Central Catholic High School

Diocese of Stockton
Student-Parent Handbook
2019-2020
Dear CCHS Family,

Our Student-Parent Handbook has been prepared to help our Central Catholic students achieve their fullest potential. There are some changes from last year’s handbook, and teachers will go over them with students in their home rooms to start the year.

Statements related to our history and philosophy, coupled with explanations on areas such as admissions, policies and guidelines, as well as procedures for behavior, dress, parking and visitors will guide you. Following the handbook will make it possible for all of us to live, pray, learn, dream and play together in an effort to achieve our goals.

“Faithful to our Catholic Tradition, our mission is to witness to the Gospel in building an educational community that inspires the spiritual, academic and social development of young adults.”

To this end we will work together to develop a graduate who will be Spiritually Developed, Academically Prepared, Socially Responsible, and Globally Conscious.

We look forward to continued growth and the continued support of our parents and community. If you have any questions, please see your counselor, teacher, administrator or other appropriate staff member. We are here to help you.

Let us stand proud of our school and all that we strive to do. Take advantage of this opportunity and develop the gifts and talents that God has given you. Remember that here at Central Catholic High School WE are “Building Champions with Character and Integrity” in the classroom, in the sports arena and in life.

Go Raiders!

Jim Pecchenino ’72
President

Bruce Sawyer
Principal
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SCOPE OF THIS HANDBOOK

Enrollment at Central Catholic High School is a privilege. Ongoing student status is subject to the school’s academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual’s continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Registration Contract is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that Central Catholic has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Central Catholic and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND

Central Catholic reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of Central Catholic. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school. The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Central Catholic if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING AND CONTINUED ENROLLMENT

Students are enrolled at Central Catholic on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community. In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment. Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.
CONDITION OF ENROLLMENT FOR PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and Central Catholic. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Central Catholic and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g., extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian’s privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

MISSION

Faithful to our Catholic Tradition, our mission is to witness to the Gospel while building an educational community that inspires the spiritual, academic and social development of young adults.

PHILOSOPHY

Central Catholic High School recognizes that the best preparation for life is a challenging, well-rounded, academic education combined with diversified co-curricular activities all grounded in the teachings of Jesus Christ. We believe that students grow and mature best in a faith-based community where they, in union with God, and in partnership with their families and our staff, have a sense of belonging, security and commitment to service. We believe in the dignity and uniqueness of each person as a child of God.
STUDENT LEARNING EXPECTATIONS
A Central Catholic Graduate Will Be:

A SPIRITUALLY-DEVELOPED PERSON:
• Demonstrates acceptance of self, compassion and concern for others based on the teachings of Jesus Christ.
• Engages in personal and communal prayer.
• Recognizes and appreciates the tenets of both the Catholic and non-Catholic faiths.
• Practices active involvement in community through volunteer service.
• Fosters and shares talents that have been given as gifts from God.
• Applies Christian values, ethical standards and moral integrity to life.

AN ACADEMICALLY-PREPARED STUDENT:
• Exhibits the skills and knowledge of a well-rounded, college-preparatory education.
• Employs creative and critical thinking to promote independent, life-long learning.
• Recognizes the inherent value of the creative arts.
• Utilizes technology proficiently as a tool for learning, communicating and skill-building across the curriculum.
• Demonstrates cooperative learning.
• Bridges college and career opportunities through curricular experiences.
• Is well-organized, self-disciplined and demonstrates good study habits.

A SOCIALLY-RESPONSIBLE LEADER:
• Practices a healthy lifestyle in body, mind and spirit.
• Is guided by morality, compassion, confidence, and integrity.
• Participates in school and community co-curricular activities.
• Becomes an agent of change for a just society.
• Models team and family values.

A GLOBALLY-CONSCIOUS CITIZEN:
• Demonstrates an understanding of the cultural, political and economic challenges of the 21ST Century.
• Responds to world, national and local crises and challenges.
• Promotes stewardship of the environment.
• Understands and respects cultural and ethnic diversity.
HISTORY
Bishop Hugh Donohoe, the first Bishop of the Diocese of Stockton, had a vision – a Catholic high school that would complement St. Mary’s in Stockton and would be central and accessible to all the Catholic families in the southern part of the Diocese. The Bishop was committed to Catholic education and was able to draw the Augustinian Fathers and Holy Cross Sisters to the area to work with local parents to open Central Catholic High School in 1966 on land donated by St. Stanislaus Parish. Fundraising for the new school was conducted by a huge network of teams from each parish in this part of the Diocese.

The school has been coed from the beginning although it was designed to serve girls and boys in separate wings in the beginning. During the first years, Father John Glynn and Sister Mary Irene shared the duties of principal; the Augustinians and Sisters of the Holy Cross remained with the school until 1980. At that time, Father Richard Morse, OSFS, took over leadership of the school. Dr. Les Clements became the school’s first lay principal in 1983, followed by Jim Pecchenino, ’72, in 1987. The transition to a President/Principal model, with Mr. Pecchenino as President, was made in 1992. More recently, in 2004, with the support and guidance of the Diocese, the school became a separate corporation.

ACCREDITATION
Central Catholic High School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY
Central Catholic High School, in the Diocese of Stockton, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Central Catholic High School in the Diocese of Stockton does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.
SCHOOL STRUCTURE AND ORGANIZATION

CATHOLIC SCHOOLS OFFICE
The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is comprised of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, a Business Development Consultant, and an Administrative Assistant.

DIRECTOR FOR CATHOLIC SCHOOLS
In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction and support for Pastors and Principals, serving in accordance with the Elementary, Preschool and High School Service Agreements.

CORPORATE BOARD OF DIRECTORS
Central Catholic is governed by a Corporate Board of Directors. The Board of Directors includes the Corporate Chairperson, the Bishop of Stockton, the Superintendent of Catholic Schools, the Vice-Chairperson, Chief Financial Officer, and Secretary, members at large and the President of the school. Their duties are to conduct, manage and control activities of the corporation including title and management of property, funds and assets.

SCHOOL BOARD
The Central Catholic School Board is subject to the guidelines, regulations, and policies of the Catholic School Department of the Diocese of Stockton. In accordance with these guidelines, the Board shall assist and advise the President in the articulation of the philosophy of Central Catholic High School, for contributing to the formulation of policies which promote that philosophy, and for participating in the development program necessary to realize that philosophy. Central Catholic High School Board’s nominating committee prepares a slate of candidates, drawing names from both parents of Central Catholic students and other community members.

The duties and functions of the Board include but are not limited to the following:

- To assist the President in the articulation of the Mission of Central Catholic High School.
- To recommend and advise upon an active development program.
- To assist the President in evaluating the adequacy of adopted policies biannually. To assist the President in ensuring that policy is properly implemented, effectually enforced, and consistently executed.
- To examine and advise on the financial condition of the school and the annual operating budget, including salary, in light of long range planning.
- To assist in forming policy as it relates to the maintenance, operation, and possible development of the plant.
- To act as a liaison body with the local community.
- To be consulted on changes in curricular policy, to be advised on curricular planning, and to work with the administration in meeting local expectations and the needs of curriculum offerings.
- To give due consideration to all administrative recommendations made for the operation of the school.
- To establish committees on a standing or ad hoc basis according to need.
- To participate in the selection and annual evaluation of the President.

FOUNDATION BOARD
The Central Catholic High School Foundation was established in 1973 to promote and encourage support to families in the way of tuition assistance through endowed funds. Today the Foundation’s role has been expanded to include the CCHS Memorial Program, our extensive Scholarship Program, and Capital Campaigns.
ADMISSION, REGISTRATION AND FINANCIAL POLICIES

PARTNERSHIP OF FAMILY AND SCHOOL

- Central Catholic High School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.
- Acceptance to Central Catholic is a privilege, not a right. Parents have a right to apply to Central Catholic for admission of their child(ren), but the privilege of attending the school is contingent upon the parents’ acceptance of the school’s program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.
- Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child’s faith formation. If the parents’ public beliefs, values, and practices cause disruption of the school’s educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.
- Acceptance into Central Catholic is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to Central Catholic follows:

1. Continuing students in good standing at Central Catholic who meets registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending Central Catholic
3. Siblings of non-Catholic families attending Central Catholic
4. New Catholic Families
5. New non-Catholic families

Diocesan policy states before accepting a student transferring or graduating from a Catholic school, CCHS must obtain verification that no tuition is owed to the school from which the student transfers or graduates. Each parent(s) and/or guardian who enrolls a student at Central Catholic High School shall sign a written agreement to pay specified tuition, Scrip obligation, and fees.

RE-APPLICATION FOR ADMISSION

A student who is asked to leave Central Catholic may apply for re-entry under the following:

- The student must sit out a minimum of one full semester.
- The student may enter Central Catholic at the beginning of the fall or spring semester.
- The Admissions Committee will review all attendance records, grades and citizenship.
- The Principal will make the final decision.

WITHDRAWAL

Parent(s) and/or guardians are required to meet with the Counselor or Principal when requesting a withdrawal and complete the withdrawal paperwork. When a student transfers from Central Catholic to another school, the student’s records will be transferred to the new school upon request from the school where the student intends to enroll. No grades or credit will be given for the semester in progress until all financial obligations to Central Catholic have been cleared.
FINANCIAL INELIGIBILITY

All financial obligations to the school must be kept current for items such as, but not limited to, tuition, Scrip, and fees. Students whose accounts become delinquent may be placed on the financial ineligibility list. Students on the financial ineligibility list cannot:

- Take quarter and semester exams
- Participate in co-curricular activities

The CCHS business office and/or the tuition billing service reserves the right to contact the parties financially responsible for accounts with past due balances. Students whose accounts become 75 days past due may be recommended for transfer. Delinquent accounts may also be placed with an outside collection agency. Written payment plan arrangements may be made at the discretion of the Business Director or President. For information on current tuition, please click here.

CHECKS

A $30 fee is charged for each check returned to CCHS. After two returned items, credit status may be changed to cash or money order only. Parents/guardians assume the responsibility of a returned check written on a student’s personal account. Please note that postdated checks are not accepted.

LATE FEES

Tuition accounts more than 10 days past due will be accessed a late fee for each month the account remains delinquent. A $25 late fee will be added to Scrip accounts for those who selected nonparticipation and are past due.

NON-REFUNDABLE/REFUNDABLE TRANSACTIONS

All fees to include, but not limited to, class fees, registration and application are non-refundable. Tuition refunds are based upon the number of days the student was enrolled extended to the last day of the month the student transfer occurs.

SCHOLARSHIPS AND FINANCIAL AID

Central Catholic High School offers a substantial number of scholarships, both need-based and merit based. Click here to view the complete Scholarship List. All scholarships require filling out the scholarship application, filling out the FACTs financial aid form, submitting 2 letters of recommendation and writing an essay along with a minimum 2.0 GPA. If there are additional requirements or factors scholarships individual committees take into account they will be listed with that scholarship below.

COST OF EDUCATION

Tuition and fees do not cover the actual cost of educating a child at Central Catholic High School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so.

ACADEMIC POLICIES AND GUIDELINES

Please refer to our Curriculum Guide for our academic policies and guidelines.

CALIFORNIA PROFICIENCY EXAMINATION

Students passing the California Proficiency Exam are free, under state law, to leave school immediately upon notice of having passed. However, a Central Catholic High School diploma will not be awarded unless the student completes all of the graduation requirements listed above. Students who remain at CCHS after passing the California Proficiency Exam are subject to all school rules and regulations.

ASSIGNMENT TO COURSES

Scheduling classes is based as much as possible on each student’s preliminary course request. Students are required to obtain approval from their counselor and teacher in order to drop or add a class which was not a part of the preliminary request. Therefore, each student should obtain accurate and adequate information from counselors before submitting course requests. Procedures for changing classes will be published by the Assistant Principal.
CURRICULUM APPROVAL PROGRAM
Curriculum approval permits enrollment in a College Prep or Advanced Placement course for which the student has not been recommended. This is pending class availability. Students not recommended for Honors may request a re-evaluation through the petition process and their counselor. The student and parent must let their counselor know they would like to challenge this decision in the spring. The purpose is to allow parent(s) and/or guardian to request that their son/daughter be enrolled in a course that the student was not recommended for by the school. Students may only request those classes required for college entrance. The Counselor will advise the student and parent(s) and/or guardian of the school’s recommendation and review all curriculum approval requests.

COLLEGE COURSES
Students enrolling in college coursework, either on the Central Catholic High School campus or at an area college or university, will not have their grades or credits earned recorded on their high school transcripts. These grades will not be factored into student grade point averages or class rank. Students enrolling in college courses on the CCHS campus are expected to adhere to CCHS rules and regulations.

POLICY ON WITHDRAWAL FROM A CLASS
Withdrawal approval from a class after July 28th will be by the student’s counselor. The following procedure is to be followed in regard to a student withdrawing from a class:
- In July of each year student schedules will be mailed home. Schedule change request may be made during July. Final schedules will be mailed out in August.
- During the first 5 days in a class, a teacher, an administrator, or a counselor can change a schedule. Student requests for a schedule change will be very limited and done in the first week of school.
- During the remainder of the semester, a student who withdraws from a class (with necessary approval) will receive a failing grade (WF) for that course.
- Any student request for a withdrawal must first have parent approval.

INCOMPLETES
When an incomplete grade is given for a report card, it is the student’s responsibility to make up the work within the timeframe required by the instructor unless an illness or extended absence occurs during this time period. After the allotted make-up time has passed, missing work will be considered a zero and the grade averaged accordingly.

FAILURE IN REQUIRED COURSES
Required courses are those needed to graduate. Central Catholic High School will incorporate credit for courses in a student’s permanent record under the following conditions:
- Failure in a required course is to be made up within one year of the failing grade.
- A student wishing to repeat a course in which a low grade (D or F) was obtained during the regular year may have the higher grade recorded if prior permission to take the course was granted by the Principal. All on-line courses require the advanced approval of the counselor and Principal.

QUARTER & SEMESTER COMPREHENSIVE EXAMS
Quarterly exams/tests may be given during the last week of each quarter. A quarterly test schedule will be published for the last week of the quarter. This schedule is also adhered to for regular chapter exams, essays and projects to avoid overloading students with too many tests/etc. on any one day. There will be a comprehensive semester exam for each course at the end of each semester. The weight (percentage of semester grade) given to the semester exam is left to the judgment of the instructor, provided it is not counted for less than 10% or more than 20% of the total semester grade. This information will be given to the student in the individual course syllabus.
GRADE REPORTING

PARENT PORTAL ACCESS
All parents are assigned a log-in ID and password to the Parent Portal website. This access will allow parents to view their students’ progress online from any computer which has access to the Internet. Information is available directly from a teacher’s electronic grade book. The Web address will only be accessible with an authorized login ID and Password at https://www.cchsca.org/login, and then click on the login button. If you have difficulty accessing your account, please contact the school at 209-524-9611.

PROGRESS REPORTS
Four weeks prior to the end of each quarter, a progress report will be available to the parents of all students on the Parent Portal. The grade shown on the progress report only estimates the grade at that point in the quarter or semester. Students who do not receive a progress report on academics or citizenship for any specific class cannot be assigned a grade of D or F or NI or UN for that class during that marking period. Quarter and semester grades are determined by all work turned in (special projects, term papers) as well as the quarter or semester exam. Therefore, the final report card grade may vary from the progress report grade. It is possible for a student to be passing the course at the time of the progress report, and then fail the quarter or semester because of failure to complete all work, or for receiving low marks on the tests given after the progress report. The counselors will see the students who have negative progress reports and discuss ways to improve.

SEMESTER GRADES
The semester grade is the only mark that is entered on the student’s official academic record. This grade is representative of all the grades that the student receives throughout the semester. Semester grades do not include “+” or “-” symbols.

REPORT CARDS
Report cards will no longer be mailed home. Report Cards will be available online through the Parent Portal. If a parent/guardian does not have internet access, he/she can contact the registrar to request a paper copy to be mailed home. Academic and citizenship grades are given for each subject.
HONORS

HONOR ROLL
The Honor Roll is posted each quarter. Eligible students must fall into one of two categories:
- 4.0 GPA or better - First Honors
- 3.0 to 3.9 GPA - Second Honors

STUDENT OF THE QUARTER
In order to give recognition to students who achieve, have an excellent attitude, participate in activities and show improvement where needed, the Student of the Quarter Award has been established. Students are nominated each quarter by their respective instructors and will receive a certificate of merit and an outstanding citizenship grade.

ACADEMIC BLOCK C’S
Academic Block Cs are awarded to students who earn all A’s for three consecutive quarters during a school year. Students earn a Block C for their letterman jacket and then a small patch in subsequent years.

GRADUATION HONORS
For purposes of awarding honors at graduation, all grade point averages are computed at the end of the senior year. Seniors who receive a 3.0 GPA or above for seven semesters will receive Graduation Honors. The student(s) with the top grade point average over the first seven semesters will be awarded Valedictorian honors and the student(s) with the second highest grade point average receive Salutatorian. The Valedictorian GPA is calculated based on all courses taken at CCHS. Rankings of the top ten students as well as Valedictorian and Salutatorian will be based on the first seven semesters.

For the purpose of calculating GPA for Valedictorian and Salutatorian:
1. As long as graduation requirements are being met, there will be no limit to the number of weighted honors/AP courses available to students, other than what their 7 period class schedule can accommodate.
2. Students cannot substitute a non-CCHS course if the same course is offered at CCHS.
3. The number of weighted honors/AP courses counted cannot exceed the total number possible for that students’ graduating class in 4 years at CCHS.

RENAISSANCE PROGRAM
The purpose of the Renaissance program is to recognize students who are achieving academic excellence with tangible incentives, rewards, and recognition. It is an attempt to motivate all students to strive for excellence with a new commitment to their academic endeavors. Renaissance is more than a program; it is an attitude that everyone can achieve excellence. These are the incentives for achieving academic excellence through the Renaissance program. The rewards are presented quarterly through the Associated Student Body.
- Gold Winner – All A’S
- Blue Winner – All A’s and B’s

CITIZENSHIP PROGRAM
Central Catholic High School has the responsibility to assist students in developing responsible attitudes and behavior in the classroom and on campus. Students will receive one citizenship grade for each class. In addition, students will receive a campus-wide citizenship grade if their behavior warrants it.
The purpose of our citizenship grading system is to:
- Establish student accountability for behavior in the classroom and on campus.
- Address our responsibility to educate not only in the area of intellectual development, but also in emotional development.
- Reinforce behaviors which will lead to higher academic achievement in the classroom and throughout the campus and school related activities.
- Reward outstanding students.
CITIZENSHIP GRADES

The following grades will be given to each student as appropriate. The explanation for each grade serves as an aid to better distinguish the difference of each level.

OUTSTANDING – (O)
Student is self-motivated in demonstrating outstanding citizenship toward the class, subject, teacher, and fellow students in a consistent pattern. The outstanding student is described as consistently motivated, reliable, hardworking, respectful, and actively participates in classroom activities.

SATISFACTORY - (S)
Student demonstrates that he/she is usually sensitive to the procedures necessary to maintain a positive learning environment. The student usually is described as reliable, hardworking, respectful, and participates in class.

NEEDS IMPROVEMENT - (NI)
The student who needs improvement often impedes the learning process and interferes with the rights of others. Students consistently out of dress code are considered not to be following school policy. The student must quickly develop a more consistent concern for others.

UNSATISFACTORY - (UN)
Student consistently impedes the process of learning and infringes on the rights of others. Typical behaviors include: excessive talking, rudeness, disruption, inadequate preparation for class, and frequent dress code violations.

CAMPUS CITIZENSHIP GRADES
In addition to class citizenship grades, a student may earn a campus citizenship grade as described below:
- A campus “O” is earned when a student is recognized as student of the quarter.
- A campus “NI” is given according to campus-wide conduct that fits the description of NI above.
- A campus “UN” is given when a student is suspended for two or more days or when his/her class and campus conduct warrants it.
- Campus citizenship grades are given for the quarter in which the conduct occurred.

CONSEQUENCES FOR POOR CITIZENSHIP
If a student has two or more Unsatisfactory marks (UN’s) or three or more Needs Improvement marks (NI’s), (a UN counts the same as two NI’s), that student is ineligible for co-curricular activities for the quarter following the one in which the mark was earned.

CONSEQUENCES FOR SENIORS WITH POOR CITIZENSHIP
Seniors who are not eligible will not be allowed to participate in any senior activity including off-campus lunch-time privileges. At the end of the fourth quarter, seniors will be required to complete a citizenship grade clearance form to determine whether or not they will be eligible to participate in graduation ceremonies. Seniors who are not eligible will not be allowed to participate. The clearance form will be signed by school officials only after all student work and requirements are complete. If there is a behavior problem with a student at any point prior to or during graduation exercises, that student will not be allowed to participate further or in any remaining graduation activities.
INELIGIBILITY

ACADEMIC INELIGIBILITY
Students who fall below a 2.0 GPA and/or have two or more F’s are ineligible and will be placed on academic probation for one quarter. In order to participate in co-curricular activities a student must maintain a minimum grade point average of 2.0 and not have 2 or more “F”s. Students who fall below this standard will be ineligible for one quarter. The previous grading period will determine eligibility. First quarter, First Semester, Third Quarter and Second Semester Grades will be used to determine eligibility.

ACADEMIC PROBATION
Academic probation is a program through which students with a weak academic record (GPA below 2.0) receive increased school support. A contract identifying academic goals is drawn up and signed by student, parent and counselor. This means that the student will be expected to demonstrate capability and effort to do the work required at Central Catholic High School. Regular progress/grade checks will be used to monitor student growth. Parent(s) and/or guardian will be kept informed of student progress.

CITIZENSHIP INELIGIBILITY
Students who receive 2 UN’s or a combination of one UN and two NI’s, or receive three NI’s during a grading period are ineligible due to poor citizenship for all co-curricular activities and will be placed on disciplinary probation for one quarter. Students who fall below this standard will be ineligible for one quarter. The previous quarter grades determine eligibility.

FINANCIAL INELIGIBILITY
Please refer to the Financial Ineligibility on page 10.

CHRISTIAN SERVICE INELIGIBILITY
Each year students must have performed 25 Christian service hours by the end of the second semester. If a student does not have 25 hours at the end of the second semester there will be a conference between the student and the Christian service hour coordinator to create a plan for summer opportunities to become compliant with the rule. If the student does not have 25 hours at the beginning of the next school year, the student will be ineligible to participate in co-curricular activities. Students become eligible as soon as the hours are turned in. For seniors, all Christian Service hours must be completed and submitted prior to graduation practice in order to participate in the graduation ceremony.

PROCEDURE FOR INELIGIBLE STUDENTS
- The counselor will meet with the student and his/her parent(s) and/or guardian.
- Grade checks will be available regularly, according to time lines determined by the student's counselor.
- Students who are ineligible will not be allowed to participate in co-curricular activities starting on the eighth day of the quarter and will continue to be ineligible until the eighth day of the new quarter.

SUMMER SCHOOL/REPEATED COURSE POLICY
No credit for graduation will be given for summer school courses which are offered during full semester terms at Central Catholic (English, History, Science, etc.). Exceptions to this rule will be allowed if the student is making up a failed course or, under special circumstances, if permission is given by the Principal. Any and all courses must be pre-approved by the Principal. In any correspondence or online course the final exam must be proctored at CCHS by an approved CCHS staff member.

ACADEMIC BOARDS
Students who become academically ineligible or have consistently low grades may be required to have an Academic Review Board. Members of the board include: the counselor, the Dean, a teacher and the Principal and/or Assistant Principal. The Board meets with the student and the parents to discuss the expectations of a student’s continued enrollment at Central Catholic High School.
**STUDY SKILLS PROGRAM**

Central Catholic has adopted a study skills program. This has been designed to increase student achievement by teaching all students effective study strategies and skills. Study skills does not replace current curriculum. It simply teaches students strategies to master that curriculum. All course grades include a study skills grade which makes up approximately 10% of the total quarter/semester grade. A study skills grade is composed of assignment calendars, class notes and other items at the discretion of the instructor. The study skills 10% does not apply to Advanced Placement (AP) classes.

**STUDENTS WILL LEARN**

- Study strategies
- Listening habits
- Note-taking skills
- Vocabulary strategies
- Techniques for taking tests
- Reading comprehension strategies
- Organization/time management
- How to monitor their progress on the Student Portal online grade system at: [https://www.cchsca.org/login](https://www.cchsca.org/login)

**STUDENT RESPONSIBILITY**

- Use the agenda every day
- Complete homework every day
- Listen carefully to all instructors
- Turn in make-up work on time, one day for every day you are absent (excused absences)
- If experiencing academic difficulties, seek help from your teacher and/or counselor
- Take notes in all classes
- Use a 3-ring binder or notebooks
- Study for tests and quizzes
- Use reading strategies

**PARENTS CAN HELP**

- Check students’ agenda regularly
- Provide a “study space”
- Help student establish study schedule
- Contact the teacher if there is a problem
- Monitor student progress on the Parent Portal online grade system at: [https://www.cchsca.org/login](https://www.cchsca.org/login)
GUIDANCE AND COUNSELING

The purpose of Central Catholic’s Guidance and Counseling program is to assist each student to attain that degree of self-knowledge, information, and insight which will help him/her make mature and realistic decisions for the future. It is increasingly apparent that young people have many needs which must be satisfied before they complete their formal education. To the young person in the secondary school, some of these needs are very important. The importance increases as the person is called upon to make more and more decisions. The emergence of the full person is a complicated and difficult process. The Guidance and Counseling services may be able to aid in the process.

The Guidance and Counseling Department assists students to do the following:

- Develop decision making competency, independent judgment, and acceptance of responsibility for decisions and academic performance.
- Develop, with parental cooperation, a better understanding of the student’s educational assets, liabilities, occupational opportunities, and requirements.
- Develop effective educational and career plans.
- Evaluate plans for appropriateness and feasibility, and make modifications when necessary.
- Maintain a commitment to the plan and aid in preparing for post-high school educational and/or vocational experience.
- Discover and develop creative and leisure interests.

Each grade level is assigned a counselor who will make an effort to meet with each student for whom he/she is responsible. However, each student is free to make an appointment with any of the counselors if he/she wishes to discuss matters of a personal nature.

CHRISTIAN SERVICE PROGRAM

The purpose of fulfilling Christian service hours while attending CCHS is to practice the teachings of Jesus Christ (put our FAITH in ACTION) and to actively live out our CCHS Mission “To witness to the Gospel”. Service has always been a hallmark of Christianity and an outreach to the local and global community. Our service hours are modeled after the Gospel of Matthew 25 where Jesus says “Truly, I tell you, whatever you did for the least of these brothers and sisters of mine, you did for me.” - Matthew 25:40.

REQUIREMENTS

Every student is required to complete a minimum of 25 service hours per year of which 5 hours are Project Light (rubrics separate) by the deadline. A CCHS graduate student would have completed a minimum of 100 hours during their 4 years of High School.

EXPECTATIONS

Students are expected to fulfill the precepts of the Church, live out the Corporal/Spiritual works of Mercy and support Catholic Education events for their service hours. Students are called to freely share their time, treasure and talent without receiving any payment, reward or monetary donation for their service hours. Students may not serve their immediate family, rather are expected to serve their school, parish, local/global communities and non-profit organizations. All Christian Service Hours must be approved by the Christian Service Coordinator to ensure the hours will be counted on their transcript. Service hours will be tracked and approved through a mobile app called HelperHelper.

RECOMMENDED CHRISTIAN SERVICE HOURS

- Seven Corporal Works of Mercy: feed the hungry- serve at local shelters or food drives, give drink to the thirsty- provide water and other drinks to shelters, clothe the naked- organize clothes drives, shelter the homeless- build homes with Habitat for humanity, visit the sick- spending time in a care home with elderly or volunteer at hospitals, visit the imprisoned- help children with Angel Tree Prison Ministry, and bury the dead-altar serve at funerals or serve as a pall bearer.
- Six Spiritual Works of Mercy: Educate the sinner- on matters of Faith, instruct the ignorant- tutoring on an academic or spiritual subject, counseling the doubtful- peer ministry, mentoring & guidance, Bearing wrongs patiently & forgive offenses- volunteer at parish penance services, and comfort the afflicted- volunteer at Jessica’s Counseling house for grieving children & families.
- Precept of the Church: provide the needs of the Parish- volunteer at Religious Education classes, help with RCIA classes, Serve at Mass by: Altar serving, reading scripture, Singing in the choir or being an Extraordinary Minister of Holy Communion. The Church also needs help with parish festivals, fundraising events & youth ministry.
- Support Catholic Education: volunteer at CCHS (ex: BASH or build Homecoming floats) or other feeder Catholic school events outside of the regular school hours for service.
- Project Light- Designated Grade level projects with separate rubrics (5 Hours)
DUE DATES AND AWARDS

- **1st semester**: a minimum of 10 Christian service hours by Friday, December 6, 2019 with a 500 word typed essay about how you fulfilled the CCHS MISSION with your service hours due to your Theology Teacher.
- **2nd semester**: a minimum of 10 Christian Service hours by Friday May, 1, 2020
- **2nd semester PROJECT LIGHT DUE DATE**: A minimum of 5 hours of Project Light due by Friday, April 24th, 2020 with a 700 word typed essay about how your project light hours fulfilled the CCHS ISO/Core Values with group picture.
- **SERVICE AWARDS**: students who track more than 40 hours on HelperHelper by May 1st, 2020 will be recognized with a Christian service award at the end of the school award ceremony.
- **BISHOP BLAIRE – GOOD SHEPHERD AWARD**: In memory of our Beloved Bishop Blaire who served our diocese & CCHS community for over 20 years as a Good Shepherd, we will honor selected students who have served the church with over 100 tracked service hours per year.

TRACKING SERVICE HOURS

- The school has purchased a mobile service app- HelperHelper which every student will be required to use on their personal mobile or other computer device.
- Every student will be receiving an email from HelperHelper with information on how to download the app and began using to track your summer and school service hours.
- Service opportunities will be available with times slots & dates on the HelperHelper app or students may create a service opportunity not listed on the app and will need to receive validation of the service from the CCHS Christian Service Coordinator.
- All hours: Christian Service and project Light will be tracked through HelperHelper.
- NOTE: the original Christian service forms will no longer be used to track service hours.

GRADE LEVEL RETREATS

Every student at CCHS has the opportunity to attend a religious retreat with his/her classmates. All grade levels attend retreats that are held off campus, usually at a local parish hall, and are mandatory. The retreats are one day only, usually the same time frame as the school day. There is a small fee for the retreats. Retreats will be facilitated by NET Ministries. Failure to attend the retreat for a student’s particular grade level, regardless of circumstance, will mean students will have to attend a retreat of another grade by the end of that year.

ATTENDANCE AND TARDY POLICIES

Students are expected to be in attendance all of the days and hours that school is in session unless appropriate reasons exist to justify their absence. Absenteeism from school will be categorized as either excused or unexcused. Students who are excessively absent are missing valuable classroom experiences that are intrinsic to the curriculum. It follows that failure to meet these experiential objectives should be reflected in a student’s academic grade. In some cases, numerous missed days of school may affect a student’s ability to participate in certain co-curricular activities. Any student who is absent from school for more than two periods on the day of a school event (e.g. athletic contest, athletic practice, dance production, non-required class trips, etc.) for reasons listed under unexcused absences may not attend or participate in that event.

HOMEWORK REQUESTS

Students are encouraged to get the homework from other students and/or by contacting their teachers. Homework is posted on the classroom calendars. Requests for assignments may be made on a third day of a consecutive absence.

UNEXCUSED ABSENCES

Absences that can NOT be verified by a parent/guardian or the school, students leaving school without the attendance office informed of prior parent approval or truancy and suspension, both on and off campus. All unexcused absences must be cleared in writing or by a call to the school by the parent or guardian within a 48 hour period. Any unexcused absences after those 48 hours must have the principal’s approval.
**EXCUSED ABSENCES**

- Illness or medical, dental, and other doctor appointments verified by a doctor’s note, the day the student returns. (Students are encouraged to make medical appointments after school hours whenever possible. Students will be released for and receive an excused absence for appointments only on the written approval of parent(s)/guardian(s) with a doctor’s verified note.) Any students consecutively absent for illness beyond 2 days must return to school with a doctor’s note for extended absence, or else will be considered unexcused.
- Death in the family and/or attending funeral services of a member of the student’s immediate family.
- Required school related activities
- Excused personal/family reasons. (A student’s absence shall be excused for any one of the following justifiable personal reasons: appearance in court, family leave, funeral of a non-immediate family member. Prior to absence described in this regulation, a signed parental request must be received by the student’s counsel or the attendance clerk and approved by the administration. Only in the case of extreme emergency will the administration approve an absence after the absence occurs.)

A student whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence and such work is due upon the return of the student to school. The time for make-up may be extended by the teacher.

**OBLIGATION TO REPORT ABSENCES**

When a student is going to be absent for any reason, a parent(s)/guardian is expected to contact the school (209-524-9611) in the morning of the first day of absence. When a student returns, a written excuse that is dated and signed by the parent(s)/guardian is required to be given to the Attendance Office by 8:00 AM on the day following an absence. This policy also applies to students 18 years of age or older. Absences must be cleared within 48 hours or will be considered truancy and will be referred to the Dean of Formation.

**LEAVING SCHOOL DURING THE SCHOOL DAY**

Students may leave school during the day for a prearranged parent requested appointment. Students must come to the office to check out. Students not feeling well may come to the office to call home and get prior parent approval to leave campus and go home. Students are not to leave campus without going to the office to get permission.

**EXCESSIVE ABSENCES**

School authorities will contact the parents if they believe that an attendance problem exists. Students and parents will be asked to discuss the matter with the Attendance Coordinator, the Dean of Formation and/or a counselor. Excessive absences will affect student participation on field trips and other co-curricular activities. The school reserves the right to deny credit for any class in which a student has 10 or more absences and/or tardy attendance in a semester.

**PLANNED ABSENCES**

Families are encouraged to schedule non-illness related absences on days school is not in session. Planned absences are highly disruptive to the student’s educational success and are discouraged. The school realizes that in some circumstances it may become absolutely necessary for a student to be absent for justified reasons. Clearance from the Principal must be obtained at least two weeks prior to the planned absences. Requests must be in writing specifying the reason, along with the school days that will be missed. Examples of planned absences are: family vacations, college visits, outside dance/drama performances. It is highly encouraged that the school work be gathered for the time the student will be out of the classroom to turn in upon return.

**MAKE-UP POLICY**

Students may obtain missed assignments, tests, and quizzes from the Study Skills calendar in each of their classrooms. Students who are absent for one day must be prepared to make up any tests or quizzes on the day they return. In the case of extended absences, it is the student’s responsibility to make up missed assignments, quizzes, and/or tests. The teacher/school will assist the student in collecting assignments upon request after the student has missed three days of school. A makeup schedule for tests and quizzes must be arranged by the student with the teachers when the student returns to school. One day is allowed to make up assignments for each day missed as long as the absence is excused. Under normal circumstances, tests or quizzes must be made up within one week of the student’s extended absence. Students may make up work for unexcused absences at the discretion of the teacher(s). Students who have a pre-approved absence by the principal may make up work missed according to the guidelines above.
**TARDY POLICY**

One of the responsibilities of each student is to be in the classroom ready for work when the bell rings to start class. Please refer to teacher syllabi for rules in each specific course. Tardiness is irresponsible behavior in that it is disruptive to the learning process. If a student is tardy more than 10 minutes, but less than 20 minutes, the teacher has the option of assigning make-up work to compensate for the time not in class. If the student is tardy more than 20 minutes, he/she is considered absent and will be recorded cumulative or noncumulative, depending on the reason. Consequences are based per semester and are cumulative. Excused tardiness may be given for extreme weather conditions, traffic conditions and other emergency situations as determined by the school administration. Parents can only clear tardiness that is accumulated during the first period that the student is in attendance, up to a total of three times per quarter. Any first period tardiness beyond this threshold will be considered unexcused unless pre-arranged or accompanied with a doctor’s note.

**CONSEQUENCES**

1st TARDY
- Student notified by assigning teacher/staff member.

2nd TARDY
- Student and parent notified.

3rd-5th TARDY
- Student and parent notified.
- 30 minute detention.

6th-7th TARDY
- Student and parent notified.
- 1 hour detention.

8th TARDY
- Parent/student conference with the Dean of Formation.
- 1 Saturday School.

9th TARDY
- Student and parent notified.
- 1 Saturday School.
- Attendance contract in place.

10th TARDY
- Student and parent notified.
- 1-day on-campus suspension

11th TARDY
- Student and parent notified.
- 1-day off-campus suspension

12th TARDY
- Student and parent notified.
- Student Suspension pending Review Board Hearing
DRESS CODE

Central Catholic High School’s dress and appearance code has been established to emphasize safety, security, unity, modesty and professionalism. Its purpose is to promote our school while fostering a strong sense of “WE” spirit amongst our students. Students are expected to adhere to the dress code during normal school hours. It is the responsibility of the parents to see that their student(s) leaves home properly dressed and groomed for school. Parents and guardians who send their children to Central Catholic High School accept the judgment of the administration as final in matters of dress and appearance at school and school-sponsored activities. Parents may be called to bring regulation dress code clothing to school if their child is found to be out of compliance with the CCHS uniform policy.

- **Shoes:** Tennis shoes or any leather shoe is acceptable. Flip-flop style sandals are permitted.
- **Pants:** Traditional 4 or 5 pocket-cotton blend style. All pants must be solid, one color. No ragged/torn pants. All pants must have belt loops. Elastic bottoms are not allowed. Pants must be worn in a fashion that mid-drift is not exposed.
- **Too tight, too loose, or ill-fitting clothes are not considered to be in dress code. This includes, but is not limited to, spandex, yoga pants, pants of “skinny” or jegging fit, sagging pants, linen pants, etc.**
- **Denim jeans of any color are only permitted on announced/scheduled CCHS Spirit/Dress Up days. (On Spirit/Dress Up days students may wear jeans with a non-modified CCHS t-shirt)**
- **Shirts and dresses:** No skirts or dresses are allowed.
- **Pants:** Traditional 4 or 5 pocket-style cotton blend. All shorts must be solid, one color. Short bottoms need to be within 2 inches of the knee. All shorts must have belt loops.
- **Shirts:** All shirts must be a traditional solid colored polo or oxford cloth. All shirts must have a stitched on CCHS logo. No more than the top two buttons of any shirt may be unbuttoned. No non-CCHS shirt, top, camisole, blouse, etc. may be worn over the top of the CCHS polo. All shirts must have sleeves.
- **Outerwear:** All outerwear must be plain (solid) or Central Catholic. Brand logos must be limited to 1”x1” in size. An approved CCHS collared shirt is still required to be worn underneath all outerwear.
- **Sweaters:** Sweaters are permitted and a CCHS dress code shirt underneath is required. Sweaters must be plain and one solid color.
- **Sweatshirts:** All sweatshirts must be a CCHS, college or plain solid color only. No other enlarged logos are permitted including apparel logos. Two-tone, striped or sweatshirts with designs are not permitted. Polo or Oxford CCHS shirts are required to be worn underneath a sweatshirt. Hoods may not be worn in the classroom.
- **Jackets and Coats:** Jackets and coats do not take the place of collared shirts. These are defined as anything that buttons or zips in the front regardless of the material. Denim jackets are allowed. Solid one color required. No designs or large logos are allowed unless they are CCHS logos. Flannel jackets with patterns are not acceptable. Hoods may not be worn in the classroom.
- **Facial Hair:** Students must be clean shaven. Sideburns may not extend beyond the ear lobe. Students who are not clean shaven will be asked to shave at school. Students who refuse to shave will not return to class until they are in compliance.
- **Hair.** Any hair style that can create a distraction on campus will not be permitted. No extreme hair colors or styles are permitted. Any coloring of hair needs to be natural colors. All students must keep their hair neatly trimmed and groomed. Mohawks, fohawks, comb overs and mullets are not permitted. Shaved lines, unnatural parts or shaved designs are not allowed. Sides and back of head need to be of similar length. (Shaved sides with a long top and back are considered unacceptable. Shaving a single side is also not allowed.) Boys may not wear rubber bands, headbands, hair bands or any other items to hold their hair up or back. For judgement on lengths, the eyes, ears and neck should always be visible.
- **Piercings:** Limited to the ear. Other visible piercings are not allowed. Clear nose studs are not acceptable.
CHAPEL WEAR DRESS CODE

All students are **required** to dress in chapel wear for school Mass, and may be for other designated activities such as public speaking events, job shadowing, student ambassadors and trips to the Diocese. Failure to adhere to such when required will result in a dress code violation. Chapel wear includes:

- Dress pants or shorts (solid, one color)
- Approved plain colored dress shirts (oxford cloth, broadcloth or cotton) with the CCHS logo.
- Neckties with CCHS button-down shirt.

**NOT ACCEPTABLE**

(The following are NOT permitted)

- Denim jeans or shorts are not permitted
- Sagging or baggy pants and jeggings/leggings
- T-shirts, camisoles or tank-tops
- Hats of any type during school hours. This includes bennies and visors.
- Beards and/or mustaches or sideburns that extend past the earlobe and/or are more than 1” wide.
- Nose piercings, pierced tongues, or other facial jewelry. Heavy chains, wallet chains, spiked collars, or dog collar-like bracelets or belts. No ear gauges or tapers, spiked earrings or visible tattoos.
- Torn, ragged, written-on, or drawn-on clothing
- Clothing that advertises alcohol, tobacco, narcotics, sex, gangs, and/or anything in poor taste
- Shirts or blouses too short to tuck into pants/shorts; or too short to remain tucked at all times
- Yoga-style pants, sweatpants, warm-ups, or slacks made of warm-up material
- Athletic, PE shorts or swim trunks

**SPIRIT WEAR/DRESS UP DAYS**

- Yoga-style pants, sweatpants, warm-ups, gym shorts spandex or slacks made of warm-up material are not allowed
- Jeans may be worn with an unaltered CCHS or theme appropriate shirt
- Hats may not be worn unless specified in the dress up day guidelines. CCHS-affiliated hats may be worn on spirit days but must be removed during class.
- No ripped, torn, cut or altered clothing is allowed.
- Sagging or baggy pants and jeggings/leggings are not permitted
- Clothing advertising alcohol, tobacco, narcotics, sex, gangs, and/or anything in poor taste is not allowed
- Tank tops

Failure to follow the CCHS Dress Code will result in the following consequences: When a student is deemed out of dress code parents will be called to bring appropriate dress before the student may return to class. When possible, appropriate clothing will be provided by the school. Dress Code Consequences are based per quarter.

1st Dress Code
- Student contact by the Dean of Formation or Assistant to the Dean

2nd Dress Code
- Parent and student contact.
- One school detention

3rd Dress Code
- Parent and student contact.
- One school detention

4th Dress Code
- Parent and student contact.
- One Saturday school detention

5th Dress Code
- Parent and student contact.
- Student suspension. (1 Day)

6th Dress Code
- Parent and student contact.
- Student Suspension pending Review Board Hearing
CAMPUS AND DANCE ATTIRE GUIDELINES

As representatives of our school values and Christian culture, students are asked to present themselves in a way that displays our Catholic faith and morals at all times while on campus. Student must attend CCHS co-curricular activities in attire that reflects the dignity of the human person and upholds the virtue of modesty. Guidelines below lists the requirements for CCHS students while on campus and at school-affiliated events, including dances, with the exception of that required by a class or sport (if required in this activity, attire may only be worn during such activity):

- No excessively low cut dresses or tops.
- No mid-drifts.
- No attire referencing drugs, of a sexually explicit nature, or displaying offensive humor.
- Dress that is too revealing, skin-tight (including yoga pants) or see-through in part or whole.
- No skirts, shorts and dresses that are too short.

Failure to adhere to such will result in parent contact and may include disciplinary action. *Please note that such guidelines will be strictly enforced at dances both for CCHS students and guests, and will result in refused entry if not adhered to (without refund).

STUDENT USE OF SOCIAL MEDIA

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the CCHS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Central Catholic High School community and, as such, are subject to the same behavioral standards set forth in the Student Handbook. In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- Students may not use social media sites to publish disparaging or harassing remarks about CCHS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy as well as other policies at CCHS, will be dealt with according to the disciplinary actions described in the Student Handbook or as determined by the Office of the Dean of Formation. Possible penalties could include but are not limited to the loss of co-curricular privileges. Similar to comments made in person, Central Catholic High School will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm others inside or outside of the Central Catholic community.
- Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Inappropriate or offensive language or images which would reflect adversely on the Catholic school/Church
- Indicating knowledge of an unreported school violation—regardless if the violation was unintentional or intentional.
- Any form of harassment as defined by the CCHS Harassment Policy outlined in the Student Handbook.

While Central Catholic High School does not monitor student social media accounts, it has the right to act on information provided by third parties (i.e. students, parents, & community members). Central Catholic High School also has a right to investigate student’s social media sites in the event of allegations of inappropriate online conduct.
MISCELLANEOUS TOPICS

ACCIDENT REPORTS/STUDENT INSURANCE

Every student is covered by school insurance, the details of which are explained in a brochure mailed to the family of each registered student. This insurance applied to injuries caused by covered accidents occurring:

- On school premises during the days and hours when school is in regular session, including 1 hour immediately before and 1 hour immediately after regular classes, while continuously on the CCHS premises.
- While participating in or attending CCHS sponsored and directly supervised activities, except interscholastic high school tackle football.
- While traveling directly without interruption to or from home and school for regular attendance; or school and off campus site to participate in school sponsored and directly supervised activities provided travel is arranged by CCHS and while traveling in school vehicles at any time.

ACCIDENT REPORTS MUST BE SUBMITTED AS SOON AS POSSIBLE AFTER AN INCIDENT OCCURS. Accident Report Forms are located in the Main Office and must be completed by the adults in charge of the activity or area at the time of the accident and returned to the CCHS Main Office.

ATHLETIC FACILITIES

All CCHS athletic facilities (weight room, basketball courts, fields, etc.) can be used only with a staff member present (insurance regulation). Any arrangements to use these facilities should be coordinated with the Facilities Manager, in conjunction with the Athletic Director.

ONLINE BOOKSTORE

Textbooks can be purchased through the Virtual Bookstore at [http://www.cchsca.org/academics/textbooks](http://www.cchsca.org/academics/textbooks). All Study Skills binders and supplies must be purchased independently.

CCHS BISTRO

The CCHS Bistro and the CC Cafe offer the students, as well as the faculty and staff, an on-campus hot lunch option. Each day, students can choose between a variety of grilled Paninis, homemade soup, fresh salads and a variety of a la carte items. Lunch items range in price from $1.00 to $5.00. The CCHS Bistro and Café are operated by Mr. Marco Canela.

ELECTRONIC DEVICES

- All such personal electronic devices may only be used before, after school, during break or lunch.
- All personal electronic devices are to be out of sight during class time, Mass or other assemblies. Devices will be confiscated and kept for the remainder of that day if used in an inappropriate setting. The device will then need to be brought to the Dean the following school day as well.
- For student safety and to build a culture of engagement, headphones or earphones may not be worn during school hours. Violation will result in confiscation.
- Text messaging and making or receiving incoming calls is not permitted during class time. Parental phone calls/texts are not exempt from the rule.
- Confiscated devices may be picked up in the main office at the end of the school day.
- Devices and or cell phones can be used for academic purposes under the direct supervision of a classroom teacher and only with their permission.

CHANGE OF ADDRESS

The school requires that whenever there is a change of contact information (address, email, phone number, and/or family name) this information must be reported promptly to the Main Office.

CHAPEL – OUR LADY OF LIGHT

The chapel is a place of prayer and worship. Therefore, students are reminded that a respectful quiet is expected of them in the chapel. Students are encouraged to use the chapel before and after school as well as during lunch for private prayer. Reconciliation is available upon request.
CO-CURRICULAR ACTIVITIES

All athletic and social activities of pupils, wherever held, if conducted under the name or auspices of Central Catholic High School, are considered co-curricular activities. The following activities offered at Central Catholic High School are, by this definition, co-curricular. As other activities are offered they will be assessed by this definition.

- Academic Teams
- Associated Student Body (ASB)
- Clubs and Organizations
- Athletics/School Dances
- Other school-sponsored activities
- Senior Privileges
- Non-Academic Field Trips

Any activity that is not directly related to classroom instruction or a general requirement of the school is considered co-curricular. As a general policy, an organization’s moderator must be present for all meetings to serve as a resource person and to actively guide the students toward sound, constructive programs. Note: It is the student’s and parent’s responsibility to achieve eligibility and to be aware of the results of ineligibility.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

To be eligible for co-curricular activities a student must:

- Maintain a minimum grade point average of 2.0 and not have 2 or more F’s.
- Maintain acceptable citizenship. Refer to page 23 for more information.
- Be current with all financial obligations to the school. Refer to page 14 for more information.
- Be current with all Christian Service obligations.
- May not have excessive absences.

ELIGIBILITY FOR SPIRIT LEADING/ELECTED OFFICE

To be eligible for elected office and Spirit leading, a student must:

- Meet co-curricular eligibility criteria.
- Be registered for the following year, which requires that their tuition payment is current.
- Have teacher recommendation.

ELIGIBILITY DATES AND DEADLINES

Students who participate in co-curricular activities must follow the rules and regulations contained in the athletic handbook in addition to this handbook. The Athletic Code is available at www.cchsca.org; the Spirit leading Code is given to each spirit leader when selected and the Activities Handbook is available from the Director of Student Activities.

FORMATION OF NEW CLUBS

The formation of new clubs and organizations may be done only with the approval of the Director of Student Activities and ASB.

STUDENT CLUB/ACTIVITY PURCHASES

When students need to purchase supplies for their club or organization, they must first obtain a purchase order requisition and have it approved by their moderator. All check requests must have prior approval of the moderator and must be made three days in advance. Students will not be reimbursed if they have not followed proper procedure.

STUDENT GOVERNMENT

Student government at Central Catholic functions through the Associated Student Body Organization. All legislative powers are vested in the Student Council, which meets weekly throughout the school year. In addition, four class officers and a class representative are elected for each class to lead them in special social and civic functions. Orderly operation of student government at Central Catholic is promoted by the ASB Constitution and by the Activities Handbook. Interested students may obtain copies by contacting the Activities Director.
STUDENT GOVERNMENT ELECTIONS

Every class has four elected officers: President, Vice President, Secretary, and Treasurer and one appointed class representative. The senior, junior and sophomore class officers are elected during the last month of the school year previous to their term in office. Freshmen will elect officers to represent them during the first quarter. Student Body President, Vice President, Secretary, Treasurer, Renaissance Commissioners and Rally Commissioners are elected to office in May. The Commissioners will be selected by the newly elected executive student council and the Activities Director. All ASB officers and commissioners must meet the eligibility requirements that include being academically, financially, and Christian service eligible, and registered for school and the next term. All CCHS students are eligible to vote.

DANCES

- All dances are scheduled by the Director of Student Activities.
- Music for all dances will be provided by the D.J. currently under contract with the school.
- Each dance is to be chaperoned by teachers and the Director of Student Activities.
- There will be a security official at all dances.
- Entrance to dances is allowed within 30 minutes of the opening of the dance. If a student has to work and come later, permission must be obtained ahead of time from the Director of Activities.
- All students will be breathalyzed prior to admittance to any CCHS sponsored dance.
- A student will be allowed to leave at any time with his/her parent/guardian. Upon leaving, the student will have to sign out with the faculty moderator of the dance, telling the time of departure if he/she leaves earlier than one-half hour before the dance is over. Students will not be able to return to the dance and must leave the parking area immediately.
- The Director of Student Activities has the authority to deny entrance to school dances if a students’ attire is deemed inappropriate.

GUEST PASSES

- No outside person will be admitted to any dance without a guest pass.
- Guest passes must be obtained from and approved by the Director of Activities in advance
- Guest passes are limited to one per student.
- No guest passes will be issued at the door. Guest passes must be obtained by the CCHS host student when purchasing a ticket for the guest. This must be completed no later than the end of the school day on Friday prior to the event.
- No refunds will be granted.
- All guests will be required to show their student body card and/or a picture ID. Failure to comply voids the guest pass.
- Guest passes must be signed by the guest’s parent and school.
- CCHS has discretion for all guest passes issued
- Host students are responsible for all of their guests’ behaviors and will be held accountable for any infractions
DRIVING AND PARKING RULES

VEHICLE REGISTRATION

- Students who drive to school are to register their cars with the Dean of Formation at the beginning of the school year. If a student begins driving during the school year, he/she should register the car at that time.
- Students who drive to school are to pay a parking fee of $5, billed to the student’s FACTS account upon completion of the electronic parking registration form.
- Upon submitting the form, students will be supplied with a hang tag permit with a unique identification number to be displayed in their vehicle at all times while on campus. If student drives a different car to campus than that registered, they must submit a new registration form prior to parking on campus. They may use the same placard in such instances when multiple cars are used.

DRIVING AND PARK INFRACTIONS

- Continued problems with parking or driving could result in suspension or revoking of driving or off campus privileges. Students should park in marked spots in their designated parking lots. Students should never park in handicap spots unless they have a need to do so with an approved California handicap permit.
- Students found parking on campus without displaying a permit will serve a 30 minute detention. Three or more such offenses may result in student being prohibited from parking on campus.

DESIGNATED PARKING LOTS

- Sophomores may park in south lot nearest David Patton Field
- Juniors may park in south lot nearest David Patton Field
- Seniors may park in the Northwest lot between Glynn Hall and the Mark Gallo Health and Fitness Center
- The Northeast lot is overflow parking and may only be used with permission from the Dean of Formation.

RESTRICTED PARKING AREAS

- Students are to lock their cars when they arrive at school and are not to return to their cars without faculty/staff supervision, with the exception of lunchtime for seniors leaving campus. When a student does need to go to their car with staff supervision that student should go alone. There should never be multiple students congregating in the parking lot.
- Students are to park in the lined parking areas only.
- The parking area directly in front of the Administration Building and the Development Office is reserved for staff and guests.
- Students are not to drive across the back of the campus from one parking lot to another during the school day.
- Seniors who have a signed parental permission form for off-campus lunch may only return to their cars at lunch time (provided that the student is eligible for this privilege). This is only to go off campus - seniors may not eat or loiter in their cars.
- Students may not park in the fire lanes.
- Students may not park along buildings or grass areas. These spots are reserved for Staff and guest.
- Parking is limited to CCHS property only. Students are not allowed to park on the street or at St. Stanislaus School.

VEHICLE OPERATION

- No student without a valid California Driver’s License is to operate any motor vehicle on the school grounds.
- All laws relating to the operations of motor vehicles in the state vehicle code are to be obeyed when driving on the school grounds.
- Excessive speed or careless driving renders a student liable to disciplinary action.
- Accidents occurring in the school parking lot are handled as private matters between parties involved. Central Catholic assumes no responsibility for accidents.
- Students are responsible for and will be held accountable for the contents in the vehicle they drive to school.
EMERGENCY DRILLS

- Announced and unannounced emergency drills are conducted throughout the school year.
- Classrooms are equipped with a CCHS Disaster Handbook, Evacuation Maps, and Survival Kits.

GRIEVANCE PROCEDURES

- Every effort should be made to resolve complaints first by meeting with the person involved. The President should be involved only when every other possibility has been exhausted. Recognize that staff is here to serve. Often this involves multiple job responsibilities. Please give all staff a reasonable time, two days usually, to respond to concerns.
- Therefore, parents and others who have questions, concerns, or complaints involving members of Central Catholic staff, will please follow the following procedure: Contact and/or meet with a staff member involved.
- If the conflict remains unresolved:
  - Meet with the Dean of Formation if the issue concerns disciplinary matters.
  - Meet with the head coach, then the Athletic Director if the issue concerns athletics.
  - Meet with the Director of Activities if the issue concerns any student activity other than athletics.
  - Meet with the Principal if the issue concerns school policy or personnel.
  - If the conflict remains unresolved, meet with the President and staff member involved.

HALL PASSES

A student outside his assigned area (classroom, gym, library, ASB office, etc.), must have a hall pass issued by his/her teacher. Hall passes will be issued only in emergencies. Do not ask teachers for hall passes unless there is a real emergency. Student outside class without a pass will be subject to disciplinary action.

LIBRARY

- The school library hours will be posted on the library doors. Students should acquaint themselves with library hours, practices and procedures.
- Food, drinks, candy, seeds, and gum are not permitted in the library.
- While school is in session students may visit the library as long as they have a hall pass signed by a teacher. Students must sign in when they arrive.
- The library is primarily a place for study. Students will be asked to leave and/or given a detention if the library staff determines they are causing a disturbance. If the disturbances are repeated, the student may be excluded from use of the library for a period of time to be determined by the librarian. The librarian will keep records of such students and their parents will be notified by the librarian or the Dean of Formation.
- Checkouts: Students may check out general books for 28 days with the right to renew material twice if items are not in demand for other students. Textbooks are available in limited numbers for emergency checkout of up to 14 days. Students are required to purchase personal textbooks for classes from the CCHS Virtual Bookstore.
- A fine of ten cents per day will be assessed for overdue library items, up to the cost of the item. All lost items must be paid for at the replacement cost. Students should notify the librarian immediately in the event of lost library materials. Report cards and/or transcripts will not be issued to students owing materials or fines.
- The library has several computers available for student use for school assignments only. All library computers are Windows operating system and have Microsoft Office suite including Word, Excel and PowerPoint. Internet access is also available. Students are required to have their own USB drive as part of their Study Skills materials, which may be used to save documents created on library computers. Computer documents may be printed in the library at no charge (unless they are very large). There is also a copier available in the library. Copies from the copier cost ten cents per page.
- Computer use requires adherence to the CCHS Technology Agreement. All CCHS computers are for school-related purposes only.
LOCKS AND LOCKERS

P.E. LOCKERS

- Locks are provided by the school. Any problems with P.E. locks or lockers should be referred to the Physical Education teacher.

CORRIDOR LOCKERS

- Locks are registered with the school at the time lockers are assigned.
- Locks are issued for a one time nonrefundable fee of $5.00.
- Replacement locks will require an additional $5.00.
- CCHS locks are the only locks permitted on CCHS lockers. All non-CCHS locks will be removed from lockers and replaced with a CCHS lock.
- All locks must be turned in at the end of each year or an additional $5.00 fee will be assessed.
- Lockers are to be kept locked and students should not share their locker or combination with others.
- Opening another student’s locker without permission may result in Disciplinary Probation.
- Food should never be kept in a locker overnight.
- Students may decorate the inside of lockers as they wish as long as it remains in good taste and is not damaging to the locker.
- No decals or other defacements will be allowed on the outside of lockers.
- All lockers are and remain the property of the school. The school reserves the right to open and/or search any locker at any time.

LOST AND FOUND

Any books, gym clothes, watches, purses, billfolds, etc. found on the campus or in the classrooms should be taken to the Main Office. Therefore, students who have lost anything should check first with the Main Office. Unclaimed items will be given away to students or donated to charity.

MEDICATION – AUTHORIZED USE

When a student is taking medication, whether prescribed or non-prescribed, he/she is to notify the Administration in writing. Parent(s) and/or guardian(s) are to identify the medication, reason for use, duration of use, times of the school day when the medication is to be taken. In case of a prescription, they are to identify the prescribing physician. These written notifications will be kept on file in the Main Office. All such information will be held in confidence. The student is required to report to the office to take the medication. The Administration is to be notified when student is no longer taking authorized medication.

P.A. ANNOUNCEMENTS

The P.A. system will not be used during class time. Exceptions may be made during the last few minutes of a class period. The P.A. may only be used during the following times: 1) During Homeroom for prayer and pledge 2) After school announcements 3) Emergencies on approval of Administration.

SECRET WITNESS

The Secret Witness Program was established at Central Catholic High School in order to preserve and protect our students, staff, and facilities. The goal of this program is to protect and preserve the individuals and property of the CCHS Community. If any teacher, parent, or student knows about or witnesses any offense against another person or property, it is his/her responsibility to inform school authorities. Each incident will be thoroughly investigated and the offenders apprehended. Any information received will be held in STRICTEST CONFIDENCE. Before any action is taken, other corroboratory information will be gathered to further keep the identity of the witness a secret. In this manner, it is hoped that the students, school, and personal property will be protected further.
USE OF SCHOOL FACILITIES
Apart from scheduled school time use, no student is allowed to use any school facility without the permission and presence of a faculty member.

SCHOOL TELEPHONES
- Students and teachers will not be called from class to answer the phone except in case of extreme emergency. Moreover, parents should not expect the office to help deliver messages unless it is most urgent. Parents should not call and/or text their students during class time.
- No school office staff will phone a student’s home for oral permission for that student to participate in Field Trips, etc., when written permission is required.

VISITATION POLICY
In order to ensure the integrity of instructional time and accommodate those interested in visiting Central Catholic High School, the following guidelines have been established:
- Students visiting CCHS must be out of school (holiday, approved release, etc.) the day of visitation.
- Approved visitors must be accompanied at all times by a designated CCHS student or faculty member.
- All visitors must be approved by administration and report to the attendance office the day of visit.
- All visitors must follow CCHS dress code when on campus or where clothing appropriate for the Catholic School environment.
- Students on disciplinary ineligibility may not host visitors.

UNAUTHORIZED VISITORS
- Any person on the Central Catholic High School campus without an authorized pass will be asked to leave the campus by the school administration.
- Anyone failing to respond to this request will be reported to the police for trespassing.
- Students and staff are to report unauthorized visitors to the administration immediately. Such reports should be as detailed as possible (i.e. names, descriptions, vehicle license plate number, etc.).

WORK PERMITS
The California Labor Code, section 1391, and the California Education Code, section 49112, permit minors, ages 14-17, to work on school days. Central Catholic High School follows these laws according to the times and hours students may work. Further information can be obtained from the Dean. Work permit applications are available from the Main Office. These forms are to be obtained for all jobs, both during the school year and during the summer.
ATHLETIC PROGRAM

The purpose and goal of the Central Catholic High School athletic program is to promote the physical well-being of students by providing a balanced physical education and interscholastic sports program. Find the complete Athletic Code at http://www.cchsca.org/athletics.

TEAM RULES

- There is no guarantee of the amount of playing time an athlete may experience in a season.
- The head coach has the discretion to remove an athlete from a team.
- All athletes must abide by the Athletic Code of Conduct found at http://www.cchsca.org/athletics.

ELIGIBILITY

- Each student who wishes to participate in any sport must provide a complete an Athletic Packet found here.
- For Academics, Citizenship, Attendance, Financial and Christian Service eligibility please refer to the Athletic Code.
- Any student who is absent from school for more than two periods on the day of a school event (e.g. athletic contest, athletic practice, dance production, non-required class trips, etc.) for reasons listed under cumulative absences may not attend or participate in that event.

COMPETITIVE EVENTS

- Students are to respect the campus of the opposing school. Students guilty of vandalism are responsible for full payment. The severity of the damage will be used to determine disciplinary action.
- Students guilty of unauthorized visitations to other schools at any time shall be liable to suspension.
- Students and parents are to refrain from booing a penalty, and/or directing abusive remarks to individual players, teams or officials. They are to remain quiet during free throws and to respect the name, colors, symbols, and insignia of the opposing school.
- Noisemakers that interfere with events or sound like referee's equipment are not permitted at any athletic events.
- Students are encouraged to sit in a compact group in the stands in order to facilitate organized cheering.
- Student or faculty reporters and cameramen who wish to work from the opposition's side of the field or court are to obtain permission from the opposing school's supervisor beforehand.
- Central Catholic students attending an athletic event, even if not part of the cheering section, are to remain on the same side of the field or court as the rooting section from Central Catholic at all times: before, during, and after the game.
- The reputation of the school is upheld by the behavior of students, parents, teams, coaches, or anyone who represents Central Catholic High School.
- Be considerate of the injured on both sides; express appreciation for exhibitions of fine play or good sportsmanship by players of either team.
- Any student who fails to cooperate with the above policies and procedures can be excluded from athletic functions.

Caution - Any student who does not fulfill the requirements listed above is duty-bound to report any irregularity in eligibility to the Athletic Director before taking part in any interscholastic contests. Ineligible students taking part in such contests make the school liable to forfeiture of the contests, or even the whole league season, as well as possible suspension from the California Interscholastic Federation.
STUDENT CODE OF CONDUCT

- The Conduct Code, school climate, and discipline are designed to teach the students self-control for their own personal development in the imitation of Christ.
- The school retains discretion to administer the form of discipline it finds appropriate in any given instance, based on the seriousness of the violation.
- The guidelines set forth in the Conduct Code are designed to teach students self-control and accountability, to present them with a model of what is expected of them for their own personal development and for the good of the school. These standards seek to promote Catholic Gospel values and to foster an environment that is conducive to learning. Love for oneself and for others is the fundamental principle underlying the Conduct Code.
- NOTE: Any and all disciplinary action as a consequence of violation of the Student Code of Conduct may jeopardize admission to the National Honors Society (NHS).

Cooperation between the school and parents is vital. We expect parents to support all Conduct Code policies so that together we can provide our students with a meaningful Catholic education. The school strives to provide for every student the following:

- The pursuit of education in a quiet classroom in which they can see and hear.
- A hearing from those in authority in case of grievances.
- Appropriate correction.
- The counsel of their parent(s) and/or guardian.
- Proposal of actions for their own betterment.
- Participation in school programs for which they are eligible.
- Freedom from intimidation by fellow students.
- Evaluation without prejudice, thus receiving the grade they earn.
- Accurate reporting of records to other schools and employers when they request it.
- The expectation that the Conduct Code will be applied fairly and without prejudice to all students.

STUDENT BEHAVIOR

Central Catholic High School believes that its students should behave in a respectful and caring manner. It begins with a respectful attitude. Following that are outlines of what is expected behavior on campus, in the classroom, outside the classroom, at assemblies, Mass and more.

RESPECTFUL ATTITUDE

To facilitate the atmosphere of a Christian family all students are expected to treat each other with respect.

- No student is to use any name or phrase that is derogatory towards another person.
- Inattention and talking: Lack of cooperation with, disrespect for and inattention to speakers, students, staff or guests is not acceptable.
- Any form of harassment will not be tolerated. This includes, but is not limited to, sexual, racial, and/or physical.

CAMPUS BEHAVIOR

Central Catholic High School believes that its students should behave in a respectful and caring manner. The following serves as a guide for proper student behavior on campus.

SCHOOL PROPERTY

Buildings, furniture, books, materials, and grounds are maintained by the efforts of many people so that students can have the best available facilities for education. CCHS students are expected to assist in preserving all school property.

- No student should place litter of any kind on the grounds, on tables, or any place other than trash can or recycling bin of some kind. Privileges such as spirit/dress up days will be determined by the cleanliness of the campus.
- No gum or sunflower seeds are allowed in any of the school buildings at any time.
PERSONAL PROPERTY

- Help your fellow classmates in maintaining everyone’s personal property, such as: books, notebooks, and physical education equipment. Students are encouraged to secure personal property. Every student is assigned a locker. It is up to them to use their locker and protect their combination.
- No graffiti is allowed on any personal belongings such as backpacks, books, binders, clothing, etc.
- Cellular devices must be turned off and kept out of sight during class time. No electronic devices are to be used or visible in classrooms (unless they are being used for academic purposes). Failure to follow this policy will result in confiscation for the rest of the school day and the entire next school day. These items will be returned after school only. Parents should call the office if it is necessary to contact students, especially in emergency situations.

CLASSROOM BEHAVIOR

The following are the standard classroom policies. In addition, teachers may have special class rules not listed here. Please refer to the class syllabus for more specific information. Students are bound by the rules below and by the instructor’s stated classroom rules.

- Students are to be in their assigned location when the bell rings. Students are to remain in their seats until the teacher dismisses students at the bell at the end of the period. No one is allowed to leave the classroom during instruction unless there is an emergency.
- Students are to bring all necessary materials for class: text(s), workbooks, pens, pencils, etc.
- Students are to be attentive to the instructor and to participate in all class activities assigned by the teacher. They are not to do work for another class or to read other-than-class-materials, unless given explicit permission to do so.
- Each student is to refrain from talking without permission and from talking to others during instruction, study periods or tests.
- Students are not to congregate around an instructor’s desk without permission. All items on the teacher’s desk are considered personal; students should not touch or read papers, grade books, etc.
- Students are to avoid any action that is distracting to the learning procedure in the class, especially harassing other students.
- Students are responsible for the cleanliness around their work areas at the end of class. The teacher enforces the appearance policy of the classrooms.
- Students are to refrain from vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation.
- The location of desks, the condition of windows, drapes/blinds and lights, etc. are the teacher’s responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students are not to put down or make hurtful remarks to other students or teachers.

VIOLATIONS OF CLASSROOM BEHAVIOR

- Teachers will notify parents in the event a student fails to comply with rules and fails to show improvement in classroom behavior.
- The Conduct Code will be enforced by the teachers in classroom situations.
- In the case of more serious infractions or repeated infractions, students may be referred to the Dean of Formation.

ASSEMBLY/MASS

All Masses and assemblies are important to our school culture. Attendance at these activities is important to our efforts to teach the whole person. It is important that parents are supportive of these efforts and try to avoid scheduling conflicts that would remove students from these events.

ASSEMBLY/MASS BEHAVIOR

- Students will behave in an appreciative, attentive and respectful manner when attending school assemblies, Masses, athletic events, and other school sponsored activities.
- Students are to remain in assemblies until the program ends.
- For more formal presentations, the only appropriate response is applause.
- Assemblies will not start until all students are seated in their proper sections and acting appropriately. Mass behavior will be reviewed periodically during the year and before Mass.
- Unexcused absences from Mass or assemblies will be treated as a cut.
ACTIONS THAT COULD LEAD TO DISCIPLINARY CONSEQUENCES

Students are encouraged to take responsibility for their behavior and actions. Disciplinary consequences are at the discretion of the Principal and Dean of Formation for actions including, these consequences are listed and explained in more detail starting on the page under Definition and Explanation of Terms, Procedures and Conduct Code Consequences.

AREAS OFF-LIMITS TO STUDENTS

- Areas which students are not allowed during the school day (except when given specific permission).
  - The faculty room, storage rooms and maintenance rooms
  - Behind the counter in the main office
  - The Library offices and storage rooms
  - Area behind the Mark Gallo Health and Fitness Center
  - All classrooms and facilities unless opened and supervised by a staff member.
  - Area behind the main classroom buildings unless supervised by a staff member.
  - Athletic fields and field houses except during PE classes or under a supervised athletic practice.

INAPPROPRIATE BEHAVIOR

- Students are not allowed to display affection for one another except by holding hands. If, after a warning, displays of affection continue, the students involved may receive disciplinary consequences.
- Inappropriate Behavior: Students should conduct themselves at all times with honor and in such a way that they respect the values of the Gospel. Inappropriate, rude, cutting remarks or other unacceptable behavior at school or school related functions will not be tolerated.
- Fighting is forbidden on or off the school grounds and before, during, or after school, or at any school sponsored activities. The number of offenses is accumulated throughout the student’s tenure at the school. Note: Students may be suspended, transferred, or expelled depending on the severity of the infraction.
- Disobedience/Defiance/Classroom Disruption: Students are required to obey classroom and school rules and are expected to obey the authority of the teacher and other school personnel. Students may not interrupt the learning of their classmates. Severe disobedience/defiance offenses committed by students are potential reasons for immediate removal from class.
- Profanity & gambling.
- Cutting Class/Absence: Students are required to attend all assigned classes, Masses, and assemblies. Students also need authorized permission from the school and their parents to leave campus. Students leaving campus without authorization will be considered as cutting class. Students who are absent for more than two periods will receive progressive disciplinary action relatively to the extent of the truancy.
- Use or possession of tobacco products.
- Forgery or Misrepresentation of School Documents. This includes the forging on notes from staff.
- Theft/Damage to School Property: The theft or damaging of school property such as books, materials, lockers, furniture, computers, buildings, or grounds is forbidden. Central Catholic High School reserves the right to withhold grades, diplomas, and transcripts of any pupil responsible for the loss of or damage to school or personal property until the pupil or parents have paid for the damages.
- Possession of Firearms, Weapons, or Explosives: The use or possession of firearms, weapons, or high power explosives will be cause for immediate suspension and recommendation for expulsion. Firecrackers, caps, fireworks, etc. fall into this category.
- The use or possession of any device designed to shoot water. Any water devices confiscated on campus will not be returned.
- The riding of or possession of skateboards, scooters or bicycles on campus. Such equipment will be confiscated and held through the remainder of the school year.
CHEATING/PLAGIARISM CONDITIONS
These conditions may include but are not limited to: securing test or quiz answers, writing tests or quizzes in a dishonest manner, use of notes, papers or aids during testing period, talking for any reason, eyes wandering or glancing around the room, leaving your seat, not following teacher instructions, etc. Stealing or being in possession of test copies or other materials without the teacher’s permission. Copying the work of others and submitting it as your own, in any form, on homework, on tests or in any format is plagiarism. Policies on cheating and plagiarism within the classroom will be outlined in each teacher’s course syllabus.

ACADEMIC INTEGRITY
Honest evaluation of student progress demands honest work by each learner. Breaches of academic integrity occur when students obtain or assist others in obtaining credit for work which is not their own. The following consequences for academic dishonesty will be implemented. If a teacher finds that a student has committed one of the following or similar offenses, the teacher will assign a failing grade for the academic work or quiz/test involved. The teacher will also report the instance of cheating to the Dean of Formation. The student, the student’s parent/guardian, the Dean of Formation and the student’s counselor will also be notified by the teacher. A copy of the referral will be kept on file. Consequences are campus wide and will carry over from other courses. Lapses of academic integrity included in this category are:

- Communicating in any way with another student during a quiz or test.
- Copying material from another student’s test, quiz or homework.
- Using unauthorized notes or preparing notes or text material to be used during a test or quiz.
- Obtaining information about a test or quiz given without the consent of the teacher.
- Submitting a paper or project, which, in part or whole, is not the student’s work. Plagiarizing in any form from books, websites or other student’s work is not acceptable.
- Copying another person’s assignment or allowing the copying of one’s assignment or homework unless permitted by the teacher.
- Copying or using computer stored data created by another student.
- Changing answers on a test, quiz or assignment by a student.

CONSEQUENCES TO VIOLATING ACADEMIC INTEGRITY

1st Offense
- Parent contact by the teacher (phone).
- A zero on the test, quiz, or assignment.
- No make-up privileges.
- Referral to the Dean.

2nd Offense
- Parent contact by the teacher (phone).
- A zero on the test, quiz, or assignment.
- No make-up privileges.
- Referral to the Dean.
- Possible one-day on-campus suspension.

3rd Offense
- Parent contact by the teacher (phone).
- A zero on the test, quiz, or assignment.
- No make-up privileges.
- Referral to the Dean.
- Student Suspension pending Review Board Hearing
HARASSMENT
CCHS prohibits the harassment of any person. To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service and student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. Forms of harassment that take place off campus can still have consequences at school. Harassment of any person on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, sex, or age will not be tolerated.

Harassment may also include, but not be limited to, inappropriate use of:

- Text messages
- Notes or letters
- E-mail
- Social Media
- Verbal Communication

Harassment may be defined as any verbal, visual, or physical conduct which may directly offend an individual or group or cause a feeling of powerlessness, embarrassment, or create other social or emotional problems or make a student not want to attend school. Any threat of violence will be considered an extreme case of harassment. Threats of force or injury to school personnel and/or their property are forbidden.

CONSEQUENCES OF HARASSMENT
Central Catholic High School reserves the right to jump to any of the following steps based on the seriousness of an individual incident. All threats of violence against individuals or the school as a whole will immediately skip to the third offense.

1st Offense
- Parent contacted by school
- The student will be counseled by the staff member. If at a school function, student may be requested to leave. Depending on the seriousness, the incident may warrant school service, suspension, or a request for transfer.

2nd Offense
- Parent conference
- Suspension from co-curricular activities (depending on the seriousness of the infraction), school suspension, school service, removal of technology access or notification of parent may be assigned to offending student.
- Campus-wide NI Citizenship grade

3rd Offense
- Parent conference
- Immediate suspension pending Review Board Hearing
- Campus-wide UN Citizenship grade
- Placement on disciplinary probation
- Possible expulsion

REASONABLE SUSPICION
School officials may search such areas as backpacks, lockers, cars, and web sites if there is reasonable suspicion that the student is causing harm or possible harm to him/herself or/to others.

WITHOLDING INFORMATION
Conduct which aids or abets in the violation of laws, rules, or regulations is, in itself, unlawful and unethical. Students are cautioned against “covering up” the wrongful actions of others. Doing so will result in disciplinary action.
POLICY FOR POSSESSION/USE OF ALCOHOL/DRUGS

PARENT/GUARDIAN RESPONSIBILITY

- Parent(s) and/or guardian(s) have a responsibility to support the school’s policy on substance abuse and dependency. School can report incidents of parent supplying alcohol or a control substance to a student to the police.
- Parent(s) and/or guardian(s) who provide alcoholic beverages or illicit drugs to students, or who provide access to them are acting contrary to school policy and civil law.
- Parent(s) and/or guardian(s) who allow the use of their homes for parties where alcoholic beverages or drugs are available are acting contrary to school policy and civil law. This holds true whether parents are in or out of town.
- The school provides dances and other activities on a regular basis. These efforts are undermined when one or more families make their homes available for a party with alcohol (or other drugs). Every parent(s) and/or guardian who says “no” is casting a vote for working with the school in a rational approach to meeting our children’s needs for social activities that are well-attended, fun, and safe. Central Catholic students, as all teenagers, are under peer pressure to drink alcohol or take drugs. We can support the students in making good choices by providing a consistent message from the home and the school.
- A student who hosts a party, at which alcohol is served or at which alcohol or other illegal drugs are used with knowledge of the hosting student, is liable to the consequences listed below.
- Please note: Parents/guardians who give permission for and/or allow alcohol to be served in their home to Central Catholic Students seriously jeopardize the continued enrollment of their son/daughter.

POSSESSION/USE OF PRESCRIBED MEDICATION

The Dean of Formation may verify with parents/guardians the use of any over-the-counter or prescribed medication that a student takes on campus. When a student is taking medication at school for a chronic condition, parents/guardians should notify the Dean of Formation.

SELF-REFERRAL TO COUNSELORS (VOLUNTARY OPTION)

- The school is willing to work with any student involved with alcohol/drugs as long as the student is willing to follow the stated policy of the school regarding use, distribution, etc. and reasonable progress is being made toward recovery. Such counseling (in keeping with Federal Statutes for drug/alcohol counseling) will be held in strictest confidence (the exceptions being mandated by law, e.g. imminent danger of life, child abuse, psychotic behavior, etc.) Nor shall this information be shared with anyone outside of the school environment unless absolutely required by a court order in a legal proceeding or unless the student involved gives prior written permission.
- The student being counseled will (in the case of possible chemical dependency) be asked by the counselor to share his/her alcohol/drug related problem with parent(s) and/or guardian and/or Dean as that becomes necessary for the student’s appropriate progress. If such steps are not taken by the student when appropriate, and it is deemed by the school counselor that the student’s abuse of alcohol/drugs constitutes a serious health problem, or that some other serious health problem or potential problem exists, the counselor will either terminate the counseling sessions or notify the parent(s) and/or guardian and the Dean of Formation. In the latter case, the parents will be required to take the student for professional assessment treatment, if the student is to remain in the school.

REFERRAL BY OTHERS TO COUNSELORS

Provided no school policy has been violated these referrals will also be held in strictest confidence, and the student referred to the counselor by others will be invited by the counselor to enter into counseling under the conditions outlined above. Faculty members, peers, and others are encouraged to refer students to counseling when they exhibit such signs as high absenteeism, plummeting grades, physical signs that could be attributable to alcohol/drug abuse, erratic mood swings, etc. The student and the student’s parents may be invited for a parent conference at which time the school will inform them of the concerns. A plan will be developed with the parents to address those concerns.
**POSSSESSION/USE OF UNAUTHORIZED SUBSTANCES**

- A student found under the influence of, and/or using alcohol and/or other unauthorized chemical(s), look-a-likes, or paraphernalia on the way to or from school, at school, or before, during or after a school sponsored event will have the unauthorized substance or paraphernalia confiscated immediately unless a perceived danger exists in the execution of such action. The incident will be reported and his/her parent(s) and/or guardian will be called to take the student home, unless emergency help is necessary. The cost of such help will, of course, be borne by the student and his/her family.
- A conference with the student, parent(s) and/or guardian, and the Dean will follow such an incident. As a condition for continued presence in the school, the student will be required to have some regular counseling with his/her school counselor. The student may also be required to submit to regular drug testing; the cost of such is borne by the family. The frequency of the drug testing will be determined by the school. Upon recommendation of the school counselor, the Dean may require that professional assessment be done. Any class work missed will be made up after school hours. Consequences in the Conduct Code may be at the discretion of school authorities.

The student will be suspended in all cases until the Disciplinary Review Board has determined conditions of continued enrollment. This usually occurs within 5 school days.

**1st Offense**
Consequences include, but are not limited to:
- Immediate suspension pending a Discipline Review Board hearing.
- Possible expulsion.
- Disciplinary Probation.
- Campus-wide UN Citizenship grade.

The school also may discipline, up to and including expulsion, any student who is found to possess illegal drugs or who refuses or fails to cooperate with any reasonable search for illegal drugs.

**SELLING/PROVIDING UNAUTHORIZED SUBSTANCES**

A student selling or providing alcohol and/or unauthorized or illegal drugs to another Central Catholic student on or off campus, or is an agent of such a transaction, or sells or provides to any person while on campus or at a school-sponsored event or activity, or engages in an aborted drug transaction and/or had the intent to sell or be an agent of such a transaction faces the following:
- The unauthorized substance/paraphernalia will be confiscated.
- Parents/guardians will be called immediately.
- Immediate suspension pending a Discipline Review Board hearing.
- Possible expulsion
- Disciplinary Probation
- Campus-wide UN Citizenship grade
- Law enforcement personnel will be called when required by law and/or determined as appropriate by the school administrator responsible.
- A student who purchases or asks to be provided such substances on our campus or at a school-sponsored event or activity may face the same consequences.

**SUSPECTED POSSESSION/USE OF UNAUTHORIZED SUBSTANCES**

When administrators become aware, without evidence, that a student might be using, possessing, or trafficking in chemical(s)/alcohol, one of the counselors will meet with the student and discuss the situation. The counselor may decide to meet with the student’s parent(s) and/or guardian. The purpose of this meeting would be preventative in nature and not an accusation of use. In essence it would be an offer to assist the student and the parent(s). It must be noted that suspected use is not an accusation of use and is not a disciplinary matter as such. However, the school reserves the right to investigate and question all incidents of suspected possession/use.
METHODS OF ENSURING SAFETY ON CAMPUS

DRUG DOGS
Facilitated by the use of non-aggressive dogs, the contractor, Kontraband Interdiction & Detection Services, Inc. (K.I.D.S.), will make periodic unannounced visits to our campus. The visits are intended primarily as a deterrent as opposed to a method of apprehending. When a classroom is checked, students will be asked to leave the room and leave their belongings behind. With an administrator present, the canine team will sniff the interior of the room including the air around any student belongings. This includes backpacks, jackets, purses, etc. These items are not in the possession of the students when they are sniffed. If it is determined that a bag needs to be searched, the search is conducted in the presence of the student. Central Catholic reserves the right to search all personal property located on the campus (including but not limited to bags, lockers, cars, locker rooms, etc.). If a specific student search reveals any evidence of illegal substances the parents will be promptly notified and the general school policies regarding possession will be upheld. If the circumstances warrant it, the Sheriff’s Office will be contacted. Refusal by student or parent to allow the administration to exercise this right may result in the student being asked to leave the Central Catholic High School.

BREATHEALYZING
The school has test kits to detect uses of alcohol and drugs. These devices may be used at school/school-sponsored events/activities in order to promote an atmosphere of sobriety and safety for our students. They will be used at the discretion of the Dean of Formation or in the case of an extracurricular activity, the supervisor in charge, as supportive data to confirm suspicions of alcohol or drug use. Staff supervisors are the final judges of any alcohol or drug use at school-sponsored events. In the event of a failed drug or alcohol test (regardless of when the substance was consumed) the parents will be promptly notified and the general school policies regarding possession will be upheld.

- All students, including any guests, will be tested before entrance is allowed to any school dance.
- If, at an athletic or school event, a teacher or school administrator suspects a student is under the influence, that student is asked to submit to the test in private. If the test is negative, then the matter is dropped.
- If the student asked to take a breath test refuses, he/she will then be placed at the 1st Offense level.
- If the test is positive, then the steps for procession/use will be implemented.

REFERRAL FOR PROFESSIONAL ASSESSMENT
When observation and/or evidence of prior inappropriate behavior indicate a possible dependency problem, a serious health problem, etc., a qualified professional assessment will be required. When such a professional assessment is required, the Dean will provide the family with a list of at least three approved adolescent chemical dependency counselors/agencies from which they can choose.

TREATMENT AND AFTERCARE

- In case where the student is engaged in assessment, out-patient treatment, in-patient care or after-care, the school reserves the right to be kept informed by the treatment agency about the student’s progress, and the school will assist the student with his/her educational programs during this period of time.
- Likewise, should parent(s) and/or guardian, administrators, the school counselor, and the professionals involved judge that the student has successfully completed treatment, and should they recommend that the student be fully readmitted, the school will accept such recommendations provided the student successfully maintains the prescribed after-care program.
- Should a family refuse the recommended professional treatment, which might include regular out-patient or in-patient care, the school may suspend a student indefinitely.

THE LAW
The school is bound by law as are individuals and families, and it will act in compliance with the law when circumstances indicate certain actions are necessary. In fact, in some circumstances even the association with those who use, possess, or traffic in drugs exposes one to civil or criminal prosecution. This is true whether or not one agrees with the legislation in force. Schools are prohibited by law from inferring with a police investigation on campus.
DEFINITION AND EXPLANATION OF TERMS, PROCEDURES AND CONDUCT CODE CONSEQUENCES

ACCUMULATION OF OFFENSES
The number of offenses is calculated on a yearly basis and is cumulative from all staff members. In dealing with serious infractions, offenses may be accumulated from the beginning of a student’s enrollment at CCHS. Students who violate several areas of the conduct code will be placed on Disciplinary Probation. Continued poor behavior may lead to a recommendation of transfer or expulsion.

DEAN OF FORMATION
The Dean of Formation is responsible for a positive classroom and campus environment. He will work with students, parents, and staff to enforce the Conduct Code and to provide the optimal conditions for accomplishing the school’s mission.

DETENTION/SCHOOL SERVICE
Students who have violated the Conduct Code are required to serve detention time. Students will receive 24 hour notice from the Dean prior to the detention. Students may be required to provide a service to the school. At the discretion of the dean detentions may be before or after school. After school jobs, athletic practice, club participation, and car pools will not serve as an excuse for missing an earned detention. Students who do not attend assigned detention are subject to a second detention and/or suspension (either on- or off-campus). All detention must be cleared to participate in co-curricular activities as well as to take final exams. Teachers may also have their own classroom detention program. Up to 20 minutes detention can be given without prior notification. Teacher will notify parents of longer periods.

DISCIPLINARY REFERRAL
A Disciplinary Referral is a written statement from a staff member identifying a problem with a student. The Dean/counselor uses the Disciplinary Referral as a source of information, so that the proper disciplinary action can be taken. In addition, proper documentation of referrals serves as an aid to monitor student progress. Referrals are issued for both singular serious events and habitual behavior issues in the classroom (in such cases parent contact is made prior to a referral). Any student who receives 3 referrals from at least 2 different teachers will go before the Discipline Review Board. If the Dean believes the nature of the referrals is serious enough the student could be suspended immediately pending the Review Board hearing.

DISCIPLINARY REVIEW BOARD
- The Disciplinary Review Board consists of the Dean of Formation, an administrative representative, the student’s counselor a member of the ministry department and a faculty representative. Additional faculty/administrators may be appointed to sit on the board for specific review sessions at the discretion of the Dean of Formation.
- The Board may review students who have been placed on contract, have been referred by multiple teachers, or have multiple minor infractions (dress code, detentions, etc.) The Dean of Formation or Principal may call for an immediate Board review for a student who seriously violates the Code of Conduct in any way. This includes, but is not limited to, the breaking of a contract and/or involvement in an incident, which are grounds for suspension or expulsion. The purpose of the board is to help the student understand the nature of his or her mistake and how they can learn from it moving forward. The student involved will appear before the Board alone or with his/her parents/guardians. After the hearing, the Board will make specific recommendations about actions/sanctions to be taken in accordance with school policy. These recommendations will be directed to the Principal, who will make the final determination of sanctions.
- All appeals of Review Board recommendations will be heard by the Principal.

SATURDAY SCHOOL
Saturday School is a school work related assignment for students who committed habitual violations of the same rule, or used in place of a school suspension for serious disciplinary violations. The frequency and time frame for Saturday Schools will be determined by the Dean. Students will receive 72 hour notice before they are expected to attend. Nonattendance or being asked to leave Saturday School will result in a 1 day suspension.
SOCIAL SUSPENSION
A student can be placed on Social Suspension by the Dean. During the term of the social suspension, the student will not be permitted to take part in any extra-curricular activities including try-outs, team practices and/or games, attend any school functions or are allowed to go off campus for lunch as deemed appropriate by the Dean.

OFF-CAMPUS SUSPENSION
Suspension is a serious disciplinary sanction and is issued for more serious, blatant and/or repeated breaches of discipline. Students suspended off campus are not allowed to attend classes or participate in any co-curricular activity during the time of suspension. It is the student’s responsibility to obtain class work during the suspension. All work is due the day the student returns from the suspension.

OFF-CAMPUS SUSPENSION PROCEDURE
- The Dean informs the student of the suspension and the reason(s) is explained.
- The Dean notifies the parents of the suspension and the student must leave campus as soon as possible.
- A conference with the parents/guardian, student, Dean, and teacher, if involved, may be required before the student is allowed to return to school.

ON-CAMPUS SUSPENSION
Students suspended on campus are isolated from the student body during each day of the suspension. During the period of suspension the student is required to complete assignments required by his/her teachers. Students cannot participate in co-curricular activities or practice for co-curricular activities during the time period of the suspension. Aggravated grounds for suspension can become grounds for Probation. If the student shows inadequate improvement in the specified time, the student will be required to withdraw from school or be expelled. In the case of repeated discipline problems in one class, on-campus suspension can be limited to that isolated period for the determined amount of days.

ON-CAMPUS SUSPENSION PROCEDURE
- The Dean informs the student that he/she is suspended and explains the reason(s).
- The Dean notifies the parent(s) and/or guardian of the suspension.
- Assignments are given to the student to be completed during time on suspension.
- If necessary, a conference with the parent(s) and/or guardian, student, and the Dean is held as soon as possible.

RECOMMENDED TRANSFER AND EXPULSION

RECOMMENDED TRANSFER
A recommended transfer is a determination by the school administration that continued student attendance will not benefit the student. A recommended transfer terminates attendance but does not leave the stigma of expulsion.

RECOMMENDED TRANSFER PROCEDURE
- The Dean reviews the reasons for the recommended transfer with the parent/guardian and informs them of alternative facilities, if any are found available.
- The Dean reviews the recommendation with the Discipline Review Board.
- Exit interview and specified paperwork is then completed by the Dean.

CONDITIONS FOR RECOMMENDED TRANSFER
- The student will not benefit from continued attendance.
- The student’s continued attendance will make demands upon the school which the school cannot meet.
- The parent(s) and/or guardian have failed to meet the obligations to the school which they accepted upon enrolling their child, or have been uncooperative with the school staff, policies, regulations, or programs, or have interfered in matters of school administration or discipline to the detriment of the school’s ability to serve their own or other children.
- If all conditions for expelling a student have been met, but there are extenuating circumstances, the Principal may, at his/her discretion, offer a recommended transfer as an alternative to expulsion.
EXPULSION

The following offenses committed by students are potential reasons for immediate expulsion pending a conference with parents. This list should not be considered all inclusive:

- Disobedience, insubordination, or disrespect for authority or harassment in any form.
- Language or behavior which is immoral, profane, vulgar, or obscene.
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
- Injury or harm to persons or property or serious threat of same.
- Unauthorized absences, continued tardiness, or habitual truancy.
- Assault with, or possession of, a lethal instrument or weapon.
- Serious theft or dishonesty.
- Outrageous, scandalous, or seriously disruptive behavior.
- Habitual lack of effort leading to failure in classroom work.
- Conduct at school or elsewhere which would reflect adversely on the Catholic school/Church.

If, at the discretion of the Dean, any of the above reasons do not warrant immediate expulsion, then the conduct code procedures will be followed and students may be placed on Disciplinary Probation.

PROCEDURE FOR EXPULSION FOR DISCIPLINARY/ACADEMIC REASONS

When moral or physical safety reasons are not involved, or when there is not a need for immediate expulsion, the following steps will be taken before expulsion:

- The Dean and/or Principal will hold a conference with the parent(s) and/or guardian to advise the family and the student that expulsion is being contemplated unless there is immediate improvement in the student’s behavior.
- If the student shows inadequate improvement in general behavior or commits another infraction which is a cause for expulsion, the Principal shall have a conference with the parent(s) and/or guardian(s) and inform them that the student’s record will be reviewed.
- The Dean will meet with the Disciplinary Review Board to hear the circumstances of the disciplinary case. The Board will then make a recommendation to the Principal. The parent(s) and/or guardian and the student may be asked to attend this meeting.
- After the review with the Disciplinary Review Board and a decision is made, the Dean will inform the parent(s) and/or guardian(s) of the decision.
- If the parent(s) and/or guardian fails, without cause, to attend any required conference, such conference will be deemed waived by the parent(s) and/or guardian(s). The President shall notify the parent(s) and/or guardian(s) by letter of the decision by the Review Board.

PROCEDURE FOR IMMEDIATE EXPULSION

- The student is suspended pending the outcome of the expulsion decision.
- The Dean confers with the parent(s) and/or guardian(s) and reviews the reasons for the recommended expulsion.
- The Dean reviews the case with the Disciplinary Review Board and the Finding of Facts warrants an expulsion.
- The Dean and/or Principal or President meets with the parent(s) and/or guardian(s) and student and informs them of the decision.
Dear Parents, Students, and Guardians of Central Catholic:

As required by the Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all our school buildings was recently completed. This inspection was conducted in accordance with guidelines established by the EPA.

Fortunately, the inspection at Central Catholic, as well as at other school throughout the Stockton Diocese, has turned up primarily the less hazardous forms of asbestos.

Samples of suspected asbestos containing building materials (ACBM) were submitted to an EPA-approved laboratory for analysis. The results were: NO FRIABLE ASBESTOS PRESENT AT CENTRAL CATHOLIC.

This school and the Diocese have chosen to manage the asbestos so as to eliminate any possibility of harm. All efforts are being made to comply with EPA requirements and to preclude the release of any asbestos fibers into the school’s working environment.

Locations of less-hazardous (non-friable) ACBM were identified. The school has instituted a periodic surveillance and maintenance program to ensure that this does not become hazardous.

A copy of the school’s asbestos management plan, including the inspection report, is in the school’s Maintenance Office. This document is available for your use (on campus), or may be purchased for a fee of twenty five dollars.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Jim Pecchenino ‘72
President

Bruce Sawyer
Principal