

CENTRAL CATHOLIC HIGH SCHOOL



2012-2013 STUDENT HANDBOOK

## PURPOSE

This handbook sets forth Central Catholic High School's policies in the areas of academics, attendance, behavior, general policies, participation in co-curricular activities, and tuition payments. It lists and describes the school's administration, student services, boards, and associations, and provides specific information on bell schedules, school hours, and phone numbers.

Students and parents are required to read this publication carefully and keep it throughout the year for reference. Students and parents will be held accountable to these policies.

## NOTICE OF NON-DISCRIMINATION

Central Catholic High School admits students of any race, color, or national or ethnic origin to all of the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, scholarship and loan programs, and other school-administered programs. Likewise, Central Catholic High School does not discriminate against any applicant for employment because of race, color, national or ethnic origin, or gender.

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## I. MISSION AND PHILOSOPHY

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### 1-1 Mission Statement

Central Catholic High School is a college preparatory school committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.

### 1-2 Philosophy

The educational philosophy of Central Catholic High School is based on a Catholic faith response to the Gospel of Jesus Christ. Central Catholic focuses on the formation of the whole person by integrating spiritual, intellectual, social, and physical dimensions.

The spiritual dimension of each student's development is fostered through continued exposure to the love and saving power of Jesus Christ. Students are active participants in a community where Catholic beliefs, morals, and values are taught, professed, and experienced. All aspects of student life challenge students to deepen their beliefs and act upon them.

The intellectual dimension of the school provides a comprehensive Catholic education for secondary students. Central Catholic believes in the fundamental importance of academics, offering a curriculum that recognizes the uniqueness of each student. Central Catholic places an emphasis on college preparatory subjects in an environment that fosters academic excellence by nurturing reflective analysis and creative expression.

The social dimension of each student's education is both personal and communal. In response to the Gospel message, all members of the Central Catholic community nurture in each other the social skills and cultural awareness necessary for Christian community. Students will be morally responsive to family, parish, school, and the larger communities of city, country, and world.

Awareness of physical development and respect for one's body are integral dimensions of education. Students are taught their bodies are gifts from God and essential to Christ's plan of salvation. The school's curriculum and co-curricular offerings foster the students' understanding and care of their physical and emotional well being, helping them understand the value of a healthy lifestyle.

Central Catholic, an archdiocesan Catholic high school founded in 1939 by Archbishop Edward Howard, is a community of students, parents, faculty,

staff, alumni, and friends. This community shares the mission of educating youth from diverse economic, cultural, religious, and ethnic backgrounds. As a secondary school with specific religious, moral, and academic goals, Central Catholic is dedicated to educating students toward the fullness of life. The school embraces the Christian vision of redeemed humanity and the immeasurable value of each person lovingly created in the image and likeness of God.

### **1-3 Five Messages**

Central Catholic is a community of students, parents, faculty, staff, alumni, and friends. This community shares the mission of educating youth from diverse economic, cultural, religious, and ethnic backgrounds. The school embraces the Christian vision of redeemed humanity and the immeasurable value of each person lovingly created in the image and likeness of God. Central Catholic...

- is where students grow in faith, spirituality, service, and character
- has strong academics that will give students an edge when applying to colleges
- is an accepting, welcoming community
- has a wide variety of activities, athletics, and clubs making it easy to meet new friends and be involved
- is where you can be yourself

### **1-4 Integral Student Outcomes**

Central Catholic believes that the graduate should be competent in a variety of disciplines. Central Catholic's ISOs are the educational outcomes that it hopes all of its students will achieve by the time they graduate. The ISOs ideally set the direction for the school's educational and co-curricular programs.

#### **Faithful and Just**

All members of the Central Catholic community share the responsibility to foster the spiritual growth of our students. Our students will have experienced God personally and communally. At graduation, the Central Catholic student:

1. Understands that each individual is loved by God and by others.
2. Understands Catholic Christianity through the study of and reflection on Catholic teachings, tradition, and scripture.
3. Has developed a relationship with Christ through prayer, reflection, liturgy, retreats, and service.
4. Is able to discern and act with an informed Christian conscience.
5. Understands the principles of Catholic social teaching and lives them.

6. Understands Church and actively seeks to participate in the mission of Jesus and evangelization.

### **Academic Excellence**

Beyond acquisition of content knowledge and skills particular to each academic department, students will develop intellectual skills that go beyond the academic requirements for graduation and college admission. At graduation, the Central Catholic student:

1. Has mastered the skills required by each discipline and successfully completed academic courses required for graduation.
2. Is able to employ logical, critical, and creative thinking.
3. Is able to communicate concepts in written, oral, and artistic forms.
4. Is aware of contemporary issues and able to critically analyze issues and concepts.
5. Respects and appreciates other peoples, languages, and cultures.
6. Appreciates aesthetic values of the fine arts as vehicles for self expression.
7. Utilizes technology and resources to access, interpret, evaluate, and present information.
8. Has explored scholastic options and future careers.

### **Relational and Responsible**

Central Catholic High School has formed its graduate to respond to others in light of the social and moral teachings of the Catholic Church. The graduate has developed an awareness and acceptance of self and openness to others. At graduation, the Central Catholic student:

1. Respects all people regardless of gender, ethnicity, culture, religion, life experience, ability, sexual orientation, and socio-economic background.
2. Accepts responsibility for and appreciates personal relationships.
3. Expresses himself/herself freely and genuinely.
4. Listens and responds respectfully to others.
5. Is aware of and takes responsibility for sexuality as it relates to loving others.
6. Has experienced the benefits of the Central Catholic community and seeks to be a responsible and contributing member of society.
7. Is sensitive to the marginalized in society and demonstrates compassion for victims of injustice.
8. Exhibits leadership to make ethical decisions, use resources, and serve in light of social justice and Christian responsibility.

### **Healthy and Balanced**

Central Catholic believes that physical health is fundamental to effective learning and living a healthy lifestyle. The graduate has acquired knowledge

of health, safety, and fitness, and understands the importance of respecting and caring for his/her body. At graduation, the Central Catholic student:

1. Has learned that his/her whole being deserves respect and reverence.
2. Has become aware that physical, mental, social, and spiritual well-being is interdependent.
3. Has assumed responsibility for lifelong health of body, mind, and spirit.
4. Understands the benefits of participating in a variety of physical activities.

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## II. CAMPUS MINISTRY

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Campus Ministry is an organized and integrated effort on the part of the school to proclaim the Good News of Jesus Christ, to build up the Body of Christ in the community, and to promote Christian service.

Campus Ministry draws the entire community into responsible participation in the life, mission, and work of the Church. To accomplish these goals, Campus Ministry offers liturgies, retreats, and Christian Service.

### 2-1 Liturgies

Prayer, both individual and communal, is at the center of our Catholic faith. The Central Catholic community gathers together for prayer on a regular basis. On special days throughout the year (approximately once a month), the entire school community gathers to celebrate the Eucharist. Additionally, students will have an opportunity approximately once per month to attend a class Mass. Parents and friends are always welcome at any of the school liturgies.

The Sacrament of Reconciliation is available during Advent and Lent, as well as upon individual request throughout the year.

### 2-2 Retreat Program

Central Catholic offers multiple retreat experiences. Retreat leaders create an atmosphere of comfort, trust, and sharing so that students can explore issues of Christian identity, Christian relationships, Christian values, and Christian reconciliation. The goal is to provide an opportunity for students to listen and respond to the promptings of God's spirit in their lives and the life of the community.

Central Catholic requires all freshmen and sophomores to attend a one-day retreat. Juniors are encouraged to attend a weekend retreat called *Search*. Seniors may choose to attend an optional retreat held in the spring.

## **2-3 Christian Service**

The Christian Service Program is designed to help develop the students of Central Catholic High School into a people of compassion and knowledge, people committed to justice, and a people for others. During their four years at Central Catholic, students will provide service to the greater community of Portland and the world. The hope is that through service, the students will become aware of their responsibility to be of service to all. The development of community, both within and outside the walls of Central Catholic, is a vital goal of the Christian Service Program and Central Catholic High School.

All service performed for Central Catholic service credit must:

- I. Benefit people or an organization beyond the walls of Central Catholic.
- II. Be a pre-approved, non-profit group or organization that is in keeping with the values of the Catholic Church.
- III. Be completed outside the regular school hours.
- IV. Not be affiliated with political campaigns or groups.

Any student who fails to meet the semester Christian Service Requirement deadlines is ineligible to participate in any Central Catholic co-curricular activity (i.e., athletics, theatre, clubs, etc.). Eligibility for activities and athletics will be determined through an Individualized Service Plan created with the Director of Christian Service.

## **2-4 Christian Service Requirement**

Christian Service is a key aspect of Catholic education, and all Central Catholic students are encouraged to do more than the minimum requirements. The requirements for each specific class are listed below and must be met in order for the student to register for the subsequent school year and to satisfy the graduation requirement.

### **Freshman Service Hours**

Freshmen are required to participate in at least one School Sponsored Service Project during the school year. To complete the freshman requirement, the student has the option of performing an additional School Sponsored Service Project or requesting approval and performing ten hours of Independent Service. All service for the freshman requirement must be performed and documented between the first day of school and the deadlines listed above in the Requirement Guide.

### **Sophomore Service Hours**

All sophomores are required to participate in one School Sponsored Service

Project and ten hours of Independent Service. At least one of these two requirements must be performed and documented by the deadlines listed above in the Requirement Guide. Sophomores have the option of performing some or all of their Independent Service during the summer prior to the school year. A Credit Slip, documenting the student's summer service, signed by the on-site supervisor, parent(s) or guardian(s), and religion teacher must be submitted to the service coordinator on or before the deadline listed above in the Requirement Guide.

### **Junior Service Hours**

All juniors must perform twenty hours of Independent Service. Juniors have the option of performing some or all of their Independent Service during the summer prior to the school year. A Credit Slip, documenting the student's summer service, signed by the on-site supervisor, parent(s) or guardian(s), and religion teacher must be submitted to the service coordinator on or before the deadline listed above in the Requirement Guide.

### **Senior Service Hours**

All service performed for credit at the senior level must be direct service, benefiting the same marginalized person or group, such as the homeless, disabled, shut-ins, etc. Seniors must meet with the Director of Christian Service and contract for their service project by the deadline listed above in the Requirement Guide. Seniors have the option of performing some or all of their Independent Service during the summer prior to the school year. A Credit Slip, documenting the student's summer service, signed by the on-site supervisor, parent(s) or guardian(s), and religion teacher must be submitted to the service coordinator on or before the deadline listed above in the Requirement Guide.

## **2-5 Service Grading**

Students will receive a Pass (P) on their Progress Report and Semester Report Card when they meet the Christian Service Requirement.

Students will receive a No Pass (NP) if they fail to meet their semester Christian Service Requirement. A No Pass (NP) will be permanent on the student's transcript. The student must complete the past due requirement in order to receive a diploma. Upon completion of the past due Christian Service Requirement, a notation will be made on the student's transcript.

### Christian Service Requirement Guide

Grade level	Semester	Requirement	Due date
Freshman*	Fall	1 School Sponsored Project or 10 hours independent service	Jan 15, 2013
	Spring	1 School Sponsored Project or 10 hours independent service	June 4, 2013
Sophomore*	Summer	Approved independent hours	Sept 18, 2012
	Fall	1 School Sponsored Project or 10 hours independent service	Jan 15, 2013
	Spring	1 School Sponsored Project or 10 hours independent service	June 4, 2013
Junior	Summer	Approved independent hours	Sept 18, 2012
	Fall	10 approved hours independent service	Jan 15, 2013
	Spring	10 approved hours independent service	May 7, 2013
Senior	Summer	Approved independent hours	Sept 18, 2012
	Fall	Senior Service Contract	Oct 16, 2012
	Fall	10 approved hours independent service	Jan 15, 2013
	Spring	10 approved hours independent service	Apr 23, 2013
	Spring	Senior Reflection Paper	Apr 30, 2013

**\*At the Freshman and Sophomore level, students must do at least one School Sponsored Project each year.**

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## III. COUNSELING

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The Counseling Department offers a wide range of guidance and counseling services: academic, college, and personal. The counselors work as a team to address students' needs. Students are assigned a personal counselor alphabetically by their last name. The college counselor works with second semester juniors and seniors. To develop an ongoing relationship between student and counselor as well as provide consistent support to the student, students remain with the same counselor throughout their time at Central Catholic. Students may set up an appointment to meet with their counselor at any time by filling out a request form, which are located outside each counselor's office. Similarly, teachers and parent(s) or guardian(s) can initiate referrals by contacting the counselor.

Student whose last names begin with the following letters are assigned to the following counselors:

A-E:	Megan Bruce
F-La:	Molly Reuscher
Lb-Q:	Chuck Blicke
R-Z:	Melissa Stupfel
College Counseling:	Teri Calcagno

### **3-1 Confidentiality Statement and Duty to Warn**

It is the goal of the Counseling Department to offer students a safe environment in which to discuss personal issues. In some instances, Oregon State Law (Oregon Revised Statutes 419B.005-419B.45) requires the Counseling Department and all school personnel to report specific incidents. Examples, as provided by Oregon State Law are:

- I. Duty to report any behavior, suspicions, or student reports of physical abuse, sexual abuse, emotional abuse, abandonment, or neglect to the appropriate agency;
- II. Reporting information to persons outside the school when a student indicates that a crime involving the likelihood of significant personal injury or significant property loss will be or has been committed;
- III. Reporting to one or more specific persons or agencies after a written release of information form has been signed by the student and parent(s) or guardian(s) and kept on file;
- IV. Disclosing information deemed to be confidential when ordered to do so by a court of law.

### **3-2 Disciplinary Information to Colleges**

Central Catholic High School has a responsibility to honestly represent students in their letters of recommendation to colleges. In accordance with *The Statement of Principles of Good Practice of the National Association for College Admission Counseling*, Central Catholic is expected to report any significant change in a candidate's academic status, personal conduct, or qualifications that occur between the time of recommendation and graduation and if requested by an institution's application.

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## **IV. ACADEMICS**

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Central Catholic believes in the fundamental importance of academics, offering a curriculum that recognizes the uniqueness of each student. Central Catholic places an emphasis on college preparatory subjects in an

environment that fosters academic excellence by nurturing reflective analysis and creative expression.

Academic objectives in a college preparatory school depend heavily on work performed at school and at home. Homework for the Central Catholic student is not limited solely to written work; it also includes reading, studying, organizing notes into usable study form, and preparing for exams, projects, reports, or presentations. Students will generally require thirty minutes per class outside of classroom time for homework.

All students must be full-time students at Central Catholic and must take a minimum of six classes each semester. To graduate from Central Catholic, a student must earn 26 credits.

#### 4-1 Graduation Requirements

<b>Graduation Requirements</b>	
Religion	4 credits
English*	4 credits
Social Science	3 credits
Mathematics	3 credits
Science (Lab)**	3 credits
Foreign Language	2 credits
Fine Arts***	1 credit
Wellness	1 credit
Physical Education	1 credit
Technology****	0.5 credit
Electives	3.5 credits
<u>Christian Service Requirement*****</u>	<u>80 hours</u>
<b>Total</b>	<b>26 credits</b>
* Students must complete a thesis paper (junior year).	
** Students must complete a course in Biology and Chemistry.	
*** Requirement is satisfied by courses listed in the Fine Arts section.	
**** Technology credit requires students to pass the Integrated Computer Applications class by the end of their sophomore year. Students may waive this requirement if they pass a competency test.	
***** Students are required to complete 20 hours per year. A minimum of 10 hours must be completed within the first semester of each year. Excess hours performed are not transferable from year to year.	

Graduation requirements are stated in terms of “credits earned.” To graduate from Central Catholic, a student must earn 26 credits. Included in the list above are all of the requirements for a high school diploma for the State of Oregon and those specifically relating to the mission of Central Catholic High School. In addition, all students must complete 80 hours of Christian Service to graduate. Central Catholic High School will not grant high school credit for experiences prior to enrollment in the ninth grade.

**Graduate with Honors**

Students who graduate with a cumulative GPA of 3.80 and above after seven semesters will graduate with honors. This distinction will be noted in the graduation program and on the student’s diploma.

**4-2 Classes**

<b>Required Classes</b>			
<b>GRADE 9</b>	<b>Credits</b>	<b>GRADE 10</b>	<b>Credits</b>
Understanding Catholicism	1	Scripture	1
English	1	English II	1
World History	1	Mathematics	1
Mathematics	1	Science	1
Foreign Language	1	Technology	.5
Wellness/Physical Education	1	Foreign Language	1
Elective	1	Wellness/Physical Education	1
Christian Service 20 Hours		Elective	.5
		Christian Service	20 Hours
<b>GRADE 11</b>	<b>Credits</b>	<b>GRADE 12</b>	<b>Credits</b>
Religion III	1	Religion IV	1
English III	1	English IV	1
U.S. History	1	Government & Politics	1
Mathematics	1	Elective	4
Science	1	Christian Service	20 Hours
Electives	2		
Christian Service	20 Hours		

Students are required to be enrolled in a minimum of six credit classes each semester. Students will need to enroll in more than six classes for two years in order to meet the graduation requirement. Students may not be enrolled in more than one of the following per semester: office aide, teacher assistant, or study hall.

The minimum standards for many four-year college acceptances are: four years of English, three years of social studies, three years of mathematics through Algebra II, two years of a laboratory science, and two years of the same foreign language.

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

AP courses have been designed to meet or exceed the curricular requirements as established by the College Board. The curricular content is equivalent to an entry-level course in college. As a result honors points are given. AP tests are administered in May of each year. Students enrolled in AP classes are strongly encouraged to take the AP exam. Depending on the performance on these tests and the discretion of the college or university, students may receive college credit or advanced placement. Students will be charged a fee to take AP examinations.

#### **4-3 Homework**

Academic objectives in a college preparatory school depend heavily on work performed at school and at home. Homework for the Central Catholic student is not limited solely to written work; it also includes reading, study and preparation for exams, projects, reports, presentations, etc. In general, students should expect 30 minutes of homework per class outside of classroom time. A minimum of two hours of homework can be expected each evening. Homework is expected to be neat and completed in accordance with the directions given by the teacher.

Classroom and homework assignments are the responsibility of the student. Students should contact their teachers and check NetClassroom regarding missed homework and tests, and should expect to turn in the homework or take the test during the next class meeting. In extreme circumstances, such as hospitalization or long term illness of more than one week, the Attendance Associate will aid students in gathering information relative to missed work. In these cases, homework and tests must be made up within two weeks of the student's return to school. Each teacher decides the relative weight homework has for the final semester grade.

Late work not due to an absence will not receive full credit.

#### **Plagiarism Prevention**

Central Catholic High School uses the web service of [turnitin.com](http://turnitin.com) to allow teachers and students to check students' work for improper citation or potential plagiarism by comparing electronically submitted student work against continuously updated databases.

## 4-4 Grades and Report Cards

Grades are used as a means for measuring and reporting progress and achievement. Grades aid students in determining their individual strengths and weaknesses; they may also be incentives for greater academic growth. Academic grades are not directly dependent on behavior and are never lowered for disciplinary reasons.

### Grading System

Letter grades are assigned at Central Catholic according to the following scale:

A+, A, A-	Outstanding achievement
B+, B, B-	Good achievement
C+, C, C-	Satisfactory achievement
D+, D, D-	Minimum achievement
F	Failure

Additional letter marks:

P	Pass	Student has met minimum requirements.
NP	No Pass	Student has not met the requirements.
WP	Withdrawal/Pass	Student was passing at withdrawal.
WF	Withdrawal/Fail	Student was failing at withdrawal.
I	Incomplete	Student has done passing work but has been unable, because of illness or other unavoidable causes, to complete the work required for the course. An Incomplete must be made up within two weeks of the end of the semester for which it was issued.

All grades for teacher and office assistants will be either Pass or No Pass.

Grading Scale			
Percentage	Letter Grade	Grade Points	Honor Points
97-100	A+	4.30	4.80
93-96	A	4.00	4.50
90-92	A-	3.70	4.20
87-89	B+	3.30	3.80
83-86	B	3.00	3.50
80-82	B-	2.70	3.20
77-79	C+	2.30	2.80
73-76	C	2.00	2.50
70-72	C-	1.70	2.20
67-69	D+	1.30	1.80
63-66	D	1.00	1.50
60-62	D-	0.70	1.20
0-59	F	0.00	0.00

### **Honors Points**

Honors Points are awards to Honors and AP Courses. These accelerated classes are designed for self-motivated students and cover a greater depth and breadth of material than regular level classes. Students should expect more homework in these courses and will be awarded a greater weighting in their GPA based on the increased expectations.

### **Physical Education Participation**

Due to the participation nature of the class, students are required to make up missed class time. Students who are unable to participate due to medical reasons are expected to provide a note from their doctor to the Associate Principal of Academics. Depending on the nature and length of the condition, an alternative activity may be determined in consultation with the instructor or the course may be dropped to complete during another semester. In certain circumstances a waiver may be issued.

### **Grade-Point Average**

A student's grade-point average (GPA) is determined by dividing the total grade points earned by the number of credited courses carried for a given academic semester. Semester grades and GPA will be rounded up to the nearest 10<sup>th</sup> percent (Example: 87.45 rounded to 87.5).

### **Grade Reports**

All work completed during the semester counts toward the final semester grade. There are two school-wide progress-reporting periods during each semester at 6 weeks and 12 weeks. Progress Reports can be viewed on NetClassroom and an e-mail notification of their posting will be sent to parents. A permanent semester grade is issued for the fall and spring semesters (18 weeks). Semester Report Cards will be mailed home at the end of each 18 week grading period. The semester final exam grade will be on the semester report card but will not be included on a student's transcript.

### **"I" Grades**

An *"Incomplete"* is awarded when a student has not fulfilled course requirements for some unusual reason (e.g., personal illness). In such cases, the student is expected to complete the requirements within two weeks of the date that the Incomplete was awarded. An Incomplete becomes a failing grade if the work and tests are not completed within the prescribed time unless special arrangements are made with the Associate Principal of Academics and the teacher involved.

### **"D" Grades**

"D" grades in core courses may have a negative impact on college admission

requirements for Oregon University System schools (OUS), even though a “D” grade is a passing grade for Central Catholic. Be advised that colleges have different requirements and you are encouraged to be in communication with those colleges you are interested in attending.

If a student receives a “D” grade in a class needed for advancement or to meet OUS requirement for no less than a “C-” grade in a core subject area, the class may be repeated at Central Catholic or, with prior approval from the Associate Principal of Academics, the course may be taken from another approved institution. In this case only, will online courses be considered for approval. The class will be noted on the transcript, but will have no impact on GPA or credits.

### **Credit Retrieval**

A student who fails a required course must establish a plan with the Associate Principal of Academics to retake the class before the start of the next school year. The student’s counselor is available to help with this process. Depending on the course/situation, the student may repeat the class at Central Catholic or with the Associate Principal’s prior approval may take an approved evening school or summer school class. Classes taken over the Internet will not be considered for credit. In the case of credit retrieval, the original “F” will remain on the transcript and will be factored into the GPA along with the grade from the class that was repeated. It is the student’s responsibility to provide the school with an official transcript of all make-up work.

### **Credits for College Courses**

Occasionally students will take college courses while enrolled at Central Catholic. Students need prior approval from the Associate Principal of Academics. Credit will not be given on the Central Catholic transcript except in the case of credit retrieval. In this instance, a college level course of three or more quarter credits will be equivalent to a semester course (.5 credit) at the high-school level.

### **Grade Changes**

Semester grades are recorded on the student's permanent transcript. Any potential change of a semester grade must occur within one-year of the time the grade was issued. Grade changes must be verified in writing by the teacher involved and approved by the Associate Principal of Academics.

#### **4-5 Semester Assessment**

An assessment of student learning will occur at the end of each semester in each class. This assessment, in many cases will take the form of a final exam, but other assessment practices, based on the decision of the teacher, will be utilized as well. Through this process, students learn how to study, apply knowledge, develop critical thinking skills, and take examinations in preparation for college life. Final exams also provide a culminating learning experience. At the end of each semester, three to four days are allocated for this assessment. Students attend 90-minute assessment sessions of each of their classes with no more than three tests on a given day. Students who are teacher aides or have a scheduled study hall do not need to come to school during those periods.

#### **Final Exam Policy**

Students must take their semester (final) exams during the regularly scheduled time. The exam dates are listed on the school calendar. Semester exams will not be administered prior to the scheduled exam date and time. Seniors take their second semester exams in class prior to graduation. If a student has an unavoidable conflict for a serious reason other than illness, a \$20 make-up exam fee will be charged per class that is scheduled for a later testing date. Teachers do not have the authority to change exam times. Any student who requests an exception to this policy needs to contact the Associate Principal of Academics.

#### **4-6 Graduation**

Participation in the end-of-the-year senior events, particularly Commencement, is a privilege that must be earned by the student. Therefore, in order to participate in the Baccalaureate Mass and Commencement, a student must have earned the academic credits necessary to graduate, be in good standing with the Business Office, the Library, and the Dean of Students regarding behavior and attendance, and must have completed the Christian Service requirement. Students who have not met these requirements for graduation will not be permitted to participate in the end-of-the-year senior events.

Students who have failed to meet academic requirements for graduation may petition in writing the Associate Principal of Academics to participate in senior activities. Students who have failed to meet Christian Service requirements may petition in writing to the Director of Campus Ministry in order to participate in senior activities.

## **4-7 Student Support Services**

Student Support Services has been developed to support students' success. These services are designed to help those students with learning challenges succeed within the regular high school experience.

In addition teachers are available for extra help on class-related work by appointment for approximately 30 minutes before the first class of the day and 30 minutes after the last class. Appointments at all other times are made at the teacher's discretion.

### **Academic Assistance**

A student will be placed on Academic Assistance if she or he earns less than a 1.8 GPA or two "F"s during any semester grading period.

A student on Academic Assistance:

- I. Is ineligible to participate in co-curricular activities.
- II. Must attend a staffing with parents, counselor, teachers, and the Associate Principal to define a plan of assistance and expectations.
- III. Is asked to select a teacher mentor to help monitor the student's progress as well as provide encouragement and support.
- IV. Is required to complete a bi-weekly Grade-in-Progress (GIP) Form to aid the family in their communication with teachers about their student's progress. Dates for the GIP will be assigned from the Associate Principal of Academic's office. Failure to turn in the GIP in a timely fashion will result in at least one-half hour of detention.
- V. Is required to attend After School Study Hall a minimum of three days a week.

At the end of the semester of Academic Assistance, the student will either be removed from assistance if she or he meets a 1.8 GPA with no more than one F, or be dismissed from Central Catholic High School with an opportunity to appeal. If a student at a later date qualifies for Academic Assistance, he/she will be dismissed with an opportunity to appeal.

Any student who earns three (3) or more "F"s in one semester will be dismissed with an opportunity for appeal for re-admittance. If a student is on Academic Assistance for two semesters and fails to meet the grading criteria for a third semester, the student will be dismissed with no opportunity to appeal.

A Student whose GPA falls below 1.8 or has 2 "F"s during any grading period and who has a Learning Plan, will go before the Student Support

Team for Academic Review. The Student Support Team will determine the appropriate plan.

### **Academic Appeal Board**

The Academic Appeal Board is composed of the Associate Principal of Academics, a Dean of Students, a counselor, and two faculty and staff as assigned. The committee will convene as necessary and rule on issues related to academic dismissal of students. The decision of the committee is presented to the Principal for final approval.

### **Early Intervention at Progress Report Grading Periods**

As an intervention before Academic Assistance, students who have two "F"s or any combination of four "D"s and/or "F"s for the 6 or 12 Week Progress Report grading period will be required to attend After School Study Hall three days a week until the end of the semester. If this creates a hardship, the parents, student, and counselor may create a plan that provides a suitable intervention.

After School Study Hall is offered Monday through Thursday from 2:40 – 3:40 P.M. Students may use the time to study and review in a quiet environment, utilize the help of student tutors or see teachers for assistance.

### **Grade-In-Progress (GIP)**

The GIP is a form used to create communication among parents, teachers, and the student on a bi-weekly basis. This resource may be requested or mandated. It is the student's responsibility to obtain a GIP form located outside the counselor's office or the Main Office and check in with each teacher, take the form home to be reviewed and signed by a parent or guardian, then returned to the Main Office by the deadline. A GIP return schedule is developed yearly by the Associate Principal of Academics.

### **Mentor Teachers**

Students who have been dismissed from Central Catholic and are readmitted through the appeal process select a mentor teacher. The mentor teacher checks in regularly with the student and provides both academic and personal support to help the student be successful.

### **4-8 Scheduling and Schedule Changes**

Because each person is unique and has special needs in preparing for college and life, Central Catholic High School provides a variety of curricular options. Each spring, students forecast classes for the coming year. Because staffing and course offerings are based on the numbers generated by this

process, students and parents are expected to put serious thought into forecasting. Only changes that are needed to place the student at the appropriate level will be made after the forecasting process is completed. Students are encouraged to talk to parents and teachers regarding possible course selections. Time will be provided for students to meet with counselors to complete the worksheet and it will be referred to when discussing any future schedule changes. The forecast worksheet will be used as the official communication to Central Catholic about each student's curricular needs.

Schedule changes are discouraged. Therefore, students must choose their courses wisely. In the event students are placed in the wrong class level, they may request a schedule change. There are no schedule changes in the second semester except to drop a course and take a study hall. There will be no schedule changes based on teacher preference. To change a schedule, a student must:

- I. Obtain a Schedule Change Form from their counselor.
- II. Obtain signatures of the teachers involved in the change.
- III. Obtain parent/guardian signature as an indication of his/her approval.
- IV. Obtain the Associate Principal of Academics signature.
- V. File the Schedule Change Form with the counselor for approval and signature.

A schedule change is not effective until the Associate Principal of Academics and the counselor have approved the request and the student receives a printout of their new schedule.

### **Scheduling Process**

Students are encouraged to talk to teachers and their counselor to gain an understanding of the courses available, their ability to handle the course work, and their standing in relation to graduation requirements. Students and parents should discuss future goals and the classes they think would be most beneficial in meeting these goals. Student worksheets, with a parent signature, must be turned in by the designated return date. Students who turn in late or incomplete worksheets will jeopardize their chance to receive their first choice course requests since they will be scheduled at a later date. Once forecasting forms are collected, entered, and verified, schedules are sent home for confirmation. Students and parents should make sure that the courses selected are appropriate and meet the student's particular curricular needs.

If an insufficient number of students forecast for an elective course, the course will be dropped. In this case and when classes are full, counselors will look to

the alternate courses on the forecasting sheet to complete a student's schedule.

### **Drop Withdrawal Policy**

Students may change a class with the approval of teachers and parents, within a limited time frame to accommodate placement in the accurate level of a class. In this case, the change can only occur if there is space in the new class. No new courses can be added after the first week of classes in the first or second semester. However, dropping a class to take a study hall or level changes can occur up to six weeks in the first semester, but only through the third week in the second semester as long as the student still meets the six class minimum requirement. Students must complete a schedule change form for all schedule changes. The student will obtain the appropriate signatures of teacher, counselor, and parents; and return the completed form to the counselor before new classes can be attended. After the first week of the semester, a grade of WP (Withdrawal/Pass) or WF (Withdrawal/Fail) will be placed on the transcript when a student withdraws from a class.

### **4-9 Standardized Testing**

Students in grades 9 - 11 participate in National Testing Day in October. Copies of the test results will be kept in the student's academic file. The tests administered are as follows:

#### **Freshmen**

All ninth grade students take the EXPLORE test. The EXPLORE Program contains academic tests in four curriculum areas: English, mathematics, reading, and science reasoning. These tests are designed to measure student attainment of the curriculum-related knowledge and complex cognitive skills. The EXPLORE academic tests have a content relationship to both the ACT Assessment and PLAN. This test provides the school and the student with information needed to prepare for future academic and career success.

#### **Sophomores**

All sophomores take the PLAN test. The PLAN is designed to measure skills in four curriculum areas: English, mathematics, reading, and science reasoning. This test can provide an early indication of the student's educational progress in view of the educational and career options he or she is considering after high school. Students complete a pre-test survey of interests, plans, and needs before the test date in their Wellness II class. PLAN results are returned in the Wellness II class and used for career exploration purposes and forecasting. Results may also be used by students to prepare for the ACT (taken in the spring of their junior year). For students who would like to take the PSAT for

practice in the spring, arrangements can be made with their local high school or Central Catholic High School to take the exam.

### **Juniors**

All juniors take the PSAT. Test results are returned to students in their English class and may be used to help prepare for the SAT I. Counselors use the testing results from previous years to develop a post-secondary plan for each student. Students are encouraged to take the SAT I and/or ACT in the spring of their junior year. Registration materials are available from the college counselor. In the second semester, students begin working with the college counselor.

### **Seniors**

Seniors register to take the SAT I/II or ACT as needed. They are not required to be at school on National Testing Day, and are encouraged to visit a college campus on this day.

## **4-10 Communication**

### **NetClassroom**

NetClassroom is a secure online source for parents and students to view grades, attendance, assignments, and the most recent report card. Parents may also view billing statements.

### **Parent Teacher Conferences**

Parent Teacher conferences are an opportunity for parents to check in with teachers. Formal conferences are held in an arena format in both gyms twice a year: two days of conferences are scheduled in the fall and one evening in the spring. Teachers are available on a first come first served basis and should last no longer than five minutes. Students are welcome to attend the conference with their parents. Parents are encouraged to arrange a meeting to confer with teachers for an in-depth discussion of student progress. Parents may contact teachers at any time regarding concerns.

### **Policy for Addressing Student and Parent Concerns**

It is important for students to learn how to advocate for themselves in an appropriate manner and to deal with issues at the appropriate level. It is also important that the faculty, staff, and administrators at Central Catholic High School listen to student and parent concerns with attention and respect. If your son or daughter comes home from school with a concern about something that has occurred in a class or a co-curricular program, please follow the steps below:

- I. Listen carefully to what your son or daughter has to say.

- II. Bearing in mind that there are two sides to every story, ask the student to view the problem from the other person's point of view. Ask questions such as:
  - a. Does this seem to be a one-time problem or has it been building up?
  - b. Will a cooling-down period or night's sleep change your perspective?
- III. Ask your student to brainstorm ways to deal with the issue. Try not to tell them what to do. If the concern involves difficulty in understanding material in a class, have the student:
  - a. Set up a time to talk to the teacher to get more help. Teachers at Central Catholic High School are willing to meet with students outside class and are the people most able to help.
  - b. Ask the student to contact a "study buddy" to see if a friend's explanation can clarify the material.
  - c. If more help is needed, have your student see their counselor, who will work with the student on time management and study techniques, or arrange for NHS tutors. In addition, counselors may suggest effective ways for students to get help from teachers.
  - d. After talking to the teacher and counselor, if the student still feels that the issue has not been resolved or received the needed help, the student should see the Associate Principal of Academics.

If your son or daughter experiences a conflict with another student or an adult in charge of a co-curricular program, the process is similar.

- I. Have the student set up a time to talk to the other person. In most instances, an honest conversation will clear up misunderstandings or heal hurt feelings.
- II. If the student needs guidance or strategies for conflict resolution, have your son or daughter contact their counselor.
- III. If students feel they have exhausted all other avenues towards resolution, have them talk with a Vice Principal, Activities or Athletic Director as appropriate.

As a parent, if you have a question for a teacher or program director, please contact that person:

- I. Speak to the teacher or other adult directly, either on the phone, by e-mail, or face-to-face. You may leave a message for any teacher or

program director via Central Catholic's voicemail system. E-mail addresses are listed on the website, [www.centralcatholichigh.org](http://www.centralcatholichigh.org).

- II. If, after talking to a teacher, you feel the issue is still not resolved, call or e-mail the appropriate administrator.

Our experience demonstrates that the steps outlined above are the most effective, meaningful way to address the concerns which inevitably arise in school. Most of the time, bringing your question to the person(s) directly involved will lead to the answers or increased understanding.

#### **4-11 Student Records**

Central Catholic High School abides by the provisions of the Buckley Amendment. Non-custodial parents will be given access to the academic records and to information regarding academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

##### **Transcripts**

Transcripts are permanent records of all courses taken and semester grades earned while a student is at Central Catholic. This record is maintained by the registrar and represents the school's record of each student's academic performance. Student rank will not be listed on the transcript. Students must request to have official transcripts sent to colleges or universities. There is no charge for the first two transcripts. All subsequent transcripts will be \$5 each. Unofficial copies are also available upon request.

#### **4-12 Academic Honors and Awards**

##### **Honor Roll/Academic Awards**

Central Catholic's Academic Honor Roll is comprised of those students who earn a grade point average of 3.80 or higher. Each student who qualifies for honor roll after the first semester will be invited to the First Semester Academic Awards Ceremony.

##### **Valedictorian and Salutatorian**

The graduating senior with the highest cumulative grade-point average of the class at the end of the seventh semester is honored as the valedictorian of the class. The graduating senior with the second-highest cumulative grade-point average at the end of the seventh semester is the salutatorian of the class.

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## V. GENERAL POLICIES

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### 5-1 Assemblies

Periodically, students will participate in school assemblies and Masses as part of the school program. Students are expected to act appropriately during the assemblies and show courtesy and respect for guests. Students sit in assigned sections in the gymnasium. No food or drink is to be brought to assemblies. Backpacks are not allowed in the new gym for assemblies. Students are asked to leave their backpacks in lockers or their previous period classroom.

### 5-2 Bookstore

The bookstore is operated through the attendance office. Textbooks, PE uniforms, bus passes, and drama production tickets are sold through the bookstore. Classroom supplies are not available at the bookstore.

### 5-3 Bulletin Announcements

All student announcements are to be approved by an appropriate faculty member and submitted to the Main Office Staff by 3:00 p.m. on the day prior to publication in the *Daily Bulletin*. Announcements are restricted to school-related activities or events. Announcements are read daily.

### 5-4 Change of Address, Phone Number, or E-mail

The Main Office should be notified immediately of any change of address, phone number, or e-mail. This is essential to keep school records and mailing lists accurate and to enable the school to contact parents or guardians in the case of an emergency.

### 5-5 Computer/Internet

The school has the right to intervene with writings and postings on internet blogs, e-mails, instant messages, etc. that contain harassing or threatening statements or references to illegal activities. It is not appropriate for students to use the Central Catholic name, post pictures of Central Catholic faculty or staff, or make derogatory comments about faculty or staff.

### 5-6 Dances

Dances are for Central Catholic students and invited guests. All participants are expected to observe Central Catholic's policies and procedures. Inappropriate sexual dancing will not be allowed at Central Catholic High School. Students who choose to dance in this manner will be removed from the dance without warning, and parents will be notified. There will be no refunds for students removed from the dance. Students not dressed

appropriately will not be allowed to enter the dance. Dresses and skirts need to be an appropriate length and cleavage should not be visible.

Each Central Catholic student may invite no more than one guest, and they must not be over twenty years of age. The Central Catholic student and family assume responsibility for their invited guest. Guest passes must be turned in by the deadline to secure guest approval.

All students and guests must present a school ID or valid picture ID card upon admittance. The Central Catholic High School dress code applies to dances. Once students leave the dance, they may not return. When students leave the dance, they must leave the site immediately. All dances are from 8:00-11:00 p.m. and there will be no admission after 9:00 p.m. Prom is a formal dance. Central Catholic reserves the right to deny admission to any person.

### **5-7 Dress Code**

Students and parents share the responsibility for proper dress and grooming. Students are responsible to the school community for their appearance and cleanliness. Since the school has the duty of presenting and maintaining a serious educational environment, the following guidelines apply while students are at school (including exam days) and at school functions:

Students are to dress and groom themselves in a manner that is modest, clean, and appropriate for school. Clothes must be clean, and may not be torn or frayed. The style, cut, fit, and fabric of all clothing and jewelry must be appropriate for the school environment and must not be a distraction in or out of class. Students will be sent home if out of dress code. If this occurs, the absence will be considered unapproved.

#### **I. Shirts and Tops:**

- a. Must come to the clavicle (collarbone). Neckline should come no lower than the collarbone. Cleavage must not be visible.
- b. Must be of a length that can be tucked in. Midriffs must be fully covered at all times.
- c. Must have sleeves. No sleeveless shirts or tank tops are allowed.
- d. Cannot be sheer, see-through, or revealing.

#### **II. Shoes:** Open-toed shoes are not allowed in science labs.

#### **III. Shorts and Skirts:**

- a. May be no more than three inches above the center of the knee.
- b. No cut off shorts may be worn.
- c. Cannot be sheer, see-through, or revealing.

- d. Leggings, tights, or workout pants need to be covered with the appropriate length skirt or shorts.
  - e. Skirts must be loose fitting and not body tight.
- IV. **Pants:**
- a. Pants may not be sagging, and boxer shorts (underwear) must not be visible.
  - b. Pants must be loose fitting and not body tight.
- V. **Professional Dress Days:** Student will be required to dress up on liturgy and special school assembly days. The two assemblies for which liturgy dress is mandatory are the Rose Festival Court Member Selection and the Senior Awards Assembly. Students are to remain in professional dress the entire school day.
- a. Boys' professional dress includes dress pants or slacks, a collared shirt and tie, and appropriate dress shoes; no hats or hooded sweatshirts. **Shorts are not to be worn on dress-up days.**
  - b. Girls' professional dress includes dress, skirt outfit, or dress pants and blouse with appropriate dress shoes; no hats or hooded sweatshirts. **Shorts are not to be worn on dress-up days.**
- VI. **Shirts** with inappropriate graphic images may not be worn to school. Any clothing or jewelry that is imprinted with foul or obscene language or that promotes drugs, alcohol, sex, gang affiliation, satanic worship, etc., is inappropriate and is therefore forbidden. Any clothing or apparel with self-applied graphics may be deemed inappropriate, and is subject to approval by the Deans of Students.
- VII. Gang-related clothing may not be worn.
- VIII. Tear-aways, fringed clothing, and trench coats are not allowed.
- IX. No pajamas or slippers are allowed.
- X. The wearing of hats in classrooms is subject to the discretion of teachers.
- XI. Hair (including sideburns) must be clean, neatly combed and must not interfere with eyesight. Hair must be a natural color. Moustaches and beards may be worn if neat and trimmed. Fad haircuts and colors are contrary to the spirit of this dress and grooming code and may be inappropriate.
- XII. Piercing: Only ear and nose piercings are allowed. Nose piercing is limited to a single, small stud or ring. No large rings, chains, or studs are allowed in the nose. No other piercings are permitted.
- XIII. Tattoos may not be visible at school or any school-related activity or event.
- XIV. Sunglasses may not be worn in the building at any time.
- XV. Physical Education uniforms and weight training uniforms may not be

worn outside of the athletic area.

XVI. The dress code is in effect at all school-sponsored events.

The Deans of Students will make the final decisions as to the appropriateness of dress and grooming.

## **5-8 Electronic Devices**

### **Cellular Phone Use**

Use of cellular phones is allowed only during passing times and lunch for phone use only (music and video games are not allowed during school hours). During class time, phones may be used for instructional purposes at the discretion of the teacher. If not authorized by the teacher, phones should be turned off (not placed on silent or vibrate mode) and put away. If a student has their cell phone out or is found using a cell phone in the classroom or in the library, without the permission of the teacher, it will be confiscated and the student will receive detention. Additional offenses will result in disciplinary action.

Due to concerns about privacy, the camera and video function is not to be used without permission on school grounds. Students using the camera function during exams or quizzes will be subject to an integrity violation. (see Section 8-4)

### **Other applications and devices**

Central Catholic High School recognizes the educational value of many electronic devices and therefore these devices may be used for instructional and/or educational purposes. However, portable music devices and handheld video games (including those features on a phone) may not be used for non-instructional or non-educational purposes are prohibited during the school day (including lunch and passing times) unless given permission by the teacher.

If a student is found using a portable music device or handheld game during the school day, it will be confiscated and the student will receive detention.

Central Catholic High School does not assume responsibility for the loss, damage, or theft of any device brought to school.

## **5-9 Field Trips**

Prior to any class-related field trip requiring that a student miss classes, the student is to obtain permission slips from the teacher who is organizing the field trip. There are two (2) field-trip permission slips:

- I. Archdiocese Permission Form, to be filled out by the student's parent and returned to the field-trip organizer. This form will be carried on the field trip to provide emergency medical and insurance information.
- II. A Central Catholic permission form, to be signed by a parent, the teacher, and/or the Dean of Students, and by those teachers whose classes the student will miss.

Completed forms must be returned to the Dean of Students at least one (1) school day before the event. Failure to follow this school procedure will require the student to remain at school during the field trip. Students will not be allowed to transport other students.

### **5-10 Food and Drink**

No food or drink will be allowed in the classrooms, hallways, or on Harrington Field. Food and drink are to be consumed only in the cafeteria, lower level of the school building, in designated classrooms during lunchtime meetings, and in senior hall (only on the linoleum during lunch). These areas are to be left clean and litter-free, whether they are used before school, at lunch, or during the school day.

### **5-11 Fundraising Policy**

Groups or organizations conducting fundraising activities that benefit the students and programs at Central Catholic High School must have clearance for the fundraising activities from the Director of Development. No fundraising activities other than the Annual Appeal should take place from mid-September to early-November.

### **5-12 Gum**

Gum is not allowed.

### **5-13 Gyms/Locker Room/Weight Room**

Students may only use these facilities when an adult supervisor from the school is present. If a student is in one of these areas without supervision, the student is to leave the area and not use that facility until a teacher, coach, or administrator is present. A student may ask school personnel to supervise that area. If the staff member agrees, he/she is responsible to be present at all times during use.

### **5-14 Hall Passes**

Students are to be in their assigned class during the entire class period. Students will be required to have a hall pass in order to leave the classroom.

Students must use the hall pass section in the back of the student planner. Students should not be released from class to go to the bathroom except in obvious emergency situations.

## 5-15 Harassment/Bullying

Central Catholic High School is committed to providing an educational environment that is free of all forms of harassment, intimidation, and bullying including cyber bullying. As described in our ISOs, students are expected to be relational, open to others, and respect each other in accordance with the social and moral teachings of the Catholic Church. Disrespect or behavior that creates an unsafe learning environment will have disciplinary consequences.

Harassment is *unwanted* nonverbal, verbal, written, graphic, or physical behavior directed at an individual or group on the basis of race, color, or sex, or *unwelcome* behavior of a sexual nature.

What makes harassment illegal?

- I. The behavior is *unwanted* and/or *unwelcome*.
- II. The behavior causes harm or is severe in nature.
- III. The behavior is repeated, pervasive, or persistent.

Harassment may be based on but not limited to the federally protected class status of a person. "Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability. (ORS 339.351-339.364)

Bullying is a form of youth violence; aggressive behavior that is intentional and involves an imbalance of power or strength. Although definitions of bullying can vary, most agree that bullying usually includes: attack or intimidation with the intention to cause fear, distress, or harm that is either:

- I. Physical (hitting or punching)
- II. Verbal (name calling, teasing)
- III. Psychological (rumors, social exclusion, relational aggression).

Harassment, intimidation, or bullying is defined as an act that:

- I. Substantially interferes with a students' educational benefits, opportunities or performance.
- II. Takes place on or off school property, or at school events.
- III. Has the effect of:
  - a. Physically harming a student or damaging a student's property;

- b. Knowingly placing a student in reasonable fear of physical harm or damage to the student's property;
- c. Creating a hostile educational environment, including interfering with the psychological well-being of a student.

Examples of inappropriate student interactions would be:

- I. Bullying and harassment including physical, verbal, nonverbal, and/or relational;
- II. Intimidation including physical, verbal, nonverbal, and relational.
- III. Hazing including initiation rituals;
- IV. Sexual behaviors including using sexual language, inappropriate touching, and/or sexting;
- V. Cyber bullying including the use of any electronic device to harass, intimidate, and/or bully.

Cyber bullying is the use of technology to harass, humiliate, or threaten someone.

Sexting is sending, receiving, or being in possession of sexually explicit or sexually-suggestive images or video via a cell phone or computer.

Students found to be violation of the anti-harassment policy will be subject to disciplinary actions as specified in the Behavior Policies (Section 7) of the Student Handbook. Students who retaliate will be subject to further disciplinary actions.

#### **Procedure for Reporting Bullying/Harassment**

Students who are being bullied or harassed or have witnessed such an incident should report the incident immediately to a staff member (i.e. teacher, counselor, administrator, coach). The following procedure will be followed once a bullying or harassment incident is reported:

- I. Staff member will take a report from the student;
- II. Staff member will fill out a written report and submit it to the Dean of Students;
- III. Dean of Students will conduct an investigation and determine the course of action according to school policy.

Students who intentionally make a false accusation of harassment will be subject to disciplinary actions specified by the Dean of Students.

#### **5-16 Insurance**

All Central Catholic students are covered by insurance in case of injuries caused by accidents occurring on school premises during hours and on days

when school's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the school premises. With the exception of tackle football, students are also covered while participating in or attending school sponsored and directly supervised activities including interscholastic athletic activities. High school tackle football is not covered, but additional coverage is available for a fee to families. Students are also covered while traveling directly and without interruption to or from home and school for regular attendance, or home and school to participate in school sponsored and directly supervised activities provided travel is arranged by and at the direction of the school, and while traveling in school vehicles at any time.

### **5-17 Library**

The library is open before and after school, at lunch, and during the entire school day. A student may come to the library from class or study hall if he/she has obtained a pass from the classroom teacher. Library hours are 7:00 A.M. - 4 P.M. Cell phone use is not allowed in the library at any time.

### **5-18 Lockdown**

The following procedures will be implemented for school lockdown:

- I. Doors will be locked;
- II. No one will be permitted to enter or leave the building;
- III. Lockdown will continue until the school receives an "all clear" signal from the emergency response team;
- IV. The use of cell phones is prohibited;
- V. School phone lines will be kept clear so they will be available to emergency personnel.

### **5-19 Lockers**

Lockers are school property. The school is not responsible for any loss, theft, or damage to any books or other personal property. Students will be issued a hall locker at registration. Hall lockers are not to be changed, nor combinations given to other students. Padlocks are not allowed on hall lockers. Any repairs or requests concerning hall lockers should be made to the Dean of Students. Students taking a Physical Education class or participating in athletics will be issued a locker-room locker and a padlock. Students are responsible for securing all valuables left in the locker room. There is a \$10 fee for lost and not returned padlocks.

### **5-20 Lost and Found**

The Lost and Found is located in the hallway by the Student Activities Center. Students who find lost articles are asked to take them to the Main Office. Unclaimed articles are donated to local charities.

### **5-21 Lunch**

Central Catholic has a full-service cafeteria. Food and drink may be consumed in the cafeteria, cafeteria lobby, and courtyard. Students are not allowed on the main floor and in the upstairs hallways during lunch unless they have a prearranged meeting with a teacher or are using the library.

### **5-22 Medication**

Students are required to fill out the Prescription/Non-Prescription Self Medication form or the Self Medication agreement form in order to take any medications at school.

### **5-23 Outdoor School**

Participation in Outdoor School is open to sophomores, juniors, and seniors with a minimum period to date (semester) and cumulative GPA of 2.5 or higher. Students may participate once a year and they must attend prior to May. Students may choose to participate twice in one year their junior or senior year for a maximum of four times in their high school career. If participating a second time in the same academic year, students will be required to have a minimum period to date (semester) and cumulative GPA of 3.0 or higher. Central Catholic reserves the right to deny participation.

### **5-24 Propping Exterior Doors**

Propping open exterior doors is prohibited. Any student found propping a door open will be subject to disciplinary action.

### **5-25 REP Period**

REP is an opportunity for class enrichment, individual help, new material, test make-up, and school sponsored activities.

### **5-26 Residence Requirement**

To enroll in school or attend classes, a student must live in the same residence with one of their parents or legal guardians. Exceptions to this requirement must be approved by the Principal.

### **5-27 School Closing/Late Start**

Students should check the school website at [www.centralcatholichigh.org](http://www.centralcatholichigh.org) for information about school closure or late start due to winter weather such as snow or ice. Additionally, Central Catholic will post information through local media via FlashNews Alert. Families may register for school closure e-mails by accessing a link on the Central Catholic website. A separate announcement will be issued for Central Catholic; the school does not follow Portland Public Schools.

### **5-28 School Hours**

Regular school hours are from 8:00 A.M. to 2:30 P.M. On a late start day, school hours are from 9:30 A.M. to 2:30 P.M. The school day begins when the student enters the building. Students are not allowed to leave the building until the end of the school day without permission from parents/guardians and the Attendance Associate.

### **5-29 School Property**

Students are responsible for school property (lockers, books, uniforms, etc.) issued to them. In addition, they are expected to respect the rights and possessions of others. Restitution is required if property is damaged, stolen, or destroyed.

### **5-30 Search and Seizure**

Lockers, desks, and personal belongings are subject to a search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

To protect the health and safety of persons and property in the school, students may not keep the following items on their persons or in their lockers: firearms, knives or other weapons, explosives, poisons, drugs, alcohol, or any materials or devices which might endanger the physical safety of persons or property. If there is a probable cause to believe that a student has a prohibited item on their person or in their locker, the Dean of Students will initiate a search.

### **5-31 Student Directory**

The Student Directory will be available for pick up in the Main Office two weeks after school begins.

The school has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended.

A parent/guardian may elect not to have any or all of these items included in a school-related directory. Notice from a parent/guardian that they do not want any or all of these types of information included must be made in writing or by e-mail to the Main Office by the end of the previous school year for exclusion from the next year's directory.

### **5-32 Student Guests**

Guests are allowed only when they are prospective students seriously considering attending Central Catholic. Arrangements for prospective students to visit must be made by the visiting student's parent or guardian with the Director of Admissions at least two school days before the visit. The Director of Admissions will issue a form that must be signed by the host student's teachers and returned to the Director of Admissions prior to the visit. A Central Catholic student is allowed to have only one guest at a time.

### **5-33 Student Messages**

Students may be given a message during the school day through the attendance office. **Flowers and treats will not be delivered to the classroom.**

### **5-34 Student Records**

Students may request copies of their transcript by obtaining a request slip from the college counseling office and turning in the completed form to the Main Office. Student records are kept confidential. Parents, legal guardians, and students have access to their records.

### **5-35 Study Halls**

Students assigned to a study hall are expected to maintain a quiet atmosphere conducive to study and concentration. Library passes may be used by those needing to use the library, writing lab, and computer facilities, but the student is expected to remain in that area during the entire period. Absence from the appropriate study area will be considered an unexcused absence from class.

## **5-36 Teaching Assistants**

Teaching assistants are expected to stay with their assigned teachers for the entire class period unless prearranged.

## **5-37 Transportation**

### **Parking Permits**

Students who drive to school must at all times display a parking permit on their vehicle's rearview mirror and park in designated areas. Any vehicle a student may drive to school needs to be registered with Central Catholic through the Attendance Office. Parking permits will be issued and prioritized as stated in the traffic and parking management plan. Students who have not registered their car will receive one hour of detention each day until their vehicle is registered.

### **Student Parking Policies**

Central Catholic is a member of the Buckman Neighborhood Association. As good neighbors, Central Catholic students, friends, and families are urged to respect the parking needs of neighborhood residents. Specified parking areas are reserved for faculty, visitors, student drop-off and pick-up, and residential use. Students may park only in designated areas (see Parking Map). Seniors who leave at lunch must adhere to all parking policies. Parking in crosswalks or blocking driveways is not permitted.

The parking lot on the corner of 24<sup>th</sup> and Stark Street is a day time (7:00 AM to 3:30 PM) car pool parking lot. The Administration will distribute parking tags to those who qualify and parking spots will be given on a first come, first park basis. Due to limited space, this parking lot will not be used for pick up or drop off between 7:00 AM and 3:30 PM.

### **Parent Parking**

Parents visiting the school, dropping off, or picking up students should observe and obey the NO PARKING and limited-time parking signs around the school.

### **Transportation Options**

Students are encouraged to carpool, use public transportation, or bicycle. Bus passes are available in the attendance office at a student rate. A secured bicycle lock-up area is provided.

### **Valuables**

It is strongly suggested that students do not keep valuables and personal belongings in the car.

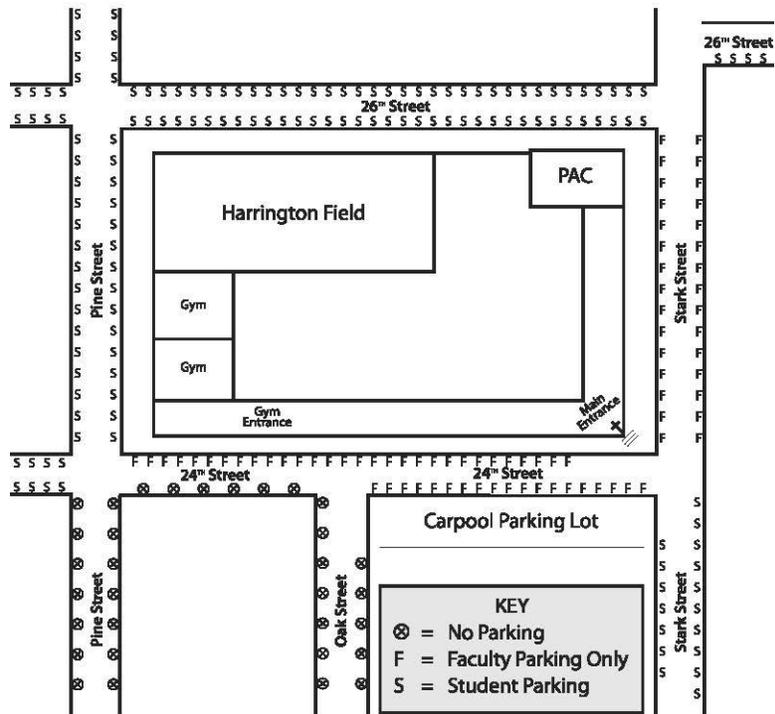
### Van and Bus Travel

Students are expected to display good conduct and respect toward the driver and riders of buses and vans. Any disrespect will merit disciplinary action.

### Driver Expectations

Students are expected to drive safely and attentively. Students who violate the school vehicle registration, driving, or parking policies will be subject to after-school detention or suspension.

### Parking Map



### 5-38 Vandalism

Students and their parent(s)/guardian(s) shall be liable for all damage to school equipment or property.

### 5-39 Volunteers

All volunteers working with or around students are subject to background checks once every three years and must comply with all applicable Archdiocesan requirements including but not limited to Called to Protect training.

### 5-40 Withdrawal of Family

Extreme situations, for example, intimidation of school employees, interference with the effectiveness of the school, or impeding school operations, may result in asking a family to withdraw from Central Catholic.

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## VI. ATTENDANCE POLICIES

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Central Catholic will determine whether an absence is approved or unapproved.

### 6-1 Approved Absences

- I. Illness
  - a. **Parents are required to contact the Attendance Associate, at 503-235-3138 ext. 107, by 9:30 A.M. if a student will be absent for any reason.** The school's voice-mail service operates 24 hours a day. If the parent does not call, the absence will be considered unapproved.
  - b. Upon returning to school after illness absence, the student is to present to the Attendance Associate a dated, written note, signed by a parent or guardian, stating the dates absent and the reason for the absence. This note is required for attendance files and as a follow-up to the telephone conversation.
  - c. Students who become ill during the school day must report to the Dean of Students or Attendance Associate to obtain permission to go home. Missed tests or quizzes must be made up by the end of the next class meeting. Homework must be completed by the next class meeting.
  - d. Students who arrive for part of the school day are responsible for completing any missed tests, quizzes, or homework assignments that same day.

- II. Doctor / Dental / Medical Appointments
  - a. Doctor, dentist, and other medical appointments should be scheduled at a time that minimizes the impact on class time. Parents who request that students be excused from school for medical appointments must do so in writing. The Attendance Office will issue a pass that allows the student to leave class. This pass should be signed and returned to the Attendance Office when the student returns to school.
  - b. Students returning from medical appointments must present a note from the medical office confirming the appointment. Students who are absent and do not present a medical note, will not be allowed to participate in co-curricular activities that day.

## 6-2 Pre-approved Absences

Requests to be excused from school for reasons other than illness should be made one week prior to the day of absence.

### Absence Request

Parents can request an approved absence form from the Attendance Office or Main Office. **This completed form is to be submitted to a Dean of Students prior to the date(s) of the absence.** If the form is not completed and handed in prior to absence, detention will be given. If the student is not in class on the return date, that absence will not be approved. The student is responsible for all work missed, including tests. Homework and tests should be completed prior to the excused absence unless other arrangements have been made with the teacher.

- I. Students who miss school for a school-related activity must have the appropriate permission forms signed by their parents, all of their teachers, their counselor, and the Dean of Students. The Dean of Students will make final decisions on whether a student may be excused from school for a given activity.
- II. **College Campus Visits:** Students are encouraged to use school vacations and weekends to visit the campuses of colleges they are considering attending. When this is not possible, students are allowed to miss up to three school days to make college visits providing they secure permission by completing the Notification of Approved Absence Form (with the College Counselors' signature) at least one week in advance.

### **6-3 Check-In and Checkout Procedure**

The school day begins when the student enters the building. Whenever a student leaves the building during the school day for any reason, she or he must sign out at the Attendance Office. Upon returning to school, the student must sign in.

### **6-4 Extended Absence Due to Illness/Emergency Situation**

Students who miss school due to an illness or emergency situation need to make arrangements with each teacher regarding make up work and tests. For each day missed, the student will have two school days to make up the work.

### **6-5 Absences and After-School Activities**

If a student misses the entire school day because of illness or unapproved absence, she/he may not participate in or attend any school function that afternoon or evening. Such participation will warrant that the daytime absence be classified as unapproved. Such participation will also warrant that the student be temporarily excluded from participation/attendance at future events.

Students need to be in attendance the entire school day in order to attend or participate in a school function that afternoon or evening.

If a student becomes ill and leaves school during the school day, she or he may not participate in or attend a school function that afternoon or evening. Such participation will warrant that the daytime absence be classified as unapproved. Such participation will also warrant that the student be temporarily excluded from participation/attendance at future events.

### **6-6 Excessive Absences**

Central Catholic High School believes that attendance plays a major part in the overall education of our students. Based on this philosophy, the following guidelines and policies have been set:

- I. Students who are absent from class five times in a semester will receive a warning.
- II. **Students who are absent from class eight times** in a semester will be placed on attendance probation.

### **6-7 Unapproved Absences**

Unapproved absence from class will have the following consequences:

- I. Teacher and parent will be notified; student will serve 80 minutes detention per class missed on Cardinal and Gold Days and 45 minutes detention per class missed on "A Days".
- II. If there is an additional unapproved absence, student will be placed on discipline probation.

Assignments and tests missed due to an unapproved absence cannot be made up.

Attendance at final exams is mandatory and must be taken at the assigned time. A student who is absent for an exam and has not followed the attendance policy and procedure for a regular daily absence will be considered unexcused from her or his exam and will not be able to make up the exam. The student will receive a zero for the exam. **Exams will not be administered early.**

### 6-8 Tardiness

Students are to be inside their respective classrooms or locker rooms when the bell rings for class to begin. Those who arrive late for class must obtain an admittance slip from the attendance office.

Tardies will be considered approved only for good reasons accompanied by a written note from parents. A student is only allowed five parental approved tardies a semester. After five approved tardies all other tardies will be considered unapproved. Only the Dean of Students or the Attendance Associate can approve tardies.

Automatic detention accompanies unapproved tardies. The amount of time a student is tardy in a semester, as well as the accumulated number of tardies, will determine the amount of time to be spent in detention. Discipline measures for unapproved tardies are as follows:

<u>TARDY #</u>	<u>DETENTION TIME/SANCTION</u>
1	Warning
2	30 minute detention
3	30 minute detention
4	60 minute detention
5	60 minute detention, conference with Dean
6	2 hours detention, parent conference
7+	Attendance Contract

If half of a class period is missed, the tardy is considered an absence.

## **6-9 Off-Campus Policy**

Once students have arrived at school, they may not leave the premises during the school day without a signed pass slip from the Dean of Students, Attendance Associate, or other administrator. Violators are subject to disciplinary action.

Seniors with parental permission may leave school at lunchtime. Seniors must submit a signed permission form from their parents at the beginning of the academic year. Central Catholic reserves the right to revoke off-campus privileges at its discretion.

Students who leave the premises must obtain their pass slip at the attendance office and sign out. Students must present their pass to the front entrance monitor before they leave and are to check in the attendance office upon returning to school.

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## **VII. BEHAVIOR POLICIES**

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### **7-1 Student Expectations and Responsibilities**

Central Catholic High School is committed to helping its students achieve their potential academically, physically, socially, and spiritually. In order to achieve this goal, Central Catholic believes a disciplined and structured atmosphere is necessary. The purpose of discipline is to maintain a safe, honest, and caring environment where students can reach their potential. When a family enrolls their child at Central Catholic, it is expected that they are committed to and supportive of our behavior philosophy.

In order to promote self-discipline within each Central Catholic student, the following is a list of student expectations and responsibilities for which each will be held accountable at school and at any school function:

- I. Treat adults and peers with courtesy and respect.
- II. Show respect for all people regardless of gender, ethnicity, culture, religion, sexual orientation, and socio-economic background.
- III. Show respect for the property of others.
- IV. Show respect for the environment by maintaining the cleanliness of the building and surrounding campus.
- V. Help maintain a positive learning atmosphere in the classroom with appropriate behavior.
- VI. Be responsible for honest/ethical behavior in academic pursuits.
- VII. Promote the safety and well being of all students.
- VIII. Accept responsibility for all personal actions.

## **7-2 Consequences for Non-Compliance**

Students who do not comply with school rules and policies are subject to school discipline. Violations of school rules are listed in two categories, Major Infractions and Minor Infractions, according to the seriousness of the offense. Not all infractions can be included in this document. Administration will determine appropriate consequences for behavior not addressed below.

## **7-3 Substance Abuse Philosophy**

Central Catholic High School is committed to creating a climate and culture in which all students are able to learn to the best of their abilities. Perceived and real threats to student safety, and harassment of any nature, heighten student stress and decrease student learning. Students and families who perceive that the use of alcohol, tobacco, and other drugs is acceptable and/or not harmful are at greater risk for using these substances. Learning is interrupted when the student is under the influence of alcohol and other

drugs, or when alcohol or other drug residuals are in their system. Further, these behaviors are disruptive to the student's physical, emotional, social, and academic growth.

Any student who freely approaches a counselor, administrator, teacher, or coach for help regarding her or his alcohol, tobacco or other drug use will be assisted through the counseling department in a confidential and non-disciplinary manner.

Statistics prove that students who begin using alcohol, tobacco, and other drugs at an early age dramatically increase their chances of developing a chemical dependency problem. Denial of the issue or an unwillingness to address the situation is the biggest obstacle preventing successful resolution of the problem. If intercepted early, a long-term problem can be avoided.

Central Catholic has two goals in addressing substance abuse: prevention and early intervention. We will work directly with students and parent(s) or guardian(s) to provide ongoing education about substance abuse. Our counselors will work with students and families in a confidential setting to provide needed assistance and resources.

## **7-4 Academic Integrity Violation**

Central Catholic High School exists to provide an educational environment where Catholic values are taught and practiced. Every student is supported in developing their intellectual potential and in using their intellectual talents to the best of their ability. The personal development of each student is more

important than achievement of academic success. Personal integrity is essential for building community and promoting social justice.

When a student signs his/her name to a paper or project, the student is pledging that it is his/her own work. Cheating in any form is a violation of personal integrity and damages community. Cheating is not tolerated at Central Catholic. Any student who cheats, copies homework, plagiarizes, violates testing procedures, or knowingly enables another student to cheat will receive a zero for the exam or work in question. Students using the camera function of their cellular phones during exams or quizzes will be subject to an integrity violation. A student who cheats on a semester exam or project will receive a zero for that exam.

### **Consequences for Academic Integrity Violations**

**First offense:** The student will automatically receive a zero (0) on the particular assignment or test. The teacher will notify the parents. The incident will be documented; the Dean of Students will meet with the student to discuss the incident; and the student will be referred to their counselor. The student may be placed on discipline probation.

**Second offense:** The student will automatically receive a zero (0) on the particular assignment or test. The incident will be documented and the student will be placed on Academic Integrity Probation. This will entail a conference with the student, the parent(s) or guardian(s), the Dean of Students, and any other school personnel involved in the matter. The student, along with others in attendance at this meeting, will develop a plan of assistance.

**Third offense:** The incident will be documented. The student will automatically receive a zero (0) on the particular assignment or test. The student will be dismissed with an opportunity for an appeal.

**Fourth offense:** The student is dismissed with no appeal.

### **7-5 Minor Infractions**

The following offenses will result in detention. Repeated offenses will result in probation or suspension.

- I. Misconduct: disruption or non-compliance of behavioral expectations.
- II. Use of profanity.
- III. Inappropriate displays of affection.
- IV. Unapproved absences or tardies.

- V. Non-compliance with dress code.
- VI. Consuming food or beverage in hallway or classrooms.
- VII. Unsafe driving in the vicinity of the school.
- VIII. Parking violation or unregistered vehicle.
- IX. Gum chewing.

### **7-6 Major Infractions**

The following offenses will result in immediate dismissal from Central Catholic **without** the possibility of an appeal:

- I. Physical assault.
- II. Possession of a weapon, explosives, or any other potentially dangerous instrument.
- III. Setting a fire.
- IV. Selling, distributing, or intention to sell or distribute any illegal substance.

The following offenses will result in a student being indefinitely suspended pending a disciplinary hearing:

- I. Vandalism of the school, school property, or personal property. Students and their parent(s) or guardian(s) shall be liable for all damage to the school equipment or property.
- II. Setting off the fire alarm.
- III. Being under the influence or in possession of any illegal substances (alcohol or other drugs). Student will be required to complete a urinalysis (UA) within 24 hours of the offense in order to be granted an appeal. After completing an appeal, the student will be required to complete a chemical assessment and follow any recommendations made.
- IV. Theft of school property or personal property.
- V. Harassment, intimidation, or bullying as outlined in **section 5-15 Harassment/Bullying** of this Student Handbook.
- VI. Written or verbal statements that threaten harm, danger, or violence towards another person or property. Suspension will be indefinite and will require the completion of a psychological evaluation and conference to consider the return to school. Dismissal may be recommended.

If reinstated, a student will be placed on probation and on a contract with specifications for continued attendance.

The following offenses will result either in immediate suspension from Central Catholic and/or Discipline Probation. The Dean of Students will determine the length of the suspension depending on the nature of the situation.

- I. Fighting.
- II. Abusive language.
- III. Insubordination: an act of defiance or disrespect toward a staff member; failure to comply with a directive.
- IV. Repeated behavioral referrals.
- V. Truancy (skipping school).
- VI. Leaving school premises without permission.
- VII. Use or possession of tobacco products.
- VIII. Possession of drug paraphernalia.
- IX. Signature forgery, fraud, or impersonating another.
- X. Repeated parking violations.
- XI. Conduct that would reflect adversely on Central Catholic or the Catholic Church.
- XII. Involvement in any criminal activity such as theft, drug use or distribution, or **any behavior the school determines to be contrary to its mission.**

In order to promote a safe environment and maintain the reputation of Central Catholic, the school reserves the right to address behavior and impose consequences for students' actions that occur off-campus or outside of school. Actions that are contradictory to the school's mission and ISOs will be grounds for disciplinary action including dismissal from school.

Students who are suspended will not be allowed to attend classes until the Dean of Students has had a formal meeting with the student and parent(s) or guardian(s). Students who are dismissed or suspended are not allowed to be on campus or be at any school functions.

## **7-7 Discipline Consequences**

### **Detention**

Students who are assigned to after-school detention are to report to the detention room within 10 minutes of the end of the last class of the day.

The detention is to be served on the same day it is assigned. In case of undue hardship, it is up to the discretion of the Dean of Students to defer detention for one day.

If a student fails to show up for detention, the assigned time is doubled. The second time a student fails to appear, the time will be doubled again and a

warning will be issued. On the third failure to appear for detention, suspension procedures may be initiated, and the student may be suspended from co-curricular activities.

Students who accumulate more than five hours of detention will be required to have a parent(s) or guardian(s) conference with the possibility of probation. The remaining time will still need to be completed.

Students will not be allowed to take finals until all detention time is served.

Students may not participate in athletics or co-curricular activities until they have served at least 30 minutes of their assigned detention. This will apply every day until the assigned detention is completed.

### **Probation**

Students may be placed on probation for violating school rules and policies. First-time probation generally lasts one full semester. Terms of probation vary by circumstances, but a standard probation usually includes the following:

- I. The student must make an appointment to see her or his counselor.
- II. The student must earn an assessment rating of at least "Satisfactory" in effort, conduct, and attitude on all future inquiries or progress reports. Any lower grade will be considered sufficient grounds for suspension or dismissal.
- III. Any further major discipline problems during the period of probation will be considered grounds for dismissal from Central Catholic.

### **Suspension**

When a student is suspended for committing an offense, the following sequence will occur:

- I. Student will be removed from regular classes by the Dean of Students.
- II. If the student is suspended, her or his parent(s) or guardian(s) will be contacted before the student is released from school.
- III. The length of suspension will depend on the seriousness of the offense.
- IV. The student may be readmitted on probation after the Dean of Students meets with the student and parent(s) or guardian(s).
- V. Suspension will be considered an unapproved absence, but academic work may be completed without penalty during the period of suspension. In addition, students will serve detention for school time missed.
- VI. Suspension/probation does not appear on a student's transcript that is forwarded to employers, colleges, or universities.

- VII. Students who are readmitted after suspension will be placed on probation.
- VIII. If a student is suspended, it may affect their ability to receive a scholarship the following year.

### **Dismissal**

When a student is dismissed for committing an offense, the following sequence will occur:

- I. The Dean of Students will consult with the Principal in all cases of dismissal.
- II. Notification of the incident is made to student's parent(s) or guardian(s) and counselor.
- III. Students who are dismissed for disciplinary reasons have the right to appeal this decision (unless otherwise stated) before the Disciplinary Appeal Board.
- IV. The dismissed student shall return her/his ID card to the Dean of Students, clean out her/his locker, and return all library books and rental books.
- V. The dismissed student will have her/his parent(s) or guardian(s) make the necessary arrangements with the Registrar for transferring records to a new school.
- VI. The dismissed student will not be allowed back on the Central Catholic campus for any reason.
- VII. The dismissed student will not be allowed to attend any function that is the sole activity/event of Central Catholic whether on campus or away.
- VIII. Permission for exceptions to any of the above may be granted upon written request to the Dean of Students.
- IX. The student may appeal for re-admission.

### **Appeal**

The Disciplinary Appeal Board is composed of the Dean of Students, three faculty members, and another faculty member who is chosen by the student to guide them through the appeal process. The Board will hear all requests for appeal when a student is dismissed, and render recommendations to the Principal.

- I. Students who are dismissed for disciplinary/academic reasons have the right to appeal this decision before the Disciplinary Appeal Board.
- II. The student, parent(s) or guardian(s), and a student-selected advocate present their case for review to the Disciplinary Appeal Board.

- III. Following this meeting, each faculty member on the Board votes independently on the status of the student.
- IV. The Dean of Students will review this meeting and the results of the vote with the Principal, who will make the final decision in all cases of dismissal.
- V. The Dean of Students will inform the parent(s) or guardian(s), and student of the final decision.
- VI. If the student is dismissed, she/he must follow the dismissal check out procedures.
- VII. If the student is re-admitted, the Dean of Students will set the length and terms of the probation based on recommendations from the Disciplinary Appeal Board.

#### **Interpretation of Behavior Policy**

Central Catholic High School reserves the right to clarify and interpret all policies and regulations.

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## **VIII. ATHLETIC AND ACTIVITIES POLICIES**

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The co-curricular programs of Central Catholic High School contribute to the education of the whole person. The co-curricular program is designed for, and contributes to, the mental, social, spiritual, and physical growth of our students. Participation in the co-curricular programs is a privilege. The behavior of students who participate must be exemplary.

### **8-1 Activities Program**

Central Catholic offers students the opportunity to participate in a wide variety of co-curricular activities. The clubs, organizations, and events in the Activities Program are run under the auspices of the Director of Student Activities and, where applicable, under rules and guidelines established by the Mount Hood Conference and/or the Oregon School Activities Association (OSAA). In addition, individual advisors or groups may set specific standards or prerequisites for participation in a given activity. All students in a leadership role on campus including club officers and members of Student Council must sign the "*Activities Leadership Code of Conduct and Parent Approval Form*" at the start of each school year.

### **8-2 Athletic Program**

Central Catholic is a member of the Oregon School Activities Association and fields girls' and boys' teams that participate at the 6A level in the Mount Hood Conference or its equivalent. The eligibility of student-athletes is governed by

rules of the State Organization, the Conference, and Central Catholic. Central Catholic sponsors the following programs: cross country (boys and girls), football, soccer (boys and girls), co-ed cheerleading, basketball (boys and girls), swimming (boys and girls), baseball, golf (boys and girls), tennis (boys and girls), lacrosse (boys and girls), and track and field (boys and girls) and volleyball.

Students-athletes who wish to participate on a Central Catholic athletic team must complete the *Athletic Code of Conduct and Parent Approval Form* prior to participation.

### **8-3 Insurance**

All Central Catholic students are covered by insurance in case of injuries caused by accidents occurring on school premises during hours and on days when school's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the school premises. With the exception of tackle football, students are also covered while participating in or attending school sponsored and directly supervised activities including interscholastic athletic activities. High school tackle football is not covered, but additional coverage is available for a fee to families. Students are also covered while traveling directly and without interruption to or from home and school for regular attendance, or home and school to participate in school sponsored and directly supervised activities provided travel is arranged by and at the direction of the school, and while traveling in school vehicles at any time.

### **8-4 Activities and Athletic Code of Conduct**

The privilege of participating in activities and athletics at Central Catholic carries with it certain responsibilities and conditions. As representatives of the school, students are expected to act as young Christian women and men at all times in all places. They must assume certain responsibilities, including citizenship, good sportsmanship, and the maintenance of an exemplary attitude and appearance that requires greater self-discipline than is demanded of other students. Any conduct unbecoming a Central Catholic student, at any time, could render them liable to dismissal from activities and athletics. When a major school disciplinary action regarding a student occurs, all decisions for continued participation in athletics and activities will be made in collaboration with the Athletic Director or Director of Student Activities, Deans of Students, and Principal.

## 8-5 Standards for Participation in Activities and Athletics

Students that wish to participate in activities and athletics will adhere to the following:

- I. Students will lose their privileges to both practice for and participate in any co-curricular activity during any suspension from school.
- II. Students are expected to maintain satisfactory behavior in the classroom, on school campus, and at any school activity, home or away.
- III. Administrators will notify advisors if behavioral problems arise that are likely to affect eligibility.
- IV. Students must be in school by the start of the school day to participate in a co-curricular activity, practice, or contest that day.
- V. **Christian Service:** Student-Athletes are required to meet deadlines as outlined in the Christian Service section of the Handbook.

### Additional standards for athletics

- I. **Physical Examination:** All student-athletes must have satisfactorily completed a physical examination, using the OSAA *"School Sports Pre-Participation Examination"* form prior to freshman and junior year. All Central Catholic students must have a current physical form on file in the Athletic Office prior to participation in practice or games
- II. **Athletic Fee:** All student-athletes will be required to pay a \$75 athletic fee per season. This fee will be billed through the Business Office once a student has been placed on a sports roster. Fees are non-refundable.
- III. **Uniforms and Equipment:** All student-athletes are responsible for all uniforms and equipment issued to them. Items not returned at the end of the season must be paid for and will be billed through the Business Office.
- IV. **Locker/Locker Room:** Lockers are issued to student-athletes by head coaches. Central Catholic is not responsible for lost or stolen items. There is a \$10 padlock replacement fee for padlocks not returned at the time of the locker room clean out.
- V. **Commitment:** A student-athlete who participates in a school sponsored sport makes a commitment to that team. It is expected that this is the primary athletic commitment during the season by that student-athlete. The head coach will define the terms of that commitment for that school sponsored sport. The head coach will establish policy regarding the student-athlete in the program who desires to compete on an outside, non-school, association or club athletic team during the same season as the school sponsored sport.

Student-athletes dismissed from a team or who quit a team after the season begins cannot join any other sport that same season. Participation in a later season sport is subject to the permission of the Athletic Director and acceptance by the coach of the intended sport.

- VI. **OSAA Regulation Regarding Gifts: RULE 8-4-1:** "A student may not accept monetary compensation in recognition of athletic ability, participation and/or achievement during the Association year. A student may accept non-monetary compensation or items of value solely in recognition of athletic ability, participation, and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any discounts, coupons, etc, does not exceed \$300 in any Association year." The OSAA association year begins with the official start of practice each fall and ends on May 26 the following spring. 'Non-monetary compensation or items' does not include customary school awards such as letters, medals, ribbons, certificates, plaques, trophies, and other emblems.
- VII. **Ejections/Fines:** Any student-athlete who receives an ejection from a contest is required to pay the fine assessed by the OSAA. Student-athletes will be billed at the conclusion of the season through the Business Office.
- VIII. **Sport Medicine:** Central Catholic has partnered with the OHSU Sports Medicine Group for all Athletic Training needs. The Athletic Department refers all student-athlete medical care to the assigned OHSU Sports Medicine appointee. Student-athletes are to report all injuries to their coach and the athletic trainer. When available, the athletic trainer will evaluate the student-athlete to determine a plan of care which may include participation restrictions and/or modifications, immediate care and rehabilitation guidelines, re-conditioning advice, and referral suggestions. Any student-athlete who is removed from a practice or contest for a medical reason will be medically ineligible. Return-to-play (RTP) decisions will be made by the Athletic Trainer in communication with the head coach, athlete's parent(s), and doctor, as applicable.

## 8-6 Academic Standards for Participation in Activities and Athletics

In order to be eligible to participate in any co-curricular school-sponsored activity, a student must have passed a minimum of five classes the previous semester, and be passing a minimum of five classes during the current semester. The student participant is also required to make normal progress

towards graduation as determined by the school administration. A student who is placed on academic probation is ineligible for one semester.

## **8-7 Academic Eligibility – Athletic**

### **Semester End**

In order to be eligible to participate in athletics during the subsequent semester a student-athlete must have earned a minimum 1.8 GPA, have passed five classes, and have no more than one "F" the previous semester.

### **Mid Semester**

The student-athlete who has two "F" grades or any combination of four or more "D" and/or "F" grades for the 6 and/or 12-week Progress Report grading period will be placed on Athletic-Academic Probation. The student-athlete and parent(s) or guardian(s) will be notified of the probation status through the Athletic Department. The student-athlete will be required to meet with their counselor and the Athletic Director to determine whether the student will attend After School Study Hall or go on Athletic-Academic Assistance. Student-athletes on Athletic-Academic Assistance will be expected to turn in a Grade in Progress (GIP) form on the scheduled dates.

If there is no improvement or the student-athlete fails to turn in a GIP on the due date, the student-athlete will be suspended from the team until the 12 Week Progress Report or the Semester Report Card.

At that time if the student-athlete has no more than one "F" and has fewer than four "D" and/or "F" grades they will be removed from Athletic-Academic Probation. If these requirements have not been met, the student-athlete will be removed from the team.

## **8-8 Academic Eligibility - Activities**

In order to be eligible to participate in activities such as Student Council, or as a club officer, a student must have earned a minimum 2.75 GPA during the previous semester and be passing a minimum of five classes during the semester. The student is also required to make normal progress toward graduation as determined by the school administration. Students are eligible to take part in Student Council elections if their cumulative GPA is 2.75 or higher at the time of the election. A student leader who is placed on academic probation is ineligible for one semester.

Any student who is a club officer or a member of Student Council and fails to meet the minimum 2.75 GPA will be placed on Student Activities Academic Probation. To maintain their officer status, students will be asked to attend After School Study Hall. Students may be asked to fill out periodic Grade-In-

Progress (GIP) reports and their club or Student Council participation may also be limited.

If there is no improvement by the Semester Report Card or the Six and/or Twelve Week Progress Report, the student may be suspended from their club or Student Council position for one semester. If at the end of the semester grading period, the student meets or exceeds a 2.75 GPA, they will be removed from Activities Academic Probation.

### **8-9 Activities, Activities Leadership, and Athletic Tobacco, Drug, and Alcohol Policy**

Any student involved in a competitive athletic program or ongoing activity is prohibited from knowingly possessing, using, transmitting, or being under the influence of alcohol, tobacco, or controlled substances of any kind during a school year.

While substance abuse will be discussed in an informative manner, violations will be subject to the school behavior code. All students involved in Activities Leadership and/or athletics will sign a Code of Conduct signifying their consent to follow the Tobacco, Drug, and Alcohol Policy prior to participation in athletics or activities. Once a pledge form is signed by a student, it will apply to all activities and athletics that they are involved in for that school year.

If a student is found by a school official to have possessed, used, or transmitted alcohol, tobacco, or controlled substances, the student will face the following consequences, in addition to normal school disciplinary procedures:

- I. **First violation:** A student will be suspended from participation in any athletic or activity program for a period of six (6) months of school. Student-athletes who voluntarily complete an alcohol and drug assessment, agree to complete the components of any recommended treatment plan, and agree to voluntarily submit to random drug and/or alcohol testing for the remainder of the suspension period, may be reinstated to the team or group following a one (1) calendar week suspension. Drug and/or alcohol testing will not extend beyond the original six (6) month athletics and activities suspension and will cease once the student is no longer a participant in any athletic or activity program.
- II. **Second Violation:** A student will be suspended from participation in any athletic or activity program for a period of twelve (12) months. Student who voluntarily complete an alcohol and/or drug

assessment, agree to complete the components of any recommended treatment plan, and agree to voluntarily submit to random drug and/or alcohol testing for the remainder of the twelve (12) month suspension period, may be reinstated to a team or activity group following a two (2) calendar week suspension. If the violation occurs within the last two (2) weeks of the current season, the suspension will be completed in the subsequent season. Drug and/or alcohol testing will not extend beyond the original twelve (12) consecutive months athletics and activities suspension and will cease once the student is no longer a participant in any athletic or activity program.

- III. **Third Violation:** The student will be ineligible to participate in any athletic or activity program for the remainder of his/her high school attendance.

#### **Failure to Pass a Drug/Alcohol Test or to Follow the Treatment Program**

A student who fails to adhere to the conditions of their treatment plan or fails a drug/alcohol test will be immediately suspended from athletics/activities for twelve (12) months.

#### **Drug Testing Protocol**

The school will coordinate the services of a competent drug testing provider. Testing will be conducted in a manner that respects the sensitive nature of this procedure and ensures confidentiality, accuracy, and randomness. Parents must bear the cost of drug testing. Testing will occur at reasonable intervals and will not be excessively repetitive. Failure to pass a drug test will result in sanctions limited to those prescribed by this policy.

#### **Reporting and Investigation of Alleged Violations**

If the violation occurs at school or at a school event, the student will be referred to the appropriate school administrator for disciplinary action. The Athletic and/or Activity Director will be advised of the results of the administrator's investigation and actions and will enforce the consequences.

If the violation occurs during the school year but outside of the school day and not at a school event, the Athletic and/or Activities Director together with the appropriate school officials will investigate the incident to determine the facts. If a violation is substantiated, the Athletic and/or Activities Director will enforce consequences.

A student's signature on the *Athletic Code of Conduct* indicates that they have read and will abide by the rules and regulations outlined in the Central Catholic Tobacco, Drug, and Alcohol policy.

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## IX. TECHNOLOGY POLICIES

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Central Catholic High School's goal in providing technology access to teachers, staff members, and students, is to promote educational excellence at the school by facilitating resource sharing, innovation, and communication. Technology is provided for educational and professional or career-development activities. The following policy governs use of computers and the Internet at Central Catholic High School.

### 9-1 Acceptable Use of Technology Policy

Central Catholic recognizes the need to educate young men and women in the ethical and effective use of technology. Computers, software, technology devices, Internet access, and technology support services are available to students to support the accomplishment of educational goals. With this opportunity comes responsibility. Students must know and agree to follow the school's policy regarding the use of technology. Students must complete the following clearance process before using any computer at Central Catholic High School:

- I. Read and sign a copy of the *"Acceptable Use of Technology Student/Guardian Agreement"* form.
- II. Return the signed Agreement Form to a librarian on or before the first day of school. At this time the student's account will be enabled allowing access to computer resources available at Central Catholic.

### 9-2 Illegal or Destructive Activities

Users will not make deliberate attempts to disrupt any computer system performance or destroy data.

Users will not use the school network or computer resources to engage in an illegal act.

Users may not connect personal laptops.

Users may only run programs provided by the system administrators. Users may not install/download programs or other executable files

### 9-3 System Security

Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from accessing their resources.

Users will immediately notify the faculty member in charge if they have identified a possible security problem.

Users will not attempt to circumvent Central Catholic's security policy to gain unauthorized access to technology resources.

#### **9-4 Unacceptable Conduct**

The following restrictions apply to the use of any technology device, including personal and school provided technology.

- I. Users will not post information that, if acted upon, could cause damage to people or property, or could create a substantial disruption of the school environment.
- II. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- III. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- IV. Users will not harass other individuals. If the user is asked to stop sending messages to them, they must comply.
- V. Users will not post false or defamatory information about individuals or organizations.
- VI. Users will not post chain letters or engage in "spamming."
- VII. Users may not visit on-line social networking sites such as Facebook or Twitter.
- VIII. Students may not attempt to circumvent Central Catholic's network policy access through the use of proxies or other methods.
- IX. Students may not engage in financial transactions when using a school computer.
- X. Users may not use another's account or password.
- XI. Users will not play unauthorized games or visit game sites.
- XII. Users will not use the school network to gain access to material that is obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (hate literature).

#### **9-5 Plagiarism and Copyright Infringement**

Users will not plagiarize works that they find on the Internet and other electronic media. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If users are

unsure whether or not they may use a work, they should request permission from the copyright owner or consult the faculty member in charge for guidance.

When students use the internet for research, students will be required to use approved “Filters” or proper citation for their work as outlined in Central Catholic’s Acceptable Internet Use Policy.

### **9-6 Privacy**

Computer systems and the information, including electronic files and e-mail contained on them, are the sole property of the school. The school may monitor the use of the computer network, Internet, and e-mail at any time at the school’s sole discretion.

### **9-7 Web Pages**

Central Catholic High School retains ownership of the name Central Catholic and its logo. Any unauthorized use, even on a personal web page, is prohibited.

School web pages: The school is responsible for managing all school-related Web pages. All official material originating from the school will be consistent in style and content and approved through a process.

Student Web Pages: Students may create a web page as part of a class activity under the supervision of their teacher. Material presented on a student class activity web page must meet the educational objectives of the class activity. Students will be required to remove material that fails to meet established educational objectives, the school’s mission or goals, or that is in violation of a provision of the school’s technology use regulation or student disciplinary code.

Co-curricular Organization web pages outside of the Central Catholic website are not permitted.

### **9-8 Technology Non-Compliance**

In the event a student has violated the school’s Computer or Internet use Policy and Agreement, computer privileges will be suspended until further notice. The Dean of Students will define disciplinary actions that will be tailored to address specific concerns related to the violation. If the violation also involves a violation of other provisions in the *Student Handbook*, the violation will be handled according to the disciplinary procedures described in the *Handbook*.

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## X. TUITION POLICIES

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### 10-1 Registration

Families who wish to enroll their child(ren) at Central Catholic formalize their intention by signing a student registration agreement. The signature of the parents indicates consent to fulfill all responsibilities and abide by all rules as described in *The Student Handbook*.

### 10-2 Tuition Payment: Responsibilities and Methods

At the time of their child's registration to attend or re-enroll at Central Catholic, parents must sign an *Enrollment Contract - Promissory Note*. The note describes the parent(s) or guardian(s) responsibility to pay the current tuition rate by one of three approved methods in exchange for the educational programs and services provided by Central Catholic High School. The parent(s) or guardian(s) signature indicates consent to pay all applicable fees as described in the agreement, *The Curriculum Guide* and in *The Student Handbook*.

Parent(s) or Guardian(s) will choose one of the following methods of tuition payment:

- I. One annual payment on or before August 10.
  - a. Annual payment methods available: check, money order, cashier's check, bankcard, or cash. EFT not available.
- II. Two semi-annual payments on or before August 10 and on or before January 10.
  - a. Semi-annual payment methods available: check, money order, cashier's check, bankcard, or cash. EFT not available.
- III. Eleven equal monthly payments by electronic fund transfer (EFT) on the 20<sup>th</sup> of the following months: July, August, September, October, November, December, January, February, March, April, and May.

The student body fee and senior fee (if applicable) will be billed in July. EFT is available upon request for book rentals and fees for families electing to pay tuition monthly. All others must pay by check, money order, cashier's check, bankcard, or cash.

Central Catholic High School will assess a late fee of \$10 monthly for each past due account. A \$25 fee will be assessed for each EFT or check returned by the bank for non-sufficient funds. To ensure proper credit, a student ID number should accompany each payment on account.

### 10-3 Delinquent Accounts

The school reserves the right to withhold any and all services for nonpayment of account.

- I. Accounts not current at the end of any semester will result in the following:
  - a. Student will not be allowed to take final semester exams. Student may be denied enrollment for the following semester.
- II. Senior students whose accounts are not current will not be allowed to take final exams and will be denied participation in all end-of-the-year Graduation activities (Senior Awards Assembly, Baccalaureate Mass, and Commencement).

### 10-4 Refund Policy

The refund policy at Central Catholic High School is as follows:

- I. After six (6) weeks of attendance in a given semester, the tuition for that semester is due in full and tuition is non-refundable.
- II. 20% of the semester tuition will be due if the student has attended school for two (2) weeks or less.
- III. 30% of the semester tuition will be due if the student has attended school from three (3) to four (4) weeks.
- IV. 50% of the semester tuition will be due if the student has attended school from five (5) to six (6) weeks.
- V. Fees are non-refundable.
- VI. Charges will be assessed for all rental books not returned.
- VII. Purchased textbooks may be sold back to the bookstore.

A student who transfers into the school late is responsible for the prescribed fees. If a student enters the school after six (6) weeks of instruction in a given semester any adjustment in tuition will be at the discretion of the Principal. If a student is withdrawn from school for reasons beyond the control of the parent(s) or guardian(S) (such as a family move), the family may appeal to the Principal of the school for an adjustment of tuition. The decision of the Principal is final.

### 10-5 Schedule of Fees

Based on the recommendation of the School Board of Directors of Central Catholic High School the following schedule of non-refundable fees has been established.

- I. **Registration Fee:** \$250 is due in April with completed registration form and enrollment contract for the next academic year.
- II. **Senior Fee:** \$160 is due in July proceeding the student's senior year. This fee helps to cover the costs for cap and gown rental, diploma

printing and covers, graduation space rental, and other expenses incurred for senior activities.

- III. **ASB Student Body Fee:** \$270 is due in July preceding the school year. This fee helps cover student services, including the following: Campus Ministry, yearbook, newspaper, standardized testing, student activities administration, student-body cards, admission to home athletic events, school directory, and the *Parent & Student Handbook*.
- IV. **Athletic Fee:** All student-athletes will be required to pay a \$75 per sport athletic fee. This fee will be billed through the Business Office once a student has been placed on a sport's roster
- V. **Textbook rentals and individual class fees:** See the *Curriculum Guide and Course Descriptions* for a list of all applicable class fees. These will be billed to your account in September and are due and payable in October. PE uniforms and textbooks that are received or bought on Registration Day will also be billed to student accounts in September and are due and payable in October. Textbooks or PE uniforms purchased after Registration Day must be paid to the bookstore at the time of purchase.

## 10-6 Terms of Withdrawal

Students are accepted with the understanding that they will remain enrolled at Central Catholic High School for the entire academic year. The school consequently makes its commitments to the faculty and contracts for services on a yearly basis according to the number of students enrolled at the beginning of the academic year. The school is not relieved of its responsibilities and obligations when a student withdraws or is dismissed. Therefore, it is understood by the parent(s) or guardian(s) and the school that in the event a student does not complete the academic year, the parent(s) or guardian(s) are still obligated to pay in full any tuition balance, including the current semester's tuition, as provided for in the refund policy. Parent(s) or guardian(s) must complete the registrar's paperwork, formally withdrawing their student, before the withdrawal is official.

## 10-7 Tuition Assistance Grant Program

Central Catholic High School provides an annual Tuition Assistance Grant Program for the purpose of providing financial assistance to families who otherwise might not be able to afford the cost of having their children enrolled at Central Catholic. Families must demonstrate the level of their financial need annually by completing the application process. It is the parent(s) or guardian(s)' responsibility to pay the balance not covered by tuition assistance and/or scholarships.

Income to support this critical program comes from four major sources: The Archdiocese of Portland, The Central Catholic High School Endowment Fund, The Archbishop Edward D. Howard Trust Fund, and donations from friends, alumni, and supporters.

Tuition Assistance Grant application process:

- I. Student completes the enrollment or application process and is accepted.
- II. Family submits the Registration Form and fee to the Main Office.
- III. Family obtains a Grant Application Form from the Central Catholic website or the Business Office in October.
- IV. Family completes and submits Grant Application by the stated deadline.
- V. Financial Aid Committee reviews financial data.
- VI. School notifies families whether or not they qualify for a tuition assistance grant and the amount
- VII. Student and parent(s) or guardian(s) accept the grant with its responsibilities as indicated on the award letter by completing the school registration form and paying the registration fee by the stated deadline.
- VIII. The following conditions apply to students' eligibility for tuition assistance:
  - a. Student must maintain a minimum 2.0 cumulative grade-point average to remain eligible.
  - b. If at any time a student's tuition account ceases to be current, the tuition assistance grant may be forfeited.
  - c. Student must be in good standing with the school.

## **10-8 Scholarship Program**

Central Catholic families and friends have generously made restricted gifts to the school's Endowment Fund for the purpose of providing scholarships for worthy students currently enrolled. Various scholarships are offered yearly which have different requirements (i.e. financial, need, merit, activities, service, etc.) The application, which is available in December, details scholarship requirements. Students interested in applying for any of the available scholarships must pick up an application from the Development Office or the Central Catholic website and return the completed application by the stated deadline. Late applications will not be accepted.

Award decisions are made based on essays written by the student, with additional consideration given to the following criteria: academic accomplishment, community involvement, citizenship, and financial need.

The following conditions apply to students' eligibility for Central Catholic Scholarships:

- I. Student must attend Central Catholic High School during the current school year.
- II. Student must remain in good academic standing with a GPA of 3.0 or above.
- III. Student must remain in good disciplinary standing throughout the entire school year (suspensions, expulsions, incidents with drugs and/or alcohol are grounds for scholarship removal.) If student is suspended and/or expelled, the scholarship may be revoked.
- IV. Student must meet the Christian Service Requirement for their grade level.
- V. Selection for scholarships may include participation in co-curricular activities including the student fundraiser.
- VI. In order to be considered for any scholarships with financial need, a student must submit a tuition assistance application.

Families should note that the Scholarship Program and the Tuition Assistance Program are separate. Students may apply for and receive awards under both programs. Students must complete the scholarship application annually and parents or guardians must complete the financial aid application annually.