

Texas' Oldest High School for Young Men.



Student-Parent Handbook
Philosophy, Policies and Procedures

2010-11

Giving Young Men The Advantage...

Central Catholic High School

Administrators

Br. Peter A. Pontolillo, S.M., Ph.D., President
Edward C. Ybarra, Jr. '83, Principal
Stephen P. FitzSimon '77, Assistant Principal for Student Development
Alicia Garcia, Assistant Principal for Academics
Rev. Pat McDaid, S.M., Director of Campus Ministry
Dcn. Michael D'Agostino, Business Manager
Mary Kay Martinez, CFRE, Director, Advancement Office

Key Personnel

DeAnn Allen, Administrative Assistant to the Principal
Terrie Carter, Senior Advancement Associate for Communications
Betty Cuellar, Attendance
Carlos Enrico '72, Athletic Director
Arnold Garza, Director of Bands
Jay McCracken, IT Manager
Belia Gonzalez McDonald, Director of Admissions & Tuition Assistance
Terri Morgan, Advancement Associate for Parents' and Booster Clubs
Olga Terrazas, Registrar
Major Louis Ullrich '68, Senior Army Instructor

This Student-Parent Handbook does not make explicit all policies and regulations of Central Catholic High School. The school administration reserves the right to modify existing policies or add new policies as circumstances make such decisions prudent or necessary.

Central Catholic High School
1403 North St. Mary's Street, San Antonio, Texas 78215-1785
(210) 225-6794 FAX (210) 227-9353
Web site: www.cchs-satx.org

Table of Contents

Introduction	1
History	1
Alma Mater, Fight Song, School Insignia.....	2
Marianist Charism and Spiritual Opportunities	3
Academic Policies	6
Honor Code	13
Guidance Services	15
Policies Promoting Good Order	17
General School Policies	31
Financial Policies	37
Bell Schedule	41

Index

Absence policy	19, 20	Honor Code	13,14
Academic probation	31	Honor roll	11
Academic advising	15	Honors/Advanced Placement	6
Academic Letter of Understanding	10	Hours	31
Academic Policies	6	Identification cards	35
Academic Saturday School	21, 29	Insignia	2
Acceleration Lane	6	Internet use	26
Accreditation	6	Joint College Credit	8
Admissions policies	6	JROTC uniforms	23
Alma Mater	2	Learning disabilities	16
Assembly decorum	31	Library	34
Attendance	18	Liturgy	4
Automobiles	32	Liturgy	4
Bell schedule	41	Lockers, locks	34
Billing process	37	Lost and found	34
Blue & White days	23	Lunch period	31
Bookbags, backpacks, knapsacks	32	Marianist Charism and Spiritual Opportunities.3	
Book policy	39	Marianist school profile	17
Bus decorum	32	Marianist Honors Diploma	7
Button Life	4	Marriage	34
Cancellation of school	31	Mission Statement	1
Change of address	32	Monthly payment plan	37
Child custody	32	Nondiscrimination policy	34
Christian Service	4	Parking	34
College visits	19	Policies Promoting Good Order	17
Confidentiality	16	Posters	34
Confidentiality, pledge	18	Providence High School	18
Controlled substances	24, 32	Publicity	35
Credits and course loads	9	Re-registration	9, 38
Criminal background check	26	Retreats	4
Crisis plan	32	Review days	35
Diploma requirements	7	Risk Management	35
Discipline (SCRIB) Detention	27	St. Mary's Joint Enrollment Transition	8
Dress code	21	Scandals and stumbling blocks	35
Dropping courses	9	Semester examinations	11
Electronics	32	Servie charges	38
Emergency Plan	33	Sodality	4
Exam exemptions	33	Sportsmanship	26
Extracurriculars / eligibility	11, 33	Statement of Heritage	1
Field trips	33	Student Success Program	10
Fight Song	2	Summer School	9, 10
Financial Policies	37	Surveys	35
Fines	27	Suspension and probation	29, 30
Fire drills	33	Tardiness	20, 21
First period	31	TEA forms	36
Foreign Exchange Students	12	Teacher respect	35
Fundraising	33	Three o'clock prayer	42
Gambling	26	Transcripts	12, 39
Grading system and report cards	10	Tuancy	20
Graduation eligibility	12	Tuition assistance	39, 40
General School Policies	31	Tuition and fees	37
Grievance procedure	30	Tutoring	36
Guidance Services	15	Unethical / illegal conduct	26
Hair style	21	Videogaming	26
Harassment	25	Visitors	31, 36
Health services	33	Weapons	36
History	1	Wearing apparel	22
HIV/AIDS	24	Withdrawal, dismissal	29, 38
Homeroom	31		

Introduction

When people agree to work for common goals, organization is not only helpful, but necessary. This is particularly true for school communities made up of faculty, students and parents from diverse backgrounds. Standard operating procedures promote the efficient use of time, talents, resources and energies; rules and regulations create patterns of cooperation for the common good of everyone. This *Handbook* contains those practices, policies, customs and traditions which enable Central Catholic to be the Christian learning community described in its Mission Statement.

Mission Statement

Central Catholic High School is a college preparatory school educating in the Marianist tradition young men from diverse backgrounds for success through the development of scholarship, leadership and moral character.

Statement of Heritage

Central Catholic High School is a privately operated Roman Catholic Marianist college preparatory educational community of faith serving persons from economically and culturally diverse contexts. The formal communal and interpersonal dialogues within the school's larger inclusive community underlie the implementation of the Marianist intentions for education: the formation of faith, a missionary spirit, an integral quality education of the whole person and the community, a family spirit, and an initiative for service, social justice and peace.

History

Central Catholic High School is owned and administered by the Brothers and Priests of the Society of Mary (Marianists). It is the proud continuation of the first boys' school ever established in the San Antonio area, founded when the Reverend John Mary Odin, Vicar Apostolic and later first Bishop of Texas, returned to his native France to plead with the superior general of the Marianists, Fr. George J. Caillet, S.M. to commit personnel to the Texas Missions. Fr. Caillet had succeeded Fr. William Joseph Chaminade, who had founded the Marianist Order in 1817 at Bordeaux from members of his Sodality after the turbulent times of the French Revolution.

Four Marianists responded and on August 25, 1852, the new school opened with twelve students. It was located on Military Plaza above a blacksmith's shop. From the beginning, Br. Andrew Edel, S.M., the Principal, accepted Anglos and Hispanics, Germans and French boarders from Castroville. The population of San Antonio was 3,500, the Battle of the Alamo only 16 years past.

Soon, Bishop Odin paid \$800 for an acre of land across the river from the town's principal settlement. On this land the Marianists constructed a simple two-story stone building which housed a pair of classrooms and two dormitories. On March 1, 1853, the teachers and their (by then) 100 students moved into the new school, St. Mary's Institute.

In 1882, it was renamed St. Mary's College, and by 1912 had more than 500 students in grades kindergarten through 16. It held its first high school graduation in 1916, and was renamed a third time in 1923 when all college-aged students moved to a "west-end" campus (presently St. Mary's University). However, the downtown school, now called St. Mary's Academy, became overcrowded by 1930 and so a scenic 2.2-acre site was located a mile and a half north for a new campus. The \$500,000 building opened its doors on January 7, 1932. We have been here, expanding over the years to encompass 10.2 acres, ever since. In 2005, we dedicated the newest facility on campus, the Alia K. Herrera Pavilion. In 2007-08, the school was reaccredited by TCCED and the Southern Association of Colleges and Schools. In 2009, with a major gift from the Tom Benson Family, the name of the stadium was officially changed to "Bob Benson '66 Stadium." Several improvements to the stadium were made: the installation of a new Daktronics sound system, 25-foot scoreboard, improved lighting and new artificial turf. In 2010, thanks to the vision of Clarence Kahlig II '65, Central Catholic became the proud owner of a new baseball park sitting on 6.6 acres at the intersection of IH35 and SW Loop 410.

The 2010-11 school year celebrates 158 years and six generations of Marianist Brothers, clergy and laity working to help young boys become educated Christian men. Central Catholic is the oldest and one of the largest private schools for boys in the state of Texas. More than 20,000 alumni, their parents, and more than 400 Marianist religious have invested their time and resources into its growth, and affectionately regard it as their *alma mater*, and their fellow graduates as "the Brotherhood."

The Alma Mater

With loyal hearts we'll e'er stand by
Our Alma Mater Central High.
For her we'll fight right to the end,
Her honor we'll defend. (Rah! Rah!)
We'll always strive for victory.
We'll always win her fame,
And add them to her glorious name.
God bless our Central High.

Central Catholic Fight Song

Central will shine tonight. Central will shine.
Central will shine tonight. Central will shine.
Central will shine tonight. Central will shine.
When the sun goes down and the moon comes up,
Central will shine.

School Insignia

Central Catholic teams are called the **BUTTONS**, and the
school paper is called **THE PEP**.
The name of the yearbook is called **THE FANG**.
The school motto is: "FAITH, WISDOM and INTEGRITY."
The school's colors are: Navy Blue and White.

Part I

Marianist Charism and Spiritual Opportunities

Central Catholic is first of all a community of faith, working together toward five characteristics:

The characteristics of a Marianist education are a gift to the Marianist educational community, but they also present us with a task. We receive the gift and undertake the task in solidarity with the whole human family.

Marianist educators (administrators, faculty, staff, students, parents and alums) at all Marianist sponsored schools strive to:

- Educate for formation in faith
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice and peace
- Educate for adaptation and change

To educate for formation in faith

1. To encourage and help all members of the Central Catholic community to bear witness with a personal and committed faith that touches the heart;
2. To promote a faith and culture dialogue which illumines reality from the perspective of the Gospel;
3. To form students in the Gospel's values and Christian attitudes;
4. To educate in the free and responsible style which elicits a personal response of faith;
5. To present the Marianist heritage and charism as a viable approach to living the Gospel.

To provide an integral quality education

1. To promote quality education of the whole person;
2. To provide a broad and coherent curriculum;
3. To provide a well-formed, professional administration, faculty and staff;
4. To develop respect for every person as a daughter or son of God, unique and individual;
5. To develop an interior spirit and self-knowledge;
6. To develop a concern for global and local issues of culture and ecology;
7. To develop a facility and familiarity with technology;
8. To foster a diverse faculty and staff as well as diverse student body;
9. To provide fiscal stability;
10. To augment our physical facilities to provide for current and future needs.

To educate in family spirit

1. To create a favorable environment for collegial approach to education;
2. To cultivate interpersonal relationships characterized by openness, respect, integrity and dialogue;
3. To form an educational community with collaborative structures and processes;
4. To express authority as loving and dedicated service.

To educate for service, justice and peace

1. To promote a sense of responsibility for the growth and development of our world;
2. To educate for solidarity as well as justice and peace;
3. To attend to the poor and marginalized;
4. To promote the dignity and rights of women and minorities;
5. To promote programs of service, encouraging the formation of Christian service groups.

To educate for adaptation and change

1. To educate to shape the future;
2. To educate each person to accept and respect differences in a pluralistic society;
3. To develop critical thinking skills in the search for truth;
4. To be open and adapt to local and global contexts through inculturation and interdisciplinary education;
5. To learn to read and respond to the signs of the time in faith.

Grounded in this faith-filled view, the Marianist tradition invites a prudent openness to social and cultural change in the world, following the maxim of Blessed William Joseph Chaminade; "For new times, new methods." We encourage the creative imagination. Facing new times, while relying on faith benefits all those who work in Marianist education, including those of other faiths, because it so deeply respects what is most human in students and in one another. In being faithful to the

gospel of Jesus Christ, the Word Incarnate, we live with and for the people of our time and share with them their joys and hopes, their anxieties and sufferings.

This simple faithfulness to the gospel and Marianist educational traditions serves the church by making available to all the energy and grace that springs from the Marianist charism. We hope thereby to revitalize our educational institutions and our personal presence, to offer people what Blessed Chaminade believed that Mary offers to all our lives: "A reason for us to have hope ... a support, help and a renewed strength."

The religious growth of the students concerns Central Catholic's faculty, staff and administration. Consequently, Central Catholic offers its students many different means of developing their religious faith and practice. All students take religion classes for four years. In addition, students participate in Mass periodically and live out their faith through required service projects. Students have opportunities to enhance their faith through informal faith-sharing and structured retreats. Various programs are organized by the Campus Ministry Team:

Liturgy

Each month, students attend an all-school liturgy, usually on Marian feast days or holy days of obligation. A Mass or Communion Service is held at 7:25 a.m. daily. In addition, priests hear confessions at Reconciliation Prayer Services. They are also available by appointment.

Christian Service Program

Each student is required to serve the community following the traditional Works of Mercy. The Corporal Works of Mercy: feed the hungry, give drink to the thirsty, clothe the naked, visit the captives, shelter the homeless, visit the sick, bury the dead; and the Spiritual Works of Mercy: admonish sinners, instruct the ignorant, counsel the doubtful, comfort the sorrowful, bear wrongs patiently, forgive all injuries, pray for the living and the dead. Only service to the poor, underprivileged, marginalized and evangelization activity such as religious education, retreat work and liturgical ministry will be accepted for juniors' and seniors' initial 20/25 required hours. Uncompensated work assisting at parishes and school events such as ambassadors, athletic events, band concerts will be accepted as additional volunteer hours beyond the number required. If any student is in doubt about what work is accepted for required service, he should consult the Christian Service Learning coordinator, whose decision is final.

A non-credit course will appear on the student's

report cards and transcript. This course entitled "Christian Service Program." When the student completes the required number of hours, he will receive a grade of "pass" for this course. If the student does not meet the requirements by the deadline, he will receive a "fail" for this course. Once the deadline has passed, the grade of this course cannot be changed, except in the case of clerical errors. If a student received a "fail" for this course, it could impact the student's college choices. The grade will have no impact on GPA. However, the student with an "F" will not be eligible for a leadership position in the school for the next school year (i.e. STUCO, NHS, Dux Esto, etc.) and if the student is a senior, the "F" will keep the student from receiving any honors diploma.

Required Hours: Seniors—25 hours; Juniors—20 hours; Sophomores—20 hours; Freshmen—20 hours.

Students should submit paperwork for the hours they volunteered. They will also provide a brief reflection describing the work, how it relates to the Characteristics of Marianist Education, and what they learned from the experience.

Sodality

The Marianist Sodality is a faith community that embodies the Marianist ideal among faculty and students. Members pray, study the Marianist charism and methods and engage in service and outreach projects together. Members dedicate themselves to Mary's mission in a faith community.

Retreats

All students from every division are expected to participate in our faculty/staff-supported retreat program. Freshmen and sophomores attend a one-day retreat in the fall. Juniors attend a two-day Journey retreat either in the fall or spring. Seniors attend a three-day Kairos retreat either in the fall or spring. Retreats are largely student-led. The retreats are a service provided for the spiritual growth of CCHS students. If a student is not able to attend, he must notify Campus Ministry prior to the deadline. If he cancels after the deadline, a retreat fee will be charged to the student's tuition account.

We encourage students to make additional parish-based retreats.

Button Life

The Marianist L.I.F.E. Community of Central Catholic High School is committed to building a community of servants within the Marianist tradition.

An important process for the spiritual development of our young men is the experience of being part of

forming, growing and living in community with Christ at our side. Out of this community flows the work that the L.I.F.E. leaders do to help nurture an atmosphere of faith within campus life. Throughout the year, special themed nights or events are planned to bring students together for faith sharing and enjoyment.

Discerning your call

Every Christian, through baptism, is given the grace to be a “prophet, priest and king.” That means that all Christians, and Catholics through confirmation, are called to profess their faith publicly, offer prayer and sacrificial worship to God, and exercise Christian leadership. Central Catholic is a training ground for all three facets of our Christian identity. Through its academic program, Central Catholic promotes Christian values which are geared to the college-bound student. Through our religious organizations, class prayer and common prayer at monthly Mass, we exercise our common priesthood in union with our bishop, priests and deacons. And through our leadership training and Campus Ministry, we learn how to be effective Christian leaders as we move through life into our parishes, schools, businesses and communities.

Central Catholic has an active vocation ministry, headed by a faculty member, that endeavors to promote discernment of vocation, whether to the priesthood, religious life, consecrated lay state, or married life. In the senior year, students spend a whole semester studying Christian lifestyles and vocations. Our senior Sodalists, in particular, challenge each other to look toward their future roles in the Church and community. But all of us in the Marianist family are responsible to support each other in the discernment process, and should especially encourage any student who is thinking and praying about full-time ministry as a Priest or religious Brother.

Part II

Academic Policies

A college preparatory curriculum

Although Central Catholic's fundamental goals are religious and social as well as academic, we strive continually to create the best academic environment we can. We are convinced that success begins in the classroom. Specifically, Central Catholic continues to affirm its identity as a college preparatory high school. This means providing the instruction and helping students develop the skills necessary not only to get into college but also to excel in whatever college is chosen.

Accreditation and staffing

Central Catholic High School has been in San Antonio since 1852—at the present site since 1932. We are fully accredited by the Southern Association of Schools and Colleges and by the Texas Catholic Conference Education Department. The majority of the faculty and staff hold master's degrees. Our faculty and staff include Marianist Priests and Brothers and one Deacon.

Central Catholic's curriculum conforms to the most recent legislation regarding school reform in the state of Texas. Central Catholic welcomes students of any race, color or creed. Applicants are evaluated primarily on their ability to benefit from a college-oriented program and on their personal interest in doing so.

Student enrollment is approximately 535, for a student-teacher ratio below 23 to 1.

Admissions policies

Eighth grade applicants are evaluated by an Admissions Committee based upon three criteria: 1) the Scholastic Testing Service High School Placement Test taken at Central Catholic, 2) a transcript of their sixth to eighth grade records, and 3) the recommendations of their eighth grade principal or teachers. Parents are notified by mail of the Admissions Committee's decision. Those who are accepted are expected to register on a designated evening in March. Later, applicants should contact the Director of Admissions, who will guide them through the necessary process.

High school applicants who wish to transfer to Central Catholic must present an up-to-date transcript of their courses and grades to the Director of Admissions.

Seniors are not considered for admission unless they have recently moved to San Antonio from another town.

Central Catholic High School is open to all students regardless of race or ethnic background, but preference may be given to students of the Catholic faith. The policy of the Archdiocese is that schools will, if able, provide students with special needs with an opportunity for an education, but should they apply to a school that is not capable of providing the necessary facilities, they will be referred to other schools and programs which have the ability to effectively educate the special needs person.

Conditional acceptance:

Acceleration Lane Program

Central Catholic offers only a college preparatory program. Students must demonstrate ability and continuing interest in coping with academically challenging courses.

Incoming freshmen who are weak in a particular area may be conditionally accepted. They must attend the "Acceleration Lane" summer school classes in study skills, English and/or math. Afterwards, their registration for the fall semester will be re-evaluated, if necessary. Depending on performance, some of these students may be admitted under a Letter of Understanding or admission may be revoked.

Current students will also receive a Letter of Understanding if their semester report card has two or more grades below 70 percent, or has one grade below 70 percent and a semester G.P.A. below 1.50. Such a student must sign a Letter of Understanding which stipulates that he cannot fail more than one course and must raise his G.P.A. above 1.50 by the end of the following semester. Otherwise, he could be in jeopardy of being dismissed from Central Catholic. Additional counseling support is provided these students.

Honors/Advanced Placement

An Honors or Advanced Placement course requires the student to do a greater volume of work at a level clearly beyond that of a Standard course. For this reason, only superior students are approved for such courses (the usual criterion is 93 percent grades or 90th percentile test scores); exceptions are made at the school's discretion. All placements tentatively made at the time of registration are subject to review at the end of the year depending upon the student's final grades.

Central Catholic awards honors credit for courses so designated in the Curriculum Guide provided they are taken at Central Catholic. Central Catholic will recognize all honors credits which appear on transcripts of incoming transfer students if there is a corresponding CCHS Honors course. After CCHS enrollment, honors credit is not awarded for any course taken at other schools or college, except as noted under “college credit.” Approved honors courses have a 0.5 increment added to their grade point value. Thus, a 96 percent is awarded 4.5 grade points instead of 4.0. These awards are reflected in class rank and honor rolls. AP courses and joint-enrollment college courses are awarded an increment of 1.0 grade points.

Because of the rigors of adjusting to a true college-preparatory high school curriculum, freshmen may not enroll for more than three (3) honors courses without the permission of the Principal.

Central Catholic does not award a “standard” diploma. The default diploma is an advanced/recommended diploma.

The Honors Distinguished Diploma requires 28 graduation credits. At least 8 of these credits must be in honors or A.P. courses; one or more credits must be in A.P. courses. The Honors Diploma requires 4 credits in Science. The graduate’s seven-semester G.P.A. must be at least 2.50.

Marianist Honors Diploma Reflection

Reflection

- Each senior applying for the Marianist Honors Diploma will develop and present an 8-12 minute PowerPoint presentation to the Principal and his committee.

The Presentation is to include:

- The presentation is to be at least 10-12 slides long.
- The presentation is to summarize the senior’s “Marianist Experience” during his time at Central Catholic.
- The PowerPoint will include a few slides on what the senior learned within the “Profiles of a Marianist Graduate.”
- Be creative — include photos, background music, video clips or service.
- The presentation — One may choose a “video segment” with a story line in place of a PowerPoint.

The Marianist Honors Diploma requires, along with fulfilling all requirements for the Honors Diploma, a seven-semester GPA of at least 3.0. Moreover, these exceptional students must have demonstrated excellence in the five characteristics of Marianist education. Satisfactory participation for one or more years in Marianist sodality, Button L.I.F.E., retreats and service

program will be considered as partial evidence of these characteristics.

Students petition in the last semester of their senior year (by the mid-fourth quarter date) for this honor. Petitions are directed to the principal. An exemplary disciplinary record during all four years, participation in retreats in the junior and senior years, completion of the service hours requirement, and enthusiastic support for our mission are considered a requirement for the Marianist Honors Endorsement.

Diploma requirements

At least 28 credits are required for the diplomas:

Religion	4 credits
English	4 credits
Social Studies	4 credits (geography, world history, U.S. history, economics, and government)
Mathematics	4 credits
Science	4 credits (physics I, biology and chemistry)
Foreign Language	3 credits (in the same language)
Fine Arts	1 credit
Speech	½ credit
Health	½ credit
JROTC	2 credits
Communications Technology or Computer Science	1 credit

Distinguished Honors and Marianist Honors Diploma

Students are reminded that the Honors and Marianist Honors Diploma require 28 credits, including 8 honors credit. One must be in AP or dual credit.

Suggested four-year course selection plan

This course selection guide is intended to help you plan the sequence in which the courses should be taken. Some, like religion and English, must be taken in this sequence; others, like foreign language or fine arts, may be taken during some years and not other years. Students who wish to stay in band or JROTC may need to take a course or two in summer school to free up a period in their junior or senior year; otherwise all students are able to complete their required course of studies in the regular school year sequence.

Grade 9

Religion
English
Mathematics
Physics I
World Geography
JROTC
Speech Communication / Rhetoric / Men of Integrity
Foreign Language

Grade 10

Religion
English
Mathematics
Biology or Pre AP Chemistry
Foreign Language
World History
JROTC
Communications Technology

Grade 11

Religion
English
Mathematics
Chemistry or Physics II
U.S. History
JROTC or Health/Computer
Foreign Language

Grade 12

Religion
English
Mathematics
Physics II, Anatomy or AP Chemistry
Government/Economics
Fine Art
Electives

Math Honors Program: Students who are capable of faster than average progress in math are encouraged to take the accelerated sequence of courses. In the first year, Intermediate Honors Algebra is combined with Geometry. Honors Algebra is also available by itself. A special placement test is required for entry into either program. Students who meet an 85 or higher proficiency receive credit for Algebra 1. In the second year, Algebra 2 and Trigonometry are combined into one course. In the third year, an Honors Precalculus course prepares students for their fourth year, a study of college-level Calculus that leads to taking the AB Calculus Advanced Placement test or Statistics.

Accelerating Science: Students with strong science ability and interest, especially those who are taking the accelerated math sequence, should consider taking a science sequence that culminates in a year of college science. Such students would test out of Physics I or take it in 8th grade or their 8th grade graduation summer, then take Biology (Honors), pre-AP Chemistry (Honors) and Physics Honors in their first three years, and AP Chemistry in their senior year. This sequence requires approval by the Science Department who base their decision on the entrance exam and middle school science, math, quantitative and reading grades. All students must take Trigonometry before enrolling in Physics II Honors.

AP and joint college credit

A number of Advanced Placement courses, which are first-year college level courses, are offered at Central Catholic. Students who wish the Honors Diploma must take at least one AP course. AP exams, taken in May, exempt students from finals in those courses, unless the course is also a dual credit course and may generate college credit at many universities across the U.S. The fee for these tests (around \$90) is billed with tuition.

Courses that have been offered in the past, and will probably be offered in the next two years include Chemistry, English Language, English Literature, Spanish Language, Calculus AB, US History and Latin (Virgil).

In addition to the Advanced Placement courses taught at Central Catholic, cooperative instructional programs have been developed with colleges in the area. Eligibility for these programs is determined by Central Catholic's Principal, whose approval is required. In general, Central Catholic freshmen and sophomores are expected to take all their courses here; juniors and seniors must take at least five courses here. College admissions criteria are established by the various institutions. In some cases, dual credit (high school and college) is awarded. Transportation, of course, is the responsibility of the student. Tuition and fees depend on the arrangement with the college.

Central Catholic does not give high school credit for college-level courses unless such an agreement has been worked out between the administrations of both schools.

St. Mary's JET (Joint Enrollment Transition) Program offers semester-long college courses during the school year (and summer sessions) for academically talented upperclassmen. These courses may be either scheduled in the morning or afternoon; dual credit is

awarded. Students pay full tuition at Central Catholic, but are charged no tuition at St. Mary's. More information is available from the registrar.

Credits and course loads

Since at least 28 credits are required for graduation, a student must take seven credits each year and almost all students take more. All students must have seven classes each semester.

Re-registration

Current students re-register for both semesters of the following school year in February. Courses are not re-scheduled between semesters. Firm course selections should be made in February. It is assumed that courses are chosen with the utmost forethought and planning, not frivolity. The advice of parents, of present and prospective teachers, and an academic advisor should be sought.

Students are expected to abide by the choices made during registration. The master schedule is based upon students' selections and teachers are employed based upon the master schedule. Course changes requested after the scheduling has been completed would create unbalanced teacher loads and oversized classes. The signed registration form represents the student's final decision.

Course changes are never made based upon a teacher's reputation, grading practices, or perceived personality conflicts. During registration, students select their courses, not their prospective teachers.

Course changes are never made so that upperclassmen can arrange for an early dismissal, not even because of a job.

After a returning student's course selections have been verified for accuracy (in February), any change of schedule may be approved only if it seems to be in the student's best academic interest as an exception. This is done at the discretion of the principal with the concurrence of his advisor, parent (or guardian) and student.

If the school initiates such a change, there is no charge. However, there is a \$100 fee for course changes initiated by the student. This fee covers administrative costs, and is also intended to encourage the student to make his original course selection thoughtfully.

Parents who do not intend to return their student to CCHS in the following year must notify the Registrar in

writing.

No changes of courses for the year will be considered after July 15. A late reregistration fee of \$75 will be imposed for reregistration after the announced deadline, which will generally be around the first of April. New students accepted after the deadline are not subject to late fees.

Eligibility for re-registration: A student's registered status in a given school year does not automatically entitle him to continue as a student in subsequent years. Every school year implies mutual agreement to a new contract. The Administration may refuse to accept a student's registration for the following year at its discretion.

Central Catholic reserves to itself the right to accept or reject a student who registers for the following school year. It is within the administration's discretion to determine that a student has not made sufficient academic progress to warrant his returning the following year. Sometimes this decision cannot prudently be made until the final grades and attendance record for the second semester have been recorded.

Dropping courses

In general, there is no provision for "dropping" a class after school has begun. Under no circumstances may a required course be dropped. Only by way of extreme exception may a student drop an elective course during the first four weeks of its first semester. If such circumstances arise, the Principal, the counselor, the teacher, the parents (or guardian), and the student must agree. If such a course must be dropped after the fourth week of its first semester, a grade of W/P (withdrew passing) or W/F (withdrew failing) becomes part of the student's permanent record. In either case, 0.0 grade points are included in the semester average(s) for the rest of the course, and it (or an equivalent elective) must be made up during summer school or night school.

Summer school for advancement

Advancement courses may be taken only at Central Catholic, for credit, with prior approval of the appropriate department chairs and the principal and the student's advisor. Approval forms are obtained from the registrar during early spring. Priority will be given to electives not available during the school year and prerequisites for later courses. Grades received in advancement courses are added to the cumulative grade point average (G.P.A.).

Summer school/night school for failures

Failures: Central Catholic awards half-credits by the semester; the two semester grades are not averaged together. An exception is made for Algebra 1; in this course only, the semester grades are averaged together, and credit awarded by the year. This rule cannot remedy a second semester failure in Algebra without summer school. All students, including seniors, must make up every failing grade for either semester during a subsequent summer term or night school sessions by retaking the same course or an equivalent elective. Correspondence courses are not acceptable. Grades received in makeup courses may not be added to the cumulative G.P.A.

Central Catholic does not allow students to make up more than two credits in summer school unless approved by the Principal. Students who fail two or more classes may be asked to withdraw for insufficient progress towards graduation.

Academic Letter of Understanding

One of the five characteristics of Marianist education is “providing an integral, quality education.” In practice, that means we determine at admission, and each semester, whether Central Catholic is a good learning environment for each student. Then, for those who are at our school, we provide the services that can enable that student to achieve to his highest potential in all areas: academic, athletic, extracurricular, social, cultural and spiritual.

Each semester we discover students who, though motivated to succeed, lack certain skills, attitudes or other resources needed. If we believe that these students can still benefit from a Central Catholic education, we ask them and their parents or guardians to sign an academic Letter of Understanding, LOU for short. The LOU is a requirement for these students to be enrolled at Central Catholic. It is designed as a short-term program of additional or more intensive services to encourage and aid the student toward success. It is one of the instruments in our tool-kit that helps us be of service to all our college-bound students.

Once the LOU is signed, a student will receive the special service of a mandatory meeting each two weeks, during school, with a professional counselor. This will be the factual basis of the conversation. The counseling session will give the student an opportunity to explain any problems he may be having, academically or personally, and to ask questions and seek professional

help. The counselor in turn will provide support, counsel and training in such areas as study skill enhancement. Parents may from time to time be consulted by the counselor when their help or encouragement is needed.

Parents and student promise to keep open the lines of family communication, and to discuss the student’s progress and concerns. They also acknowledge that failure in more than one academic subject per semester may, at the Principal’s discretion, mean the student will need to withdraw from Central Catholic. It is our experience that students who cooperate with the LOU program almost never find themselves asked to leave. In fact, students in the program have attained honor roll status, partly as a result of the extra help they receive.

At the end of each school year (semester with the Principal’s special permission), each student’s file is reviewed. If the student has passed every course with a grade above 75, he will ordinarily be removed from the LOU program by counselor recommendation. Students may on the basis of performance be retained or re-added to the list of LOU students.

Student Success Program

At Central Catholic High School, we will always be concerned with cultivating the intellectual attributes of our students and developing the whole person. If students are struggling with their classes (i.e., they are behind in their work, failing one or more subjects, deficient in their study and organizational skills, or missing multiple assignments), they will be placed in the Student Success program that will be held during Magis period. The Student Success program is a mandated program for assisting students having academic difficulty.

Grading system and report cards

The school year is divided into four quarters for the purpose of tracking students’ progress. Report cards are available online at the end of each quarter. Each quarter’s grade represents 40 percent of that semester’s average (the final exam determines the other 20 percent). However, only semester averages (both first and second) appear on the student’s permanent record.

Parents are assigned a unique ID number and password for online access to progress reports through the NetClassroom system. Access the academic button on our school website. Access to report cards may be

limited during brief periods for maintenance.

Report cards and Honor Roll are based upon G.P.A. Class rank is based upon the collegiate 4.0 G.P.A., which gives a 0.5 increment for each Honors class and 1.0 grade point increment for AP or dual credit courses.

The comparative scales are as follows:

Percentages	Regular Class	Honors Class	AP Class
98-100%	4.3 GPA	4.8 GPA	5.3 GPA
95- 97%	4.0 GPA	4.5 GPA	5.0 GPA
93- 94%	3.7 GPA	4.2 GPA	4.7 GPA
90- 92%	3.3 GPA	3.8 GPA	4.3 GPA
87- 89%	3.0 GPA	3.5 GPA	4.0 GPA
85- 86%	2.7 GPA	3.2 GPA	3.7 GPA
82- 84%	2.3 GPA	2.8 GPA	3.3 GPA
79- 81%	2.0 GPA	2.5 GPA	3.0 GPA
77- 78%	1.7 GPA	2.2 GPA	2.7 GPA
75- 76%	1.3 GPA	1.8 GPA	2.3 GPA
73- 74%	1.0 GPA	1.5 GPA	1.8 GPA
71- 72%	0.7 GPA	1.2 GPA	1.7 GPA
<u>70%</u>	<u>0.3 GPA</u>	<u>0.8 GPA</u>	<u>1.3 GPA</u>
Below 70%	0.0 GPA	0.0 GPA	0.0 GPA
W/F = 60%	0.0 GPA	0.0 GPA	0.0 GPA

Semester examinations

Except in cases of illness, students may neither take mid-year nor end-of-the-year examinations before or after the scheduled dates. It unfairly imposes upon teachers the need to make special examinations, and it delays the averaging, ranking and honor roll process necessary for the prompt forwarding of transcripts by the Registrar’s Office.

Semester exams determine 20 percent of the semester grade. Except in those courses approved by the principal and announced in advance, no students are exempted from taking semester exams—with one exception: Seniors who maintain a semester average of 93 percent are not required to take their semester final in the first and second semester. [Seniors must also meet the attendance criteria (8 absences or less, tardy criteria (8 tardies or less), and no infractions which lead to Step 4 through Step 10 of the SCRIB sheet. Any student disciplined for an act of academic dishonesty during the course of their senior year will not be eligible for exemption.] AP classes ordinarily have no final exam, but the AP exam is a strict requirement for AP courses. Skipped AP exams will produce a grade of zero.

Honor roll

At the end of each quarter, a list of Honors students is published. The Honor Roll is based on the grade points from the G.P.A. of all a student’s courses. Quarter grades are used for the first and third report cards; semester grades are used for the second and fourth report cards.

Principal’s List Honor Roll is comprised of students with G.P.A.’s of 4.0 or higher.

The **High Honor Roll** is comprised of students with a G.P.A. of 3.51 - 3.99 and no grade below 70 percent.

Honor Roll is comprised of students with G.P.A.’s between 3.00 and 3.50 and no grade below 70 percent.

Honors for graduating seniors

Graduating seniors are eligible for the following honors:

Summa cum laude (Principal’s List)

- 4.0 or higher
- No semester grade below 70

Magna cum laude (High Honors)

- 3.51 to 3.99
- No semester grade below 70

Cum laude (Honors)

- 3.00 to 3.50
- No semester grade below 70

Eligibility/ineligibility for extracurriculars

Central Catholic observes the Texas Association of Private and Parochial Schools (TAPPS) standard for eligibility. To participate in extracurriculars, a student may not have more than one failing grade at the end of any marking period.

There are eight marking periods, with one exception for freshmen: mid-quarter 1, Q1, mid-quarter 2, Sem 1, mid-quarter 3, Q3, mid-quarter 4, and Sem 2. The marking periods are all marked on the official school calendar. Students who become ineligible for any marking period remain ineligible until the new Ineligibility List has been posted for the subsequent marking period, roughly four and a half weeks later. The only exception to this is if a student is temporarily ineligible because of grade marked “incomplete” (a result of an excused absence). No grade below 70 percent (failing grade) can be remedied between marking periods. The grade of “incomplete” (INC) can be remedied and the student’s ineligibility restored as soon as missing work has been satisfactorily completed, graded and the grade changed, with the approval of the principal. Freshmen will have

only seven marking periods to determine eligibility, removing the penalty from the mid-quarter 1 mark. This will give an incoming freshman a chance to prepare for the rigors of balancing a college prep education with extra curricular activities.

Graduation eligibility

Central Catholic's commencement ceremonies include the Baccalaureate Liturgy, Class Day awards ceremonies and graduation itself. To receive a diploma at graduation, the following conditions must be fulfilled:

- The senior must have attained by the end of the last semester the minimum number of credits prescribed above for the diploma to be awarded (Advanced or Honors)
- He must have passed all graded courses taken in both semesters of the senior year, or made them up in night school.
- His financial account must be cleared by the business office (see *Financial Policies*)

Seniors who do not receive diplomas at graduation may still participate in graduation ceremonies at the discretion of the Administration. In general, students who are more than one credit short of diploma requirements or on suspended status will not be permitted to participate.

Award and scholarship winners are acknowledged at both class day and commencement. The valedictorian is the highest-ranking graduate with the Marianist honors diploma. The salutatorian is the second highest-ranking graduate with the Marianist Honors Diploma. These honorees must have attended Central Catholic for at least four semesters of their junior and senior years to qualify for these signal honors.

Foreign Exchange Students

Foreign exchange students, or students from countries other than the United States, may earn a Central Catholic diploma under the following conditions: They must present a transcript with courses and credits essentially equivalent to those a Central Catholic student would have earned in the same high school time. These will be assessed by the Guidance Department and paired with CCHS requirements. Any additional requirements must be fully satisfied, except for religion credits when transferring from a non-Catholic school.

Student records

Report cards

See *Grading System and Report Cards*.

Transcripts

The student's permanent record card (transcript) lists the following information: All courses taken during high school by semester, their letter or percentage grades, year's G.P.A or average, units of credits earned, class rank, absences and tardies and (at parent or guardian's request) standardized test scores, (beginning with the *High School Placement Test*, and including the *NEDT*, *PSAT*, *SAT*, and *ACT*). Night school and summer school results will be added, but grades in remedial courses do not change the cumulative average nor class rank.

No request for a transcript will be processed until all financial obligations to the school are cleared. If payments are current, however, a copy of the permanent record (transcript) is furnished to the student upon request. There is no charge for the first request nor for the final (eight-semester) transcript sent to the college the student is entering. Additional copies, however, are \$3 while a student is at Central Catholic and \$5 after he leaves.

The following procedure is suggested as the most efficient for requesting transcripts:

When school is in session:

All applications for scholarships, summer programs and colleges which require transcripts should be given to the junior/senior counselor. Letters of recommendation must be solicited by the student himself.

The counselor will review the application for accuracy, record on it the student's cumulative average and class rank, sign a transcript release form and then forward all the documents to the Registrar. The Junior/Senior Counselor will photocopy the permanent record and mail the combined packet to the requested school or agency. **Note:** The student is responsible for submitting requests *on time* for processing.

When school is not in session: All transcript requests must be processed through the Registrar's Office during office hours. The student should realize that letters of recommendation are difficult to arrange when school is not in session. All transcript requests must give at least 24 hours notice.

Honor Code

Central Catholic's mission is to educate young men in the Marianist Tradition from diverse backgrounds for success through the development of scholarship, leadership and moral character. Honesty, dignity, and self-respect are more than just words; they are the foundation of your Central Catholic High School education and the foundation of your development into men of integrity, who will one day assume leadership roles in your communities, professions and volunteer endeavors.

But even the most solid foundation can weaken if left unprotected. Ours is not different. Through a collaboration of students and adults, an Honor Council was formed to support the goal of academic integrity at Central Catholic High School. The Honor Council will give you, the students, the privilege and duty of preserving the values that sets apart Central Catholic High School from ordinary schools. It is your opportunity to take a stand against conduct such as academic dishonesty that diminishes the value of your Central Catholic education.

The Honor Council is a volunteer, extra-curricular service activity of students and adults. It is not a court of law and acts only as a communication, review, recommendation, and education service of Central Catholic High School. The Central Catholic High School administration is responsible for all final decisions as to the disposition and consequences related to violations of the school's Honor Code.

Central Catholic's Honor Code is:

A Central Catholic student will not lie, cheat, steal, or tolerate those who do.

The Honor Council is composed of nine students for the first quarter and eleven after that. There will be three (3) members from the Senior, Junior, and Sophomore classes; two (2) Freshmen after the first quarter.

The Honor Council is responsible for reviewing specific cases in which the Honor Code may have been violated and making recommendations to the school administration. The Honor Council will:

1. Provide confidential reporting and hearing process for students or faculty to report suspected Honor Code violations.
2. A student needs to present his own case but may have a faculty or administrative advocate.
3. The Honor Council will seek and review relevant information from the reporting individual(s) and from the student(s) in question of Honor Code violation.
4. The Honor Council will decide by a vote, with the majority carrying, whether or not the Honor Code has been violated.
5. If the Honor Code was violated, the Honor Council will identify an appropriate consequence.
6. The Honor Council will refer the facts of the case and recommendation of consequences to the Assistant Principal for Student Development.
7. After learning the administration's decision, the Honor Council will inform the student(s) in question and reporting individual(s) of the decision and any associated consequences.
8. The Honor Council will maintain secure and confidential records of all hearings.

Honor Code Consequences:

	Minor Offense	Meaningful Offense
First Offense	Warning; Parental notification; 50% off assignment; Written reflection assignment for teacher	0% on assignment; Parental notification; Probation for Honor Societies and leadership positions held; Written reflection assignment for teacher
Second Offense	0% on assignment; Parental notification; Probation for Honor Societies and leadership positions held; Written reflection assignment for teacher; Meeting with Assistant Principal for Student Development	0% on assignment; Parental notification; Disqualification for Honor Societies and leadership positions; Written reflection assignment for teacher; 30 day suspension from all extra-curricular activities; Meeting with Assistant Principal for Student Development
Third Offense	0% on assignment; Parental notification by Assistant Principal for Student Development; Disqualification for Honor Societies and leadership positions; Written reflection assignment assigned by AP Student Development; 30 day suspension from all extra-curricular activities; Apology letter to teacher; Meeting with Assistant Principal for Student Development	0% on assignment; Parental notification by AP Student Development; Disqualification for Honor Societies and leadership positions; Written reflection assignment assigned by AP Student Development; 45 day suspension from all extra-curricular activities; Removal from any leadership positions; Apology letter to teacher; One (1) day out of school suspension; 18 hours of community service; Meeting with Assistant Principal for Student Development
Fourth Offense	0% on assignment; Parental notification by Assistant Principal for Student Development; Disqualification for Honor Societies and leadership positions; Written reflection assignment assigned by AP Student Development; 45 day suspension from all extra-curricular activities; Removal from any leadership positions; Apology letter to teacher; Two (2) day out of school suspension; 18 hours of community service; Meeting with Assistant Principal for Student Development	Student may be asked to withdraw from school

A student may be asked to withdraw or be dismissed from Central Catholic for a **fifth offense**. Offenses are cumulative for the years the student is enrolled at Central Catholic High School. Without a cumulative record, there is no real honor or integrity in the system

Guidance Services

Central Catholic's Guidance and Counseling Department consists of two counselors who share the responsibilities of addressing the personal, social, and academic needs of our students. The college counselor does the academic counseling for grades 11 and 12. Both counselors serve as emotional counselors for students in all grades. The resources do not exist to call every student in for repeated periodic interviews, though we do try to contact those students who may need special attention whenever possible. When necessary, the student should take the initiative to contact the appropriate counselor for an appointment as needed. Both counselors practice an "open door" policy.

Together, these two counselors attempt to address the needs of the entire student body. Due to the limitations of a two-person Guidance Department, we would very much welcome your patience as you communicate with us throughout the school year. Frequently, a teacher or administrator suggests counseling for a student. When this happens, a counselor will send him an appointment slip indicating a time to report to the counselor's office. If the appointment occurs during class time, the teacher may keep the student in class if important work would be missed. In such a case, the student should inform the counselor who will reschedule the appointment accordingly.

Much of the contact with the students comes in the form of "group" counseling which takes place periodically, throughout the school year, in either their Religion or English classes. A counselor works hard to "settle in" the freshmen by making them feel comfortable here. Counselors talk to the freshmen early in the school year to introduce himself/herself and to give them helpful hints on how to study and use their homework planner effectively. Once the freshmen know who the counselor is and where the counselors' offices are located, they are free to contact the counselor for an individual appointment as needed.

The counselor also works with the sophomores in October to help prepare them for the PSAT/NMSQT as well as provide them their test results at the beginning of the second semester and, at this time, works with them on their career possibilities.

The College Counselor assists the juniors and seniors with the college/scholarship process by pro-

viding information on admissions requirements and scholarship qualifications. The counselors meet with the seniors in late August to give them their college application folder and explain how the actual process works. The seniors are encouraged to open their files with him/her, on an individual basis, a couple of weeks before their application deadlines. In this way, the counselor is able to process 800-1,000 applications between Labor Day and the end of the school year. The counselors meet with the juniors, in group guidance, three times during the year—in October to prepare them for the PSAT/NMSQT, early in the second semester to hand back their PSAT/NMSQT results and start them investigating colleges of interest, and finally in late May to encourage them to prepare the final steps in the actual application process. The goal is to have them ready to begin applying to colleges early in their senior year.

Academic Advising

Each spring returning students select their courses from the following year's curriculum guide. The counselors help any student who needs assistance in this process. Both counselors are available to all students who would like to formulate or review their four-year plan as to fulfilling graduation requirements. A counselor's signature is now a requirement on the course selection sheet. Parents who wish to meet with their son's counselor are asked to please call in advance to secure an appointment.

Parental Responsibility

In order to be helpful and supportive of your son, the counselors ask that you please read and become familiar with the following Central Catholic publications which are full of helpful information that will assist you in helping your son throughout his high school career:

- Student-Parent Handbook
- Curriculum Guide
- School Calendar
- NewsCentral (on webpage)
- Friday Flash (on webpage)
- Divisional Newsletters
- "Counselors' Corner" on the CCHS webpage
- Button Buzz (on webpage)
- Prep HQ

Students with Learning Disabilities

If your son has been diagnosed with a learning disability of any sort, we ask that you please inform a counselor so they may, in turn, inform your son's teachers about any special accommodations his learning environment may require. We also request that you provide the school with a copy of any documentation with any recommendations, as well as any updates, that you may have regarding his disability. Because we are not a government funded school, we are limited to the number of services that we can provide. The counselors would be happy to discuss what aids are available to your son's learning process here at Central Catholic High School. Any medications that may alter your son's ability to learn, focus, or conduct himself in the manner prescribed by our school policies should be brought to the attention of the counselors and the school nurse so that they, in turn, may notify his teachers.

Benefits/risks of counseling

Participation in counseling can have risks and benefits. Since counseling often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings, such as anger, sadness, loneliness, guilt or frustration. The greatest risk of counseling is that it may not, by itself, resolve your concerns. On the other hand, you are likely to be helped to find solutions to specific problems, improve relationships, reduce feelings of distress, and/or gain a greater understanding of personal goals and values. Together we (the counselor, student, and family) will continuously assess the services being provided for appropriate progress toward your goals.

Confidentiality

Client privacy is valued and respected. However, clinicians are required by law and/or professional ethics to break confidentiality in certain circumstances. The counselors will use all reasonable means to keep confidential anything that is said to us, except when the following conditions exist:

1. When a parent signs a written consent to revoke their right to confidentiality and only to the extent/duration/depth that they state.
2. When the counselor is ordered by a court.
3. When the counselor believes that the student is a danger to themselves or to others.
4. When abuse or neglect is disclosed or suspected.

Please contact the counselors if you have any questions regarding this policy.

Part III

Policies Promoting Good Order

Central Catholic High School seeks to educate the whole person—academically, socially, morally and spiritually—in a Marianist framework. Disciplined behavior, community and mutual respect are the foundation of academic achievement and moral development. Every young man is expected to behave in ways reflective of the philosophy and ideals of the Central Catholic community and in ways that do not impede the educational process.

Central Catholic encourages its students to show sincere respect to one another. A respect founded in the recognition of one another as sons of God, created by an all loving God and gifted with the incredible dignity of the same, the very same human existence lived by His Son. One way to give evidence of this recognition is by showing respect to one another in the little daily activities that go to make up a regular school day. The civility of human discourse, proper manners, a sense for cleanliness, all these go towards making our lives more meaningful and more enjoyable.

Profile of a Graduate of a Marianist Sponsored School

Imbued with the Charism of Blessed William Joseph Chaminade, a Marianist sponsored school strives to form the whole person. The graduate of a Marianist sponsored school must be a faith-filled and well-rounded individual. The person should be capable of integrating faith and culture ultimately leading to a community that is able to profess its faith and make connections to others in meaningful ways to spread the Gospel message.

Formation in Faith

- exhibits Christian attitudes and behaviors towards others
- exhibits the virtues of integrity, honesty, fortitude and justice in personal and community living
- has a basic understanding of the tenets of the Catholic faith
- looks to Mary as a model of faithful discipleship
- understands the role and importance of Mary in the life of Christ and the Church
- uses prayer in daily life
- possesses a rightly formed conscience

Family Spirit

- learning to develop personal relationships
- understands the importance of community — personal and global

- understands and assimilates the Marianist charism of “family” and all that it implies
- understands and appreciates the centrality of Jesus in all relationships
- realizes the importance of community in ongoing personal development
- appreciates the value of “family” in life and in society

Integral, Quality Education

- is able to be involved in a dialogue between faith and culture
- understands and appreciates the interconnectedness of the various academic areas of study
- is proficient in basic academic disciplines
- is continually developing critical thinking skills
- possesses the skills to become a leader in family, church and society
- appreciates the value of education and the acquisition of knowledge
- understands and has the ability to be a life-long learner

Service, Justice and Peace

- exhibits an understanding of the concept of Christian service and promotes the virtue of justice in personal, family and public arenas
- is capable of identifying with those whose suffering from injustice in the world and works to alleviate the injustice
- has a global awareness of structures that cause injustice
- demonstrates a willingness to work with others to build a just society
- has the ability to resolve personal and societal conflict in a peaceful manner
- is willing to share self and material possessions with others

Adaption and Change

- leadership skills to lead a collaborative effort for positive changes in society and the church
- has the ability to critically evaluate change
- exhibits an openness to necessary changes in personal life and in community
- has the ability to adapt to societal and technological changes
- shows flexibility in attitudes and dispositions
- ongoing awareness of the ‘signs of the times’

Providence High School Classes

When Central Catholic students are in class or between classes on the Providence High school campus, they are expected to obey all Providence regulations. A copy of these regulations may be obtained from the PHS office.

Providence High School Students

A number of students from Providence attend CCHS classes. They are to be shown customary respect for their human dignity. Problems should be directed to the Assistant Principal for Student Development.

Pledge of Collegiality at Catholic Schools

The Gospel of our Lord and Savior Jesus Christ and the teachings of His Church urge Christians, no less than all men and women of good will, to behave in a manner worthy of sons and daughters of Almighty God. As Catholic High School administrators we desire to preserve good will and friendly relations between the members of our own community with those of every other. In support of this goal, we commit our school communities to the following:

- We commit to praying before every game or contest where two member schools are present.
- We commit to treating others courteously.
- We commit to cheering for our own team without insulting or disrespecting anyone.

In further support of this goal we commit ourselves to have an administrator or designee present at every game so that any issues that arise can be dealt with promptly. We also commit to educating the members of our community about collegiality and insisting that they act accordingly.

Section A

Attendance

A student's academic progress and his level of achievement depend primarily upon three factors: his presence and active participation during class, his thorough completion of written assignments, and his thoughtful study of class materials, including readings. Daily attendance—and attentiveness—is expected in order to learn; a student can never fully make up what he misses by being tardy to class or absent entirely.

The Attendance Committee is made up of the Assistant Principal for Student Development, Assistant Principal for Academics, school counselor and two faculty members approved by the Chief Administrators Council. The Attendance Committee may hear each case in which a student's attendance falls below the 90 percent threshold and a petition by the student and his parent or legal guardian has been filed. The committee may give a class credit to a student because of extenuating circumstances according to policies adopted by the Administrative Council.

The Chief Administrators Council has adopted a policy establishing the number of times a student who is otherwise eligible to participate in an extracurricular activity may be absent from class to participate in an extracurricular activity sponsored or sanctioned by the Archdiocese of San Antonio, TAPPS, UIL, or any organization sanctioned by Administration resolution. The policy permits a student to be absent from class ten times during the school year. (School retreats are excluded from this policy.)

Attendance Policy

• Consequently (in accord with Texas Education Code 21.041), *a student may not receive credit for a class unless the student is in attendance at least 90 percent of the days the class meets. A waiver (for extenuating circumstances) may be granted by the Attendance Committee.*

• Only a chronic or prolonged illness will be considered sufficient cause to warrant nine (9) or more absences in an academic semester. Parents should consult the Assistant Principal for Student Development as soon as a student has been absent five times.

• When a student is absent (partial or full day) or tardy, his parent or guardian should inform the school no later than 9 a.m.

• Upon returning to school, the student is to present a note signed by the parent to the Attendance Office giving the reason for the absence. The student will receive

an admit slip which is to be presented to each teacher. Each teacher will initial for their class period.

Absence Policy

Regular attendance at school is of utmost importance to the learning process. Parents and students are expected to be cooperative and honest in dealing with situations that interfere with regular school attendance.

- Parents will be notified by mail when students have been absent 6 times per semester.
- Once a student has been absent for 10 partial/full days per semester, his final grade may be lowered by as much as 7 points. Stipulations regarding attendance and academic requirements for the student to remain at Central Catholic will be discussed at a meeting with the Attendance Committee.
- It is the responsibility of the student to initiate the necessary arrangements to make up assignments and tests.
- If the student is absent fewer than three periods, the student will be recorded as absent for a half-day. If the student is absent for more than three periods, the student will be recorded as absent for a full day.
- For excused absences, the student will be given the number of days plus one to complete make-up work. This does include weekends. However, course teachers will determine when missed quizzes or tests are to be taken.
- For an excused absence due to a reason other than illness; (e.g. retreats, athletic competitions, drill meets, band performances, field trips, or any other co-curricular activities), assignments, tests, projects, reports, presentations assigned by the teacher prior to the event, the student will be prepared for class the day he returns.

Excused absences

General procedures

- Only serious reasons will be considered sufficient to judge an absence as excused; for example, unavoidable medical appointments, illness, and funerals of a close family member. Parents should not request that students be excused from school to join parents on vacation or business trips. These may not be judged excused absences. If so, the student must make up the day(s) missed with a Saturday Academic School (\$30 fee).
- The school calendar publishes at the beginning of the year the dates for the holidays and the longer breaks (Christmas vacation, Spring Break, etc.). An extension of these holiday periods will not be excused.

• Parents should consult with the Assistant Principal for Student Development concerning reasons which might or might not justify excusing an absence. Although excused absences are in the normal case not subject to academic penalty, prolonged absences nevertheless can jeopardize obtaining academic credit for the semester.

- Missed work (assigned written work, scheduled tests, etc.) may be made up. The teacher may set reasonable deadlines (published with his/her course policies) for such work to be completed.
- It is the responsibility of the student to initiate the necessary arrangements for the make up.
- For all extended absences, it is expected that students will complete as much of the work as possible prior to or during the term of the absence.
- Students must submit a note from a parent or guardian explaining the necessity of the student being away from school during school hours. If this absence will occur during the first hours of school, this absence must be arranged on the day prior to the scheduled absence.

• If a student becomes sick or injured during the school day, he should report to the School Nurse in the Attendance Office, who will treat minor injuries with antiseptic and band-aids but cannot administer medicines. If a student becomes sick enough to leave school, the Attendance Office personnel will first contact the parent or guardian for their verbal permission or instructions.

In order for office personnel to administer prescription medication, the prescription must be in its original container. A medication form may be picked up in the Attendance Office, completed, and returned the following day. All medications must be left in the Attendance Office.

Note: A doctor's written explanation is required in the case of a student being absent periodically due to a recurring medical condition.

College visits

- Because Central Catholic is a college preparatory school, and because the choice of an appropriate college is critical to the future of each student, the school permits two days of excused absence during the junior year and two days during the senior year, for the purpose of visiting college campuses. In particular instances when distance is a factor, a student may choose to take all his college leave time during his junior or senior years. All such visits are subject to Administrative review before the visit. No leaves may be taken by seniors in the 4th quarter.

- Forms for such visits must be obtained from the Guidance Office, and school work must be made up as described in the *General Procedures* section of Excused Absences. Campus visits may (and more appropriately) be arranged outside of school time. More than two school days in either year will be regarded as unexcused.

Field trips

The term “field trip” includes not only classes which intend to travel off campus during school time, but also JROTC/Band/Athletic absences and excursions by approved clubs. Students making such “field trips” must have their parents sign a special release form which teachers can obtain from the Attendance Office. If classes are to be missed as a result of a field trip, the student must obtain the permission of those teachers and will be held responsible for any work missed.

Unexcused absences

The Assistant Principal for Student Development reserves the right to determine the suitability of a student’s absence. “Parental permission” is not in of itself an excuse for absence. Students do not have a right to make up work missed due to an unexcused absence. However, it is at the teacher’s discretion whether to require written assignments be completed, regardless of whether these assignments will be graded.

- No makeup of assignments, quizzes or tests is permitted. Zeroes are automatically given for any work, tests or quizzes missed.

Note: Examples of *unexcused absences* (a suggestive list, but not an exhaustive one) would include going deer hunting, extending holiday vacations (either by leaving early or returning late), going on family vacations during school time, accompanying a parent to the parent’s convention, etc. In particular, “Senior Skip Day” is not condoned at Central Catholic High School; any senior who takes part in such an activity will be assigned to SCRIB step 10 and may be subject to suspension.

Truancy

Truancy will be punished as a grave matter deserves. It makes the student liable to suspension. A student is considered truant in the following circumstances:

- The student is absent from school without parental knowledge and the authorization of the school administration;
- The student is absent from a scheduled period without authorization of a teacher or school administrator;

- The student leaves school before the dismissal bell without authorization of the school administration.

A student who is truant is subject to disciplinary action including verbal and/or written warnings and reprimands, detentions, Saturday Detention, suspension, and withdrawal/dismissal.

Tardiness

- Tardiness to school or to class is not readily excused.
- *A student will be considered tardy-to-school if he arrives after the first period bell at 8:30 a.m. However, severe weather or major accidents on a family’s customary route may prevent a student from arriving on time. Such days will be announced by the Assistant Principal for Student Development.*

Tardy to school

A student is considered late to school if he is not inside his first period class when the bell begins to ring. Four tardies are permitted to a student each semester. Each additional tardy will merit escalating consequences explained below.

If tardy, the student is to report to the Attendance Office and receive an admit slip. He must also bring a note from a parent or guardian and give it to the Assistant Principal for Student Development, who will decide if the tardy is excused or unexcused.

Consequences for tardiness

- **5 tardies:** Warning. Student and parents are advised in writing of escalating consequences.
- **6 tardies:** Detention. Student is assigned a 45 minute detention and a letter is sent to the parents.
- **7 tardies:** Saturday Detention. Student is assigned to Saturday Detention (8:30 a.m. to 12 noon) and a letter is sent to the parents. There is also a \$30 fee for Saturday Detention.
- **8 tardies:** Suspension. Student is placed on ISS (In School Suspension) the next school day. Maximum grade of 70 on all work. Parents are notified.
- **9 tardies:** Suspension — Student is given Out of School Suspension for the next school day. Student must complete 6 hours of community service at a place of the school’s choosing. Maximum grade of 70 on all work. Parents are notified.
- **10 tardies:** Suspension — Student is given a two (2) day Out of School Suspension beginning the next school day. He must complete 12 hours of community service at a place of the school’s choosing. He is placed on a disciplinary contract, and the case is turned over to the

Attendance Committee for further recommendations. Maximum grade of 70 on all work. Parents must meet with the Assistant Principal for Student Development before the student may return to class.

Tardy-to-class

- Students are considered tardy-to-class if they are not inside the classroom at the assigned time for the start of class.

- *Class tardies are controlled by the classroom teacher.*

- Repeated or unexcused tardiness is subject to disciplinary action by the Assistant Principal for Student Development. Teachers will report to the Assistant Principal for Student Development those students who are frequently late to class.

- Chronic tardiness may result in detention, Saturday Detention or suspension..

- Students who are late to class because they were detained in the office or by another teacher or counselor must present a pass to the next period's teacher signed by the faculty member who detained him.

Academic Saturday School

Students who are in danger of not passing a class because of excessive tardies or absences may be required to make up their time and work in the Academic Saturday school program, at their own expense. Students who are severely behind in their work, failing more than one course, or missing multiple assignments in more than one course may be assigned to Saturday school at the recommendation of the divisional council or administrator. Students who are chronically deficient in study skills or study organization may from time to time be assigned to this program as a structured environment that can improve performance and behavior. Students will conform to the school's dress code and other school regulations during Academic Saturday School.

Reports

Attendance may be checked online through the NetClassroom system. We encourage parents to check these matters at least monthly and discuss any concerns with their sons, and with the Assistant Principal for Student Development if necessary.

Section B

Dress code

Central Catholic engages its students in the serious task of learning. Consequently, Central Catholic expects its students to dress accordingly. There is a direct correlation between a young person's appearance and his overall attitude toward school. Since attendance at Central Catholic is a privilege, every student is expected to abide by the dress and grooming code. Dress and grooming are parental and student responsibilities that should be addressed before the student arrives at school.

Hair Style

- During the school day, a student's hair is to be neat, clean and well groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt or extreme appearance.

- **Hair should not reach over the collar, cover over half the ear, fall below the eyebrows or be placed behind the ear so as to hide long hair.**

- If hair is under a #2 cut, hair must be tapered/blended into the cut.

- High and tight/military styles are allowed.

- Boys' faces are to be clean shaven at all times.

- Sideburns should be neatly groomed with no apparent design and not come below the bottom of the ear lobe. *If in JROTC, sideburns should be no longer than the middle of the ear.*

- None of the following is acceptable: tails, streaked, bleached or colored, grooved, patterned, lined, spiked, extreme bi-level, mushroomed, shaggy, dreadlocked hair or shaved heads.

- The Assistant Principal for Student Development will be the final judge of what hair styles will be accepted.

- Hair styles outside of regulation may require students to be transported to a barber of the school's choice at the student's expense.

Wearing Apparel

Pants

• Students will wear regular style slacks or pants with a traditional cut.

• Pant styles that are clearly not acceptable include blue jeans of any style or color, any style pants that looks like or imitates blue jean style.

• Oversized clothing (more than one size larger than student size) is not to be worn to school. Specifically, "bagging" or "sagging" pants are prohibited.

• All pants are to be worn at the waist.

• Tight fitting pants (e.g., tights, bicycle pants) are prohibited.

• No type of drawstring pants or cargo pants will be allowed.

• Pants may not be torn up the seam so that boots may be worn, or have frayed edges.

• All pants must be neatly hemmed or cuffed.

• A belt must be worn with pants which have belt loops. Suspenders may be worn in place of a belt.

• Pants are not to be worn tucked into boots.

Shirts

• Students will wear only collared shirts.

• Uniform shirts such as Exxon, Pepsi, Taco-Cabana, Mobil, soccer jerseys and military are not allowed.

• Shirts must be buttoned properly and worn tucked in, not folded under. Shirts that cannot be tucked in should not be worn to school. Shirt tails should be long enough so that the shirt remains tucked in.

• Graphics or logos on shirts that are suggestive or indecent or which cause distraction are not acceptable. The Assistant Principal for Student Development will judge what graphics are acceptable.

• During cold weather, if a sweater is worn, a collared shirt must also be worn.

• One shirt may not be worn over another shirt as a jacket.

• Long-sleeve T-shirts are not considered to be sweaters.

• Only CCHS hooded sweatshirts are allowed as school dress attire.

• Sleeveless shirts, shirts designed as underwear, and shirts that have been physically altered in any way except to fit the wearer more appropriately are not acceptable.

Shoes

• **The following shoes are allowed:** Black or brown dress slip-ons, loafers, oxfords, boots.

• **The following shoes are not allowed:** Shoes that have striped detail, sporty look, canvas, suede, slipper, moccasins made of sheepskin or suede, tennis shoes and shoes with no backs are not acceptable. The Assistant Principal for Student Development will have the final decision in all dress matters.

• Regular socks must be worn.

• Shoes that take a shine should be polished and scuff marks and undyed areas repaired promptly.

Miscellaneous

• Jewelry must be simple and in good taste. Earrings and posts are not acceptable at school or any school-sponsored activity, night or day, on or off the campus.

• Chains, key chains or chain wallets may not be worn during the school day.

• Piercing of any body part is not allowed.

• Caps and hats are not appropriate during the school day and are not permitted in the halls.

• Items taken from students will be kept by the Assistant Principal for Student Development until the end of the school day.

• After the second time, the item will be kept until the end of the semester or until a parent comes to retrieve it.

Forums, Mass and special occasions

• White collared shirt, long sleeve or short sleeve dress shirt with tie in good taste.

• Khaki, _____ style, slacks

• Black or brown dress shoes

• Dress socks

• JROTC uniforms as scheduled unless otherwise announced.

Game and Performance Days

• Club, team, organization shirts or sweatshirts may be worn on designated days. All other aspects of the dress code are in effect.

Blue and White Days

Blue and White Days can increase school spirit. The following guidelines are created in that spirit:

- Only Central Catholic apparel may be worn and must be visible: T-shirts, jerseys, polo shirts, and hooded jackets.

- No collared shirt that is open is to be worn over the T-shirt. A basketball, cross-country or track tank top must be worn with a T-shirt underneath.

- Players on teams may wear their jerseys on game days.

- T-shirts, polo shirts, and team jerseys must be tucked in while on campus.

- Blue jeans may be worn. They must be without holes or rips and must be clean. Oversized jeans (more than one size larger than the student's size) are not to be worn during Blue and White Day. Specifically, "bagging" or "sagging" pants are prohibited. All pants are to be worn at the waist.

- Belts must be worn if the pants have belt loops.

- Tennis shoes are allowed but *no sandals*. Regular socks must be worn with the tennis shoes.

- All other rules concerning hair code and shaving are in force.

- A student who chooses not to participate in the Blue and White Day must abide by the CCHS dress code.

- Students who violate the Blue and White Day dress code may be sent home and receive zeroes for classwork missed and lose the remaining Blue & White day privileges.

shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed, it will not fall over the ears or eyebrows or touch the collar of uniform shirt, except for the closely cut hair at the back of the neck. The block-cut fullness in the back is permitted to a moderate degree, as long as the tapered look is maintained. The lowest part of the hairline at the back of the neck should not exceed 1/8 inch. In all cases the bulk or length of the hair may not interfere with the normal wear of the headgear.

- b. Cadets will keep sideburns neatly trimmed. Sideburns will not be flared; the base of the sideburn will be a clean-shaven horizontal line. Sideburns will not extend below the middle of the ear.

- c. Cadets will keep their face clean shaven. Beards and mustaches are not permitted.

- d. Cadets will not bleach, dye, or streak their hair.

JROTC Uniforms

Details about the proper wearing of the JROTC uniform are determined by the JROTC staff in accordance with Army regulations. Conformity with these regulations is expected and infractions will be considered violations of the school dress code and will be dealt with accordingly.

Hair style

1. Students enrolled in JROTC will comply as follows:

- a. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The hair must present a tapered appearance; which implies that the outline of the cadet's hair conforms to the

Section D

Vital Policies

1. Controlled Substances

Illegal drug sanctions

The following are Central Catholic High School penalties for unlawful use, possession or distribution of controlled substances during the school day or at a school-related function, such as dances, retreats, field trips, plays, games, practices, concerts, club-sponsored events, etc.

Illegal drugs include prescription drugs or any drug used out of compliance with school policy.

For the manufacture, sale or distribution of illegal drugs

Permanent dismissal from Central Catholic and notification of legal authorities.

For the possession or use of illegal drugs

Until proof is established, the student will be suspended from Central Catholic High School. During the investigation, students will be required to undergo drug testing and/or substance abuse counseling.

When Central Catholic is made aware of a student either in possession of or under the influence of illegal drugs, the student will be taken by their parents or legal guardian to a drug testing facility of Central Catholic High School's choice to be drug tested. An Administrator will be present at the lab and will receive a copy of the lab results. Central Catholic reserves the right to have students suspected of being under the influence of alcohol to be tested at a lab of the school's choice. The financial responsibility will belong to the parents (or guardians.) Refusal to cooperate with these directives will result in immediate dismissal from Central Catholic

and permanent separation of the student from all school activities.

If found guilty for the possession or use of illegal drugs, the student will be dismissed from Central Catholic for two full academic semesters from the date the infraction occurred, during which time the student will be enrolled elsewhere to continue his course work. The student will have to reapply to Central Catholic for admission.

Students in the company of those directly involved may be subject to the same sanctions, depending upon the degree of involvement.

If an infraction involves assault or weapons, the penalty is permanent dismissal from school.

Drug detection

Central Catholic High School is committed to providing a safe environment for our students. The school employs a drug detection agency to come in during the school year to do random drug searches. Please be aware that according to state law anything on the school's property is legally subject to search. This includes cars in the parking lots, lockers, school bags etc.—anything but people.

2. Students/Personnel Diagnosed with Human Immunodeficiency Virus (HIV/AIDS)

Central Catholic High School, as a Roman Catholic community, is committed to providing an environment where the teachings of Christ can be experienced and modeled by its members. It is especially true that compassion for the sick be evident as well as a concern for their psychological and physical well-being.

In addition, Central Catholic has an obligation to the common good, as well as to the individual welfare of its students and personnel. The Central Catholic community must make every effort to balance its sensitivity to the rights of privacy and confidentiality of its members and their protection against education/employment discrimination given all handicapped persons, with its concern for the over-all well being and needs of its students and personnel.

Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HIV (Human Immunodeficiency Virus) which attacks and cripples the body's immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of viral, bacterial and/or fungus-caused illnesses which debilitate the body resulting in a substantially high mortality

rate. The spread of the virus has occurred through the exchange of body fluids (blood, blood by-products, semen, and vaginal secretion) between individuals. No evidence exists to indicate the spread of the virus through casual contact.

In light of these principles and information, Central Catholic High School establishes the following policy:

The fact that a student/employee or an applicant for either category has HIV infection/AIDS is not reason alone for exclusion from school. Such a person should be evaluated as an individual case, and exclusion from the school environment should be based upon the person's physical limitations, psychosocial activity patterns, and the opinion of a panel of responsible persons designated by the Principal.

In the case of a student, the panel shall be comprised of the student's parents, student's physician, the school's designated physician, the Assistant Principal for Student Development and the Principal. The Principal may appoint additional persons such as a teacher of the student if it is deemed appropriate and necessary.

3. Harassment

Central Catholic affirms the Christian dignity of every student and adult. It is the policy of Central Catholic High School to provide an educational environment in which all students are treated with respect and dignity. Harassment is unacceptable. Harassment occurs when an individual is subjected to treatment that is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, appearance or gender. Harassment of any student by another student is prohibited and will not be tolerated.

Sexual, verbal and physical harassment by any adult working at Central Catholic is a serious offense and will be treated as such. Such actions should be reported at once to the principal and any physical evidence preserved.

Visual harassment

Lewd or leering gesture, display of suggestive objects or pictures, cartoons or poster

Written harassment

Suggestive or obscene letters, notes or invitations

Bigoted harassment

Anti-semitic, anti-ethnic or anti-religious language is by definition bigotry and harassment if directed to a member of the offended group. It is inappropriate and bigoted even if no member of the offended group is nearby. Language directed against any person because of a real or perceived sexual orientation is inappropriate and unacceptable.

Verbal harassment

Demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets

Physical harassment

Unkind, immoral and/or unlawful physical touching, contact, assault; deliberate impeding or blocking movements; or any intimidating interference with normal study or movement.

Sexual harassment

Includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature.

Mobile and Internet Technology harassment (i.e. Cyber Bullying)

The use of electronic information and communication devices such as email, instant messaging, text messages, blogs, mobile phones, instant messages, etc. and defamatory websites to bully, degrade or otherwise harass an individual, group or school and its personnel through personal attacks or other means. This includes slander and gossip on personal blogs.

Student-to-student harassment

This policy prohibits student-to-student harassment whenever it is related to student activity or attendance and occurs at any time including, but not limited to, any of the following:

- While on school grounds
- During, or while going to, or coming from a school-sponsored activity
- At any time if the harassing behavior is witnessed by another member of the CCHS community, or if audio, video or any other representation of the activity is at any time posted in a public forum of any kind, including public websites

Any student who engages in the harassment or hazing of another student is subject to disciplinary action including verbal and/or written warnings and reprimands, counseling, suspension and withdrawal/dismissal.

Unethical or illegal conduct

Should substantiated unethical or illegal conduct outside the school environment come to the attention of the school, this, too, may serve as grounds for disciplinary action as students of Central Catholic are expected to conform their lives to Christian principles at all times.

Illegal conduct anywhere brings, among other penalties, shame on the individual, his friends and the school. It should be understood that misdemeanors or felonies committed on the campus of this or any other school automatically increases in law by one grade of seriousness. For instance, a class “C” misdemeanor automatically advances to class “B.”

Criminal background check for all parent chaperones/drivers

Any adult who wishes to accompany students on a field trip must have completed a criminal background check prior to the event. Please keep in mind that this process takes approximately one week.

4. Internet Use

With the addition of the Internet to the library, we have established a set of guidelines to assist students and parents determine what is proper behavior on the Internet. Please review these guidelines with your son.

- **Educational excellence**—All use of the network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided.

The failure of any user to follow the terms of this authorization for Internet access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action including verbal and/or written warnings and reprimands, counseling, suspension, and withdrawal/dissmissal, and/or appropriate legal action.

- **Acceptable use**—Must be in support of the educational goals and objectives of Central Catholic High School.

- **Prohibitions**—Material which should not be transmitted over the Internet includes copyrighted material, satanic or anarchistic material or material protected by trade secret. Chat groups, Facebook, blogs, etc. are not to be used unless necessary for a class assignment and under the direct supervision of an adult.

- **Netiquette**—All users must use network etiquette. This includes politeness and appropriate language. Swearing or vulgar language should not be transmitted over the Internet. This behavior is prosecutable as a Federal felony.

- **Privacy**—Do not reveal addresses, home phone numbers or other personal information, etc. Realize that this is a worldwide network.

- **Vandalism**—Do not destroy data of another user. Do not create or upload viruses or do any other activity to jeopardize the network. Do not make changes to the hardware or software, including the “desktop.”

- **Accuracy of information**—Remember that when using the Internet, not all information is equally valid. Consider your source when searching for information—prefer information that first appeared in a book or professionally edited print journal.

5. Sportsmanship

Everyone—athletes, coaches, cheerleaders, band members, student council, faculty, staff, administration, sports officials and parents—are committed to making sportsmanship a priority in the classroom, on the athletic field and in life. A Sportsmanship Code of Conduct is available and applies to all extracurriculars.

6. Gambling

Like alcoholism, gambling addiction is a serious and debilitating disease. Moreover, gambling is illegal. It is also an offense against the virtue of justice. Student gambling and games of chance, with or without the exchange of money, are not permitted in school or during school activities

7. Videogaming

As a school dedicated to an integral, quality education, we encourage serious academic pursuits and in-person communication. Videogaming, whether off line or online, is prohibited during school hours.

Section E

Consequences

Fines

In order to promote good order, we employ both praise and minor coercive measures, which exclude corporal punishment. Minor fines may be employed to underline the importance of the rules of order. These include, but are not limited to:

- **Cell phones:** Cell phones are not permitted in school — not in backpacks, sports bags or on the student’s person. They may be turned off and left in the lockers or cars. Cell phones may not be used on school grounds during school hours (7:50 a.m. to end of school) without permission of an administrator.

- **1st offense:** A fine of \$25 will be paid before the phone is retrieved by the parent (or guardian).

- **2nd offense:** The student is given a Saturday “Work Detail” School. A fine of \$50 will be paid before the phone can be retrieved.

- **Uncovered books:** \$1 for each uncovered book.

- **Gum/food chewing:** Students who chew gum in the school building will be fined \$5. Eating of food, candy, drinks in unauthorized areas will also result in a \$5 fine. Failure to pay the fine when required will cause additional consequences to be assigned.

- **Dress code violations:** Students who are not wearing socks or who are not wearing a belt will be fined \$5.

- **Shaving violations:** Boys who are not clean-shaven will be assessed a \$5 fine and provided with a razor and shaving cream and will shave.

- **Parking violation:** Students who drive a car to school which is not registered either for the school year or for a temporary period will be fined \$20; students who do not properly display the parking registration tag will be fined; students who bring their car into the quadrangle or on Augusta Street before 6 p.m. on a school day will be fined. Dangerously parked vehicles are subject to towing and impoundment.

- **Backpacks:** We have organized the school day so that students can go to their lockers frequently enough to make the use of backpacks unnecessary. Backpacks may be used to carry books and other needed items to and from school. They are not to be carried in the halls or allowed in the classrooms, library, atriums, corridors or laboratories during the school day (8 a.m. to 3:15 p.m.). Violations will be subject to fines. Satchels, if used, should be small enough to fit in the rack under student chairs. Backpacks and satchels should not be left in the hallways, outside in the Quad, behind doors, etc. while the students are at lunch. During class, backpacks, satchels and books must be kept under the student’s desk.

- **Fines:** Certain minor offenses such as dress-code violations have consequences of fines between \$5 and \$50. These fines are imposed to call attention to the need for good order. Money so collected is used for the general student welfare and education in good order. Fines must be paid promptly. All fines must be paid to the Business Office by Friday of the week in which the infraction occurred. Failure to comply will result in being assigned to a Saturday Detention. Further consequences such as Saturday School “Work Detail” or not permitting the student to attend class until he is in compliance with dress code may also be applied. At the discretion of the Assistant Principal for Student Development, any fine more than 2 weeks overdue may be commuted to a day of on-campus service, for which a supervision fee of no more than \$30 may be imposed.

Consequences for chronic dress code violations

Violations of rules concerning hair, side burns, dress code, gum and food will receive fines. However, students with chronic violations will be placed at Step four on the SCRIB sheet.

Schoolwide Discipline (SCRIB) Detention

Detention will be the usual punishment for ordinary infractions of rules and regulations.

Practice times for athletic teams or other engagements for extracurricular activities are not sufficient reasons to change the assigned date for a detention.

Saturday Detention is assigned for a more serious offense. It begins at 8:30 a.m. and concludes at noon. Dress for Saturday School is casual.

Students who fail to serve assigned afternoon detention or Saturday Detention could be suspended or asked to withdraw from Central Catholic.

Following is a brief summary of the program and its five basic elements:

1. **Simplicity:** The plan is easily understood by all concerned and the consequences are clearly defined.
2. **Consistency:** A standardized schoolwide program, involving the teachers and staff in the referral process, leads to a greater consistency of enforcement as well as fairness.
3. **Communication:** Each time a student is disciplined for a violation, parents are notified. Students and their parents are made aware of the student’s placement, as well as the disciplinary action to be expected if the student chooses to move to the next step.
4. **Parental Involvement:** When a student reaches the fourth step of the plan or is suspended a second time for a serious violation, a Behavior Intervention Team (BIT) meeting is scheduled. (BIT is composed of the student’s teachers and the Assistant Principal for Student Development). The teaching staff and the family form a partnership to encourage the student to modify his behavior and make future steps clear should the student continue to make poor choices.
5. **Progressive Disciplinary Action:** With each successive violation, the student advances to another level.

Managing Classroom Behavior: When a student violates a rule of the classroom, the behavior and the discipline are noted on his or her School Classroom Record of Inappropriate Behavior (SCRIB) sheet and the teacher assigns a half-hour detention. Teachers assign and monitor the first three disciplinary detentions per student in a school year. The SCRIB sheet is forwarded to the administrative secretary at the end of the day. The parents will also receive a copy.

Step One	Detention	30 minutes	Teacher Monitored
Step Two	Detention	30 minutes	Teacher Monitored
Step Three	Café Detention	15 Days	A.P. Monitored
Step Four	Saturday Detention	4 hours	A.P. Monitored
		Behavior Intervention Team Meeting	
Step Five	Saturday Detention	4 hours	A.P. Monitored
Step Six	Saturday Detention	4 hours	A.P. Monitored
Step Seven	In-School Suspension	All Day	A.P. Monitored

3 Day Rule applied

When the student returns from suspension, he is ineligible to perform in any practice or game for three days. If the student is not on a team or in the band, he is ineligible to participate in any school event or club meeting for three days. Students who are suspended will be required to complete 6 hours of community service for each day of the suspension (i.e., 3 days suspension = 18 hours of community service).

		Behavior Intervention Team Meeting	
Step Eight	Suspended One Day	All Day	Off Campus
		3 Day Rule applied	
Step Nine	Suspended Two Days	All Day	Off Campus
		3 Day Rule applied	
Step Ten	Suspended Three Days	All Day	Off Campus

3 Day Rule applied

Administrative Team Meeting

For violations of a more serious nature, such as defiance of authority, blatant acts of disrespect, obscenity directed toward any school personnel, fighting, harassment, etc., school personnel submit a “red referral,” which is routed directly to the vice principal for disciplinary action. Teachers may also suspend a student from class and send them to the vice principal for three violations in one class period.

All students with violations that warrant immediate suspension (including red referrals) are placed on Step Five through Step Ten depending on severity.

Detentions and suspensions are not intended as punishment. Multiple detentions are intended to alert the student and the parents that a serious problem may be emerging. Suspensions indicate that the students’ defiance of school rules has reached a serious level and parental intervention is needed. At this point, the student has seriously disrupted the learning process for other students because the teacher has to continually remind and discipline that student.

Actions sufficient for being assigned detention/Saturday School

- Misbehaving in the hallways.
- Misbehaving during liturgies or assemblies.
- Loitering in unauthorized areas during school hours; e.g., restrooms, hallways, cafeteria, parking lots (before, during, or after school).
- Driving irresponsibly on or about the campus.
- Any inappropriate public display of affection (PDA) e.g. kissing, touching inappropriate body parts, etc.
- Engaging in vulgar language or making vulgar or obscene gestures.
- Whether the consequence is to be detention or a Saturday Detention is left to the discretion of the Assistant Principal for Student Development.
- Disrespectful towards faculty and staff.
- Any chronic violation.
- Misbehaving at any school sponsored activity.
- Missing a class without authorization.
- Participating in a food fight (automatic Saturday School and suspension).

Chronic violators of any school policy are liable to suspension.

Suspension and probation

A student whose conduct or attitude indicates in the judgment of the School Council—the Principal and the Assistant Principal—a serious disregard for the policies, property, faculty, staff, or students or for the reputation of Central Catholic is liable to suspension. Suspensions warrant a probationary contract.

Before a suspended student can return to a regular schedule, he and his parents or guardians usually have a conference with the Assistant Principal. At this time, the terms of his probationary period will be developed and agreed upon. This contract will specify the conditions and the length of the student's disciplinary probation. If the student and his parents or guardians accept these conditions, the student will be readmitted to a regular schedule. While acceptance of probationary status is seen as a pledge of cooperation, the terms of probation will specify that the student agrees to withdraw from Central Catholic if he violates the terms of probation.

Suspended students are not allowed to take part in extracurricular activities during the term of their suspension. Students who are suspended will be required to complete 6 hours of community service for each day of the suspension (i.e., 3 days suspension = 18 hours of community service). This prohibition extends to practices, performances, meetings, trips, socials and games.

Restrictions on these activities can be part of the probationary contract. As part of the probationary period, students who are officers in student government or other extracurricular organizations may be required to resign these offices.

Actions sufficient for suspension at the sole discretion of Central Catholic

- Truancy: Leaving school without permission of the school administration or skipping school.
 - Failing to serve an assigned Saturday Detention without a valid excuse—the validity of the excuse to be determined solely by the Assistant Principal for Student Development.
 - Fighting on or near the campus or at any school-sponsored activity, even at another school.
 - Interfering with any communications between the school and parents or guardians (this includes submitting forged notes).
 - Excessive tardies to school.
 - Arrest for any act which constitutes a violation of any penal law or laws other than those classified as a Class C misdemeanor, whether such commission is committed on or off school property.
 - Flagrant or repeated acts of disrespect towards faculty and/or staff.
 - Possession, display, or other use of literature, photographs, pictures or any other form of visual representation which is considered obscene by the standards of the administration of Central Catholic.
 - Using or possessing any tobacco products on campus or at any school-sponsored activity. A second offense in the school year will make the student liable for dismissal.
 - Destroying, damaging or defacing school property.
- Note:* Those doing so will be held responsible for all repair or replacement costs.
- Throwing food at another student or against the school building while participating in a food fight.

Withdrawal or dismissal

For the common good of the school and its students, and for the good of the student himself, it is sometimes necessary for a student to withdraw from Central Catholic. The Assistant Principal for Student Development will sometimes find it necessary to recommend to the principal that certain students withdraw or be dismissed from Central Catholic.

Actions sufficient for automatic withdrawal/dismissal

At the sole discretion of Central Catholic

1) Theft, or any involvement in such an action, whether on or off school property and regardless of value.

2) Conviction of any act which constitutes a violation of any penal law or laws other than those classified as a Class C misdemeanor, whether such commission is committed on or off school property.

3) Possession, use, exchange, sale, and/or purchase of any alcoholic beverage or any controlled substance on school property or in the area surrounding school property, as well as at any off-campus school function or activity.

4) Being under the influence of alcohol or any controlled substance on school property or in the area surrounding school property, as well as at any off-campus school function or activity. Parents who condone or sponsor parties to underage children at which alcohol is served or consumed risk suspension or expulsion of their son whether or not he is involved.

5) Possession or display of any deadly or prohibited weapon while not in the actual presence and supervision of the student's parent or guardian who has actual knowledge of the possession of such by the student.

6) Associating or belonging to a gang; i.e. gang talk, wearing of gang apparel, gang gestures, etc.

7) Found in possession of any drug-related paraphernalia (roach clips, pipes, papers etc.)

8) Delinquent accounts.

In all instances of a violation of item numbers 1-8, the parent (or guardian) and the student will be notified of the contemplated action to be followed for their violation and be given the opportunity to present, within three days after given this notification, any matter or information pertaining thereto to Central Catholic. In all events, the decision of the school will be final. In addition to the items 1-8, listed as being sufficient grounds for suspension and/or dismissal, a student will be asked to withdraw when the student's conduct whether at school or any other location adversely affects or reflects on the reputation of or causes unjustified criticism of the good name of Central Catholic.

Once he has been asked to withdraw by the school administration, a student will only be readmitted if the behavior which caused the separation has been corrected. Central Catholic reserves the right to determine

if the behavior causing separation has been modified. In particular instances this option will not be available; i.e., possessing a weapon, selling narcotics.

Section F

Student/parent grievance procedure

Central Catholic High School recognizes the right of individuals to be heard. To insure that this right is upheld, the administration of Central Catholic has established the following procedures through which students, parents and parent organizations can seek redress from a policy, procedure, regulation or decision.

We are dedicated to observing the principle of subsidiarity.

Grievance procedure policy

- Student grievances will be filed by their parents or guardians.
- Normally, however, the first step is to schedule a conference with the teacher or person concerned.
- If adjustments or explanations at this level are not satisfactory, a conference with the department chairperson or the appropriate Assistant Principal is normally the next step.
- If satisfactory results are not achieved at lower levels, a conference with the principal is arranged.
- No attorney is permitted in any conferences.
- If adjustments or explanations at this level are not satisfactory, a conference with the Chief Administrators Council will be arranged. This arrangement should be made by filing a written statement of the nature of the problem within five school days of the decision by the Department Chairperson or either Assistant Principal. The Principal will establish the date of hearing of the aggrieved party and give a minimum of 48 hours notice. After the hearing, the Chief Administrators Council shall render a decision on the merits of the complaint.

Part IV

General School Policies

Schedule

School hours

The main school office is open during the regular school year daily 7:30 a.m. to 4 p.m. The school building is open at 7 a.m. Students are supervised from 7:45 a.m. until 3:30 p.m. and during all school-sponsored activities.

Visitors

To insure student safety, all visitors must first report to the school office for an ID badge.

Cancellation of school

In case of extreme inclement weather or similar early morning emergencies, the cancellation of school for that day will follow the policy of San Antonio Independent School District. This is an Archdiocesan policy.

Days lost because of inclement weather must be made up in one of the following ways:

- By holding classes on a scheduled holiday.
- By lengthening the school term.
- By adding an extra hour to the teaching day for one week.

Before school begins

Students who come early may study in the cafeteria (which also offers breakfast). Before 7:50 a.m., students may not go above the first floor except to go to Mass, seek study help from a teacher or use the library or computer room with its moderator's approval. Such students must use the stairs by the chapel and must remain in the room they go to for their activity.

First period

The 8:15 a.m. bell signals the beginning of the school day. Students may go to their lockers, get their books organized, go to their first period class and get settled for the day. When the 8:34 a.m. bell rings, the 1st period of the school day begins.

Homeroom

Between 6th and 7th period, students will report to their homerooms. Prayer will be led, roll call is taken, the Daily Bulletin is read, announcements made and other

homeroom business is handled. All students are responsible for the information in the Daily Bulletin. It is also available on the website.

Lunch period

During lunch period (periods 4,5 and 6), students are to be in the cafeteria or quadrangle only. Those students who are in the Quadrangle during lunch period must stay on the outer side of the line painted between the two wings of the main building so as not to disturb classes in session. Lunch may be eaten on the reviewing stand or in the bleachers near the reviewing stand. Those who choose to eat in these places are responsible for maintaining the cleanliness of the area.

Students may not be in the halls at this time except to use the restrooms on the first floor. **Dishes, glasses, etc., may not be taken out of the cafeteria.** Students may not go to the parking lots during the lunch period without permission of the Assistant Principal of Student Development. They are to use the stairwells directly adjacent to these rooms and not to loiter in any hallway or stairwells during those periods.

Glossary and Definitions

Academic probation

The following statement re-emphasizes the student's eligibility to participate in extracurricular activities:

If a student fails 2 or more classes during one grading period he is placed on academic probation. He will be temporarily removed from any elected office he holds or any club or honor society in which he is a member. A student placed on academic probation must have no failing grades at the end of the probation period (one grading period). If, at the end of the probation period, there is a failing grade, the student may be removed from elected office and his membership in any honor society or club revoked.

Assembly decorum

Central Catholic's commitment to promote service, justice and peace extends logically to its own assemblies. Disruption of assemblies by behavior inappropriate to the purpose of that gathering is an infringement on justice and peace, and a disservice to the Marianist family, and may result in severe penalties.

This is particularly true of the various graduation exercises, in which we honor those who have worked hard to attain the characteristics of a Marianist man. Such disruptions, if committed by a CCHS student or graduating senior, are subject to severe penalties, including fines up to \$250 and community service up to 32 hours.

Graduates will be clean shaven, have a haircut in accordance with the Dress Code. Wear a collared shirt, tie, dress pants, socks and black or brown shoes.

Admission to commencement is a privilege, so that family and friends may celebrate their graduate's accomplishment. Disruption of any graduation ceremony, including the use of noisemakers and amplification systems, may result in physical removal from the event.

Automobiles

Driving a car to and from school is a privilege available to those students who are licensed to drive, and who purchase a parking permit allowing them to use school property for their cars (see Parking). Like all privileges, this one comes with responsibility, particularly safe driving and punctuality. Students who drive to and from school are expected to be on time at required school functions. Bus service in San Antonio is always very punctual. Students who exceed their ten tardies in any semester will lose their privilege to drive to school for a period of time determined by the Assistant Principal for Student Development. Students who have more than three unexcused absences in a semester will likewise lose that privilege. Students and parents are reminded that parking on CCHS's campus is at the owner's risk. We do not recommend that expensive cars or accessories be routinely brought to school.

Book bags, backpacks, knapsacks

Students may use backpacks or satchels to carry books and other needed items to and from school. These should not be overloaded. The school day is organized so that students can go to their lockers frequently enough to reduce the amount a student must carry. Backpacks and satchels should not be left in the hallways, outside in the Quad, behind doors, etc. while the student is at lunch. All backpacks, satchels and books must be kept under the student's desk during class.

Bus Decorum

Students who are on a school bus are expected to obey all school regulations, including dress and grooming regulations. Loud, boisterous and disruptive behavior will result in disciplinary action. The bus driver and/or faculty supervisor have full authority over passengers.

Change of Address

Changes of address, home phone numbers, living arrangements, or any other demographic changes which have occurred since the initial registration should be communicated to the school secretary or registrar as soon as they happen, so that mailings from the school are not delayed or lost, and so that parents may be contacted immediately in case of an emergency.

Child Custody

The school abides by the Buckley Amendment. Divorced parents are urged to provide us with a fresh custody agreement for our direction.

Controlled substances

Refers to an illegal drug (such as the various forms of marijuana, heroin, cocaine, hallucinogens, inhalants or prescription medicines prescribed for someone else. See Section D Vital Policies.

Crisis Plan

The school's Crisis and Emergency Plans are available for your inspection in the school office.

Early Dismissal and Late Arrival

Eligible seniors and juniors not enrolled in JROTC will be allowed to arrive 20 minutes before the end of Morning Assembly and will be dismissed at the end of Afternoon Advisory on Afternoon Assembly Brigade Drill Days. This will be a privilege for those students that meet the following criteria.

- No more than six tardies per semester.
- No more than five excused absences per semester.
- No unexcused absences per semester.
- No SCRIB sheet reports per semester.
- No failures after grade check dates.
- A signed release form by parents or guardian.

If a student does not meet all these criteria, then he will be assigned detention and/or assigned to Saturday Detention for a mandatory study opportunity.

All students will be re-evaluated at the beginning of the second semester. The Assistant Principal of Student Development will be the final arbiter.

Electronics

Students are not allowed to have the following electronic devices for use at school during the school day: Cell phones, pagers, IPODS, MP3 players, CD and tape players, radios or any other game or gadget which would be considered a distraction to the educational enterprise. Students abusing any of these things will have them confiscated until the end of the school day. A fine will

be imposed. After the second violation, the item will be kept until the end of the semester. Laptops and tape recorders may be used for note taking and study/research at the student's risk with the Principal's approval.

Eligibility

CCHS extra-curricular activities are governed by an eligibility standard. This means that if more than one course has a failing grade at any grading or progress-report date, the student loses eligibility to compete or perform (except in graded classes) until the next progress report or grading period, at which time he must again not be failing in more than one course. Rehearsal or practice with extra-curricular teams and organizations during periods of ineligibility is at the discretion of the moderator or coach.

Emergency plan

The school Emergency Plan is on file in the school office.

Exam Exemptions

Seniors only will be exempt from the first and second semester final exam in that particular course in which they have at least a Spring-semester average of 93 or above, meet the attendance criteria (8 absences or less), tardy criteria (8 or less), and no infractions which lead to Step 4 through Step 10 of the SCRIB Sheet. Any student disciplined for an act of academic dishonesty during the course of their senior year will not be eligible for exemption.

Feedback

Central Catholic practices openness in its administration, and encourages the same attitudes and practices among faculty, student organizations, parent organizations and other members of the family. Concerns and problems should first be brought to the attention of the individual who has the primary responsibility. If this does not resolve the situation, it should be brought to the attention of the relevant assistant principal or department chair. The Principal may always be consulted on any matter, particularly if it has not been resolved more "locally." Issues of a more global nature may be brought to the Student Council, or any member of the Chief Administrators Council. With these feedback structures in place, alternate mechanisms that promote divisiveness and manipulation, such as petitions or boycotts are not needed, and are not permitted.

Field Trips

Field trips are privileges, not rights. Participation may be denied for academic, attendance or disciplinary reasons.

Fire Drills and Emergency Evacuations

An emergency evacuation plan is posted near the door in each room. Teachers and students should study the plan carefully. When the alarm bell rings, students should immediately stand and form a single file as they leave the room with the teacher in the lead. *Running and talking are not permitted.* The first students to reach the outside doors should hold them open until all have left the building. The Assistant Principal of Student Development signals the return to class. Teachers will again be in the lead and **silence should be maintained.**

Fundraising

All fundraising is the ultimate responsibility of the President. The only monies coming to the school not in the category of fundraising are tuition and fees. Under the President, the Advancement Office is responsible for directing and coordinating all fundraising. To ensure good administrative practice, individuals and groups within the school or associated with the school must have the expressed approval of the President or his designated Advancement Office representative to conduct solicitations of monetary or in-kind gifts in the name of Central Catholic High School. Failure of following good administrative procedures causes a recurrence of over burdening solicitations from a limited group of persons, a conflict among fundraising activities, and a failure of proper recognition of the donor by the school.

Parents and students are expected to participate in the school's major fundraising activities. This helps provide the necessary funds for tuition assistance and enhancement of programs and facilities. Additionally, it provides students the opportunity for learning social service.

Health Services

In accord with the code of the Texas Education Agency, the school maintains a health record for each student. Freshmen and other new students must supply a current immunization record for their file before school begins in August. Those who do not comply must be suspended until they do so.

Freshmen are checked for scoliosis as mandated by the State of Texas Health Services.

Medical emergencies are sent to the Attendance Office.

The Archdiocese of San Antonio requires that every student have insurance coverage. School activities are covered by school insurance.

Library

The purpose of the CCHS Library is to provide a scholarly, organized, quiet environment for reading, research and study. The library open at 7:45 a.m.daily. Classroom teachers may reserve the library for online or bibliographic instruction. During these occasions, the library may, at the discretion of the teacher, be closed to other students. Computers are provided so that students can research topics, word process papers, create presentations and complete other assignments. Games, Facebook, MySpace, Ebay, YouTube, personal email and any other non-educational access is not allowed. Students may print from the library's computers by setting up a print account in the library. Printing accounts may be setup and increased in \$1.00 increments. Each printed page costs \$0.10 per page — black— and \$0.25 per page —color. Each student is expected to obtain a hall pass from his teacher before entering the library. Students should be sensitive to the needs of others and make every effort to maintain the library as a place to study. By special arrangement, the CCHS ID card also gives full library privileges at St. Mary's University.

Lockers and Locks

Students must buy a combination lock from the school Bookstore in order to have a lock in the series used by the school. Locks from different series will be removed and disposed of. The school reserves the right to open and inspect lockers at any time with or without the student being present. Students should not go to their lockers during class. If they do so, they should have a hall pass from their teacher. The proper time to go to the lockers is before school, before lunch, after lunch and after school. Students may go to their lockers between classes, only on the condition they can arrive on time to their next class.

Lost and Found

Central Catholic maintains a “lost and found” in the Attendance Office. Students who find lost books, backpacks, jackets, athletic equipment, or any other personal belongings should turn them in to the Attendance Office, along with information about where it was found. The Attendance Office will keep unidentified items for 3-4 weeks, when they will be appropriately disposed of. Students who lose such belongings should check in the Attendance Office as soon as they are aware of their loss. To facilitate their return, books and clothing should be marked with the student's name; expensive equipment should not be brought to school without good reason.

Marriage

Catholic doctrine echoes the universal natural moral law in affirming that marriage is a lifelong commitment between a man and a woman ordered toward twin goods: procreation/education of children and community of life. In all documents, publications and reports, Central Catholic will recognize no other definition of marriage.

Nondiscrimination Policy

Central Catholic High School admits students of any race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to race or national origin in the implementation of admissions policies and procedures.

This policy is in compliance with Title VI and VII of the Civil Rights Act of 1964 and Title IX of Education Amendments of 1972.

Parental Cooperation

Parental cooperation is vital to the success of our mission. It is considered a condition of enrollment. This includes courtesy, respect and fundraising efforts.

Parking for Students

All student vehicles parked on school property must be registered and display a Central Catholic parking sticker. This is done for administrative purposes and to cope with emergencies; it does not imply any responsibility on the part of Central Catholic for protection or security. The vehicle registration fee is \$50 for the Senior lot and \$30 elsewhere. A parking space will be assigned. Unregistered vehicles may be towed away at the owner's expense. Temporary parking permits may be obtained in the office at no charge for students who drive to school less than five times during a school year.

Parking permits and rules are intended to protect the common good and safety of the Central Catholic community. By requesting a parking permit or simply by bringing a car on campus, a student and family consent to school authority. To protect the entire Central Catholic community, the school reserves the right to search vehicles. The school assumes no liability for vehicles or their content.

Posters

Students wishing to display posters must secure permission from the Assistant Principal for Student Development. Posters may be hung only on the bulletin boards. They may not be hung on painted surfaced,

wood, lockers, classroom doors, or in the washrooms. Only masking tape may be used.

Thumb tacks and staples may be used only on bulletin boards designed for such use. Glitter may not be used. Posters will be removed if they are not in good taste, if they conflict with school-sponsored events, and/or they have not been approved by the Assistant Principal for Student Development, or if they are hung contrary to the regulations. Those responsible for putting the posters up are responsible for taking them down as soon as they are out-of-date.

Publicity

We respect the privacy of our families. Parents, however, implicitly give Central Catholic permission to send releases about their sons' accomplishments, awards, scholarships and other "good news" to publications such as the Archdiocesan newspaper and parish bulletins. This permission may be revoked by filing a written request with the Principal. Pictures of students and family at CCHS events may be published.

Restrooms—Lunch Periods

See "Lunch periods."

Review days

Teachers are not permitted to make assignments due during that period, although they may (at their discretion) accept late assignments. Tests over new material are also not permitted, although review and practice tests are permitted. Typically this period is a single day.

Risk Management

Central Catholic is distinctive by its Catholic identity. We, as individuals and as a community, seek to follow Jesus Christ's call to holiness, to justice and to service. We do, however, live in a world not entirely subject to the law of Christ. It is, therefore, important to take prudent risk management and risk sharing measures, such as carrying proper insurance coverage.

Valuable property should never be brought to school, and especially not kept in lockers or in cars. The school cannot be responsible for damage to or loss of personal property, on or off the campus. The school reserves the right to take prudent security measures, including the use of surveillance media (e.g. cameras) and substance-sensitive devices and animals. Prudence suggests that student transportation should be arranged with an eye to security: students should be encouraged to take public transportation or arrange carpools.

Students who need to bring notebook computers to class should make prior arrangements with the school office; nonetheless, this is done at the parents'/students' own risk.

Students may not be on campus before 7 a.m. or after 4 p.m. without direct adult supervision arranged by the parent.

Scandals and Stumbling Blocks

The Lord Jesus taught that giving scandal—causing another to sin—is a particularly horrible act (Mt 18:6-7). These actions are like throwing an obstacle in the path of another that causes him to stumble and injure himself and others. Students who, by their actions or speech, encourage others to do evil, or make it seem acceptable to do evil, damage our Marianist family. This is true, even if the stories they tell or bragging they do about evil acts are themselves inventions of their own minds. Such students are subject to the full range of penalties, including suspension and expulsion.

School I.D. Cards

Students are issued a photo/I.D. card at the beginning of each academic year. Students are required to have such a card, must carry it during school hours and to school-sponsored activities, and must show it to any faculty/staff member when asked. The I.D. card also serves as the student's library card. There is a replacement fee if the I.D. card is lost. Student identification cards remain the property of CCHS and must be surrendered if the student does not graduate from CCHS.

Surveys

Any survey of students, parents, faculty/staff or alumni has the potential to invade privacy. Nonetheless, surveys can have a value to the school. All surveys must be pre-approved by the Principal

Teacher Respect

The mission of Central Catholic requires that mutual respect be displayed and enjoyed by all members of the CCHS family: parents, teachers, staff and students. Respect goes to the very heart of our characteristics of family spirit and education toward service, justice and peace. The respect owed by students to faculty, staff and parents is more formal than that they owe to each other.

Rude, offensive or sarcastic language does not build community. Gossiping about other students is offensive behavior. In all our words and actions, the Golden Rule should be applied: We should do to others as we would have them do to us, and not do to others what we don't want them to do to us.

TEA Forms

TEA forms for driver's ed or other purposes should be requested during the regular school year or the month of June from the Attendance Office.

Tutoring

Teachers and National Honor Society members will be available for tutoring. Teachers will post hours for consulting in advance.

Visitors

Prospective students may arrange tours of Central Catholic, and even spend part of a day attending classes, by contacting the Admissions Director. Others who would like to visit the school while classes are in session should contact the Assistant Principal for Student Development for authorization.

Weapons

No weapons or instruments of a threatening or harmful nature are ever allowed at school or at any school function. If a student brings a gun of any kind (including B-B guns, paint ball guns etc.), he will be immediately dismissed from Central Catholic.

In addition to guns, other instruments include, but are not restricted to, knives, clubs, brass knuckles, mace, pocket knives, laser pens etc. At the very least, students caught with any harmful instrument will be suspended for the first offense and put on probation. A second violation will make the student liable for dismissal.

Expectation of parents of CCHS students

Blessed William Joseph Chaminade, the founder of the Society of Mary (Marianist), clearly made a distinction between instruction and education. Instruction is the learning which takes place in the area of knowledge (information and skills), whereas, education is the integration of knowledge with values and attitudes. Instruction is often associated with teachers imparting knowledge to students. Today's technology provides for "distance learning." Knowledge can be imparted by computers and other electronic means.

Education usually takes place in a social environment. People especially the young appropriate (make it their own) and integrate knowledge, values and attitudes through their encounter with an adult community which clearly demonstrates some basic shared meanings and beliefs about life in their lifestyle.

The Marianist heritage upon which Central Catholic bases its educational mission requires a mature and active school community composed of parents, student, alumni, administrators, faculty and staff. This calls for active participation as individuals and as a community in an array of activities within the life of the school. Negligence in active participation contributes to reducing Marianist Catholic education to mere instruction.

Expectations of Parents:

1. Be well acquainted with the content of the Student-Parents Handbook
2. Have a good understanding of the school's curriculum and co-curricular activities.
3. Have a realistic plan for your son's course of studies over the four years. Update it as required.
4. Know your son's teachers and converse with them regularly especially at times provided.
5. Make sure that your son is responsible for attending school and being punctual.
6. Cooperate with the school's administrators/faculty when your son is having a difficulty with studies, activities or good behavior.
7. Participate in the Parents' Club meetings and activities (social events, fundraising events, etc.). This is the adult social group that represents the entire mission of the school.
8. Support and participate in the co-curricular activities of your son.
9. Strengthen your immersion in the school community each of the four years your son is at CCHS.
10. Pay all tuition and fees in a timely manner. Should financial problems arise, notify the school immediately.

Should you need assistance with any of the above expectations, Administration is willing to provide information and clarification.

Part V

Financial policies

Tuition, fees and payment options

Tuition and Fees

Central Catholic charges tuition by the year. Insuring the timely payment of all tuition and fees is the responsibility of the custodial parent/guardian, regardless of who actually pays all or part of the charges.

Tuition and fees for the following year are announced in advance of the spring registration / re-registration deadlines and are posted on the website. Payment deadlines will be announced at that time. We expect that all payments will be made as required.

Tuition Payment Options

Full tuition: A discount is given on the actual tuition amount due if the tuition and fees are paid in-full before the August deadline. No discount is given on fees, late payments or for tuition covered by financial awards (ex. Scholarships, grants, etc.).

Tuition by semester: A minimum of 50 percent of the tuition and fee balance is due by the August deadline. The remaining balance will be due by the January deadline.

Monthly Payment Plan

Monthly payments throughout the year may only be made through Tuition Management Systems (TMS) at www.afford.com or by contacting them by telephone at 1-888-805-9817.

All tuition and fees must be placed on the TMS payment plan. Your budget amount is reduced by any tuition assistance awarded for the year as well as any payments made directly to the school. The schools will notify TMS in late July of your actual balance.

Tuition Management System (TMS) charges an annual enrollment fee for the set-up of your account. This fee is paid directly to TMS.

The ten (10) month payment plan begins in July and ends in April. Payments are due to TMS by the 15th of each month.

If tuition is not paid in full or per semester by the August deadline, the July and August payments will be required to be paid to the school. The remaining balance will be required to be set up on TMS.

Adjustments that need to be made to the budgeted amount with TMS **must** be modified through the Business Office.

Billing Procedures

The first billing, mailed prior to mid-July, will include charges for next year's tuition and fees.

Any past-due debts must be paid directly to the school before attending summer school or by June 30. They cannot be carried forward into the new school year.

Possible credits reflected on the bill could be for:

- Prior year overpayment or advanced payment
- Central Catholic scholarships/grants
- Outside scholarships/aid received

All external scholarships or payments must be received in the Business Office to be included in this bill. Many outside awards are not sent for several months. Financial awards will be posted to the student account upon receipt (and Tuition Management budgets adjusted if appropriate).

A second billing for those on semester payment plans or those with any balance due to the school will be sent in December. Payment may be made at any time prior to the due-date. Other billings may be sent as the situation dictates.

Your current statement will be periodically updated on NetClassroom. Due to delays in obtaining funds from Tuition Management, not all TMS payments

may be posted. Check your account on their website to insure receipt and proper posting.

Payment Information

Please include the student's identification number on all correspondence to insure proper credit. Remember to bring the tuition billing statement when making payments. We do NOT accept post-dated checks. Credit cards (Visa, MasterCard, Discover or American Express) are accepted with a convenience fee of 3% (three percent).

Withdrawal Refunds

Students withdrawing will be charged tuition through the entire month they depart. Example: If a student withdraws from school on November 6th, he will be charged for four months tuition (Aug-Nov). This will be computed by dividing the published annual tuition by ten (10 months from August-May) and multiplying by the four months owed. Fees will be charged as applicable. In all cases of withdrawal, tuition reductions (scholarships/discounts) from Central Catholic will be similarly prorated. Outside awards may need to be reimbursed by the family to the awarding agency.

Depending on payments made, a student withdrawal may result in either a refund or payment due. Late payment charges to Tuition Management must be paid to them to close your account with them.

Registration Fee

For incoming students, the registration fee is due with the application paperwork. This initial registration fee is non-refundable.

Re-Registration Fee

Because we assume the intent of the student is to graduate from CCHS, we will, at each annual billing of tuition for the upcoming year, charge the re-registration fee for the following school year. It is applicable to freshmen, sophomores and juniors. This fee (along with any others) must be paid in accordance with the payment plan the family selects. This fee is non-refundable if a student decides to not return to Central Catholic High School.

Re-registration fees must be added to the monthly payment plan budget if on Tuition Management.

Delinquent Accounts

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

We reserve the right to keep a student from taking mid-term or semester examinations; to begin classes (for new school year, second semester or summer school) to receive a report card or transcript until all financial obligations / arrangements are current. Seniors may not be permitted to take part in graduation ceremonies or activities unless all financial obligations have been cleared.

Extenuating Circumstances

If a family encounters unusual or extenuating circumstances affecting payment arrangements, they must contact Loretta Romero in the Business Office at 576-4353.

Service Charges: (late payment / bounced checks / TMS late fee)

Payments made after the published due dates are considered delinquent and a late charge may be assessed (up to a maximum of \$50).

Any check returned by the bank will be re-deposited immediately and without notification. The second return of the same check will result in a \$30 charge and require cash or a cashier's check/money order to redeem the bounced check.

Tuition Management Systems has late charges for late payments on their monthly payment plan. These apply to any shortfall in the monthly payment due (including previous late charges).

These are set by Tuition Management and are collected by them. They will take their late charges out of the next payment and credit the balance against the tuition owed. Please be aware of your payment due-date and pay the full amount owed.

JROTC / Library / Athletic / Band Fines and Charges

At the end of the semester, books, uniforms or other items issued to students are to be returned. These organizations notify the students of the missing items / over-due fines and give them a deadline for return/payment. Once the deadline is passed, the un-collected charges are reported to the Business Office. They are posted to the student account along with a \$5 processing /late fee charge. The late charge and any late library fines are due in-full. If a book, uniform or other item is missing, it is at the discretion of the JROTC / Librarian / Athletic Director to accept the item in lieu of its replacement cost.

Book Policy

The school provides instructional materials. Books will be issued in class. All books, paperbacks, CDs, etc. remain the property of the school and will be turned-in at the end of the course. Students will be charged for damaged or missing textbooks and CDs/DVDs. The student will cover all textbooks. Uncovered books may result in a fine.

Textbooks are loaned by the school to students for all courses that require textbooks (except some college dual-credit courses). Textbooks typically have a 6-year life expectancy. Normal usage does not include dog-eared pages, damaged spines and damaged covers. Excessive wear may result in a small damage charge at the end of the school year. If the teacher evaluates a book that has not reached its life expectancy as being unusable, the balance of the un-depreciated value of the text will be assessed and the student will own the book.

Release of Transcripts/Grades

No transcript or related information will be released to another school or to student/parent/guardian until all financial obligations are met. Report cards, at quarter and semester, may also be held for delinquent accounts - however, during the academic year, daily grades and averages in NetClassroom will be accessible.

Central Catholic Button Bookstore

The Button Bookstore is operated by volunteers and is open during hours posted. Physical education uniforms, limited classroom supplies, clothing (e.g., shirts, jackets caps), Central Catholic pins and decals are available for sale.

CCHS Tuition Assistance

Types of Assistance Available

We have two types of assistance: Tuition Assistance and Emergency Tuition Assistance.

Tuition Assistance

Tuition Assistance is based on need and may include evaluation of academic achievement, extra-curricular involvement, leadership, and/or moral character. In order to maintain assistance, students must be passing their classes, have no disciplinary issues, participate in at least one school activity per semester and write a thank you letter.

All assistance is awarded through our Tuition Assistance Review Committee.

Emergency Tuition Assistance

We understand that families occasionally experience an emergency which may prevent them from meeting all of their financial obligations. In cases such as these, families may apply for emergency assistance by completing an application available on our website, or in the Admissions office. The committee will consider, but is not limited to the following types of emergencies: Death of Parent/Guardian, Loss of Job, Medical Emergency, etc. Applications will be reviewed in a timely manner so that the family may plan for any additional arrangements. The specific amount requested is required. As is consistent with Archdiocesan policy, awards will not be considered if:

- evidence is not provided of a crisis situation
- the family is consistently behind on tuition
- the family has not completely paid their registration and other fees
- or the application is not completed.

Acceptance of any of these types of assistance and your registration tells us and affirms that you agree

to be responsible for the balance owed. Please consult the Tuition and Fee Schedule for payment plan options.

Process

Applications are required for all tuition assistance and scholarships and will be available through the Private School Aid Service (PSAS) www.psas.org and are due in January prior to the academic year for which you are applying. Applications are evaluated by the Tuition Assistance Review Committee and families are informed of the committee's decision via official letter. If a family does not receive tuition assistance, they may contact the Tuition Assistance Coordinator to discuss financial options or to be considered for a waiting list.

Additional Tuition Assistance Options

*** St. Joseph Credit Union has loan/line of credit options for parents. Please contact them at (210) 225-6126.**

Tuition Management Systems has counseling and access to information on low interest, no fee loans for education for children in grades K-12. You can go to www.studentloan.com or TMS website for information.

SallieMae also has a low interest loan for children in grades K-12 called the K-12 Family Education Loan. You can go to www.salliemae.com/k12loan or stop by the Business Office for more information.

Outside Scholarships/Assistance

Please be advised that receipt of significant additional outside funds may affect your total assistance from Central Catholic.

Bell Schedule 2010-11

Regular Schedule A & B Days

MagisPeriod*:	7:45 - 8:30
Period 1:	8:34 - 9:19
Period 2:	9:23 - 10:08
Period 3:	10:12 - 10:57
Period 4:	11:01 - 11:46
Period 5:	11:50 - 12:35
Period 6:	12:39 - 1:24
Homeroom:	1:28 - 1:38
Period 7:	1:42 - 2:27
Period 8:	2:31 - 3:16

Early Dismissal

Period 1:	8:15 - 8:45
Period 2:	8:49 - 9:19
Period 3:	9:23 - 9:53
Period 4:	9:57 - 10:27
Period 5:	10:31 - 11:01
Period 6:	11:05 - 11:35
Homeroom:	11:39 - 11:49
Period 7:	11:52 - 12:22
Period 8:	12:26 - 12:56

Afternoon Assembly Schedule

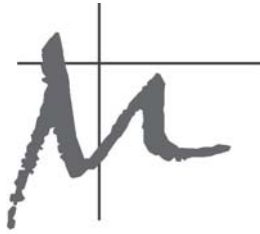
MagisPeriod*:	7:45 - 8:15
Period 1:	8:19 - 8:59
Period 2:	9:03 - 9:43
Period 3:	9:47 - 10:27
Period 4:	10:31 - 11:11
Period 5:	11:15 - 11:55
Period 6:	11:59 - 12:39
Homeroom:	12:43 - 12:53
Period 7:	12:57 - 1:37
Period 8:	1:41 - 2:21
Assembly:	2:25 - 3:20

Morning Assembly Schedule

Homeroom:	8:05 - 8:15
Assembly/Liturgy:	8:19 - 9:24
Period 1:	9:28 - 10:08
Period 2:	10:12 - 10:52
Period 3:	10:56 - 11:36
Period 4:	11:40 - 12:20
Period 5:	12:24 - 1:04
Period 6:	1:08 - 1:48
Period 7:	1:52 - 2:32
Period 8:	2:36 - 3:16

(7-28-10)

***Magis, “the more.”** What more can I do to develop as a student, a leader and person of faith? As they learn how to apply knowledge to real-life experiences, students’ witness how their studies and leadership skills make a difference.



Three O'clock Prayer

Lord Jesus, we gather in spirit at the foot of the Cross with your Mother and the disciple whom you loved.

We ask your pardon for our sins which are the cause of your death. We thank you for remembering us in that hour of salvation and for giving us Mary as our Mother.

Holy Virgin, take us under your protection and open us to the action of the Holy Spirit.

St. John, obtain for us the grace of taking Mary into our life, as you did, and of assisting her in her mission.

Marianist Doxology

May the Father and the Son and the Holy Spirit be glorified in all places through the Immaculate Virgin Mary. Amen.



CENTRAL CATHOLIC

— HIGH SCHOOL —

A Marianist College Preparatory Institution

Established in 1852

Texas' Oldest High School for Young Men.

1403 N. St. Mary's St.
San Antonio, Texas 78215-1785
210-225-6794 • Fax 210-227-9353
Website: www.cchs-satx.org