



CENTRAL CATHOLIC HIGH SCHOOL 2021-2022 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 and student services, and provides specific information on policies, 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 NONDISCRIMINATION

Central Catholic High School admits students of any race, color, national or ethnic origin, ancestry, physical disability, mental disability, medical condition, genetic information, or gender 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, national or ethnic origin, ancestry, physical disability, mental disability, medical condition, genetic information, or gender 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, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, age, pregnancy, military or veteran status, political affiliation, or gender. However, the school reserves the right to make employment decisions based on principles of Catholic moral teaching, religious preferences, and other religious needs, criteria, and policies.

ANTI-RACISM AND ANTI-HATE STATEMENT

In order to ensure that all individuals have access to an education that is free of racism, bias, and other forms of bigotry, and to support the intellectual development and growth of students at Central Catholic High School, we pledge to:

- Actively identify and challenge an individual or systemic act of racism and other forms of discrimination and bigotry within the school community, exposing such acts through positive communication.
- Express strong declarations of solidarity with people of diverse human and cultural backgrounds to eradicate forms of racism, bias, and prejudice in spaces of teaching and learning.
- Not only promote cultural diversity and expand linguistic knowledge, but explicitly push for anti-racism by participating in ongoing development for students, educators, and parents to succeed in countering racism and other forms of bigotry, bias, and prejudice.
- Support the implementation, and enforcement of Central Catholic's code of conduct and policies that provide sanctions against discrimination of racial, ethnic, physical, and mental disability, gender, sexual orientation, and religious and political affiliation in education.

The sole purpose is to create a safe and positive learning environment for all students and staff members, free from any form of micro-aggression, racism, or unconscious bias towards any group of people. We are all encouraged to think before we speak at Central Catholic High School.

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SECTION 1: VISION FOR SUCCESS AND INTEGRAL STUDENT OUTCOMES

1.1 Vision for Success

Central Catholic high school is the most desired high school. Central Catholic offers a rigorous education rooted in equity, collaboration, and Catholic worldview. Central Catholic provides robust opportunities in an inclusive and supportive community. Central Catholic develops critical thinkers who are the best version of themselves, prepared for where their gifts meet the world.

1.2 Integral Student Outcomes

Central Catholic's Integral Student Outcomes (ISOs) are the educational expectations students will achieve by the time they graduate. The ISOs set the direction for the school's educational and co-curricular programs.

Faithful and Just (FJ)

All members of the Central Catholic community share the responsibility to foster the spiritual growth of the student body through a Catholic worldview. Students have the opportunity to experience God personally and communally. The Central Catholic graduate:

1. Understands each individual is loved by God and by others.
2. Understands Catholic Christianity through the study of and reflection on Tradition, and Scripture.
3. Has developed a relationship with God through prayer, reflection, liturgy, retreats, and service.
4. Understands their own faith journey and seeks to deepen their understanding of faith in order to live it in an active way.
5. Is able to discern and act with a spirit of justice and an informed Christian conscience.
6. Understands and lives the principles of Catholic Social Teaching.
7. Serves as an active witness to the Gospel message and participates in Christ's mission.

Academic Excellence (AE)

Central Catholic students develop intellectual and critical thinking skills in a rigorous educational environment that exceed the academic requirements for graduation and college admission. The Central Catholic graduate:

1. Has learned the skills required by each discipline and has successfully completed academic courses required for graduation.
2. Is able to employ analytical, logical, critical, and creative thinking skills.
3. Is able to communicate concepts effectively in written, oral, and artistic forms.
4. Is able to critically analyze contemporary issues and concepts.
5. Respects and appreciates people of all cultures and nationalities.
6. Appreciates the value and aesthetics of fine arts as instruments for self-expression.
7. Utilizes technology and resources respectfully and responsibly to access, interpret, evaluate, and present information.
8. Has explored post-secondary education options and future careers.

Relational and Responsible (RR)

Central Catholic High School has formed its students to reflect the social and moral teachings of the Catholic Church. Students have developed an awareness and acceptance of self and others. The Central Catholic graduate:

1. Loves and respects all people, as Christ loves us.
2. Uses active listening skills to listen and respond thoughtfully to others with compassion.
3. Expresses self freely and genuinely.
4. Demonstrates empathy toward others.
5. Is responsible for and appreciative of personal relationships.
6. Takes responsibility for sexuality as it relates to loving others.
7. Demonstrates compassion for those enduring injustice and surviving in the margins of society.
8. Exhibits leadership reflective of Catholic Social Teaching to make ethical decisions, practice stewardship, serve others, and actively work for justice.

Healthy and Balanced (HB)

The well-being of the whole person is fundamental to effective learning and living a healthy life. Students have acquired knowledge of health, wellness, safety, and resilience, and understand the importance of respecting and caring for themselves.

The Central Catholic graduate:

1. Understands that their whole being deserves respect and reverence.
2. Has become aware that physical, psychological, emotional, and spiritual well-being are interdependent.
3. Engages in their physical and mental health, emotional intelligence, and spiritual development.

4. Understands the benefits of participating in a variety of healthy activities.
5. Recognizes their own personal limitations and is able to achieve a balanced lifestyle by utilizing resources to support health and well-being.

SECTION 2: CAMPUS MINISTRY

Campus Ministry is centered in Christ, rooted in a Catholic worldview, and is integrated into all areas of the Central Catholic community to develop people of faith, compassion, and justice.

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 opportunities.

2.1 Liturgies

Prayer, both individual and communal, is at the center of our Catholic faith. The Central Catholic community gathers for prayer on a regular basis. We come together as a school community approximately once a month to celebrate the Eucharist and other forms of liturgy. Every semester, each class gathers together to celebrate a class liturgy. The school chapel is open during the day for students to spend quiet time in prayer, and for a daily morning liturgy. Parents and friends are always welcome at any of the school liturgies.

The Sacrament of Reconciliation is offered during Advent and Lent, as well as upon individual request throughout the year. The Chapel of Christ the King is open for Adoration of the Blessed Sacrament for two days during Holy Week.

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, sophomores, and seniors to attend a one-day retreat. Juniors are encouraged to attend a weekend retreat entitled Search. Seniors may choose to attend an optional retreat held in the spring.

2.3 Christian Service Program

The Christian Service Program is designed to help develop the students of Central Catholic High School into a people of compassion and knowledge, a people committed to justice, and a people for others. Through Christian service, students become aware of their responsibility to stand in solidarity with others. This development of the community, both within and outside 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:

1. Benefit those who survive in the least-often considered communities of our society.
2. Benefit a nonprofit group or organization that is in keeping with the values of the Catholic Church.*
3. Not be affiliated directly or indirectly with any political campaigns or groups.

* Before working directly with a marginalized population within a for-profit organization, students must seek pre-approval from the Director of Christian Service.

Christian Service requirements must be completed by the corresponding semester due dates. Incomplete service will require a student to complete a Service Completion Plan (SCP) in collaboration with the Christian Service Office. If an SCP is not completed within the same week as the semester due date, the student will forfeit their eligibility to participate in any school-sponsored co-curricular activity (i.e., athletics, theatre, clubs, etc.) effective the following school day. Participation in these activities will be forfeited until an SCP is completed.

2.4 Christian Service Requirement

Christian service is part of holistic Catholic education, and all Central Catholic students are encouraged to exceed the minimum requirements. Starting with the class of 2024, each student is asked to experience at least 20 hours of service in the following areas of engagement:

- Houselessness and Hunger
- Health, Education, and Faith Formation
- Diversity, Equity, Inclusion, and Liberation
- Environmental Stewardship

Each specific class requirement is listed below and must be met in order for the student to register for the subsequent school year or to satisfy the graduation requirement.

Grades 9-11 Service Requirements

Summer:	Optional Independent Hours*	Due: September 14, 2021
Fall:	10 Independent Service Hours	Due: January 11, 2022
Spring:	10 Independent Service Hours	Due: May 17, 2022

Grade 12 Service Requirements

Summer:	Optional Independent Hours*	Due: September 14, 2021
Fall:	10 Independent Service Hours	Due: January 11, 2022
Spring:	10 Independent Service Hours	Due: April 12, 2022
	Senior Reflection Paper	Due: April 19, 2022

*Summer Service is Optional

Areas of Engagement

Houselessness and Hunger

- We intentionally engage people living without shelter and experiencing food scarcity to change their circumstances and restore their dignity as fellow humans. This area is reserved for service addressing housing and hunger needs.

Health, Education, and Faith Formation

- We intentionally engage people living with unsatisfied physical, cognitive, or spiritual needs to support their desires and accompany them in their development. This area is reserved for service addressing health, education, and faith formation needs.

Diversity, Equity, Inclusion, and Liberation

- We intentionally engage people living in unjust and inhumane realities to understand and change the systems of inequity and oppression that unjustly limit their human potential and freedom. This area is reserved for service addressing diversity, equity, inclusion, and liberation needs.

Environmental Stewardship

- We intentionally engage our planet to understand its needs and take actions that sustain life in all its unique and varied forms. This area is reserved for service addressing environmental needs.

2.5 Christian Service Grading

Students will receive a Pass (P) on their Progress Report and Semester Report Card when they meet the Christian Service requirement. Late service hour reporting in any semester will disqualify a student from receiving Christian Service Honors recognition at graduation and will be noted in the student’s permanent Christian Service record. A student can appeal this decision if they have a documented excuse for missing the service deadline (see Appendix 1 for the appeal process).

Students will receive an Incomplete (I) if they fail to meet their semester Christian Service requirement. An Incomplete (I) will remain on the student’s transcript until they meet their semester requirement. The student must complete the past due requirement in order to receive a diploma.

Incomplete service will require a student to complete a Service Completion Plan (SCP) in collaboration with the Christian Service Office. If an SCP is not completed within the same week as the semester Christian Service due date, the student will forfeit their eligibility to participate in any school sponsored, co-curricular activity (i.e., athletics, theatre, clubs, etc.) effective the following school day. Participation in these activities will be forfeited until an SCP is completed.

2.6 Christian Service Immersion Experiences

Service Immersion experiences are offered to students each year via community partnerships. Central Catholic does not directly host, plan, or organize our own Service Immersion experiences.

SECTION 3: COUNSELING

The Counseling Department offers a wide range of guidance and counseling services: academic, college, personal, social, and emotional. Students and families seeking therapeutic services will be offered outside resources. The counselors work as a team to address students' needs. Students are assigned a personal counselor at the beginning of their freshman year. 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. The college counselors work with second semester juniors and seniors.

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:

1. Duty to report any behavior, suspicions, or student reports of physical abuse, sexual abuse, emotional abuse, abandonment, or neglect to the appropriate agency;
2. 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;
3. 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;
4. 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 represent students honestly in their letters of recommendation to colleges. Additionally, 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.

3.3 Request to Change Counselors

Any request for a counselor change must be submitted to The Dean of Student Management. Only requests for a change that involve a significant negative experience or event with the assigned counselor will be considered. In an effort to facilitate better communication in these instances, we encourage students and parents and guardians to address their concerns with the counselor first.

If The Dean of Student Management determines that the request warrants consideration, the new counselor to be assigned is the decision of The Dean of Student Management and is not left up to the student or their family. Proposed changes must be discussed with both counselors involved and are not finalized until the request has been presented for final review and disposition.

SECTION 4: 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 a rigorous environment that fosters academic excellence by nurturing critical thinking, reflective analysis, and creative expression.

Academic objectives in a rigorous education depend heavily on work performed at school and at home. Homework as opportunity for practice 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 fulltime 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

Graduation requirements are stated in terms of "credits earned." One credit is awarded for each year of work successfully completed. To graduate from Central Catholic, a student must earn 26 credits. Included on the next page are all of the requirements for a high school diploma for the State of Oregon and in addition, those specifically relating to the vision of Central Catholic High School. All students are required to complete a minimum level of Christian Service each year. Central Catholic High School will not grant high school credit for experiences prior to enrollment in the ninth grade.

Theology	4 credits
English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Laboratory Science*	3 credits
World Language	2 credits
Fine Arts**	1 credit
Wellness	1 credit
Physical Education	1 credit
Technology***	0.5 credit
Electives	3.5 credits
Christian Service Requirement****	80 hours
<hr/>	
Total	26 credits

* Students must complete a course in Biology, Physics, and Chemistry to graduate.

** Requirement is satisfied by courses listed in the Fine Arts section.

*** Technology credit requires students to at least pass the Introduction to Computer Science course by graduation.

**** Students are required to complete 20 hours of service each academic year. A minimum of 10 hours must be completed within the first semester. Excess hours performed are not transferable from year to year.

Freshman Year	Credits	Sophomore Year	Credits	Junior Year	Credits	Senior Year	Credits
Theology I	1.0	Theology II	1.0	Theology III	1.0	Theology III	1.0
English I	1.0	English II	1.0	English III	1.0	English III	1.0
Mathematics	1.0	Mathematics	1.0	Mathematics	1.0	Mathematics	1.0
World History	1.0	PE/Wellness	1.0	US History	1.0	Government and Politics	1.0
PE/Wellness	1.0	Choose three: Science Fine Arts World Language Technology Elective	1.0	Choose three: Science Fine Arts World Language Technology Elective	1.0	Choose three: Science Fine Arts World Language Technology Elective	1.0
Choose two: Science Fine Arts World Language Technology	1.0						

The minimum standards for acceptance to most four-year colleges are: four years of English, three years of social studies, three years of mathematics through Algebra II, three years of laboratory science, two years of the same world language, and one year of fine arts.

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.

Students who have participated with distinction in various student organizations at Central Catholic will be recognized at graduation with honor cords, stoles, and medals. The criteria for achieving this distinction will vary between organizations. Each of these distinctions will be noted in the graduation program.

4.2 Classes

Students are required to be enrolled in a minimum of six credit classes each semester. Students will need to enroll in more than 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 assistant, 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 laboratory science, two years of the same world language, and one year of fine arts.

Advanced Placement Classes (AP)

All AP courses follow a college-level curriculum prescribed by the College Board. Since these courses move at an accelerated pace that is demanding and will require additional hours of study, Central Catholic recommends that students consider carefully and limit their enrollment of AP courses to a manageable workload in order to stay balanced and minimize stress. Advanced Placement classes culminate in a national exam given by the College Board. Scores on the exam may qualify students for college credit or advanced standing as determined by the colleges. All AP students are strongly encouraged to take the AP exam. Students will be awarded a greater weighting in their GPA based on the increased expectation of these courses. There is an additional fee for each AP exam. AP course textbooks are college level and are therefore more expensive through the bookstore.

AP Exam Registration

Students must register for exams online through myap.collegeboard.org at the beginning of the school year using information provided by their AP teacher(s). Students wishing to take an exam in a subject not taught at Central Catholic should contact the AP Coordinator for registration information.

The deadline to register is seven weeks after the start of the school year. Exam fees will then be billed to the student's account. There are no refunds for the processing fee portion of the exam after the seven week deadline. There is an additional late fee assessed for students who register for an exam after the deadline.

The fee for each exam is set by the College Board, and a reduced fee is available for those who are eligible to participate in the Federal Free or Reduced-Price Lunch Program. Exam fees and schedule can be found at apcentral.collegeboard.org.

To take an AP Exam with accommodations for documented disabilities, a student must be approved for accommodations by the College Board's Services for Students with Disabilities (SSD) office. Having an IEP, 504, or school support plan does not automatically constitute authorization for testing accommodations; students must be approved by the College Board. Please consult your counselor or the student support coordinator immediately to pursue testing accommodations.

4.3 Homework (Practice)

Academic objectives in an academically rigorous school depend heavily on work performed at school and at home. Homework as an opportunity for practice 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 Canvas 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, school counselors will support 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. The relative weight of homework for the final semester grade is not to exceed 20%.

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

Student Work Ethic

Classes at Central Catholic require students to:

1. Work independently without detailed instruction. Students are responsible to ask questions and seek help when they do not fully understand the material. Students must be prepared to spend a significant amount of time on homework and practice.
2. Develop personal commitment and a strong work ethic. Students must participate in discussion and activities, actively engage in the learning process, and commit themselves to doing their best.
3. Value learning. Students must learn from mistakes, cope with ambiguity, and think through complex questions.
4. Maintain a positive attitude. Discomfort with new tasks and concepts is normal, but students must be willing to take risks and do their best on work they may not like. Students should strive to see the purpose behind the work.
5. Be willing to analyze their work in detail. Students must not limit themselves to the assigned material, but continually strive to learn more by engaging in outside reading, attending lectures, doing additional research, etc.
6. Be present in class. Excessive absences, regardless of the reason, seriously detract from a student's ability to master the course material and experience the fullness of the Central Catholic educational experience.
7. Act with integrity. When a student puts his/her name on homework or an assignment, it means it is the student's own work.
8. Master fundamentals. Students should have mastery of the fundamental skills of the academic discipline before entering Honors and AP classes.

Plagiarism Prevention

Central Catholic High School uses 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.

4.4 Grades and Report Cards

Grades are used as a means for measuring and reporting progress and achievement. Grades support students in determining their individual strengths and areas for growth.

Grading System

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

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

Additional Letter Marks:

P	Pass	Student has met minimum requirements.
NP	No Pass	Student has not met requirements.
W	Withdrawal	Student was withdrawn
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 six weeks of the end of the school year for which it was issued.

All grades for teacher assistants, office assistants, and academic tutors and peer mentors will be either Pass or No Pass.

Honors Points

Honors Points are awarded for honors and Advanced Placement (AP) courses. These accelerated classes are designed for self-motivated students and cover a greater depth and breadth of material than regular college prep courses. Enrichment topics are added. Standards in reading, writing, calculation, and critical thinking are higher. More independent learning takes place. Students should expect more homework in these courses and will be awarded a greater weighting in their GPA based on the increased expectations.

What students should consider before choosing to take an honors/AP class:

- Do I have a high level of interest in this matter?
- Do I want to explore this content in more depth?
- Am I willing to engage more time, do more work, and strive to meet the higher standards?
- Do I have the time to commit to this class and still meet my obligations to family, church, friends, activities, sports, and work?
- Can I balance the stress this class may cause?
- Is it okay if I do not earn an "A" in this class?
- What other honors/AP classes am I planning to take?

Physical Education Participation

Due to the participatory 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 Assistant Principal of Curriculum Design and Instruction. 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 percent.

Grades for honors and Advanced Placement classes are weighted to reflect the increased difficulty of these classes.

Grade Reports

All work completed during the semester counts toward the final semester grade. There is one school-wide progress reporting period during each semester at nine (9) weeks (P1: fall semester and P2: spring semester). Progress reports will be e-mailed and current grades can also be viewed on Canvas. A permanent semester grade is issued for the fall and spring semesters (18 weeks). Semester grades can be viewed on Canvas and an e-mail notification will also be sent to parent(s) or guardian(s). Semester final exam grades can be viewed through Canvas and will not be on the semester report card or on a student's transcript.

Credit Retrieval

A student who fails a required course at Central Catholic High School must establish a plan before the start of the next school year with the Assistant Principal of Curriculum Design and Instruction to appeal for an incomplete (See Appendix 1) or retake the class. 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 Assistant Principal's prior approval, take an approved evening school or summer school class. Online courses may 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 courses.

"D" Grades

Grades lower than a "C-" in a core subject area may have a negative impact on college admission requirements for Oregon Public Universities (OPU), even though a grade as low as a "D-" 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 the OPU requirement, the student may appeal for an incomplete (see Appendix 1), the class may be repeated at Central Catholic or, with prior approval from the Assistant Principal of Curriculum Design and Instruction, the course may be taken from another approved institution. In this case only, will online courses be considered for approval. The original class and grade will remain on the transcript. The new class will be noted on the transcript, but will have no impact on GPA or credits.

Incomplete (I) Grades

An Incomplete is awarded when a student has not fulfilled course requirements due to extenuating circumstances (e.g., personal illness). In such cases, the student is expected to complete the requirements within six weeks of the date that the Incomplete was awarded. It is the student's responsibility to complete the appeal process (see Appendix 1) and submit the request to the Assistant Principal of Curriculum Design and Instruction. An Incomplete that is not corrected within the six-week time span becomes a failing grade unless special arrangements are made with the Assistant Principal of Curriculum Design and Instruction, and the teacher involved.

Credits for College Courses

Occasionally students will take college courses while enrolled at Central Catholic. Students need prior approval from the Assistant Principal of Curriculum Design and Instruction. 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. Students should use the appeal process to initiate a request for a grade change. The grade change must be verified in writing by the teacher involved and approved by the Assistant Principal of Curriculum Design and Instruction. (See Appendix 1 for appeal process)

4.5 Semester Assessment

An assessment of student learning will occur at the end of each semester in higher level courses. 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. Final exams also provide a culminating learning experience at the end of each semester for juniors and seniors. Students attend 83 minute assessment sessions in each of their classes.

Final Exam Policy

Students must take their semester final exams during the regularly scheduled time. The exam dates are listed on the school calendar as academic culmination week and are posted on the Central Catholic website. Semester final exams will not be administered prior to the scheduled exam date and time. Seniors take their second semester final exams in class prior to graduation. If a student has an unavoidable conflict for a serious reason other than illness, a \$20 makeup exam fee will be charged per class that is scheduled for a later testing date. Teachers do not have the authority to change final exam times. Any student who requests an exception to this policy needs to contact the Assistant Principal of Curriculum Design and Instruction through the appeal process outlined in Appendix 1.

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 senior awards assembly, 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 Student Management regarding behavior and attendance, and must have completed their 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 to the Assistant Principal of Curriculum Design and Instruction through the appeal process (see Appendix 1) to participate in senior activities. Students who have failed to meet Christian Service requirements may petition in writing to the Dean of Student Life in order to participate in senior activities.

Only honor cords, stoles and medals awarded by Central Catholic may be worn at graduation. Student organizations wishing to be considered for an honor cord must submit a written proposal (see Appendix 2) no later than April 1 to the Dean of Student Life to be considered for the current graduation year. All approved honor cords, stoles, and medals will be provided to students of distinction at no cost.

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.

Our goal is to maintain a high level of achievement for all students. We wish to recognize, acknowledge, and respond to our students' strengths, challenges, and learning abilities in order to help them be successful. Our services are designed to assist students with learning challenges to succeed within the general education curriculum with the least restrictive support. For students with documented learning needs, our specialist will work with a team to create a plan to address the specific accommodations needed by the student to succeed in all courses. Support service classes such as Academic Support, Math Lab, Executive Function Lab, and Language Arts Lab courses are specifically designed for students who need targeted support in those areas.

How Students Qualify for Support Services

Students can obtain eligibility to receive support services in one of two ways:

1. Students entering Central Catholic have been through an evaluation process and hold a current educational based diagnosis of a learning difference or disability and/or have a private school learning plan or public school IEP/504 that has been in place while in junior high. Students have current documentation, including testing within the last 3 years.
2. Upon receiving the above described documentation, a Student Support Team learning specialist will review and evaluate submitted documentation. Following review, the parent will be contacted and a meeting will convene to draft a similar learning plan specific to Central Catholic.
3. Students are referred through the Student Intervention Team after a data collection period to undergo an evaluation for a learning difference or disability. Once parents provide school staff with an indication of a suspected learning difference or disability, our specialist will work with the family and a school-based team to evaluate eligibility and needs.

Plans need to be evaluated once a year as a team to stay current at Central Catholic.

4.8 Academic Assistance

A student will be placed on Academic Assistance if they or he earns less than a 1.8 GPA or two F grades at the end of any semester grading period.

A student on Academic Assistance:

1. Will meet with the Student Support Team to create an academic assistance plan which could include: mandated grade in-progress checks, after school study hall, and other interventions to support the student's academic success.
2. Is ineligible to participate in co-curricular activities until the student completes the terms of their academic assistance plan.

At the end of the semester of Academic Assistance, the student will either be removed from assistance if they or he meets a 1.8 GPA with no more than one "F" grade, or be dismissed from Central Catholic High School with an opportunity to appeal. If a student at a later date qualifies for Academic Assistance a second time, he/they will be dismissed with an opportunity to appeal. (see Appendix 1 for the appeal process)

Any student who earns three (3) or more F grades 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 two F grades during any grading period and who has an Individual Learning Plan will go before the Student Support Team for academic review. The Student Support Team will determine the appropriate plan for intervention.

Student Intervention Team (SIT)

The Student Intervention Team's primary function is routine, structured problem solving in conjunction with teachers requesting assistance, and the resolution of student-centered problems. The Student Intervention Team works effectively with other teachers and staff members, analyzes student problems, and designs interventions powerful enough to effect the desired change. The functions and services the team provides vary with the needs of the individual student.

The SIT has a vital role in creating a high achieving school as expressed in the following goals:

1. Enable teachers to teach students more effectively.
2. Enable students to acquire academic and social competencies, achieve standards, and become independent learners for life.
3. Create a collaborative culture among all staff.

The Student Intervention Team should not be viewed as a gatekeeper to the special education process or to a modified diploma.

Academic Appeal Committee

The Academic Appeal Committee is composed of the Assistant Principal of Curriculum Design and Instruction, Dean of Student Management, 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 grades or any combination of four D grades and/or F grades for the nine (9) Week Progress Report grading period will be referred to the Student Intervention Team. Interventions may include: required attendance of After School Study Hall three days a week until the end of the semester, mandated grade in progress checks, and other interventions to support the student's academic success.

After School Study Hall is offered Monday through Thursday from 2:40 – 4:00 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)

Grade in-progress checks are used to create communication among parents, teachers, and the student on a biweekly basis. This resource may be requested or mandated. It is the student's responsibility to print their grades from Canvas and check in with each teacher verified with a teacher signature, take the printed grades home to be reviewed and signed by a parent or guardian, then returned to the main office by the deadline set forth by The Student Support Team.

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.

4.9 Scheduling and Schedule Changes

Because each person is unique and has special needs in achieving success in a rigorous school environment, Central Catholic High School provides a variety of curricular options. Each spring, students forecast classes for the following school 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 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 and to complete the online forecasting process. This will be referred to when discussing any future schedule changes. The online forecasting process will be used as the official communication to Central Catholic about each student's curricular needs.

Schedule changes are strongly discouraged. They are only considered when unique circumstances arise, so students must choose their courses decisively and wisely. In the event students are misplaced, they may request a schedule change. In this case, the change can only occur if there is space in the new class. There are no schedule changes in the second semester except to drop a course and take an approved elective. There will be no schedule changes based on teacher preference.

To complete an approved schedule change, a student must:

1. Obtain a signed Schedule Change Form from their counselor.
2. Obtain signatures of the teachers involved in the change.
3. Obtain parent or guardian signature as an indication of approval.
4. File the Schedule Change Form with the Assistant Principal of Curriculum Design and Instruction for approval and signature.

A schedule change is not effective until the Assistant Principal of Curriculum Design and Instruction and the counselor have approved the request and the student receives confirmation 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, a balanced and healthy course load, and the classes they think would be most beneficial in meeting these goals. Student worksheets, sustainability forms, parent signatures, and the online forecasting process must be completed by the designated forecasting date. Students who fail to complete their online forecasting will jeopardize their chance to receive their first choice course requests. Detailed instructions and information about forecasting are shared through Canvas. Counselors are available before school, during lunch, and after school to answer questions about the forecasting process. Once forecasting is complete and the schedule has been built, students and parents will be able to view the student's schedule for the upcoming year on Canvas before the start of school in August. 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 or when classes are full, counselors will look to the alternate courses on the forecasting sheet to complete a student's schedule.

Drop/Withdrawal Policy

Course changes may only occur during the first week of each semester. No new courses can be added after the first week of classes in the first or second semester. **Level changes supported by the teacher can occur up to three weeks in the first semester.** A student's transcript will reflect one of the following marks:

1. If the withdrawal occurs within the first week of the semester, no mark is recorded on the transcript
2. If the withdrawal occurs after the first week of the semester, a mark of W (withdrawal) is recorded on the transcript.

Any changes to a student's schedule must be due to compelling circumstances. An example of a compelling circumstance would be a medical issue that would necessitate a change to a student's schedule in the interest of their personal health and well-being. In this example, documentation from the student's physician would be required prior to adjusting a student's schedule and should go through the Assistant Principal of Curriculum Design and Instruction through the appeal process (see Appendix 1).

A change of mind, lack of motivation, failure to obtain in-school or outside tutorial support, unsatisfactory academic performance, desiring an easier second semester schedule, request for a different faculty member, and/or requests for a different class period are not compelling circumstances.

Seniors: It is imperative that any level changes or dropped classes for an approved elective be communicated with colleges you have been admitted to or are still in the process of applying to. If this is not done, a college or university may deem an application inaccurate, which could negatively affect the admission process.

4.10 Standardized Testing

All sophomores and juniors participate in National Testing Day in October. Freshmen participate in their mandatory Freshman Day Retreat on National Testing Day. Test results are reviewed with students and will be kept in the student's academic file. The tests administered are as follows:

Sophomores

All sophomores take the Pre-ACT test. The Pre-ACT 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 they is considering after high school. Pre-ACT results are returned in Wellness II classes and are 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 area high school or Central Catholic High School.

Juniors

All juniors take the PSAT. Test results are returned to students in their English classes and may be used to help prepare for the SAT. Counselors use the testing results from previous years to develop a post-secondary plan for each student. Students are encouraged to take the SAT 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 directly with their 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 college campuses on this day. Seniors may also use this time to prepare college and scholarship applications.

4.11 Communication

Canvas

Canvas may be accessed through the Central Catholic website: cchs.instructure.com/login/canvas.

Canvas is a learning management system that simplifies teaching and learning by connecting all the digital tools teachers use in one location. Students and parent(s) or guardian(s) may view grades and assignments as well as communicate with faculty. In addition, Canvas is used as our primary communication tool for all school events such as Christian Service, counseling resources, and club activities.

Parent-Teacher Conferences

Parent-Teacher conferences are an opportunity for parents to check in with teachers. Formal conferences are held twice a year: one evening and one half day is scheduled in the fall and one afternoon and evening in the spring. Teachers are available on a first come, first served basis through sign-up genius and meetings should last no longer than five minutes. Students are welcome to attend the conference with their parents. Parents are encouraged to arrange a meeting outside of formal parent-teacher conferences to confer with teachers for a more 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 for the faculty, staff, and administrators at Central Catholic to listen to student and parent concerns with attention and respect. If your student comes home from school with a concern about something that has occurred in a class or a co-curricular program, please follow these steps:

1. Listen carefully to what your student has to say
2. 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?
3. 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 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 National Honor Society (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 they have not received the needed help, the student should see the Assistant Principal of Curriculum Design and Instruction.

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

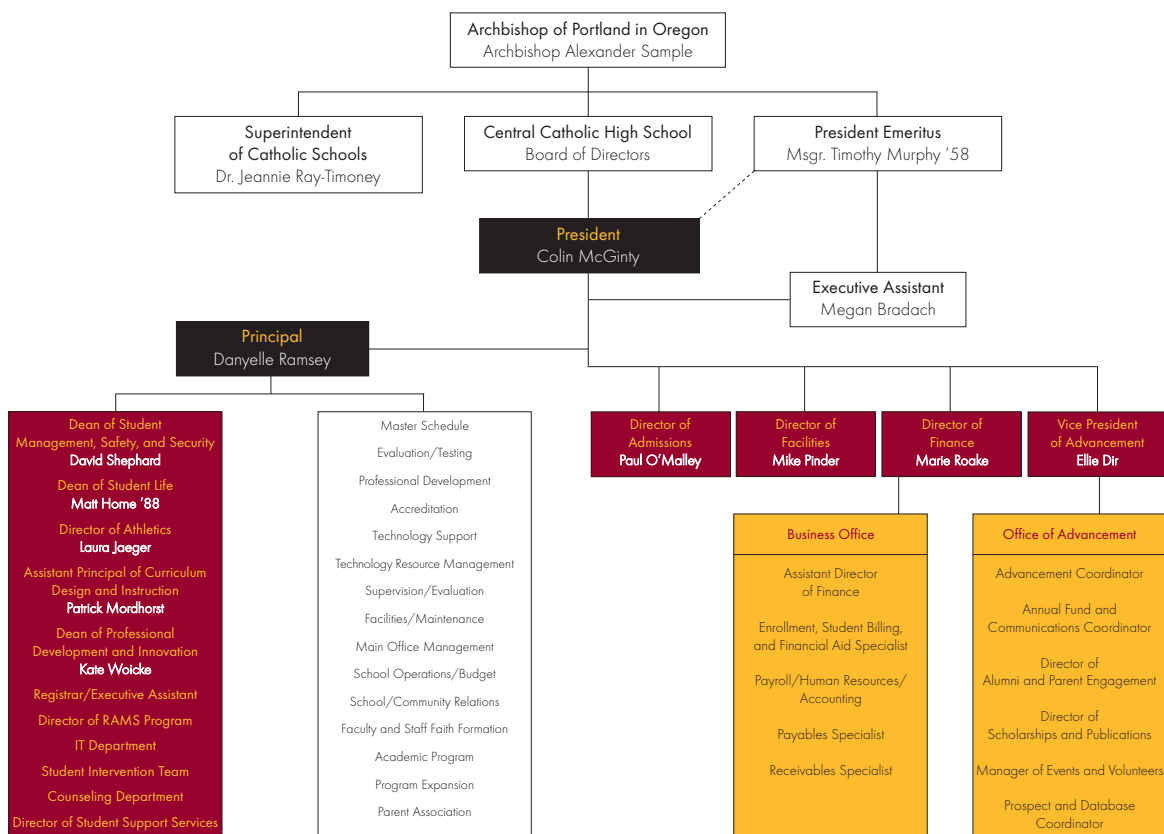
1. Have the student set up a time to talk to the other person. In most instances, an honest conversation will clear up misunderstandings or heal hurt feelings.
2. If the student needs guidance or strategies for conflict resolution, have your student contact their counselor.
3. If students feel they have exhausted all other avenues towards resolution, have them talk with the Assistant Principal of Curriculum Design and Instruction, Director of Student Activities, or Director of Athletics as appropriate.

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

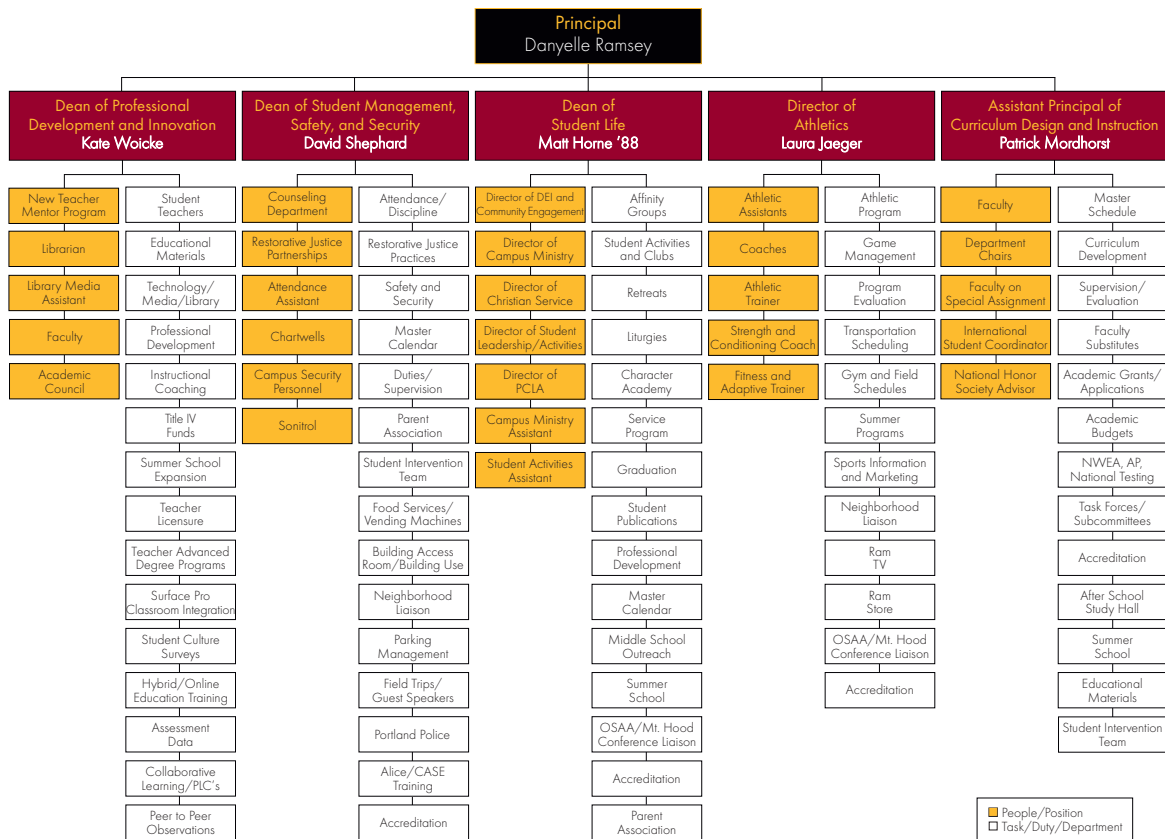
1. Speak to the teacher or other adult directly, either on the phone, by email, or face to face. You may leave a message for any teacher or program director via Central Catholic's voicemail system. Email addresses and telephone extensions are listed on the website: centralcatholichigh.org.
2. If, after talking to a teacher, you feel the issue is still not resolved, call or email 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 to increased understanding.

CENTRAL CATHOLIC HIGH SCHOOL 2021-2022 LEADERSHIP ORGANIZATIONAL CHART



CENTRAL CATHOLIC HIGH SCHOOL 2021-2022 PRINCIPAL ORGANIZATIONAL CHART



4.12 Student Records

Central Catholic High School abides by the provisions of the Buckley Amendment. Noncustodial 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 noncustodial parent is denied access to such information. The parent responsible for the registration process is obligated to share appropriate contact information for the noncustodial parent with the school and provide appropriate documentation as a part of the registration process.

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. Unofficial copies are also available upon request.

4.13 Academic Honors and Awards

Honor Roll and 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 the honor roll after the first or second semester will be honored with a certificate. Students who earn a 3.8 or higher for both semesters will be invited to an Academic Awards Night in the fall of the following school year. Seniors will be recognized at the Senior Awards assembly prior to graduation.

Valedictorian and Salutatorian

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

Honor Cords, Stoles, and Medals at Graduation

Students who have participated with distinction in various student organizations at Central Catholic will be recognized at graduation with honor cords, stoles, and medals. The criteria for achieving this distinction will vary between organizations. Each of these distinctions will be noted in the graduation program. Only honor cords, stoles, and medals awarded by Central Catholic may be worn at graduation. Students can engage the appeal process for other considerations (see Appendix 1)

SECTION 5: GENERAL POLICIES

5.1 Assemblies

Periodically, students will participate in school assemblies and liturgies 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 main gym for assemblies. Students are asked to leave their backpacks in lockers or their previous period classroom.

Assemblies and liturgies are an opportunity for Central Catholic to celebrate our community and show pride in our school. Ram Dress is required at all school liturgies, student recognition assemblies, rose festival assemblies, senior awards, all school conference day, and when we have guest speakers. Ram Dress is defined as the Central Catholic polo provided by the school to be worn with pants with pockets and zippers. No blue denim.

5.2 Bookstore

The Central Catholic bookstore is operated in partnership with Barnes and Noble. The online bookstore will be linked through the Central Catholic website and allows for a vast freedom of choice. Students have the choice to purchase, rent, or use a digital version of the text required for courses. AP course textbooks are college level and are therefore more expensive through the bookstore.

Classroom Supplies

Classroom supplies are not available at the bookstore. Calculator recommendations, a basic supply list, and supply lists for elective courses can be found on the Central Catholic website at centralcatholichigh.org/about/faq.html.

5.3 Bulletin Announcements

All student announcements are to be approved by an appropriate faculty member and submitted to the main office 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 Name, Address, Phone Number, or Email

The main office should be notified immediately of any change of name, 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 and Internet

The school has the right to intervene with writings and postings on internet blogs, emails, text messages, Instagram pictures, Snapchat, etc. that contain harassing, threatening, racist, or hateful statements or references to illegal activities. It is inappropriate for students or parents to use the Central Catholic name, logo, post pictures of Central Catholic faculty, staff, or other students, or make derogatory comments about faculty, staff, or other students.

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 dances.

The Central Catholic High School dress code applies to dances. We expect our students to be dressed in a way that is appropriate for a Catholic school setting. Prom is a formal dance.

Each Central Catholic student may invite no more than one guest, and guests 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 set deadline to secure guest approval.

All students and guests must present a school identification or valid picture identification card upon admittance. 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 P.M. to 11:00 P.M. and there will be no admission after 9:00 P.M. Central Catholic reserves the right to deny admission to any person.

5.7 Dress Code

Central Catholic develops critical thinkers who are the best version of themselves. We set a high standard for success and encourage students to become critical thinkers when considering time and place for different attire.

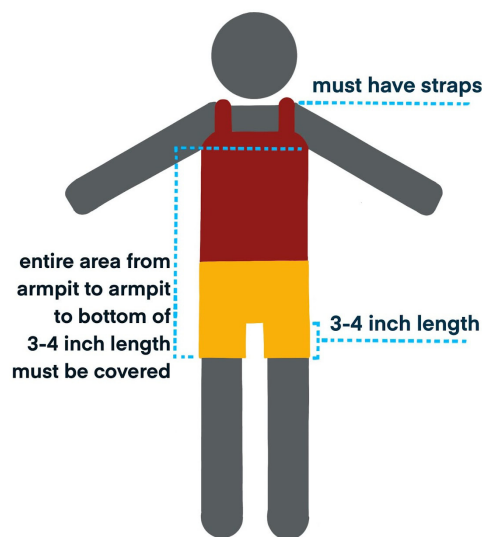
Parents and students are responsible for ensuring proper dress and hygiene. We expect our students to be dressed in a way that is appropriate for a Catholic school setting. We have developed a series of questions and a graphic that we hope can help support the process of decision-making in regard to dress at school.

Questions to consider when thinking critically about what to wear to school:

1. Does my attire align with the graphic to the right?
2. Does what I am wearing allow me to actively engage in the life of the school without the risk of my undergarments showing?
3. Is my clothing functional for walking, climbing stairs, and sitting?
4. Does the way I dress represent the values of my school?

Additional Dress Code Requirements and Considerations:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts or support brands that promote such practices or behaviors.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
8. Any clothing or apparel with self-applied graphics may be deemed inappropriate and is subject to approval by the Dean of Student Management.



Front & Back View are the Same

The Administration of Central Catholic will communicate with students and parents when making the final decision as to the appropriateness of dress for a Catholic school setting.

Faculty and staff will use the following guidelines when addressing concerns about the dress code:

1. Faculty and staff will address the student privately.
2. Faculty and staff will use good judgment, restraint, and respect when dealing with dress code.
3. Faculty and staff will use one of the following three phrases to address students out of dress code:
 - a. You are out of dress code. Please correct the issue.
 - b. Please refer to the dress code graphic to identify and fix how you are not following dress code
 - c. Please go to the main office as you are not following the dress code.

Students who do not adhere to these guidelines will be asked to call parents if appropriate clothing is not available or the student refuses to follow dress-code appropriate clothing.

Ram Dress

Central Catholic strives to provide robust opportunities in an inclusive and supportive community. We are determined to design special dress opportunities that are equitable to all shapes, sizes, and socio-economic backgrounds. Assemblies and liturgies are an opportunity for Central Catholic to celebrate our community and show pride in our school.

Ram Dress is required at all school liturgies, student recognition assemblies, Rose Festival assemblies, senior awards, all school conference days, and when we have guest speakers. Ram Dress is defined as the Central Catholic polo provided by the school to be worn with pants with pockets and zippers. No blue denim.

5.8 Electronic Devices

Cellular Phone Use

Use of cellular (cell) 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 and/or librarian. 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 or Apple Watch out or is found using a cell phone or Apple Watch without the permission of the teacher, the device will be confiscated and the student will meet with the Dean of Student Management to determine outcomes. Continued offenses will result in disciplinary action.

Due to concerns about privacy, the camera and video function on a cell phone is not to be used on school grounds without permission and are strictly prohibited for use in locker rooms and bathrooms regardless of permission. Students using the camera function on a cell phone or any function on an Apple Watch during exams or quizzes will be subject to an integrity violation. (See Section 7.7)

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 at teacher's discretion. However, portable music devices, handheld video games (including those features on a phone) and headphones or AirPods may not be used for non-instructional or non-educational purposes and are prohibited during the school day (including lunch and passing times) unless given permission by the teacher and/or librarian.

If a student is found using a portable music device, handheld game, and/or headphones or AirPods during the school day, the device will be confiscated and the student will meet with the Dean of Student Management to determine outcomes.

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

Zoom Meetings and Video Conferencing Policies

Zoom Meetings and Video Conferencing Policies are in effect for the school year, regardless of full digital or hybrid learning. Expectations for those are outlined below:

1. Teachers will use passwords and waiting rooms that are now a default setting in all Zoom meetings. This allows teachers to screen any individual coming into the meeting.
2. Teachers will require appropriate etiquette within any video conference meeting. These protocols include:
 - a. Students should be awake and appropriately dressed before entering the meeting
 - b. Students should be prepared to learn (attentive, engaged, and active)
 - c. Students should have resources needed nearby (books, papers, pens, etc.)
 - d. Students will log in using their school e-mail account
 - e. Students should have their full first and last name displayed
 - f. Students are expected to have the camera on and have their face visible while attending meetings unless they have communicated directly with their teacher and made other arrangements, individually, before class begins.
3. Note for teachers: Some students may need to turn off their video to preserve wireless bandwidth at their home
4. Students should be shown how to turn off their "self-view" in Zoom to help address issues of self-consciousness.
5. Video Conferences are subject to the same codes of conduct as would apply to in-person interactions, which include but are not limited to using appropriate language, conducting oneself appropriately, and dressing as one would for school.
6. Any inappropriate actions taken are subject to disciplinary procedures outlined in Section 7 of this student handbook.

5.9 Field Trips

Prior to any class-related field trip requiring that a student miss classes, the student is to obtain a permission slip from the teacher who is organizing the field trip. The Archdiocese Permission Form is 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.

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

5.10 Food and Drink

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

5.11 Fundraising Policy

The primary focus of the Office of Advancement at Central Catholic High School is to raise funds for the school to ensure a sustainable future and allow financial accessibility for families of diverse economic backgrounds. All fundraising solicitations must occur within the scope of the priorities of the school, as decided upon by the Board of Directors and the administration of Central Catholic High School. These priorities are established to ensure that our academic and co-curricular programs are both rigorous and robust, rooted in the Central Catholic tenets of equity, inclusivity, collaboration, and a Catholic worldview.

1. Groups or organizations conducting fundraising activities that benefit the students and programs at Central Catholic must obtain clearance for the fundraising activities from the Vice President of Advancement.
2. Sports teams and clubs that need funds for trips or special projects outside the constraints of the budget are to work with the Dean of Student Life or the Director of Athletics to plan for such trips or special projects in advance. Solicitations to individual parents or other school constituencies without the involvement or expressed approval of the Office of Advancement are prohibited.

The Point System has been implemented to encourage volunteerism and to provide parents and other interested constituencies with a way to convert their volunteer hours into funds for their student's team or club. Please refer to the Central Catholic website for more information or to log your volunteer hours at centralcatholichigh.org/parents/point-system.html.

5.12 Gum

Gum is costly to remove from surfaces such as desks and carpet. It is not sanitary to place chewed gum where other students might accidentally touch it. Please be thoughtful and dispose of gum properly. Gum should be disposed of prior to attending all school liturgies.

5.13 Gyms, Locker Room, Weight Room, and Music 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, that staff member is responsible to be present at all times during use.

Due to concerns about privacy, the camera and video function on a cell phone is not to be used in locker rooms ever.

5.14 Class Time Release

Students are to be in their assigned class during the entire class period. Students are required to have a teacher's permission in order to leave the classroom and must have a designated pass to see a counselor, program director, or administrator. Students should not be released from class to go to the bathroom except in obvious emergency situations.

5.15 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 and retreats. High school tackle football is not covered, but additional coverage is available to families for a fee. 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.

5.16 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 they have obtained a pass from the classroom teacher and have permission from the librarian. Library hours are 7:00 A.M. - 4:00 P.M. Cell phone use without headphones is not allowed in the library at any time.

5.17 Lockdown

The following procedures will be implemented for school lockdown:

1. Doors will be locked.
2. No one will be permitted to enter or leave the building.
3. All faculty, staff, and students will wear school ID at all times.
4. Lockdown will continue until the school receives an all-clear signal from the emergency response team.
5. The use of cell phones is prohibited.
6. School phone lines will be kept clear so they will be available to emergency personnel.

5.18 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 assigned 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 Director of Facilities. 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 to prevent theft. There is a \$10 fee for lost and not returned padlocks.

5.19 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.

5.20 Lunch

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

5.21 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. Students should carry their prescribed inhaler, insulin, and/or epi-pen with them at all times for self-administration as needed.

All prescription medications are required to be stored in a locked location and must be administered by the main office staff who are trained in medication administration if they need to be taken during the school day. Please register all medications and file appropriate paperwork with the main office staff.

5.22 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 only once per semester and they must attend prior to May. 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.

5.23 Propping Exterior Doors

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

5.24 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 through an appeal process (see Appendix 1).

5.25 School Closing and Late Start

Students should check the school website at 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 emails 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.

5.26 Building Hours

Regular school hours are 8:00 A.M. - 2:35 P.M. On a late start day, school hours are 9:30 A.M. - 2:35 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 or guardians and the attendance associate in the main office. Building hours are 6:30 A.M. - 4:00 P.M. Students must exit the building by 4:00 P.M. or they must be in the supervised cafeteria area waiting for their ride or after school activity to begin.

5.27 Student ID Badges and Building Access

School safety is of paramount importance at Central Catholic High School. Being able to identify students as well as controlling who can enter the building is vital to maintaining a safe environment.

At the beginning of the school year, students will be issued an updated Central Catholic ID card. The student ID will be hung on a school issued lanyard and is mandatory to be worn around the students' neck. Students will be required to wear their ID badge (picture side out) at all times while in the building during the school day (6:30 A.M. - 4:00 P.M.).

If a student loses their ID badge, they should see the Dean of Student Management for a replacement badge or to replace a lost or broken lanyard.

Stickers are not allowed on the student ID badge. Only school-approved lanyards are to be used.

Access entry will be allowed at the following doors from 6:30 - 8:00 A.M. (adjusted for late starts): Front entry, gym doors, PAC doors, and the pedestrian gate. After the start of school, entry will only be granted through the front doors. After school, students will have access from 2:35 - 4:00 P.M. at the front doors and 2:35 - 7:00 P.M. at the gym doors and the pedestrian gate.

5.28 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 Student Management will initiate a search in the presence of a second administrator.

5.29 Student Directory

The main office will send the Student Directory to families via email around the first week of October. It is also accessible on the Student Life Page through students' Canvas accounts.

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

5.30 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.

5.31 Student Messages

Students may be given a message during the school day through the main office. Flowers and treats will not be delivered to the classroom and can be received in the main office.

5.32 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.

5.33 Study Hall

Students assigned to a study hall during the school day are expected to maintain a quiet atmosphere conducive to study and concentration. Library passes may be used by those needing to use the library, academic support, 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.

5.34 Teaching Assistants (TAs)

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

5.35 Transportation

Parking Permits

Students who drive to school must at all times display a parking permit on their vehicle's rear view mirror and park in designated areas. Any vehicle a student may drive to school needs to be registered with Central Catholic through the Dean of Student Management. Parking permits will be issued and prioritized as stated in the traffic and parking management plan. Students who have not registered their car risk receiving a \$5.00 fine 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 24th and Stark Street is a day time (6:30 A.M. - 4:00 P.M.) carpool parking lot. The administration will distribute parking tags to those who qualify and parking spots will be occupied 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 A.M. - 3:30 P.M.

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 main office at a student rate. A secured bicycle lock up area is provided. (Please be cautioned that bike theft does happen in this area.)

Valuables

In order to prevent theft, It is strongly recommended that students not leave valuables and personal belongings in their cars.

Driver Expectations

Students are expected to drive safely and attentively. Students who violate the school vehicle registration, driving, or parking policies will meet with the Dean of Student Management to determine outcomes.

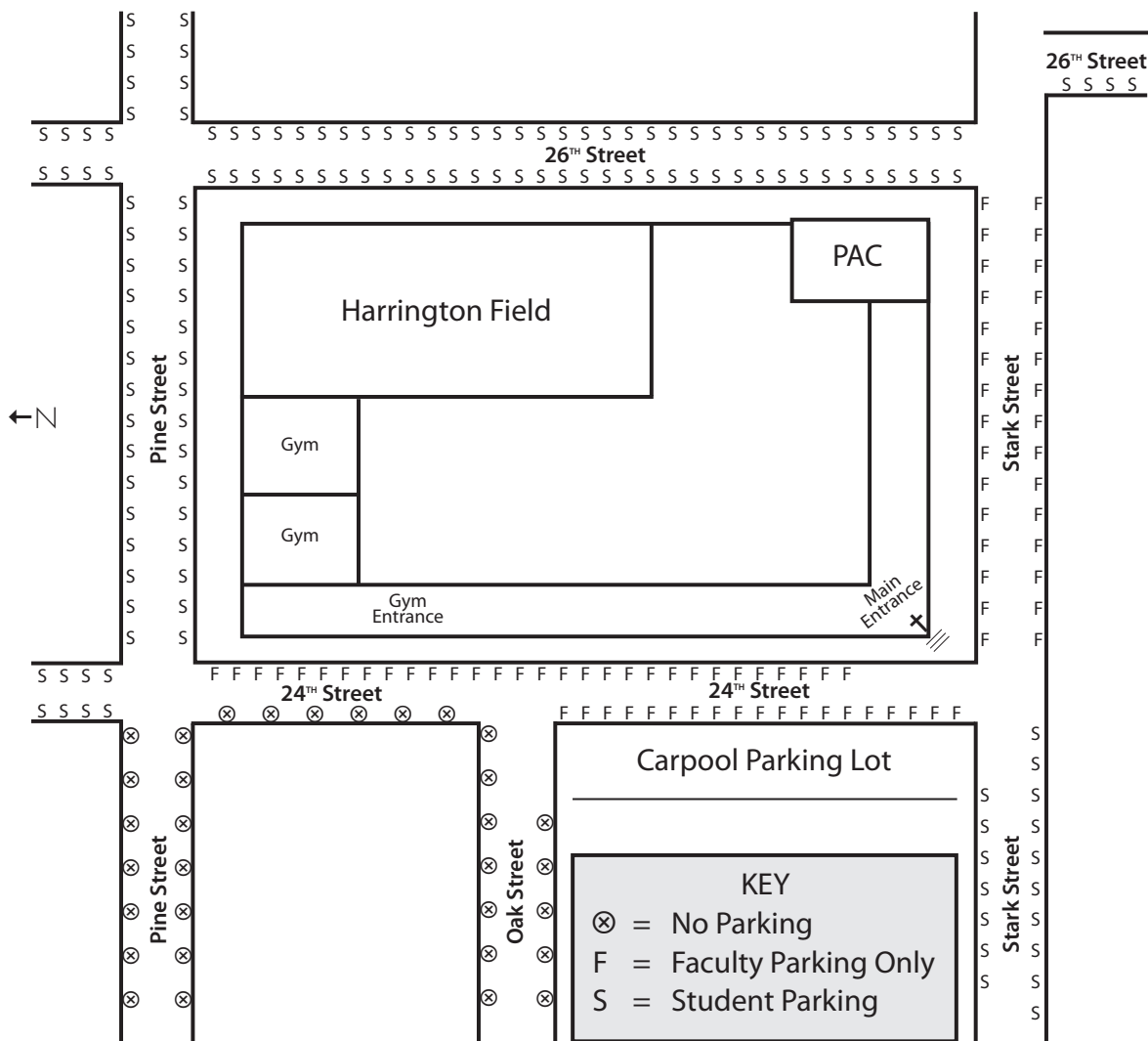
Bicycles

Students who ride bikes to school should enter through the pedestrian gate on Stark Street. Bikes need to be secured in the bike cages and bike racks that are located down from The Commons entrance between the building and the football field. To prevent theft, bikes should never be locked up outside of the gated area.

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.

Parking Map



5.36 Vandalism

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

5.37 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 C.A.S.E. (Creating a Safe Environment) training.

5.38 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.

5.39 Withdrawal of Family and/or Student

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.

At the end of each school year, the administration may assess some students' continued attendance at Central Catholic. Students who have been suspended, placed on probation, or placed on review status will be evaluated. Information gathered from teachers, coaches, the Dean of Student Management, and the school counselor will be used to make a comprehensive decision on the student's return to Central Catholic. If it is determined that a student does not meet the school's expectations, the student will not be invited back to Central Catholic for the following year and withdrawal proceedings will be initiated.

SECTION 6: ATTENDANCE POLICIES

Central Catholic High School believes that attendance plays a major part in the overall education of our students. There are two tenets that govern the attendance policy at Central Catholic High School ensuring students are successful in school.

- Physical attendance: Taken daily by the student's teachers
- Participation and completion of work: Beneficial for the utmost success of the student

Attendance will be taken at the beginning of each class period by teachers through PowerSchool. Stations for temperature taking are located at each entrance. This is required for wellness checking students as they enter the building.

Anyone with a temperature of 100.4 or higher and other COVID-19 symptoms will need to leave the building and may not return to on-campus learning until after the appropriate isolation or quarantine period is complete, Central Catholic will not require a COVID-19 viral test result or a doctor's note for school return. Parents should use the SchoolPass App to inform the school that their student will be out sick and not attending school during this time.

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

6.1 Approved Absences

1. Illness

- a. Parents are required to report the absence through the SchoolPass app by 9:30 A.M. If the parent does not notify the school, the absence will be considered unapproved.
- b. Prior to returning to school after an absence related to illness, the parent is to submit a reason for the student's absence as an attachment through the SchoolPass App.
- c. Students who become ill during the school day must report to the main office to obtain permission to go home. Any missed tests, quizzes, or homework needs to be completed within a reasonable time period upon return and due dates should be arranged between the teacher and the student.
- d. Students who arrive for part of the school day are responsible for completing any missed tests, quizzes, or homework assignments that same day.

2. Doctor, Dental, and 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 through the SchoolPass App. The main office will issue a pass that allows the student to leave class. This pass should be signed and returned to the main office when the student returns to school.
- b. Students returning from medical appointments must submit a note from the medical office confirming the appointment via email or the SchoolPass App. Students who are absent and do not present a medical note, will not be allowed to participate in co-curricular activities that day.

Communicable Disease Response Plan

Community Response:

Students, faculty, and staff who develop primary symptoms of illness (cough, a temperature of 100.4°F or higher, chills, shortness of breath, difficulty breathing, or new loss of taste or smell) will report this to the school.

The school will record the symptoms reported or observed using a symptom tracking tool. This form allows for the CONFIDENTIAL documentation of symptoms and the date school became aware and excluded the individual.

Students, faculty, and staff who have symptoms will stay home or be sent home.

Students, faculty, and staff who have been exposed to someone who has tested positive for a communicable disease, is waiting for a communicable disease test result for themselves, or has a positive communicable disease test result will report this exposure to the school prior to returning to campus through our reporting system using the Communicable Disease Event Reporting Form and should remove themselves from all on-campus contact until they have communicated with our Designated Contact Tracer for clearance.

Any questions regarding communicable disease health concerns, contact tracing, symptoms, isolation, and quarantine should be directed to healthreporting@centralcatholichigh.org

School Response:

Students, faculty, and staff who develop symptoms of illness while at school will alert their teacher and/or supervisor immediately. We encourage all students with COVID-19 symptoms to seek medical advice. If the ill person has non-COVID-19 symptoms, then usual disease-specific return-to-school guidance should be followed.

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 through the SchoolPass App. This notification is to be submitted to the school prior to the date(s) of the absence. 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.

Students who miss school for a school-related activity must have the appropriate permission notification submitted by their parents. It is the responsibility of the student to communicate their absence with the teachers and their counselor. The Dean of Student Management will make final decisions on whether a student may be excused from school for a given activity.

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 submitting a notification of absence 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, they must sign out at the main office. Upon returning to school, the student must sign in through the main office.

6.4 Extended Absence Due to Illness or 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. Counselors are available to support students with this process. 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, they 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 and 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, they 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 and attendance at future events.

6.6 Excessive Absences

Our Excessive Absences policy adheres to the following guidelines. Policies are in place for excused and unexcused absences:

1. Students who are absent from class five (5) times in a semester will receive a warning.
2. Students who are absent from class seven (7) times in a semester will be required to meet with administration and will be placed on attendance probation.
3. Students who are absent from class ten (10) times in a semester will need to go through an appeal process (see Appendix 1) to receive credit for the course.

School sponsored activities are excluded and DO NOT count in attendance total.

6.7 Unapproved Absences

Unapproved absence from class will have the following consequences:

1. Teacher and parent will be notified; student will attend after-school study hall for 80 minutes per class missed on Cardinal and Gold Days and 60 minutes per class missed on M, T, W Days..
2. If there is an additional unapproved absence, student will be placed on discipline probation.

Attendance during Academic Culmination Week is mandatory and all exams 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 without going through an appeal process (see Appendix 1). If the student chooses not to appeal, they 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 main office.

Tardies will be considered approved only for good reasons accompanied by a SchoolPass notification from parents. A student is only allowed five (5) parental approved tardies a semester. After five (5) approved tardies, all other tardies will be considered unapproved. Only the Dean of Student Management can approve a tardy.

An unapproved tardy requires the student to meet with the Dean of Student Management to determine outcomes and supports. If one-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 Student Management, main office, 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 from the main office and sign out. Students are to check-in through the main office upon returning to school.

SECTION 7: BEHAVIOR POLICIES

7.1 Student Expectations and Responsibilities

Central Catholic High School is committed to helping students achieve their potential academically, physically, socially, and spiritually and to continue on a journey of growth. In order to achieve this goal, Central Catholic believes a disciplined and structured atmosphere rooted in restorative justice is necessary. The purpose of discipline is to maintain a safe, honest, and caring environment where students can become the best version of themselves. 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:

1. Treat adults and peers with courtesy and respect.
2. Show respect for all people regardless of race, ethnicity, physical and mental disability, gender, sexual orientation, socio-economic background, and religious and political affiliation.
3. Think before you speak.
4. Show respect for the property of others.
5. Show respect for the environment by maintaining the cleanliness of the building and surrounding campus.
6. Help maintain a positive learning atmosphere in the classroom with appropriate behavior and language.
7. Be responsible for honest and ethical behavior in academic pursuits.
8. Promote the safety and well-being of all students.
9. Accept responsibility for all personal actions.

7.2 Consequences for Noncompliance

Students who do not comply with school rules and policies are subject to school discipline. Violations of school rules are listed in two categories, minor infractions and major 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 Minor Infractions

The following offenses will require students to participate in a Restorative Justice Circle at the direction of the Dean of Student Management. Repeated offenses may result in probation or suspension.

1. Misconduct: disruption or noncompliance of behavioral expectations.
2. Use of profanity.
3. Inappropriate displays of affection.
4. Unapproved absences or tardiness.
5. Noncompliance with dress code.
6. Consuming food or beverage in the hallway or classrooms.
7. Unsafe driving in the vicinity of the school.
8. Parking violation or unregistered vehicle.

7.4 Major Infractions

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

1. Physical assault.
2. Possession of a weapon, explosives, or any other potentially dangerous instrument including, but not limited to, knives and pepper spray.
3. Setting a fire.
4. 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:

1. 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.
2. Setting off the fire alarm.
3. 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.
4. Possession of any drug or drug paraphernalia.
5. Theft of school property or personal property.
6. Harassment, intimidation, or bullying as outlined in section 7.6, Harassment and Bullying.
7. 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 a Restorative Justice Circle, suspension from Central Catholic, and/or disciplinary probation. The Dean of Student Management will determine the appropriate outcome depending on the nature of the situation.

1. Fighting.
2. Abusive language.
3. Insubordination: an act of defiance or disrespect toward a staff member; failure to comply with a directive.
4. Repeated behavioral referrals.
5. Truancy (skipping school).
6. Leaving school premises without permission.
7. Use or possession of tobacco products. Any vaping device will be regarded as an illegal substance and treated as such (see Major Infraction).
8. Possession of drug paraphernalia.
9. Signature forgery, fraud, or impersonating another.
10. Repeated parking violations.
11. Conduct that would reflect adversely on Central Catholic or the Catholic Church.
12. Involvement in any criminal activity such as theft, drug use, or distribution
13. Any behavior the school determines to be contrary to its vision and 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 vision, 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 Student Management 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.

7.5 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 ability. 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.

Students

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

Students who come to school under the influence will be released to parents or guardians and sent home for the day. The student, parents and guardian will meet with The Dean of Student Management to determine outcomes and support before the student is allowed to return to school.

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 may 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.

Parents

Parents and older siblings are both legally and morally responsible any time they allow alcohol and/or drug use by underage minors.

Parents are asked to closely monitor the activities of their children especially at times when the parents cannot be present in the home. Supervised or unsupervised events where students use alcohol and/or drugs in the home, when brought to the attention of the school, will result in appropriate disciplinary action.

Any adult who trades, sells, gives away, or offers to trade, sell, or give away alcohol, controlled substances, performance-enhancing drugs, or other hazardous substances to a Central Catholic student will result in notification of the proper authorities and will compromise the partnership between the family and the school.

Central Catholic High School's Drug and Alcohol Policy is designed to hold students and parents accountable for this type of seriously unacceptable and potentially dangerous behavior, discourage any activity that supports continued abuse and addiction, while supporting the student and their family and offer assistance in the healing process.

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 are financially responsible for drug testing fees/charges. 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.

The school reserves the right to administer a breathalyzer test for alcohol or a THC Saliva test as a preventative measure at school events or if a student is suspected to be under the influence during the school day or at any school sanctioned event. The results of the test can have disciplinary consequences.

7.6 Harassment and 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 educational 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, ethnicity, physical and mental disability, gender, sexual orientation, and religious and political affiliation, or unwelcome behavior of a sexual nature.

Harassment is illegal when:

1. The behavior is unwanted and/or unwelcome.
2. The behavior causes harm or is severe in nature.
3. 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 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:

1. Physical (hitting or punching)
2. Verbal (name calling, teasing)
3. Psychological (rumors, social exclusion, relational aggression).

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

1. Substantially interferes with a students' educational benefits, opportunities or performance.
2. Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation.

Has the effect of:

1. Physically harming a student or damaging a student's property.
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
3. Creating a hostile educational environment, including interfering with the psychological well-being of a student
4. May be based on, but not limited to the protected class status of a person.

Inappropriate student interactions could be:

1. Bullying and harassment including physical, verbal, nonverbal, and/or relational.
2. Intimidation including physical, verbal, nonverbal, and relational.
3. Hazing including initiation rituals.
4. Sexual behaviors including using sexual language, inappropriate touching, and/or sexting.
5. Cyber bullying including the use of any electronic communication 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 in violation of the anti-harassment policy will be subject to disciplinary actions as specified in the Behavior Policies (section 7) of this handbook. Students who retaliate will be subject to further disciplinary actions.

Procedure for Reporting Bullying or 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:

1. Staff member will take a report from the student.
2. Staff member will fill out a written report and submit it to the Dean of Student Management.
3. Dean of Student Management 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 Student Management.

7.7 Academic Integrity

Central Catholic High School offers a rigorous education rooted in equity, collaboration, and a Catholic worldview. Every student is supported in developing their intellectual potential and in using their intellectual talents to become the best version of themselves. The personal development of each student is more important than the achievement of academic success. Personal integrity is essential for building community, promoting social justice, and living as a person of character.

Academic Misconduct

Academic Misconduct is outlined as any of the following:

1. Violation of course rules as contained in the course syllabus or other information provided to the student by the teacher/school;
2. Knowingly providing or receiving information during examinations such as course examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Knowingly providing or using unauthorized assistance in labs, projects, or on a course assignment;

4. Submitting plagiarized work for an academic requirement, such as homework or assessments. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
5. Submitting substantially the same work to satisfy requirements for multiple classes without permission of the teacher of the course for which the work is being submitted;
6. Falsification, fabrication, or dishonesty in creating or reporting lab results, research results, and/or any other assignments;
7. Serving as, or enlisting the assistance of a peer for a student in any graded assignments without the expressed permission of the course teacher;
8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material, or manipulating a grading system;
9. Students using the camera function of their cellular phones during exams or quizzes will be subject to an integrity violation.
10. A student who cheats on a semester or unit exam or project will receive a zero for that exam.

When a student signs their name to a paper or project, the student is pledging that it is their own work. Cheating in any form is a violation of personal integrity and damages the community. Cheating is not tolerated at Central Catholic. Any student who is found to have any academic misconduct will be given an integrity violation and it will be recorded in the student's permanent record. The behavioral consequence will be upheld by the Dean of Student Management, Safety, and Security.

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 Student Management will meet with the student to participate in a Restorative Justice Circle; and the student will be referred to their counselor.

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 Student Management, 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 from Central Catholic with no option to appeal.

7.8 Anti-Hate and Anti-Racism Policy

The sole purpose of the Anti-Hate and Anti-Racism policy is to create a safe and positive learning environment for all students and staff members, free from any form of microaggressions, racism, or unconscious bias/biases towards any group of people. We are all encouraged to think before we speak at Central Catholic High School.

It is the sole responsibility of each student and staff member to educate themselves on microaggressions, racism, and unconscious bias/biases.

Ignorance of the actions upheld by the policy are no excuse and will be enforced to the fullest extent and may be punishable by immediate expulsion.

The Anti-Hate and Anti-Racism Policy is a four (4) tier policy that is rooted in the Restorative Justice philosophy and creates a learning environment that is Christ-centered, inclusive, and fosters growth and education.

This policy is in line with the vision for success of Central Catholic in creating an inclusive and supportive community. The Dean of Student Management will partner with culturally diverse organizations to provide restorative justice partnerships and community service opportunities for students who offend based on racial, ethnic, physical and mental disability, gender, sexual orientation, and religious affiliation.

The behavioral interventions for these types of offenses will be upheld by the Dean of Student Management and will follow the following process:

1. Students, parents, or guardians will meet with The Dean of Student Management to discuss the infraction and inform of next steps.
2. The student will participate in a Restorative Justice Partnership for 3-5 days. This will be an enrichment opportunity at a Community Based Organization (CBO) with community service and opportunity to find value and appreciation for the culture that the student offended.
 - a. This community service does not qualify for hours needed for academic requirements.
 - b. Students will not be able to be on Central Catholic property, participate in any school extra-curricular activities, clubs, or team activities during this time.
 - c. All academic responsibilities are expected to be upheld and no exceptions will be made for late or missing assignments.
 - d. Students are responsible for transporting themselves to and from the designated CBO.
 - e. Students will be at the CBO from 9:00 A.M. - 1:00 P.M.
 - f. If the student is late to the CBO, or if there are any other issues, the student may move to the final step of expulsion with no option to appeal at the discretion of The Dean of Student Management and in consultation with the Principal.
3. Upon completing the 3-5 day Restorative Justice Partnership experience, the student, parents, and guardians will meet with the Dean of Student Management to discuss reentry into the Central Catholic community.
4. If the student has any additional infractions of this nature, the student is expelled (or given the option to withdraw) from Central Catholic with no option to appeal.

7.9 Discipline Consequences

Restorative Justice Circle

Restorative Justice Circles provide an opportunity for community members to come together and address harmful behavior in a process that explores harms and needs, obligations, and necessary engagement.

Who's involved?

- **Responsible Parties:** the individuals whose actions have harmed others and/or the community
- **Impacted Parties:** those who were directly harmed by the respondents' actions
- **Affected Parties:** others who consider themselves or their community to have been harmed by the actions of the respondents
- **Supporting Parties:** friends or family of either the respondents or the affected parties
- **Facilitator:** the Dean of Student Management, who facilitates the Circle

What Takes Place at a Circle?

Circles bring all parties together to meet, talk about what happened, and settle on a plan to repair the harm.

In a typical Circle:

- Each person introduces themselves and their relationship within the Circle.
- Responsible Parties share what happened before, during, and after the incident, and how they feel about what happened.
- Affected Parties and Impacted Parties share what happened before, during, and after the incident, how they feel about what happened, and any questions they have
- Supporting Parties are invited to share any thoughts or feelings about what they've heard.
- The Dean of Student Management will ask questions to help guide the process and is multipartial, rather than impartial: they are committed to supporting and assisting all parties in helping each person tell their story well.
- Once everyone has spoken, the group will brainstorm options for repairing the harm done. Choosing from the options, the group decides which options could best repair the harm and that address the most important issues.
- If the group chooses to create a written Agreement, The Dean of Student Management will record the options chosen and compile the Agreement, which is signed by all parties.
- The Dean of Student Management provides formal closure to the Circle. Participants are encouraged to contact The Dean of Student Management with any concerns about non-compliance.

Benefits of Using Circles to Resolve Complaints

- Rather than focusing on what policies have been violated, Circles instead help identify who has been hurt and what must be done to repair the harm.

- In a Circle, all parties work together to develop an agreement that resolves the issue. All parties must assent in order for agreement to be reached. All parties exit feeling satisfied about both the process and the outcome.
- Circles help Responsible Parties restore their standing in their communities and repair any relationships that were damaged by their actions. Respondents often report that their ties within the community are strengthened as a result of having participated in the Circle.
- Circles provide Impacted Parties a safe, facilitated space to tell the Respondent how their actions caused harm. Impacted parties play an active part in deciding how the Respondent can best repair the harm done.
- Circles allow Supporting Parties to describe more holistically how what occurred has affected the party they are supporting.
- For complaints that may also constitute violations of the Statement, successful resolutions using Circles mean that the Respondent does not incur a disciplinary record.

Detention

Students who are assigned to after-school detention are to report to the office of The Dean of Student Management within ten (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 Student Management 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 (5) 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:

1. The student must make an appointment to see her or his counselor on a regular and ongoing basis.
2. The student must earn an assessment rating of at least satisfactory in effort, conduct, and attitude on all future inquiries or progress reports.
3. 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:

1. Student will be removed from regular classes by the Dean of Student Management.
2. If the student is suspended, the student's parent(s) or guardian(s) will be contacted before the student is released from school.
3. The length of suspension will depend on the seriousness of the offense.
4. The student may be readmitted on probation after the Dean of Student Management meets with the student and parent(s) or guardian(s).
5. Suspension will be considered an unapproved absence, but academic work may be completed without penalty during the period of suspension.
6. Student may not participate in athletics or co-curricular activities.
7. Suspension or probation does not appear on a student's transcript that is forwarded to employers, colleges, or universities.
8. Students who are readmitted after suspension will be placed on probation.
9. If a student is suspended it could jeopardize current scholarships and it may affect their ability to receive a merit based scholarship the following year. Student behavior does not impact financial aid.

Dismissal

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

1. The Dean of Student Management will consult with the Principal in all cases of dismissal.
2. Notification of the incident is made to the student's parent(s) or guardian(s) and counselor.
3. Students who are dismissed for disciplinary reasons have the right to appeal this decision (unless otherwise stated) before the Disciplinary Appeal Board.
4. The dismissed student shall return their ID card to the Dean of Student Management, clean out their locker, and return all library books and access card.
5. The dismissed student will have their parent(s) or guardian(s) make the necessary arrangements with the registrar for transferring records to a new school.
6. The dismissed student will not be allowed back on the Central Catholic campus for any reason.
7. The dismissed student will not be allowed to attend any function that is the sole activity or event of Central Catholic whether on campus or away.
8. Permission for exceptions to any of the above may be granted upon written request to the Dean of Student Management through the appeal process (see Appendix 1).
9. In some circumstances the student may appeal for re-admission the following school year (see Appendix 1). Central Catholic does not accept senior transfers.

Appeal

The Disciplinary Appeal Committee is composed of the Dean of Student Management, two (2) 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.

1. Students who are dismissed for disciplinary or academic reasons have the right to appeal this decision before the Disciplinary Appeal Committee.
2. The student, parent(s) or guardian(s), and a student-selected advocate present their case for review to the Disciplinary Appeal Committee.
3. Following this meeting, each faculty member on the board votes independently on the status of the student.
4. The Dean of Student Management will review this meeting and the recommendation of the Disciplinary Appeal Committee with the Principal, who will make the final decision in all cases of dismissal.
5. The Dean of Student Management will inform the parent(s) or guardian(s), and student of the final decision.
6. If the student is dismissed, they must follow the dismissal check-out procedures.
7. If the student is re-admitted, the Dean of Student Management will set the length and terms of the probation based on recommendations from the Disciplinary Appeal Committee.

Interpretation of Behavior Policy

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

SECTION 8: ATHLETICS AND ACTIVITIES POLICIES

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 Athletics 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, football, soccer, coed cheerleading, basketball, swimming, baseball, golf, tennis, lacrosse, softball, track and field, and volleyball.

Student athletes who wish to participate on a Central Catholic athletic team must complete all athletic clearance requirements including the Athletic Code of Conduct and Parent Approval Form prior to participating in practices or tryouts.

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 regular classes are in session, including 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 Christians 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 Director of Athletics or Director of Student Activities, Deans of Student Management, and Principal.

8.5 Standards for Participation in Activities and Athletics

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

1. Students will lose their privileges to both practice and participate in any co-curricular activity during any suspension from school.
2. Students are expected to maintain satisfactory behavior in the classroom, on school campus, and at any school activity, home or away.
3. Administrators will notify advisors/coaches if behavioral problems arise that are likely to affect eligibility.
4. Students must be in school by the start of the school day to participate in a co-curricular activity, practice, or contest that day.
5. Christian Service: Student athletes are required to meet deadlines as outlined in the Christian Service section of the handbook.

Additional standards for athletics:

1. **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
2. **Athletic Fee:** All student athletes will be required to pay a \$75 athletic participation fee per OSAA sports season. This fee will be billed through the Business Office once a student has been placed on a sports roster. Fees are nonrefundable. (Lacrosse Fees are \$375.)
3. **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.
4. **Lockers and 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.
5. **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 who desires to compete in 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 Director of Athletics and acceptance by the coach of the intended sport.

6. **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 \$500 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.
7. **Ejections and 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.
8. **Athletic Training:** Central Catholic employs a certified athletic trainer (AT) year-round to oversee safe sports participation by its student-athletes. An AT is a national certified and state licensed healthcare professional trained in providing injury prevention services, recognizing and evaluating sports injuries and medical conditions, providing emergency care, and in designing rehabilitation programs. Additional qualifications include providing re-conditioning guidance, determining participation restrictions and/or modifications, and making referrals to other medical practitioners. Student-athletes and their parents are to report all injuries and illnesses to a coach and/or to the AT. If an athlete visits a physician for a sports injury, a written medical release must be provided to the Athletic Department and screened by the Athletic Trainer. Decisions regarding the readiness of the student-athlete to return to participation shall be determined by the cooperative efforts of the AT, the treating physician, the student-athlete and their parents, the coach, and the Director of Athletics, as applicable.

The Athletic Training Room (TR) is staffed after school on most school days. This facility is equipped with basic sports medicine supplies, a taping table, two treatment tables, a small hot pack machine, a whirlpool, a mini freezer, and ice machine, and rehabilitation equipment. Sideline event coverage includes home varsity and sub-varsity football games, soccer games, cross country/track meets, and lacrosse games.

8.6 OSAA/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 (5) classes the previous semester, and be passing a minimum of five (5) classes during the current semester. The student participant is also required to make normal progress towards graduation as determined by the school administration.

8.7 Central Catholic Academic Eligibility for Athletics

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 (5) classes, and have no more than one "F" grade the previous semester.

Mid-Semester

The student-athlete who has two "F" grades or lower than a 1.8 GPA at the nine-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 and must follow all requirements outlined in the probation letter provided by the Assistant Principal of Curriculum Design and Instruction. The Director of Athletics will meet with the student-athlete to discuss the expectations of the probation. If the student-athlete does not meet the athletic academic standard at the 10-week, 16-week, or end of semester, the student athlete will be removed from the team. Students have the option to appeal this decision (see Appendix 1).

8.8 Central Catholic Academic Eligibility for 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 (5) 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 apply for Student Council positions if their cumulative GPA is 2.75 or higher at the time of the application process. 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. The student-leader and parent(s) or guardian(s) will be notified of the probation status and must follow all requirements outlined in the probation letter provided by the Assistant Principal of Curriculum Design and Instruction. 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 nine (9) 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. Students have the option to appeal this decision (see Appendix 1).

8.9 Central Catholic Athletic, Activities, Activities Leadership, 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:

1. **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 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.
2. **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) to three (3) calendar week suspension. If the violation occurs within the last three (3) 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.
3. **Third Violation:** The student will be ineligible to participate in any athletic or activity program for the remainder of his/her high school career.

Failure to Pass a Drug or 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 or alcohol test will be immediately suspended from athletics and 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 are financially responsible for drug testing fees/charges. 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 described by this policy.

Reporting and Investigation of Alleged Violations

If the violation occurs at school or at a school-sponsored event, the student will be referred to the appropriate school administrator for disciplinary action. The Athletic and/or Activities 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 Director of Athletics and/or Director of Student Activities, together with the appropriate school officials, will investigate the incident to determine the facts. If a violation is substantiated, the Director of Athletics and/or Director of Student Activities 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**.

8.10 Central Catholic Code of Conduct for Student Athletes and Parents and Guardians

Student Athlete

A student-athlete's signature on the Student Athletic Code of Conduct indicates that they have read and will abide by the rules and regulations of the **Athletic Code of Conduct and all Athletic and Activities Policies** stated inside the Central Catholic Student Handbook.

Student Billing/Participation Fees and Uniform/Gear Expenses

A parent(s) or guardian(s) signature of the Parent of Athlete Code of Conduct also indicates that they will be financially responsible for all student billing for sports participation fees and uniform/gear expenses.

8.11 Rules of Dual Sports Participation during Same Season

Students wishing to participate in two co-curricular activities during the same season will need to submit a request to participate to the Director of Athletics and follow the guidelines set down by the athletic department involving dual sports participation.

Rules of Dual Guidelines:

1. A student-athlete who wishes to participate in two sports during the same season must first schedule a meeting with the two head coaches of both sports. (Parent(s) or guardian(s) must attend.)
2. The student-athlete must declare which sport is primary and which sport is secondary.
3. Practice and Game/Meet requirements must be established prior to the beginning of the season. A detailed plan in writing and the Request for Dual Sport Participation must be submitted to the Athletic Director for final approval.

SECTION 9: TECHNOLOGY POLICIES

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 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.

Central Catholic recognizes the need to educate young people 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:

1. Read and sign a copy of the Acceptable Use of Technology Student/Guardian Agreement form.
2. Signed agreement form at the time of enrollment
 - a. The school has the right to intervene with writings and postings on internet blogs, emails, text messages, Instagram posts, and Snapchat etc. that contain harassing or threatening statements or references to illegal activities.
 - b. It is not appropriate for students or parents to use the Central Catholic name, logo, post pictures of Central Catholic faculty, staff, or other students, or make derogatory comments about faculty, staff, or other students.

9.2 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.

1. Users are expected to create a secure password (at least eight (8) characters long including at least one number) for all school accounts.
2. Users will not share their passwords with others.
3. Users will immediately notify the faculty member in charge if they have identified a possible security problem.
4. Users may connect personal laptops only to the student network.
5. Users will not attempt to circumvent Central Catholic's security resources to gain unauthorized access to technology resources.

9.3 Privacy

Computer systems and their information, including electronic files and email contained on them, are the sole property of the school. The school may monitor the use of the computer network, internet, and email at any time at the school's sole discretion.

9.4 Unacceptable Conduct

1. 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.
2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not harass other individuals. If the user is asked to stop sending messages to them, they must comply.
5. Users will not post false or defamatory information about individuals or organizations.
6. Users will not post chain letters or engage in "spamming."
7. Users may not visit online social networking sites such as Facebook, Twitter, Instagram, and Snapchat.
8. Students may not attempt to circumvent Central Catholic's network policy access through the use of proxies or other methods.
9. Students may not engage in financial transactions when using a school computer.
10. Users may not use another's account or password.
11. Users will not play unauthorized games or visit game sites.
12. 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 Websites and Social Media 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 by a staff member.

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.

9.7 Illegal or Destructive Activities

1. Users will not make deliberate attempts to disrupt any computer system or destroy data.
2. Users will not use the school network or computer resources to engage in an illegal act.
3. Users may not attempt to bypass content filters or bandwidth limitations.
4. Users may only run programs provided by the system administrators.
5. Users may not install or download programs or other executable files on school computers or devices.

9.8 Technology Non-Compliance

In the event a student has violated the school's computer or internet use policy, computer privileges will be suspended until further notice. The Dean of Student Management 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.

9.9 One-to-One Learning

A technology rich environment supports our students in becoming independent learners. Central Catholic develops critical thinkers who are the best version of themselves, prepared for where their gifts meet the world.

Freshmen are required to purchase a Microsoft (MS) Surface Pro 6 device through the school purchase program. After conducting a great deal of research on the best purchase and distribution method of the Microsoft Surface Pro, we have determined that a bulk purchase by the school has many benefits, including significant savings for families. This also allows us to equip every machine with necessary applications and software for the upcoming year.

The cost of the device is \$1,250. This includes a Type Cover keyboard, stylus, software, and four years of accidental damage protection. Families have the option to purchase the device in one payment or divide the cost over eleven payments using our tuition payment system. Please contact Student Billing if you need to request extended terms to financially assist in the purchase of a device.

Until a family has paid for their student's MS Surface Pro in full, the MS Surface Pro 6 is considered a "loaner" from Central Catholic. If the student withdraws from Central Catholic at any time before full payment occurs, one of the following will happen:

1. After officially withdrawing from Central Catholic, the family agrees to pay the balance owed on the MS Surface Pro in order to retain ownership of the device.
2. Or, after officially withdrawing from Central Catholic, the family agrees to return the MS Surface Pro in good working condition to the Central Catholic Technology department and forfeit any payments that have been made. If the MS Surface Pro is not in good working condition, the family is required to pay the balance in full.

SECTION 10: SOCIAL MEDIA POLICIES

Central Catholic encourages the use of social networking as a way for students to connect with each other and share ideas and information in a positive and constructive way. Central Catholic expects all students to be responsible digital citizens. Digital citizenship can be defined as appropriate, responsible behavior with regard to technology use.

10.1 Digital Citizenship

When using digital technology:

1. Students will be responsible for all their actions.
2. Students will be respectful towards other students, staff, and the school.
3. Students will self-regulate their language and comments refraining from any wording that could be considered harassing, demeaning, or derogatory.
4. Students, while at school, will limit their technology use to educational purposes only.
5. Students will keep all cyber activity to productive academic work and refrain from engaging in illegal or inappropriate conduct (i.e. plagiarism, hacking, illegal downloads, sexting, pornography).

Students and Central Catholic are responsible for maintaining a positive educational atmosphere. The following activities can significantly disrupt the academic setting, possibly creating a hostile environment for staff and students. The school will investigate, intervene, discipline, and educate all students involved.

10.2 Sexting

Sexting includes but is not limited to the following:

1. Soliciting pictures of a sexual nature.
2. Sending pictures of a sexual nature.
3. Copying or photographing pictures of a sexual nature.
4. Transmitting, forwarding, posting pictures of a sexual nature.
5. Saving or storing pictures of a sexual nature.

10.3 Inappropriate Messages and Postings

Inappropriate messages and postings include but are not limited to the following:

1. Posting pictures or video of another student or staff member without their permission.
2. Posting inappropriate comments regarding another student or staff member.
3. Posting inappropriate comments regarding Central Catholic.
4. Creating websites or Instagram pages using the Central Catholic name or logo.
5. Sending texts, Instagram posts, Snapchats, email, or any other form of electronic communication that is of a threatening, harassing, or derogatory nature.
6. Any other digital activity that Central Catholic deems inappropriate.

SECTION 11: TUITION POLICIES

11.1 Registration

Families who wish to enroll their child(ren) at Central Catholic formalize their intention by signing a student enrollment agreement. The parent(s)' signature (electronic acceptance included) indicates consent to fulfill all responsibilities and abide by all rules as described in The Student Handbook.

11.2 Tuition Payment: Responsibilities and Methods

At the time of their child's registration to attend or re-enroll at Central Catholic, parents must complete and sign (electronically) an online Enrollment Contract and Promissory Note. The note describes the parent(s) or guardian(s) responsibility to pay the current tuition rate by one of the 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 and in The Student Handbook.

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.

11.3 Delinquent Accounts

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

1. Accounts not current at the end of any semester will result in the student not being allowed to take final semester exams. Student may be denied enrollment for the following semester.
2. Parents must keep in communication with the Business Office on delinquent accounts.
3. Senior students whose accounts are not current may not be allowed to take final exams and may be denied participation in all end of the year graduation activities (Senior Awards Assembly, Baccalaureate Mass, and Commencement). Final transcripts will be held.

11.4 Refund Policy

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

1. After six (6) weeks of attendance in a given semester, the tuition for that semester is due in full and tuition is nonrefundable.
2. 20% of the semester tuition will be due if the student has attended school for two (2) weeks or less.
3. 30% of the semester tuition will be due if the student has attended school from three (3) to four (4) weeks.
4. 50% of the semester tuition will be due if the student has attended school from five (5) to six (6) weeks.
5. Fees are nonrefundable.
6. 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 President. 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 President for an adjustment of tuition. The decision of the President is final.

11.5 Schedule of Fees

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

1. **Annual Enrollment Fee:** \$375 is due in April with online enrollment promissory note for the next academic year.
2. **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 related expenses incurred for senior activities.
3. **Associated Student Body Fee:** \$275 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, and the Student Planner.
4. **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.
5. **One-to-One Device:** Freshmen and sophomore transfer students are required to purchase through the school's purchase program.
6. For families electing the monthly payment option, fees will be spread over eleven months (July through May).

11.6 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 any tuition balance in full, 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

11.7 Tuition Assistance Program

Central Catholic High School provides an annual Tuition Assistance 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 application process:

1. Student completes the re-enrollment or application process and is accepted.
2. Family completes a FACTS online tuition assistance application form from the Central Catholic website by the stated deadline.
3. Tuition Assistance Committee reviews financial data.
4. School notifies family whether or not they qualify for tuition assistance and the amount.
5. Student and parent(s) or guardian(s) accept the grant with its responsibilities as indicated on the award letter by completing the online re-enrollment form and pay the enrollment fee by the stated deadline.
6. 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.

11.8 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 November, details scholarship requirements. Students interested in applying for the available scholarships can find the application on the Central Catholic website. The completed application must be submitted by the stated deadline. Late applications will not be accepted.

Award decisions are made based on the applicant's alignment with criteria unique to each scholarship, 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:

1. Student must attend Central Catholic High School during the current school year.
2. Student must remain in good academic standing with a GPA of 3.0 or above.
3. Student must remain in good disciplinary standing throughout the entire school year (suspensions, expulsions, incidents with drugs or alcohol are grounds for scholarship removal.) If a student is suspended or expelled, the scholarship may be revoked.
4. Student must meet the Christian Service Requirement for their grade level.
5. Criteria for scholarships may include participation in co-curricular activities including the student fundraiser.
6. In order to be considered for any scholarships with financial need, the student's parents must submit a FACTS tuition assistance application annually.

Families should note that the scholarship program and the tuition assistance program are separate. Awards may be received under both programs. Students must complete the scholarship application annually and parents or guardians must complete the financial aid application annually to be considered.

Appendix 1:

Central Catholic High School Administrative Appeal Process

In our efforts to be supportive and inclusive, it is often necessary for us to evaluate our internal processes that inadvertently create hardship for members of our community. Thank you for taking the time to bring your concern to our attention.

The purpose of this appeal is to detail a missed deadline for an award, honor, program, or academic expectation that you feel was justified in some way. We want to hear from you, and that is the purpose of this appeal. Please follow the instructions below and submit your letter of appeal no later than one month after the date you first became aware of the issue.

Instructions for Writing a Letter of Appeal:

- Write out the appeal letter according to the attached template. You must write and sign the letter yourself: no one else can prepare it for you.
- Include any documents that support your appeal. This could include medical/mental health records, a letter from your healthcare provider, or any evidence of personal hardship (like a letter from an adult that can further explain your circumstances).
 - Include any information that might help the committee understand your personal hardship (this information remains confidential and does not go beyond the committee which consists of the Administrative Team and your counselor in consultation with the Principal. Please do not reveal personal information to a depth that is uncomfortable to you. We just need the basic big picture concern that directly impacted outcomes).
- Submit your appeal and supporting documents to one of the following members of the Administration with direct oversight of the issue in your appeal.
 - Matt Horne '88 • Student Life: mhorne@centralcatholichigh.org
 - Patrick Mordhorst • Academics: pmordhorst@centralcatholichigh.org
 - David Shephard • Student Management and Safety: dshephard@centralcatholichigh.org
 - Laura Jaeger • Athletics: ljaeger@centralcatholichigh.org
- Send any questions about the appeal process to the member of the Administration with direct oversight of the issue in your appeal.
- If you would like an in-person meeting with the Appeal Committee, please submit that request in writing.

Template for writing a letter of appeal:

To Whom it May Concern,

First Paragraph: Clearly explain what you are requesting. Be as specific as possible. You must include the date on which you were experiencing hardship and the date of the deadline that was missed.

Second Paragraph: Write out the reasons for granting an exception. Include any relevant medical information (physical health and/or mental health). Include any information that might help the committee understand your personal hardship. If you are appealing for more than one thing, please add an additional paragraph explaining each here.

Third Paragraph: Describe any supporting documents you are including with your appeal. Include any and all related documentation as pdf attachments, or drop them off at the main office or email them along with your appeal letter.

Fourth paragraph: If you would like an in-person meeting with the Appeals Committee, write that here.

Sincerely,

(Signature)

Printed Name

Student ID#

Appendix 2:

Request for Honor Cord Recognition Form

Please submit a written proposal that addresses each of the items detailed below:

1. Approved Student Group Name:
2. Group Moderator(s):
3. Detail the values and activities of your Student Group. Include specific events from this year and how your students have benefited from their membership.
4. Detail how you feel your Student Group meets the overall Vision Goals for Central Catholic.
5. Detail the criteria for a member of your student group to receive an honor cord. Be specific to avoid future questions and conflicts with parents/students.
6. Detail the color you would like your cord to be and why that color has significance to your student group.

All forms need to be submitted by April 1 for consideration for the current Graduation Year.

CENTRAL CATHOLIC HIGH SCHOOL
Where Character Matters