



CENTRAL CATHOLIC  
HIGH SCHOOL

A MARIANIST COLLEGE PREPARATORY INSTITUTION, 1852 • SAN ANTONIO, TX



Parent/Student  
Handbook  
2021-2022

*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, national origin or gender in the implementation of employment 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.*

*Central Catholic High School is rooted in the Catholic, Marianist tradition and, as such, believes that every individual's innate dignity comes from their creation in the image and likeness of God. Social and cultural discrimination is incompatible with God's design. Central Catholic works to foster an inclusive environment that recognizes the intersectionality of an increasingly global and diverse society while standing firm in fostering the values and beliefs of the Church.*

***Right to Amend Clause:*** *Central Catholic High School reserves the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary.*



# 2021 – 2022 Bell Schedules



| Regular Class Schedule |       |      |         |              |       |      |         |
|------------------------|-------|------|---------|--------------|-------|------|---------|
| First Lunch            |       |      |         | Second Lunch |       |      |         |
| Period                 | Start | Stop | Minutes | Period       | Start | Stop | Minutes |
| 1                      | 820   | 915  | 55      | 1            | 820   | 915  | 55      |
| 2                      | 920   | 1010 | 50      | 2            | 920   | 1010 | 50      |
| 3                      | 1015  | 1105 | 50      | 3            | 1015  | 1105 | 50      |
| 1st Lunch              | 1105  | 1145 | 40      | 4            | 1110  | 1200 | 50      |
| 4                      | 1150  | 1240 | 50      | 2nd Lunch    | 1200  | 1240 | 40      |
| 5                      | 1245  | 135  | 50      | 5            | 1245  | 135  | 50      |
| 6                      | 140   | 230  | 50      | 6            | 140   | 230  | 50      |
| 7                      | 235   | 325  | 50      | 7            | 235   | 325  | 50      |

| Mass Schedule |       |      |         |              |       |      |         |
|---------------|-------|------|---------|--------------|-------|------|---------|
| First Lunch   |       |      |         | Second Lunch |       |      |         |
| Period        | Start | Stop | Minutes | Period       | Start | Stop | Minutes |
| 1             | 820   | 900  | 40      | 1            | 820   | 900  | 40      |
| Mass          | 900   | 1020 | 80      | Mass         | 900   | 1020 | 80      |
| 2             | 1025  | 1103 | 38      | 2            | 1025  | 1103 | 38      |
| 3             | 1108  | 1146 | 38      | 3            | 1108  | 1146 | 38      |
| 1st Lunch     | 1151  | 1226 | 35      | 4            | 1151  | 1234 | 43      |
| 4             | 1231  | 114  | 43      | 2nd Lunch    | 1239  | 114  | 35      |
| 5             | 119   | 157  | 38      | 5            | 119   | 157  | 38      |
| 6             | 202   | 240  | 38      | 6            | 202   | 240  | 38      |
| 7             | 245   | 323  | 38      | 7            | 245   | 323  | 38      |

| Afternoon Assembly Schedule |       |      |         |              |       |      |         |
|-----------------------------|-------|------|---------|--------------|-------|------|---------|
| First Lunch                 |       |      |         | Second Lunch |       |      |         |
| Period                      | Start | Stop | Minutes | Period       | Start | Stop | Minutes |
| 1                           | 820   | 900  | 40      | 1            | 820   | 900  | 40      |
| 2                           | 905   | 945  | 40      | 2            | 905   | 945  | 40      |
| 3                           | 950   | 1030 | 40      | 3            | 950   | 1030 | 40      |
| Lunch                       | 1035  | 1110 | 35      | 4            | 1035  | 1115 | 40      |
| 4                           | 1115  | 1155 | 40      | Lunch        | 1120  | 1155 | 35      |
| 5                           | 1200  | 1240 | 40      | 5            | 1200  | 1240 | 40      |
| 6                           | 1245  | 125  | 40      | 6            | 1245  | 125  | 40      |
| 7                           | 130   | 210  | 40      | 7            | 130   | 210  | 40      |
| Assembly                    | 220   | 320  | 60      | Assembly     | 220   | 320  | 60      |

| Half-Day Bell Schedule |       |      |         |
|------------------------|-------|------|---------|
| Period                 | Start | Stop | Minutes |
| 1                      | 820   | 850  | 30      |
| 2                      | 855   | 925  | 30      |
| 3                      | 930   | 1000 | 30      |
| 4                      | 1005  | 1035 | 30      |
| 5                      | 1040  | 1110 | 30      |
| 6                      | 1115  | 1145 | 30      |
| 7                      | 1150  | 1225 | 30      |



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## COVID-19 Considerations

Central Catholic will remain attentive to external conditions and continue to review and consider current guidelines from the State of Texas, Metropolitan Health District, the Centers for Disease Control and Prevention (CDC), and the Archdiocese of San Antonio. We will communicate promptly to our families if conditions change.

The wellbeing of our community is paramount to our mission. As we are 100% face to face, we will incorporate a number of health and safety measures to protect faculty and staff, students, parents, and visitors as needed and as recommended by our Covid Task Force.

## Introduction

### STUDENTS AT CENTRAL CATHOLIC

Students accepted into Central Catholic High School participate in a program designed to prepare them for entering the college of their choice. Academics, athletics, band, JROTC, Student Council, and a myriad of clubs and activities all work together to create a *new Man*. How a student looks, what he knows, and how he acts as a freshman evolves into how he presents himself, the knowledge he's acquired, and the actions he takes as a senior who crosses the stage ready to face university life and the world beyond. Central Catholic High School aims to develop young men of character through faith, leadership, and academics.

#### Faith

- Takes the time to experience and appreciate what God has revealed to the world:
  - Profits from Religion classes and the Truth presented in all their academic studies
  - Shares his faith by words and actions
  - Takes advantage of the sacramental and spiritual opportunities offered at Central Catholic
  - Practices academic honesty and encourages others to do so
  - Participates in retreats
  - Completes Christian Service Hours
  - Builds a Brotherhood based on love, justice, and hope

#### Leadership

- Learns, explores, and understands materials presented
  - Respects the dignity of others
  - Honors the work of classmates
  - Does what is right because it is the right thing to do
  - Cooperates with teachers and coaches to take advantage of the *Central experience*
  - Gets involved in school life
  - Uses his faith to evaluate social situations and work toward the *good*
  - Makes the right and the good choice at all times

## Academics

- Puts knowledge into action
  - Arrives on time and is prepared for every class
  - Challenges himself and others to excel in all classes
  - Learns from mistakes and helps others learn
  - Seeks assistance when necessary and offers assistance when possible
  - Uses developing thinking skills to solve problems in the classroom, in competitions, and in daily life
  - Prepares for the university experience

Central Catholic is a transformative experience, which provides each young man the advantage of living and working with the support of Brothers and friends who combine their talents to achieve success and make Central and the world a better place.

## PARENTS' ROLE IN EDUCATION

As a Catholic school, Central Catholic believes that parents are the primary educators of their sons. Central Catholic partners with parents in order to carry out its educational Mission. Chaminade desired his followers to reflect the Holy Family in the way they prayed, worked, and acted. Central Catholic builds on this insight as the Characteristics of a Marianist Education are put into action.

Parents and teachers must work together if the young boys who arrive as freshmen are to depart as young men who are prepared for the obstacles of the world and who we will all be proud of. Central Catholic asks its parents to take an active role in the educational process. A Marianist education is more than the transmission of information and skills.

Central Catholic is a community...

- ✓ A community of faith—God is active and present in our lives and world, present in the sacramental life of the Church and the familial bonds among all humanity.
- ✓ A community of learning—Central Catholic creates an environment in which the search for knowledge and truth, the fulfillment of Jesus' command to love one another, and the challenge to use all that God has given is realized in the interaction of students, teachers, and coaches.
- ✓ A community of leaders—Central Catholic continues its 164-year tradition of serving the Church and people of San Antonio. An educated man desires to take what he has learned, experienced, and translate it into action that is good for all.

Parents play a vital role as first-teacher and primary models. Central Catholic needs parents to support the programs that build the Central Catholic Community.

Parents should:

- ✓ Acquaint themselves with the content of the ***Student-Parent Handbook***;
- ✓ Understand the school's curriculum;
  - Review their son's progress through ***Aeries***;
  - Challenge their son to develop and maintain good study skills;

- Communicate often with their son’s teachers and counselors;
- ✓ Attend school Masses and pray as a family;
- ✓ Discuss with their sons the best course of studies and preparation for college;
- ✓ Assure that their son is punctual and prepared for the day;
- ✓ Monitor their son’s service hours and discuss with him the importance of Christian Service;
- ✓ Participate in parent activities—social events; Spring Gala; band, athletic, and JROTC events;
- ✓ Pay all tuition and fees in a timely manner and communicate with the school if issues arises

## **Brief History of Central Catholic**

Central Catholic High School is sponsored by the Society of Mary’s Marianist Province of the United States. Central Catholic is the proud continuation of the first school for young men ever established in the San Antonio area. It was founded because the Reverend John Mary Odin, the Vicar Apostolic and later the first Bishop of Texas, had returned to his native France in December 1851, to plead with the Superior General of the Society of Mary, Rev. George J. Caillet, to make a commitment to the Texas Missions.

Father William Joseph Chaminade laid the foundation of the Society of Mary during the turbulent time of the French Revolution. Within his lifetime, the Marianists extended their work from France to other European countries and to America in 1849. The first Marianist Brothers arrived in Texas in 1852.

On August 26, 1852, the first school for young men in San Antonio opened with twelve students above a blacksmith shop on the southeast corner of Military Plaza. At that time, the population of San Antonio was 3488. That same year, Bishop Odin bought a 7/8 acre plot on the north bank of the San Antonio River across from the principal settlement for \$800 credit. He then started raising funds for the new school building and in the spirit of faith ordered construction to begin almost immediately. Spurred on by the urgency of time, the Marianists planned and had constructed a simple two story stone structure consisting of four rooms: two classrooms on the first floor and dormitory facilities for both students and faculty on the second floor. On March 1, 1853 the teachers with their 100 students moved into the new “St. Mary’s Institute.” The school was renamed “St. Mary’s College” in 1859. (The building and expanded site presently house the Omni “La Mansion Del Rio Hotel.”)

From the beginning, “St. Mary’s Institute” had a cosmopolitan student body of Anglos, Hispanic, German and French day students and boarders from many parts of Texas and Mexico. Although Roman Catholic at its heart, the Brothers welcomed boys of a variety of different religions in a truly ecumenical spirit quite unusual until times that are more recent. Bro. Andrew Edel, S.M., who was among the original Marianists who came to America in 1849 and was eventually designated the founder, director and Principal of the new school, had a policy of admitting students regardless of their beliefs, race, color and even economic means, a policy that still exists.

By 1912, the downtown school enjoyed an enrollment of more than 500 elementary and secondary students and in 1916 held its first high school graduation. It changed its name to “St. Mary’s Academy” in 1923 when the college section moved to the West side of the city, later transforming into St. Mary’s University. In 1930, due to the overcrowding, it was felt that action had to be taken to relocate the primary and secondary schools. A scenic 2.2 acre site located 1 1/2 miles further north was chosen to accommodate the Academy students from grades 6 through 12. Groundbreaking for the new \$500,000 institution was December 8, 1930.

The three-story school building (“the last word in modern buildings”) and the attached Marianist residence was

opened on January 7, 1932. The entire student body of 226 boys and a faculty of 17 Marianists led by Bro. Julius Kreshel, S.M., carried furniture, equipment, books and school supplies as they marched from the Academy downtown over to their new "CENTRAL CATHOLIC SCHOOL." Only the first and second floors were completed, leaving the basement and third floor to accommodate increased enrollment. Classes were in full session by the time of the dedication ceremonies, presided over by Archbishop Arthur J. Drossaerts on January 17, 1932.

Now, over 183 years and six generations later, Central Catholic Marianist is both the oldest and one of the largest, private schools for boys in Texas.

### **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.

### **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**

Colors: Navy Blue and White  
Motto: "Faith, Wisdom, Integrity"  
Paper: The Pep  
Yearbook: The Fang  
Mascot: Buttons

## **GOVERNANCE**

Central Catholic High School is sponsored by the Marianist Province of the United States (the Society of Mary) and is a State of Texas private non-profit corporation. The Members of the Corporation, which consists of the Marianist Province's provincial, his assistants, Central Catholic Board Chair, and the President of the School, are responsible for the school's mission, the election of the members of the board of directors, and the approval of any major action that affects Mission or physical assets.

Central Catholic High School has a board of directors which is a policy making board. The board operates on a committee structure with the following standing committees: Executive, Membership, Academic, Student Activities, Spiritual Life and Heritage, Finance, and Business and Advancement.

The Executive Council of the school consists of the President, Principal, Vice President for Student Development, School Chaplain, Director of Finance, Director of Operations, and Director of Advancement. The school uses two administrative councils: The Academic Council and Student Development Council.

Although Central Catholic maintains its canonical identity through the Society of Mary. The Archbishop of San Antonio allows the Marianists to operate a school in his Archdiocese. Central complies with the guidelines of the Texas Conference Catholic Education Department, and so the school cooperates with the Department of Catholic Schools. The Texas Catholic Conference of Bishops Education Department accredits Central Catholic.



Central Catholic is a member of the Marianist Education Consortium, which includes the middle and high schools and universities in the Marianist tradition throughout the United States. Central Catholic holds memberships in the National Catholic Educational Association and the Independent Schools Association of San Antonio.

In athletics, Central Catholic is a member of the Texas Association of Private and Parochial Schools. In music, Central Catholic participates in the Texas Private Schools Music Educators Association

## **CHARACTERISTICS OF A MARIANIST EDUCATION**

The Society of Mary has sponsored schools since its foundation in 1817. The Founder, Blessed William Joseph Chaminade (1765-1850), worked as a teacher, administrator and priest in pre-revolutionary France. In the aftermath of the revolution, he and his early followers discovered the best opportunity to revive and re-Christianize the country in the upheaval of the revolution was to sponsor schools that provided an integrated sense of learning and faith development. Central Catholic has inherited the great pedagogical tradition of the Society of Mary (the Marianists).

Through a recent articulation (1995) of the Marianist spirit, the Characteristics of a Marianist Education describe the object and the means of education since our founding in 1817. The spirit of these characteristics has been the guiding force behind everything we have done at Central Catholic since our founding in 1852.

As a community of faith and learning, everything we do is described in these five Characteristics of Marianist Education

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, peace and integrity of creation
- ✓ Educate for adaptation and change

### **To educate for formation in faith**

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

### **To provide an integral quality education**

- ✓ To promote quality education of the whole person;
- ✓ To provide a broad and coherent curriculum;

- ✓ To provide a well-formed, professional administration, faculty and staff;
- ✓ To develop respect for every person as a daughter or son of God, unique and individual;
- ✓ To develop an interior spirit and self-knowledge;
- ✓ To develop a concern for global and local issues of culture and ecology;
- ✓ To develop a facility and familiarity with technology;
- ✓ To foster a diverse faculty and staff as well as diverse student body;
- ✓ To provide fiscal stability;
- ✓ To augment our physical facilities to provide for current and future needs.

#### **To educate in family spirit**

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

#### **To educate for service, justice and peace**

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

#### **To educate for adaptation and change**

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

## **THE FOUNDER OF THE SOCIETY OF MARY**

Blessed William Joseph Chaminade (1761-1850), priest of the Diocese of Bordeaux, France, lived during the years of the French Revolution. In his ministry following the upheavals of the Revolution, he encountered an ignorance of religious faith, indifference, and abandonment of Christian life and the structural ruin of the Church. Under the guidance of the Holy Spirit, he realized that new institutions and new methods were necessary to revive the religious spirit in his native France.

Father Chaminade always sought inspiration in Mary, at whose sanctuary of Our Lady of the Pillar in Saragossa, Spain he prayed while in exile during the Revolution. He saw Mary as the one who received the Word of the Lord and pondered it in her heart, the woman who gave Christ to the world, the Mother who forms all believers. He committed himself to assisting Mary in the mission of bringing more persons to become more like her son, Jesus. With this vision of Mary's role, he sought to re-Christianize France.

Central to his vision was the development of community life in the spirit of the gospel. Thus, he founded communities of lay men and women. Eventually within these communities, some expressed the desire to follow Christ as religious. Thus, in 1816, Father Chaminade, in collaboration with Adele de Batz de Trenquellion, founded the Daughters of Mary Immaculate. In 1817, he founded the Society of Mary.

## **Developing the Mind**

### **ACADEMICS**

#### **Accreditation and Staffing**

Central Catholic High School is sponsored by the Marianist Province of the United States and is fully accredited by COGNIA (formerly Advanced-ED) and by the Texas Catholic Conference of Bishops Education Department (TCCB-ED). The majority of the faculty and staff hold master's degrees. Members of the Society of Mary (the Marianists) serve in our school and board of directors.

Central Catholic's curriculum conforms to the most recent legislation regarding school reform in the state of Texas.

#### **A College Preparatory Curriculum**

The academic program of Central Catholic utilizes the Catholic Intellectual Tradition, its Marianist tradition of education, the insights of contemporary social science, and the experiences of faculty and students to implement the school's Mission of providing a strong academic program supported by co-curricular activities that prepare adolescent males for undergraduate studies and become faith-filled and productive citizens able to transform the world. We are convinced that success begins in the classroom. The academic program develops the students' abilities to perform skills necessary in the learning process and uses those skills to increase the students' ability to think at increasingly complex levels.

## CURRICULUM AND GRADUATION

### Credits and courses

Central Catholic awards half-credits by semester. If a student does not pass the first semester of a two-semester course, he may obtain credit for the entire course if the average of the 1st and 2nd semester is a 70 or higher. If a student does not pass the second semester, he must retake the second semester regardless of the two-semester average.

Since at least 28 credits are required for graduation, a student must take and pass seven classes each year. Early release schedules are not permissible at CCHS. All students will complete the Foundation High School Program (FHSP) Distinguished Level of Achievement with a Multidisciplinary Endorsement.

All Central Catholic students must complete the following to be eligible for graduation:

|                                    |  |
|------------------------------------|--|
| Religion                           | 4 credits  |
| English                            | 4 credits  |
| Social Studies                     | 4 credits<br>World Geography, World History, U.S. History, and Government /Economics |
| Science                            | 4 credits<br>Biology, Chemistry, Physics, and one Advanced Science Course            |
| Mathematics                        | 4 credits<br>Algebra, Geometry, Algebra II, and one Advanced Math Course             |
| Language Other Than English (LOTE) | 2 credits (at least one credit from CC)<br><i>(In the same language)</i>             |
| Fine Arts                          | 1 credit   |
| Physical Education                 | 1 credit<br><i>(May be earned through JROTC or Band)</i>                             |
| Electives                          | 4 credits  |

### Graduation eligibility

Central Catholic's Commencement ceremonies include the Baccalaureate Liturgy, Senior Class Awards Ceremony, and graduation. Only the Principal can excuse a student from attending these events.

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
- ✓ He must have passed all graded courses taken in both semesters of the senior year or made them up in credit recovery and/or night school.
- ✓ His financial account must be cleared by the business office (see Financial Policies)
- ✓ Completion of Service Hours

Any seniors who do not receive a diploma 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 will be acknowledged at the awards ceremony in the spring. The Valedictorian is the highest-ranking graduate. The Salutatorian is the second highest-ranking graduate. These honorees must have attended Central Catholic for at least the four semesters of their junior and senior years to qualify for these prestigious honors. The determining GPA will be at the end of the third quarter senior year.

Central Catholic High School's disposition is non-ranking. Transcripts will be marked if a graduate falls within the top 10% of the graduating class. The top 25% of the graduating class is recognized as well on the diploma, but not ranked, on their 6<sup>th</sup> and 7<sup>th</sup> semester transcript for college admission purposes. If other universities necessitate ranking, Central Catholic will accommodate their admissions processes.

### **Diploma requirements**

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. Central raises the academic bar and requires a graduate to have earned a minimum of 28 credits and will earn Foundation High School Program (FHSP) Distinguished Level of Achievement diploma with a Multidisciplinary Endorsement.

### **Pre AP/Advanced Placement**

Central Catholic's curriculum includes Pre-Advanced Placement and Advanced Placement courses that require the student to work at a level of rigor clearly beyond that of a standard course. All placements tentatively made at the time of course registration are subject to review at the end of the year depending upon the student's final grades. The Advanced Placement Program® (AP®) enables willing and academically prepared students to pursue college-level studies — with the opportunity to earn college credit, advanced placement, or both — while still in high school. AP Exams are given each year in May. Every aspect of an AP course and exam development is the result of collaboration between AP teachers and The College Board.

*Approved Pre-Advanced Placement 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. Advanced Placement courses and Dual Credit college courses are awarded an increment of 1.0 grade points.*

*Central Catholic recognizes all honors credits if they appear on transcripts of transfer students and if there is a corresponding CCHS Pre-AP or AP course.*

### **Advanced Placement (AP)**

Central Catholic provides the opportunity for students to receive college credit through Advanced Placement exams (AP).

Many Advanced Placement courses and corresponding exams are offered at Central Catholic. Registration for these exams takes place in the fall. Students must register and pay for the exam directly through Central Catholic. Students who sign up for an AP course are expected to register and sit for the exam. Students also have an additional choice to engage in AP courses through the online program with Catholic Virtual. As with all other courses, Catholic Virtual courses must be discussed through the college guidance process and approved by the administration.

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 and approved by the administration prior to the student's enrolling in the course.

*Advanced courses not taken at Central Catholic during the 9th and/or 10th grade year(s) may not receive a boost in GPA. Courses with an equivalent course at Central Catholic or courses taken at a university with whom Central*

*Catholic has an agreement with will receive the corresponding and appropriate GPA weight.*

### **The Dual Credit Program with St. Mary's University**

This program offers Central Catholic students the opportunity to take college level courses at the Central Catholic campus. While enrolled in a dual credit class, high school students simultaneously earn college credit and high school credit for the course. Registration and payment for Dual Credit Courses is due by July 15<sup>th</sup> for the upcoming school year. Students are charged a fee in order to receive credit at St. Mary's University. Students are not charged tuition at St. Mary's University and their college credit is typically transferable to other universities. PSAT Math and/or ERW (Evidence Based Reading and Writing) scores determine eligibility for this program. Students must be a rising junior or senior to be eligible for enrollment in the St. Mary's University Dual Credit program. University credit is only noted on the St. Mary's University transcript. Students may request a copy of this transcript through the university's portal. Central Catholic does not have access to university credits.

### **Field Trips**

Field trips are privileges not rights. Participation may be denied for academic, attendance, or disciplinary reasons. *Field Trip Permission* forms must be in the teacher's possession at the time specified.

- 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 missed, the student's teacher(s) also signs a permission form.
  - This form allows teachers to decide if the student should stay at school.
  - It is the responsibility of the teacher/moderator, in consultation with the administration, to coordinate work and location for those students not attending the field trip.
  - Each student attending the field trip is responsible for any work missed.
  - Work that is due the day of the field trip will be turned in prior to leaving for the field trip.
  - Typically, field trips do not occur after mid-fourth quarter.

### **Marianist Honors Medallion**

The Marianist Honors Medallion is the greatest recognition we can award a student. The Mission of the school describes our work as "educating in the Marianist tradition young men from diverse backgrounds for success through the development of scholarship, leadership, and moral character." Students who receive this recognition have participated in the academic program as well as a variety of activities and have proven to become the young men that Blessed Chaminade envisioned at the foundation of the Society and the Brothers since their arrival in San Antonio in 1852. Therefore, they must have no major disciplinary infractions and be in compliance with school attendance policies.

Below are the minimum eligibility requirements for each medallion. Students do not apply for a particular Medallion; rather, they must meet the minimum requirements and submit an application for consideration. Awarding of the medallion will be determined by the quality of the application. For example, a student may be eligible for a Gold Medallion but might be awarded a Bronze or Silver based on the quality of the application.

| <b>Bronze Medallion</b><br><i>Ego Misi Eos in Mundum –</i><br><i>“I have sent them into the world.”</i><br><i>(John 17:18)</i>   | <b>Silver Medallion</b><br><i>Veritas Liberabit Vos—</i><br><i>“The truth shall set you free!”</i><br><i>(John 8:32)</i>  | <b>Gold Medallion</b><br><i>Quodcumque Dixerit, Facite –</i><br><i>“Do whatever he tells you!”</i><br><i>(John 2:5)</i>  |
|--|---|--|
| <ul style="list-style-type: none"> <li>✓ 28 credits</li> <li>✓ 7th Semester Cumulative GPA 3.0 – 3.29</li> <li>✓ Completion of service hours</li> <li>✓ Participation in 2 or more CCHS retreats.</li> </ul> | <ul style="list-style-type: none"> <li>✓ 28 credits</li> <li>✓ 1-3 Advanced credits</li> <li>✓ 7th Semester Cumulative GPA 3.3 – 3.70</li> <li>✓ Exceeds required number of service hours</li> <li>✓ Participation in 3 or more CCHS retreats.</li> </ul> | <ul style="list-style-type: none"> <li>✓ 28 credits</li> <li>✓ 4 – 6 Advanced credits including 1 AP/Dual Credit</li> <li>✓ 7th Semester Cumulative GPA 3.71 and above</li> <li>✓ Greatly exceeds required number of service hours</li> <li>✓ Participation in 4 or more CCHS retreats.</li> </ul> |

The application is due at the end of March and includes a capstone project. Each applicant will present a synthesis of his four years to a committee of administration and faculty demonstrating an understanding of his Marianist development. Awardees are announced at the Senior Awards Ceremony.

**Archbishop’s Medallion**

Each year, the Archbishop of San Antonio bestows this award upon a Central Catholic High School senior who is committed to assist the school, parish and community to encounter the Gospel of Jesus Christ and to promote Catholic teachings and values.

**CRITERIA:**

- The student must be Catholic and be Confirmed.
- The student must have attended a Catholic high school for a minimum of three academic years.
- The student must be actively involved in parish and community service programs.
- The student must demonstrate spiritual leadership within the school, parish, or community.

A teacher or administrator nominates a student and writes a justification for the nomination. The student’s pastor must endorse the nomination. The Academic Council and Student Development Council will then determine the recipient.

**Grading system and report cards**

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

| Semester Average – Fall | Semester Average - Spring |
|-------------------------|---------------------------|
| Quarter 1 – 40%         | Quarter 3 – 40%           |
| Quarter 2 – 40%         | Quarter 4 – 40%           |
| Final Exam – 20%        | Final Exam – 20%          |

Progress reports are available at the midpoint of each quarter in **Aeries**. Dates for these marking periods appear on the calendar.

Access to report cards may be limited during brief periods for maintenance. Transcripts and records may not be available for viewing if a student’s tuition account is delinquent or in arrears.

Designation to the Honor Roll is based upon GPA. Students earn a 0.5 increment for each Pre-Advanced Placement class and 1.0 grade point increment for AP and/or Dual Credit courses which is calculated into the overall GPA.

### Semester Examinations

Semester exams provide students the opportunity to take a cumulative, summative assessment (e.g. traditional test, portfolio, presentation, paper, etc.) in order to demonstrate the level of content mastery per course. This cumulative assessment adds to the validity of the semester grade. Providing “an integral, quality education” means valuing the times and opportunities for learning. As such, all non-athletic courses are required to have a summative assessment at the end of each semester and to hold class during their designated semester exam time.

Except in extreme cases, students may neither take 1<sup>st</sup> semester nor 2<sup>nd</sup> semester examinations before or after the scheduled dates. Semester exams determine 20 percent of the semester grade.

**In the second semester only, seniors who maintain a semester average of 94 percent or higher are not required to take their semester final.** Seniors must also meet the attendance criteria (8 absences or fewer per class and 8 tardies or fewer overall) and must have no serious discipline infractions. Any student disciplined for an act of academic dishonesty during the course of his senior year will not be eligible for exemption.

Except in those courses approved by the Principal and announced in advance, no students, apart from the Seniors (as described above) are exempted from taking semester exams.

### GPA and Honor Roll

A student’s GPA is calculated based on the credits he completes each semester at Central Catholic and any credits that matriculate from another high school. Middle school courses that award high school credit do not count towards a student’s GPA. Advanced courses not taken at Central Catholic during the 9th and/or 10th grade year(s) may not receive a boost in GPA. Courses with an equivalent course at Central Catholic or courses taken at a university with whom Central Catholic has an agreement with will receive the corresponding and appropriate GPA weight.

Honor Roll is awarded at the end of each semester. The Honor Roll is based on the grade points from the GPA of all a student’s courses. Students will receive their Honor Certificate at the following semester’s awards ceremony. The Central Catholic High School GPA scale is based on components from both the College Board and the Texas Catholic Conference of Bishops Education Department.

| GPA          | Grading Scale |               |               |                         | GPA          | Grading Scale |               |               |                         |
|--------------|---------------|---------------|---------------|-------------------------|--------------|---------------|---------------|---------------|-------------------------|
|              | GPA Scale     |               |               |                         |              | GPA Scale     |               |               |                         |
| Letter Grade | Percent Grade | Regular Class | Pre AP Honors | AP or Dual Credit Class | Letter Grade | Percent Grade | Regular Class | Pre AP Honors | AP or Dual Credit Class |
| A+           | 97-100%       | 4.3           | 4.8           | 5.3                     | C            | 74-76%        | 2.2           | 2.7           | 3.2                     |
| A            | 93-96%        | 4.0           | 4.5           | 5.0                     | C-           | 71-73%        | 1.9           | 2.4           | 2.9                     |
| A-           | 90-92%        | 3.7           | 4.2           | 4.7                     | D            | 70%           | 1.6           | 2.1           | 2.6                     |
| B+           | 87-89%        | 3.4           | 3.9           | 4.4                     | F            | 67-69%        | 1.3           | 1.8           | 2.3                     |



|    |        |     |     |     |     |          |     |     |     |
|----|--------|-----|-----|-----|-----|----------|-----|-----|-----|
| B  | 83-86% | 3.1 | 3.6 | 4.1 | F   | 65-66%   | 1.0 | 1.5 | 2.0 |
| B- | 80-82% | 2.8 | 3.3 | 3.8 | F   | Below 65 | 0.0 | 0.0 | 0.0 |
| C+ | 77-79% | 2.5 | 2.7 | 3.2 | W/F | W/F      | 0.0 | 0.0 | 0.0 |

### Honor Roll

| Cum Laude  | Magna Cum Laude   | Summa Cum Laude   |
|--|---|---|
| 3.3 – 3.695  | 3.696 – 4.295   | 4.3 or higher   |
| <i>*White cord at graduation based on 7<sup>th</sup> Semester Cumulative GPA</i> | <i>*Silver cord at graduation based on 7<sup>th</sup> Semester Cumulative GPA</i> | <i>*Gold cord at graduation based on 7<sup>th</sup> Semester Cumulative GPA</i> |

### Honors Cords for Graduating Seniors

Graduating seniors are eligible for the following honors:

- ✓ Summa Cum Laude (Gold Cord)
  - 4.3 or higher
  - No semester grade below 70
- ✓ Magna Cum Laude (Silver Cord)
  - 3.696 to 4.295
  - No semester grade below 70
- ✓ Cum Laude (White Cord)
  - 3.3 to 3.69
  - No semester grade below 70

### Transcripts

The student's transcript lists the following information: all courses taken during high school by semester, his percentage grades, year's GPA or average, standardized test and AP scores, and credits earned.

A request for a transcript will not be processed until all financial obligations to the school are cleared. If payments are current, a copy of the permanent record (transcript) is furnished to the student upon request. There is no charge for a transcript while a student is enrolled at Central Catholic.

The procedure for requesting transcripts:

- All applications for scholarships, summer programs and colleges, which require transcripts, should be given to the counselor. The student himself must solicit letters of recommendation.
- The counselor will submit the transcript to the requested school or agency.

Note: The student is responsible for submitting requests on time for processing. All transcript requests must be processed through Naviance. All transcript requests require at least 48-hour notice. Counselors will mail/submit transcripts within two business days.

Seniors will request transcripts using the Naviance portal. Final transcripts will be sent directly to the institution the senior designates that he will be attending after graduation. Final transcripts are transmitted to these institutions the second week of June.

### Homework

Central Catholic High School views homework as a practice necessary for success in college. Students will develop their reading, summarizing, self-teaching, reasoning, reviewing, and higher-level thinking skills to help reinforce and develop what they learned in class. These homework activities should be an integral part of a student's daily study

habits.

Students at Central Catholic have homework each evening. Students should spend **a maximum of thirty minutes per class each night** working on fostering lessons and content. A student should always reinforce the day's lessons by reading and reviewing the topics he is studying.

### **Late Work**

Late work policies are determined by each department. Please refer to each course syllabus to see the department's late work policy.

### **Review Days**

Prior to semester final exams, certain days will be designated as *review days*. During review days, teachers are not permitted to assign new assignments or have major assignments due. Although they may (at their discretion) accept late assignments. Tests over new material are also not permitted. Review and practice tests are permitted. **No tests and/or projects should be given during "Review Days."**

### **Eligibility/Ineligibility for Extracurricular Activities**

Central Catholic High School 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 student organizations, a student may not have more than one failing grade at the end of Q1, Semester 1, Q3, or Semester 2.

Central Catholic's procedure requires that a student who becomes ineligible for any reporting period remains ineligible until the subsequent reporting period, roughly three weeks later. The minimum length of ineligibility is two weeks according to TAPPS standards.

The only exception to this is if a student is temporarily ineligible because of a 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 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, workouts, 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 his 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 they hold or any club or honor society in which they are members.

## **Textbooks**

CCHS provides required textbooks for each course. Textbooks will be issued in class and recorded on a student's library account. All books provided remain the property of CCHS and must be turned-in at the end of the course. Damaged or missing textbooks will incur a charge to student accounts. The student should cover all textbooks used in classes in order to preserve the quality in which they were received.

Parents may be required to purchase small books (e.g. novels, workbooks, or consumables) or other required materials (e.g. calculator) for a specific course. A listing of required materials is published at the beginning of each year.

## **Saturday Support**

Saturday School provides a structured program for students who need additional help. An administrator, upon recommendation of a teacher or counselor, may assign students to Saturday School.

- *Students who may be assigned to Saturday School:*
  - Students deficient in study skills or study organization.
  - Students behind in their work, failing more than one course, or missing multiple assignments.
  - Students in danger of not passing a class because of excessive tardies or absences.

## **Library**

The purpose of the CCHS Library is to provide a scholarly, organized, quiet environment for reading, research and study.

Classroom teachers will at times reserve the library for online or bibliographic instruction. During these occasions, the library may be closed to other students.

Each student should obtain a hall pass from his teacher before going to the library. Students should be sensitive to the needs of others and make every effort to maintain the library as a place to study.

## **Eligibility for re-enrollment**

Central Catholic reserves the right to accept or reject a student who wishes to re-enroll for the following school year. A student's enrollment status in a given school year does not guarantee him re-enrollment in subsequent years. Every school year implies a mutual agreement to a new contract. It is within the administration's discretion to determine that a student has 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.

## **Withdrawing from Central Catholic**

All requests to withdraw from Central Catholic shall be directed towards the principal or his designee. All student billing must be up to date in order for transcripts to be released.

## **Request for and Transfer of Student Records**

Permanent records and health cards will be released to a receiving school when that school applies directly by mail, email, or fax to Central Catholic High School. A release form signed by the parent or legal guardian must be obtained by the requesting school. All special education or psychological test results, which are to be released to a receiving school, must include a parent's or legal guardian's signature to release that information.

## **Course Selection**

Current students review their academic plan each February and communicate any changes to courses they plan on taking the following school year. During the 2<sup>nd</sup> semester, returning students meet with their counselors through their respective Social Studies course to formulate or review their academic plan to fulfill graduation requirements. Current

teachers will provide approval of Pre AP and AP classes. It is assumed that courses are chosen with the utmost forethought and planning. The advice of parents, and present and prospective teachers should also be sought. Students will input their course selection using their Aeries portal during the course registration period with their parents at home. Parents will also have access to see the course selection for the upcoming school year on Aeries.

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

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 same information. Course changes requested after the scheduling has been completed would create unbalanced teacher loads and oversized classes.

Dates and deadlines concerning the initial or re-registration of students are noted on the official school calendar.

### **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 after the first week of the first semester. If such circumstances arise, the Principal, Dean of Academics, the counselor, the teacher, the parents (or guardian), and the student must agree. If such a course must be dropped after the second week of its first semester, a grade of W/P (withdrawn passing) or W/F (withdrawn 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.

### **Academic Letter of Understanding**

Each semester students that are identified as lacking certain skills, unmotivated, having poor attitudes, or needing other resources may be placed on an academic contract with the Dean of Academics. They and their parents or guardians will sign the academic contract called a Letter of Understanding (LOU). The LOU is a requirement for these students to maintain enrollment at Central Catholic High School. It is designed as a short-term program of additional or more intensive services to encourage and aid the student toward success. Parents and the student promise to keep open the lines of family communication, and to discuss the student's progress and concerns.

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

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 by the end of the following semester. Additional counseling support is provided to these students.

## **SUMMER SCHOOL**

### **Summer school for advancement**

Students have three avenues to advance during the summer session. 1. Courses offered at Central Catholic. 2. Courses offered at St. Mary's University and 3. Courses offered through Catholic Virtual. All paths for advancement should be a part of the student's 4-year graduation plan and approved by the counselor and principal or his designee.

*Note: Central Catholic students are required to take 7 classes per year. Central Catholic does not offer early release or early graduation.*

### **Summer school/night school for failures**

Central Catholic awards half-credits by semester. If a student does not pass the first semester of a two-semester course, he may obtain credit for the entire course if the average of the 1st and 2nd semester is a 70 or higher. If a student does not pass the second semester, he must retake the second semester regardless of the two-semester average. All students, including seniors, must make up every failing grade during a subsequent summer term or night school session by retaking the same course or an equivalent elective. Freshmen and sophomores cannot make up a first semester failure by taking night school classes. They must retake it during summer. Correspondence/online courses must be pre-approved by the Dean of Academics before a student enrolls and wishes to receive credit from Central Catholic.

Central Catholic does not allow students to make up more than two credits in summer school unless approved by the Dean of Academics and his counselor.

### **National Honor Society**

Membership in the **Joseph U. Rowley Chapter** of the National Honor Society is the most prestigious academic honor Central Catholic High School bestows. Membership is a privilege, not a right.

Candidates submit an essay describing their qualifications, especially regarding leadership and service.

A faculty committee reviews the qualifications of each candidate. To ensure the integrity of the organization as well as its prestige at Central Catholic High School, the selection committee seeks to bestow the honor of membership only to those who have clearly met the criteria for this honor.

Selection to the NHS is based on four criteria: ***scholarship, leadership, service and character*** as outlined in the Chapter by-laws. Information can be obtained from the NHS sponsor.

## **Developing the Body**

### **GUIDANCE AND COUNSELING OFFICE**

High school is an important time for the development of a young man. The CCHS Guidance and Counseling Department exists to help students succeed during their time at Central Catholic High School and to help prepare them for their lives ahead. The counselors are available to meet with students regularly throughout the year and will follow them throughout their high school journey.

The campus counselors share the responsibilities of implementing the guidance program. Though the program responsibilities are shared, student caseloads are divided by alphabet with a student's primary counselor being determined by last name. If a student needs support and his primary counselor is not available, the other counselor will assist the student. Both counselors practice an "open-door" policy. Students are referred to the counselor by teachers, parents, administrators, or peers via email, phone, or personal contact. The counseling office is located in room 334 and is open during the regular school year from 7:30 AM until 4:00 PM.

Mrs. Maria Gonzalez– A-K

Mrs. Jennifer Purcell -L-Z

In order to address the behavioral and academic needs of the students in a more proactive manner, Central Catholic implements a comprehensive developmental school guidance and counseling program whose framework consists of four areas of delivery: Guidance Curriculum, Responsive Services, Individual Planning, and System Support.

Guidance Curriculum - Guidance lessons are the foundation of a comprehensive developmental school counseling program. Lessons are conducted with each grade level every six weeks through the Religion classes, focusing on four

aspects: Spirituality, Academic/Educational Development, Career/Occupational Development, and Personal/Social Development.

Responsive Services - The counselors provide responsive services individually and in a small group counseling setting to focus on both school-based (academic/behavioral) and personal issues. The purpose of this component is to address the immediate needs of those students whose personal concerns or challenges put their continued personal, social, career and/or educational development at risk. Counselors also work with teachers and parents, provide referral sources to students, coordinate support with other service providers, and follow-up with students to monitor their progress toward resolution of their problem or concern.

*Confidentiality:* Student privacy is valued and respected. However, Counselors are required by law to break confidentiality in certain circumstances. The Counselors will use all reasonable means to keep confidential anything that is said to them, except when the following conditions exist:

- When parents sign a written consent to revoke their right to confidentiality and only to the extent/duration/depth that they state.
- When the counselor is ordered by a court.
- When the counselor believes that the student is a danger to himself or to others.
- When abuse or neglect is disclosed or suspected.

Individual Planning - In collaboration with parents, counselors provide coordinated advisory activities to guide all students, to plan, monitor, and manage their own educational, career, and personal-social development. Information about post-secondary education/training is provided to students and parents through individual planning sessions, classroom visits, and parent information sessions.

System Support - Counselors provide services to the school which indirectly benefit students. These services include consultation with teachers and parents on behalf of the student, parent education programs, and ongoing counselor professional development.

### **The College Preparation Process**

The role of the counselor in the college application process is significant from year to year. For example, counselors set-up college representative visits on campus and encourage students in all grade levels to begin visiting with those representatives. Counselors also have ongoing discussions with students about college requirements and the need for students to develop a well-rounded self-image. The following are a few activities that are implemented to offer comprehensive assistance to the students as they explore their individual career paths and prepare for postsecondary education opportunities:

#### Freshman Year

- An introduction to the PSAT and its significance is given to students prior to the PSAT administration. Score interpretation is done in the spring with the students through their Religion classes.
- The Naviance program is introduced to students, and they take a Personality Profiler and begin investigating colleges utilizing the program. Counselors help students interpret results.
- Counselors assist students in learning to read their transcript, review credits required for graduation, and prepare a 4-year plan. Students are also instructed on the significance of a GPA.
- Counselors lead a discussion with students regarding what colleges are looking for from applicants -- challenging classes, leadership skills, strong character, community service, academics, and standardized test scores.

#### Sophomore Year

- Information is presented in our fall briefing regarding the PSAT, which includes an orientation and preparation materials for the exam. Score interpretation is done in the spring with the students through their Religion classes.
- The Career Interest Profiler is administered to the students using Naviance. Counselors help students interpret results.
- Students identify their Individualized Career Cluster using Naviance. Counselors help students interpret results.
- Students begin a focused college search with the assistance of the counselors. Students conduct personal research and create a list of college majors that match their interests and abilities.
- Students are encouraged to attend local College Visits and College Fairs
- Students continue to review their transcripts and evaluate/make adjustments to their 4-year plan.
- Counselors lead a discussion with students regarding what colleges are looking for from applicants -- challenging classes, leadership skills, strong character, community service, academics, and standardized test scores.

### Junior Year

- Students are encouraged to attend local College Visits and College Fairs
- Information is presented in our fall briefing regarding the PSAT, which includes an orientation and significance of the NMSQT. Score interpretation is done in the spring with the students through their Religion classes.
- The SAT is administered to the students in the spring.
- Using their Naviance Career Cluster/Career Selection, students begin their college search. Counselors assist with interpretations.
- Students meet with college representatives during on-campus lunch visits or through class presentations.
- Students are encouraged to visit colleges/universities in and out-of-state.
- Counselors assist students with their resumes, college essays and help students set up Apply Texas and Common Application accounts.
- Counselors lead a discussion with students regarding what colleges are looking for from applicants -- challenging classes, leadership skills, strong character, community service, academics, and standardized test scores.

### Senior Year

- Counselors assist students with SAT/ACT Exam interpretation and college admission requirements. Counselors also contact admissions offices/college representatives for students when necessary.
- Through classroom visits and individual planning sessions, students are assisted with the college admissions process, the college interview process and financial aid. Parent sessions are also held in early Fall.
- Counselors sit with students who request individual assistance on completing college applications.
- FAFSA information is disseminated to students and parents through evening information sessions.
- Scholarship information is publicized to students and parents via Aeries, flyers, and emails.
- Requests for transcripts and letters of recommendation are fulfilled on a daily basis.
- Counselors lead a discussion with students regarding what colleges are looking for from applicants -- challenging classes, leadership skills, strong character, community service, academics, and standardized test scores.

### **College Visits**

Central Catholic High 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 visit leave time during his junior or senior years. All visits require teacher and counselor approval before the visit. Students can obtain the *Permission For College Visit Form* in the counselor's office. No leaves may be taken by seniors after the mid-4<sup>th</sup> 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 basis.]

The purpose of the college visit is that it be a learning experience for the student in his planning toward continued and higher education. The *Permission For College Visit Form* is to be completed by the student who is carrying out a structured visit to a college or university campus for an excused absence and is to be submitted prior to the visit. All homework due during the college visit will be turned in prior to leaving. Structured visit means:

1. The student has called ahead to schedule the visit through the appropriate authority (e.g.: Admissions Office, Athletic Office)
2. The college offered a tour of the campus facilities or orientation: and
3. The student met with an admissions officer and /or designated faculty member.

### **Building Strong Foundations**

Central Catholic High School is committed to providing reasonable accommodations for students whose parents have disclosed a disability and are able to provide proper documentation. Proper documentation must be turned in to Admissions as part of the application process. Accommodations follow the lead from The College Board.

If a parent or the school feels that a student might have a learning disability and he has not been diagnosed, we can request an evaluation be conducted by the SAISD Department of Special Education Services. Contact the Counseling Department for more information.

Types of accommodations available:

- Preferential seating
- Peer tutoring
- Use of computer to take notes
- Fidget devices
- Large print
- Chunking of assignments
- Books on tape
- Graphic organizers
- Audio test format / Reader
- Extended time on tests and quizzes

Central Catholic High School does not provide additional time for assignments as a general classroom accommodation. The reason for this is that due dates and deadlines are tied directly to the academic standards and requirements of each course. The instructor must convey and protect the academic standards and determine what and how much academic material needs to be covered and evaluated within stated course timelines. Most of our instructors allow all students in their class more time than they believe is needed to complete assignments and/or exams. Students must factor in the reality of their own personal situation and use time effectively to complete assignments. Heavy course loads, outside employment, extracurricular activities or other family commitments are not considered when determining reasonable accommodations. If special consideration in meeting a particular deadline is needed, students need to work with the instructor directly.

Documentation Required:

For the documentation submitted to be useful to us in making accommodations decisions, it should meet these criteria:

1. The diagnosis is clearly stated.



2. Information is current (within 3 years).
3. Educational, developmental, and medical history is presented.
4. The diagnosis is supported.
5. The functional limitation is described.
6. Recommended accommodations are justified.
7. Evaluators' professional credentials are established.

Once a student has been approved to receive these services, a request will be submitted to the College Board through the counseling office to request testing accommodations for PSAT, SAT and AP. Approval of these testing accommodations is at the sole discretion of the College Board.

## **STUDENT HEALTH**

### **School Nurse**

A school nurse (RN) is assigned on a full-time basis. The nurse's primary role is to improve the physical and mental health of students in accordance with their own personal needs. This includes emergency care when indicated, providing for the student who becomes ill at school, dispensing medication according to school guidelines, and maintaining proper immunization and pertinent medical information.

The school nurse gives first aid only. She does not diagnose illnesses but takes notes of symptoms and notifies the parents of the observations. If a student becomes ill or is injured at school, he will be given first aid, and the parents will be notified if the severity of the injury or illness warrants such action. It is asked that students be kept at home when ill and that they have a normal temperature (without the use of fever reducing medications) for 24 to 36 hours after any illness before returning to the campus. Students recovering from communicable disease must report to the nurse or the principal prior to being readmitted to class.

Students must report to the nurse's office immediately if he becomes ill or is hurt in any way during the school day. Students are not to leave school with or without parents unless they have signed out through the administration offices. It is the responsibility of the student and parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise.

If upon nursing assessment a child is determined to be ill and/or possibly contagious to others or is injured at school and needs further evaluation or treatment, he will be given first aid and the parent notified. In no case will the child be sent home until the parent/guardian or the person indicated by the parent/guardian has been contacted and arrangements made. Every effort will be made to contact the parent/guardian first. If the parent/guardian is unable to come for the child, arrangements must be made for his care by the parent/guardian. In an emergency, EMS or an ambulance designated by the parent/guardian will be called.

### **Special Health/Medical Problems**

It is especially important that parents and students inform school officials of any special health or medical conditions. School health records must be kept current and accurate at all times. The following procedures apply:

1. Permanent or Extended Health/Medical Problems: Parents should complete the medical history and emergency information form at the beginning of the school year or when enrolling in the school.
2. Special Health/Medical Problems Occurring During the School Year: Students with medical problems for which the family physician feels it is necessary to restrict the student's activity at school should promptly provided the school nurse with a note from the doctor specifying any restrictions and limitations and the time period for which they are expected to apply. The school nurse will notify appropriate school personnel and will return a copy of the note to the student/parent to be retained as a record.
3. Temporary/Minor Medical Conditions (e.g. cold, sore throat): Students may be excused from strenuous activities for 1-3 days upon written request from a parent/guardian. A doctor's note is not generally required for such temporary restrictions.

## **Immunizations**

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the [Texas Department of State Health Services](#). A student who fails to present the required evidence shall not be accepted for enrollment. A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization to the school (i.e., documentation from pediatrician or other medical clinic/provider). The school nurse or health coordinator must review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30 day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy and the school shall exclude the student from attendance until the required dose is received and proof is provided to the school. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) in good standing and authorized to practice in the State of Texas that includes the physician's license number. The statement must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

## **Medication**

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, and sunscreen), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

Medication will be dispensed by a designee of the principal.

Parents or guardians may grant permission for their child to receive over-the-counter medication that has not been prescribed by a doctor during the school day. This does not include homeopathic or herbal medications, which will not be administered at the school by school staff unless accompanied by a properly executed Medication Permission Request Form. Written parental permission must be documented and kept in the student's health file. Permission must be specific to the over-the-counter medicine that is permitted (as opposed to a "blank" permission). In the permission, parents must acknowledge that medication may be administered by non-medical personnel. If the parent/guardian grants permission for their child to receive an over-the-counter medicine without a prescription during the school day, the parent must supply the medication in the original and unopened manufacturer's container with the label intact or the medication will not be accepted by the school.

Over-the-counter medications are limited to the following medications:

- Antibiotic Cream
- Hydrocortisone Cream
- Topical Analgesics
- Burn Gel
- Eye Drops (specifically to address dryness)
- Antihistamines
- Ibuprofen
- Acetaminophen
- Antacid
- Cold Medication
- Cough Medication
- Cough Drops

Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

### **Sunscreen at School**

Sunscreen shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

### **Allergies**

It is the responsibility of the anaphylactic or potentially anaphylactic student's parents to inform the school principal, the student's teacher, school nurse, health coordinator and all other personnel who regularly supervise the student of their child's allergy. It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan (available from the school nurse) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan shall include an individual treatment protocol that is established by the child's allergist. The school does not assume responsibility for treatment in the absence of such a protocol. The original Food Allergy & Anaphylaxis Action Plan should remain with the school nurse or health coordinator and a copy should be distributed to the student's teacher. Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form (available from school nurse), to the school nurse or health coordinator for use in case of an emergency. Students who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

### **Asthma**

It is the responsibility of the asthmatic student's parents to inform the school principal, the student's teacher, school nurse, health coordinator and any other personnel who regularly supervise the student of their child's asthma. The

diagnosis of asthma should be noted on the student's Student Health History found in Aeries. It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator an Asthma Action Plan (available from the school nurse) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Asthma Action Plan is meant for parents, physicians, teachers and other relevant staff to coordinate information, methods of management, and define an emergency plan. All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the action plan. The action plan should be reviewed and updated by the parents at least annually or after an acute episode.

## **Diabetes**

It is the responsibility of the diabetic student's parents to inform the school nurse of their child's diagnosis. Immediately following a child's enrollment or diagnosis, and before the children begins or returns to school, there must be a meeting to agree to a Diabetic Care Plan (form available from the school nurse) and how the school shall respond to a diabetic crisis during the school day. The meeting must include the student's parents/guardian, the school principal, teacher(s), school nurse or health coordinator and other staff who would supervise the student (e.g., before/after school care, coaches, etc.). All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the Diabetic Care Plan. The Diabetic Care Plan should be reviewed and updated by the parents at least annually and signed by a licensed physician or health care provider. The student's physician or health care provider and the parent/guardian cannot be the same person. The school nurse, health coordinator or any other school staff member (e.g., the student's teacher) who assists the student as they read, calculate or dose for their insulin, should document the diabetic student's levels using either the student data management system (e.g., Aeries).

## ATHLETICS

Athletics is an integral part of the educational experience by which Central Catholic helps its students grow and develop in all the dimensions of their gifts and talents. The goal of the athletic program is to enable young men to learn lifelong values and develop skills and talents that will enhance the quality of their lives. The combination of athletics and academics can contribute to the defining experiences in a young person's life.

Central Catholic students may participate in the following athletic teams:

- ✓ Baseball
- ✓ Basketball
- ✓ Cheerleading
- ✓ Cross Country
- ✓ Football
- ✓ Golf
- ✓ Lacrosse
- ✓ Soccer
- ✓ Swimming
- ✓ Tennis
- ✓ Track and Field

### **Texas Association of Private and Parochial Schools (TAPPS)**

Central Catholic participates in interscholastic athletic competition as a member of the Texas Association of Private and Parochial Schools (TAPPS) <http://www.tapps.net>.

All information regarding athletics and our athletic programs is available from the Athletic Director and through the head coaches of each respective sport.

# Developing the Spirit

## CAMPUS MINISTRY

### Central Catholic as a Faith Community

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 in learning and all human endeavors. Using the grace of our faith as we face new times benefits all those who work in Marianist education. 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.

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 monthly and live out their faith through required service projects. Students have opportunities to enhance their faith through informal faith- sharing and structured retreats.

The Campus Ministry Team organizes various programs:

### Liturgy and Sacramental Life

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. in the chapel. At the beginning of each lunch period, a communion service is held in the chapel. In addition, priests hear confessions during all lunches. School wide Reconciliation Prayer Services are held in the liturgical seasons of Advent and Lent. They are also available by appointment.

### Retreats

Central Catholic sponsors a faculty/staff-supported retreat program for all students from every division. Effective August 1, 2015 participation in the retreat program is mandatory for all students. Freshmen and sophomores attend a mandatory one-day retreat in the fall. Freshman participate in a one-day retreat experience led by upper classmen in the beginning of the year, Sophomores attend a day retreat typically in the first semester. Juniors attend a two-day, one-night Journey retreat in either the fall or spring. Seniors attend a two-day, one-night retreat in either the fall or spring. Retreats are largely student- led. The retreats are a service provided for the spiritual growth of CCHS students. All freshmen attend on the same day. Sophomores attend on one of 2-3 different days by religion class. Juniors and Seniors register for one of the offered retreats by a deadline. Registration is on a first come first serve purpose, and retreats can only be attended once per year. If a junior or senior student registers for a retreat and is not able to attend, he must notify Campus Ministry prior to the deadline.

We encourage students to make additional parish-based retreats, but these retreats do not replace Central Catholic retreats.

### Button LIFE (Living In Faith Experience)

The Marianist LIFE Community of Central Catholic High School is committed to building a community of disciples within the Marianist tradition. Several juniors and seniors attend the LIFE workshop during the summer where they experience building and living a community modeled on the insights of Blessed Chaminade—founder of the Society of Mary.

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

## **Christian Community Service Requirement**

***Students at Central Catholic High School must complete 110 hours of Christian Service Learning to earn a diploma.***

Central Catholic High School believes that Christian Service Learning (CSL) develops the student and prepares him to meet the challenges facing him in a culturally diverse society. CSL encourages the student to assist the poor and disadvantaged. It will also encourage commitment, responsibility and a dedication to the Gospel value of service and mercy.

This program is to be completed during non-school hours in a non-profit agency, under the guidelines established by the Coordinator of Campus Ministry. Students who do not complete 110 hours will not receive a diploma. Freshmen will receive further information, outlining the program.

All service hours for each academic year must occur within the previous academic year. For example: Current rising seniors (Class of 2021) service hours must be dated between August of 2019- August of 2020 in order to be counted on the first day of their Senior year. Nothing dated earlier will be accepted. All service hours for the current school year must be turned by the Monday following spring break.

### **Important Community Service program aspects include:**

- One hundred and ten (110) Christian Community Service Hours must be completed by the student's first day of their 4<sup>th</sup> quarter senior year. Failure to do so may prevent graduation participation.
- At least 70 hours must be Community Hours (working directly with a non-profit organization). The additional 40 hours may be Parish or Community hours.
- ***All service hours must be properly documented and submitted by the student in Aeries. Accompanied with a brief reflection about your service experience and documentation (e.g. photo, signature card).***
- Students who do not meet the yearly progress requirements will be notified of their deficiency and may become ineligible for extra-curriculars.
- Community Hours must be done for a licensed non-profit agency. They may not be done in a family business or one's home.

Community Hours supersede Parish Hours. Therefore, a student can complete 110 Community Hours, over four years, and not have to complete Parish Hours to fulfill the Service Requirement.

- *Example: Sophomore Smith, student at Central Catholic, works 6 hours at Habitat for Humanity for 5 Saturdays in the spring totaling 30 hours. Sophomore Smith has completed his service requirement. He will not have to partake in parish hours if he does not wish to.*

**Failure to meet minimum service requirements as listed above may result in students becoming *ineligible to participate in all extra-curricular activities* until all service work is documented. Seniors who do not complete their service will be ineligible to receive a diploma and may prevent them from participating in commencement ceremonies.**

## Themes and Guidelines for Student Services Hours

|                                      |  |
|--------------------------------------|--|
| <p>Freshmen<br/><i>Pillars</i></p>   | <p><i>"The theme of the freshmen campus ministry experience, Pillars, is centered on building a strong foundation for their journey here at Central Catholic and beyond. A pillar embedded in stone is permanent and, when constructed properly is unwavering in its support."</i><br/> <i>"Everyone then who hears these words of mine and acts on them will be like a wise man who built his house on rock. The rain fell, the floods came, and the winds blew and beat on that house, but it did not fall, because it had been founded on rock." -- Matthew 7:24-25</i><br/>           Complete and documented a minimum 15 Community Hours by the <i>first day of the 4<sup>th</sup> quarter.</i></p>  |
| <p>Sophomores<br/><i>Lumos</i></p>   | <p><i>"The theme of the sophomore campus ministry experience, Lumos, is centered on being the light of the world by sharing our gifts with others. Through the use of light, the darkness of our world is able to be driven out. "</i><br/> <i>"You are the light of the world. A city built on a hill cannot be hid. No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." -- Matthew 5:14-16</i><br/>           Complete and documented a minimum of 25 community hours or 10 Parish Hours and 15 Community Hours by the <i>first day of the 4<sup>th</sup> quarter.</i></p>   |
| <p>Juniors<br/><i>Emmaus</i></p>     | <p><i>"The theme of the junior campus ministry experience, Emmaus, is centered on encountering the "others" in our society. Encouraging our students not only to welcome these members of the community, but to work with these often overlooked members of our community and walk together on our faith journey."</i><br/> <i>"But they urged him strongly, saying, 'Stay with us, because it is almost evening and the day is now nearly over.' So he went in to stay with them. When he was at the table with them, he took bread, blessed and broke it, and gave it to them. Then their eyes were opened..." -- Luke 24: 29-31</i><br/>           Complete and documented a minimum of 30 community hours or 15 Parish Hours and 15 Community Hours by the <i>first day of the 4<sup>th</sup> quarter.</i></p>   |
| <p>Seniors<br/><i>Magnificat</i></p> | <p><i>The senior campus ministry experience we use Mary as a model of faith. Therefore, as Catholic Marianist we must be like Mary and be "yes- sayers" in both areas of social justice and faith. Mary serves a spiritual mother to all people. Their academic studies of their senior year in ecumenical studies and understanding of world religions and Christian spirituality leads them to a deeper understanding of self and their relationship with Christ.</i><br/> <i>"For nothing will be impossible with God.' Then Mary said, 'Here am I, the servant of the Lord; let it be with me according to your word.' Then the angel departed from her." - Luke 1:37-38</i><br/>           Complete and documented of 40 community hours or 20 Parish hours and 20 Community Hours, by the first day of their 4<sup>th</sup> quarter senior year.<br/>           Seniors who do not complete their service requirements will not receive their diploma at Graduation. The diploma will be on hold until the Christian Community Service Requirement is completed.</p> |

### Parish Hours

Only half of the yearly service requirement for seniors, juniors, and sophomores may be Parish hours. Here are samples of Parish Hour activities:

- Serving as a Eucharistic Minister or serving Mass in your parish
- Tutoring/Coaching
- Helping at your parish or grammar school with a special event (Fall Fest, Spaghetti Dinner, Fish Fry, etc...)
- Working a retreat at your parish
- Working on a recycling or neighborhood garden project



- Helping with a 'foundation' walk such as AIDS or Breast Cancer Walk/Run

## Administrative Information

### Changes to Handbook

The school rules, regulations and policies listed in this handbook may be added to or amended by the Administration of Central Catholic through an oral or written notice to students or parents. Any questions or interpretations of this handbook should first go to the principal, then the president, and if necessary, the board of directors.

### Academic Honesty

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 a Central Catholic High School education and the foundation of developing young men of integrity, who will one day assume leadership roles in communities, professions and volunteer endeavors.

### Academic Dishonesty/Cheating

Academic Dishonesty/Cheating is a serious incident. It is defined as any act of representing another's work as one's own or any attempt to seek advantage by falsifying or misrepresenting one's own knowledge or any assistance in helping another student to falsify or misrepresent his work. The sharing of completed work digitally is considered academic dishonesty. Students who are involved in cheating will be reported directly to the Dean of Academics and Dean of Students for academic and disciplinary consequences. Parents are notified immediately, and a conference will be required.

1. A student gives/submits for class credit any major project, term paper, test and/or other material, which is partially or wholly plagiarized, or the work of another.
2. A student knowingly exchanges information about a test with another student who has not taken that test.
3. A student uses, in a premeditated manner, any prepared materials not allowed by the teacher in a testing situation. These materials include "cheat sheets, notes, or reviews" that are on paper, stored in a cell phone, calculator or other electronic device.
4. A student steals, photographs, or copies a test and/or distributes it.
5. A student does other than his own work on a quarter, semester or AP exam.
6. A student looks at another student's work or shows another student his own work during a test or quiz.

### Consequences for Cheating

#### **First Offense**

On the first offense of cheating, the student will complete an alternate assignment, project, test/quiz for which he will receive 65% of the grade. The student will not participate in or attend any co-curricular activities for 5 days and will be placed on an academic agreement, which may include detention/suspension. ***Parents are notified immediately, and a conference will be required.***

#### **Repeat Offense**

Upon a repeated offense, the student will lose all credit on falsified work. Students in leadership positions (organization & club officers and team captains) will lose their position. A Principal's Council may be held for enrollment review. ***Parents are notified immediately and a conference will be required.***

### School Hours

The school office is open during the regular school year from 7:30 AM until 4:00 PM. During weekends and school

holidays, school personnel may be contacted through voicemail or email. The building opens at 7:30 AM and is locked at 5:30 PM. Students needing supervision before or after these hours must make arrangements with the Dean of Students.

Students may study in the Cafeteria or Library before classes begin. Students should not go above the first floor except for daily mass or to meet with a teacher. Students should not loiter in the hallways at any time.

Following the last period of class, students must leave the campus, attend tutoring with a teacher, or study in the Library or Cafeteria.

### **Business Office**

The Business Office is open daily from 7:30 a.m. to 4:00 p.m. during the school year. Business Office personnel may be contacted through the phone system or by dialing **210.225.6725** Tuition payment, billing inquiries and other financial questions should be directed to the Business Office.

### **Announcements/Communications**

The email system is the most accessible means of communication. Administration/Faculty/Staff access their email at least once a day. Parents will receive teachers' email addresses at Back-to-School Night or may use the directory on the school's website to email teachers.

The administration will limit the number of announcements made at the beginning of the day.

### ***eButton***

All current parents for whom the school has an accurate email address receive the ***E-Button***, typically on Friday afternoons when school is in session.

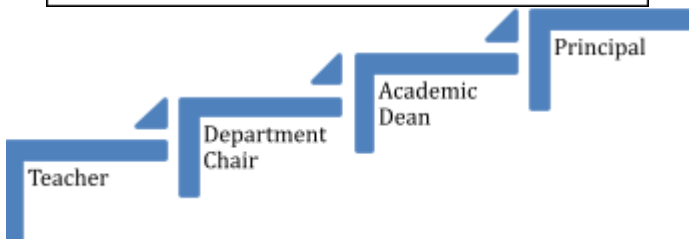
Public Address Announcements are made at the beginning of the day and at the end of the day before the recitation of the *Three O'clock Prayer*. Students who wish to communicate information through this source must seek prior approval from an administrator. Students and parents are encouraged to review the daily announcements by joining the Daily Announcements group in Aeries Communications.

## Parent Communication Pathway

Effective communication is essential when partnering in the formation of a Central Catholic student. Parents, teachers, staff, and administration must work together by sharing with each other any information that is crucial to supporting the development of the whole child. The Catholic Church operates under the principle of subsidiarity, meaning that if something can be governed at the local level it should. Additionally, Central Catholic values an open dialogue among all stakeholders and endeavors to systematically foster such accord. To this end, the following communications pathways will be implemented and sustained. Please allow up to **two school days** for an initial response. If you do not receive a response within that time or are not satisfied with the response, please forward your concern to the subsequent position.

### General Classroom Questions or Concerns:

- Teacher will loop in the student's counselor.



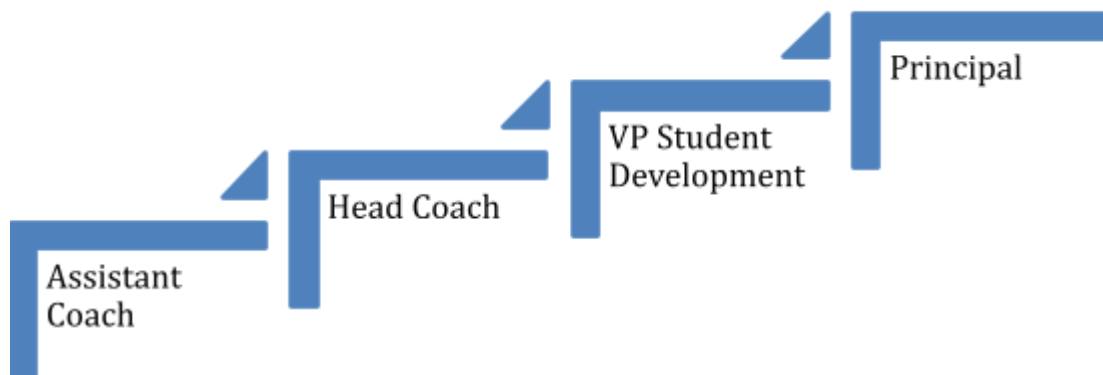
### Counseling Services Questions or Concerns

- Academic planning and advising
- Learning accommodations
- Social/Emotional issues



### Athletics:

- All coaches will loop in head coach



## **Student Property**

Central Catholic takes every reasonable precaution to maintain a secure and safe environment; however, students are responsible for the security of their personal property (e.g.—laptops/tablets, phones, smart watches, headphones, earbuds etc.) and the materials loaned to them (e.g.—texts, uniforms, lab equipment, etc.) 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. If needed for school, student’s personal property should be kept in his backpack. The school is not responsible for damage or loss of personal property, on or off the campus.

## **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 will not be permitted to attend class until they do so. Central Catholic High School requires that every student has insurance coverage. School activities are covered by school insurance.

## **Cancelation of Classes**

Decisions to close school or cancel or delay classes are made carefully with the safety of students, parents and staff in mind. The decision to close or cancel classes is made by the Principal in consultation with other administrators. Notification will occur through the media, posting on Central Catholic’s Webpage and Facebook, and by telephone broadcast (“Aeries Communication”). However, parents must make the final decision about whether to drive or to allow their son to drive to school, since weather conditions vary in different parts of the metropolitan area.

School time lost to inclement weather may require:

- ✓ Holding classes on a scheduled holiday
- ✓ Lengthening the school term
- ✓ Add extra hours to the instruction day

## **Aeries Communications**

Understanding the busy schedules of students and parents is a priority to the Central Catholic faculty and staff. We will use Aeries Communications as our form of quick communication with the Central Catholic community. While we will continue to send out school emails, Aeries Communications will allow users to keep track of important CCHS information and receive short notifications from the CCHS faculty and staff, all in real-time via push notification. Once you subscribe to a groups or club you will receive all information that comes out of those channels. This platform strives to provide users with access to information like school activities, notes from teachers and coaches, emergency alerts, and school calendars at their convenience. Please go to our web page for instructions on how to set up the Aeries app.

## **Fundraising**

All fundraising is the responsibility of the President’s Office. The only monies coming to the school not in the category of fundraising are tuition and fees.

To ensure good administrative practice, individuals and groups within the school or associated with the school must have the expressed approval of the President to conduct solicitations of monetary or in-kind gifts in the name of Central Catholic High School.

Parents and students are expected to participate in the school’s major fundraising activities. This helps provide the necessary funds to enhance programs and facilities.

## **Central Catholic Spirit Shoppe**

The Spirit Shoppe 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. Spirit Shoppe hours can be found on the Central Catholic website.

Profits from the Spirit Shoppe are mapped to tuition assistance. We greatly appreciate your purchase from the official spirit store of Central Catholic and the students' education.

This is the only authorized seller of Central Catholic merchandise. Any use of the Central Catholic name, logo, seal, mascot, or other affiliated brands must receive written authorization from the President of the school.

## **Publicity**

We respect the privacy of our families. Parents, however, implicitly give Central Catholic High School 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.

## **Closed Campus**

Students are required to stay on campus for the entire school day from arrival to dismissal. Students are not allowed on the school's parking lots during the school day without permission from the Main Office.

## **Visitors**

Visitors should park in the lot at the corner of St. Mary's St. and Augusta. They should use the main, front entrance to enter the building. To ensure the safety of the Central Catholic Community, all visitors must sign-in at the school office and wear a visitors' badge.

## **Emergency Plan**

The school's emergency plan is on file in the School Office and in each classroom.

## **Emergency Information**

Parents must provide the school with all current emergency information including contact information, medical history, and medications. This is typically completed over the summer. Students will not be allowed to attend classes if the form is not completed.

## **Student/Parent Grievance Procedure**

As a Marianist institution it is our practice and calling to listen first. We encourage parents and students to voice their questions and concerns.

*Subsidiarity*—making the decision at the most practical level. Parents and students should always approach the individuals most closely related to the situation. The first question an administrator will ask is if the parent or student has spoken with the teacher, coach, or moderator. Not surprisingly, many situations can be dealt with quickly if addressed early. Parents and student should proceed as they need, not to get the answer they desire but to resolve the situation.

The more serious the question (e.g.—suspension, withdrawal, loss of credit, etc.), the more formal the process should become. The following steps should facilitate the resolution of most situations:

- ✓ Student grievances should be officially filed by a parent or guardian.

- ✓ Schedule a meeting with the person involved in the situation.
- ✓ If the situation is not resolved, schedule a conference with the immediate supervisor (teacher—department chair; coach—Athletic Director; etc.)
- ✓ If necessary, arrange a meeting with the Dean of Students (for discipline issues)
- ✓ If the situation is still not resolved, a meeting with the Principal should be arranged.
- ✓ The final appeal is to the President. His decision is final. *(No more than seven (7) days shall pass between the meeting with the Principal and the meeting with the President.)*

### **Change of Address**

If a student changes his address or phone number during the school year, he must notify the Main Office as soon as possible.

### **Lost and Found**

The Lost and Found is in the Attendance Office.

### **Asbestos Removal**

Federal Law requires Central Catholic to notify its constituents that all friable (i.e., disintegrating) asbestos has been removed from all our buildings according to standards and procedures established by the Environmental Protection Agency. All remaining non-friable asbestos is being maintained according to a plan that is available for inspection by contacting the Business Office.

## **Guidelines for Student Behavior**

A Central Catholic student is an ambassador of the entire community at all times and in all places. 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. It is a privilege to attend Central Catholic and as such, this high standard of responsibility extends to students at all times.

The policies and procedures outlined in this section are designed to maintain good order and to work within the Discipline with Dignity program.

### **Policies and Guidelines**

Any activity, incident or progression of incidents, occurring on or off campus, which, in the judgment of the administration is a danger to the safety, the good moral order, and/or is incompatible with the philosophy and mission of the school, will be grounds for disciplinary action by the school. Student disciplinary items are grouped into, but are not limited to, the following three tiers:

#### **Tier 1**

The students' actions and behavior outlined in this level are generally those that are deemed non-supportive of the development of good personal & social practices and skills necessary in the school environment. These include, but are not limited to:

- Persistent dress code violation – including hair violations.
- Eating/Drinking outside of permitted areas.
- Inappropriate language or gestures.
- Repeated infractions of school or teachers' rules.
- Persistent tardiness.
- Violation of parking guidelines.

As determined by the Office of the Dean of Students, the incident will be documented in the SIS, parents/guardians will be contacted, and students may be assigned to detention in the form of trash duties/custodial work during lunch for a prescribed number of days. A student arriving late to detention will not be admitted and will be classified as a no-show. The consequence of missing a detention is an escalation of the tier of offense. Excused absences from school on days where detentions are assigned must be communicated to the attendance office immediately.

#### **Tier 2**

The student actions and behaviors outlined in this level are those deemed to disrupt in some way an ordered and peaceful class and/or school environment; or reflect the seriousness of a progression in a student's inappropriate behavior. Examples of such conduct include, but are not limited to:

- Academic Honor Code violation.
- Improper use of technology.
- Disrespectful and/or defiant to a teacher/staff.
- Disruptive behavior in the classroom/cafeteria/hallways.
- Driving recklessly.
- Fabricating excused notes with parent's/teacher's signatures.
- No show to a teacher's detention.

As determined by the Office of the Dean of Students, an in-school suspension will be assigned and a parent

conference will be scheduled. During an in-school suspension, students may be assigned to clean-up duty inside or outside the building as the Dean of Students and custodial staff see fit.

### **Tier 3**

The student actions and behaviors outlined in this level are considered to be a serious risk to either the physical safety or general well-being of the student, other students, adults or the school as a community; or they reflect the seriousness of a progression in a student's inappropriate behavior. Infractions in this level include, but are not limited to:

- All forms of intimidation, hazing, and bullying, including "cyber" bullying, or being a bystander to these incidents.
- Any incident involving drugs, alcohol, and/or banned/illegal substances.
- Fighting/Physical assault on or off campus.
- Flagrant act of disrespect towards a teacher, administrator, staff, and all school-community members – this extends to all extracurricular activities.
- Publishing on paper, websites, social networking sites, text or instant messages or publicly voicing defamatory or slanderous statements naming or implicating any member of the school community.
- Theft/unexplained possession of stolen property.
- Vandalism/defacing of property.

As determined by the Office of the Dean of Students; suspension, probation and/or referral to the Principal's Council for possible withdrawal or expulsion will be assigned to these infractions. The ultimate appeal is to the President whose decision is final.

As each situation on a campus is unique, this handbook will be used as a guide for decision-making. But the finality of all decisions as they relate to the discipline of students and the consequences are at the discretion of the Dean of Students and Principal of Central Catholic High School.

### **Suspensions**

The issuance of suspensions is not punitive. Suspensions serve as a time for the student and the school to both take time to pause and reflect on what took place that caused the suspension. This provides time to gather information and, together with the student, come up with an effective, necessary plan to return to the classroom. While a student is suspended, the school will provide access to the student's assignments. The student is expected to complete all assignments missed during his suspension. Student will not participate in extracurricular activities during the suspension.

### **Detentions**

Morning, lunch, and/or after-school detention will be scheduled for an allotted time and dates will be communicated by the Dean of Students or the student's teachers. Students who miss their assigned detention class will not be re-admitted to school until the parent or guardian has communicated with the school. Co-curricular activities, after-school work, and other such excuses for missing a detention class will not be accepted. Students may not be admitted to detention after it begins. Students will have a specific assignment during detention class which may include physical labor, yard work, etc.

### **Withdrawal/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 High School. The Dean of Students will sometimes find it necessary to recommend to the Principal's Council and that certain students withdraw or be dismissed from Central



Catholic High School.

### **Disciplinary Review**

A student will sit before a Principal's Council if:

- ✓ he is involved in a major disciplinary infraction that does not warrant immediate expulsion.
- ✓ he accumulates a significant number of disciplinary referrals.
- ✓ he develops a pattern of negative comments on his grade reports.

A Principal's Council consists of the student, parents/guardians, administration, student's counselor, and select teachers to discuss the student's continued enrollment.

### **Disciplinary Due Process**

If, in the opinion of the administration, a student's behavior warrants serious disciplinary action from the school, the parents/guardians will be notified.

If the student's behavior warrants more serious consequences, the Principal's Council meets to discuss the student's withdrawal. Before a final decision is reached, the parents/guardians and student will be notified and they may request a meeting with the Principal's Council. If the decision is to withdraw the student, the parents may appeal the decision to the President. His decision is final.

### **Alcohol/Drug Use and/or Possession**

Any possession, distribution, and/or use of drugs/alcohol/e-cigarettes or related paraphernalia or attempted use of drugs/alcohol/e-cigarettes or related paraphernalia on campus or at any school activity on or off campus and/or being under the influence of drugs/alcohol e-cigarettes while on campus or at any school activity results in an immediate drug evaluation paid for by the student and an automatic Principal's Council for enrollment review. Law enforcement may be called upon to investigate serious offenses.

Parents or relatives who condone or sponsor parties to underage students at which alcohol is served or consumed risk suspension or expulsion of their student whether or not he is involved.

### **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 property is legally subject to search. This includes cars in the parking lots, lockers, school bags etc.

## **General Policies for Promoting Good Order**

### **Backpacks**

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. Backpacks may be brought into the cafeteria during lunch periods, but they must be placed under the table.

### **Disrespect/Dishonesty**

Any act deemed disrespectful that is directed at a teacher or staff member is a serious offense. Severity determines the consequence from a documented reprimand to a student withdrawing from Central Catholic. This is done at the discretion of the Dean of Students and the Principal.

**Elevators**

Students should not ride the elevators. A student must receive permission from the Main Office before he is allowed to use either elevator.

**Fighting**

Fighting will not be tolerated and is any action on campus or at any school activity that can be defined as: Scuffling (physical contact such as shoving, pushing or jostling); Fighting (mutual combat in which both students have contributed to a situation by verbal and/or physical action); Assault (intentionally, knowingly, or recklessly causing injury to another person).

The severity of the incident, in the judgment of the Dean of Students, determines the consequence. A repeated infraction may lead to the student's withdrawal from Central Catholic. Students involved will be suspended pending the investigation.

**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 Dean of Students signals the return to class. Teachers will be in the lead and silence should be maintained.

**Harassment/Bullying of a student, Faculty or Staff Member**

Threatening, intimidating, or harassing of another student, faculty or staff member by word, act, deed or excessive and/or inappropriate joking and/or taunting will not be tolerated. Harassment/bullying can be physical, verbal, emotional, or social. The severity of the infraction determines the consequence. At any time if the harassing behavior is witnessed (bystander) by another member of the CCHS community and an attempt to prevent the situation is ignored, that student(s) may be subject to disciplinary action. A severe or chronic infraction may result in the student's withdrawing/being expelled from Central Catholic.

**Social Media and Cyberbullying**

The use of technology to bully, degrade, or otherwise harass an individual, group, and/or school and its personnel through personal attacks or other means will not be tolerated. This includes inappropriate behavior on personal blogs and any social media platform. Consequences will result in a disciplinary action including suspension and/or dismissal.

**Lockers**

A student's book and gym lockers are school property and may be inspected at any time by a school official. A student may not switch lockers without the authorization of the Administration. Only blue-faced Central Catholic locks purchased at school may be placed on book lockers. The school recommends that students keep their books and personal items in their lockers or in their possession whenever possible.

**Lunch**

During the lunch period, students should be in the cafeteria, the quad, or the library. Parents, relatives, and/or friends will refrain from bringing and delivering take-out/fast-food to our students. More importantly, students may not have food delivered to them for lunch. Students may not be in the halls during this time except to use the restroom on the first floor. Students may not go their cars without the permission of an administrator.

## **Vandalism**

The willful or malicious destruction or defacement of any property belonging to another student, faculty, staff, or the school will not be tolerated. The student will make restitution for any damage and will withdraw from Central Catholic. Law Enforcement will be contacted at the discretion of the administration.

## **Parking**

A student must register his car with the Dean of Students before he is allowed to park on campus. The student must properly display his parking permit. All other parking areas are off-limits for student parking. If a student needs to drive to school and the car is not registered, he should report to the Dean of Students for instructions. Students may have to drive a car different from their usual vehicle. That car's license number must be registered with the Dean of Student's office. Students improperly parked or who park an unregistered car will receive a detention.

Vehicles should not be left unattended in the fire lanes at any time. Students are not permitted on the parking lots during the school day from 8:15 a.m. to 3:30 p.m. without permission from an administrator.

The vehicle registration fee is \$40. 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 High School 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 High School community, the school reserves the right to search vehicles. The school assumes no liability for vehicles or their content.

## **Posting/Flyers**

STUCO activities must have the approval of the STUCO moderators. More importantly, students must receive permission from the Dean of Students before posting any flyers or signs anywhere on campus. Use only masking (blue) tape to secure the items.

## **Student Drop Off and Pick-Up**

Procedures to facilitate parents' dropping off and picking up their sons change from year to year depending on the remodeling or construction projects. Locations and procedures from drop off/pick up will be posted in early August or each year.

## **Student ID Cards**

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

## **Threaten or Act Against Faculty or Staff**

Any intentional, willful threat or attempt to do bodily harm to a teacher or staff member, blatant degrading verbal abuse of a teacher or staff member, the unwanted intentional touching or application of force to the person of a teacher or staff member will not be tolerated. Any infraction may result in a student's withdrawing from Central Catholic.

## **Water Bottles**

Central Catholic encourages students to use reusable water bottles. **Students will not carry a "gallon jug" of water during the school day.** Students should dispose of water bottles and any other plastic bottle in the recycling bins

located around the building. Every effort should be made to recycle if for some reason the student does not have a reusable container. Coffee mugs, Bill Miller cups, Starbucks, Yeti and Artic containers are not considered reusable containers. Therefore, they are not allowed.

### **Weapon Possession/Use**

Possession at school or at any school sponsored event of any knife, firearm, or other device which, by its nature or use, can cause or is intended to cause injury to a person or property is not permitted on campus (parking areas included). When legal items (e.g. scissors, pens, rulers, etc.) are used to threaten another person, they are considered to be weapons. A violation results in the student being expelled from Central Catholic.

## ATTENDANCE

Student academic progress correlates directly to his attendance, participation in class, and completion of all assignments. 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. Students attend school for the prescribed number of days and complete all tasks assigned in a timely fashion. In accord with Attendance Procedures

Parents should use the school calendar to plan vacations. This is published in August and updated on the school website.

Parents should inform the school as soon as possible if a student will be absent due to unavoidable conflicts. When a student is ill, parents must inform the school before 9:00 AM the day of the absence.

### Some Definitions

- ✓ A School Day begins with 1<sup>st</sup> period as indicated in the approved bell schedule. The length of a day is set by that schedule.
- ✓ A day concludes when students are dismissed.
- ✓ A student is **tardy** when he arrives after the morning classes have begun.
  - 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 Administration
- ✓ A student is marked **absent** when he arrives more than 10 minutes late to any period.
- ✓ Absences may be either **excused** or **unexcused**.
  - **Excused absences** are those caused by an unavoidable conflict caused by a school-related trips, medical appointments, illnesses, funerals, etc.
  - **Unexcused absences** are those that in the judgment of the school interrupt the learning experience. For example, sports showcases for athletes. The school 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.
    - No makeup of assignments, quizzes or tests is permitted. Zeroes are automatically given for any work, tests or quizzes missed. It is at the teacher’s discretion whether to require written assignments to be completed, regardless of whether these assignments will be graded.

**[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.]**

### Tardy

A student is considered tardy if he arrives after the start of any class period. A tardy student:

- ✓ Reports directly to class if he is less than 10 minutes late.
- ✓ If more than 10 minutes late, he reports to attendance office.
- ✓ The student will not be admitted to class without a note from the attendance office.
- ✓ 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.
- ✓ Each additional tardy beyond four (4) will merit escalating consequences explained below.

### **Absences**

- ✓ Absences are recorded in the school records.
- ✓ Parents may access these through their **Aeries Portal** accounts.
- ✓ The Dean of Students will contact the parents in writing when a student has reached a combination of five (5) excused or unexcused absences.
- ✓ The school 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.
    - No makeup of assignments, quizzes or tests is permitted. Zeroes are automatically given for any work, tests or quizzes missed. It is at the teacher's discretion whether to require written assignments to be completed, regardless of whether these assignments will be graded.

### **Absences and Learning**

- ✓ A student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered (*Texas Education Code 25.092*).
- ✓ A student who misses 90% of the days the class is offered risks losing graduation credit for affected courses.
- ✓ A waiver (for extenuating circumstances) may be granted by the school administration.
- ✓ Missed work (assigned written work, scheduled tests, etc.) may be made up.
  - 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 all of the work prior to or during the term of the absence.

### **When a student is absent...**

- ✓ Parents must inform the office before 9:00 AM the day of the absence.
- ✓ A student returning from an absence must provide a written note signed by a parent/guardian and

accompanied by any necessary paperwork.

- ✓ 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 turn in the assignments prior to leaving for the event; **advanced notice is necessary.**
- ✓ Students must be in school for four (4) consecutive periods to participate in any school-sponsored activity or event.
- ✓ Parents should consult with the Dean of Students 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.

### Truancy

Truancy is a serious infraction and has severe consequences, including Saturday detention, suspension or withdrawal. The school reserves the right to ask a parent to withdraw the student or to remove him from the roster.

- ✓ A student is **truant** when he is not at school or leaves the property during a school day without the knowledge and consent of his parents and the school administration.

A student who is truant is subject to disciplinary action including:

- ✓ Detention, suspension, and withdrawal/dismissal.

### College Visits

Central Catholic High School is a college preparatory school. The choice of an appropriate college is critical to the future of each student, and so 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 visits require teacher and counselor approval before the visit. College visits after the mid-4th quarter must be approved by the Lead Counselor, Vice Principal for Academics and Principal.

**[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. All homework due during the college visit will be turned in prior to leaving for the visit.
- ✓ Obtain counselor's signature for final approval.
- ✓ Turn the completed form into the Counseling Office at least two school days prior to the absence.



## DRESS CODE

A direct correlation exists between appearance and overall success at school. Central Catholic High School expects its students to dress accordingly. 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 Dean of Students is the judge of what is acceptable for an individual student.

Each infraction of the dress code results in the student serving a one-hour detention. Multiple infractions the same day result in a single detention. Detentions must be served within five days of the infraction.

After the third detention, the student, his parent(s) and the Dean of Students will meet to determine further action. After the tenth infraction, the student may be asked to withdraw from Central Catholic.

## HAIR

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

Hair should not touch the eyebrows, ears, or collar. Hair must be well-kempt.

- ✓ Hair should not cover the ear or the eyebrows.
- ✓ Hair must be its natural color.
- ✓ High and tight/military styles are allowed.
- ✓ Unacceptable hairstyles include but are not limited to: tails, streaked, patterned, lined, spiked, extreme bi-level, mushroomed, shaggy, trendy Mohawk hairstyles, braided, or shaved heads.
- ✓ All hairstyles are subject to the discretion of the Dean of Students.
- ✓ Students in violation of the hair code must remedy the hair by the following Monday.
- ✓ Faces are to be clean-shaven at all times.
- ✓ Sideburns should be no longer than the middle of the ear.

## CLOTHES

- ✓ Pants shall be neat, clean, and pressed.
- ✓ Students will wear regular style slacks or pants with a traditional cut (similar in style to Haggard, Dockers, etc.). Pants shall be neat, clean and pressed.
- ✓ Pant styles that are clearly not acceptable include blue jeans of any style or color, any style of pants that looks like or imitates the 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, and joggers) 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 may not be ripped or have holes in them.
- ✓ All pants must be neatly hemmed or cuffed.
- ✓ Pants must have belt loops.
- ✓ A dress belt must be worn with pants that have belt loops. Belts shall be made of leather, be solid brown, solid burgundy or solid black and have a normal belt buckle. Oversized or ornate belt buckles are not permitted.
- ✓ 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.
- ✓ Jerseys, company uniform, and military-style shirts are not allowed.
- ✓ Shirts must be buttoned properly and worn tucked in.
  - Shirts that cannot be tucked in should not be worn to school.
  - Shirrtails should be long enough so that the shirt remains tucked in throughout the day.
- ✓ Graphics or logos on shirts must be in good taste.
- ✓ During cold weather, if a sweater is worn, a collared shirt must also be worn (Sweatshirts are not considered as a pullover sweater).
- ✓ One shirt may not be worn over another shirt as a jacket.
- ✓ Long-sleeve T-shirts are not considered sweaters.
- ✓ 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

- ✓ Any shoes that are considered dress slip-ons, loafers, oxfords, boots and Sperry's are allowed. Shoes must have closed toes and heels. Only black, brown, tan, burgundy, and cherry colored shoes or two-toned colored (brown/tan, back/cherry, black/brown or any combination of the solid colors that are acceptable) shoes will be allowed.
- ✓ The following shoes are not allowed: Shoes that have striped detail, athletic shoes, any slipper-style/house shoe, and shoes with no backs are not acceptable.
- ✓ Students will not walk on the heels of the shoes to simulate a shoe with no back.
- ✓ Shoes appearance must be well-kempt and remain professional looking.
- ✓ Socks must be worn.

## **MISCELLANEOUS**

- ✓ Jewelry must be simple and in good taste.
- ✓ Piercings and gauges are not acceptable at school or any school sponsored activity, night or day, on or off the campus. They may not be worn under any covering including a bandage.
- ✓ Chains, key chains, and/or chain wallets may not be worn during the school day.
- ✓ Caps and hats are not appropriate during the school day and are not permitted in the halls.
- ✓ The Dean of Students will keep items taken from students until the end of the school day at which time, the student may claim the item. Items not claimed will be given to charity at the end of each semester.
- ✓ After the second time, the item will be kept until the end of the semester or until a parent comes to retrieve it.

## **OUTERWEAR**

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

- ✓ The hood may not cover the student's head while in the building.
- ✓ Only CCHS hoodies or hoodies of higher education (university/college) may be worn beginning the first day of November and up to spring break. A collared shirt must be worn underneath any hoodie. The Dean of Students reserves the right to change dates as necessary.

## **FORUMS, MASS, AND SPECIAL OCCASIONS**

- ✓ Oxford or broadcloth (not denim) collared, long sleeve or short sleeve dress shirt designed to be worn with a professional necktie or bow tie. Ties will be in good taste and appropriate.
- ✓ Proper wear is the shirt tucked in, collar & cuffs buttoned, and tie snug to the collar all day.
- ✓ Khaki, Haggar, Dockers, etc. style slacks, either plain or pleated front.
- ✓ JROTC uniforms will be worn as scheduled unless otherwise announced.
- ✓ Hoodies and other outerwear will not be worn at Mass or assemblies.
- ✓ Brightly-colored or loud designs will not be permitted.

## **Blue & White/Theme 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 High School approved logo apparel may be worn and must be visible: T-shirts, jerseys, polo shirts, and hooded jackets.
- ✓ 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.
- ✓ Blue jeans may be worn. Pants will have belt loops. They must be without holes or rips and must be clean.
- ✓ All pants are to be worn at the waist.
- ✓ Belts must be worn.
- ✓ Students that choose to wear jeans and a T-shirt may refrain from tucking in their shirt.
- ✓ Tennis shoes are allowed. If athletic shoes are not worn, the student will wear shoes that conform to the regular school dress code policy for shoes. Socks must be worn with the tennis shoes.
- ✓ All other rules concerning hair code and shaving are in force.
- ✓ A student who chooses not to participate in the Blue & White Day must abide by the CCHS dress code.
- ✓ Students who violate the Blue and White Day dress code will receive a detention.

## **JROTC Uniforms**

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

### **HAIRSTYLE**

#### **Students enrolled in JROTC will comply as follows:**

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.

- a) 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.
- b) Cadets will keep their face clean-shaven. Beards and mustaches are not permitted.
- c) Cadets will not bleach, dye, or streak their hair.

# Technology Acceptable Use Policy

## Purpose & Scope

Central Catholic High School uses instructional technology as one way of supporting our mission to teach the skills, knowledge, and behaviors our young men will need as responsible citizens in our society. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive needs, it is our hope that this policy will increase parent awareness and training while putting into practice social and professional etiquette relating to the use of technology.

Central Catholic High School (CCHS), recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, we encourage the responsible use of computers, electronic devices, and storage devices; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Central Catholic. Students may bring their own device or may borrow one from the library.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, CCHS adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Central Catholic-owned equipment or through Central Catholic High School-affiliated organizations.

This Acceptable Use Policy (AUP) is a living document and is subject to change. Review of the document will occur on an annual basis. When significant changes are made, students will be notified through their Central Catholic High School email account and parents will be notified through the school newsletter.

## Policies, Rights, & Responsibilities

It is the policy of the Central Catholic High School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, CCHS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the CCHS retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Central Catholic-owned equipment and, specifically, to exclude those who do not abide by Central Catholic's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Central Catholic reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

## Students

1. Use of the electronic media provided by the Central Catholic High School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and

other patrons at no cost. In order to maintain the privilege, users agree to comply with all of the provisions of this policy. Administration or the IT team may close accounts or deny access at any time.

2. There is no expectation of privacy for student data on Central Catholic computers or services. All data stored in Central Catholic services becomes the intellectual property of Central Catholic High School. Students have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Central Catholic High School proprietary information.

The following Internet uses are strictly prohibited on any Central Catholic equipment (including tablet PCs) or on the Central Catholic High School network:

- Gambling of any kind
- Accessing pornography
- Attempting to gain unauthorized access to other computers, systems, or devices
- Attempting to bypass the Central Catholic High School network filter or tablet restrictions
- Posting unauthorized media (pictures, audio, video) to the Internet or social networking sites
- Posting inappropriate or self-endangering information to the Internet or social networking sites
- Downloading viruses or other harmful files
- Employing translation services for language classes without the expressed consent of the foreign language instructor
- Using network bandwidth or services for non-educational purposes
- Harassing, antagonizing, hazing, or flaming individuals
- Representing Central Catholic High School in a way that could be conceived as deleterious to Central Catholic High School's reputation

### **Parents**

Your child will access technology resources and the Internet at Central Catholic High School. With this educational opportunity also comes responsibility. It is important that you and your child read the Acceptable Use Policy (AUP) and discuss it together.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password! Data may be searched at any time for inappropriate content but there is no guarantee searches will take place. It is the responsibility of the parent/guardian to conduct regular searches of their son's tablet PC for inappropriate material.

Although we have established acceptable use policies and put in place commercially available safeguards and filters, please be aware that there may be unacceptable material on the Internet that your child can access.

### **Personnel**

1. CCHS personnel who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Central Catholic High School.
2. Faculty and Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### **Acceptable Use Policy (AUP)**

Central Catholic High School, committed to teaching, scholarship, service to others, and promotes the free exchange of information between and among students, faculty, staff, alumni, its service communities, and the global information community.

Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature. Please lock and protect your information by locking computers, changing passwords at intervals, and logging out of shared computers.

Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

All communications and information accessible via the network should be assumed to be private property.

Exhibit exemplary behavior on the network as a representative of the Central Catholic community. Be polite!

From time to time, Central Catholic will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

## **E-mail and Cell Phones/Smart Devices**

E-mail is intended primarily for business/school purposes. Incidental and occasional personal use of electronic mail is permitted, but such messages and access will be governed by this policy.

Use of e-mail/text messages for inappropriate messages is prohibited. Inappropriate messages include, but are not limited to, those containing discriminatory or derogatory language or remarks that may be construed as sexual harassment, unsolicited e-mail (spam), and those that contain inappropriate images.

Misaddressed email should be routed immediately, without reading, to intended recipient OR deleted without reading.

Students may use their cell phones during lunch or in other public areas. Students may never use their cell phones in the classroom without teacher's permission. Students may never video or take photos or record audio in a classroom without the explicit permission of the teacher. Due to the recording capacity of the electronic devices it is prohibited to use any photo, video or audio recording device (especially cell phones) in any bathroom or locker room on the Central Catholic Campus.

**Students may use headphones in the cafeteria before school, during lunch, and after school or with a teacher's permission in class. However, headphones may not be used in the hallways while changing classes.** Cell phones can be used in the classroom if the teacher uses them for educational purposes. If faculty observe any student using electronic devices without permission, they should confiscate the item then bring it to the main office with the student's name on the device. Faculty should then fill out the appropriate infraction form. All students in possession of a cell phone must comply with the Cell Phone Policy and Acceptable Use Agreement.

The use of smartwatches or other such devices also falls under this policy. Such devices should not be used during class time so as not to distract the user from the class learning objectives.

## **Unacceptable Use**

Transmission of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, blogs, text messages, images, or material protected by trade secret.

Gaming, social networking, blogs, and video sites (e.g. Facebook, YouTube, Twitter, Tumblr, Netflix, Tumblr, Reddit,

etc.) are prohibited unless authorized by the faculty or used for educational purposes.

Use of technology resources for commercial activities, marketing or any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

Use of the technology resources for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by CCHS is prohibited.

Use of technology resources for political lobbying, game playing, gambling, chain letter communication, information on bombs and pornography is also prohibited.

No profane, abusive or impolite language and/or text messages should be used to communicate nor should materials be accessed or transmitted which are not in line with the values of Central Catholic High School, the Society of Mary, and the Catholic Church.

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
4. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
6. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
7. The unauthorized installation of any software, including shareware and freeware, for use on Central Catholic computers is prohibited.
8. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
9. The CCHS network may not be used for downloading entertainment software or other files not related to the mission and objectives of the CC for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of CCHS.
10. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the [Fair Use Doctrine of the United States Copyright Law \(Title 17, USC\)](#).
11. Use of the network for any unlawful purpose is prohibited.
12. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
13. Gaming is prohibited unless specifically authorized by a teacher for instructional purposes.
14. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Central Catholic's technology resources are to be used in a reasonable, ethical, moral, and legal manner in accordance with the school's mission, values, understandings and beliefs.

This policy applies to all technology resources including but not limited to; computers, phones, video equipment,



copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes, and with good manners. Any user who violates this policy, or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution.

## Internet Safety and Technology Etiquette

Central Catholic students will abide by generally accepted rules of Internet Safety and etiquette.

For detailed information visit the following sites:

<https://www.consumer.ftc.gov/features/kids-online>

<https://internetsafety101.org/>

["Chatting with Kids about Being Online" guide](#)

### Internet Safety Tips for Children and Teens

- ✓ **Personal Information.** Don't give out personal information without your parents' permission. This means you should not share your last name, home address, school name, or telephone number. Remember, just because someone asks for information about you does not mean you have to tell them anything about yourself!
- ✓ **Screen Name.** When creating your screen name, do not include personal information like your last name or date of birth.
- ✓ **Passwords.** Don't share your password with anyone but your parents. When you use a public computer make sure you logout of the accounts you've accessed before leaving the terminal.
- ✓ **Photos.** Don't post photos or videos online without getting your parents' permission.
- ✓ **Online Friends.** Don't agree to meet an online friend unless you have your parents' permission. Unfortunately, sometimes people pretend to be people they aren't. Remember that not everything you read online is true.
- ✓ **Online Ads.** Don't buy anything online without talking to your parents first. Some ads may try to trick you by offering free things or telling you that you have won something as a way of collecting your personal information.
- ✓ **Downloading.** Talk to your parents before you open an email attachment or download software. Attachments sometimes contain viruses. Never open an attachment from someone you don't know.
- ✓ **Bullying.** Don't send or respond to mean or insulting messages. Tell your parents if you receive one. If something happens online that makes you feel uncomfortable, talk to your parents or to a teacher at school.
- ✓ **Social Networking.** Many social networking websites (e.g., Facebook, Twitter, Instagram and SnapChat) and blog hosting websites have minimum age requirements to sign up. These requirements are there to protect you!
- ✓ **Research.** Talk to your librarian, teacher or parent about safe and accurate websites for research. The public library offers lots of resources. If you use online information in a school project make sure you explain where you got the information.

### Best Practices

- ✓ Research must be consistent with Central Catholic’s mission, policies, assignments, and activities.
- ✓ Back up files frequently on cloud drive or external drive.
- ✓ When in doubt ask school personnel first!
- ✓ Instant Messaging and/or gaming is prohibited during school hours.
- ✓ Do not waste network resources by downloading large files, hosting or joining a multiplayer game session, or by sending mass or chain emails.

### **Legal Issues**

Central Catholic students will handle technology resources in a reasonable, ethical, moral, and legal manner

- ✓ Unauthorized or illegal use of copyrighted material is prohibited.
- ✓ Use for any commercial activity is prohibited.
- ✓ Never hide, steal or tamper with another person’s equipment, even as a “joke”.
- ✓ Do not use another individual’s account, laptop/tablet or accessories.
- ✓ Any hardware or software used to bypass or interfere with network security is prohibited.
- ✓ Changing/hacking the BIOS or administrator passwords of Central Catholic-owned equipment is prohibited.
- ✓ Vandalism and harassment (Technology) are prohibited - see below

### **Definition of Vandalism (Technology):**

Any intentional or careless attempt to damage, harm or destroy data of another user or any hardware or equipment. Any intentional or careless attempt to disrupt the Internet or other networks by installing or copying any program or introducing a virus to any technology resource. Any attempt to access, delete, move, or alter another’s files without permission.

### **Definition of Harassment (Technology):**

The persistent annoyance of another user or the interference in another user’s work. This includes but is not limited to sending unwanted emails, mass or inappropriate emails, posting anonymous messages, or forging email messages.

Central Catholic has the right to restrict or to terminate network and internet access at any time for any reason. Central Catholic also has the right to monitor network activities and student files in any form that it sees fit to maintain the safety and confidentiality of the school’s technology resources and to enforce the provisions of this policy.

### **Violation of Technology Acceptable Use Policy**

Any action which violates the Technology Acceptable Use Policy results in a range of consequences from a one-hour detention to withdrawal. Also, be aware that a violation of the AUP could also be a violation of other student guidelines or, possibly, Federal Law.

## FINANCES

*Please take note of the financial policies and procedures. Communication is the key. We rely on our families to meet the financial obligations to which they have agreed. Please contact the Director of Finance, [mgaffney@cchs-satx.org](mailto:mgaffney@cchs-satx.org) or the Student Accounts Coordinator, [concha@cchs-satx.org](mailto:concha@cchs-satx.org) with any concerns about your account.*

### Tuition, fees and Payment Info.

Central Catholic relies on the timely payments by our families to meet its obligations. Please inform the Business Office if circumstances arise that prevent timely payments. Communication is the key!

Please include the student's identification number on all correspondence to insure proper credit. We do NOT accept post-dated checks. Credit cards (Visa, MasterCard, Discover or American Express) are accepted.

### Tuition and Fees

Central Catholic charges tuition for the school year as approved by the Board of Directors. Ensuring 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.

Grants or scholarships from sources outside Central Catholic will be posted to a student's account upon receipt of payment from the 3<sup>rd</sup> party. Hope for the Future grants will be posted to a student's account once a family meets all requirements and accepts the grant from the archdiocese.

### Tuition Contract

Families are required to sign a Tuition Contract in the spring of each year. This contract indicates:

- ✓ The full amount of the tuition as established by the Board of Directors
- ✓ The amount of any scholarship or grant awarded by Central Catholic
- ✓ Any discount to which the family is entitled
- ✓ The payment plan selected by the family, which is administered by FACTS.
  - Annual—due by August 15
  - Semester—due by August 15 and January 15
  - Monthly—through FACTS on the 20<sup>th</sup> of the month for July thru April
- ✓ The total amount the family will pay during the academic year

The tuition contract must be returned to the school by the date specified in the letter that accompanies the contract. A copy signed by the Director of Finance or President will be returned to each family.

Students whose families fail to return a signed contract to the school will be removed from the rolls of Central Catholic.

### Advanced Tuition

Families pay \$200 in the spring during the registration process as tuition to reserve a place for the next academic year. This payment appears as a credit on the July statement. Registration fees are due by April 15<sup>th</sup>.

## **Tuition Payment Options**

Full tuition: Full tuition payments made by August 15<sup>th</sup> receive a two per-cent (2%) discount on the actual tuition amount due. No discount is given on fees, late payments or for tuition covered by financial awards (e.g.--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: An established and mutually agreed upon monthly payment plan as established in FACTS.

## **FACTS Tuition Management**

- ✓ Central Catholic relies upon FACTS to administer tuition billing and payment processing.
- ✓ All families are directed to the FACTS tuition management system in the spring.
  - Incoming freshmen and transfer students will be notified by FACTS to provide the information required to administer tuition payments.
  - Returning students will be notified by FACTS to confirm tuition and scholarship amounts and, payment plan.
- ✓ Any adjustments like extra payments, etc. are coordinated through the Business Office.
- ✓ FACTS Management charges an annual enrollment fee for the set-up of the account.
  - All fees due to FACTS—enrollment, late payment, or others—must be paid directly to FACTS.
- ✓ The ten (10) month payment plan begins in July and ends in April.
- ✓ Payments are due to FACTS Management by the 20th of each month.
- ✓ Families are expected to use the auto-payment feature of FACTS.

## **Special Circumstances**

- ✓ Families who require special consideration **MUST** contact the school as soon as possible.
- ✓ Families may be allowed to set up manual payments to FACTS in serious circumstances.
- ✓ Any modifications to tuition contracts must be approved and processed through the Business Office. FACTS will be notified of any adjustments made to contract.
- ✓ Central Catholic has established a special fund for graduating seniors who may have had the loss of family income, a serious illness or a death in the family which the family of a graduating seniors may apply to for assistance. Families who are awarded assistance are strongly encouraged to donate to this emergency fund after the families' current financial crisis has passed. With this donation, the family can pay for it forward and help another family in the future who may have similar circumstances and continue the brotherhood, which is part of the Marianist Heritage at Central Catholic.

### **Billing and Accounting Procedures**

All tuition billing and payment processing for Central Catholic is administered through FACTS. Families will be notified by FACTS of the tuition balance due and the payment plan no later than June 1. Families are expected to manage tuition payments and keep abreast of all communication regarding the tuition balance due through FACTS. Any questions concerning the status of accounts can be addressed to the Business Office.

The tuition account as of June 1 will include tuition, net of all Central Catholic awarded grants and scholarship as well as any outside grants for which Central Catholic has received payment. In the case of Hope for the Future, grants will be reflected in the tuition account as soon as all requirements are met by the student's family.

All scholarships and grants awarded are prorated each month and monthly payment obligations cannot be reduced by more than the prorated amount of awards.

Undistributed scholarship / grant balances due to failure to keep payment obligations will be returned to general fund.

FACTS is Central Catholic's tuition billing and payment processing system. Tuition balances are updated at the time that a payment is received. Any questions regarding a student's tuition account can be verified via the FACTS website. Check the account on their website to insure receipt and proper posting. The Business Office can answer any questions.

The Business Office must be notified if the second semester payment will not be made by the January 15<sup>th</sup> deadline. Central Catholic relies on the timely payment of tuition for cash flow. Communication helps the school plan properly.

Tuition accounts in arrears must be in good standing before attending summer school or returning to school in August. Prior year tuition balances may be rolled over to a new school year only with the approval of the Director of Finance.

### **Delinquent Accounts**

Central Catholic's first obligation is to provide each boy a Marianist-based Catholic education. The satisfaction of all financial obligations to the school, including tuition and fees, is a condition for continued enrollment in the school.

**Arrangements must be made to bring the account current as soon as possible.**

Central Catholic's escalation process for delinquent tuition accounts is intended to provide every family the opportunity to establish a workable payment plan. Below are the steps in Central Catholic's escalation process:

**Monitoring Past Due Accounts:**

- You will be invoiced or notified monthly by the FACTS system.
- You will be notified by Central Catholic's tuition Director of Finance when a payment is **30 days past due**

to help ascertain the tuition situation and offer available resources for resolution.

- When a payment is **60 days or greater past due**, you will be requested to meet with the Director of Finance to establish a payment plan. **Payment plans are not intended to reduce a family's tuition obligation; any additional financial assistance must be requested through Central Catholic's financial assistance award process.**
- **For those families experiencing a one-time financial emergency, you will be eligible to apply for hardship assistance from the St. Joseph fund.**
- Payment commitments will be monitored.
- If payment commitments are not met and/or the family fails to communicate with Director of Finance access to online student records and assignments will be suspended.
- The below escalation processes are followed, one for seniors and one for students in grades 9-11.

**Escalation Process for Grades 9-11:**

- You will be requested to meet with Central Catholic's Principal to evaluate the status of your tuition account and agreed to tuition payment plan.
- If any agreed tuition payment plan is not met by the family, the Principal will review the circumstances and final disposition, which may result in the following:
  1. Student suspended until payment is resolved.
  2. Student may be prohibited from taking semester exams.
  3. Student will not be allowed to re-enroll.
  4. The School may pursue support from an external organization to collect tuition due.
  5. The School may pursue legal action.

**Escalation Process for Seniors:**

- **Your senior's tuition account must be current as of March 31, 2020.**
- You will be requested to meet with Central Catholic's Principal to evaluate the status of your tuition account and agreed to tuition payment plan.
- If the family does not meet its payment commitments, Central Catholic's Principal may withhold the student's diploma, and the student may be prohibited from participating in senior events including graduation.
- The School may pursue support from an external organization to collect tuition due.
- The School may pursue legal action.

## **Other Implications of Failing to Keep Your Son's Tuition Account Current / Meet Your Family's Payment Plan Obligations**

If you are unable to meet your payment plan obligations: Scholarships and other tuition assistance cannot be awarded to your son; Hope for the Future grants cannot be awarded to your son, and; Siblings will not be allowed to enroll at Central Catholic.

### **Extenuating Circumstances**

If a family encounters unusual or extenuating circumstances affecting payment arrangements, they must contact the Director of Finance, [mgaffney@cchs-satx.org](mailto:mgaffney@cchs-satx.org) or (210) 576-4352. Communication is key.

### **Withdrawal Refunds**

Should a student withdraw from Central Catholic during the school year, the student's family is responsible for tuition and fees through the end of the month when that student is withdrawn.

***Example: If a student withdraws from school on November 6, 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.***

Refunds are rare. Any family that requests a refund must meet with the President or designee.

Only when all obligations have been met will official transcripts be forwarded to a new institution.

### **Service Charges**

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.

Families should always be aware of payment due-dates and the status of their account. All tuition accounts are subject to late fees for missed tuition payments and is administered by FACTS . These apply to any shortfall in the monthly payment due (including previous late charges) and are deducted from the family's next payment.

### **Protecting the Student**

Central Catholic strives to ensure that students focus on what is most important to them: their education. As such, Central Catholic does everything it can to resolve past due tuition without involving the student. Should the school be unable to reach the parent and resolve the tuition balance, Central Catholic will ask the student to deliver a sealed letter home to his parents. If the matter is still unresolved, the student will be suspended from class until the parents contact the school and schedule a meeting to resolve their account.

### **Accessing Online Grades**

Parent and student access to online grades will be limited if an account is past due for more than sixty (60) days. Students may request a copy of their grades from their counselor or the main office. The business office resolves all holds on students' account.

### **CCHS Scholarships and Tuition Assistance**

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

### **Tuition Assistance**

Central Catholic offers scholarships and grants based on criteria set by our alumni and friends with criteria that include financial need, academic success, participation in activities/athletics, or a combination thereof. In order to maintain assistance, students must be passing their classes, have no disciplinary issues, participate in at least one school activity, and support school fundraising efforts. Much of our assistance is provided by generous donors who fund scholarships in the endowment.

### **Process**

Applications are required for all tuition assistance and scholarships. Applications are due by March 1 prior to the academic year for which the application is being made. Please see the school website for details on apply.

**Unless otherwise notified, all tuition assistance and scholarships require completion of a financial disclosure in FACTS.**

Instructions and deadlines are published in December of each year. Families applying after the published deadlines may not receive assistance. The Tuition Assistance Review Committee evaluates applications, and families are informed of the committee's decision via official letter. Families not receiving tuition assistance may appeal to the Review Committee through the Director of Enrollment. Contact the Tuition Assistance Coordinator to discuss options or to be considered for a waiting list. Appeals will be heard. Families will be asked to provide additional information and may be required to appear before the committee.

### **Emergency Tuition Assistance**

We understand that families occasionally experience an emergency, which may prevent them from meeting all of their financial obligations. Families should fill out a [St. Joseph's Fund application](#) should the need emergency assistance.

### **JROTC / Library / Athletic / Band Items**

Books, uniforms or other items issued to students are to be returned at the end of the school year. Students will be made aware of the missing items and are given a deadline to return the item or make a payment. Once the deadline is passed, the un-collected items are reported to the Business Office.