
III. ACADEMICS

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, study, organizing notes into usable study form, and preparation 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.

3-1 Graduation Requirements

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

Graduation Requirements Continued

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>
Total	26 credits

- * Students must complete a thesis paper to graduate (junior year).
- ** Students must complete a course in Biology and Chemistry to graduate.
- *** 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.

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.

3-2 Classes

Students are required to be enrolled in a minimum of six credit classes each semester. Students will need to enroll in more than 6 classes for 2 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, early dismissal, or study hall.

Required Classes

GRADE 9	Credits	GRADE 10	Credits
Understanding Catholicism	1	Scripture	1
English	1	English II	1
World History	1	Physical Education/Wellness	1
Mathematics	1	Science	1
Physical Education/Wellness	1	Mathematics	1
Foreign Language	1	Technology	.5
Elective	1	Foreign Language	1
Christian Service	20 Hours	Elective	.5
		Christian Service	20 Hours

GRADE 11	Credits	GRADE 12	Credits
Religion III	1	Religion IV	1
English III	1	English IV	1
Mathematics	1	Government & Politics	1
U.S. History	1	Elective	4
Science	1	Christian Service	20 Hours
Electives	2		
Christian Service	20 Hours		

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 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 the examinations. It is recommended that students be enrolled in no more than two AP classes in a given year.

3-3 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 will require 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 will use the web service of 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.

3-4 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 the time of withdrawal.
WF	Withdrawal/Fail	Student was failing at the time of withdrawal.
I	Incomplete	This mark is given when a 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 2 weeks of the end of the semester for which it was issued.

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

Grading Scale

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Points</u>	<u>Honor Points</u>
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

Students who need to be exempt from P.E. must have appropriate doctor's verification. This written explanation is given to the Associate Principal of Academics. In consultation with the doctor, instructor, and Associate Principal of Academics, a plan for an alternative activity will be made for the student for the duration of the condition. The appropriate waiver will be noted on the student's transcript.

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 10th 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 (after six weeks and after 12 weeks) and then a final report card for the semester after 18 weeks.

"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. It is the student's responsibility to contact the teacher with regard to correcting an Incomplete. An Incomplete that is not corrected within the two-week time span becomes an "F" unless special arrangements are made with the Associate Principal of Academics and the teacher involved.

"D" Grades

Please be aware that "D" grades in core courses may have a negative impact on college admission requirements even though a "D" grade is a passing grade for Central Catholic. The requirements for the Oregon University System (OUS) are outlined in your forecasting information. Be advised that different colleges may 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 class in evening school or summer school. 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. Students are allowed to take up to two courses per semester for credit through a community or four-year college while enrolled at Central Catholic. 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 a one-year time frame. Grade changes must be verified in writing by the teacher involved and approved by the Associate Principal of Academics.

3-5 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. Except when noted, all classes meet in their regularly scheduled classrooms.

Final Exam Policy

Students must take their semester (final) exams during the regularly scheduled time. The exam dates are listed on the school calendar. No semester exams will 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.

3-6 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 are in danger of being excluded from graduation activities will be notified at the seventh semester grading period, at subsequent grading periods (sixth and twelfth weeks), Seniors will also be issued written reminders of obligations to the Library and Business Office.

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. A board, composed of the Principal, the Associate Principal or Director of Campus Ministry, a Dean, two teachers, the teacher issuing the failure, and the student's counselor will review the petition to participate. This board's decision will be final.

3-7 Academic Support Program

Helping students reach their academic potential is a major goal of Central Catholic. Having clear standards and expectations is one way of achieving that goal. Central Catholic's academic assistance system is designed to

support and monitor a student's academic progress. Central Catholic's standards exceed the Oregon School Activities Association standards for eligibility to participate in co-curricular activities.

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 Fs during any semester grading period, or if she or he earns one F and has not completed the Christian Service requirement.

A student on Academic Assistance:

- I. Is ineligible to participate in any co-curricular activities. Eucharistic ministers, however, may continue to distribute Communion during Masses but will not be asked to participate in Mass preparation or take down during class time. Students who are on academic assistance may participate in all applicable retreats. Students are given extra time to make up any academic work missed while they were on retreat.
- 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 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 exceeds the grading criteria stipulated under section 1, 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. 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.

Academic Dismissal

Any student who earns three (3) or more Fs in one school year will be dismissed. Students who are dismissed may appeal for re-admittance.

Academic Appeal Board

The Academic Appeal Board is composed of the Associate Principal, 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 Fs or any combination of four Ds and/or Fs 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 2:45 – 3:45 pm. Students may use the time to study and review in a quiet environment, utilize the help of student tutors (NHS members), or check out to see teachers for assistance. If students improve their grades to a 2.0 GPA with no Fs for the next grading period, students will no longer be required to attend After School Study Hall.

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 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 date. 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 gives both academic and personal support to help the student be successful.

3-8 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 the signatures of the teachers involved in the change.
- III. Obtain a 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

Central Catholic will allow students to 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 seven 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.

3-9 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, arrangements can be made with their local 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.

3-10 Communication

Net Classroom

Net classroom is a secure online source for parents and students to view their student's grades, attendance, assignments, and 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 will be held twice a year: two days of conferences are scheduled in the fall and one evening in the spring. Teachers are available in posted locations during the set time period. Conferences are on a first come first served basis and generally last about 5 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 email, 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.
- 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.

3-11 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.

3-12 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.