



STEUBENVILLE CATHOLIC CENTRAL HIGH SCHOOL

Parent/Student Handbook
2026-2027 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.

Student Records

The school maintains the confidentiality of all student educational records. Information contained in student records is shared only with school personnel who have legitimate educational interest. It may be shared with individuals authorized by the parent or legal guardian. Student records are not disclosed to outside parties without appropriate authorization, except as required by law or Diocesan policy.

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.

Students participating in the Special needs scholarship program are not eligible to receive homebound instruction through CCHS. These programs are not in the parameters of the scholarship. If homebound instruction is necessary, then families should contact their district of residence.

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 following fees are the responsibility of the parent or guardian and may not be billed to the Jon Peterson Special Needs Scholarship program and the Autism Scholarship program. These fees include: change of course, subject registration fee, enrollment admission fee and graduation fee.

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.

John Peterson and Autism Scholarship Program

The John Peterson Scholarship program and the Autism program provide funding for eligible Ohio students with a qualifying Evaluation Team Report (ETR) and Individualized Education Program (IEP). Scholarship funds are used to support the specialized instruction and services provided to the student. The child must be enrolled in the scholarship program for the entire school year to receive the full scholarship amount. Parents are responsible for the costs exceeding these amounts in addition to services not identified in the IEP.

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
Dr. Todd Phillipson – Principal
Mrs. Jamie Ross – Assistant Principal, School Counselor, 7-12
Mr. Michael Conrad – Dean of Students
Mrs. Maria Costlow – Admin Assistant to the Principal, Auxiliary Services
Ms. Alexis Leonard – Director of Student Services
Mrs. Diana Lash - Finance
Mr. Michael Schmiesing – Director of Advancement
Ms. Alisha Teramana - Marketing Director

FACULTY

Mr. Andrew Bernetsky – Latin/Philosophy
Mr. Nathan Black– Social Studies
Mr. Timothy Brock – Science
Mrs. Amanda Brockway – Math
Mrs. Kendra Convery – Inter. Specialist
Mrs. Amy Daez – Theology
Mr. Thomas Durand– Chesterton
Coordinator/History
Mrs. Mary DuBois - Geography
Mrs. Martina Erste – Chesterton
Mr. Liam Federoff– English
Mr. Matt Federoff - Science
Mrs. Cecily Fink – Art & Computer
Mrs. Susan Fischer - Literature
Mr. Peter Gasparini– Theology
Miss Rose Harris – Art
Mrs. Toni Hendricks - Religion
Mr. Sam Johnston – Performing Arts
Mrs. Audra Kuhn – Intervention Specialist
Mrs. Gladys Kuhn - Spanish
Mrs. Ann Lynskey – Electives/Applied Algebra
Mrs. Megan Marshall – Science
Mrs. Jamie McGinnis- English
Mrs. Stacy Mitch – Social Studies

Mrs. Sarah Mudd – Mathematics
Mrs. Ladonna Nese- Electives
Mr. Zeke Paulowski – Band Director
Mr. Jeffery Poulin – Chemical Sciences
Mr. Kolbe Rice – Campus Minister
Mrs. Maria Rigaud – Mathematics
Mr. Stevie Roberts – Intervention Specialist
Mrs. Mary Sollom – Chesterton Lit/English
Mrs. Eliza Symington – Choir

STAFF

Mrs. Denise Gunsur – Main Office Manager
Mrs. Susan Parissi – Administrative Assistant
Mr. Steve Bowers - Custodial Supervisor
Mr. Jim Ferris - Custodial Staff
Mr. Dan Bell- Custodial Staff
Mr. Michael Barber –Admin of Athletics
Mr. Jonathan Hoover – Athletic Director
Mr. Michael Barber III – Asst. Athletic Dir.
Mr. Greg Bahen – Assistant Athletic Dir.
Mr. Steve Bowers – Junior Crusader Athletic Dir.
Mrs. Jessica DiBiase – Nurse
Mr. Jim DeMundo – Cafeteria
Mr. Andrew Nese - IT

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,
Whene'er 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.
Vict'ory 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: ffcc



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.

Individuals with Disabilities

Steubenville Catholic Schools provides services to eligible students in accordance with applicable requirements for chartered nonpublic schools in the State of Ohio and federal guidelines governing equitable participation in special education services.

Students who have been identified through the Individuals with Disabilities Education Act (IDEA) process and who have a current Individualized Education Program (IEP) may receive curriculum modifications when deemed necessary by the educational team and consistent with the student's identified educational needs.

Students receiving services through the Jon Peterson Special Needs Scholarship Program or the Autism Scholarship Program receive support designed to address both their IEP goals and their access to the general curriculum. Educational services may include academic assistance, accommodations, modifications, intervention, and specially designed instruction as outlined in the student's educational plan. Progress toward IEP goals is documented through quarterly progress reports.

In addition to services provided through an Individualized Education Program (IEP), students who require academic support may be considered for an Individualized Accommodation Plan (IAP). Eligibility for an IAP requires current documentation of a disability or condition and evidence that the condition has a significant educational impact that warrants accommodations within the school setting. The school will review all relevant documentation and determine whether an accommodation plan is appropriate.

When approved, accommodations are developed to support the student's access to instruction and participation in the classroom environment. Accommodations are implemented within the general education setting and may include reasonable supports tailored to the student's documented needs. An Individualized Accommodation Plan is not a substitute for an IEP and does not provide specially designed instruction or special education services under the Individuals with Disabilities Education Act (IDEA).

It is understood that services provided in a nonpublic school setting differ from those required in a public school setting under IDEA. In accordance with equitable participation requirements for nonpublic schools, services are provided to eligible students to the extent required under applicable law and within the scope of available resources, staffing, and program design.

Behavioral Support

Steubenville Catholic Schools recognizes that some students may require behavioral accommodations or support strategies in order to access their educational program successfully. For students participating in the Jon Peterson Special Needs Scholarship Program or

the Autism Scholarship Program, behavioral goals and accommodations identified in the student's Individualized Education Program (IEP) may be supported within the educational setting as appropriate and feasible.

School personnel may collaborate with parents/guardians, teachers, and service providers to implement strategies that promote student success, self-regulation, positive behavior, and access to instruction. Supports may include accommodations, environmental adjustments, organizational assistance, scheduled breaks, behavioral reminders, reinforcement systems, and other classroom-based strategies determined to be appropriate for the student's needs.

All students are expected to follow the school's code of conduct and behavioral expectations. Accommodations and support strategies are intended to assist students in meeting these expectations and do not exempt students from school policies or disciplinary procedures. The school will make reasonable efforts to support students while maintaining a safe, orderly, and productive learning environment for all members of the school community.

Special Education Fee/Cost Schedule:

In General, include:

Confidentiality of student records statement

Confidentiality of Student Records

The school maintains the confidentiality of all student educational records. Information contained in student records is shared only with school personnel who have a legitimate educational interest or with individuals authorized by the parent or legal guardian. Student records are not disclosed to outside parties without appropriate authorization, except as required by law or diocesan policy.

JON PETERSON SPECIAL NEEDS SCHOLARSHIP PROGRAM OR THE AUTISM SCHOLARSHIP PROGRAM

The following fees are the responsibility of the parent or guardian and may not be billed to the Jon Peterson Special Needs Scholarship Program or the Autism Scholarship Program: change of course fee, subject registration fee, enrollment admission fee, transcript fee, and graduation fee.

Students participating in the Jon Peterson Special Needs Scholarship Program or the Autism Scholarship Program are not eligible to receive homebound instruction through Catholic Central High School, as homebound services are not provided under the parameters of these scholarship programs. If homebound instruction is determined to be necessary, families should contact their district of residence to discuss eligibility and the provision of services.

The Jon Peterson Special Needs Scholarship Program and the Autism Scholarship Program provide funding for eligible Ohio students with a qualifying Evaluation Team Report (ETR) and Individualized Education Program (IEP) to receive specialized educational services at participating private schools. Scholarship funds are used to support the specialized instruction and services provided to the student. Per the Jon Peterson and Autism Scholarship guidelines, the child must be enrolled in the scholarship program for the entire school year to receive the full scholarship amount. Parents are responsible for costs exceeding these amounts in addition to services not identified in the Individualized Education Program (IEP).

Parents or legal guardians of an enrolled student may review that student's educational records. Individuals who are not the student's parent or legal guardian will not be permitted access to those records. Questions regarding access to student records will be addressed in accordance with diocesan policy, with final determination resting with the Diocesan Attorney.

The transcript fee is the responsibility of the parent/guardian and may not be billed to the Jon Peterson Special Needs Scholarship or Autism Scholarship Programs.

In addition to services provided through an Individualized Education Program (IEP), students who require academic support may be considered for an Educational Accommodation Plan (EAP). Eligibility for an EAP requires current documentation of a disability or condition and evidence that the condition has a significant educational impact that warrants accommodations within the school setting. The school will review all relevant documentation and determine whether an accommodation plan is appropriate.

- When approved, accommodations are developed to support the student's access to instruction and participation in the classroom environment. Accommodations are implemented within the general education setting and may include reasonable supports tailored to the student's documented needs. An Educational Accommodation Plan is not a substitute for an IEP and does not provide specially designed instruction or special education services under the Individuals with Disabilities Education Act (IDEA).

Students participating in the Jon Peterson Special Needs Scholarship Program or the Autism Scholarship Program may not enroll in or receive instruction through virtual or online learning courses as part of their program of study at Steubenville Catholic Schools. Instruction for these students is provided in person in accordance with their approved educational plan.

Students participating in the Jon Peterson Special Needs Scholarship Program or the Autism Scholarship Program who have been approved to receive services under the respective scholarship and who withdraw during the school year will be billed only for services provided during the period in which the student was enrolled at Catholic Central High School and receiving eligible services.

Issuance of a diploma will not be withheld due to unpaid fees or delinquent balances for students participating in the Jon Peterson Special Needs Scholarship Program or the Autism Scholarship Program. Financial responsibilities remain the obligation of the parent/guardian and are addressed separately from academic graduation requirements.

Students enrolled on a part-time basis are not eligible to participate in the Jon Peterson Special Needs Scholarship Program or the Autism Scholarship Program, in accordance with applicable program guidelines requiring full participation in an approved educational plan and service delivery model. Home Bound Instruction program cannot participate in scholarship.

If the school is not federally funded, student cannot use FERPA funds. Scholarship students attending a CNP cannot take virtual learning courses, also students attending the vocational school would have a prorated scholarship amount. Scholarship student who withdraw can only be billed for services rendered.

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

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. Individuals 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. The transcript fee may not be paid with funds from Jon Peterson or the Autism Scholarship.

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 (eff: 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.

In addition to the IEP a student may be eligible for an Education Accommodation Plan (EAP). Eligibility for an EAP requires current documentation of a disability or condition and must have evidence that the condition has a significant educational impact to warrants accommodations. The school will review all relevant documentation and determine whether accommodation plan is appropriate. The accommodations may be reasonable supports tailored to the students documented needs. These are accommodations that do not meet the standard required in an IEP.

Standardized Testing (7-8)

Students are required to participate in the testing program of the Diocese. The MAP is administered three (3) times: fall, winter, and spring to all students. In addition, students in grades 7-8 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

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 scheduled conference after receiving quarter report cards. 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.

A student who has been absent for excused reasons shall have the number of days equal to the time they were absent to make up their school work. An extension to the time frame may be granted by faculty members for the students who were on an excused absence. If the school work is not completed on time, the teacher will determine how much credit the student receives, if any, but full credit shall not be given. School work that is not completed at all, then the student will not receive any credit. Reports, Conferences, and Communication Interim progress reports shall be sent either by hard copy or emailed to all students and parents midway through a quarter. Report cards shall be sent home either by email or hard copy following the close of each quarter. Parents are encouraged to attend a parent/teacher conference after receiving first quarter report cards. Parents are always welcomed and encouraged to meet with any teacher throughout the school year.

Appointments to meet with a teacher may be made by sending an email directly to the teacher or by calling the School office and leaving a message asking for a meeting with a particular teacher. If a problem arises during the school year, parents should discuss the problem directly with the teacher. If the matter is not resolved, then parents are always welcomed to ask for a meeting with the principal.

Honor Roll (7-8)

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;

THEOLOGY	4 credits
ENGLISH	4 credits
MATHEMATICS	4 credits
SOCIAL STUDIES	4 credits inc: American History, Government, & Geography

SCIENCE	4 credits inc: Biology & a Physical Science course (starting with class of '28)
ECONOMICS & FINANCE	.5 credits
HEALTH	.5 credits
PHYSICAL EDUCATION	.5 credits
FINE ARTS	1 credit
FOREIGN LANGUAGE	2 credits (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. All fees required to the school by no later than January 1st of the current school year.

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://steubenvillecatholicschools.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.

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
4.0	A	90-100	95-100
3.75	A-	Not Applicable	93-94
3.25	B+	87-89	91-92
3.0	B	83-86	87-90
2.75	B-	80-82	85-86
2.25	C+	77-79	83-84
2.0	C	73-76	79-82
1.75	C-	70-72	77-78
1.25	D+	67-69	75-76
1.0	D	63-66	72-74
0.75	D-	60-62	70-71
0.00	F	Below 60	Below 70

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

The grading scale below is for grades 7-8. The following is what is required by the Diocese

A 93-100% Superior
 B 85-92% Above Average
 C 75-84% Average
 D 66-74% Below Average
 F 65% or less Failure
 S Satisfactory
 U Unsatisfactory

****All grades are determined by the teachers***

Homework

The purpose of homework has at least three purposes: to continue practice in an area being taught, to gain a further understanding of the material, and to help students learn to study. Being involved in extracurricular activities are not an acceptable reason for not completing homework. Each teacher is to post homework and lesson plans on RenWeb.

Class Rank

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

College Credit Plus

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

Honors Curriculum

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

RELIGION	2 credits
ENGLISH	2 credits: AP Lang. and AP Lit.
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.

RELIGION	2 credits
ENGLISH	2 credits
MATHEMATICS	2 credits
SCIENCE	2 credits including: Biology and Physical Science
HEALTH	.5 credit
PHYSICAL ED.	.5 credit
SOCIAL STUDIES	2 credits including: World History and American History

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

Students attending the JVS may be eligible to receive limited services at Catholic Central under the Jon Peterson or Autism scholarship program. In those cases, funding will be on a prorated basis on the proportion of allowable services.

Service Requirement

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

For Graduation 15 hours per year.....	15 Hours
For the Academic Letter, grades 10,11,12	35 Hours
For NHS, grades 11,12.....	20 Hours
For NHS Students pursuing an Academic Letter	45 Hours
For grades 7-8.....	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.

SCHOOL ATTENDANCE/TARDY POLICY

As stated in the Diocesan policy manual, the principal or his/her designee is the approving authority that reviews student absenteeism on a day to day basis. The principal or his/her designee is also the person that approves or denies a student's reason for being absent from school. The Principal shall determine if an excuse from a parent/guardian warrants early release from school. Events such as medical reasons including dental, warrant early release from school. There may be other warranted reasons as determined by the Principal. Teachers are required to take attendance daily in every class they have. The absences shall be considered unexcused by the administration until/unless the approving authority has determined otherwise.

For the purposes of this policy, legitimate and excused have the same meaning. Therefore, a legitimate excuse for an absence is one that the approving authority (not the parent/guardian) has deemed an excused absence.

If the written explanation for the absence is not provided within two school days by the parent or guardian, upon the student's return from the absence (unless there exists extenuating circumstances) the absence shall be regarded as unexcused. Even if a student misses one day or half a day a written notice from the parent is required. Student must bring note of absence first day back to school with date and signature. If out three consecutive days must provide a doctor's note.

Excused absences for a past absence:

When a student fails to report to school, an excused absence from school may be granted by the approving authority based on one or more of the following conditions:

- Illness of the child or for a medical procedure. The approving authority shall require the written statement of a physician or medical professional if the absence has extended beyond three school days. For less than three days, only a written notice from the parent is required. An email from the parent is acceptable.
- Illness in the family necessitates the presence of the child to be at home. A written statement by the parent/guardian must be presented to the approving authority. Email is acceptable. The approving authority may require a written statement from a physician if it is deemed appropriate by the principal.
- Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials.
- Death of a relative. The absence arising from this condition is limited to a period of 4 school days unless a reasonable cause has been demonstrated by a medical professional that a longer absence is needed.
- Medical or dental appointment. The approving authority may require a written statement from the physician or dentist in addition to a written excuse from the parent/guardian.
- Observance of a religious holiday. Any child shall be excused if his/her absence was to observe a religious holiday consistent with his/her held religious belief. A document needs to be provided demonstrating official membership into the particular religion.

- College visitation. The approving authority shall require verification of the date and time of the visitation by the college, university or technical college.
- The Catholic school is in session but the LEA in which a Catholic school student resides has closed school or implemented a delay for the start of school due to inclement weather. This rule shall apply for an excused tardy as well as an excused absence.
- Emergency or other set of circumstances in which the judgment of the Principal of the school determines that there was a good and sufficient cause for the absence or tardy from school.

For Planned Future Excused Absences:

Except for emergency situations in which there is insufficient time for a student to apply for a permit (excused absence) from future attendance and for such a permit to be granted, no permit granting an excused absence from future attendance shall be given until proof is established to the satisfaction of the Diocesan Superintendent of the need for such absence. Emails should be sent to the school requesting permission of planned future excused absences. In cases of emergency the student shall seek a permit as soon as possible. Once this proof is established to the satisfaction of the Diocesan Superintendent, the approving authority may grant excused absences from future attendance as follows:

- The permit of a planned future excused absence shall be limited to a period not to exceed thirty school hours, and may be renewed for thirty additional hours. At no time shall such excuses permit a student to be absent from school for a period of more than sixty consecutive hours. All renewals shall only be granted at the discretion of the Diocesan Superintendent.
- The written request for the absence of a child for a future limited period of time and the reasons for such absence, as stated by the parent or guardian over his/her signature, shall be filed by the parent or guardian with the approving authority of the school. The approving authority will then confer with the Diocesan Superintendent for granting the request. If approved or not approved, the written request as well as a copy of the written excused or unexcused absence shall be placed in the student's record folder.
- No student shall be excused for any period of time when such absence would materially endanger the child's educational welfare and scholastic advancement. Such determinations shall be made by the Diocesan Superintendent in collaboration with the school Principal.
- The excused absence from school shall apply to only those hours specified by the approving authority. Such absence can begin only after the permit is granted in writing by the approving authority, except in emergency situations as stated previously.
- At the discretion of the Diocesan Superintendent, a student may be excused for a longer period of time than sixty school hours if a child's parent or guardian has recently died or has become totally or partially incapacitated and there is not an older brother or sister living in the home who is out of school. In such cases, the superintendent may request a certificate from a physician attesting to the physical condition of the parent or guardian.

Consideration for granting a permit (excused absence) for a planned future absence, may be given for any of the following reasons:

- A student over fourteen years of age may be excused from attendance for a future limited period for the purpose of performing necessary work directly and exclusively for

the student's parents or legal guardians. The student shall not be granted this excuse if he/she has not been in regular attendance at school during the current school year.

- The existence of an emergency condition at home such as absence, illness or death of the parent or guardian of the child.
- Farm work of the parent or guardian during a time of the year in which the amount of farm work to be performed may be regarded as properly exceptional.
- Inability of the parent or guardian to employ help in the family business. The determination of inability shall be made by the Diocesan Superintendent.

Disciplinary procedures, and or action plans, shall be written at the Building level to address unexcused absences (truancy), excessive absences in-total (excused and unexcused) and unexcused tardiness to school and/or class.

- Such disciplinary measures may include after school detention, and suspension from participation in extra-curricular activities. In and out of school suspension for excessive unexcused tardiness to school and classes may be issued at the discretion of the principal.
- In and out of school suspensions shall not be used for excessive unexcused absences or excessive absences in total.
- What constitutes excused tardiness to school/class shall be determined by the school Principal or approving authority, and may include early medical/dental appointments, public school provided transportation issues, illness (when a student does not feel well enough to attend school in the morning, but improves enough to attend later in the day) or other circumstance in which the Principal or approving authority, in his/her judgement, determines is excused/legitimate.
- Students are considered Tardy when they arrive late to school or class after the first period bell rings. Students with dual enrollment schedules, or high school students with approved class schedules that do not normally require them to report to school at the start of the school day are considered tardy when they fail to report to school/class, as their specific schedule requires.
- An automatic failing grade shall not be issued for any given graded course of study or grade level simply because the student has met the threshold for excessive absences. However, students may fail a graded course of study/grade level because of incomplete/failing school work resulting from excessive absences.
- Students with an excused absence or tardy shall be given the opportunity to make up missed work resulting from the absence/tardy. However, the decision to permit a student to make up missed work resulting from an unexcused absence or tardy shall be in accordance with the school's written policy.
- When a student has met and/or exceeded the threshold for excessive unexcused absence, excessive absence in-total, and/or excessive tardiness (excused and unexcused) as defined below, the Principal shall consult with the Diocesan Superintendent for the purposes of initiating an action plan to address the excessive absence/tardiness.

Definitions (threshold) for Excessive absences and tardiness (excused and unexcused):

The recording of absences shall be in terms of hours rather than days. If a student is tardy to school/class for more than 30 minutes, that tardy shall also be recorded as an absence to the nearest hour. For the purposes of Diocesan school attendance policy, excessive absences and

tardiness (excused/legitimate and unexcused) shall be as follows: The Principal shall reserve the right to give consideration of extenuating circumstances (i.e., school buses are late, traffic accident, extreme inclement travel conditions, etc) for the purposes of deciding if an excused absence or tardy shall be applied towards the excessive threshold.

Excessive Unexcused Absence shall include:

An unexcused absence of 30 or more consecutive hours or an accumulation of unexcused absences totaling 42 or more hours in one school month or an accumulation of unexcused absences totaling 72 or more hours in one school year.

Excessive Absences in –total (both excused and unexcused, but not including approved future planned absences as defined above) shall include:

Absent 38 or more hours in one school month, excused and unexcused or absent 65 or more hours in one school year, excused and unexcused.

Excessive Tardiness (both excused and unexcused) shall include:

A student who is late to school/class (both excused and unexcused) for five consecutive days or a student who is late to school/class for five or more times in one month or a student who is late to school/class for twenty or more times in one school year.

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. The 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 7th-12th, 3-4 Polio Vaccines, 2 MMR (Measles, Mumps, and Rubella), 3 Hepatitis B, 2 Varicella, and 1 Meningococcal Vaccines. Please note that ALL part time CCHS and JVS students are also obliged to adhere to these policies. Please review your records and if your child is missing any of the above immunizations, please have them immunized or sign an exemption form and submit up-dated records to the CCHS Health Office. The exemption form must be submitted annually. Students entering 12th grade are required by the Ohio State Department of Health to have had the 2nd dose of Meningococcal (A.C.Y.W-135 to protect against Meningitis) immunization.

Immunization shots can be obtained at many local pharmacies, the Jefferson County Health Department or through your family physician.

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 wto9.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.
- 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.
- Dress code exceptions can be made and such announcements will be made from the Main Office.
- 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, men's clog or loungers, and moccasins are not permitted. **Shoes must be solid color – white, brown or black and allowed white soles ONLY.**
- Socks shall be white or black ankle length or mid-calf and in good repair.
- Excess in cosmetics, hairstyle and hair color is not permitted.
- There will be no visible tattoos, including wrist or hand tattoos.
- Jackets will not be permitted during school hours unless given permission.
- 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.
- Boys are to be clean-shaven at all times: Beards and mustaches are not permitted. Sideburns shall not be below the earlobes and shall be straight. If a boy comes to school with a beard or mustache, then the parent shall be contacted immediately and the parent will be given two options.
 - 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 a hard copy. The email should go to the Dean of Students. The student waits in in-school suspension until the approval by the parent arrives. Verbal permission by the parent or guardian is acceptable until the email or hard copy arrives.
 - If the parent declines permission for the student to shave at school, then the parent must come to the 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.*

The student is to be informed in person by the teacher 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. The student is to be sent to the Dean of Students. Student will be required to have a haircut within one week of infraction.

Girls Uniform Description

- Plaid pleated skirt, must be just above the knee, khaki or blue uniform pants.
 - *Under no circumstances shall a teacher make a comment about a girl's skirt in front of an entire class.*
- White or blue, short or long sleeve uniform oxford-style blouse. *Girls tie is optional.*
- Navy, long sleeve, V-neck, vest sweater, or pullover with CCHS logo.
- Gray or navy knee socks, if skirt is worn. Opaque hose may be worn in place of knee socks in the winter months.

Boys Uniform Description

- Khaki or blue dress pants. *No cargo pants.*
- Short or long sleeve uniform white or blue oxford style shirt, collars buttoned down.
- Neck tie: Blue/Gold striped or bow tie.
- A black or brown belt shall be worn at all times at the waistline.
- *OPTIONAL:* Navy, long sleeve, V-neck, vest sweater, or pullover with CCHS logo.

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, 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, tied. **Shoes must be solid color – white, brown or black and allowed white sole only.** Socks shall be white or black ankle length or mid-calf type and in good repair.

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 must be just 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, politics 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 legging-style pants (yoga pants, etc.) unless worn under a top, skirt, or dress that is at least fingertip length.

Dress Code Violations

In certain cases, parents may be requested to come in by an administrator so the parent may witness the violation of the dress code if it is a serious violation such as may be deemed inappropriate or is a total disregard of the stated rules in the dress code. If there are repeated violations a parent may be requested to come to the school to remedy a solution. In these cases, disciplinary action will be taken such as detention, or suspension. This would be considered disregard of a reasonable request to follow the school rules.

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

Catholic Central High School dances are events that reflect our school's philosophy 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(earbuds) Device Usage Policy

Effective January 1st, 2026

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. Ohio law requires each school district, community school, and STEM school to adopt a policy prohibiting cell phone use by students during the instructional day by Jan. 1, 2026. An "instructional day" is any period of time in which a student is expected to be in attendance and includes not only formal instruction time but also supervised activities, such as transitioning between classes, recess, meal periods, and field trips. Districts and schools that adopt a cell phone policy after Sept. 30, 2025 must do so at a public meeting of the board. Each district board must make their cell phone policy publicly available and post the policy prominently on its publicly accessible website, if it has one. Districts and schools may prohibit students from carrying cell phones on

school property. Districts and schools may also prohibit the use of all electronic communications devices, which include cell phones, smartwatches, and other devices powered by batteries or electricity and capable of receiving, transmitting, or receiving and transmitting communications. This policy should list exceptions and disciplinary actions for violations. If a policy prohibiting cell phones on school property is implemented, the policy must be posted in a central location in each school building and available to students and parents upon request. Students may need access to their cell phones for educational or medical reasons.

The law allows students to use their devices for specific purposes related to:

- the student's individualized education program developed under Ohio law pertaining to the education of children with disabilities;
- the student's plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794; student learning; monitoring or addressing health concerns; or an active threat or emergency as detailed in the building's comprehensive emergency management plan adopted under Ohio law.

***If a student has a written statement from a doctor requiring the use of a cell phone to monitor a health concern, the district or school must allow the student to use a cell phone for that purpose. The medical phone waiver form must be returned at the beginning of each school year. This must be updated form yearly.**

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

First Offense: Verbal warning. The device is placed in the student's locker, and the Dean of Students is notified.

Second Offense: Confiscation. The phone is sent to the Dean of Students and will be returned to the student at the end of the day or next day.

Third Offense: Administrative consequence of detention and confiscation of the phone.

Fourth Offense: Confiscation of phone, in-school suspension or out-of-school suspension, loss of campus privileges, or the requirement that the device be checked into the Dean of Students every morning

Fifth offense & beyond: Parent/Guardian must come and retrieve the student's cell phone, with other possible consequences.

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.

Cheating with use of AI

Students should not rely on AI in ways that undermine critical thinking, creativity, interpersonal communication, or independent learning.

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.

Defacing School Property

Students found defacing school property will be responsible for damage to school equipment or property and will be required to pay for repair or repayment of such equipment or property in addition to disciplinary action.

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, Bullying, Social Media Bullying

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 Dean of Students

and Vice Principal. Harassing, intimidating, and bullying behavior by any student enrolled at CCHS is strictly prohibited. No student shall be permitted to plan or engage in such activity. Such conduct may result in disciplinary action up to and including suspension and/or expulsion from school. The Dean of Students shall take prompt and fair action to investigate any report and to stop the peer harassment. Harassment, intimidation and bullying shall be defined as any intentional written, verbal, or physical act (including electronically transmitted acts), that a student has exhibited toward another particular student, and the behavior causes mental or physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it cause an intimidating, threaten, or abusive educational environment for the other student.

Inappropriate conduct of AI

Students may not use AI to:

- Bully, harass, threaten, or intimidate others.
- Generate inappropriate, offensive, or harmful content.
- Create deep fakes, manipulated images, or false representations of individuals.
- Produce or distribute sexually explicit or intimate imagery.
- Privacy Violations:
 - Personal student information
 - Confidential school information
 - Protected educational records
 - Passwords or sensitive data

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 Dean of Students and Vice Principal. The Dean of Students 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

According to the Ohio Revised Code (ORC 2923.1.22, OAC 3301-35-02 A, OAC 3301-35-04 G), 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. CCHS strives to provide a safe, secure environment with ZERO TOLERANCE for disruptions due to inappropriate behavior associated with violence on school grounds, at school- sponsored or related school activities off school grounds, or any other time during which the student is subject to the authority of the school. In this regard, a student will not possess, handle, transmit or conceal any object that might be considered a weapon or instrument

capable of inflicting harm. The stated threat of the use of such instruments to harm another, even if such instruments are not produced, will result in immediate suspension or expulsion, as determined by the Principal.

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 himself 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. **Demerits will be reset to zero (0) at the start of the second semester of each school year.** *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, or school function after being asked to stop
Littering
Profanity
Tardiness to Class (5 will result in Detention)
Electronic Device/Cell Phone Violation
Being in Unassigned Areas of the School

CLASS TWO: 3-10 assigned demerits and/or detention or In-School Suspension as determined by the Dean of Students

Dress Code Violation
Illegal Parking *see parking permit section*
Insubordination/Disrespect
Language/Actions Unbecoming of a Christian
Chromebook inappropriate use
Not Attending Class
Cheating *please refer to cheating policy*
Defacing School Property
Failure to Report to Assigned Detention
Forgery
Truancy

CLASS 3: Minimum of 10 or more 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

recommendation of an external suspension as determined by the Dean of Students and/or Principal. Also, may be reported to local authorities.

Assault: Physical and/or Menacing

Theft

False Alarm

Leaving the Building Without Permission

CLASS 4: Minimum of 10 or more demerits as assigned by the Dean of Students, for first offense, a recommendation of a 3 to 10-day External Suspension. Mandatory Parent/Guardian Conference with student on semester probation for a school calendar year. Multiple class in the same school year will result in mandatory external suspension as determined by the Dean of Students and/or Principal. Also, it may be reported to local authorities.

Possession, distribution or use of controlled or illegal substances, including Drugs, Alcohol, Tobacco, and paraphernalia products

Hazing/Harassment

Gambling

CLASS 5: Minimum of 15 or more demerits as assigned by the Dean of Students, recommendation of an External Suspension or expulsion following the Diocese procedure. Mandatory Parent/Guardian Conference with student on semester probation for a school calendar year. Multiple class in the same school year will result in mandatory external suspension or expulsion as determined by the Dean of Students and/or Principal. Also, it may be reported to local authorities.

Dangerous Weapons and Instruments

Excessive Bullying

Assault: Physical and/or Menacing that results in serious injury or serious threats

Malicious/Obscene Behavior Directed towards a Student, staff, or faculty member.

Detention

- Five (5) demerits will result in an after-school detention.
- Fifteen (15) demerits or more than 3 detentions in any semester will result in a mandatory 1-day In-School Suspension (unless otherwise noted above).
- More than twenty (20) demerits in any semester 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.

If a student misses or skips detention, the following steps apply.

1. First offense: Warning to parent/guardian that if the student misses the next detention a one day in-school suspension shall be given.
2. Second offense: If the student misses the next detention or the in-school suspension then a three day in-school suspension shall be given.
3. Third Offense: If the student misses the next detention or the three day in-school suspension then a five day in-school suspension shall be given.

4. Fourth Offense: If the student misses any part of the five day in-school suspension or misses another detention then that student shall be subject to an out of school suspension.

The student can miss any of these with a doctor's excuse but of course will have to make up the detention or 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 follow the Diocese procedures:

- Provide a hearing for the student to review the reason(s) for the suspension
- Determine the number of days of suspension to be assessed to a maximum of ten (10) days
- Inform the Pastoral Administrator of the decision to suspend a student
- Notify the Parent(s), Guardian(s), by 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 suspensions will result in a probationary hearing. *There is NO appeal of the Principal's decision to suspend or ISS of a student.*

Expulsion Procedures

The Principal shall follow the Diocese procedures:

- 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. 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 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 and a class 3,4,5 offences on their record 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 have 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. Students who do not pay the required dollar for a dress down day then that student shall be given a warning that failure to pay the dollar, if required, then that student shall lose the opportunity to dress down.

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.**

Parking Permit

All vehicles being driven to school by students must have a registration tag. Seniors shall have a white tag that allows them to park in certain sections of the parking lot (out front and out back: see map). The senior fee for this is ten dollars. Only seniors can park in the front lot of the school and must pay the ten-dollar fee.

All other students who park in the back of school property beyond the fenced area (yellow area in the handbook) shall receive a yellow tag but there is no fee for this. The student must have their vehicle registered and receive a yellow tag. If a student receives their license later in the school year and wants to park their car at school, then they must also get the yellow tag.

The tags are necessary so that the administration knows whose car is on school property. Students must have their vehicle tag by September 16th, 2026 if age applicable. Students may get their vehicle registered and receive their tag beginning September 5th and 6th and again from September 9th-13th, 2026. There are registration forms that must be completed. Forms can be picked up at the front desk. Tags must be visible within their vehicle.

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/.

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 with the Dean of Students** and may leave after his/her last scheduled class of the day **and sign out**. Qualifying seniors having study hall scheduled during any other periods are not permitted to leave the school building and must report to his/her study hall. If a senior has senior privilege, he/she is to arrive at school no earlier than 5 minutes before their first class period unless specific permission is given by Administration. If a senior has senior privilege at the end of his/her day, then he/she is to leave the premises until after dismissal. Additionally, for every failure a senior receives in any quarter, he/she will lose senior privilege for the following nine weeks and must report to the assigned study hall. Only students with a parental permission form on file in the Main Office are entitled to senior privilege. **Senior privileges may be rescinded for**

behavioral issues, absenteeism, or tardies. Senior privilege for 1st period will not apply on “end of the day assemblies, end of day senior privilege will be canceled for end of day assemblies as well.

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.**

Those participating in Jon Peterson or Autism scholarship programs may receive a diploma even if there are unpaid fees or delinquent balances. Financial responsibilities remain the obligation of the parent/guardian and are addressed separately from academic graduation requirements for those on the scholarship.

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 ensure 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). Students enrolled on a part-time basis are not eligible to participate in Jon Peterson Scholarship or the Autism Scholarship. In accordance with applicable program guidelines requiring full participation to receive funds.

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 1/3 of the non-participating member rate or member rate

2. Three courses = 1/2 of the non-participating member rate or member rate;

3. Four (4) courses = 2/3 of the non-participating member rate or member rate.

4. Part-time students shall complete all requirements associated with a course of study, including the final exam, or state End of Course (EOC) exam. However, students who have already earned a remediation-free score on a state approved alternative assessment shall be exempt from taking the EOC exam for that course.

5. Part-time students shall not be permitted into a course of study which has enrollment already equal to or greater than the class size limit as defined by the Diocesan Handbook for Schools.

6. If a course of study has established prerequisites, those prerequisites shall be fulfilled before a part-time student can be admitted into that course.

7. Part-time students shall be permitted to participate in extracurricular activities in accord with the academic eligibility requirements, school disciplinary restrictions and OHSA 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 if 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. 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.

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.

CONFIDENTIALITY OF STUDENTS' RECORDS

CCHS is committed to protecting the privacy and confidentiality of all student records, including Evaluation Team Reports (ETRs), Individualized Education Programs (IEPs), and any other educational, behavioral, or medical documentation maintained by the school.

All student records are considered confidential and are maintained in secure files accessible only to authorized personnel who require access in order to fulfill their professional responsibilities. These may include school administrators, intervention specialists, general education teachers, related service providers, and other individuals with a legitimate educational interest in the student. Staff must receive permission from office staff and sign in that they have accessed student files. Information contained in a student's record may not be disclosed to unauthorized individuals or outside agencies without the written consent of the parent/guardian (or the student, if over 18 and eligible), except in cases permitted by law.

Staff members are expected to:

- Treat all student information as strictly confidential.
- Refrain from discussing student records in public areas or with individuals who do not have a legitimate educational interest.
- Store records in secure, locked locations when not in use.
- Follow Diocesan procedures for the proper transmission, storage, and disposal of records.

WITHDRAWAL FROM SCHOOL

If a parent/guardian intends to withdraw a student from school, a conference with the guidance counselor and parent/guardian shall be scheduled in advance of the withdrawal date. The parent/guardian shall complete and sign a withdrawal from (Form R). Should the parent/guardian refuse either the conference with school personnel or completion of the withdrawal form, the Principal shall complete the form and note the parental refusal on the form, for the school record.

NEW TRANSFER STUDENT

Students in good standing from another school should be considered for transfer admission only after all the following have been reviewed/accomplished (Form O):

1. Conference with the principal
2. Enrollment/admission forms are complete
3. All educational records have been supplied to the school
4. Completion of entrance testing to evaluate the students' current grade level ability.
5. If the student is either Jon Peterson or an Autism Scholarship student
6. The Principal should determine through the above procedures that the family and student have philosophies of the Catholic educational setting.

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, & Cell Phone Usage Policy as outlined in this Handbook.

_____ Name of Student (Please print)	_____ Grade
_____ Signature of Student	_____ Date
_____ Signature of Parent	_____ Date

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 2026-2027 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
_____ Signature of Student	_____ Date

Please sign this form and return it to the Main Office by September 5, 2026