

*Texas' Oldest High School for Young Men.*



***Student-Parent Handbook***  
***Philosophy, Policies and Procedures***

**2011-12**

***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  
Belia Gonzalez McDonald, Assistant Principal for Academics  
Fr. Pat McDaid, S.M., Director of Campus Ministry  
Dcn. Michael D'Agostino, Business Manager  
Mary Kay Martinez, CFRE, Director of Expansion Campaign & Advancement Strategies

## Key Personnel

DeAnn Allen, Administrative Assistant to the Principal  
Veronica Beck, Director of Admissions & Tuition Assistance  
Terrie Carter, Senior Advancement Associate for Communications  
Betty Cuellar, Attendance  
Carlos Enrico '72, Athletic Director  
Arnold Garza, Director of Bands  
Jay McCracken, IT Manager  
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](http://www.cchs-satx.org)

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# 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 2011-12 school year celebrates 160 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. Daily Mass is held at 7:45 a.m. daily. At the beginning of each lunch period, a communion service is held in the chapel. In addition, priests hear confessions during all lunches. Schoolwide Reconciliation Prayer Services are held in the liturgical seasons of Advent and Lent. They are also available by appointment.

### **Christian Service & Guardian Angels Programs**

The Christian Service and Guardian Angels Programs are truly a crown jewel in our Campus Ministry program. For over 160 years, Central Catholic High School has trained men to work for social justice and serve as leaders in the community. Each year, our student body, over 500 strong, devote more than 22,000 hours to serving those in need. During the course of his career at Central Catholic, each student is encouraged to engage the world in a loving way and reform structures in a way that leads to justice.

### **Requirements:**

1. Students must minister to people in need (i.e., the poor, hungry or homeless; the sick or injured; the handicapped; the elderly or infirm; the intellectually/academically challenged). Rare exceptions may be

made for religious ministry that does not fall within the confines of ordinary worship and does not serve the Central Catholic community, depending on the nature of the activity and role of the student. (For example, singing in the church choir is within the confines of ordinary worship and does not qualify for service credit.) Please request religious ministry exceptions from the Director of Christian Service prior to activity. *Not all volunteer work, though worthwhile, is appropriate for Service Program credit.*

2. Students must work through a non-profit organization.
3. All service work must be pre-approved by the Christian Service Director. Failure to do so may delay the verification and reporting process. Service Activity Request Forms are available from Campus Ministry.
4. Service must benefit those outside the Central Catholic community, and students may not earn hours for service to their families or school (Band, JROTC, Athletics, etc.).
5. Yearly Hourly Requirements:
  - Freshmen: 20
  - Sophomores: 25
  - Juniors: 30
  - Seniors: 35
6. Any student failing to satisfy the above requirements will be ineligible to hold any position of leadership (STUCO, NHS, Student Ambassadors, etc.) and receive award recognition (Dux Esto, Valedictorian, Salutatorian, etc.)
7. An eligibility requirement for the Honors Diploma and Marianist Honors Diploma is the completion of all service hours.
8. Service hours completed after the due date will be applied towards the next academic year.
9. A Christian Service pass/fail grade will appear on student transcripts.

### *Direct Versus Indirect Service*

Direct service is “hands-on” help often through agencies—which supports individuals seeking to develop vital skills and independence, ultimately leading them to be productive members of their community. Improving the lives of individuals then contributes to social change. Examples of direct service are:

- School or church mission trips or outreach programs
- Hospitals and elderly/assisted care residences
- Residential summer camps; Special Olympics
- Many Catholic Charities programs

Indirect service, such as fundraising, supply and blood drives helps agencies achieve vital goals but does not involve “hands on” help of people in need.

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.

A non-credit course will appear on the student’s report cards and transcript. This course will be 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 is passed, the grade for this course cannot be changed, except in the case of clerical errors.

### **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 three-day, two-night Journey retreat either in the fall or spring. Seniors attend a four-day, three-night 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, but these retreats do not replace Central Catholic 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 seniors challenge each other to look toward to 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 Diploma Requirements

**Advanced:** 28 credits: Central Catholic does not award a “standard” diploma. The State of Texas requires a minimum of 26 credits for graduation; however, Central Catholic is committed to offering our students the finest and most competitive education available. Therefore, we pride ourselves on raising the academic expectations of our students to require them to earn a minimum of 28 credits for graduation.

**Distinguished Honors:** 28 credits; 8 honors credits — including 1 AP/Dual Credit. Must have 7th semester Cum GPA 2.5. Completion of service hours and retreat participation is required.

**Marianist Honors:** 28 hours; 8 honors credits — including 1 AP/Dual Credit. Must have 7th semester Cum GPA 3.0. Completion of service hours and retreat participation is required, as well as, a Marianist presentation.

### 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 Gradu-

ate.”

- 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

### 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, Biology AP 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, Biology, 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, afternoon or evening; 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 and the Counseling Department. **Please note:** Students who choose to participate in the JET Program must make up every failing grade for either semester during subsequent summer term or night school sessions by retaking the same course or an equivalent elective. This policy applies to ALL grade levels, including Seniors. If a Senior student fails to satisfactorily complete his course, he will be required to make up the credit during night school or summer school, regardless of the type of course taken.

### **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, after-school tutoring, academic Saturday School, or any combination of the three. 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 extracurricular activities

Central Catholic observes the Texas Association of Private and Parochial Schools (TAPPS) standard for eligibility. To participate in extracurricular activities (including but not limited to Athletics, Band, Speech/Debate, etc.) and other student organizations, a student may not have more than one failing grade at the end of any reporting period.

There are eight reporting periods: mid-1st Quarter, Quarter 1, mid-2nd Quarter, Semester 1, mid-3rd Quarter, Quarter 3, mid 4th Quarter and Semester 2. The reporting periods are all annotated on the official school calendar. Students who become ineligible for any reporting period remain ineligible until the new Ineligibility List has been posted for the subsequent reporting 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.

During the Ineligibility Period, a student with one (1) failure may practice with the team and participate in games. The same applies for students with one (1) failure involved in other student organizations — they may plan and participate in the activities of that organization. Coaches and student organization moderators will allow these students to attend tutoring without any stipulations as to when the tutoring is accomplished. They will not be penalized for attending tutoring (this includes additional running, work outs, etc.). Students with two (2) or more failures cannot practice with the team or participate in games; cannot plan or participate in activities of any student organization.

A distinction is made between extracurricular activities and trips or activities associated with retreats or coursework which may take the student out of the class. Students need the opportunity to participate in retreats and other curricular trips, even though they may be ineligible to participate in extracurricular activities. The following policy applies: Students who are ineligible but need to participate in an “out of class activity” related to coursework, must have a passing grade and/or acceptable work status in every course at the time of the activity. All students participating in a field trip must submit the Field Trip Participation Form to the sponsoring moderator or teacher not later than two (2) days prior to the activity verifying his status in each class. The students’ teacher determines if the student should stay in school or attend the activity. Discrepancies will be worked out between the course teacher and the sponsoring moderator/teacher sponsoring a field trip. Those students deemed ineligible to attend the activity will be given an alternate assignment. The sponsoring activity teacher will coordinate where this student will be during the time their class would normally meet. Although the library is an option, it should not be the only one. Those students on the ineligibility list may not serve as leaders on retreats, will be temporarily removed from any elected office he holds or any club or honor society in which he is a member.

## **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 Counseling 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:

	<b>Minor Offense</b>	<b>Meaningful Offense</b>
First Offense	Warning; Parental notification; 50% off assignment; Written reflection assignment for teacher	0% on assignment; Parental notification by teacher; Probation or removal from Honor Societies and leadership positions; Written reflection assignment for teacher
Second Offense	0% on assignment; Parental notification by teacher; Probation or removal from Honor Societies and leadership positions; Written reflection assignment for teacher; Meeting with Assistant Principal for Student Development	0% on assignment; Parental notification by Honor Council; Disqualification or removal from 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 or removal from Honor Societies and leadership positions; Written reflection assignment assigned by AP for 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 for Student Development; Disqualification or removal from Honor Societies and leadership positions; Written reflection assignment assigned by AP for Student Development; 45 day suspension from all extra-curricular activities; Removal from all leadership positions; Apology letter to teacher; One (1) day out of school suspension; 10 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 or removal from Honor Societies and leadership positions; Written reflection assignment assigned by AP for Student Development; 45 day suspension from all extra-curricular activities; Removal from all leadership positions; Apology letter to teacher; Two (2) day out of school suspension; 20 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

# Counseling Services

Central Catholic's Counseling Department consists of two counselors who share the responsibilities of addressing the personal, social academic and college preparatory needs of our students. Our Counseling Department divides the student body by alphabet; therefore, your son's primary counselor will be determined by last name. Together these two counselors attempt to address the needs of the entire student body. Due to the limitations of a two-person Counseling 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. 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."

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. The counselors work 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 an overview of the Counseling Department and its available resources. Once the freshmen know who their counselor is and where the counselor's offices are located, they are free to contact their counselor for an individual appointment as needed.

The counselor's also work hard with freshmen, sophomore and junior classes in October to help prepare them for the PSAT/NMSOT. In addition, counselors will revisit these grade levels to discuss and review student test results at the beginning of the second semester and, at this time, work with them on their personality, career and college exploration.

The counselors assist the seniors with the college/scholarship process by providing information on the college application process.

The counselors meet with the seniors in late August to give them their college application checklist and explain how the actual process works. The seniors are encouraged to open their files well in advance of their application deadlines. In this way, the counselors are able to process 800-1,000 applications between Labor Day and the end of the school year. The goal is to have them ready to begin applying to colleges early in their senior year.

## Promoting the College Journey

Below, you will find a brief outline highlighting the activities the Counseling Department will be conducting with your son as he moves through his high school career. These activities are designed to offer comprehensive assistance to your son as he pursues his individual career path.

### Freshman Year

- **PSAT Exam** — Information will be presented in our Fall briefing, which will include an orientation and preparation for the exam.
- **Personality Profiler** — Counseling will assist students in the classroom when conducting this assessment in the Spring.
- **College Investigation** — Information presented in the classroom in Spring.
- **Holistic Review** — What every student should know about succeeding in high school (GPA, Rank, Extracurricular Activities, Internships/Volunteerism) — Information presented in the classroom in Spring.

### Sophomore Year

- **PSAT Exam** — Information will be presented in our Fall briefing, which will include an orientation and preparation for the exam.
- **Career Interest Profiler** — Counseling will assist students in the classroom when conducting this assessment in the Spring.
- **Identify Individualized Career Cluster** — Students will conduct personal research based on earlier presentations, along with Counseling assistance.
- **Focused College Searches** — Students will conduct personal research and create a list of

## Sophomore Year (*Continued*)

college majors that matches his interests and abilities, along with Counseling assistance.

- **Local College Visits/College Fairs** — Students will attend the St. Mary's University College Fair.
- **Continue Holistic Review** — Information presented in the classroom in Spring.

## Junior Year

- **PSAT Exam** (Fall semester); **SAT/ACT Exam** (Spring semester) — Information will be presented in our Fall briefing, which will include an orientation and preparation for the exam.
- **Refine Career Cluster/Career Selection** — Students will conduct personal research based on earlier presentations, along with Counseling assistance.
- **Compose College List**— Students will refine list of majors and create a list of colleges that match his academic profile, along with Counseling assistance.
- **Contact Colleges** — Students will meet with college representatives during on-campus lunch visits for “thumb nail” sketch of its profile and attend the St. Mary's University College Fair.
- **College Visits** — Visit colleges/universities in-state and out-of-state. Touring a campus is helpful in deciding where to apply.
- **Resume** — Counseling will assist students in the classroom when conducting this assessment in the Spring.

## Senior Year

- **SAT/ACT Exam** — Early Fall semester
- **College Admissions Process** — Information will be presented in the Fall classroom brief.
  - Application
  - FAFSA
  - Scholarship/Grant Search
  - Transcripts/ Recommendations

## 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 fulfill graduation requirements. A counselor's signature is 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)
- “Counselors' Corner” (on webpage)
- Button Buzz (on webpage)
- Naviance

## **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 Catholic Schools Classes**

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

## **Providence Catholic Schools Students**

A number of students from Providence Catholic Schools 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.

## **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 School 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(s) 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 Chief Administrators 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 25.092), a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. 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(s) or guardian should inform the school no later than 9 a.m. If the school is not called, the absence will be unexcused.

- 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 six (6) times per semester to remind them of the importance of regular attendance to the learning process and Central Catholic's excessive absence policy.

- Once a student has been absent for 10 partial/full days per semester, his final semester grade may be lowered by as much as seven (7) points. Students will be given the opportunity to acquire and apply new knowledge at Academic Saturday School. Students attending Academic School will be assessed \$50 to defray the cost of the teacher/supervisor. 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 three (3) days to complete and turn in make-up work. 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.

- Students must be in school for four (4) consecutive periods to participate in any school-sponsored activity or event.

## 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 (\$50 fee).

- The school calendar published at the beginning of the year contains 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 school policy is that the student has three (3) days to turn in the completed work.

- **It is the responsibility of the student** to initiate the necessary arrangements for the makeup work.

- 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 missed student work must be made up as described in the *General Procedures* section of Excused Absences. All visits require teacher and counselor approval before the visit. **No** leaves may be taken by seniors in the 4th quarter.

**Special Note:** College visits as they pertain to student athletes, or any student that demonstrates extenuating circumstances, occurring during the fourth quarter will be decided on by administration on a case by case

#### **Steps Involved in Preparing for a College Visit Are:**

- Pick up excused absence form from Counseling Office in Room 334.
- Fill out the form, provide student signature, and obtain parent/guardian signature.
- Inform each teacher about impending absence and obtain any pertinent homework assignments. Be sure each teacher indicates pass/fail on the back of this form.
- Obtain counselor's signature for final approval.
- Turn the completed form into the Counseling Office at least two school days prior to your absence.

#### **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 Field Trip Permission 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. This form allows teachers to decide if the student should stay at school. It is the responsibility of the teacher moderating the Field Trip to coordinate work and location for those students not attending the Field Trip.

No Field Trips will be taken after the mid-4th Quarter reporting period.

#### **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 and 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 is a serious matter and serious consequences will be given. 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. Typically, the student is given a two (2) day Out of School Suspension, 7 hours of community service per day of suspension and a Saturday Detention. The highest grade they may earn on assignments during the two (2) day suspension will be a 70. Students missing quizzes, tests, exams, finals, major projects/presentations, etc. will receive a zero (0).

#### **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 the student'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 at 8:30 a.m. Each additional tardy beyond four (4) will merit escalating consequences explained below.

If tardy, the student is to report to the Attendance Office and receive an admit slip. The admit slip must be shown to the teacher. 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 \$50 fee for Saturday Detention.

• **8 tardies:** Suspension. Student is placed on ISS (In School Suspension) the next school day. The highest grade they may earn on assignments during the suspension will be a 70. Students missing quizzes, tests, exams, finals, major projects/presentations, etc. will receive a zero (0). 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. The highest grade they may earn on assignments during the suspension will be a 70. Students missing quizzes, tests, exams, finals, major projects/presentations, etc. will receive a zero (0). 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 14 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. The highest grade they may earn on assignments during the suspension will be a 70. Students missing quizzes, tests, exams, finals, major projects/presentations, etc. will receive a zero (0). Parents must meet with the Assistant Principal for Student Development before the student may return to class.

### **Tardy-to-class**

• Any student who is not physically present in the classroom at the assigned time for the start of the class is considered tardy. There are no excused tardies to class. A student cannot choose to be tardy.

• ***Class tardies are controlled by the classroom teacher. After the third tardy, the following consequences occur:***

#### **1. First Offense:**

**a. Minimum: Teacher administered detention**

**b. Maximum: Detention and loss of credit for assignment(s)**

#### **2. Repeat Offense:**

**a. Minimum: Detention and loss of credit for assignment(s)**

**b. Maximum: Suspension (recommendation of teacher to Assistant Principal for Student Development)**

• 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. There is a \$50 fee to defray the cost of teacher/supervisor for the Academic Saturday School. 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 Student Success Program or an 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.

Interpretation and judgment in matters pertaining to dress and personal appearances are obviously necessary. In this area the Assistant Principal for Student Development is the final and sole judge of what is, or is not, acceptable for an individual student.

### **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, unkept 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 (such as shaping the sideburn to a point) 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 (similar in style to Hagggar, Dockers or Savane). Pants shall be neat, clean and pressed.

- Pant styles that are clearly not acceptable include blue jeans of any style or color, any style pants that looks like or imitate 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, skinny 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. Pants shall be neat, clean and pressed.

- Pants may not be ripped or have holes in them.

- All pants must be neatly hemmed or cuffed.

- Pants must have belt loops.

- A black, brown or burgundy leather dress belt must be worn with pants which have belt loops. Belts shall be made of leather, be solid brown, solid burgundy or solid black and have a normal belt buckle.

- 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 throughout the day.

- 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 sweat-shirts.

- 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, burgundy or brown dress slip-ons, loafers, oxfords, boots and Sperry authentic boat shoes or two-eye canoe mok. (The colors allowed are black, brown, burgundy, black/gray, brown/tan). Shoes must have closed toes and heels.

- **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 (ankle socks, crew socks or those that come to mid-calf) must be worn. No “no-shows,” no low cut socks. Socks must cover and go above the ankle.

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

- Students will not walk on the heels of the shoes to simulate a shoe with no back.

## 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. Earrings and single post studs on boys are not acceptable wear at school or at any school sponsored activity, night or day, on or off campus. They may not be worn under any covering including a bandage. Gages are not allowed.

- 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 at which time, the student may claim the item. Items not claimed will be given to charity.

- After the second time, the item will be kept until the end of the semester or until a parent comes to retrieve it. Items not claimed will be given to a charity.

## Outerwear

During cooler weather, students should dress appropriately for the day. Coats, jackets, sweater, etc. are allowed.

- Students may only wear Central Catholic hoodies when inside the building. Others are allowed but will be put in their lockers during the school day.

- The hood may not cover the student’s head while in the building.

- Jackets that have buttons or zippers and hoods may not be worn in the building (this includes but is not limited

to the following: brush jackets with hoods, windbreakers with hoods, etc.)

## Forums, Mass and special occasions

- White oxford or broadcloth (not denim) collared, long sleeve or short sleeve dress shirt designed to be worn with a four-in-hand, Windsor, or half-Windsor necktie or bow tie. Ties or bow ties will be in good taste and appropriate. Bow ties are allowed.

- Proper wear is the shirt tucked in (not bloused), collar and cuffs buttoned, tie snug to the collar all day.

- Khaki, Hagggar, Dockers or Savane style slacks, either plain or pleated front.

- Black, burgundy or brown dress shoes

- Belts shall be made of leather, be solid brown, solid burgundy or solid black and have a normal belt buckle.

- Dress socks will be worn; black or brown; ankle, crew length or over-the-calf. No low cut or no-show socks.

- JROTC uniforms will be worn as scheduled unless otherwise announced.

- Hoodies and other outerwear will not be worn at Mass or assemblies.

- Sweaters, sport coats or suit coats may be worn.

## 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 approved logo 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. Pants should have belt loops. 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.

- Leather belts must be worn if the pants have belt loops.

- Tennis shoes are allowed but *no sandals*. If athletic shoes are not worn, the student will wear shoes that

conform to the regular school dress code policy for shoes. Regular socks must be worn with the tennis shoes (cover the ankle, ankle socks, crew sock length or mid-calf).

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

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

- Students who violate the Blue and White Day dress code may be sent home and the highest grade they may earn on assignments will be a 70. Students missing quizzes, tests, exams, finals, major projects/presentations, etc. will receive a zero (0). The student will lose the remaining Blue & White Day privileges.

## 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 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.

## **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 and synthetic drugs**

Until proof is established, the student will be suspended from Central Catholic High School for a period of at least three (3) days. 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 or synthetic 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. A copy of the lab results will be given to the Assistant Principal for Student Development. 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. A copy of the lab results will be given to the Assistant Principal for Student Development. 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 asked to withdraw or 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. 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, unwelcomed 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 and any social network such as Facebook, Twitter, etc.

### **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, reprimands, counseling, suspension and/or 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**

Central Catholic High School has 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/dismissal, 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.

## 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. Video gaming

As a school dedicated to an integral, quality education, we encourage serious academic pursuits and in-person communication. Video gaming, whether offline 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 (7:45 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) and the student will serve a Detention.

- **2nd offense:** The student is given a Saturday detention. A fine of \$50 will be paid before the phone can be retrieved by the parent or guardian. A fee of \$50 is assessed for the Saturday Detention to defray the cost of the teacher/supervisor.

- **3rd offense:** The cell phone becomes the property of the school until the end of the academic year.

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

- **Gum chewing/food in unauthorized areas:** 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, shirts not tucked in, and not adhering to the dress code 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 immediately.

- **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 \$5; 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. Cars parked on school grounds without a permit risk being towed at the owner's expense.

- **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 may be carried in the halls and are allowed in the classrooms, library, atriums, corridors or laboratories during the school day (7:45 a.m. to 3:30 p.m.). Backpacks and satchels may be brought into the cafeteria during lunch periods, but they must be placed under the table.

- **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 Assistant Principal for Student Development. Failure to pay will result in being assigned to a Saturday Detention 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 \$50 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, but tennis shoes must be worn.

Students who fail to serve assigned afternoon detention or Saturday Detention may 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 school wide 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, the student and his parent(s) or legal guardian will meet with the Assistant Principal for Student Development. The student may be placed on a discipline Contract. The Administration, 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 School Classroom Record of Inappropriate Behavior (SCRIB) sheet and the teacher assigns a detention (the teacher determines the length of time). Teachers assign and monitor the detentions they assign. The SCRIB sheet is forwarded to the Assistant Principal for Student Development. The parents will also receive a copy.

Step One	Detention	Time determined by teacher	Teacher Monitored
Step Two	Detention	Time determined by teacher	Teacher Monitored
Step Three	Café Detention	15 Days	A.P. Monitored
Step Four	Saturday Detention	4 hours	A.P. Monitored
	Meeting with the Assistant Principal for Student Development		
Step Five	Saturday Detention	4 hours	A.P. Monitored
	Meeting with the Assistant Principal for Student Development and determination is made if a Discipline Contract is warranted.		
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 (3) 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 (3) days. Students who are suspended will be required to complete seven (7) hours of community service for each day of the suspension (i.e., 3 days suspension = 21 hours of community service).

Student, parent(s) or legal guardian meet with Assistant Principal for Student Development.  
Student is placed on a Discipline Contract.

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**

School Administrators Council 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 Assistant Principal for Student Development for disciplinary action. Teachers may also suspend a student from class and send them to the Assistant Principal for Student Development 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 Detention**

- Whether the consequence is to be detention or a Saturday Detention is left to the discretion of the Assistant Principal for Student Development.
- 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.
- Disrespectful towards faculty and staff.
- Any chronic violation.
- Misbehaving at any school sponsored activity.
- Missing a class or assembly 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 Administrators Council—the Principal, Assistant Principal for Student Development, Assistant Principal for Academics, Director of Campus Ministry, Athletic Director, and Director of Admissions—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 for Student Development. At this time, the student will be placed on a Discipline Contract. 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 or be dismissed 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 seven (7) hours of community service for

each day of the suspension (i.e., 3 days suspension = 21 hours of community service). **These hours cannot be applied to the student's required service hours as outlined by the Director of Campus Ministry.** This prohibition extends to practices, performances, meetings, trips, socials and games. The 3-Day Rule applies.

Restrictions on these activities can be part of the discipline contract. As part of the Discipline Contract, students who are officers in student government or other extracurricular organizations may be required to resign these offices. Athletes will meet with their respective coaches and Athletic Director to determine if they are to be suspended from games and/or remain on the team.

## **Actions sufficient for suspension at the sole discretion of Central Catholic**

- Truancy: Leaving school without permission of the school administration or skipping school or skipping a class/assembly.
  - 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.
  - Driving recklessly on or about the campus.
  - 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 School Administrators Council and/or Chief Administrators Council 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(s) 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(s) (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 the Chief Administrators Council of 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 withdrawal 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 may only be readmitted after two (2) full academic semesters if the behavior which caused the separation has been corrected. The student and his parent(s) or guardian must apply for re-admission through the Admissions Office. 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.

**Step 1.** Schedule a conference with the teacher or person concerned.

**Step 2.** If adjustments or explanations at Step 1 are not satisfactory, a conference with the department chairperson will be scheduled.

**Step 3.** If a resolution is not reached with the department chairperson, a conference with the appropriate Assistant Principal is scheduled.

**Step 4.** If satisfactory results are not achieved, a conference with the Principal is arranged through his Administrative Assistant.

**Step 5.** If adjustments or explanations at Step 4 are not satisfactory, a conference with the Chief Administrators

Council may be arranged. The student's parent(s) or guardian must file a written statement of the nature of the problem within three (3) school days of the Principal's decision. This written statement is given to the Principal's Administrative Assistant. 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.

**Please note:** No attorney is permitted in any conferences.

# 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 8:20 a.m., students should not go above the first floor except to go to Mass, seek tutoring from a teacher or use the library or computer room (with the moderator's approval). There will be no loitering in the hallways.

#### **First period**

The 8:20 a.m. bell signals the beginning of the school day. Students may go to their lockers, get their books organized and go to their first period class, and get settled for the day. When the 8:30 a.m. bell rings, the 1st period of the school day begins.

#### **Advisory**

Advisory (formerly known as Homeroom) is between 1st and 2nd period, on designated days. There is a designated day during each week that Advisories will meet. Advisories do not meet every day. These days are annotated on the School Calendar. Prayer will be led, roll call is taken, the Buzz is read, announcements are made

and other Advisory business is handled. All students are responsible for the information in the Buzz. All students are responsible for the information in the Buzz. It is also available on the website.

#### **Lunch period**

During the lunch period, 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 on the benches. Those who choose to eat in these places are responsible for maintaining the cleanliness of the area.

Students are responsible for disposing of their trash.

Trays may not be taken out of the cafeteria. Students may not be in the halls at this time except to use the restroom on the first floor. Students are not to loiter in any hallway or stairwells during those periods. Students may not go to the parking lots during the lunch period without permission of the Assistant Principal of Student Development.

### Glossary and Definitions

#### **Academic probation**

The following statement re-emphasizes the student's eligibility to participate in extracurricular activities: During the Ineligibility Period, a student with one (1) failure may practice with the team and participate in games. The same applies for students with one (1) failure involved in other student organizations — they may plan and participate in activities of the organization. If a student fails two (2) or more classes during one grading period he is placed on academic probation. Students with two (2) or more failures cannot practice with the team or participate in games; cannot plan or participate in the activities of any student organization. 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. For such disruptions, the student's diploma and/or transcript may be withheld.

Graduates will be clean shaven, have a haircut in accordance with the Dress Code. Wear an oxford or broadcloth collared shirt, tie, dress pants, socks and black, burgundy 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. 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 six (6) 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. Students may take their backpacks, satchels, etc. to the Cafeteria and may be placed under the tables. 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 the latest and most up to date custody agreement for our direction.

## ***Controlled substances***

Refers to an illegal drug or synthetic drugs 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.

## ***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 year. 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 or either of the Assistant Principal's approval. The student must also obtain the permission of his individual teachers to use these devices in their classrooms.

## **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 reporting period date, the student loses eligibility to compete or perform (except in graded classes) until the next reporting period, and its Ineligibility List is prepared, at which time he must again not be failing in more than one course. Students may not rehearse or practice with extra-curricular teams and organizations during periods of ineligibility.

## **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 exams 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.

## **Field Trips**

Field trips are privileges, not rights. Participation may be denied for academic, attendance or disciplinary reasons. Field trips will not take place after the Mid-4th Quarter reporting period.

## **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 Office of 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 opens 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, type papers, create presentations and complete other assignments. A game, 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.

## **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**

Due to limited space for parking, a parking space is not guaranteed for all students. The priority for assigning parking spaces will be Seniors, Juniors and then Sophomores. 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 Review Days are limited to one (1) 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.

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, withdrawal and dismissal.

## **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. 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](http://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).

Working the Aramark program does not replace the monthly payment plan option. Credits received will be posted to your account and TMS will be notified. The credits will reduce your next scheduled monthly payment.

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 6<sup>th</sup>, 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 or beginning classes (for new school year, second semester or summer school), or receiving a report card or transcript 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.

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 (210) 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), plus 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](http://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](http://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](http://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 2011-12

### Regular Schedule

1	8:30 AM	9:21 AM	1	8:30 AM	9:21 AM	1	8:30 AM	9:21 AM
2	9:25 AM	10:15 AM	2	9:25 AM	10:15 AM	2	9:25 AM	10:15 AM
3	10:19 AM	11:09 AM	3	10:19 AM	11:09 AM	3	10:19 AM	11:09 AM
<b>1st Lunch</b>	11:13 AM	11:43 AM	4	11:13 AM	12:03 AM	4	11:13 AM	12:03 PM
4	11:47 AM	12:37 PM	<b>2nd Lunch</b>	12:07 PM	12:37 PM	5	12:07 PM	12:57 PM
5	12:41 PM	1:31 PM	5	12:41 PM	1:31 PM	<b>3rd Lunch</b>	1:01 PM	1:31 PM
6	1:35 PM	2:28 PM	6	1:35 PM	2:28 PM	6	1:35 PM	2:28 PM
7	2:32 PM	3:22 PM	7	2:32 PM	3:22 PM	7	2:32 PM	3:22 PM

### Mass Assembly Schedule

1	8:30 AM	9:10 AM	1	8:30 AM	9:10 AM	1	8:30 AM	9:10 AM
<b>Liturgy</b>	9:14 Am	10:38 AM	<b>Liturgy</b>	9:14 Am	10:38 AM	<b>Liturgy</b>	9:14 AM	10:38 AM
<b>1st Lunch</b>	10:42 AM	11:12 AM	2	10:42 AM	11:22 AM	2	10:42 AM	11:22 AM
2	11:16 AM	11:56 AM	<b>2nd Lunch</b>	11:26 AM	11:56 AM	3	11:26 AM	12:06 PM
3	12:00 PM	12:40 PM	3	12:00 PM	12:40 PM	<b>3rd Lunch</b>	12:10 PM	12:40 PM
4	12:44 PM	1:24 PM	4	12:44 PM	1:24 PM	4	12:44 PM	1:24 PM
5	1:28 PM	2:08 PM	5	1:28 PM	2:08 PM	5	1:28 PM	2:08 PM
6	2:12 PM	2:52 PM	6	2:12 PM	2:52 PM	6	2:12 PM	2:52 PM
7	2:56 PM	3:36 PM	7	2:56 PM	3:36 PM	7	2:56 PM	3:36 PM

### Afternoon Assembly Schedule

1	8:30 AM	9:13 AM	1	8:30 AM	9:13 AM	1	8:30 AM	9:13 AM
2	9:17 AM	9:59 AM	2	9:17 AM	9:59 AM	2	9:17 AM	9:59 AM
3	10:03 AM	10:45 AM	3	10:03 AM	10:45 AM	3	10:03 AM	10:45 AM
<b>1st Lunch</b>	10:49 AM	11:19 AM	4	10:49 AM	11:31 AM	4	10:49 AM	11:31 AM
4	11:23 AM	12:05 PM	<b>2nd Lunch</b>	11:35 AM	12:05 PM	5	11:35 AM	12:17 PM
5	12:09 PM	12:51 PM	5	12:09 PM	12:51 PM	<b>3rd Lunch</b>	12:21 PM	12:51 PM
6	12:55 PM	1:40 PM	6	12:55 PM	1:40 PM	6	12:55 PM	1:40 PM
7	1:44 PM	2:26 PM	7	1:44 PM	2:26 PM	7	1:44 PM	2:26 PM
<b>Assembly</b>	2:30 PM	3:30 PM	<b>Assembly</b>	2:30 PM	3:30 PM	<b>Assembly</b>	2:30 PM	3:30 PM

## Brigade Schedule

<b>B Review</b>	8:00 AM	9:15 AM	<b>B Review</b>	8:00 AM	9:15 AM	<b>B Review</b>	8:00 AM	9:15 AM
1	9:20 AM	10:05 AM	1	9:20 AM	10:05 AM	1	9:20 AM	10:05 AM
2	10:09 AM	10:53 AM	2	10:09 AM	10:53 AM	2	10:09 AM	10:53 AM
<b>1st Lunch</b>	10:57 AM	11:27 AM	3	10:57 AM	11:41 AM	3	10:57 AM	11:41 AM
3	11:31 AM	12:15 PM	<b>2nd Lunch</b>	11:45 AM	12:15 PM	4	11:45 AM	12:29 PM
4	12:19 PM	1:03 PM	4	12:19 PM	1:03 PM	<b>3rd Lunch</b>	12:33 PM	1:03 PM
5	1:07 PM	1:51 PM	5	1:07 PM	1:51 PM	5	1:07 PM	1:51 PM
6	1:55 PM	2:42 PM	6	1:55 PM	2:42 PM	6	1:55 PM	2:42 PM
7	2:46 PM	3:30 PM	7	2:46 PM	3:30 PM	7	2:46 PM	3:30 PM

## Advisory Schedule

1	8:30 AM	9:18 AM	1	8:30 AM	9:18 AM	1	8:30 AM	9:18 AM
<b>Advisory</b>	9:22 AM	9:37 AM	<b>Advisory</b>	9:22 AM	9:37 AM	<b>Advisory</b>	9:22 AM	9:37 AM
2	9:41 AM	10:29 AM	2	9:41 AM	10:29 AM	2	9:41 AM	10:29 AM
3	10:33 AM	11:21 AM	3	10:33 AM	11:21 AM	3	10:33 AM	11:21 AM
<b>1st Lunch</b>	11:25 AM	11:55 AM	4	11:25 AM	12:13 PM	4	11:25 AM	12:13 PM
4	11:59 AM	12:47 PM	<b>2nd Lunch</b>	12:17 PM	12:47 PM	5	12:17 PM	1:05 PM
5	12:51 PM	1:39 PM	5	12:51 PM	1:39 PM	<b>3rd Lunch</b>	1:09 PM	1:39 PM
6	1:43 PM	2:34 PM	6	1:43 PM	2:34 PM	6	1:43 PM	2:34 PM
7	2:38 PM	3:26 PM	7	2:38 PM	3:26 PM	7	2:38 PM	3:26 PM



## 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 —

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*Established in 1852*

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