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**Central Catholic  
High School**  
Wheeling, WV • *est. 1865*

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## 2021-2022 HANDBOOK

A guide for students, parents, and faculty.

75-14th Street • Wheeling, WV 26003

Telephone: 304-233-1660 • Fax: 304-233-3187

Email: [WheelingCentral@cchsknights.org](mailto:WheelingCentral@cchsknights.org)

CCHS Web Homepage: [www.CCHSKnights.org](http://www.CCHSKnights.org)

Father Paul Mundumoozhikkarani, C.S.T. – Pastor

Fr. Joseph Wiley, Chaplin

Rebecca Sancomb – Principal

### CENTRAL CATHOLIC PRAYER

Good and Gracious Father, as we begin another school year let us remember that You are always with us. You created us in Your image and likeness. You give Yourself to us through the Holy Scriptures, and You live in us through the Holy Eucharist. Help us to see You in our teachers and fellow students, so that as we love You we also love each other. Thank you, Holy Father, for redeeming us through Your Holy Son and for sanctifying us through your Holy Spirit. In Christ's Holy name we pray. Amen.

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### SECTION I - GENERAL INFORMATION

#### I.A. - MISSION OF DIOCESE OF WHEELING-CHARLESTON

The Catholic school communities of the Diocese of Wheeling-Charleston are committed to providing quality education in the Catholic tradition for all students in a nurturing, Christ-centered

environment. We accompany families in challenging children to recognize, develop and share their God-given gifts and talents.

### **I.B. - MISSION OF CENTRAL CATHOLIC HIGH SCHOOL**

Rooted in our Catholic tradition and grounded by a caring, dynamic faculty and staff, CCHS strives to create a learning community that inspires honest thinkers, encourages innovation, fosters creativity, and enhances individual talents.

CCHS graduates will have the skills and knowledge to pursue the college and career of their choice, the confidence to be a leader, and the social conscience and compassionate heart to advocate for social justice in our world. Ultimately, a CCHS education prepares students to live a life where they “Think and Act Like Christ.”

### **I.C.- CENTRAL CATHOLIC HIGH SCHOOL HISTORY AND TRADITIONS**

Central Catholic High School’s roots extend deeply into Wheeling’s history beginning with the establishment of the Diocese of Wheeling in 1850. When West Virginia separated from Virginia during the Civil War, Wheeling became the state capital and the Diocese encompassed all the counties of the new state. Most Reverend Richard Whelan, first Bishop of the Diocese of Wheeling, founded the Classical and Mercantile College in Wheeling to educate young men. That same year, the Sisters of St. Joseph opened St. Joseph Academy for young women. The Classical and Mercantile College soon transitioned into the Cathedral Boy’s School. In 1894 the Cathedral Girl’s School merged with St. Joseph Academy in a new building on Fourteenth and Byron Streets.

The Cathedral Boys’ School changed to Central Catholic High School in 1895, and the boy’s and girl’s schools both flourished in Wheeling.

In 1960, the two schools collocated at the school’s present location of Fourteenth and Eoff Streets. The students, however, remained separated for classes until 1970 when Central Catholic became coeducational. Within the school, one can still see the different colored blocks, marking the separation of boys and girls at Central Catholic.

### **I.D.- ALMA MATER**

Throughout the years  
We shall always remember  
Our valley school  
May thy glories be told.  
Throughout the years,  
Possessed of hope and longing,  
We shall return in memory again.  
To find our strength and happiness forever  
CCHS teach us, again.

### **I.E.- MASCOT**

The Maroon Knights

### **I.F. - HONOR CODE**

**I will not lie, steal, or cheat, nor tolerate anyone who does.**

This simple statement embodies the character and integrity that Central Catholic High School strives to implement into all aspects of student life. Everyone at CCHS deserves a learning

environment in which they have trust and confidence in their peers. Central Catholic High School is committed to developing personal honor and integrity in its students so that they value their own efforts and respect the efforts of their fellow students. In living under and practicing the honor code, the student comes to understand that there is a definitive right and an absolute wrong; and learns to take the hard right rather than the easy wrong. In overcoming temptations to violate another's trust and confidence, the student begins to "Think and Act like Christ."

"So be imitators of God, as beloved children, and live in love, as Christ loved us." - Ephesians 5:1,2a

#### I.G.- NON-DISCRIMINATION POLICY

CCHS admits and does not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admissions policies, scholarship programs, athletic and other school administered programs, or access to all rights, privileges, programs and activities generally accorded or made available to students at our school.

#### I.H.- RELIGIOUS EDUCATION, LITURGICAL SERVICES, AND RETREATS

Non-Catholic students are welcome at Central Catholic High School. The non-Catholic students along with the parents/guardians understand and agree that Central Catholic exists to educate in the framework of Catholic values. All Central Catholic students, Catholic and non-Catholic students alike must take four years of Religion classes. They will participate (in the sense of respectful, courteous attention) in prayer at the beginning of each class, all liturgical services (mass and prayer services) and spiritual retreats scheduled during the school year. While requiring this of all non-Catholic students, Central Catholic shall make every effort to respect the religious tradition on the part of the student.

#### I.I.- SAFE ENVIRONMENT

Central Catholic High School understands the concerns for our students, faculty and staff to be in a safe and secure learning environment. We have gone through many measures to ensure our students are safe throughout the school day so that learning is our top priority. Diocesan policy mandates that any employee or volunteer having contact with minors must complete an initial training session and a criminal background check. Further every employee is required to complete and pass the Virtus course and then take yearly up dated training([www.virtus.org](http://www.virtus.org)).

Central Catholic faculty and staff are mandatory reporters of suspected child abuse and neglect. Reasonable cause to suspect that a child is neglected or abused or observation of a child being subjected to conditions that are likely to result in abuse or neglect will be reported to Child Protection Services and the Department of Safe Environment at the Diocese of Wheeling - Charleston.

#### I.J.- PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of Central Catholic High School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and of the students.

As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to

provide instruction to and set positive examples for their children both at home and in the community.

While Central Catholic High School encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, Central Catholic High School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Central Catholic High School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's Administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged by conversations/pictures on social media or in the public which are destructive to the school and reputation of the school or its employees or (2) that the parent/guardians have failed to provide the support, assistance, and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

### **I.K.- CENTRAL CATHOLIC HIGH SCHOOL BOARD OF ADVISORS**

The general purpose of the board is to advise the Designated Pastor, and Principal in connection with the operation and advancing the mission of the school. The board meets regularly and consists of the Pastor from each feeder elementary school and a representative from each parish that is served by Central Catholic.

## **SECTION II – OPERATIONS AND FACILITIES**

### **II.A.- STUDENT IDENTIFICATION (ID) CARDS**

Students are provided with a photo ID card at the beginning of the school year. Students must have the ID with them at all times for identification, lunch charges and student activities. Replacement ID cards are purchased at students' expense of \$5.00 in the front office.

### **II.B.- LOCKERS**

Students are **REQUIRED** to have a combination lock from CCHS on their lockers. Students will not be permitted to use any other lock. All students will be required to pay a \$5 locker fee. All locks must be returned to the school at the end of the school year or the student is responsible to pay a \$20 fee. No decals, stickers, padlocks, or keyed locks may be put on lockers. If a student damages a locker, the student is responsible for repair.

Personal items will be kept in lockers during class time. Food and drinks, other than lunch items, may not be stored in lockers.

School administrators may search any student's locker and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term, "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in this handbook.

**CCHS assumes no responsibility for lost or stolen articles, including textbooks. Please leave valuable items at home and lock up all other items in your assigned locked locker.**

### **II.C. - BACKPACKS**

Students will leave backpacks, satchels, and other similar items in lockers during the school day. Young ladies may carry small purses to classes.

## II.D.- EMERGENCY PROCEDURES

CCHS has a detailed crisis plan in place. Faculty have been in serviced, and students must follow faculty/administrative directives. Plans are posted in all rooms and periodic drills are held. In the event of an emergency, all entrances to the school will be sealed and no one allowed in under the advisement of the proper authorities. Procedural communications will be provided through the usual outlets as deemed prudent (Renweb parent alert system uses texts, email and voicemail to alert and notify).

## II.E.- FOOD SERVICES

Students may eat in the cafeteria before the first bell and during the lunch period. Eating is not permitted anywhere else without the expressed approval of a staff member.

Students will load money (check or cash) into their account before school, during homeroom, or after school at the office. Money will not be accepted in the lunch line.

Students will purchase their lunches using their student ID cards. If there is not enough money in the account, the student will be allowed a basic lunch on charge and the parent will be notified. A deficit of more than \$90.00 on their account or failure to pay on time will result in loss of charge privileges. No student with an unpaid lunch bill at the end of either first semester or second semester will be permitted to sit for exams until the bill is paid or payment arrangements have been made with the finance office.

Students who qualify for free/reduced lunches should have forms completed and returned to the school. Students are expected to clean up after themselves and return their trays to the designated place.

## II.F.- MOTOR VEHICLES/PARKING

Students may drive to school, but may not drive during school hours or return to their vehicles for any reason during school hours without administrator permission. Upon arrival at school, students should go directly to the building. All students driving to school must complete vehicle registration forms.

CCHS assumes no responsibility for damage, loss, or theft to student vehicles or possessions located inside the vehicle!

## II.G.- MEDICINE, ILLNESSES, AND ALLERGIES

All students who have allergies or need to take medicine on a recurring basis need to fill out medical forms indicating such information. Students who require medicine (allergies, for example) during the day will have their medicine(s) stored at the front office. Students with medication requiring refrigeration may have it stored in the second or third floor teacher's workroom refrigerators. Parents must notify the school of the student's requirement through the Diocesan form obtained from the office.

All medication will either be picked up or disposed of at the end of the year. No medication will be retained from year to year.

Students who become ill during the day will report to the office. A parent or guardian will be called to pick up the student.

## II.H.- DELIVERIES TO SCHOOL

Student instruction will not be interrupted to deliver items to students

## **SECTION III – ACADEMICS AND INSTRUCTION**

### **III.A.- PREPARATION FOR INSTRUCTION**

All students are expected to be seated at their desks with all necessary materials by the time class begins.. This is a demonstration of respect to themselves, their peers, and their teachers, allowing class time to be used for instruction.

### **III.B.- COURSE PLACEMENT**

Student placement in classes is carefully considered, synthesizing prior student progress, standardized test scores, teacher and parent recommendation, class availability, and student requests. Changing courses creates a ripple effect in everyone’s schedules and is not taken lightly. If a parent requests to override a course placement, it will be made to the principal in writing, signed by the parent, with an explanation as to why this will benefit the child. This, however, does not guarantee that the class will be changed.

### **III.C.- HOMEWORK AND STUDY HABITS**

Quality homework provides the extension, remediation and practice necessary to promote student learning. It reinforces classroom instruction and acts as an indicator of student progress. On average, a Central student will spend between two and three hours per night on homework. Students are expected to take homework seriously, completing each assignment thoroughly and thoughtfully.

### **III.D.- LATE WORK**

Turning in work late is a sign of disrespect to the teacher and yourself. Each class’s syllabus will explain more fully the teacher’s late work policy.

If assignments or class work are given when a student is absent, the student is allowed to turn in the assignment late for full credit. The number of grace days will equal the number of days absent. Long-term assignments are due on the date specified unless the student experiences an extended illness. Previously assigned work is due the day the student returns or it is considered late.

### **III.E.- INCOMPLETE GRADES**

If student absences result in an incomplete grade, that grade must be made up before mid-term progress reports of the next reporting period. Otherwise the incomplete will turn into a failing grade.

### **III.F.- SEMESTER EXAMINATIONS**

Examinations will be administered at the end of each semester in all classes. All students must take examinations in order to receive credit for each course. Exams are worth 20% of the final semester grade.

All Students are required to take exams at the times scheduled.

Seniors are eligible to be exempt from their second semester final exams. In order to be exempt seniors must be in compliance with the following:

1. During the first semester the student adheres to the attendance/tardy policy.
2. Second semester absences must not be greater than three days prior to the exam date for any reason other than school sponsored activities. The absences are for both Excused and Unexcused. Students must also be in compliance with the semester tardy policy.
3. Achieve a grade of an A minus or better in the class. Grade must be achieved one week prior to the exam date.

### III.G.- PROGRESS REPORTING TO PARENTS

Parents are expected to monitor their child’s academic and attendance records online. If a parent is unable to access the child’s grades, please contact the office for assistance.

Report cards are distributed electronically to students quarterly. In addition to the fall scheduled parent-teacher conference, parents are expected to email the teacher or arrange for a conference to discuss a concern. Additional conferences with the parent, teacher, guidance counselor, and the principal if required, may be arranged to discuss student progress.

Mid-way through each nine-week marking period, progress reports are sent to parents of those students who are failing, in danger of failing, or not working up to capacity in a particular class.

### III.H.- COMPUTING GRADE POINT AVERAGES

Grades are initially computed on a percentage basis using the following scale:

100: A+	94 - 99: A	93: A-
92: B+	86 - 91: B	85: B-
84: C+	78 - 83: C	77: C-
76: D+	70 - 75: D	69: D-      Below 69: F

#### Grade Point Average

In order to convert percentage or letter grades into the 4.0 scale GPA, letter grades will be assigned a 4-point value. Each course is assigned a course value and if the course is an honors, AP, or college-level course it will be weighted more than the standard courses

Grade Value:    A = 4    B = 3    C = 2    D = 1    F = 0    P = 0

- For a “plus” grade, add 0.3      For a “minus” grade, subtract 0.3

#### Course Values

- Physical Education and Health = 2
- Half credit courses completed in one semester = 2
- Full credit courses completed in two semesters = 4

#### Honors/AP Courses/College Courses

\* Note that one additional quality point is awarded to letter grades A-C for Advanced Placement Courses and College Courses. An additional 0.5 quality point is awarded to letter grades A-C for Honors Courses.

### III.I.- GRADUATION REQUIREMENTS

To receive a Central Catholic High School Diploma, students must earn 28 credits. These credits satisfy both state and school requirements and include:

- Mathematics – 4 credits (algebra I, geometry, algebra II required)
- Science – 4 credits (biology and chemistry required)
- English – 4 credits
- Religious Education - 4 credits
- Social Studies – 4 credits
- Foreign Language – 2 credits in the same language in consecutive years
- Physical Education - 1 credit
- Health - 1 credit
- Electives – 4 credits (this includes one credit for fine arts).

### III.J.- PHYSICAL EDUCATION CREDIT POLICY

Students are required to earn one full credit in Physical Education to meet the state requirement for high school graduation.

We have converted this one credit to four points, and these points can be earned as follows:

- CCHS Sport Participation- each participation in one complete sport season(may be same sport anytime during the four years) = two points (.5 credit). Note: Cheerleading for an entire year = four points (1 credit).

- \* CCHS Independent Physical Education = 2 points (.5 credit). Independent PE is offered as a nine-week CCHS course. Students have an option of taking it in the first or fourth quarter of the academic year.

**NOTE: ALL PHYSICAL EDUCATION CREDIT IS GIVEN A PASS/FAIL, NO LETTER/NUMBER GRADE.**

### III.K.- ADVANCED PLACEMENT COURSES

The College Board’s Advanced Placement Program enables students to pursue college-level studies and earn college credits as well as high school credits. Additional weight of 1.0 is added to a student’s grade in an AP course. All AP students are required to take the AP exam in order to receive the additional weight for the course. Exam fees are set by College Board; however, a minimum score on the AP exam is not required to receive the additional grade weighting. When considering a student’s enrollment into an AP course, the following facts are considered: grades in required prerequisite course, recommendation from the teacher of the prerequisite course, student desire, PSAT scores, grade point average, and the AP teacher’s discretion. AP courses are college level and require a serious commitment to completion of the rigorous course load.

### III.L.- HONOR ROLL

The honor roll, published at the end of each nine-week marking period, consists of “distinguished honors” and “honors.” The minimum grade point average required for each level is: Distinguished Honors - 4.000 Honors - 3.500.

### III.M.- NATIONAL HONOR SOCIETY REQUIREMENTS

Membership in the Stella Maris Chapter of the National Honor Society is an honor bestowed upon a student who meets the criteria set forth by the National Honor Society. To be eligible for

membership, the candidate must be a junior or senior, have a minimum cumulative GPA of 3.5, have outstanding character, be in good standing with school policies, and be able to document leadership positions and community service hours. A five-member faculty council, who are appointed by the principal, will review the applications and determine each student's eligibility.

Once selected, members are required to maintain a 3.5 GPA, volunteer for community service projects and demonstrate leadership and upstanding character qualities. Members must continue to abide by all school policies. If members fail to abide by these guidelines they can be placed on probation or expelled from National Honor Society.

### III.N.- SERVICE LEARNING PROGRAM

Each Central Catholic student is required to complete a minimum of 20 hours of service work outside the school day every year. Our goal is to foster the development of empathy, awareness, social responsibility, and a sense of caring for others as the students serve those in need. We hope students will discover their spiritual gifts so they may accomplish our mission, "To Think and Act Like Christ."

#### DEFINITION OF COMMUNITY SERVICE

Service is a genuine sacrifice on the part of the doer that involves compassion and effort over and above an act of kindness for family or neighbors. We give our time and talent in service to our fellow man as representatives of Christ. It is done for people to whom we owe nothing, and yet, because of our obligations as Christians, we owe everything. All service may be completed through a CCHS sponsored event, a Church sponsored event, through an approved non-profit agency, or an organization or community event that serves the marginalized of our community, especially the poor, sick, hungry, elderly, challenged, and youth. Examples of service are working our annual canned food drive, tutoring at Laughlin Chapel, preparing meals at the 18th Street Center, assisting the participants in the Miracle League games, participating in the numerous service opportunities presented at CCHS, etc. Service IS NOT babysitting, mowing our neighbor's grass, or cleaning out our grandparent's attic. These are things we should do for family or neighbors just because of our responsibility to them. Students should not receive any compensation for his/her service.

#### SERVICE LEARNING REQUIREMENTS

All service activities should comply with Catholic teaching.

Prior to any outreach, (unless it is an event promoted through Campus Ministry), the student will be required to gain verbal approval for that particular service from his or her religion teacher or the Campus Minister.

A contact person or supervisor must be provided for each student at a given placement. The student must be under adult supervision at all times. The student must receive proper orientation to the task they will be undertaking,

Within 30 days of performing the service, the student must 1). email the Campus Minister with the date, site, supervisor's name, activities performed, and the number of service hours completed, or 2). complete and submit to the Campus Minister the Service Learning Log. Any service hours submitted after the 30 day time frame will not be accepted.

Reflection upon service is a key element in the success of the service experience in the learning it produces. Reflection can be structured in a variety of ways from small group or classroom discussions, journaling, and reflection essays on given topics are a few of the possible methods.

Students will be required to participate in such reflection activities at least once a semester during their Religion class.

A student may begin accumulating his/her service hours during the summer. The expectation is that the student email the Campus Minister as the hours are completed or submit the Service Learning Log once school resumes in the fall.

All service hours must be submitted by May 1st. Any student who fails to complete their service hours may have their ability to participate in extracurricular activities suspended until the hours are submitted. The 20 service hours per year is also part of Central Catholic High School's graduation requirements. Failure to complete the service requirement will result in an incomplete grade in Religion and thus be reported as a failing grade. In the case of Seniors, failure to complete the required service hours will prevent the student from receiving his or her diploma.

Opportunities for service are announced and emailed to students on a regular basis.

At the Awards Assembly each spring, recognition is given to one member of each class for outstanding community service.

### III.O.- RESOURCE LEARNING PROGRAM

The Resource Learning Program is designed to foster success for students who experience difficulty with one or more academic area(s) due to different learning needs or have the need for academic accommodations.

The resource teacher works closely with the student, parents, and CCHS faculty to create and implement an education plan based on the student's needs.

The resource learning class is offered to qualifying students. In this class individual plans are designed for students to work on the essential skills to enable success in the college preparatory program.

### III.P.- FAILING GRADES

Students are expected to pass all classes. If a student fails an academic class, that student is expected to make up the class or credit in an approved summer school program. If the class is unavailable during the summer, the student may be required to take an alternate summer school class in order to make a class period available during the year to repeat the failed class. Students and parents will work with the guidance department and the principal to aid a struggling student to succeed.

### III.Q.- ACADEMIC PROBATION

A student whose semester GPA falls below 2.0 will be placed on Academic Probation and will be provided with a Plan of Improvement. A conference including the parents, student, teachers, guidance counselor, and principal will be conducted to outline and implement the plan. The student will remain on Academic Probation with close monitoring until the cumulative and semester GPA rise above 2.0. If either GPA remains below 2.0 after the next semester, consideration will be made as to whether Central Catholic High School is the best fit for the student.

### III.R.- STANDARDIZED TESTING

Standardized tests provide students and the school the opportunity to monitor students' academic abilities and progress in respect to normed standards, as well as compare their skills with students across the country.

As students look at colleges, they need to determine whether the college(s) requires SAT or ACT for admission, and plan to take the needed test. Testing dates and sites will be posted on the website and the counselors will also have the list in their office. It is the responsibility of college-bound

juniors and seniors to meet with the guidance counselor and arrange to take the ACT and/or SAT college entrance examination.

Freshmen, sophomores and juniors will sit for the PSAT- related assessments. Annually in October the freshmen are given the PSAT 8/9 and sophomores and juniors will take the PSAT/NMSQT. These assessments focus on the things that evidence shows matter most in college and career success. Further, these assessments improve student outcomes by offering free practice through Khan Academy, identifying students who are falling behind, and providing entry into the National Merit Scholarship Program.

Freshmen and sophomores will sit for the Terra Nova test annually in April. Terra Nova is a diocesan wide standardized achievement test designed to assess student achievement in specific academic areas.

Information from this testing can be used to identify students' strengths and needs in specific areas tested.

### III.S.- PROMISE SCHOLARSHIP

The Promise Scholarship is a merit-based scholarship offered to West Virginia residents. Eligible high school students may receive annual awards to help with tuition and fees at both public and independent institutions of higher learning. The West Virginia Higher Education Commission sets the award amount and determines student eligibility.

More information can be found at: [www.promisescholarships.org](http://www.promisescholarships.org) or contact the CCHS Guidance office.

### III.T.- STUDENT RECORDS

Central keeps complete and accurate permanent records of student attendance and academic progress. When a student transfers to another school, the school will provide a transcript of attendance, academic progress, test scores, and health records to the parents to submit to the new school.

No data will be released concerning any student to anyone other than the parent without written parent consent. Parents shall have full access to, and the right to challenge, the accuracy of their child's permanent record. No one except authorized school personnel and parents will have access to student data without either a subpoena or written permission of the parent or guardian.

### III.U.- TRANSCRIPTS

Requests for transcripts are made in the main office. There is a fee of \$5.00 payable when the transcript is requested. Seniors who are accepted at several colleges should request supplementary transcripts of final grades.

### III.V.- FIELD TRIPS

Classes will, from time to time, take field trips to enhance student learning. Because these are school-sanctioned events and students represent Central Catholic, students will wear their uniforms on these field trips. Exceptions to the uniform policy will be made depending on the field trip. A fee may be required to cover the expense of the field trip.

According to Diocesan Policy, "for any event considered a field trip, all drivers must be 21 years of age, with a valid driver's license, proper and current registration, valid and current license plates and must complete the Field Trip Driver Information Sheet. In other words, our students cannot be drivers on field trips.

## SECTION IV – STUDENT LIFE

#### IV.A.1.- ATTENDANCE

Central Catholic High School is responsible for all students registered to attend CCHS during school hours. Therefore, the following procedures have been instituted in order to ensure the safety and well-being of all students. The cooperation of students and parents/guardians is expected. Consistent, punctual, daily attendance is essential to the learning process. Any absence from class jeopardizes the acquisition of skills, the development of mature understanding, and knowledge that evolves from interaction between students and teachers and from student to student. For these reasons, CCHS has set the following policies concerning attendance:

1. Students absent 7 or more days in any one class during a semester or 14 days/periods in one class or more a year may have credit withheld and be required to attend summer school before receiving the credit. This policy will be followed for both excused and unexcused absences. Exceptions to attendance policy due to special medical circumstances may be made only by the administration and will require medical documentation and prior notification.
2. If a student is absent from school for any reason, he/she is not permitted to participate in sports or extracurricular events that may be scheduled that afternoon or evening.
3. All students must be present for every class. All absences, regardless of the circumstances, become a part of the student's permanent record. This document, including the attendance record, is used when providing references to colleges and prospective employers.
4. If a student is absent for 3 or more consecutive days a doctor's excuse must be presented when the student returns to school.
5. After four absences in one semester, a written notice regarding the attendance record of their child will be sent to parents that must be signed and returned to the Dean of Student Life.
6. After seven absences in one semester, a parent/student conference will be scheduled with the Dean of Students and the student may not be permitted to participate in any extracurricular activities and will not be permitted to miss class for any reason including school sponsored activities such as field trips.
7. School sponsored activities such as field trips are a privilege for students who are in good academic, conduct, and attendance standing. Students who have excessive absences for excused or unexcused reasons will not be permitted to miss class.

School attendance is a condition to obtain and retain a motor vehicle license. Unexcused absences will be reported to the West Virginia Department of Motor Vehicles and will be used in determining whether a student's operator's license or permit for the operation of a motor vehicle will be denied or revoked.

##### Absentee Procedures:

When a student is absent from school, the following procedure needs to be followed:

1. Parent/Guardian must call the school between the hours of 7:00- 9:00 am on the day of the absence (304)233-1660
2. The student or legal guardian of student who is absent needs to either contact the teachers by email or call the main office for missed assignments. Previously assigned work is due upon the student's return to school.

##### Excused Absence:

In all cases of excused absences, it is the sole responsibility of the student to make up all work assigned during the time of absence. Made up work must be completed within 3 days of the student's return to school or as stipulated by the teacher.

Excused absences include those for:

1. Student illness, substantiated by parents or guardians and acceptable to school.

2. Illness in the immediate family, with necessity of absence substantiated, and approved by the school office.
3. A death of a family member.
4. Pre-arranged absences that have prior approval of the Principal. Extended absences of more than 3 days need to have prior approval of the Principal.
5. Two college visits per year for seniors. College visits should be planned for non-school time whenever possible.

#### Unexcused Absence:

All assigned work that is missed due to an unexcused absence must be submitted to the teacher on the day the student returns to class unless otherwise noted by the teacher. Unexcused absences include:

1. Absences for which the school does not accept the excuse given.
2. Absences for which the school has not received a written excuse signed by a parent/guardian within three days of the student's return to school. A parent phone call is not sufficient to excuse an absence. Absence notes must be turned into the main office.
3. Absences, after the third consecutive absence, for which a doctor's written verification of treatment is not received within three days of the student's return to school. Students having a record of repeat unexcused absences may be placed on probation or dismissed from school.
4. The school does not sanction a Senior skip day. Students participating in such a day will face disciplinary measures.

### IV.A.2- TARDINESS

Students are required to be prompt to school and to all classes. Any student who arrives after the 7:30 start time is considered late for school and must report to the office, obtain an admit slip, and report promptly to class in session.

A student is considered tardy for class if they are not in their classroom when the bell rings to begin class. A tardy student will be marked absent unexcused if the tardiness is greater than 10 minutes. Teachers will report a tardy student to the Dean of Students by marking them tardy in their online attendance report.

The teacher may immediately issue a lunch detention to any student tardy to class. The Dean of Students will review daily attendance and issue the appropriate consequence for tardy students.

Consequences For Tardy Students:

1-2 tardies to school or any combination of classes during the day within one semester will result in a warning.

3-5 tardies to school or any combination of classes within one semester will result in the Dean of Students issuing an after school detention and notifying the parents.

6-9 tardies to school or any combination of classes during the day within one semester will not be permitted to participate in extracurricular activities on the day of the tardy, detention will be issued by the Dean of Student Life and parents will be notified.

10+ tardies to any combination of classes within one semester will result in the Dean of Student Life issuing a one day in school suspension and calling a parent conference to place the student on disciplinary probation that may result in suspension from all extracurricular activities.

The only exception to this policy is if a student submits a written doctor's excuse/ appointment slip that morning to verify the tardiness. The student will still be counted as tardy but the absence will be excused.

### IV.A.3 - TRUANCY (skipping class)

Any absence not accounted for by a parent is considered truancy. This is a very serious offense because it violates the trust that parents and the school have in the student. If a student is truant for part or all of the day, the student will be suspended from school. During the student's suspension, all assignments will be completed. The parents will be notified of the situation and a parent conference will be required. Both the parent conference and the completion of all assignments are required before the student is admitted back to class.

### IV.B.- STUDENT CODE OF CONDUCT

How students conduct themselves advertise the students' personal integrity and love for others. Our goal at Central Catholic HS is to teach the students to value their own honor and service toward others. Discipline is given as a means to help the student grow and mature in conduct, and as a way to provide accountability in the student for his/her actions. Only in this way can the school build a community of trust and respect. In order to achieve this environment where Catholic-Christian values are honored, academic excellence is pursued, and service, leadership, and character are molded, students and their parents must support the policies and regulations set forth in this handbook.

#### IV.B.1.- HONOR CODE

Students are expected to treat each other with respect and dignity at all times. Disrespect for others is disrespect for one of God's creations and therefore disrespect toward God.

Students are expected to treat faculty and staff members with respect and dignity at all times. Any action or speech that indicates disrespect toward another person will not be tolerated. This includes, but is not limited to, aggressive disrespect such as teasing, hazing, cut-downs, or fighting. Disrespect may also take a more subtle form but is just as offensive. This includes, but is not limited to, cyber-bullying, gossip, exclusion of a classmate, or targeted unfriendliness. The result of either form is pain and alienation of a student from the body of Central Catholic.

Weapons or hazardous materials are not allowed on the school grounds or to be stored in a student's vehicle. This includes fireworks or smoke devices. A weapon is defined as any item that could be used to harm another. This includes items that may otherwise be deemed as "toys."

Harassment, Hazing, Bullying and Cyberbullying will not be tolerated under any circumstance. Any offenders will be dealt with directly by school administrators. Examples include, but are not limited to, unwelcome contact or advances, requests for favors, inappropriate verbal, written, graphic, technological (including text messages or Internet) or physical conduct which causes discomfort or hurt to another person. Intimidation of a person via electronic media is also considered harassment. Sexual harassment may include any or all of the above with a sexual content.

Students are urged to confront those who cause the disrespect and indicate by conduct or verbal objections that the behavior is unwelcome and unacceptable. In many instances, disrespect flies "under the radar" and school administrators can only correct the problem when they are notified of it. Students are urged to immediately notify a staff member or administrator if he/she has been the object of harassment. No student should be subjected to harassment because of race, color, religion, age, sexual orientation or any other category protected by law.

Disrespect toward another person by a Central Catholic student will be dealt with in the appropriate manner. A student who commits an egregious act of disrespect may be dismissed from CCHS.

Bullying: is generally defined as a pattern of unwanted aggressive, intentional, or deliberately hostile behavior that may involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Bullying includes but is not limited to actions such as making threats, intimidation, assault, extortion, oral or written threats, cyber threats, teasing, name-calling, threatening looks or gestures, false accusations, hazing, spreading rumors, attacking.

Sportsmanship: School spirit binds current and former students to Central. It shows pride in the school and the players on the field, track, or court. Cheering on a CCHS player or the team provides a psychological support that may aid in victory.

Booing, taunting, or negative cheers toward the opposing player, team, fans, or game officials, is not acceptable. Cheers or chants that are obscene, mocking, or derogatory do not reflect the Christian spirit and will not be tolerated. The Principal will meet with any student whose behavior before, during, or after a game discredits or embarrasses the school in any way. The student will face consequences that may include suspension from school and/or suspension from future extracurricular events.

While Central Catholic can neither regulate the actions of its students beyond the school events, nor accepts responsibility for the students' behavior outside of the school hours, the behavior of Central Catholic students reflects on the entire student body, staff, and alumni of Central. Cases of misbehavior outside of school hours and events that adversely affect another person may result in disciplinary action by the school, up to and including dismissal. These include, but are not limited to: vandalism, assault, use or distribution of drugs or alcohol, harassing or bullying another student by any means (physical, verbal or through electronic media), or offensive conduct toward others.

Central Catholic High School reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff or administrators, brings discredit upon the school, the student body or school personnel.

#### IV.B.2.- ACADEMIC HONESTY POLICY

Central Catholic students are expected to behave with honor toward all members of the student body, the staff, and themselves. If a student finds him/herself having violated the honor code, full disclosure and complete honesty will demonstrate the maturity of the student. If confronted with an honor violation, the student is expected to admit to guilt and maturely accept the consequences.

Academic integrity must be upheld so all students feel confident that their own work is valued and respected.

The most serious forms of academic dishonesty include the theft and/or distribution of a test; theft of or tampering with a teacher's grade book or teachers' manuals. Such violations may result in a student's immediate dismissal. A serious incident of dishonesty or multiple cases of dishonesty will be recorded and reported in the student's permanent record and therefore transmitted to the next school attended.

Other very serious violations include, but are not limited to: copying or duplicating someone else's paper; providing prior year's notes or assignments; attempting to communicate information in any way during an in-class evaluation; obtaining answers from students who previously completed the assignment; looking at the assignment of another student during an evaluation; improper use of electronic devices i.e. chromebooks, cell phones, smart watches, etc., failing to properly give credit when the ideas, words, or works of others are used.

Violations such as these will automatically result in:

1. A zero for that particular assignment or evaluation,
2. Immediate notification of the parent,
3. Immediate notification of the Dean of Students,

4. Suspension or dismissal from leadership position in school activities, suspension from participation in school-sponsored activities including athletics, and/or loss of computer access at Central Catholic High School.

Repeated violations of the Honor Code may result in dismissal from the CCHS.

Individual teachers will clarify their expectations of test taking, citing references, cooperative work by students, etc. If a student is not sure how the Honor Code applies in a particular situation, it is the student's responsibility to clarify the questions with the teacher before turning in the assignment.

#### IV.B.3.- RESPECT FOR PROPERTY

In respecting others' property, including the school's property, the student should show respect for the other person and for the school. It is the responsibility of each student to respect and in some cases protect the property of the school and of others.

Stealing or vandalism cannot be tolerated. Stealing or serious vandalism may begin with a three day out of school suspension and the student will be expected to make restitution. If a student has broken the law in addition to school policy, police will be called in to investigate.

#### IV.B.4.- DISCIPLINARY CENSURE

In the classroom, teachers are responsible for ensuring a positive learning environment exists. Specific classroom expectations are given to students at the start of each course. These supplements agree with general school policies. Teachers are the first line of discipline in the classroom. However, in cases of repeated classroom misconduct or a single case of gross misconduct, teachers may refer the student to the Principal or Dean of Students for additional consequences.

#### FORMS OF DISCIPLINARY CENSURE

The range of consequences for misconduct in order of seriousness includes:

- Verbal warning or reprimand
- Individual student conference
- Parent conference
- Before school, lunch, and/or after school detention
- Saturday School
- Suspension from specific activities
- In school suspension
- Out of school suspension
- Probation
- Dismissal

#### IV.B.4.a - DETENTION

Detention is provided as a way to help students become accountable and responsible for their actions. Detention is intended to either reform or deter a student from violating the rights of other students, teachers, or from disturbing the general welfare of the school. The decision to issue detention cannot be contested by the Student.

• Lunch Detention will be served on the day given or, if the detention is issued in the afternoon, the next school day. The student will report to the designated faculty member in the cafeteria at the start of the student's lunch period with his/her detention slip. Lunch detention may

be issued for uniform infractions, tardiness to class, minor misconduct, littering, or other minor infractions of the code of conduct. Three lunch detentions will result in an after school detention.

- After school Detention will be served on the next scheduled detention day following the infraction. After school detention will be served on Thursdays beginning at 2:20pm and ending at 3:10pm. (The Dean of Students reserves the right to change the day of the week that the student will serve detention). After school detention may be issued for three or more lunch detentions issued, five or more tardies to class, disrespect toward peers, staff, or clergy, and other infractions of the Code of Conduct that the Principal deems serious enough for an after school detention. Five after school detentions will result in one in-school suspension.

- Before-school Detention will be served from 7 am - 7:25 am. Students will report to the Dean of Students. Before school detention will be issued for repeat handbook violations, in particular dress code offenses and tardies.

- Saturday am Detention will be implemented as needed. Students assigned to Saturday detention must report to school by 8 am and it will run until 10:30 am. Saturday detention will be assigned for repeated offenses. Students will perform light maintenance duties at school under adult faculty/staff supervision.

#### IV.B.4.b - SUSPENSION

Suspension is a serious form of disciplinary action. It may be the result of a single action or the culmination of a pattern of inappropriate behaviors. The suspended student will not report to classes and will not participate in any school extra-curricular activity for the duration of the suspension. A student who is suspended will automatically be placed on disciplinary probation.

Parents will be notified of suspensions, and conferences will be arranged prior to the disciplinary measures, if possible. The Principal will determine the length of the suspension. If a student is also an athlete, the head coach of the sport will determine any additional athletic discipline according to predetermined regulations. The student will be considered absent unexcused for the duration of the suspension.

- In-school suspension: The student will report directly to the Dean of Students for room assignment. The student will complete all assignments for the day in a separate location, will eat lunch in that separate location, and will be dismissed from that location.

- Out of school suspension: The student may be required to perform community service at a time and location indicated by the Principal for the duration of the suspension. The student is responsible for obtaining and completing all assignments during the suspension. The student will present all assignments to the teachers the first class after suspension.

For any suspension, if a student is unable to complete an assignment, such as a test or quiz, during the suspension, the teacher will arrange a time for the student to make up the assignment.

A suspended student may not participate in any extracurricular activities, sporting events, or practice while in suspended status. In addition, if a student is suspended for a Friday, the suspension holds for Friday evening and may include weekend school-sponsored activities at the discretion of the Principal. The parent and student will be notified if this is the case.

Suspension may be the consequence of the following offenses:

Disrespect for legitimate authority; vulgarity and/or profanity; fighting; possession and/or use of controlled substances; possession, display, and/or transmission of inappropriate photos and/or text messages using any electronic devices; possession and/or use of alcoholic beverages during school hours or at school activities; theft; cheating; lying; destruction of property; possession or use of tobacco products on school property or at school activities or while in uniform; skipping class or assemblies; activating a false fire alarm.

Suspensions may also be the result of a pattern of misbehavior and is given at the discretion of the school administration. Repeated cases of the above and/or a single extreme case of the above may result in expulsion.

#### IV.B.4.c - DISCIPLINARY PROBATION

Probation may result from a single action or a pattern of inappropriate behaviors. A student is placed on probation for a set period of time during which the student remains at Central Catholic High School on a trial basis. During this time, the student's behavior is closely monitored by the student's teachers, guidance counselor and administration. Conditions of probation are determined by the principal and dean of students. If a student violates the terms of probation, removal from Central Catholic will be considered. At the end of the probation period, a decision will be made by the school to remove or continue the probation status, or expel the student from Central Catholic.

#### IV.B.4.d - DISMISSAL

Dismissal is the most serious form of school disciplinary action. In the case of a grave offense against a person or property, a student may be permanently separated from the Central family.

Diocesan due process procedures will be followed. Within 72 hours of notification to students and parents, a hearing will be offered to the student and parents/guardian. Participation in the hearing will be limited to the student and parent/guardian, the principal, and one faculty member. At the hearing, the student shall be informed of the formal charges. The only issue will be whether sufficient cause justified the dismissal, not guilt or innocence. An appeal from the decision of the panel may be taken by the student to the Diocesan School Board only if evidence can be provided to dispute the culpability of the student regarding the action leading to dismissal. The appeal decision will be final.

Students are subject to immediate dismissal for the following offenses: Distribution of alcohol, controlled substances, pornography, or possession of weapons.

#### IV.B.5.- CONTROLLED SUBSTANCE POLICY

A CCHS student is expected to refrain from the possession, use and/or distribution of any prohibited, controlled, or illegal drugs, and/or paraphernalia, on campus or at school functions. Tobacco, alcohol, and drugs, and non-prescribed medications are recognized health hazards and are federally controlled substances.

Central Catholic High School cannot and will not condone their use by students entrusted to its care at any time. As stated previously, any action by a student that reflects negatively on the CCHS community may result in disciplinary action. CCHS students are viewed as representatives of Central Catholic even when not in uniform. Students' out-of-school behavior reflects their personal integrity.

Procedures for suspension and dismissal described in this handbook shall be followed. The school policy on tobacco, alcohol, and drugs comes from the Diocesan Policy Handbook.

**TOBACCO** -Use of tobacco products in the school building or at school functions is strictly prohibited by state law and diocesan and school policy. Incidents involving tobacco use make the student subject to disciplinary action. **This policy will also apply to any form of vaporizing products (i.e. vape pens).**

**ALCOHOL** - No alcoholic beverages shall be brought onto, carried onto, purchased, sold, or consumed on the property of Central Catholic High School or at school-sponsored events held at other locations. No student who is under the influence of such alcoholic beverages shall be present on school property or at school functions held elsewhere. **Violators of this serious regulation are liable to civil prosecution in addition to the school's disciplinary action.**

Parents of students violating this rule will be contacted immediately and proceedings initiated to determine the consequences for students involved. Any student who has in his/her possession, uses, or is under the influence of alcohol during school hours, or during attendance at school-related events, is subject to suspension and parental notification. All such incidents make the student subject to additional disciplinary actions by the Principal and may include dismissal.

Readmission to classes will be contingent upon the student's successful adherence to the disciplinary program defined by the Principal. Achievement or work performed by the student during this contingency period will be accepted only on a tentative basis. Failure to take part in such a program will result in additional retroactive suspension, i.e., any work or achievement accomplished by the student during the contingency period will be nullified.

If a student fails to complete satisfactorily any aspect of the disciplinary program defined by the Principal, the student will be dismissed from the Central Catholic Family.

**DRUGS** - Any student who has in his/her possession, uses, or is under the influence of any unauthorized substance (as defined by the Uniform Controlled Substance Act, West Virginia Code, Chapter 60A, Article 6, Section 605) during school hours or during attendance at school-related events, shall be suspended immediately, and parents will be contacted. Any student who gives, sells, delivers, or administers a controlled substance to any person (student, visitor, etc.) during school hours, within the school building, and/or at school-related events, will be suspended immediately, and parents will be notified. All such incidents make the student subject to additional disciplinary action by the principal and may include dismissal.

Readmission to classes will be contingent upon the student's successful adherence to the disciplinary program defined by the principal and dean of students and the student' and his/her parents' or guardian's willingness to take part in a drug counseling program. Achievement or work performed by a student during this contingency period will be accepted only on a tentative basis. Failure to take part in such a program will result in additional retroactive suspension, i.e., any work or achievement accomplished by the student during the contingency period will be nullified.

If a student fails to complete satisfactorily any aspect of the disciplinary program defined by the principal, the student will be dismissed from CCHS. School officials shall notify appropriate law enforcement officials of all cases of drug law abuse. This step is not discretionary; school authorities are required to report these incidents to the police. Note: Occasionally the school will ask that police dogs be used to search the school premises.

**Games and Gambling** Card playing, betting, and gambling are forbidden on school property. Any game or activity that disrupts the orderly atmosphere of the school, including the cafeteria, is also forbidden.

#### IV.B.6.- DRESS CODE - GENERAL

Central Catholic High School maintains the right to establish a policy of dress for its students. The outfits that students wear are uniforms in the purest sense of the word; they are uniform in nature so that the learning atmosphere is enhanced by a sense of unity and equality. The overall goal of having a dress code is to focus students on developing and strengthening their character instead of their wardrobe. The uniform of Central Catholic High School distinguishes its students from any other high school student. The care and wear of the students' uniforms demonstrate the pride in attending Central Catholic. A neatly dressed student in uniform shows the community that the student is proud to attend Central Catholic and that Central is a school of which the community can be proud.

The uniform dress code is in effect for all students from the time the student leaves home until the student returns home. Students who are not in proper uniform according to the dress code will be issued a lunch detention to be served that day or the next school day if issued after the lunch period.

Students will not be permitted to attend class or exercise any privileges until they are dressed properly.

When the infraction is brought to the student's attention the student is expected to:

1. Correct the problem immediately.
2. If the problem cannot be corrected immediately at school, the parents will be notified to bring appropriate clothing to the student or the student may be issued a loaner uniform for the day.

Students should never presume that they have permission to wear non-uniform clothing to school.

Any staff member noticing a student out of uniform should correct the student or send the student to the Principal for correction.

In all cases, the school administration reserves the right to interpret, determine and curtail unacceptable dress and hairstyle.

## HAIR

Young Men: Hair must be of moderate length, neat and clean at all times. Hair may not extend below the top of the collar nor extend below the eyes. Faces must be clean-shaven and sideburns may not extend below the earlobe. Mustaches and beards are not permitted. Ponytails of any kind are not permitted.

All Students: grooming must be neat and clean at all times. Unbecoming, bizarre, or distracting hairstyles/colors are not permitted. This includes a hairstyle that involves shaving or tinting any part of the head.

## DRESS UNIFORM

All students

All clothing must be in good repair. Students wearing clothing that is not hemmed, or is torn, frayed, faded, worn, stapled, pinned, or taped will be considered out of uniform.

Clothing may not be altered in any way, tapered, or rolled up.

Shirts and blouses will be tucked in so that the belt or the waistband is visible. Students must ensure that their shirts are long enough to be neatly tucked in and remain tucked in throughout the day. T-shirts and bras should not be visible due to writing or colors on the undergarments.

Pants and slacks will be worn around the waist or upper part of the hip. They must be of modest fit - neither baggy nor skin-tight.

Shoes will be leather dress shoes of black or brown. No canvas or plastic material. No extreme patterns or textures are permitted. The shoes will not have open toes or open heels. Shoe tops must be below the ankle bone. Heels may not exceed 1-1/2 inches. Examples of shoes not permitted include clogs/mules, boots, athletic-looking shoes to include Sketchers, Vans, moccasins, or boots. Boots may be worn to and from school in adverse weather. They will be replaced by dress shoes when in the building. Any questions regarding footwear should be addressed prior to purchase!

Jewelry - Only young women may wear earrings, pierced or otherwise, while in uniform. Jewelry on any student may not be distracting. A staff member may require that a student remove any distracting jewelry. Visible body piercing, other than earrings, is not permitted.

Outer garments in the building - Only the CCHS logo V-neck sweater, letter-sweater, vest, or blazer is permitted to be worn as part of the uniform inside the building. No hats, scarves, bandannas, jackets, coats, sweatshirts, fleece, or non-uniform sweaters are permitted to be worn in the building during the school day.

### Young Ladies:

- Skirt or skort - Charcoal gray, or maroon and gray plaid. The length must not be more than two inches above the top of the kneecap. This equals the width of a dollar bill.
- Slacks - Charcoal gray with no visible labeling, patch pockets, or decorations. If the slacks have belt loops, belts are expected to be worn with the slacks.
- Summer Uniform - Maroon or white polo shirt with the CC logo. This polo shirt will be worn during the first and fourth quarters of the school year with the uniform skirt or pants.
- Winter Uniform - During the winter months (second and third quarters) ladies will wear white oxford or maroon/white oxford stripe shirts; short or long sleeve. A CCHS sweater, sweater vest, or blazer must be worn by all students. No other outerwear is permitted in the school building.
- Socks or hose - Solid gray, maroon or white socks that come up to the knee; solid gray or maroon stockings. Leggings (spandex, cotton, or Lycra for example) are not permitted at any time. Only plain gray or maroon sweats or Central gray or maroon sweats are permitted under skirts to and from school.
- Fingernail polish - The color and design may not be loud or interfere with instruction. If told to change the polish, young ladies have until the next day to change to a more modest design and/or color.
- Make-up - Must not be excessive or interfere with instruction.

### Young Men:

- Slacks - Charcoal gray (material and color) slacks with no visible labeling, patch pockets, or decorations.
- Socks - Solid gray or black socks that are above the ankle-bone.
- Ties - Solid maroon, solid gray or striped maroon & white tie. Ties must be tied at the neck, tightened all the way to the collar, and worn with the top button of the shirt buttoned. The top button should not be visible. Button extenders may be worn.
- Belts - Modest brown or black with simple belt buckle. The end of the belt may not be excessively long or hang from either side of the body.
- Summer Uniform - Solid maroon or solid white polo shirt with the CC logo worn with CCHS slacks.
- Winter Uniform - During the winter months (second and third quarters) young men will wear white oxford or maroon/white oxford stripe shirts; short or long sleeve with a CCHS tie. A CCHS sweater, sweater vest, or blazer must be worn by all student. No other outerwear is permitted in the school building.

### IV.B.7. - DRESS DOWN AND DRESS UP DAYS

Students continue to represent Central Catholic and are expected to dress so that Central is proud of its Students.

Regular uniforms may be worn on these days.

Students should listen to school announcements concerning guidelines for casual dress days. Many dress down days will be Spirit Days and the student is expected to wear a shirt, sweatshirt, etc. that represents Central Catholic High School.

Athletic teams will be permitted one dress down day per season.

### General Guidelines

Clothing must be of appropriate and modest fit. Tights, leggings, jeggings, or other form-fitting garments are not allowed unless worn underneath a skirt.

No undergarments may be visible.

Clothing must not be torn/cut-off.

Clothing may not promote alcohol, drug, or tobacco use; or display vulgar, violent, or offensive language or graphics.

Casual slacks, jeans, or skirts of appropriate, modest fit may be worn. Females may wear modest-fitting capris or crops. No pajamas, lounge pants, shorts, or warm-up pants may be worn.

Skirts or dresses, if worn, must not be higher than mid-thigh; slits may not exceed mid-thigh.

All shirts must have sleeves. Cleavage should not be seen.

Athletic/tennis shoes, boots, and clogs/mules are acceptable. Soles and heels must conform to regular uniform shoe requirements. Flip-flops, defined as flat-soled, rubberized shoes, are not acceptable. Socks are optional on these days.

Consequences for noncompliance: Students who do not comply with the regulations for casual dress days will be considered out of uniform for the purpose of consequences. Students may also lose further dress down privileges.

#### IV.B.8.- PREGNANCY & MARRIAGE POLICY

With full awareness of the worth and dignity of every human person and of the sacredness of human life, CCHS provides support and counsel when a student experiences pregnancy and the serious decisions it presents. The purpose at all times is to help the young person to arrive at reasonable, life-affirming, morally correct choices in the situation.

Marriage of students enrolled at CCHS is not permitted.

#### IV.B.9.- SCHOOL DANCE POLICY

School dances provide an opportunity for students to socialize in a safe atmosphere. All students are expected to dress and behave in an appropriate manner. All dances hosted by Central Catholic High School are open to Central Catholic students and one guest only. (Guest must be high school age) Before each dance, students and one parent must have signed and submitted a dance contract. If the student plans to bring a guest, that guest must also sign a dance contract. To remain at the dance, the contract must be upheld on the part of the student and his or her guest.

The CCHS student is responsible for his/her guest's behavior. CCHS administrators consider the guest's speech, dress, and conduct as an extension of Central's student.

All school rules remain in effect. This includes the dress code for dress-up days.

Students and guests are expected to respect themselves and each other. Lewd and/or vulgar dancing or conduct is disrespectful, offensive and will not be tolerated. Dance chaperons may ask those who are not dancing appropriately to sit down for a period of time. In extreme cases, parents may be called to pick up the students.

Use of alcohol, drugs, or tobacco is not permitted. Before entering and departing the dance, all students will be subject to alcohol screenings.

If a positive reading is found in the course of a screening, the student will be immediately removed from the activity and the parents will be notified. The student will be subject to further disciplinary action as a result. If a guest registers a positive reading, both the student and the guest will be removed from the activity and parents will be notified.

Any violation of the dance policy will result in notification of parents who will be asked to pick up the student at the dance. It may also result in suspension of future extracurricular activities.

#### IV.B.10.- ACCEPTABLE USE OF ELECTRONIC MEDIA

The Technology Acceptable Use Policy and Chromebook Policy will be provided as a separate document prior at the start of the school year. It must be signed and returned to the school prior to the student receiving a Chromebook and having access to school networks, computer labs, etc.

#### IV.B.11.- CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Students may use personal laptops or tablets for academic purposes during class time only if approved by a faculty member.

Cell phones are not permitted to be on during the school day unless approved by a faculty member for academic purposes. If a student is found using a personal device during school hours without permission by a faculty member, the device will be confiscated, and the contents (including texts, pictures, and video) may be screened by the dean of students and the principal. Additional consequences will be issued depending on the infraction.

If a confiscated cell phone is required by the student for communication with parents after school, the cell phone will be returned at the end of the day. The student must check the cell phone in the office before first period each day for the remainder of the disciplinary period. Failure to complete detention or check in a phone will result in elevated disciplinary action.

Students are not permitted to wear headphones during the school day, unless given permission by a teacher for in classroom use only.

#### IV.B.12.- USE OF SCHOOL-OWNED TECHNOLOGY

The use of school-owned technology is a privilege afforded to the students to enhance learning. Technology can be used to teach technological skills, integrate various content areas, encourage critical thinking and problem solving, and develop ethical practices.

With the privilege comes responsibility. The staff will make every effort to provide a safe environment for students who access the Internet, but the student must also use the equipment correctly and appropriately. The following is the Diocesan Acceptable Use Policy that all students and parents will sign at the beginning of the school year. Students will not be allowed access to computers or receive a Chromebook until the agreement is signed. Students who violate the letter or the spirit of the policy will be subject to appropriate disciplinary action, including but not limited to suspension or revocation of computer privileges, withdrawal from computer courses (including yearbook) and notification of the withdrawal on the student's official transcript, or dismissal.

Recognizing the legal and ethical obligations to its students, Central Catholic High School takes its technological responsibilities seriously. It, therefore, retains the following rights and understands the following responsibilities:

To log network use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.

Remove a user account on the network.

Monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.

Provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Central-owned equipment and, specifically, to exclude those who do not abide by Central's Acceptable Use Policy or other policies governing the use of school facilities, equipment, and materials. Central reserves the right to restrict online destinations through software or other means.

Provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

#### IV.B.13.- INTERNET USAGE POLICY

1. Acceptable Use -The use of your account must be in support of education and research and consistent with the educational objectives of Central Catholic High School. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Students must not access social networking sites or gaming sites, unless under teacher supervision for an educational purpose.
2. Privileges - The use of the Internet is a privilege, not a right. Access to the Internet must be expressly permitted in any area of the school. Inappropriate use will result in a cancellation of those privileges. The system administrator and the Principal will deem what is inappropriate use, and their decision is final.
3. Unacceptable Use includes but is not limited to the following:
  - A. Giving out personal information about another person, including home address phone number, or e-mail address.
  - B. Accessing home e-mail accounts from school, signing up for home e-mail accounts, or using instant messages through the CCHS network.
  - C. Using the network for commercial or for-profit purposes or personal business,
  - D. Using the network for product advertisement or political lobbying
  - E. Intentionally seeking information on, obtaining copies of, or modifying files, photos, other data, or passwords belonging to other users, falsely represent or misrepresent other users on the network.
  - F. Disrupting the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
  - G. Installing or using a proxy server, or proxy server websites with the intent to bypass web content filters,
  - H. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system,
  - I. Transmitting hate mail, chain letters, mass mailings, harassment, discriminatory remarks, and/or other antisocial behaviors,
  - J. The unauthorized installation of any software, including shareware and freeware, for use on school computers,
  - K. Using the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network,
  - L. Downloading entertainment software or other files not related to the mission and objectives of Central Catholic High School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Central Catholic High School.
  - M. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or

distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

N. Use of the network for any unlawful purpose is prohibited.

O. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

P. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

Q. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

4. Copyright/intellectual property and identity - all sources obtained for student work must be properly cited. Transferring copyrighted material to and from school without the express permission of the owner is a violation of Federal Law.

5. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Do not reveal the personal address or phone number of students, teachers, administrators, or yourself.

Do not use the network in such a way that you would disrupt the use of the network by other users.

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

Be polite. Do not get abusive in any postings on the Internet.

When finished with a computer, log off.

6. Communications - Electronic and/or digital communications between students and teacher should be conducted solely for appropriate educational purposes and employ only school-sanctioned means. This includes teacher web pages, teacher school email, school phone number, and educationally-focused networking sites. Students should not have access to teachers' personal email or phone number. If a student contacts a teacher using personal numbers, e-mail or networking sites, the teacher will notify the Principal immediately.

7. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator or your teacher. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet and the computer labs.

8. Respect for other's property - Do not access, view, alter, erase, or damage another individual's account or disk/CD/DVD. Entering or attempting to enter someone's account is strictly forbidden and will result in cancellation of privileges.

9. Remote Access - Students accessing CCHS's web pages, Facebook page, or databases from a remote location remain responsible for complying with the terms of this policy.

10. Social Media - All standards in this handbook for appropriate behavior apply to students who subscribe to any public or private access Internet site including all social media. Consequences for students representing themselves or the school in a manner that is deemed inappropriate or in violation of any of the standards will be disciplined.

The name, "Central Catholic High School" or any form of it may not be used or associated with any unofficial social media Pages.

Central Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Central Catholic High School will not be responsible for any damages a student might suffer. These include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a student's errors or omissions. Use of any information obtained via the Internet is at the student's own risk. Central Catholic High School specifically denies all responsibility for the accuracy or quality of information obtained through its services.

#### IV.B.14.- CHROMEBOOK POLICY

Students at CCHS Catholic will utilize Google® Chromebook computers on the school provided wireless network. Chromebooks and school computers are strictly for educational use consistent with the educational goals of Catholic education and the school.

Each student receives a Chromebook and one (1) Chromebook charger. Until a receipt for purchase or ownership is issued by the school, all Google® Chromebooks® and charger remain the property of CCHS during the entirety of a student's career.

The Chromebook is for academic use. Only the school provided email address is to be used with the device. Students return the device at the end of 2nd semester each year for routine maintenance.

Students: (not following the policies can result in disciplinary action)

Charge the Chromebook at home and have it fully charged each morning.

May not unilaterally claim possession of a Google® Chromebook nor may they discard the device. The school may ask for the return, or review, of a Chromebook at any time for any reason.

Are not allowed to attach personal Chromebooks (or personal laptops/tablets) to the school network unless it is for academic purposes that are approved by the Director of Instructional Technology.

May not rent or sell a CCHS Google® Chromebook® to any third parties or other students.

Are to keep the Chromebook in their possession or secured in a locked classroom or locker at all times. If a Chromebook is found to be unattended, it will be returned to the Dean of Students and the student will receive disciplinary action.

Must not lend their Chromebook to other students and must not borrow a Chromebook from another student.

If the device is lost, damaged or stolen, the responsibility falls to the student to whom the device is assigned,

Must carry and transport the Chromebook appropriately on campus. The school-provided case it not to be removed.

Are entirely responsible for backing up their own data (lost or damaged data is not the responsibility of the school).

Should avoid use of the device in the Cafeteria while food or drink is being consumed.

Are not allowed to write on the Chromebook or school provided cases, have stickers applied to them, or to be modified or defaced in any way.

Must not remove, relocate, or write on the asset tag sticker on the Chromebook.

Are not allowed to create or use any administrative passwords on their Chromebooks.

Are not to open the Chromebook to attempt their own repairs, including attempting to change the battery.

Are not permitted to use a personal network to connect the Chromebook to the Internet (i.e. personal cell phone hot spots)

#### Chromebook Insurance / Repairs:

Chromebooks should be handled with respect and care. Inappropriate treatment of school Chromebooks is not acceptable and may result in reduction of technology privileges and disciplinary action.

Chromebooks are insured and a copy of the policy is available on the school's website.

Students are responsible for returning broken, damaged, or unusable Chromebooks to the school technology office immediately for inspection and assessment. Non-functioning devices are not an excuse for lack of participation in class or failure to complete assigned work.

Chromebooks that are unusable and need to be repaired will have a temporary replacement unit issued to the student.

CCHS has instituted an insurance co-pay for the Chromebooks. For the student's first and second incident there is no co-pay. Starting with the third incident requiring repair, the following fee schedule applies:

Third Repair- \$10    Fourth Repair- \$15    Fifth Repair and above- \$ 20 per incident.

This fee schedule is based on a single academic year and number of repairs does not carry over to the following year.

The insurance does not cover lost Chromebooks and therefore the student must purchase a new device through the school.

In cases of stolen Chromebooks, a police report must be filed in the jurisdiction of the student's residence with statements taken at the school. A temporary replacement will be provided to the student while the police investigation is underway. Once the case is closed, the student will receive a replacement Chromebook or be responsible for the purchase of a new one if it is determined that they did not provide adequate protection/security for the device. New Chromebooks must be purchased through the school.

If the student needs a 2nd charger for any reason, it is the student's responsibility to purchase one. There are a variety of retail outlets that sell chargers. If a student damages or loses their case they will be provided a new one and the cost added to FACTS.

**CCHS IS NOT RESPONSIBLE FOR THE LOSS OR THEFT OF ANY STUDENT PROPERTY**

#### **IV.B.15.- PRIVACY PROTECTION AND MEDIA RELEASE**

Student content, pictures, or media clips of students may be posted on the school's official website and/or official Facebook page. Student's personal information will not appear for the public and the student's full name and photo will not appear together.

#### **IV.B.16.- CO-CURRICULAR ACTIVITIES**

Co-curricular activities complete a student's high school life. Central offers a variety of activities in which students may participate that are athletic, academic, service, and career-focused. Every student is encouraged to participate in at least one co-curricular activity and support the others as fans or observers. If a student has a suggestion for an activity, he/she is encouraged to suggest it to the Principal, Guidance Counselor or Campus Minister for possible inclusion.

Interscholastic athletics at Central Catholic High School are governed by the rules and regulations of WVSSAC (West Virginia Secondary Schools Activities Commission) and OVAC (Ohio Valley Athletic Conference). All athletic programs and organizations are under the jurisdiction of the

Principal, with the Athletic Director responsible for the oversight and supervision of all aspects of the athletic program. The sports available at Central Catholic are based upon student interest and support as well as budgeting concerns. **ELIGIBILITY:** Students must meet the guidelines set out in the WVSSAC and Central Catholic in order to participate in all school athletic activities.

A student must maintain a 2.0 grade point average with all classes used in the computation of GPA. The student’s eligibility will be determined by her or his grade point average of the previous semester. Students who fall below the 2.0 minimum GPA at the end of the first and third quarters will be placed on academic probation and may lose eligibility status.

To participate in athletic events, students must be in school for the full school day on the day of the scheduled activity. If a student is late or absent for any part of the day on a game day, that student is not permitted to play that day. This “full day” policy includes leaving school for routine appointments. Students who have long-standing medical appointments, family funerals to attend, or other similar instances may be excused at the discretion of the Principal. Any request for exception must be made prior to the planned absence to the Principal.

Cross Country	Golf	Football	Soccer
Archery	Bowling	Volleyball	Cheerleading
Swimming	Hockey	Tennis	Basketball
Lacrosse	Track and Field	Softball	Baseball

### BELL SCHEDULE

#### Daily Bell Schedule

		DAY													
HOUR		A		B		C		D		E		F		G	
1	7:30-8:45	Period 1		Period 5		Period 2		Period 6		Period 3		Period 7		Period 4	
X	8:45-9:45	X		X		X		X		X		X		X	
2	9:45-11:00	Period 2		Period 6		Period 3		Period 7		Period 4		Period 1		Period 5	
3	11:00-12:55	1st Lunch 11:00-11:30	Period 3	1st Lunch 11:00-11:30	Period 7	1st Lunch 11:00-11:30	Period 4	1st Lunch 11:00-11:30	Period 1	1st Lunch 11:00-11:30	Period 5	1st Lunch 11:00-11:30	Period 2	1st Lunch 11:00-11:30	Period 6
		2nd Lunch 11:42-12:12													
		3rd Lunch 12:25-12:55													
4	12:55-2:10	Period 4		Period 1		Period 5		Period 2		Period 6		Period 3		Period 7	

#### Remote Learning Bell Schedule

		DAY						
HOUR		A	B	C	D	E	F	G
X	7:30-8:30	X	X	X	X	X	X	X
1	8:30-9:45	Period 1	Period 5	Period 2	Period 6	Period 3	Period 7	Period 4
2	9:45-11:00	Period 2	Period 6	Period 3	Period 7	Period 4	Period 1	Period 5
3	11:00-12:55	Lunch 11:00-11:40						
		Period 3 11:40-12:55	Period 7 11:40-12:55	Period 4 11:40-12:55	Period 1 11:40-12:55	Period 5 11:40-12:55	Period 2 11:40-12:55	Period 6 11:40-12:55
4	12:55-2:10	Period 4	Period 1	Period 5	Period 2	Period 6	Period 3	Period 7