>Economics &amp; Finance</b>	<b>.5 credits</b>	
<b>Health</b>	<b>.5 credits</b>	
<b>Physical Education</b>	<b>.5 credits</b>	
<b>Fine Arts</b>	<b>1 credit</b>	
<b>Foreign Language</b>	<b>2 credits</b>	(starting with class of '28)

*In addition*, students take a minimum of 5.5 suitable electives to meet all State, Diocesan, Higher Learning Commission 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. More information can be found at <https://steubenvillecatholicsschools.org/cchs/chesterton-academy/>.

#### 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.

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 (Effective 2024-2025 Academic Year)

GPA Value	Letter Grade	AP, Chesterton, Honors Courses Offered	Standard Courses Grades 9-12	Grades 6-8
4.0	A	90-100	95-100	93-100
3.75	A-	Not Applicable	93-94	
3.25	B+	87-89	91-92	
3.0	B	83-86	87-90	85-92
2.75	B-	80-82	85-86	
2.25	C+	77-79	83-84	
2.0	C	73-76	79-82	75-84

1.75	C-	70-72	77-78	
1.25	D+	67-69	75-76	
1.0	D	63-66	72-74	66-74
0.75	D-	60-62	70-71	
0.00	F	Below 60	Below 70	65 and below

*Note\* 90-92 A- is not applicable for AP, CCP, or honors courses.*

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 4<sup>th</sup> 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.

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

Honor Roll

To make the principal's list a student must achieve all A's (4.0 GPA) in each subject for the given quarter. To make the Honor Roll a student must achieve a grade of B (3.0) or higher in all subjects for the given quarter.

### 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.

### 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.

<b>Religion</b>	<b>2 credits</b>	
<b>English</b>	<b>2 credits</b>	
<b>Mathematics</b>	<b>2 credits</b>	
<b>Science</b>	<b>2 credits</b>	including: <i>Biology and Physical Science</i>
<b>Health</b>	<b>.5 credit</b>	
<b>Physical Ed.</b>	<b>.5 credit</b>	
<b>Social Studies</b>	<b>2 credits</b>	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 30<sup>th</sup>** each year.

For Graduation 15 hours per year.....	15 Hours
For the Academic Letter, grades 10,11,12 .....	35 Hours
For NHS, grades 11,12.....	20 Hours
For NHS Students pursuing an Academic Letter .....	45 Hours
For grades 6-8.....	optional 15 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.



### Homework (6-8)

The purpose of homework is three-fold; to continue practice in an area taught, to further understanding, and to help students learn to study. Extracurricular activities are not an acceptable reason for not completing homework.

- Students in grades 6 should expect 40-60 minutes of homework per night, excluding special projects.
- Students in grades 7 and 8 should expect 70-90 minutes of homework per night, excluding special projects.

Each teacher posts homework or lesson plans on Ren-Web/FACTS, our parent information system. If a Junior High student is absent, please consult Ren-Web for homework. The student who has been absent for excused reasons will have the number of days equal to the time they were absent to make up this work. An extension to this time frame may be granted by faculty members for students who were on an excused absence. If work is not completed on time, the student will not receive full credit for the work. Work that is not completed at all will receive no credit.

## **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 the absences of those students who have missed 10 or more classes per semester. **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 1<sup>st</sup> 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 1<sup>st</sup> 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 3<sup>rd</sup> 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**

#### Health Services

The schools provide psychological screening, hearing tests, and health screening (e.g. blood pressure, height, weight). Additional testing will also be done at the parent's and/or teacher's request upon parent approval. A nurse is on duty daily in the school. Parents will be notified regarding any injury or sickness reported by the student to the nurse or office.

The management of prescription medication is arranged cooperatively by parent, principal, school nurse, teacher and pupil. The parents must submit the required form that includes the doctor's signature, the name of the medication, dosage, when administered, and possible side effects. The parent is responsible for providing the prescription medicine and notifying the school of any changes in the original order. The prescription medicine must come to school in the original container dispensed by the pharmacist and properly labeled. The School Nurse or appointed personnel dispenses the prescription medication.

The following non-prescription medications (Tylenol, ibuprofen, antacids, and cough drops) can be administered by the School Nurse or appointed personnel with the permission form from parents.

#### Guidelines for Students with Life-Threatening Allergies (LTA)

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. CCHS cannot guarantee to provide an allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students.

The school nurse, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist will prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life threatening allergy. The Allergy Action Plan/Individual Health Care Plan will be available in the nurse's office and in the student's homeroom. EpiPens must be brought to the nurse's office and will be available in case of emergency.

Staff will be trained to identify and respond to reactions from LTA's, including the use of EpiPens. Any staff involved with students who have LTA's will be informed and provided information on the specific allergen. School staff will take steps to ensure that these classrooms and instructional areas are as allergen free as possible.

It is requested that each parent of a student with an LTA inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis). Parents should provide the school a list of foods and ingredients to be avoided.

Parents should do the following:

- Provide the school nurse with enough up-to-date emergency medications (including EpiPens) so they can be placed in all required locations for the current school year.
- Complete and submit all required medication forms.
- Encourage students to wash hands before and after handling food.
- Teach your child to recognize the first symptoms of an allergic/anaphylactic reaction and to communicate clearly as soon as she/he feels a reaction is starting.
- Not share snacks, lunches, or drinks.

#### Choking Policy

CCHS aims to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment. In the event of a student choking, staff will assess the situation and administer first aid as appropriate. If an episode of choking is severe and requires the Heimlich maneuver and/or CPR, emergency services will be contacted as well as notifying the parents. Student will be transported to the hospital, accompanied by staff, until parent/guardian arrives.

#### 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 7<sup>th</sup>-12<sup>th</sup>, 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 12<sup>th</sup> grade are required by the Ohio State Department of Health to have had the 2<sup>nd</sup> 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.

Students in grades 6-8 are required to provide proof of immunization against mumps, polio myelitis, diphtheria, pertussis, tetanus, rubella and chickenpox at the time of their original entry into the school or at the beginning of the school year. Parent(s)/Guardian(s) objecting to this requirement must submit a written statement explaining their objection. The Principal shall make the final determination as to whether the student is to be admitted. Students who do not provide the required documentation for immunization will be withdrawn from the school on the fifteenth day after admission. (DH)

### 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.

### Emergency Crisis Plan

A separate plan has been developed that informs and educates staff on methods and procedures to use in the event of various types of emergencies. In the event of an evacuation, the Parent Broadcast System will send information via phone calls and cell phone messages. In addition, cancellations and delays will be communicated to parents via WTOV 9, WTRF 7 wtov9.com, and One Call Now/Ren Web Parent Alert. The plan is available in the School office for parents to review.

### 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**

### 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, hoodies, flannel shirts, or hats are not permitted in the building during regular school hours. ***The sweatshirt requirement is not applicable to the pre-approved uniform sweatshirt containing the embroidered CCHS logo.***
- 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 or athletic style (no open toe) and whose style shall not pose a hazard to the student. Boots of any style, slippers, and moccasins are not permitted. Shoes must be solid color – white, brown or black.
- No backless sandals or flip flops at any time, including dress downs.
- 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.

o If a boy comes to school with a beard or mustache, then the parent will be contacted immediately and the parent will be given two options.

1. Give permission for the Dean of Students to give a disposable razor to the student with shaving cream and have the student shave. The permission needs to be in writing by email or hard copy. The email should go to the Dean of Students. The student waits in in-school suspension until the approval arrives. Verbal permission by the parent or guardian is acceptable until the email or hard copy arrives.

Or

2. If the parent declines permission for the student to shave at school, then the parent must come to school and take the student home to shave and then the student may return to school. The student shall remain in in-school suspension until the parent arrives.

Under no circumstances shall a teacher make a comment about an unshaven boy in front of an entire class. The student is to be sent to the Dean of Students, but the student is to be informed in person without being told in front of the entire class.

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

**\*FOR STUDENTS ENTERING INTO GRADES 6 THROUGH 8: FOR OUR TRANSITIONAL YEAR (REGARDING SCHOOL UNIFORMS) YOU MAY CONTINUE TO WEAR YOUR BJKM UNIFORM.**

#### Girls Uniform Description

- Plaid pleated skirt, no more than 3" above the knee, khaki or blue uniform pants.
- White, navy, or light blue golf shirt; White or blue, short or long sleeve uniform oxford-style blouse (available from uniform company). Girls 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.
- Dress or athletic type. Solid - black, brown, or white color only. They must have a back that fits around the heel of the foot. NO flip flops.

#### 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) or bow tie. Solid navy blue or striped tie (6-8) - A black or brown belt shall be worn at all times at the waistline. \*
- Shoes (dress or athletic type) shall be **SOLID** black, brown, or white colors only. NO work boots.

**\*FOR STUDENTS ENTERING INTO GRADES 6 THROUGH 8: FOR OUR TRANSITIONAL YEAR (REGARDING SCHOOL UNIFORMS) YOU MAY CONTINUE TO WEAR YOUR BJKM UNIFORM.**

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, navy or light blue polo shirt with CCHS logo (purchase from the uniform company) properly buttoned. \*
- Khaki or blue pleated or flat-front slacks or shorts. Girls may wear the skirt 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 STUDENTS ENTERING INTO GRADES 6 THROUGH 8: FOR OUR TRANSITIONAL YEAR (REGARDING SCHOOL UNIFORMS) YOU MAY CONTINUE TO WEAR YOUR BJKM UNIFORM.**

For dress down days and school sponsored functions

**There shall be no more than two dress down days a month, unless approval from Principal is given.**

- No hats or head coverings. No bare midriffs
- Appropriate undergarments worn and not visible
- No shoe without a heel strap
- NO SANDALS, FLIP FLOPS, OR SLIPPERS
- Crocs must have back strap
- Shorts and skirts will be no shorter than 3 inches above the knee (for boys and girls)
- 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
- No political attire is to be worn at school

Homecoming, Semi-Formal, and Prom Dress and Dance 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 are 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 set forth the following dress and dance rules for our students and their dates.

### Girl's Attire

- The neckline of a dress, top, or gown must be cut in a modest way without showing cleavage. Strapless and spaghetti strap dresses are allowed, as long as they are not low cut, but a cover must be worn during Mass.
- The cut of a dress in the back and sides must not be cut below the navel.
- A dress, skirt, or gown must be longer than mid-thigh.
- Slits in a dress or skirt may be no higher than mid-thigh.
- Two-piece dresses are allowed if the space between the top and skirt is less than two inches. No navel is allowed to show.
- The top must not show any cleavage.
- The bodice of the dress must not have any fabric cutouts including cutouts that have been replaced with nude or sheer material. - Dresses should not be excessively tight.
- Covering up a dress that does not meet the dress code with cover-ups (coats, shawls, sweaters) does not make an otherwise inappropriate dress allowable.
- ALL DRESSES MUST BE APPROVED PRIOR TO THE DANCE BY A FEMALE ADMINISTRATOR

### Boy's Attire

- Young men are expected to wear a collared dress shirt and dress pants. A matching suit or tuxedo is also appropriate.
- Young men are expected to keep their shirts on and buttoned for the entire dance.
- 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, Prom, and End of School Dance, 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.

### Dance Code

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

## **OFFICIAL BRANDING GUIDELINES**

The Official Branding Guidelines should be used to guide Steubenville Catholic Schools' administrators and partners in the proper use of all Steubenville Catholic Schools' logos, mascot image, colors, school names on school-related communications, materials and apparel. It is required that faculty, staff, alumni, students, supporters and commercial partners who participate in communicating the identity of our schools apply these guidelines. No other logos or symbols are permitted to be developed or used.

### Approval Process

- Athletic Teams/Clubs: team gear, uniforms, etc. must approved by The Principal and Athletic Director.
- Students, staff or School Groups, etc.: all items being created for our students/teams/groups/clubs Must be approved by The Principal and Marketing Director.
- For all other request or questions, including request for logo files or special use of logos, please contact the Steubenville Catholic Schools Marketing Director.

### ***What is branding?***

The branding of Steubenville Catholic Schools is the principle identifier of the schools in all communications related to official business and promotional products. The branding consists of the schools' traditional crest in combination with the words "Catholic Central High School." A specific department or unit within the school may be added for further distinction. It is critical to remember that the intent of creating the academic logo is to present Steubenville Catholic Schools to the community under a single, unifying visual element. While individual sports, fans, school groups, etc. may develop creative designs with in the brand, stationary and all print literature should showcase the academic logo. It should serve as a symbol of tradition and professionalism. It is important to use all the correct branding elements to represent the school in a clear and consistent manner. Consistency in identifiers breeds awareness of the brand, promoting instant recognition and awareness, which is the first step to building brand equality in the schools.

## **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 Device Usage Policy

*Effective August 1st, 2024*

#### Diocese of Steubenville - Office of Christian Formation and Schools

*To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Office of Christian Formation and Schools of the Diocese of Steubenville has determined that Catholic schools shall develop policies governing the use of cell phones and/or electronic devices by students during school hours. The objective of this policy is to strengthen Steubenville Catholic Central High School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of faith and knowledge, and foster a stronger sense of community within our schools.*

#### *I. Research*

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

#### *II. Applicability*

This policy applies to the use of cell phones and/or electronic devices by students while on school property during school hours.

#### *III. Use of cell phones and/or electronic devices*

Students are prohibited from using cell phones and other electronic devices such as iPads and smart watches. Laptop and tablets may not be used for any communication not related to classroom instruction. Cell phones and electronic device use must be approved by the teacher if used for classroom work and/or instruction.

#### *IV. Exception*

Nothing in this policy prohibits a student from using a cell phone and/or electronic device for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone and/or electronic device if documentation is provided by a health care provider that states why the cell phone and/or electronic device is medically necessary. Any emergency use of a cell phone and/or electronic device may be warranted, but must be approved by the principal. A teacher may approve usage within the classroom if deemed necessary for educational purposes.

#### *V. Cell phone/ electronic device storage*

Students shall keep their cell phones and/or any non-approved electronic devices in their lockers while on school property during school hours at all times. Students may lock their locker/s if so desired.

#### *VI. Discipline*

The Dean of Students shall keep a log of cell phone and electronic device violations. Violations are applicable to each school year. Any violation does not roll over into the next school year unless expulsion has occurred. The Dean of Students determines what number of violation is applicable to the penalty. Parents shall be notified at each level of offense.

- A. First offense: The teacher or administrator who witnesses a cell phone or electronic violation shall contact the Dean of Students who will handle the violation. The Dean of Students walks with the student to his/her locker to make sure the cell phone and/or electronic device is stored within the student's locker. If the student refuses, then the Dean of Students calls the parent or guardian to come to the school and take the student's cell phone or electronic device home. The student shall remain in school suspension until the parent/guardian arrives if the student refuses to relinquish the device and place it in their locker.*
- B. Second offense: The teacher or administrator who witnesses a cell phone or electronic violation shall contact the Dean of Students who shall handle the violation. If it is determined that this is the second offense, then the student must relinquish his/her cell phone and/or electronic device to the Dean of Students for the remainder of the school day. The student may pick up his/her cell phone or electronic device at the end of the school day from the Dean of Students. The parent or guardian shall be notified by the Dean of Students.*
- C. Third offense: The teacher or administrator who witnesses a cell phone or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the third offense, then the student is to relinquish his/her cell phone or electronic device to the Dean of Students. The parent/guardian shall be called to pick up the cell phone and/or electronic device. If the parent or guardian is working and cannot come to the school, then the phone and/or electronic device shall be held by the Dean of Students for the remainder of the school day. If a student refuses to relinquish their cell phone and/or electronic device the student is subject to suspension as determined by the principal.*
- D. Fourth offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the fourth offense, then the student shall receive a two-day Detention which are served from 2:40 pm to 3:30 pm after school. The parent/guardian shall be notified.*
- E. Fifth offense: The teacher or administrator who witnesses a cell phone or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the fifth offense, then the student shall relinquish his/her cell phone or electronic device to the Dean of Students for the remainder of the school day. The student shall receive a one day in school suspension. In-school suspension consists of the 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. Any student who does not complete their school work shall be graded accordingly by using the teacher's grading policy for that class. The parent or guardian shall be notified.*
- F. Sixth offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the sixth offense, then the student shall receive a three day in school suspension following the guidelines of in school suspensions. The parent/guardian shall be notified.*
- G. Seventh offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the seventh offense, then the student shall relinquish his/her cell phone and/or electronic device to the Dean of Students. The student shall lose all cell phone and/or electronic device privileges for the remainder of the academic school year. The student is to not bring to school a cell phone or any other electronic device to school unless needed for academic or medical purposes. The parent or guardian shall be notified and the parent/guardian shall pick up the cell phone.*
- H. Eighth offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation. If it is determined that this is the eighth violation the*

*student shall receive a three day out of school suspension following the guidelines for external suspension procedures stated in the handbook. The principal shall handle this situation. There is no appeal of the principal's decision to suspend a student.*

*1. Ninth offense: The teacher or administrator who witnesses a cell phone and/or electronic violation shall contact the Dean of Students who will handle the situation and report this to the principal. If it is determined that this is the ninth offense, then the student is subject to expulsion. The principal shall gather all appropriate documentation and determine if expulsion is warranted. There will be a hearing with the student and the Parent(s) or Guardian(s). There shall be a conference with the Pastoral Administrator to determine if there is agreement in regard to expulsion if recommended by the Principal. If it is determined that expulsion is warranted, then the Diocesan Superintendent of Schools shall conduct a formal review 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) or guardian(s) shall be notified in writing by the Principal that the decision to expel is final and the effective date of the expulsion will be stated. 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) or Guardian(s) of those recommendations in writing. All written communications to Parent(s) or Guardian(s) shall be by certified mail.*

### Cheating

CCHS students are expected to maintain the highest standards of honesty and integrity in all academic areas. The schools look 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 suspensions 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 the 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 anyone immediately to the Administration. Law forbids hazing and the State of Ohio provides fines and imprisonment for student, 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.

#### PDA

No public displays of affection, such as holding hands and kissing one another or any form of physical contact are permitted.

#### 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 at 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 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 at 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 CCHS. 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.

#### Prohibitions 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 ordinance 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 possible 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: 1-3 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 of a Christian  
Littering  
Illegal Parking \*see parking permit section\*  
Profanity  
Tardiness to Class (3 will result in Detention)  
Electronic Device/Cell Phone Violation  
Being in Unassigned Area of the School

### **CLASS TWO: 3-5 assigned demerits as determined by the Dean of Students**

Not Attending Class  
Cheating \*please refer to cheating policy\*  
Defacing School Property  
Failure to Report to Assigned Detention  
Forgery

Malicious/Obscene Behavior Directed Towards Another Student  
Truancy

***CLASS 3: 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 of Students and/or 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 Permission

#### Detention

- Five (5) demerits will result in an after school detention.
- Fifteen (15) 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 twenty (20) 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 2:40 pm to 3:30 pm after school.
- Students will be required to copy the handbook and/or verses from the Bible.
- Failure to complete assigned tasks will automatically result in an In-School Suspension.

#### 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 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.

#### External 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 to ten (10) days
- Inform the Pastoral Administrator of the decision to suspend a student
- Notify the Parent(s), Guardian(s), by phone, email, or certified mail of the reason(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. Students will have one day to make up tests or quizzes missed. All other work is due to the Main Office at 2:40 pm. The student will come to school in full uniform by 8:00 am to pick up their work for each day of the suspension. The student (in full uniform) must return the work at 2:40 pm to the Main Office. Three (3) suspensions in one year or an accumulation of 10-day 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 provide a hearing with the student and the Parent(s)/Guardian(s)
- Confer with 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 recommendations 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.

### Backpacks

No backpacks are permitted between classes. No backpacks are permitted to be taken to class.

### 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.

### Buses

Indian Creek School District, Toronto City Schools, Edison Local Schools, Buckeye Local, Harrison Hills provide bus transportation to and from CCHS. Buses drop off and pick up at locations mutually identified by the public school district and the School. The School office manager coordinates public school busing and can answer (or get answers) to specific questions parents may have not addressed here. The public school district will assign students to a particular bus depending on his/her residence. This may or may not be the same bus number for both drop off and pick up. It is important for parents to get transportation arrangements established well before the first day of school. The School office manager can help with this or the parent can contact the transportation director of the public school district in which the student resides.

Grades 6-8 are dropped off at the main entrance to Catholic Central High School and proceed directly to Lanman Hall if arriving before 7:40. After 7:40, students can proceed directly to their lockers and then to homeroom.

### 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 Policy

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.
- There must be 2 adults per vehicle.
- Each adult must have child protection clearance.

All class trips and/or use of transportation vehicles must have an approved, signed form with authorization from the principal. 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.

### Dress down Days

There shall be no more than two dress down days a month, unless approval from Principal is given.

### 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.
- 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.
- 

### Parking Map



### 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.**

### Fundraising Policy

The Advancement Office communicates the mission and vision of Steubenville Catholic Schools (i.e. Bishop Mussio Elementary and Catholic Central High School) to parents, alumni, friends, and members of the larger community; provides meaningful opportunities for the greater Steubenville community to advance the school's programs and facilities; and fosters a culture of philanthropy, which translates into financial support for Steubenville Catholic Schools. The Advancement Office is responsible for documenting the solicitation of all gifts, pledges, fundraising events and activities, donor stewardship and alumni relations for all Steubenville Catholic Schools. This includes outreach to major donors, the annual campaigns, special events, planned giving, online giving and other fundraising efforts. The following Campus Fundraising Policies and Procedures document is intended to provide helpful information to the generous faculty, staff, students, parents, alumni and other volunteers who wish to assist Steubenville Catholic Schools raise gifts and pledges as well as in-kind items from private individuals, foundations, businesses, corporations, and organizations.

Providing the outstanding educational experience Steubenville Catholic Schools' students receive requires funding beyond what tuition provides. As a nonprofit, Steubenville Catholic Schools relies on charitable contributions and fundraising events to help support the schools. Our goal is to conduct all fund raising in a manner that supports our strategic, programmatic and capital needs, while following all federal, state and local laws and regulations as well as thanking and stewarding all of the generous individuals and organizations that support Steubenville Catholic Schools.

Steubenville Catholic Schools' fundraising policies and procedures provide academic departments, athletic and academic teams, activities and clubs the opportunity to raise funds within a framework of fairness and fiscal responsibility. This policy must be followed when faculty, staff, students, parents, alumni and volunteers plan to raise money on behalf of the schools or any of its affiliated programs.

#### ***What is a Fundraiser?***

Fundraising is defined as soliciting funds or gifts-in-kind (e.g. non-cash gifts such as computer equipment, sports equipment, supplies, etc.) for a charitable effort. This includes approaching individuals to support a need, fundraising events, such as car washes and the sale of merchandise, where a percentage of the sale will benefit Steubenville Catholic Schools. Donation of special services, such as offering to maintain ballfields in the Sports Complex at no charge, are also covered under this policy. Although the donations of services are often not deductible as a federal income tax charitable item, Steubenville Catholic Schools still maintains a desire to properly thank all those who wish to give back in this way. Community service, such as visiting a retirement community or family or student volunteer hours are not addressed in this policy. The complete policy can be found at [steubenvillecatholicschools.org/fundraising/](http://steubenvillecatholicschools.org/fundraising/).

#### **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.

#### **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. Locks are recommended.

### 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.

### 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 depends 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 1<sup>st</sup> 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. Middle school 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

*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

The following sports are included in the athletic program of Junior Crusaders: (grades 7-8)

Fall: Cheering (girls), Football (boys), Volleyball (girls)

Winter: Basketball (boys and girls), Wrestling (boys) Spring: Track (boys and girls)

Conference: The Junior Crusaders are members of the Buckeye Mountain Conference

## **JUNIOR CRUSADER ATHLETICS**

### Philosophy and Structure of Junior Crusader Athletics

The Junior Crusader Athletic Program aims to provide instructive and competitive athletics within the overall mission of CCHS, and to promote sportsmanlike conduct and Christian behavior on and off the field. The Junior Crusader Athletic Program operates under the auspices of the CCHS principal, with the assistance of the Junior Crusader athletic director. Decisions regarding athletic offerings and participation are at the discretion of the principal. While separate from the high school, Junior Crusader Athletics operate with the goal of continuity with and further athletic development in the Catholic Central High School athletic program.

### Eligibility

Students are required to be in attendance for the entire school day in order to participate in athletic activities; specifically, the student must be present by the beginning of the second period and may not be dismissed before the regular dismissal time. Students must be in attendance on the last school day preceding non-school day activities.

Student athletes must maintain a 75% cumulative average for all subjects for the quarter. Eligibility will be reviewed each Friday; if a student is not maintaining a 75% cumulative average for all subjects, the student will be ineligible to participate the following week (Monday through Saturday).

Student athletes must maintain satisfactory conduct. As a result of misconduct, the principal may determine that a student is not eligible to participate in athletic activities for a certain time period.

#### Participation and Cuts

Junior Crusader coaches have the discretion to cut students at the beginning of a season. Students may be cut for reasons including but not limited to: meeting a roster target as determined by the coach and the athletic director; a student does not have a realistic chance of competing in a particular season as determined by the coach; a student does not have a minimum level of athletic ability as determined by the coach.

#### Playing Time

Junior Crusader Athletics are both instructional and competitive, with each coach determining playing time for students. Coaches are encouraged to communicate realistic expectations regarding playing time to each student.

#### Diocesan Policy

Athletic programs in Grades 7 through 12 shall comply with the rules and regulations established by the Ohio High School Athletic Association. Pupil activity permits are required for all individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations, for ALL grade levels. (OAC 3301-27-01)

It shall be the responsibility of the pastoral administrator, building principal and directors of various extracurricular programs to insure that school activities of a non-religious nature are not scheduled during any day of the Sacred Triduum, i.e., Holy Thursday, Good Friday, and Holy Saturday. Specifically, activities of a non-religious nature are not to be scheduled between 12:01 a.m. of Holy Thursday through the completion of Easter Sunday.

## **DIOCESAN POLICIES**

*please refer to our website for all applicable Diocesan policies.*

#### 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:
  1. A part-time student taking two (2) courses shall pay a tuition rate equal to  $\frac{1}{3}$  of the non-participating member rate or member rate
  2. Three courses =  $\frac{1}{2}$  of the non-participating member rate or member rate;
  3. Four (4) courses =  $\frac{2}{3}$  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:
  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 is the student shall attain the age of 20 before the scheduled graduation date of the enrollment year.
  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 Publically 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.
  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.
  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.

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.

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).  
*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.
3. 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?

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.

### Social Media Policy

As a priority item this policy is to ensure the safety and protection of the Christian person who is a part of or connected to Steubenville Catholic Schools. This policy has been created to assure that information disclosed by Steubenville Catholic Schools and its employees' is timely, accurate, comprehensive, authoritative and relevant to all aspects of the Steubenville Catholic Schools system. The use of social media by the appropriate person or persons within Steubenville Catholic Schools, is important to the marketing of our school system, for the public, students, and staff, highlighting any accomplishments. In addition to giving up to date announcements which involve our students and faculty, concerning Steubenville Catholic Schools.

#### ***What is Social Media?***

Social Media is defined as any form of publication or presence that allows interactive communication, including, but not limited to social networks, blogs, internet websites, internet forums, and wikis (including but is not limited to Facebook, Twitter, Instagram, YouTube, Google, etc.) Social Media within Steubenville Catholic Schools does not include, private Facebook groups, private Instagram's, private chats (group me, remind 101, team reach), etc.

#### Faculty, Staff & Coach Guidelines

Any employee is responsible for knowing the Diocesan employment form expectations regarding the use of social media. Failure to adhere to the social media policy shall warrant disciplinary action including possible termination. When posting online, please remember that you are an employee of Steubenville Catholic Schools and representative of your colleagues, students, parents and the school community. Your online behavior should reflect the same standards of honesty, faith, respect and consideration that you use face-to-face.

Personal Social Media Pages, Blogs, wikis, and podcasts are an extension of your classroom and considered official content. Whatever is considered inappropriate use of social media in the classroom shall be applicable to online use outside of the classroom. Do not post photos or videos of fellow employees without their permission. Do not use photos or videos taken at school. Do not post photos or videos that contain students. If you have photos or videos you would like to share, please send them to the Director of Marketing with a short and concise description of the media content for management to consider publishing the information. There are many websites that allow users to share personally created photos and videos. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner, as others will see you as connected to Steubenville Catholic Schools. It causes people to question our schools when coaches, teachers, employees and staff post videos, photos and comments with questionable content. When posting online be sure not to post confidential student information.

These are the approved Social Media Account(s) for Steubenville Catholic Schools as of 7/1/24

- Steubenville Catholic Schools on Facebook, Instagram, X, and LinkedIn
- Steubenville Catholic Central High School on Facebook

- Bishop John King Mussio Elementary School on Facebook
- Steubenville Catholic Central High School Athletics and Band on Facebook
- Steubenville Catholic Central High School Alumni Association on Facebook

### Student Guidelines

As a student of Steubenville Catholic Schools, you are expected to demonstrate responsible behavior, and any disrespect to the school, faculty, staff, coaches, or to your peers - in addition to posting photos or videos of other students without consent - may result in disciplinary action, depending on the severity of the situation.

Students are not permitted to create any form of social networks, blogs, internet websites, Internet forums, and wikis (including but is not limited to Facebook, Twitter, Instagram, Twitter, YouTube, Google, etc.) that represent Steubenville Catholic Schools in any fashion.

## **PARENT PERMISSION FOR MEDIA PUBLICATION**

As part of our policy of keeping the community informed on events at Catholic Central High School, we submit stories and photographs to local publications on a regular basis. The list below is not intended to be all-inclusive, but serves as a sample of the local media to which we send our press releases. We may or may not send all stories to all the media listed.

*Steubenville Herald Star, Wheeling Intelligencer, Steubenville Register, WTOV-9 Television, WTRF Television, local radio stations, and various social media sites.*

In addition to the local media, school information is regularly published on our web site, [www.steubenvillecatholiccentral.org](http://www.steubenvillecatholiccentral.org). It is the policy of Catholic Central High School NOT to publish any personally identifiable information (name, address, phone, email address etc.) on its web site. In addition, only group pictures, not individual student pictures, are published on the Catholic Central web site.

In order to facilitate the use of student likenesses in such stories, we ask that each parent read, understand, and sign the permission form on the previous page. Should you NOT wish to have your student's likeness used, please indicate so on this form.

*We understand that our son or daughter's likeness may be reproduced in local newspapers or in electronic publications, including but not limited to, the Internet, in conjunction with work they are doing in class. 2652*

*Further we understand that in the case of print publications, such as newspaper articles, these instances may include our son or daughter's name. However, no home address or phone number will appear with the picture.*

The picture may appear as part of a story on Catholic Central High School and will carry such copyright notices as required by the media to which the photograph and story are submitted.



## **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.

**PARENT/STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK**

***By signing and returning to the school this handbook page, the parent and student are agreeing to the following:***

1. Uphold and support **all school rules** and district policies, as outlined.
2. **Thoroughly read and understand the Attendance policy, as outlined.**
3. Thoroughly read and understand the Dress code policy, as outlined.
4. Thoroughly read and understand and agree to abide by the terms of the **Diocesan policies on Part-time enrollment, Transgender, Child Protection, and Cell Phone Usage Policy** as outlined in this Handbook.

Name of Student	(Please print)	Grade
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Signature of Student		Date
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Signature of Parent		Date
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***Please read next page for the Parent Permission for Media Publication Policy and choose one option below:***

\_\_\_\_\_ We grant permission for publishing as described in the *PARENT PERMISSION FOR MEDIA PUBLICATION*. This permission is granted for the 2024-2025 school year and is valid for any class or activity unless canceled in writing.

\_\_\_\_\_ We do not grant permission for use of our student’s likeness.

Signature of Parent		Date
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Signature of Student		Date
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Please sign this form and return it to the Main Office by September 5, 2024