

CATHOLIC CENTRAL HIGH SCHOOL

STUDENT AND PARENT HANDBOOK

2011-2012



Catholic Central High School Mission Statement

Catholic Central High School is a coeducational, college preparatory school, which, while grounded in tradition, prepares its students for their future. The school promotes academic achievement within the context of Catholic/Christian values. Through its program of Character/Peace Education, Catholic Central High School supports the development of the whole person and the unique gifts of the individual, and the formation of caring relationships, all based on the example of Jesus.

Catholic Central High School
“Cherishing the Past – Embracing the Future”
625 Seventh Avenue
Troy, New York 12182-2595
(518) 235-7100 – Fax (518) 237-1796



August 2011

Dear Students, Parents, and Guardians:

I hope the summer months have been kind to everyone and we are all ready for the beginning of the 2011-2012 school year. **The CCHS Student and Parent Handbook outlines the rules, regulations and responsibilities associated with being a student at our school.** It is my hope that our students, parents, and employees can work cooperatively in these areas to ensure a fantastic school year.

The handbook is broken into five (5) sections:

Academic Requirements
Extracurricular Activities
CCHS Code of Conduct
Tuition Policy
Student Regulations

On the first day of school, the Assistant Principal and I will be reviewing the handbook with all students. Students will then bring the handbook home for their parents to review and discuss. Once this task is completed, the declaration page must be signed by both the student and a parent. The signed declaration is to be returned to school no later than Wednesday, September 14, 2011.

We all desire a safe, productive, and enjoyable school year at CCHS. Familiarizing yourself with the handbook, abiding by our rules, engaging in your studies, and treating all with dignity will ensure that we all enjoy the school year. Parents can support these efforts by being actively involved in their child’s education and supporting the regulations outlined in this handbook.

Best wishes for a great year!

A handwritten signature in cursive script that reads "Christopher Bott".

Christopher Bott
Principal

ACADEMIC REQUIREMENTS

General Requirements

In keeping with the educational objectives of CCHS, all students in grades 7 – 11 must carry seven (7) courses excluding Physical Education. Seniors may carry six (6) courses excluding Physical Education.

At the discretion of the Administration and in consultation with parents, a student's schedule may be adjusted due to an individual student's ability, past performance and grade level.

Seniors must pay full tuition for their senior year even if they are taking college courses full or part-time off campus.

Graduation Requirements for the Middle School

Required Courses	Units of Study
Theology	2
English	2
Social Studies	2
Math	2
Science	2
Second Language	2
Technology Education	1
Visual Art	½
Music	½
Health	½
Physical Education	2

New York State 7th Grade Assessments

- English Language Arts and Math

New York State 8th Grade Assessments

- English Language Arts, Math, and Science

New York State Regents Examinations

- Integrated Algebra and Living Environment

RCDA Examination

- Proficiency Examination in Spanish

Any Middle School Student who fails one or two core subjects (Theology, English, Social Studies, Math, Spanish or Science) must attend summer school for the failed subject(s).

Any student in grade 8 who fails two (2) core subjects will not be allowed to participate in the graduation ceremony.

Graduation Requirements for the High School

Required Courses	Regents Diploma Credits	Advanced Regents Diploma Credits
Theology	4	4
English	4	4
Social Studies	4	4
Math	3	3
Science	3	3
Second Language	1	3 *
Health	½	½
Art/Music	1	1
Physical Education	2	2
Business	1	1
Electives	3 ½	1 ½

* Students may be exempt from the Language other than English requirement by acquiring five (5) units of credit in Business or Fine Arts.

Theology and Physical Education are required courses for all four years of high school.

Students who fail an English or Social Studies course will not be allowed to double up (take 2 English or Social Studies Courses in the same academic year) the following year.

CCHS Middle and High School Academic Dismissal Policy

A student failing three or more Core Courses (Theology, English, Mathematics, Social Studies, Science and Second Language) will not be allowed to return to Catholic Central High School for the next academic year. The student may reapply for admission after completing a year elsewhere.

Electives

Elective courses are available in some departments and they vary in their prerequisites.

Regents Exams

The NYS Regents Board requires that students demonstrate competency in basic subject areas before a diploma is issued. In order to graduate, all students must take and pass the following Regents exams:

Required High School Regents Examinations

(All require a score of 65 or higher)

Regents Diploma	Advanced Designation Diploma
Comprehensive English	Comprehensive English
Integrated Alg.	Integrated Alg., Geometry and Alg. II Trigonometry
Regents Global Studies and Geography	Regents Global Studies and Geography
Regents U.S. History and Government	Regents U.S. History and Government
1 Regents Science Exam	2 Regents Science Exams
	Language Other Than English Exam**

Language Other than English Requirement

All CCHS high school must fulfill one of the following options:

- Pass a Language Other than English Proficiency Examination in grade eight
- Pass a Language Other than English course in grade nine

Course Levels

The following “levels” are used to compute third year, final averages AND class ranks. Courses are “weighted” according to their level of difficulty:

- Level 3 – Advanced Placement/University at the High School Courses (1.16)
- Level 2 - Honors Courses (1.08)
- Level 1 - Regents and Regents-Level Courses (1.00)

Class Rank

Class rank is first determined at the end of the Junior year by adding the cumulative total of all marks and dividing by total credits. The final class rank is calculated at the conclusion of the third quarter of the Senior year. These cumulative totals are arrived at by using the final average in each subject multiplying by the quality weight (level 3 - 1.16, level 2 - 1.08, and level 1 - 1.00) and dividing by total credits. College courses taken outside of Catholic High will NOT be included in ranking/average, but will appear on the transcript. Grades from the University at the High School classes WILL be included in ranking/average as level 3 courses. Weighted and unweighted averages will appear on the permanent record card. No letter grades from other institutions will be included in the calculation of rank.

Course Registration and Adjustment

Students will attend an advisement meeting with their guidance counselor after the conclusion of the first semester to select courses for the next school year. The following apply to course selection and adjustment:

- Consultation with teachers, guidance personnel and parents/guardians is VERY important before final course selections are made.
- Special attention should be paid to prerequisites, past performance, and teacher recommendations.
- Students may be unable to register for a course if the course section has already reached the maximum number of students.
- School districts which provide textbooks to our students require textbook orders to be placed by June 1. Therefore, course selections should be finalized before this date.

- Once the school year begins, it is hoped that students have been placed in proper courses relative to their ability. Requests to drop a course **WILL NOT BE CONSIDERED AFTER THE END OF THE SECOND CYCLE. LIKEWISE, STUDENTS WILL NOT BE ABLE TO GAIN ADMISSION TO A CLASS AFTER THE END OF THE SECOND CYCLE.** Requests to take a course at a higher level will be considered, but not guaranteed after the second cycle.
- Only a member of the guidance staff or an administrator may adjust a student's schedule.

CCHS Policies Regarding Exams and Summer School

Any student who fails a course required for graduation **MUST** repeat that course in summer school. If the failed course is not required for graduation, it is **STRONGLY RECOMMENDED** that the course be repeated in summer school.

If a student fails a Regents exam but passes the course, he/she may go to summer school **OR** take the exam over in August as a "walk-in". It is recommended that a "walk-in" have at least 5 hours of tutoring by a certified/qualified teacher.

If a student passes both the course and the Regents exam, but wishes to raise the grade of the exam, he/she may go to summer school **OR** take the August Regents exam as a "walk-in." The request to try the exam at CCHS in August must be made to the Guidance Department by the end of the first week in July.

Grades from ALL courses and/or exams taken during the school year AND during the summer will be recorded on the Permanent Record Card of the student. Summer school grades will not be calculated into the student's average.

Grading

Report cards and progress reports are issued four (4) times a year. Report cards are mailed to the parents/legal guardians of all students at the end of each ten (10) week marking period.

Numerical grades are used to evaluate the students' understanding of the subject matter.

- A grade of 70 or above is considered passing in the Middle School
- A grade of 65 or above is considered passing in the High School.
- No mark below 60 for the Middle School or 55 for the High School may be placed on the report card during the first three quarters.
- The **actual** fourth quarter grade may be placed on the report card as well as the actual exam grade.

PowerSchool Parent Portal

One of the objectives of the PowerSchool Parent Portal (also known as "Parent Access") is to promote parent involvement by making communication between parents and the school possible, manageable, and productive. Parent Access provides both parents and students web access to the student's most current information relating to attendance, homework assignments, grades, and teacher comments.

If you have Internet access, you can view the information about your child's classes at any time. You will be able to view real time information including attendance, grades and detailed assignment descriptions. Usernames and passwords will be provided to parents at the beginning of each school year.

The CCHS Honor Roll

An honor roll will be published each quarter and will include those students who have an average of 95.00 and above (High Honors) and 90.00 – 94.99 (Honors). No student with a failing grade or with a comment indicating “disruptive behavior,” will be included on the honor roll.

Guidance and Counseling Center

School Counselors are available to assist students with:

- Academic, personal and social issues.
- Schedule issues
- College selection and applications
- Career information
- Parents Nights are held to provide information to parents about:
 - ✚ Colleges preparation and applications
 - ✚ Financial Aid
 - ✚ Issues that arise that need attention

The Guidance Counselors may utilize services within the Catholic Diocese in responding to the needs of the students. These needs may be in the areas of sexuality, substance abuse, etc. Information regarding scholarships and financial assistance for college is made available periodically through the guidance bulletins, posters and guidance page of the school website. Before a student will be allowed to drop or change a level of a course, the guidance counselor will consult with the teacher, parent/legal guardian and student. Parents must authorize such a request by signing an add/drop form and submitting it to the guidance office.

Policy for student transfers from other schools with number grades/letter grades

- Numerical grades for HS level courses will be included in student's un-weighted averages.
- Letter grades will not be changed to numerical grades.
- Honors and AP/UHS courses, or equivalent, will be weighted only if we offer these courses at CCHS.
- If a transfer student takes a college course as a substitute for a HS course, it will be counted as a weighted grade only if our students have the same opportunity.
- Example: A student takes 3 English college courses. Only one of these will be UHS weighted because we only offer 1 UHS course.
- Students will only be included in our rank if they have arrived by the end of the first quarter of their sophomore year.

- If a student is in a college program which transfers required subjects to CCHS we need to review the college course syllabus to determine what multiplier the course will receive. (This review will be done by the Department Chair and Director of Guidance)

Academic Eligibility

Extracurricular/interscholastic activities can demand a great deal of time on the part of the student. All students should be vigilant to make sure that their participation in extracurricular/interscholastic activities is not at the detriment of their academics.

Report Cards

A student will be declared ineligible to participate in extracurricular/interscholastic activities when the student receives two (2) or more failing grades at the time of any quarterly report card. Students will remain ineligible until the time of the mid-quarter progress reports. Students may resume participation at the time of the progress reports if they are no longer failing two or more subjects.

Mid-Quarter Progress Reports

A student who is failing two or more subjects on any mid-quarter progress report will be permitted to participate, but will be considered a "probationary participant." The student will have one academic cycle to achieve a passing grade in all subjects that they were failing at the time of the progress report. They will drop their "probationary participant" status if they are passing all subjects at the end of the academic cycle. If they are still failing one or more of the subjects they failed at the time of the progress report they will be barred from participating until the end of the academic quarter.

Students who are declared academically ineligible to participate in extracurricular/interscholastic activities should meet with their Guidance Counselor to discuss the steps a student needs to take to become eligible to participate in extracurricular/interscholastic activities.

During their period of ineligibility, students are not allowed to attend any rehearsals, meetings, practices, etc. related to extracurricular/interscholastic activities.

Buckley Amendment

The Buckley Amendment states that non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. It is the custodial parents responsibility to inform the administration of such arrangements.

EXTRACURRICULAR ACTIVITIES

Students who participate in extracurricular interscholastic activities representing CCHS should be aware that it is the intent of CCHS to provide these activities as beneficial learning experiences. These activities are an extension of the regular educational program and are optional.

Participation

Student participation in extracurricular/interscholastic activities is a privilege not a right. Student participants must conduct themselves as responsible young adults displaying such virtues as courtesy, cooperation and honesty while refraining from acts of behavior and/or language that are incompatible with the purpose, goals and mission of CCHS.

Attendance

Any student absent from school for the whole day or who arrives at school after the end of first period, may not participate in a practice, rehearsal, game or any activity sponsored by CCHS either after school and/or in the evening of that day. A Friday absence may exclude a student from participation in weekend activities. Permission to participate may be given by the Principal in unusual circumstances.

Students who are suspended (in-school or out of school) will forfeit participation in any school related activity for the duration of the suspension.

Student participants will be expected to ride to and from away activities on CCHS approved transportation unless another arrangement has been approved by the moderator/coach. Students who intend to ride home after an away activity with their parent/legal guardian must have their parent/legal guardian notify the moderator/coach in writing before the activity.

The following is a listing of extracurricular activities available to CCHS students. Activities may or may not be available each school year due to student interest. Students interested in developing an extracurricular activity not listed should meet with their class moderator.

Activity	Open To Grades	Pre-requisites	Description
All County Band	7-12	advanced musical ability	performs in 2 All County Music Festivals each year
Art Club	7-12	none	create projects for the school and the outside community
Audio Visual Club	7-12	none	Assist in the production of school assemblies such as masses, plays and sporting events

Bloodmobile	10-12	16 to donate; volunteers are in grades 10-12	bi-annual blood drive conducted by the Red Cross and student volunteers
Character Council	7-12	application and adult recommendation	Promotes character education
Chess Club	7-12	desire to play/learn chess	competition between classmates
Drama Club	7-12	desire to participate in the school musical	annual musical with requires students with a variety of skills and abilities.
Ecology Club	9-12	none	educate the student body about environmental issues and actively work on projects within the school community
Future Business Leaders of America	9-12	none	variety of learning situations related to the business world.
Historical Markers	7-12	None	Explore local history and publish articles
Key Club	9-12	student in good standing with a desire to provide service	provides members with opportunities to perform service outside of the school community
Math League	10-12	enrolled in at least a grade 10 math class	participate in New York State Math League competition six times a year
Mock Trial	9-12	good class standing, students wishing to develop public speaking and argumentative skills	participates in highly competitive NYS mock trial tournaments
Music Ministry	7-12	Willingness to come to practice	Provides music for all Liturgical and Para-Liturgical functions.
National Honor Society	10-12	Scholarship, Leadership, Service and Character; 90% average and teacher recommendation	participate in Leadership Day; members are available for service to CCHS

National Junior Honor Society	7 & 8	Scholarship, Leadership, Service and Character; 95% average and teacher recommendations	members are available for service to CCHS
PASS	10-12	Member of NHS	students tutor other students in all academic areas
Peer Mediators	9-12	Desire to help solve conflicts	students are trained to be mediators
Phonathan	7-12	none	volunteers do clerical work or phone alumni
Public Speaking and Debate Club	9-12	willingness to speak in front of an audience and available on Saturdays	speech and debate competitions with other schools
SADD	9-12	accept goals of the organization	work to educate student body of the dangers of underage drinking, driving drunk, drug use and other destructive decisions.
Science Bowl	11 & 12	qualifying test is given	Local competition against area schools. Leads to winner competing nationally.
Scrabble Club	9-12	none	students are given an opportunity to improve their verbal skills in a fun manner
Ski Club	7-12	none	Six ski trips to Jimminy Peak in January and February. Involves a fee
Spanish Club	7-12	none	students practice the use of the language outside of school, explores the Spanish culture and participates in service projects
Student Council	7-12	Open to all students	leaders of in-school activities/student voice

Athletics:

Students interested in participating on an interscholastic sports team should see the Athletic Director for additional information.

FALL

Boys' Cross
Country
Girls' Cross
Country
Golf
Football
Football
Cheerleading
Boys' Soccer
Girls' Soccer
Girls' Tennis
Girls' Volleyball

WINTER

Girls' Basketball
Boys' Basketball
Basketball Cheerleading
Bowling
Girls' Indoor Track and Field
Boys' Indoor Track Field

SPRING

Baseball
Softball
Boys' Track and Field
Girls' Track and Field
Lacrosse (Club Level)

Catholic Central High School Code of Conduct

I. Philosophy Statement

Participation in school activities outside of the classroom gives students a sense of camaraderie, teamwork, leadership, and provides a vehicle for self – discovery. It is the goal of Catholic Central High School to provide as many students as possible with the opportunity to participate in interscholastic competition and to enjoy benefits of our extracurricular opportunities.

II. Definition of Extracurricular Activities

The list of CCHS extracurricular activities would include, but is not limited to: clubs, athletic teams, school dances, participation in school plays, field trips that are not associated with an entire grade's curriculum, and intramural sports.

III. Attendance, Academic, and Behavioral Qualifications for Participation in Extracurricular Activities

Participation in extracurricular activities places demands on the time and energy of those students involved. It is important that students realize academic performance and appropriate conduct are their first responsibilities.

Policies Regarding Attendance and Participation in Extracurricular Activities

- ✚ Any student absent from school for the whole day or who arrives at school after the end of first period, may not participate in a practice, rehearsal, game or any activity sponsored by CCHS either after school and/or in the evening of that day. A Friday absence may exclude a student from participation in weekend activities. Permission to participate may be given by the Principal in unusual circumstances.
- ✚ Students who are suspended (in-school or out of school) will forfeit participation in any school related activity for the duration of the suspension.

Policies Regarding Academic Performance and Participation in Extracurricular Activities

- ✚ Report Cards: A student will be declared ineligible to participate in extracurricular/interscholastic activities when the student receives two (2) or more failing grades at the time of any quarterly report card. Students will remain ineligible until the time of the mid-quarter progress reports. Students may resume participation at the time of the progress reports if they are no longer failing two or more subjects.
- ✚ Mid-Quarter Progress Reports: A student who is failing two or more subjects on any mid-quarter progress report will be permitted to participate, but will be considered a "probationary participant." The student will have one academic cycle to achieve a passing grade in all subjects that they were failing at the time of the progress report. They will drop their "probationary participant" status if they are passing all subjects at the end of the academic cycle. If they are still failing one or more of the subjects they failed at the time of the progress report they will be barred from participating until the end of the academic quarter.

Policies Regarding Student Behavior and Participation in Extracurricular Activities

The following behavioral standards are expected of all CCHS students:

- ✚ Students are to not be involved in any public activities that reflect poorly upon themselves, others, or Catholic Central High School.
- ✚ Possession or use of all forms of tobacco is prohibited.
- ✚ Possession, use, sale or distribution of illegal prescription, non - prescription drugs, other controlled substances (example: alcohol), while representing the school is prohibited.
- ✚ Hosting or participating in an activity at which alcohol, drugs or other controlled substances are present is prohibited.
- ✚ Engaging in illegal activities on or off of the school campus is prohibited.

IV. Penalties for Catholic Central High School Code of Conduct Violations

- ✚ Violation of the CCHS Code of Conduct rules, specifically the prohibition of tobacco, illegal prescription or non-prescription drugs, or alcohol shall result in serious disciplinary action.
- ✚ Depending upon severity of the infraction, the disciplinary action may include the following: a warning, detention, mandatory meeting(s) with a school guidance counselor, suspension/expulsion from a team/extracurricular activity or suspension/expulsion from school.
- ✚ The School Principal, after consultation with the appropriate CCHS employee (example: Athletic Director, coach, club moderator) will make the final determination of the degree of severity of the punishment and the form of the disciplinary action to be imposed.
- ✚ The School Principal will inform all concerned parties of the final decision.
- ✚ Any athlete who is dismissed from a team for violating the Athlete's Code of conduct will not be permitted to join another team for the remainder of that sport season.

V. Appeal Process

- ✚ Appeals are to be submitted to the School Principal in writing within seven business days after the notification of the disciplinary action.
- ✚ Students will not be permitted to participate in team practices or contests pending an appeal.
- ✚ The decision of the School Principal is final.

Diocese of Albany Tuition Policy

Tuition is payment for services rendered and as such is the primary source of revenue for the school. The principal, in consultation with the local School Board, determines the tuition of the respective school. In order to effectively administer the school, prompt payment of tuition is necessary to assure an adequate cash flow for the school. The Diocesan School Board has adopted the following Tuition Policy.

In cases of extenuating circumstances, the principal will work with individual families to make arrangements for payment of tuition that will meet the needs of the family and the school. The Diocesan School Board recognizes that situations do arise that necessitate changes in the agreed upon schedule. The specific agreement will be worked out with the principal and /or finance committee of the local School Board.

Tuition Agreement: A written tuition agreement will be prepared for all families which indicates the names of students covered by the agreement, the name of the person responsible for paying the tuition, the total combined tuition for the student(s) listed and, if a payment plan is requested, the number and amount of scheduled payments. The responsible party must sign and date the agreement. (Effective 1/99)

For families electing payment plans: Prior to the opening of school in September, tuition payments as indicated in the tuition agreement, must be current. If payments are not current admission will be denied and the parent or guardian must meet with the principal. The principal will create one written arrears agreement between the family and the school which details a plan for bringing tuition current. Default on any payment in the agreement will result in suspension.

After the opening of school

Payments more than 1 month in arrears. A delinquency notice will be mailed indicating sanctions will be imposed if account remains delinquent. A late fee will be assessed.

Payments more than 2 months in arrears. A letter will be sent to parents or guardians indicating that payment must be received within two weeks. If the payment is not received, or if arrangements for payment are not made with the principal, the student(s) will be suspended from classes. Participation in any extracurricular activity (interscholastic sports, drama, class activities, etc.) will be denied.

Parent or guardian is required to meet with the principal and create a written tuition arrears agreement stipulating the schedule for bringing tuition to a current basis. Defaulting on the written agreement will result in suspension.

Any tuition in arrears. Report cards will be held and admission to mid-term or final examinations will be denied.

At the end of the school year, graduating students will not be allowed to participate in graduation ceremonies. Diploma will be held until all tuition is paid.

For returning students, registration for the following school year will be suspended. Student will not be allowed to begin practice for fall sports. Admission on the opening day of school will be denied until all prior year tuition is paid or a written tuition arrears agreement is in place.

Release of student records requested by parents will be denied until all tuition is paid.

STUDENT REGULATIONS

Announcements

General announcements meant for the entire school community will be made from the Main Office. In order to be aware of school activities and follow necessary directions, students are expected to be attentive to the announcements. Meetings may not take place during this time.

Attendance

The school day will ordinarily begin at 8:20am with a Homeroom period and end at 2:51pm. The first bell at 8:15am alerts students to clear the halls and proceed to homeroom. At 8:20am all students are required to be in their assigned homerooms and prepared for the day's activities.

Tardiness to School

Students who arrive after 8:20am are tardy and must report to the Main Office.

Students who are late for a legitimate reason, as determined by the administration and the NYS Education Department, must present a note signed by a parent or legal guardian to the Main Office explaining the tardiness. The note should contain a phone number at which, if necessary, the parent/guardian may be reached.

Tardiness and excessive tardiness will result in disciplinary action.

Consequences for Tardiness to School:

- #1: Warning**
- #2: One Detention**
- #3: Two Detentions**
- #4-6: Three Detentions for Each Incident**
- #7: In School Suspension and Parent Meeting with Administration**

Absence from School

If a student is not able to attend school on a given day, the parent/legal guardian should call school before 8:00am at 235-7100 ext. 208.

New York State Law requires that any student returning to school after any absence, must present a written excuse signed by the parent/legal guardian.

Students without a legitimate parental excuse will be considered truant and face disciplinary measures.

Students who leave the school grounds without permission will be considered truant and face disciplinary measures.

All class work missed due to absence is the responsibility of the student and must be completed no later than five school days after returning to school.

Vacations should not be taken during the school year.

Being present in class on a consistent basis is vital for academic success. Teachers will keep careful attendance for students in their classes and the following formula will be used for parent notification/failure of a class:

Number of Meeting Times	Letter to Parents	Parent/Student Admin/Guidance Meeting	Automatic Failure
8 of 8	15 absences	20 absences	25 absences
7 of 8	15 absences	20 absences	25 absences
6 of 8	15 absences	20 absences	25 absences
5 of 8	11 absences	14 absences	18 absences
4 of 8	9 absences	11 absences	14 absences
3 of 8	6 absences	9 absences	11 absences
2 of 8	4 absences	6 absences	7 absences
7 of 8 (1/2 year course)	7 absences	10 absences	13 absences

The only exceptions to the class attendance policy will be for residential rehabilitation treatment, immediate family bereavement, extended hospitalization, or specific doctor's orders.

Tardiness to class

Students are required to report to all scheduled classes/activities on time.

Students reporting late to a scheduled class/activity must present a signed pass to be admitted into the room.

Consequences for Tardiness to Class:

Late Three Times to One Class in One Quarter: One Detention

Late Five Times to One Class in One Quarter: Two Detentions

Late Seven Times to One Class in One Quarter: Three Detentions

Early dismissal

It is recommended that appointments for doctors, etc. not be made during the school day.

Students who need to leave school on any given day must present a written note signed by the parent/legal guardian explaining the reason for the dismissal. The note should include a telephone number of a parent/legal guardian for verification purposes.

Requests for early dismissal must be presented by the student to the Main Office before reporting to Homeroom.

Students who wish to attend a funeral during the school day must present a note signed by a parent/legal guardian stipulating the date and time of the funeral. Students will not be excused based on phone calls received from a parent/legal guardian.

Students are required to sign out before leaving school and sign in upon returning.

Students who become ill during the school day must report to the Health Office. The school nurse will make a determination as to whether or not a student should be sent home. If so, the nurse will contact a parent/legal guardian in order to make arrangements for the student to be picked up from school. The school nurse will also inform the appropriate school personnel.

Cancellation / Delay of School

Announcements regarding cancellation or delay of the school day will be made through our emergency notification system. **Parents will enroll in our system in the beginning of each school year.** CCHS also makes such announcements by radio announcements or TV channels 6, 9, 10, and 13. It is recommended that parents/guardians obtain closing/delay information from TV and radio stations and not by calling the school office. Parents also have the option of signing up for send word now. If signed up an automated message will be sent via phone call or email to announce closings.

For school delays, students should attempt to be in school no later than 9:20am for a one hour delay and 10:20am for a two hour delay.

Cars

Students who drive a vehicle to school must have a valid driver's license. Students should park on 7th Avenue or 117th street. Students may not go to their cars during the school day. **If it becomes necessary to do so, they must obtain permission from an administrator.**

Cheating

Catholic Central High School students and faculty take pride in the honesty and integrity of each member of the school community. The words of our Alma Mater call us to Honor and "Constancy in the Right" and one area these two qualities affect is the sharing of information. Although society often condones cheating as long as one doesn't get caught, we at CCHS adhere to the principle that it is morally wrong. Cheating includes: copying homework, copying another's electronic files, downloading from the Internet (and claiming it as your own), plagiarism, taking/giving answers for tests and quizzes, etc.

Cheating diminishes all who engage in it and adversely affects the learning environment. To underscore the importance of honest scholarship, each faculty member, at the beginning of the school year, will outline his/her policy on cheating along with the consequences involved for those who attempt it. Eligibility to participate in extracurricular activities sponsored by the school will be adversely affected by cheating.

The following consequences will come into play if a student is found to be cheating:

First Offence: Four detentions, grade of zero on the assessment or assignment, and a parent/student meeting with a CCHS Administrator

Second Offence: Two days of in school suspension, grade of zero on the assessment or assignment, and a parent/student meeting with the CCHS Principal

Third Offence: Three days of suspension served at home, grade of zero on the assessment or assignment, and a parent/student meeting with the CCHS Principal

Fourth Offence: Expulsion from CCHS

Middle and High School Dance Standards and Regulations

Catholic Central High School has created the following policies and procedures to promote a safe and healthy environment at school dances. As a Catholic institution, we strive to conduct extracurricular events that are appropriate for adolescent students and are consistent with Christian values.

1. High School dances begin at 7:00 PM and end promptly at 10:00 PM.
2. Middle School dances begin at 7:00 PM and end promptly at 9:00 PM.
3. No students will be admitted after 7:30 PM unless arrangements have been made with a CCHS administrator prior to the day of the dance.
4. All students will remain tobacco, drug, and alcohol free at dances.
5. Student vehicles may be searched while on the school premises or at a designated off campus dance site at any time. The driver and passengers will be held accountable for the possession of any unauthorized or illegal substances in the vehicle.
6. Students who wish to bring a student from another school must have a *Guest Authorization Form* completed and signed by an administrator from the guest's school prior to the date of the dance. Forms will not be accepted at the dance.
7. College students and those who have already graduate from high school are not permitted to attend CCHS Dances
8. The following dancing guidelines are for all to know and abide by. Violators will be asked to leave the dance and will not be permitted to attend another CCHS dance until meeting with a CCHS administrator. The following are prohibited:
 - a. No front or back body contact that could be classified as sexually provocative
 - b. No inappropriate touching
 - c. No public displays of affection
9. Dress Code for Dances:
 - a. Males: Dress pants, collared dress shirt, dress shoes, and a tie.
 - b. Female: Dress Pants, skirts, or Dresses (skirts and dresses cannot be shorter than two inches above the knee), dress shoes, tops of dresses/blouses must be modest (covering the back, chest, and midriffs)
 - c. No undergarments can be visible for male or female students.
10. Any questions regarding these guidelines or appropriate attire should be directed to a CCHS administrator prior to the date of a school dance.

Drugs and Alcohol

The school nurse should be made aware of students who need to take prescribed medication during the school day. The nurse may NOT dispense over the counter medication (aspirin, cough medicine, cough drops, etc.) to students without the written permission of the parent/legal guardian.

The use of alcoholic beverages, illegal drugs or drugs used illegally is not permitted in school, on school property, or at school sponsored activities. This includes riding to and from school functions in a school sponsored vehicle. Any alcohol, illegal substances, or related paraphernalia in the possession of a student or his/her belongings will also be considered a violation. If students are found in violation, the disciplinary policy recommended by the Albany Diocese will be followed:

Any student suspected of using, being in possession of, or under the influence of alcohol or other illegal substances is to be reported to a school administrator.

If the administrator determines that the student is using, in possession of, under the influence of alcohol or other illegal substances, then the student will be immediately placed on in-school suspension. The parents/legal guardians of this student will be contacted by phone as soon as it is practically possible. A written notification to the parent/legal guardian will also be mailed. Suspension is not to exceed five (5) school days.

The parents/legal guardians and an administrator will meet as soon as possible to discuss the situation and make appropriate plans for a chemical abuse assessment and intervention AT THE FACILITY ASSIGNED/REQUIRED BY THE SCHOOL. This "assessment" will include a urine test and a counseling session.

The student is to be placed on disciplinary probation at least until the completion of the intervention program recommended as the result of the required assessment. Since the goal of this policy is to assist in the rehabilitation of students involved with alcohol or other substances, those students who fail to participate in the chemical abuse assessment, fail to share the results of the chemical abuse assessment, or fail to complete the recommendations of the assessment, are in violation of disciplinary probation. The violation of disciplinary probation may result in expulsion.

Any student, who during the course of the year, is found to use, possess or be under the influence of alcohol or other illegal substances a second time will immediately be suspended by the administrator and the possibility of expulsion will be considered. If the Principal determines that the student may return to school, a chemical abuse assessment and intervention program are required as before. Since this is more than the first infraction, the Principal will take additional and appropriate disciplinary measures. If, after two prior suspensions, assessments and attempts at intervention, the student is suspended for an alcohol or other drug related violation, the student will be subject to expulsion.

In the event of addictive behavior requiring residential treatment, the school will work with the parent/legal guardian and the staff of the treatment facility to insure continuity in the student's

educational program. When the student is able to return to classes, a conference with parents/legal guardians, a residential treatment staff person and the administrator will be held to discuss the student's status and progress. The decision for readmission to CCHS will be made after this conference by the Principal and will be based on this conference and the student's history at the school.

If there are reasonable grounds to suspect a student of attempting to sell, purchase, or to pass alcohol or other illegal substances, he/she will be immediately suspended and expulsion considered. The conditions of the suspension will be determined by the Principal. The student is to be placed on disciplinary probation and the intervention program recommended as the result of the required chemical use assessment must be pursued.

A distinction is made between the drug assessment requirement and consequences that may result from "being under the influence, buying/selling/passing drugs/alcohol, etc." The purpose of the required drug assessment is to determine if the student has an addiction to an illegal substance. If that tendency is uncovered in the assessment, then help is recommended. The acts of "being under the influence, buying/selling/passing illegal substances etc." will be met with serious censures that may include types of suspensions or expulsion.

Any case involving illegal substances that may warrant police intervention will be discussed with the Superintendent.

Policy on the Use of an Alcohol Sensor at CCHS Extracurricular Events

To ensure the safety of all students and to maintain an alcohol free environment at all extracurricular activities, an alcohol sensor device will be used to screen for the presence of alcohol. This device will also be used to confirm the observations of the principal and school personnel who have a reasonable suspicion that students have used alcohol during an extracurricular activity as well as in other school contexts. Violations of the behavioral standards pertaining to alcohol as cited in the Code of Conduct will result in serious disciplinary action, as defined in the Catholic Central High School Parent and Student Handbook, up to and including suspension or expulsion from school.

Albany Diocesan School Board Policy on Student Threats

Recognizing that safety is a priority for our schools, any student who threatens serious bodily harm to another student, faculty or staff member or threatens to bring a weapon to school will be immediately suspended. The Superintendent will be notified of the situation. A conference will be set up with the parents indicating that the student will not be allowed to return to school until an assessment is completed by a psychologist, psychiatrist or other licensed mental health professional. Once a report is given by the psychologist, psychiatrist or other licensed mental health professional, the student may return to school under the terms of a behavioral contract.

Harassment / Hazing

It is the policy of Catholic Central High School to maintain a learning and working environment that is free of any type of harassment. Harassment on the basis of race, color, religion, gender, national origin, age, or disability constitutes discrimination and, as such, violates this school's policies.

Harassment is verbal or physical conduct that threatens, denigrates, or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that has the purpose or effect of creating an intimidating, hostile, or offensive environment, OR has the purpose or effect of unreasonably interfering with an individual's performance, OR adversely affects an individual's opportunities.

Harassing conduct includes, but is not limited to the following: epithets, slurs, negative stereotyping, hostile acts that relate to color, race, gender, national origin, age, or disability...written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is circulated within or placed on walls, bulletin boards, or elsewhere on the school's premises.

Catholic Central High School values respect for the individual and we will not tolerate harassment in any degree or in any form. Censures for harassment will be determined by the Principal.

Bullying

Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus.

Dan Olweus, creator of the *Olweus Bullying Prevention Program*, provides us with this commonly accepted definition for bullying in his book, *Bullying at School: What We Know and What We Can Do*:

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself (olweus.org/public/bullying.page).”

Bullying can take many forms, including but not limited to, physical, verbal and psychological abuse. CCHS also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school or infringes upon the general health, safety and welfare of our students or employees.

Any student who believes that he/she is being subjected to bullying behavior should report the incident to a CCHS counselor or administrator. Consequences for bullying at CCHS are, but are not limited to, detention, suspension, and expulsion. If there is reasonable suspicion that reported behavior may be unlawful, a police agency shall be notified.

Sexual Harassment of Students or Employees

Catholic Central High School is committed to safeguarding the right of our students to learn in an environment that is free from all forms of sexual harassment and intimidation. Catholic Central High School is equally committed to providing a workplace to our employees which is free from all forms of sexual harassment and intimidation.

Based on the premise that every student is entitled to be treated with dignity and respect, recognizing that sexual harassment is a violation of law, the CCHS prohibits and condemns all forms of sexual harassment at school sponsored events, programs and activities by employees and students, school volunteers, and non-employees such as volunteers, visitors, contractors and vendors; during or before and after the school day; or on school grounds. Violations of this policy should be reported directly to a CCHS Administrator.

Health Service

Students who become ill during the school day should secure a pass to the nurse's office from the classroom teacher. The school nurse will determine whether a student should be sent home. The nurse will contact the parent/legal guardian of the student to make arrangements for the student to be picked up from school.

Should a student be involved in an accident during the school day, he/she should either go directly to the nurse's office or, in an emergency, send someone for the nurse. The nurse will attend to the student and then complete the appropriate accident report to be filed at the school and, when necessary, with the insurance company.

Students who claim to be sick and spend a class period in the bathroom without knowledge or permission of the nurse or an administrator will be considered as "skipping" that class or study hall. If the student is too sick to alert the nurse, then he/she should send someone else to get help.

If it is necessary for a student to be given medication during school hours, NYS requires that the following guidelines be met:

The medication must be brought to the Health Office where it can be kept safely in a locked medicine cabinet.

The medication must be in a properly labeled prescription bottle. The label must contain the following information: physician's name and instruction for administering; name and dosage of medication; student's name and current date.

A slip from the physician and parent/legal guardian granting permission for properly authorized school personnel to dispense the medication during the school hours must be on file.

At the end of the school year, the medication should be picked up at the health office and taken home.

The same policies apply to over-the-counter drugs.

*****Please Note: The only time a student is allowed to carry a medication during school hours is when a specific arrangement has been made with the school nurse, parent/legal guardian, and physician. At this time, written documentation from the parent/legal guardian and physician granting permission for the student to carry the medication will be required. This written notification should be brought to the nurse where it can be kept on file.**

It is encouraged that medications be taken at home when at all possible.

Homeroom

Homeroom period will ordinarily begin at 8:20am. and end at 8:27am. The purpose of this period is to have a time of quiet reflection, hear words of wisdom, conduct the morning prayer and take attendance. Students will be assigned to a specific homeroom at the beginning of the school year. All students are required to be in homeroom no later than 8:20am. Students arriving after the start of Homeroom period must report to the Main Office.

Identification and Proximity Cards

Identification and proximity cards are to be worn **EVERYDAY** by means of a lanyard around the student's neck. The use of the identification and proximity card are for the safety of students. Parents are strongly urged to support this policy.

Students who do not wear their I.D. and proximity cards face disciplinary action.

Students are not to color or deface their I.D. or proximity card in any way.

Consequences for not having Prox Cards and Identification Cards:

- #1: Warning**
- #2 - #6: One Detention for Each Violation**
- #7: Three Detentions and Parent Meeting with Administration**

Items Prohibited in School

Any student found using or possessing a weapon or weapons on or around school grounds will be subject to immediate expulsion.

Any student found using or possessing fireworks, pyrotechnics (including stink bombs), or similar devices on or around school grounds will be subject to immediate expulsion.

Laser pointers, radios, or any electronic media devices (audio & video) are not permitted and they may not be used anytime during the school day. They will be confiscated and returned only to the student's parent/legal guardian.

Electronic devices such as Ipods, mp3 players, and cell phones are not to be used anytime during the school day. If seen or heard they will be confiscated and will be returned only to the student's parent/legal guardian.

Consequences for using prohibited devices in school:

1st Offence: One Detention

2nd Offence: Three Detentions

3rd and Subsequent Offences: In-school Suspension

Library

The library at CCHS is a center for individual research and study. CCHS will provide library services which supplement classroom instruction. The library will be available from 7:30 AM until 3:15 PM. Changes from this time will be announced.

Regulations Regarding the Use of the Library:

1. Students who wish to use the library during their assigned study halls should report directly to the library and sign the attendance sheet there. As with any class, they must report before the bell that starts the period, or else they must come with a pass from the teacher who detained them.
2. Once a student has signed in or given the librarian a pass, they may not leave before the bell that ends the period without permission. Students who wish to use the restroom must sign out and back in on the sheet at the main desk. Students who wish to go to another teacher must request a pass from the librarian or person in charge.
3. Students who choose to use the library must be doing schoolwork or reading quietly.
4. Students who are disruptive will be asked to leave the library.
5. There is no food or drink allowed in the library.

Lockers

Catholic Central High School is co-tenant of lockers and desks and reserves the right to search them at any time without notice. All students will be assigned individual lockers and school lock combinations. No locker changes are permitted. Lockers should be kept locked at all times and students should not share their lock combinations. Students who lose their lock will be required to obtain a new one at the cost of \$5.00. Students should go to their lockers only during the times when this is permitted (*At the end of period B, before and after lunch periods, at the end of period F, and after Physical Education classes*).

Lunch/Breakfast

Breakfast is available in the school café from 7:30 – 10:40AM. There are two lunch periods every day: one for grades 7, 8, and 9 and one for grades 10, 11, and 12. Students must report to the cafeteria during their assigned lunch periods. Students may purchase a hot lunch or bring their own lunch. Students must clean up after themselves in the cafeteria. No food or beverage may be carried outside the cafeteria (except water). Failure to respect the directives of personnel supervising the cafeteria may result in disciplinary action.

Photographing Students

Students may be photographed without using names for the purposes of school publicity. Parents/guardians who do not wish their children photographed must communicate their wishes in writing to the Principal.

Property (School and Personal)

The administration of CCHS believes **strongly** in respect for the property of others. Stealing and destruction of property is not tolerated. Vandalism and writing on walls, lockers, desks etc. is considered a serious matter and will be followed with serious disciplinary action.

Smoking

Smoking and the use of ALL tobacco products are prohibited on school property including any school building, any place an individual is visible from the school and at any school-sponsored event or activity. Possession of tobacco products by students on school property is also prohibited and shall be considered a violation of the policy. Any student who violates this policy is subject to disciplinary action.

Supervision

All unsupervised students should be out of the school building by 3:00pm. Unless they are supervised, students may not have the use of school facilities during evenings or on weekends.

Tag Days

Tag Days are announced days when students may “dress down” and do not have to wear their school uniforms. Students pay \$1 for this privilege and the revenue is used for student activities, special charities or projects. These days are announced in advance and students need to observe dress code guidelines, which include

- the top must be a shirt with sleeves and extend to the waist. It may not display any messages that have a sexual connotation, or promote violence, drugs, or alcohol
- shorts are allowed but they may not be too tight or too short
- no hats may be worn by any students

Telephone

Office phones should only be used in case of emergencies. Parents should call students only when absolutely necessary. Messages will be delivered at the discretion of the school office. Students may be called to the office during announcements for this purpose. Cell phones should be turned off during the school day and left in the locker. If a student is caught with their cell phone during the school day the phone will be confiscated and released only to the parent/guardian and the student will be punished at the discretion of the administration.

Uniform

In preparation for the school day students are to report to school in compliance with the dress code.

	<u>Ladies</u>	<u>Gentlemen</u>
T-shirts	Plain, white, short sleeved	Plain, white, short sleeved
Polo Shirt	CCHS Polo Shirt	CCHS Polo Shirt
Sweater	(See note below)	(See note below)
Shoes	Black (must have back /closed toe)	Black (oxfords, loafers, etc. – Not black boots)
Skirt	Grey Pleated	---
Belt	---	Black
Pants	Navy Blue	Grey
Socks	Knee Highs, solid colors (black, grey, white, blue)	

Please Note:

Skirts, pants, sweaters and polo shirts are to be purchased from School Specialties (220-9244)

“Sweater by Class”

Class of 2012	Black through graduation
Class of 2013	Blue through graduation
Class of 2014	Forest Green through graduation
Class of 2015	Burgundy through graduation
Class of 2016	Red until grade 9
Class of 2017	Red until grade 9

Students may not wear sneakers (except for PE), boots, or flip flops.

Pants must be worn at the waist with a black belt.

The skirt must be no shorter than 2” above the knee.

Without a sweater, the polo shirt does not have to be tucked into the skirt/pants, but the t-shirt must be tucked in.

No long sleeve T-shirts are to be worn with short sleeve polo shirts.

When a sweater is worn, the polo shirt should not be visible below the bottom of the sweater.

The sweater is mandatory from October 1 through April 1.

Earrings may only be worn in the ear and ear gages are prohibited.

Male students must be clean shaven.

Hair must be neatly trimmed and of an acceptable length, color and style. The administration reserves the right to determine acceptable length, color and style. For male students, hair must not cover the eyebrows, ears, or collar.

Students not conforming to certain aspects of the dress code, along with repeated offenses of the dress code, will be sent home and disciplined appropriately.

It is recommended that parents contact the school administration before purchases are made in the areas of hair color or shoes that may not comply with the dress code.

A STUDENT WILL NEVER BE ALLOWED TO ATTEND CLASSES IN JEANS OR IN SHORTS (except on a Tag Day), EVEN WITH A NOTE FROM HOME. If an emergency arises and the student is unable to comply with the uniform regulations, then the student is expected to “dress up” and present a note signed by the parent explaining the situation to the administration **BEFORE HOMEROOM PERIOD.** These emergency situations accompanied by a note will not be counted as uniform infractions.

Consequences for Dress Code Violations:

- #1: One Detention**
- #2: Three Detentions**
- #3: Student will not be permitted to attend classes until they are in compliance with the dress code. If a parent/guardian cannot bring the missing item(s) to school, the student will spend the school day in in-school suspension.**

VISITORS

All visitors must report to the Main Office. No other student visitors for the day are permitted. Prospective students are encouraged to spend a day shadowing a current student and arrangements for this should be made through the Development Office.

WORKING PAPERS

Applications for working papers may be obtained from the Nurse’s Office during the school year and from the Guidance Office during the summer months.

WEBSITE

CCHS maintains a website with a plethora of information related to the school. Parents/legal guardians and students are encouraged to access it frequently. The address is www.cchstroy.org

CONSEQUENCES FOR VIOLATIONS OF RULES, REGULATIONS AND POLICIES

1. Warnings/Reprimand (oral or written)
2. Parent conference
3. Detention - the detaining of students after school hours under proper supervision. Detention must be served within two (2) days of the disciplinary infraction being resolved.

4. Suspension (In-School) – The exclusion from classes and school related activities but not from the building where the student is placed under proper supervision.
5. Suspension (Out of School) – The exclusion from school property and from all school related activities. Both types of suspension (In-School and Out-of-School) require a parental conference with school authorities and that the student makes up all of his/her school work. Any student who has been suspended will be reviewed at the end of the second semester regarding his/her progress. Moreover, any student who has been suspended twice may be dismissed from CCHS upon his/her third suspension of the school year.
6. Probation – the restriction of student’s activities to those activities directly related to the teaching – learning situation.
7. Expulsion – Permanent dismissal from the school.

The Principal and the administration reserve the right to review a student at any time his/her actions warrant it and to invoke any of the above penalties based on the circumstances.

Repetition of an infraction may lead to the imposition of the next measure of discipline.

Chronic repetition of infractions may lead to long-term suspension or expulsion.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

The education of your child is a partnership between the parent and Catholic Central High School. If, in the opinion of school, administrators, the partnership is irretrievably broken, you may be required to withdraw your child from CCHS.

Catholic Central High School abides by the child abuse reporting statutes of New York State.

Parents and students need to understand that what a student does, even if it occurs on the student’s “own” time, outside the school day and property reflects on Catholic Central High School. Students should understand that they are members of a faith and educational community and they have a responsibility to conduct themselves appropriately. Students involved in conduct whether inside or outside CCHS that is detrimental to the reputation of CCHS will face disciplinary action.

The Principal has the right to amend this handbook at any time during the school year. Notification of any changes will be communicated to faculty, parents/legal guardians, and students as soon as possible.

STUDENT/PARENT DECLARATION

We have received a copy of the CCHS Student/Parent Handbook for the 2011-2012 school year.

We agree to observe all rules, regulations and policies as outlined in the 2011-2012 CCHS Student/Parent Handbook.

Student Name (please print)

Grade

Student Signature

Date

Parent(s) Signature

Date

This form MUST be returned to CCHS by Wednesday, September 14, 2011.