

# CATHOLIC CENTRAL HIGH SCHOOL

## STUDENT AND PARENT HANDBOOK



2019-2020

### 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

*Faith Formation. Character Development. Academic Distinction.*

625 7th Avenue

Troy, New York 12182

(518) 235-7100

[www.cchstroy.org](http://www.cchstroy.org)

August 2019

Dear Students, Parents, and Guardians:

I hope the summer months have been restful and we are all ready for the beginning of the 2019-2020 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, 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, both the student and a parent must sign the declaration page. The signed declaration is to be returned to school no later than Friday, September 13, 2019.

We all desire a safe, productive, and enjoyable school year at CCHS. Familiarizing yourself with the handbook, abiding by the rules, engaging in your studies, and treating all with dignity will ensure that we all enjoy the school year.

Best wishes for a great year!

Christopher Signor  
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 must 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
Art	1
Music	1
Health	½
Physical Education	2

7 <sup>th</sup> Grade Assessments	<ul style="list-style-type: none"> <li>• New York State English Language Arts</li> <li>• New York State Math</li> <li>• IOWA</li> </ul>
8 <sup>th</sup> Grade Assessments	<ul style="list-style-type: none"> <li>• New York State Science</li> <li>• IOWA</li> <li>• Proficiency Examination in Spanish</li> <li>• New York State Regents Examinations in Algebra I CC and Living Environment for students in those classes</li> </ul>

Any 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). Since there is no summer school for Theology, any student who fails Theology must meet the objectives designed by a committee consisting of the student’s teacher, guidance counselor, and the chair of the Theology department.

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	Advanced Regents Diploma
	Credits	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.

### Electives

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

### Regents Exams

The NYS Board of Regents 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 Regents exams require a score of 65 or higher)

Regents Diploma	5 required Regents exams as follows: 1 math, 1 science, 1 social studies, ELA, and 1 Pathway Assessment*
Advanced Regents Diploma	<p>a. <b>Traditional Combination:</b> ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science, 1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>b. <b>Pathway* Combination</b> (other than STEM): ELA, 1 social studies, 3 mathematics, 2 science (1 must be life science and 1 must be physical science), and either 1 Pathway (other than science or mathematics) or meet the requirements for the CDOS Commencement Credential = 7 or 8 Assessments</p>

	<p>c. <b>STEM (Mathematics) Pathway* Combination:</b>          ELA, 1 social studies, 4 mathematics, 2 science (1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>d. <b>STEM (Science) Pathway* Combination:</b> ELA, 1 social studies, 3 mathematics, 3 science (1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>In addition, a student must either pass a locally developed Checkpoint B LOTE examination or complete a 5-unit sequence in the Arts or CTE.</p>
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\*Pathway Assessment Options: All students must pass the following 4 required Regents exams: 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam, and the English language arts Regents exam. In addition, all students must choose 1 of the following options: Pass an additional math Regents exam in a different course; Pass an additional science Regents exam in a different course; or Pass an additional social studies Regents exam in a different course.

**Language Other than English Requirement**

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

- Pass a Checkpoint A Spanish 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 *only*. Courses are “weighted” according to their level of difficulty:

- Level 3 – Advanced Placement/University at the High School Courses (1.10)
- Level 2 - Honors Courses (1.05)
- 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 fourth 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 - 1.10, level 2 - 1.05, 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, HVCC classes taken during the school day and The Crusader to Saint Program WILL be included in ranking/average as level 3 courses. Weighted and unweighted averages will appear on the permanent record card

## **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 that provide textbooks to our students require textbook orders to be placed by June 1. Therefore, course selections will 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 full-year course will not be considered after the 5<sup>th</sup> full week of the school year. Requests to drop a half-year course will not be considered after the 5<sup>th</sup> full week of the course. Likewise, students will not be able to gain admission to a full-year course after the end of the 2<sup>nd</sup> full week of the school year. Students will not be able to gain admission to a half-year course after the 1<sup>st</sup> full week of the course. Requests to take a course at a lower level will be considered, but are not guaranteed after the 2<sup>nd</sup> full week of the school year for full year courses.
- 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, or use the schools approved online credit recovery program. The cost of the program for the 2019-2020 school year will be \$190 per course payable by the family. 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 15 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 take the exam 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 issued four (4) times a year. CCHS would like to remind parents, guardians, and students that it is undertaking efforts to go green, and will not print paper copies of report cards unless requested by a parent/guardian. Instead, parents, guardians, and students are reminded that student grades are available in real time 24 hours a day/7 days a week through the PowerSchool portal. Parents/Guardians who would like a printed report card should contact the CCHS main office.

Teachers are required to write an Academic Intervention Plan (AIP) for any student whose average drops below 70%. AIP's will require students to attend one or both of the Advisory Periods per day. Morning Advisory Period runs from 8:00 am - 8:25 am, and the afternoon Advisory Period is from 2:31 pm - 3:00 pm.

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 two quarters.
- The actual third and fourth quarter grades will 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.

Through the Parent Portal, 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.* As a reminder, certain classes have different weights and therefore will affect the GPA (for example, Physical Education is a half credit course).

### **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 entered CCHS 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)

### **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 parent's responsibility to inform the administration of such arrangements.

### **Failure Policy**

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. Students who fail one or both of these courses are required to attend summer school.

### **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, regardless of summer school attendance.



## 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

## Statement of Overall Objectives

Research has consistently established strong correlation between school attendance and academic achievement. By providing a safe and caring environment, we strive to establish a positive school climate, which motivates students to attend and to learn. Our teachers serve as strong role models through their respectful and nurturing interactions with students. We also believe strongly in the critical role that parents play as our partners in supporting the consistent attendance of their children that is necessary for success in school. With this in mind, our Comprehensive Attendance Policy has been designed to meet the following objectives:

- To establish a practical means to account to the parents of all pupils enrolled in our school for the whereabouts of their children throughout the day;
- To verify that pupils and their parents are complying with education laws relating to compulsory attendance;
- To ensure sufficient pupil attendance at all scheduled periods of actual instruction; and,
- To identify pupil attendance problems in order to initiate attendance improvement efforts.

## Descriptions of Strategies

In order to accomplish these objectives, the following strategies will be implemented:

- Maintain accurate recordkeeping using the PowerSchool attendance function as the register of attendance to record attendance, absence, tardiness or early departure of each pupil.
- For pupils in grades seven through twelve, each pupil's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except where students do not change classrooms for each period of scheduled instruction. Names of any pupils who are absent will be communicated through PowerSchool to the main office.
- Any absence for a school day, or portion thereof including tardiness or early dismissal, shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- The school principal will review pupil attendance records at the end of each month for the purpose of initiating appropriate action to address patterns of unexcused absence, tardiness or early departure.

## The School Day

The school day will ordinarily begin at 8:30am with an Advisory period that begins at 8:00am and end at 2:31pm with an Advisory period from 2:32 till 3:00pm. At 8:30am all students are required to be in their assigned first period class and prepared for the day's activities.

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 be notified through the school portal. 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.

For school delays, students should attempt to be in school no later than 9:00am for a one-hour delay and 10:00 am for a two-hour delay.

### **Register of Attendance – Excused and Unexcused Absences**

For the purpose of maintaining a register of attendance, PowerSchool will be used to keep an electronic record of each pupil's presence, absence, tardiness and early departure. The following will be included in the record for each pupil:

- Name;
- Date of Birth;
- Full name of parent(s) or person(s) in parental relation;
- Address where the pupil resides
- Phone number(s) where the parent(s) or person(s) in parental relation may be contacted
- Date of the pupil's enrollment; and,
- A record of the pupil's attendance on each day of scheduled instruction

For the purposes of determining which pupil absences, tardiness and early departure will be recorded as excused or unexcused, the following examples are provided:

Excused absence, with appropriate documentation, shall include but are not limited to:

- Sickness (if more than 2 consecutive days, a doctor note is required)
- Sickness or death in the family
- Doctor's appointment (a note from the doctor's office required)
- Requirement to be in court
- Approved high school or college visits (a note from the college required)
- Educational program
- Family emergency

Unexcused absences shall include:

- Truancy
- Family Approved (e.g. vacations)
- Suspended (declined alternate instruction)
- Undocumented absences by parent/guardian

### **Register of Attendance – Coding System**

The chart shown below displays the coding system applied within the attendance function of PowerSchool to identify the reason for unexcused absences, tardiness and early departure.

Category	Code--Excused	Code--Unexcused
Absent	AM (medical/sick/drs note) AF (family death/illness/emergency) AL (legal appt) AE (educational program or college visit) HE-Absent half-day excused	AO (family approved) AU (truant) AS(suspended) HU--absent half-day unexcused AP-parent call
Tardy	TM (medical/sick) TF (family death/illness/emergency) TL (legal appt) TE (educational program or college visit)	TO (family approved) TU (truant)
Early Dismissal	DM (medical/sick) DF (family death/illness/emergency) DL (legal appt) DE (educational program or college visit)	DO (family approved) DU (truant)

### **Attendance/Grade Policy/Retention**

Catholic Central High School recognizes the important relationship between class attendance and pupil performance. Consequently, each marking period a pupil's final grade will be based on homework, tests, papers, projects, performance, etc. Pupils are expected to attend school on a regular daily basis. Pupils who are unable for whatever reason, except family vacations, to attend school on a given day may arrange with their teachers to make up any work missed. It is the responsibility of the pupil and parent to consult with their teachers regarding missed work. Teachers are not required to give make-up tests or assignments for absences due to vacations. In addition, no assignments will be given in anticipation of a vacation.

Being present in class and for musical performances on a consistent basis is vital for academic success. Students at Catholic Central are held to the standard presented below in terms of absences in individual classes. Teachers will keep careful attendance for students in their classes and the following formula will be used for parent notification/failure of a class (excused absences will not be included in the calculation):

Course Length	Letter to Parents	Parent/Student Admin/Guidance Meeting	Automatic Failure
Full Year	10 absences	15 absences	25 absences
½ Year	5 absences	10 absences	15 absences

Unexcused absences will receive a letter. Parents/Guardians may petition for an exemption to this policy. To do so, parents/guardians must submit a written appeal, along with supporting documentation, to the principal.

### **Incentives/Discipline**

Pupils who have demonstrated outstanding or improved attendance will receive recognitions that may include certificates, awards, special activities and/or school-wide recognition.

Disciplinary action will focus upon unexcused absences (except for vacations), tardy to class, and tardy to school. The following are possible consequences: lunch detention, afterschool detention, parent conferences, and in-school suspension.

In the event that a student is absent due to a family vacation, the student will be responsible for making up missed work and assessments. Teachers will not be required to provide alternative assignments. Students must submit missed work no later than one week from the date that the student returns to school.

In cases of leaving school grounds without permission, parents will be notified and students will be assigned to in-school suspension upon their return to school.

### **Parent Notification**

Parents are expected to notify the school of an absence or tardiness. The school will call to notify the parent of any student who is not present at the beginning of the school day if the parent has not called or provided an excuse in anticipation of the absence or tardiness. Within two days of an absence/tardiness, parents must submit a written excuse providing specific reason(s) for the absence/tardiness. An absence or tardiness is recorded as unexcused if a written excuse is not received within two days.

In the case of early dismissal, the parent must submit a note to the school office in advance, if possible, and must indicate a reason for the early departure upon signing the student out in the school office. Based upon the reason provided, the early dismissal will be recorded as excused or unexcused.

To ensure that parents are notified of and understand this policy, the following procedures will be implemented:

- Parents will receive a plain language summary of this policy at the start of the school year in the Parent-Student Handbook;
- At the beginning of each school year, this policy will be explained and the parents' responsibility for ensuring their child's attendance will be emphasized; and,

### **Intervention Strategies**

When persistent attendance patterns or problems are identified, the principal will initiate a conference with teachers and parents to begin to address the root causes for poor attendance. The administration, along with classroom teachers, will work with parents to find ways, such as behavioral contracts and positive reinforcement, to foster better family relationships and improve pupil attendance. Where necessary, they will help parents identify ways to set appropriate limits. In cases where these strategies are not sufficient to bring about change, referrals to outside agencies may be made. For very serious situations, involvement of Family Court through a Person in Need of Supervision (PINS) petition or referral to Child Protective Services may be considered.

### **Reviewing Pupil Attendance**

Attendance data will be available for the administration to review at the end of each school day. At the end of each month, cumulative attendance data will be thoroughly analyzed by the principal to identify patterns or trends in pupil attendance and to initiate appropriate action.

At the end of each school year, the administration will conduct an annual review of attendance data and will make changes to this policy as necessary.

### **Daily 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.

### **Tardiness to School**

Students who are not present in their assigned first period class at 8:30am, or who arrive to school after 8:30am, are tardy and must report to the front desk to sign in.

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

#2-5: One Detention per tardy

#6-9: Two Detentions per tardy

#10+: Two Detentions per tardy, parental notification, and meeting with administration

#### **Consequences for Truancy:**

In-school Suspension and Detention

### **Lunch/Breakfast**

Breakfast is available in the school café from 7:45am-8:15am. Students must report to the cafeteria during their assigned lunch period. Students may purchase a hot lunch or bring their own lunch, students are not allowed to order food from an outside vendor. Students must clean up after themselves in the cafeteria. Failure to respect the directives of personnel supervising the cafeteria may result in disciplinary action.

### **Supervision**

All unsupervised students should be out of the school building by 3:00pm. There is an advisory period from 2:32PM – 3:00PM. If it is necessary for anyone to stay after school, they must report to the Library, where there is supervision from 3:00 – 4:00pm. Unless they are supervised, students may not have the use of school facilities during evenings or on weekends.

### **Cars**

Students who drive a vehicle to school must have a valid driver's license. Students should park on 7<sup>th</sup> Avenue or 117<sup>th</sup> 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.

### **Tardiness to class/ Cutting class**

Students are required to report to all scheduled classes/activities on time. The teacher should mark a student tardy if the student is not on time for class.

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

#### **Consequences for Cutting Class**

First Offense: Two Detentions

Second Offense: In-School Suspension

Third Offense: In-School Suspension, Parent meeting with principal

### **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.*

### **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 parent(s)/legal guardian(s) 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.

### **Smoking/Vaping/Use of Tobacco Products/Devices**

Smoking/vaping 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.

### **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. Bullying by means of electronic communication is also prohibited.

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 on or off school property. CCHS also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, snapchat, instagram, facebook, text messaging and other social media 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.

### **Items Prohibited by School Policy**

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.

Electric devices can be used during school as permitted by the teacher and at the discretion of administration.

### **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.

### **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 are to bring their own locks to school. Administration reserves the right to cut off a lock if need be. 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 plan for their classes accordingly, and go to their lockers only during the times when this is permitted.

### **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.

### **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.

### **Telephone**

Office phones should only be used in case of emergencies. Students should not be on phones during the day. Parents should call students through the main office 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. During school hours, cell phones are

not to be used for the purpose of placing phone calls (see electronic device policy for more information).

### **Visitors**

All visitors must report to the front desk. 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](http://www.cchstroy.org)

### **Missing Assignments**

Students who miss three assignments during one academic quarter in any class will be assigned an academic detention, and will be required to complete and submit the missing assignments to their teacher. Depending on the type and number of assignments a student owes, he/she may be assigned to more than one academic detention.

### **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 parent notification by 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 a CCHS Administrator

**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

## **CCHS Electronic Device Policy 2019-2020**

Electronic devices take on many forms and have become invaluable 21<sup>st</sup> century tools and resources for learning. To that end, while a seamless integration of technology throughout the educational program is desired, and while their use is allowed at certain times throughout the school day, CCHS is not responsible for any lost, stolen, or damaged electronic devices.

Additionally, CCHS has developed two policies related to the use of electronic devices. One for Cell Phones, and another for Educational Electronic Devices.

### **Cell Phone Policy**

Students are not allowed to use their cell phones during the school day (8:25 am – 2:31 pm) unless directed to by a staff member under that staff member's direct supervision, and for instructional use only. Otherwise, students are to turn off their cell phones and secure them either in their locker (secured by a closed lock) or on their person or personal effects.

- Between 8:25am and 2:31pm, students may use electronic devices:
  - During instructional time for educational purposes *if permitted by a staff member under the staff member's direct supervision*. Otherwise, electronic devices should be put away within the classroom setting.
  - During the Lunch Periods.
- Between 8:25am and 2:31pm, students may not use electronic devices:
  - In study halls, which are defined as academic instructional time.
  - During assemblies and liturgies.
  - At other times as designated by CCHS faculty, staff, and/or administration.
- Due to the need to maintain privacy and confidentiality within certain areas of the school building, students may not use electronic devices at any time for any reason in the following locations: Bathrooms, Locker Rooms, Offices (Main Office, Guidance Office, Nurse's Office, etc.).

*Students found in violation of the CCHS Electronic Device Policy or students using electronic devices for inappropriate communication or behavior will receive progressive disciplinary consequences ranging from detention to suspension. In such instances, devices will be confiscated and turned into the Main Office. Failure to hand over the device to the requesting CCHS administrator, faculty member, or staff member will result in additional disciplinary consequences. Parents may be required to pick up confiscated devices from the Main Office.*

Students are expected to comply with all adult requests concerning the use of electronic devices. Students who fail to follow adult directives are subject to disciplinary consequences.

### **Electronic Device Policy**

CCHS's 1 to 1 Chromebook initiative is designed to provide all CCHS students with an enhanced, and personalized learning experience. CCHS believes that by allowing students to use a Chromebook, they, in turn, will be able to interact with both teachers and their peers to produce digital content, work collaboratively, and gain both college and career readiness. The Chromebook will provide teachers with more options to increase student engagement, further

involve students in active learning, promote differentiated instruction to meet the needs of students, and provide a reliable device for 21st-century skills.

Over the past few years, CCHS has integrated the G Suite for Education (Formerly called Google Apps for Education) into all of its classes through the use of Google Classroom. G Suite is an integrated and collaborative solution hosted by Google that enables our faculty, students, and staff to communicate, store files, and collaborate on documents, spreadsheets, and presentations in real time, from anywhere in the world. G Suite now makes up a substantial part of CCHS's software applications. Additionally, there are hundreds of applications that students can access via their Google (cchstroy.org) account. A benefit of moving to a 1 to 1 Chromebook initiative is the seamless integration of Google apps.

According to studies and school reports, students who use a computing device in a 1:1 education environment are more organized, engaged learners, and become constructors and designers of information and ideas. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher, but rather, transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

### **How does the initiative work?**

Students will need to bring a Chromebook or laptop to school beginning the first day of school in September 2018 and everyday thereafter. To ensure that the device students bring is compatible with CCHS's network, and will provide students with enough capability, students will need to purchase a Samsung Chromebook 3, 11.6", 4GB RAM, 16GB eMMC (<https://www.google.com/chromebook/device/samsung-chromebook-3>), or another Chromebook or laptop that is commensurate with the capabilities of the Samsung 3, or contains more capabilities. The minimum device requirements students must meet are those of the Samsung 3, however Chromebooks or laptops with greater amounts of RAM, storage, battery capability, screen width, etc. are also permitted. All devices should have a battery that will last a minimum of 8 hours. Cell Phones, EReaders, Ipad, tablets, and the like, are not permitted. If you have questions regarding a specific device please direct them to the CCHS Main Office. Cost associated with the repair of the device are the responsibility of the family.

### **Computer Use Policy**

To provide a 21st Century Learning environment, CCHS provides internet connectivity for staff and student usage. In compliance with the mandates issued by the Federal Communications Commission, appropriate technology protection measures have been implemented in accordance with the rules and regulations of the Federal Communications Commission.

Parents and students are required to read and understand both the Diocesan Internet Safety/Computer Use Policy and CCHS's Educational Electronic Device Policy.

### **Schools of the Roman Catholic Diocese of Albany Internet Safety/Technology Acceptable Use Policy**

The Schools of the Roman Catholic Diocese of Albany (Our Schools) provide technology resources to students, faculty, and staff to promote educational excellence through an integrated academic, spiritual, and extra-curricular program. We expect that our schools' technology

resources to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission, values, understandings, and beliefs of The Schools of the Roman Catholic Diocese of Albany.

The Schools of the Roman Catholic Diocese of Albany Acceptable Use Policy applies to all technology and Internet resources including, but not limited to: device computers, desktop computers, mobile devices (i.e. Smartphone, tablets, etc.), video and audio equipment, information storage devices, and cloud based applications. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes per this policy. Any user who violates this policy or any applicable local, state, or federal law, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution.

With access to the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families must be aware that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason, and as required by the Childrens' Internet Protection Act [Pub.L. No. 106-554 and 47 USC 254(h)], technology protection measures (or "Internet filters") shall be used to block or filter Internet content, or other forms of electronic communications at school. Filters also limit access to any social networking or personal website, email, blog, or chat room through which minors may easily access or be presented with obscene or indecent material; may easily be subject to unlawful advances, or inappropriate communication with adults; or may easily access other material that is harmful to minors. Our Schools have taken precautions to control access to controversial materials and have instructed students in the proper use of the Internet, electronic mail, and software. Our Schools are not responsible for materials acquired by the student online, for violations of copyright restrictions, users' mistakes, or negligence of any kind incurred by users.

All technology systems, information stored on them, and work performed are governed by this Technology Acceptable Use Policy and are subject to school supervision and inspection whether they reside on school owned computers or devices brought on campus by students. Our Schools reserve the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, stored on devices brought onto campus, or stored on its systems (including connections made from sites visited) to law enforcement officials or others, without prior notice. As the primary educators of their children, parents are expected to discuss acceptable use of technology with their children and monitor the use of the computer accordingly.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signatures at the end of this handbook are legally binding and indicate the party (Parties) who signed has (have) read the Terms and Conditions carefully and understand(s) their significance.

#### General Terms and Conditions

Acceptable Internet Use – The use of the Internet and school accounts must be consistent with the educational objectives of The Schools of the Roman Catholic Diocese of Albany. Students are to report any misuse of the network to a faculty member. Misuse consists of intentional access of any Internet site deemed inappropriate by the faculty at the school. Misuse also



includes any conduct in and out of school that reflects negatively upon the reputation of the school. Misuse includes any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Transmission of any material in violation of Our Schools' policies or any U.S. or state regulation is prohibited.

The use of the technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and other disciplinary action. In the classroom environment, the faculty member in charge will deem what is inappropriate use, and his or her decision is final.

Netiquette – Students are expected to abide by the generally accepted rules of network etiquette.

1. Be polite. Do not use inappropriate language. Students are representatives of our school community. A student may be alone at a computer, but what is written or posted can be viewed globally.
2. Students will not send or post information which disparages the reputation of any school in The Roman Catholic Diocese of Albany, any of its faculty, staff, or students.
3. Students will not email, IM, post to websites or blogs, or text message any inappropriate graphics, images, or pictures.

Use of Social Media – The Schools of the Roman Catholic Diocese of Albany respect the right of students, faculty, staff, and alumni to use a variety of social media to learn, communicate, and connect. As a community committed to Catholic values, academic excellence, the safety of our students, we expect that all members of our community will meet the standards written below in their use of social media. The schools expect that students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of The Schools of the Roman Catholic Diocese of Albany.

Social Media is defined as any web-based or mobile technologies that turns communication into a dialogue. Social media takes on many different forms, and uses a variety of technologies including but not limited to: blogs, Internet forums, wall postings, wikis, podcasts, picture-sharing, email, instant messaging, music-sharing, Internet telephony, etc. To promote respectful discussion within this forum, students, faculty and staff are expected to abide by the generally accepted rules of network etiquette. You must be polite, courteous, and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs and discussion boards often foster debate of an issue, and users are expected to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, assume that social media participation will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Consider how much personal information to share, with the understanding that anyone can link this information to your name and publish it on the Internet. Students are urged to always exercise extreme caution when participating in any form of social media or online communications, both within the school community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire school community and, as such, are subject to the same behavioral standards set forth in the Student/Family/Faculty Handbook (Handbook).

In addition to the regulations found in the Handbook, students are reminded that their behavioral expectations must align with the Mission and Philosophy of the school, and the Roman Catholic Diocese of Albany, which affirm the teachings, moral values, and ethical standards of the Catholic Church. Students are expected to abide by the following:

- To protect the privacy of the school, students and faculty, students may not create digital video recordings or pictures of the school community members either on campus or at off-campus school events for online publication or distribution that convey inappropriate or illegal behavior.
- Students may not use social media sites to publish information or remarks deemed to be disparaging or harassing toward school community members or that convey illegal or inappropriate activity.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon members of our community.

Failure to abide by this Policy, as with other policies at our school, may result in disciplinary action as described in the Handbook or as determined by the administration of the school.

Online Courses – All policies governing this Acceptable Use Policy extend to students who take online courses through our schools' partnerships with local colleges. Acceptable use covers the range of behaviors appropriate for all online courses and any additional components facilitated by our schools but not hosted on our school servers. Misuse includes, but is not limited to: deleting, copying, modifying, or forging others emails or homework; accessing others' email without their permission; using profane, abusive, or impolite language; disguising one's identity, impersonating other users, or sending anonymous email messages; threatening, harassing, or making false statements about others. The improper use of an email account, messenger client, and/or the threaded discussion area of Blackboard may result in removal from the course without refund. Inappropriate use will lead to disciplinary and/or legal action.

Copyright – Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is illegal, against the mission of The Schools of the Roman Catholic Diocese of Albany, and will result in disciplinary action.

Security – If a student identifies a security problem on the Internet, he or she must notify a faculty member (teacher or administrator) immediately. Students will not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log onto the Internet as anyone else will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

Privacy – Students should not reveal or post his/her home address or personal phone number or that of any member of the school to anyone on the Internet at any time. Electronic mail is not guaranteed to be private. Students should not send anything that he/she does not want others to read.

Vandalism/Hacking – Vandalism or hacking will result in cancellation of privileges. Vandalism includes, but is not limited to, destruction of hardware, software and peripherals, the creation or uploading of any computer viruses, and the downloading of unauthorized games. This includes, but is not limited to, attempts at gaining unauthorized access, willful damage to computers and peripherals, or changing on-line materials without permission.

Digital & Mobile Devices – Digital and mobile devices that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of The Schools of the Roman Catholic Diocese of Albany. Taking pictures, videos, or recordings of faculty members or students without their knowledge is a violation of this policy. The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action.

Cyber-bullying & Cyber-harassment – Cyber-bullying and cyber-harassment are not tolerated. Cyber-bullying is defined as willful and repeated harm inflicted through the use of any electronic device. Cyber-harassment involves threatening or harassing messages or posts which torment an individual. Students found to be engaged in cyber-bullying and/or cyber-harassment are in violation of the Technology Acceptable Use Policy and the Student Code of Conduct. Swift and appropriate will be taken, including but not limited to notifying local law enforcement.

Gaming – Gaming on campus is prohibited, unless under the specific direction of an instructor for educational purposes. Students found gaming without faculty approval and supervision will face appropriate disciplinary action.

Confidentiality - The school reserves the right to inspect and examine communications system used by our students at any time. When sources outside the school request an inspection of any communication system or files, the school will treat information as confidential unless any one or more of the following conditions exist: when approved by the appropriate school official(s) to which the request is directed; when authorized by the owner(s) of the media; when required by federal, state or local law; when required by a valid subpoena or court order.

Note: When notice is required by law, court order or subpoena, students will receive prior notice of such disclosures. Viewing information in the course of normal system maintenance does not constitute disclosure.

Sanctions - Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

### **CCHS Educational Electronic Device Policy**

With the expanded inclusion of electronic information gathering and dissemination in curriculum and New York State Education mandates, CCHS has transitioned to a 1 to 1 Chromebook initiative.

To enable each student to have an educational electronic device with them in school as more courses integrate technology usage into the curricula, CCHS has created a 1 to 1 Chromebook

policy, allowing students to use their own personal Chromebook in the classroom, retain the information on their device, and be able to continue with their studies at home with the material on their devices.

CCHS's Educational Electronic Device Policy does not replace but supplements the Albany Roman Catholic Diocese Internet Safety/Computer Use Policy.

To access CCHS wireless network, the student user will need to log on to the Student Network using a school assigned username and password. It is the responsibility of the student to keep the username and password confidential and to notify a teacher if they believe it is compromised. By logging on to the school's wireless network, the student agrees to the following:

“CCHS has a right to protect its network and technical resources. Thus, any network user who connects his/her own personal device to the school's network is required to adhere to the Albany Roman Catholic Diocese's Internet Safety/Computer Use Policy and CCHS's Electronic Device Policy. By logging onto CCHS's student wireless network, you agree to these conditions.”

### *Guidelines*

Students who use Chromebooks or any other electronic device at CCHS must register onto the CCHS wireless student network, and by doing so accept the following agreement.

“The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated either Diocesan or CCHS computer usage policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device in the building. Violations of any policy, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. The student complies with teachers' request to shut down the computer or close the screen. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school. The student may not use the device to record, transmit or post photos or videos of a person or persons on campus unless directly related to a teacher assigned project and with the permission of the person or persons being recorded. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher. The student should only use their device to access relevant material related to teacher assigned assignments. The student will use the CCHS Student Wireless Network. Use of 3G and 4G wireless or wired connections is not allowed. As a student, I understand and will abide by the above policy and guidelines and the Albany Diocese Computer Use Policy. I further understand that any violation of these policies may result in the loss of my network and/or device privileges as well as other disciplinary action.”

### **Loaner Devices:**

There are a limited number of loaner devices available in the Main Office to sign out in the event that a student's device is not in working order. Students may sign the devices out in the morning and use them for the day but they must be returned to the main office prior to 2:45PM. The administration reserves the right to limit the use of loaner devices if the student uses the program

on a daily basis. A notification will be sent to parents if a student starts to “abuse” the loaner program.

### **Uniform**

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

	Ladies	Gentlemen
T-Shirts	Plain, white, short sleeved	Plain, white, short sleeved
Polo Shirt	CCHS Polo Shirt	CCHS Polo Shirt
Quarter-zip (Mandatory from October 1 through April 1)	Navy blue	Navy blue
Shoes Students may not wear sneakers (except for PE), boots, or flip- flops.	Black Dress Shoe (must have back /closed toe) Moccasins and slippers are not allowed	Black Dress Shoes (oxfords, loafers, etc. – Not black boots)
Skirt	Gray Pleated (Skirts should not be rolled) (The skirt must be <i>no shorter</i> than approximately 2 inches above the knee) (Tights may be worn under the skirt)	---
Belt	---	Black
Pants Pants must be worn at the waist with a black belt.	Navy Blue or Gray	Gray
Socks	Knee High, Solid colors (black, gray, white, blue)	Solid colors (black, gray, blue)

Please Note: Skirts, pants, quarter zips and polo shirts are to be purchased from Student Styles. Student Styles can be reached at (518) 220-9244.

Without a quarter-zip, the polo shirt does have to be tucked into the skirt/pants.

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

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

Earrings may only be worn in the ear (Ear gauges, nose rings, and piercings other than in the ear are prohibited). The administration reserves the right to determine acceptability of earrings.

Tattoos should not be visible when the student is in uniform including sports uniforms.

All 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 touch the eyebrows, ears, or collar.

### **Identification/Proximity Cards**

Identification/proximity cards are to be worn everyday by means of a lanyard around the student's neck. The use of identification /proximity cards are for the safety of students.

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

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

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 Dress Down 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 during Advisory. These emergency situations accompanied by a note will not be counted as uniform infractions.*

#### **Consequences for Dress Code Violations:**

- #1: Warning
- #2: One Detention
- #3-5: Two Detentions per infraction
- #6+: 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.

### **Dress Down Days**

Dress Down Days are announced days when students may "dress down" and do not have to wear their school uniforms. 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 the shirt must 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.
- Yoga Pants, leggings or Jeggins are permitted. However, they should be appropriate for school, not transparent, undergarments not visible, etc.
- The administration reserves the right to determine acceptability of dress down clothing.

## **Consequences for Violations of Rules, Regulations, and Policies**

*Students are subject to progressive disciplinary consequences ranging from detention to suspension.*

General Guidelines:

1. Warnings/Reprimand (done within the classroom by the teacher)
2. Sent to office/Detention – the detaining of students after school hours under proper supervision. Detention must be served within 1 week of the disciplinary infraction being resolved.
3. Parent conference.
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 any time his/her actions warrant it, and to invoke any of the above penalties based on the circumstances.

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

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

The principal is the final recourse in all disciplinary situations and will 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.

# 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
Academic World Quest	9-12	none	students learn about global affairs and compete in an annual contest
All County Band	7-12	advanced musical ability	performs in 2 All County Music Festivals each year
Art Club	7-12	none	A place for interaction of art students from beginner to advanced through discussion, projects and demonstrations.



Audio Visual Club	7-12	none	Assist in the production of school assemblies such as masses, plays and sporting events
Blood Drive	10-12	16 to donate; volunteers are in grades 10-12	bi-annual blood drive conducted by the Red Cross and student volunteers
Crusader TV News (CTV)	7-12	Open to all students	Student written and produced weekly newscast
Future Business Leaders of America	9-12	none	variety of learning situations related to the business world.
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 <i>(*Average Requirement to Increase to 92% in 2019-20 School Year)</i>	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
Peer Tutoring	10-12	Member of NHS	students tutor other students in all academic areas
Peer Mediation	9-12	Desire to help solve conflicts	students are trained to be mediators
Phonathan	7-12	none	volunteers do clerical work or phone alumni
Ski Club	7-12	none	Six ski trips to Jimminy Peak in January and February. Involves a fee
Social Media Club	7-12	Open to all students	Help maintain CCHS social media presence, promote CCHS events

			on social media, etc.
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
VITA	11-12	Accounting students	Volunteer with Catholic Charities preparing taxes
<p style="text-align: center;"><u>Athletics</u></p> <p>Students interested in participating on an interscholastic sports team should see the Athletic Director for additional information.</p>	<p style="text-align: center;"><u>Fall</u></p> <ul style="list-style-type: none"> <li>• Boys' Cross Country</li> <li>• Girls' Cross Country</li> <li>• Golf</li> <li>• Football</li> <li>• Cheerleading (Football)</li> <li>• Boys' Soccer</li> <li>• Girls' Soccer</li> <li>• Girls' Tennis</li> <li>• Girls' Volleyball</li> </ul>	<p style="text-align: center;"><u>Winter</u></p> <ul style="list-style-type: none"> <li>• Girls' Basketball</li> <li>• Boys' Basketball</li> <li>• Cheerleading (Basketball)</li> <li>• Bowling</li> <li>• Girls' Indoor Track and Field</li> <li>• Boys' Indoor Track and Field</li> </ul>	<p style="text-align: center;"><u>Spring</u></p> <ul style="list-style-type: none"> <li>• Baseball</li> <li>• Softball</li> <li>• Boys' Track and Field</li> <li>• Girls' Track and Field</li> <li>• Lacrosse Girls</li> <li>• Lacrosse Boys</li> </ul>

## **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. No students will be admitted after 30 minutes after the start of an event for High School dances, unless arrangements have been made with a CCHS administrator prior to the day of the dance and they will end promptly at 10:00pm.
2. All students will remain tobacco, drug, and alcohol free at dances.
3. 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.
4. 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.
5. College students and those who have already graduated from high school that are 19 years old and younger with a signed guest authorization form by both parents/guardians are permitted to attend CCHS Dances.
6. 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
7. 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 the end of your fingertips when standing with your hands to your side), dress shoes, tops of dresses/blouses must be modest (covering the back, chest, and midriffs). No strapless tops are permitted.
  - c. No undergarments can be visible for male or female students.
8. Any questions regarding these guidelines or appropriate attire should be directed to a CCHS administrator prior to the date of a school dance.

## **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.

# **Catholic Central High School**

## **Extracurricular Participant 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 the 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 do not dress/participate in gym, 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. Permission to participate may be given by the Principal in unusual circumstances.
- Suspensions and Detentions: Students who are suspended (in-school or out of school) will forfeit participation in any school related activity for the duration of the suspension. Detentions received by the student must be served on the assigned day. The student should attend the activity after the detention and the coach/moderator will determine the penalty for missing that portion of practice.
- Unexcused Absences: These are typically those absences from an extracurricular activity that are for personal benefit, which could have been scheduled for a different time, including family vacations. The following will be the consequences for unexcused absences:
  - 1 – Warning

- 2 – Sit out first half of next game (contact made to Athletic Director)
- 3 - No longer be a member of that team, club, or activity. (contact made to Athletic Director)
- Exceptions to the attendance requirement must be approved by the Administration prior to participation.

“Exception” delineation:

1. Funeral
  2. Documented medical appointments (with a note)
  3. Pre-arranged college visitations
  4. School-related absences
  5. Acts of God
  6. Extenuating Circumstances as determined by the Administration
- Student participants will be expected to ride to and from activities on CCHS approved transportation. 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.

#### *Policies Regarding Academic Performance and Participation in Extracurricular Activities*

- 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 or ineligibility report. Students will remain ineligible until the time of the next report card or ineligibility report. Students may resume participation at the time of the report card or ineligibility report if they are no longer failing two or more subjects.

#### *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.

*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 2019-2020 school year.

We agree to observe all rules, regulations and policies as outlined in the 2019-2020 CCHS Student/Parent Handbook.

\_\_\_\_\_

Student Name (Printed)

\_\_\_\_\_

Grade

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent(s) Name(s) (Printed)

\_\_\_\_\_

Parent(s) Signature(s)

\_\_\_\_\_

Date

***Please return this signed acknowledgement to CCHS by Friday, September 13, 2019, along with the completed Blanket permission form on the back of this page.***

## Blanket Permission Form

Roman Catholic Diocese of Albany  
40 North Main Avenue, Albany, New York 12203

### MEDICAL CONSENT, PERMISSION AND RELEASE FORM – Extra Curricular

I, \_\_\_\_\_, am the parent or legal guardian of  
(name of parent or guardian)

\_\_\_\_\_ authorize the employees, representatives and chaperones of  
(name of student)

Catholic Central High School to obtain emergency medical treatment, should it be necessary, during my child's attendance and participation on **school sponsored day field trips during the 2019-2020 school year.**

I understand that I will be notified immediately should it become necessary to obtain emergency treatment. The person(s) who should be notified and the telephone number(s) are:

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

I consent and give permission for my child's participation and attendance in these activities. In consideration of my child's attendance and participation, I hereby, for myself my heirs, executors, administrators and assigns, waive and release any and all claims for damages I may have against CCHS, The Roman Catholic Diocese of Albany, New York, their representatives, chaperones, employees, successors and assigns arising out of any and all injuries by my child while participating in this activity.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(parent/guardian)

-----  
As a student of CCHS, I understand and agree to follow the rules and regulations as determined by the School and the Diocese of Albany for this activity. I also understand and agree that I will notify my parent or guardian at the time of any violations requiring my dismissal from the activity and that I will be sent home at my own and/or my parent's/guardian's expense.

Parent/Guardian

Student Participant

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

We are God's people sharing a responsibility to witness God's unconditional love and to bring Christ's healing presence to our world.