

Catholic Central HIGH SCHOOL

STUDENT/PARENT HANDBOOK



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CATHOLIC CENTRAL HIGH SCHOOL HANDBOOK GUIDELINES

All of Catholic Central High School's policies and sanctions are written in the Parent-Student Handbook. All members of the community are required to read this handbook. Your signature on the Student / Parent Agreement Form acknowledges that you have read the Parent-Student Handbook and agree to follow all school guidelines and policies and further agree to uphold the Honor Code.

Catholic Central High School is a fully licensed, nonprofit (501c3) institution and is accredited through Cognia.

The purpose of the Catholic Central Student/ Parent Handbook is to provide a common and agreed upon instrument for ensuring that our school is committed to educational excellence, safety, justice, and fostering a Catholic culture based on faith, charity, and personal responsibility. All policies not covered specifically in this handbook will follow the procedures set forth in the Archdiocese of Milwaukee School Policy Manual found at this link:

<https://www.archmil.org/Resources-2.0/Parish-and-School-Policy-Manual.htm>

ORGANIZATIONAL STRUCTURE

Catholic Central High School is supported by 17 partner parishes in Kenosha, Racine and Walworth Counties: Holy Cross in Bristol, Holy Cross in Wilmot, St. Alphonsus in New Munster, St. Andrew in Delavan, St. Benedict in Fontana, St. Charles Borromeo in Burlington, St. Francis de Sales in Lake Geneva, St. Francis Xavier in Brighton, St. John the Baptist in Paris, St. John the Evangelist in Twin Lakes, St. Joseph in Lyons, St. Mary Immaculate Conception in Burlington, St. Mary of the Assumption in Dover, St. Patrick in Elkhorn, St. Peter the Apostle in East Troy, St. Robert Bellarmine in Union Grove, and St. Thomas Aquinas in Waterford.

Catholic Central High School is governed by a corporate Board of Directors. Members of the Board of Directors represent the 17 partner parishes listed above. This body is charged to implement the philosophy, purposes and goals of the organization, and to develop long range plans to support sound fiscal practices and viability.

Catholic Central High School is part of the system of schools in the Archdiocese of Milwaukee and reports regularly to the administrators in the Office of Schools, and to the Superintendent of Schools.

MISSION STATEMENT

Catholic Central High School is dedicated to providing a Catholic education through the teachings of Jesus Christ, while offering respect to all faiths. With a student-centered approach to learning, we develop students' abilities and creative talents. We are a passionately committed college preparatory institution, implementing a rigorous holistic, academic curriculum, while instilling life-long Catholic values. Catholic Central is a diverse, family-like community built upon Faith, Knowledge, and Tradition.

CHARISM

Dedicated to the charisms of our founding patronesses, the School Sisters of Notre Dame, we strive to uphold their mission to aspire to embody 1) Blessed Mary Theresa Gerhardinger's longing for oneness of all in God through the Eucharist, 2) St. Augustine's desire to form a community of one heart and soul grounded in the Trinity, and 3) Mother Caroline Freiss's courageous leadership in offering an innovative response to the needs of a new world.

HONOR CODE

There are different kinds of spiritual gifts but the same Spirit: there are different forms of service but the same Lord; there are different workings of the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit.

(1 Corinthians 12:4-7)

As a member of the community, students, families, employees and volunteers- I pledge to respect our Catholic Central High School community:

- To act with self-respect, personal and academic integrity
- To respect the dignity of every person
- To strive to live out the seven principles of Catholic Social Teaching:
 - Dignity of the Human Person.
 - Call to Family, Community and Participation.
 - Rights and Responsibilities.
 - Preferential Option for and with People who are Poor.
 - Dignity of Work and the Rights of Workers.
 - Solidarity.
 - Care for God's Creation.

Personal Integrity

Above all academic and athletic endeavors, the measure of an individual rests on one's moral character. The personal integrity of each member of our community is critical to Catholic Central High School. At all times it is expected that community members act, react, think and speak aligned with the Catholic Social Teachings, and strong, moral principles. Trust, sensitivity and respect are values of the Catholic Central community. If we are to live out the SSND charism to form a community of one heart and soul, we must learn how to live with, accept and respect others. Any behaviors that contradict the Catholic Social Teachings as stated above, including intimidation, harassment, humiliation, or demeaning or insulting another human being are unacceptable in our community. Theft, infliction of physical or verbal abuse, property damage, use of illegal substances, inappropriate electronic communication, intimidation, sexual misconduct or any behavior that affects the well-being of a member of our community are also unacceptable behaviors. Catholic Central community members will not engage in discrimination or harassment against any individual or group based upon personal animosity, age, gender, race, color, national origin, religion, sexual orientation or disability. All community members agree to behave with honor while in school, and while out in the greater community, especially when representing Catholic Central High School.

Academic Integrity

In all actions- in and out of the classroom- students are held to a standard of integrity and responsibility. Academic integrity is central to the spiritual and moral development of the individual. Academic dishonesty is an act committed by a student to distort the marking of assignments, tests, examinations and other forms of academic assessment and evaluation. Academic dishonesty is neither accepted nor tolerated by the school. Anyone found guilty of academic dishonesty is liable to severe academic sanctions. Here are some examples of academic dishonesty:

- Engaging in any form of plagiarism or cheating
- Handing in an assignment that was not authored, in whole or in part, by the student
- Submitting the same assignment in more than one course, without the express, written consent of the teachers concerned
- Using resources to distort or misrepresent one's work

Persons who have committed or attempted to commit (or have been complicit or accomplices to) academic dishonesty will be penalized as outlined in this handbook.

ADMISSIONS

Catholic Central High School (CCHS) will accept students who meet the following admissions criteria: 1) Submit a valid application, 2) Take a placement exam, 3) Meet all academic criteria for admission, 4) Are able to complete a general academic program, and 5) Agree to accept and follow the school's mission and policies. The student agrees to the following applications of this mission:

INTELLECTUAL:

1. The student strives to reach his or her maximum creative and intellectual potential.
2. The student strives to make use of instructional and study time.
3. The student fulfills the CCHS curriculum requirements and adheres to individual course requirements and policies.

RELIGIOUS:

1. The student strives to formulate and practice his or her own religious beliefs and ideals as experienced within the Catholic foundation of CCHS.
2. The student exhibits an attitude of cooperation and concern for all members of CCHS with respect to the Catholic Social Teachings.
3. The student is involved in the school's various religious activities including: service hour requirements, mass attendance and the academic study of religion.

SOCIAL:

1. The student displays respect for people, property and the environment.
2. The student demonstrates appreciation for the school's cultural offerings.
3. The student takes an active role in the school's functions and activities.
4. The student learns constructive use of time management.
5. The student develops wholesome relationships through a variety of activities.

PHYSICAL:

1. The student recognizes and respects the physical abilities and limitations of self and others.
2. The student strives to maintain his or her best physical and mental condition.

Nondiscriminatory Admission

In accordance with federal law, Catholic Central High School shall be nondiscriminatory in the admission of students. CCHS does not discriminate based on race, color, national origin, ethnicity, gender, religion, or disability in the admission of its students.

HISTORY OF CATHOLIC CENTRAL HIGH SCHOOL

Blessed Mary Theresa Gerhardinger, with unshaken trust in God's providence, dared to establish the School Sisters of Notre Dame congregation in 1833. She used as the inspiration of her congregation the rule and charisms of St. Augustine. Mother Mary Caroline Friess entered her congregation in 1840, and her leadership potential, her great love for children and her many other gifts were recognized immediately by Blessed Theresa. Mother Caroline was appointed as "General Vicar of the Order of School Sisters in North America" at 26 years old. In response to the needs that the Sisters encountered, they established hundreds of schools for children across the United States and later in Canada. The School Sisters of Notre Dame had a particular call to serve small rural communities, such as Burlington, Wisconsin, and St. Mary's school was born in 1920.

One wood-burning stove, one rickety card table, a three-legged chair and a stool. That was the set up for the first day of school at St. Mary's (later Catholic Central). With nothing more than the unshakeable faith and missionary enthusiasm of Sr. Michael of the SSND and Fr. Van Treeck of St. Mary's parish, the little school grew from a two-year business program into a prestigious, college-preparatory high school serving seventeen area parishes and additional communities by forming students in the Catholic *faith*, arming them with rigorous, academic *knowledge*, and steeping them in our 100-year *tradition* of excellence.

ACADEMIC ADVISING

The Counselor assists students in scheduling classes, devising a four-year academic plan, meeting graduation requirements, monitoring academic progress, facilitating parent meetings, and providing assistance in seeking and applying for college scholarships. Students and parents are encouraged to schedule appointments if they have questions or concerns about their child's academics.

Parents and students can expect the following advising conferences with the counselor:

8th Grade Registration: Incoming freshmen and their parent(s) will meet one-on-one with the counselor to ensure a smooth transition into high school, along with discussions of appropriate freshman classes.

Freshman Planning Conferences: Freshman students will meet with the counselor to discuss and create future goals. A four-year plan will be created to help support the student's goals and graduation requirements.

Sophomore Exploration: Sophomore students can expect a check-in meeting with the counselor during the 2nd semester of this year. Together the student and counselor will revisit the student's four-year plan and discuss his/her academic development over the past year.

Junior Visit: This is an important year for both students and their parents. Parents and students can expect an individual conference with the counselor where an action plan will be created that will assist with the student's postsecondary plans and graduation requirements. The purpose is to help parents and students understand the college search process, the ACT test, Financial Aid, and to make sure students know what they need to do to prepare for their senior year.

Senior Wrap-Up: Senior students can expect to meet with the counselor during the first weeks back to school to ensure that students understand the college application process, college essays, scholarships, letters of recommendation, and to establish a senior timeline. The purpose is to assist students in the next and final steps of their senior year.

ACADEMIC PROBATION

"The Church's clear teaching, constantly reiterated by the Holy See, affirms that parents are the first educators of their children. Parents have the original, primary and inalienable right to educate their offspring in conformity with the family's moral and religious convictions. They are educators because they are parents. At the same time, the vast majority of parents share their educational responsibilities with other individuals and institutions, primarily the school." (The Holy See's Teaching on Catholic Schools, 2006)

Catholic Central High School affirms the Holy See's teaching that we are truly partners with parents in the education of their children. As partners, it is expected that parents will diligently oversee their student's academic progress through tools such as PowerSchool and attend parent /teacher conferences and other meetings pertaining to the overall progress and achievement of their children, spiritually, academically and behaviorally. Students are expected to participate fully in the life of the school and be devoted to applying their best effort to their homework, studies, athletics and co-curricular activities.

A student whose mid-semester (quarter) GPA is below a 2.0 and/or is failing one or more classes, will be evaluated and possibly placed on academic probation. If a student is placed on probation, parents, guardians and students will be notified and will be required to meet with the Academic Dean and/or School Counselor. An Individualized Improvement Plan will be developed which will establish guidelines to bring the student's overall GPA back above the 2.0 minimum. Said plan for educational improvement may include, but not be limited to after school academic support, assigned resource, directed study, tutoring, academic support with a learning support teacher, or parent provided independent support. The parents are expected to monitor the student's progress through PowerSchool. An Individualized Improvement Plan is binding and will be evaluated, and possibly adjusted, every two weeks. Students who fail to comply with the goals of the Individualized Improvement Plan may be asked to withdraw from school due to lack of academic progress.

FIRST QUARTER OF ACADEMIC PROBATION

At the end of the first quarter of probation, the Academic Dean, in consultation with the Counselor will:

1. In cases where the quarter Grade Point Average (GPA) is at or above 2.0, terminate the student's academic probation.
2. In cases where academic progress is shown, but the student does not meet a 2.0 GPA, the academic probation status will be extended for one additional quarter.

SECOND QUARTER OF ACADEMIC PROBATION

After two consecutive quarters of academic probation, another meeting with the Counselor and/or Academic Dean will be required for the parents/guardians and the student. Upon recommendation of the Counselor, in consultation with the student's teachers, the Principal and/or Academic Dean will:

1. In cases where the GPA is at or above 2.0, terminate the academic probation.
2. In cases where a student's progress is not at/or above a GPA of 2.0 after two quarters of academic probation or the student has shown little or no progress in raising the GPA toward the 2.0 minimum, a special meeting will be held with student, parents/guardians and staff to determine future progress of the student. Special arrangements will be made, as determined by the Academic Dean and Counselor for students with certified educational challenges.

ACADEMIC REMEDIATION

Purpose of Homework:

Homework is defined as the time spent outside of school hours and/or the classroom to complete tasks associated with a particular class. The purpose of homework is to provide students with the opportunity to demonstrate mastery of a skill or concept, reinforce ideas, deepen understanding, or learn new content on a surface level. Homework should be purposefully planned, assigned, explained, and evaluated so that students appreciate its value and place within a course of instruction.

If student is missing two (2) late assignments in one class -

- Teacher will assign the student to Resource to complete those assignments and provide any extra help needed.

Directed Study Resource

Directed Study Resource is designed to improve student academic performance through a monitored and supportive system during the school day. Supervised by teaching staff, students receive tutorial support and additional academic assistance during Resource on Tuesday and Thursday. On Monday and Friday Resource (**Topper Times**) will be

available as it has in the past for club meetings, resource activities, quiet study, lab assistance, choir and music lessons, etc. The staff will assist students in Directed Study with supplemental/support activities to improve student work quality, completion and understanding to keep grades above a “D”.

- All subject areas have a Directed Study Resource. **Resource** days on Monday and Friday will now be called **“Topper Times”**. **“Topper Times”** will be an opportunity for teachers and students to engage in Social, Emotional, and educational activities with their students.
- Students who are not in Directed Study on Tuesdays and Thursdays still have the opportunity to meet with their teachers for needed support but will need to obtain a pass ahead of time from that teacher.
- However, on an occasional Friday, there will be a **“Topper Day”** which will be a whole-school activity. Whole school activities are not mandatory, if students wish not to participate in the activity you can be a participant by attending the activity as a spectator cheering on your classmates.
- Any student earning a current course grade of a “D” or below at specified intervals (Designated Grade Checks) may be eligible for the Directed Study Resource Program.
- Referrals for consideration for Directed Study Resource placement can also be made by teachers, the High School Administration Team and/or parents.
- Once placed in a Directed Study, students will remain there until the next grade check or until they bring their grade up to a “C” or better.
- If a student has multiple “D’s or F’s” in subject areas, they will be placed in the core subject areas such as: English, Math, Social Studies, Science or Religion first. Once the student has successfully raised their grade to a “C” or better in one core subject, they will be reassigned to the next core subject area. Once all core subject areas have been raised to a “C” or better, the student will be placed in other subject areas for further Directed Study as needed.
- Students will not be placed in Directed Study if they receive a “D” or an “F” after Directed Study has begun. They will be assigned only after the next grade check unless a teacher requests a student attend.
- There is an expectation that teachers are allowed to grade their student’s missing work before a student will be released from Directed Study. For this reason, students are in Directed Study for a minimum of two days, or until teachers can grade their work. Consequently, simply turning in work does not guarantee a student's release from Directed Study. There is no “instant fix.”

Students and Parents will be notified in advance using a Directed Study Calendar when grades will be pulled and checked, these pulled grades will determine whether or not a student will be placed in Directed Study. This notification will give students one week to make-up missing work or raise their grade in advance of being placed in Directed Study. If the student's teacher does not have the opportunity to grade their work, they still need to report to Directed Study until work has been graded, and it has been determined they have earned a “C” or better.

Directed Study Resource will be supervised by a designated teacher, and students will be assigned to a specific classroom where attendance will be taken. All efforts are made to assign students to a Directed Study Resource supervised by: (1) the specific classroom teacher in which the “D” or “F” grade occurs, or (2) a teacher who teaches the subject area (e.g., English) in which the “D” or “F” grade occurs.

ACADEMIC STANDARDS

Catholic Central High School has adopted the Wisconsin Academic Standards in all curricular areas possible. These standards can be found at: <https://dpi.wi.gov/standards>

Catholic Central High School's theology curriculum is aligned with the Archdiocese of Milwaukee and the United States Conference of Catholic Bishops. These standards can be found at: <https://www.archmil.org/ArchMil/offices/Catechesis/High-School-Theology-Curriculum.pdf>

ACTIVITIES

All students are encouraged to become involved in at least one extracurricular program. If a student's grades are affected by participation in extracurricular activities, teachers may request that the student not participate (e.g., sports, musical, forensics, etc.). Participation in athletics, clubs, and extracurricular activities is a privilege. Failure to abide by the Drug/Alcohol/Tobacco Policy outlined in this handbook, as well as the Co-Curricular Code of Conduct may result in disciplinary consequences. In addition, each activity may establish codes of conduct.

ASSEMBLIES

Special assemblies are scheduled periodically to extend classroom learning for the entire student body through guest speakers and/or special programs related to the school's curriculum. Pep assemblies are coordinated by the Athletic Director or designee, as a special opportunity to express support and encouragement to the coaches, players, and managers of the various teams, and to commemorate our student achievements. Students will follow any teacher directives for seating.

ATHLETICS

Catholic Central Athletics are based and built around the following words of our Lord, Jesus Christ:

“Which is the first of all the commandments?” Jesus replied, “This is the first: ‘Hear O Israel! The Lord our God is God alone! You shall love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength.’ This is the second: ‘You shall love your neighbor as yourself.” – Mark 12:28-31

“This is my commandment: love one another as I love you.” – John 15:12

Philosophy/Mission Statement:

Participation on Catholic Central's athletic teams is an integral part of the Hilltopper experience, and it is a privilege which should elicit great pride in both the student and his or her family. Our number one goal as a school is to provide a sound academic and Catholic moral foundation for all of our students. Athletic activities provide unique opportunities for our students to learn how to apply these Catholic virtues and values in a competitive environment, as they prepare for their own futures in our competitive society.

As students, families, employees, volunteers and members of the general Catholic Central family, we are committed to conducting ourselves in a manner consistent with Catholic social teachings and the philosophies and policies of Catholic Central High School. By leading lives inspired by our Catholic values, we are preparing all members of our Catholic

Central community to affect positive change in our world, both today and tomorrow.

There is an athletic fee of \$50.00 per sport (maximum charge of \$150 per student).

For more information, please contact:

Athletic Director – Tom Aldrich

taldrich@cchsnet.org

262-763-1510

ATTENDANCE

Attendance is essential to the progressive growth and development of students. Archdiocese of Milwaukee Policy 5112 on Student Attendance supports the belief that learning is a direct result of experience and participation. To effectively engage in learning, a student needs to be present and interacting with others; receiving guidelines and instruction; and contributing to the overall knowledge of all the students in the class. Therefore, the policies and procedures regarding attendance are to be followed by all Catholic Central High School students. Whenever a student is absent from school, he or she is responsible for accessing any work or assignments electronically (other than assessments) that he or she may have missed. If the absence was excused, a student will have the number of days missed to make up work assigned during the absence. Vacations taken on school days, including exam days, are highly discouraged. It is recommended that doctor/ dentist / other appointments be scheduled after school.

Calling in an absence: If a student will be absent for all or part of the day, a parent / legal guardian must call the school office before 8:00 AM on the day of the absence at (262) 763-1510. This requirement applies even if the student is 18 years or older.

Note: The student will be considered truant until an absence is excused through proper notification by a parent/ legal guardian. In addition, it is requested that parents / guardians going out of town notify the school office of the adult authorized to act as legal guardian in their absence.

Late arrivals: Students arriving late for any part of the school day must report to the main school office upon their arrival to get an admit slip. No student having been absent is to be readmitted to classes without following this procedure.

Excused absences: A student will be excused for sanctioned absences as follows:

- **Illness or Family Emergencies:** The parents / guardians must call the school office by 8:00 AM on the day of the absence. If the student is absent due to prolonged illness greater than two consecutive days, a physician's note is required upon returning.
- **Health Screening & Testing**
All parents are strongly encouraged to maintain their student's health and to conduct a health screen each day before the student comes to school.

Daily Health Screen tool for Students - In the past 24 hours, have you experienced?

Symptom

YES

NO

Subjective Fever (felt feverish)

New or worsening cough

Shortness of Breath

Sore Throat

Diarrhea

Loss of taste or smell

- If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4 °F or higher, do not report to school. Self-isolate at home and contact your healthcare provider for advice. After 48 hours a doctor’s note will be required upon returning
- Physician’s authorizations and instructions regarding extended absences due to long-term or chronic conditions must be updated each quarter and filed with the Dean of Students.
- **Scheduled doctor /dentist or other appointments during the school day:** Students may leave school at an appointed time with parent /guardian communication with the school office by 8:00 AM. A **signed doctor’s note must be presented to the school office** upon the student’s return in order for the appointment to be excused. If no signed note is returned, the student may not participate in any sports or other extra-curricular event on the day of the appointment absence, and the absence will be considered unexcused.
- **Vacation / extended absence:** All parent /guardian-sanctioned absences count toward the 10-day maximum that the state of Wisconsin allows for parental discretion reasons. Parents/ guardians must **notify the school office at least one week in advance** when the planned absence will extend three or more days.

Excessive Absences will be handled by the Administration.

The attendance office will contact parents whose child has an unresolved absence. Upon the fifth unexcused absence, the Dean of Students and/or School Counselor will communicate with the student and parents regarding the prolonged absence and the effect on the student’s academic success. At this time, a first notice of truancy will be sent, and a conference may be required in order to create an attendance plan under which a student may successfully complete their coursework.


In accordance with Wis. Stat. § 118.15, a second notice regarding habitual truancy shall be sent when a student has been absent unexcused for ten or more days in the school year.

Upon the classroom teacher’s recommendation and administrative agreement, a student may be removed from a class when the student has fallen so far behind in coursework that the student no longer has a reasonable chance of mastering the course content. Students removed from a course for these reasons will be assigned to a study hall. Upon withdrawal from the course, the student may receive a Withdrawn-No Credit (W-NC) for the grading period. This grade will affect the student's grade point average and appear on the official transcript.

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition. The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time for which it is valid not to exceed 30 days.

Other exceptions to the absence policy are, a student who has a written medical/dental appointment, funeral of a family member or close friend, or a court date excuse signed by a physician/dentist/parent/guardian or court officer. A student assigned an out of school suspension will have those days count toward the attendance policy.

BELL SCHEDULES

Catholic Central High School							
Regular Day		Wednesday		Mass Day		Early Release	
HR	7:35 – 7:43 (8 mins)	HR	7:35 – 7:43 (8 mins)	HR	7:35 – 7:43 (8 mins)	HR	No Homeroom
1st	7:47 – 8:30 (43 mins)	1st	7:47 – 8:25 (38 mins)	1st	7:47 – 8:23 (36 mins)	1st	7:35 – 7:59 (24 mins)
2nd	8:34 – 9:17 (43 mins)	2nd	8:29 – 9:07 (38 mins)	2nd	8:27 – 9:03 (36 mins)	2nd	8:03 – 8:25 (22 mins)
3rd	9:21 – 10:04 (43 mins)	3rd	9:11 – 9:50 (38 mins)	3rd	9:07 – 9:33 (36 mins)	3rd	8:29 – 8:51 (22 mins)
4th	10:08 – 10:51 (43 mins)	4th	9:54 – 10:33 (38 mins)	Res	9:37 – 9:57 (20 mins)	4th	8:55 – 9:17 (22 mins)
		Res	10:37 – 10:52 (15 mins)	Mass	10:00 – 10:50 (50 mins)	5th	9:21 – 9:43 (22 mins)
Lunch	10:55 – 11:25 (30 mins)	Lunch	10:55 – 11:25 (30 mins)	Lunch	10:55 – 11:25 (30 mins)	6th	9:47 – 10:09 (22 mins)
Res.	11:27 – 11:52 (25 mins)	5th	11:27 – 12:05 (38 mins)	4th	11:29 – 12:05 (36 mins)	7th	10:13 – 10:35 (22 mins)
5th	11:56 – 12:39 (43 mins)	6th	12:09 – 12:47 (38 mins)	5th	12:09 – 12:45 (36 mins)	8th	10:39 – 11:01 (22 mins)
6th	12:43 – 1:26 (43 mins)	7th	12:51 – 1:29 (38 mins)	6th	12:49 – 1:25 (36 mins)		
7th	Reflection: 1:30 – 1:33 1:33 – 2:16 (43 mins)	8th	Reflection: 1:33 – 1:36 1:36 – 2:14 (38 mins)	7th	1:29 – 2:05 (36 mins)		
8th	2:20 – 3:03 (43 mins)	Mtg.	2:20 – 3:15 (Staff Meeting)	8th	2:09 – 2:45 (36 mins)		
Home of the Hilltoppers				Topper Time	2:49 – 3:03 (14 mins)		
Bell Schedules							

BULLETIN BOARDS

All students should respect materials placed on bulletin boards. The administration or club advisor must approve all materials posted by students on any bulletin board.

BULLYING AND HARASSMENT POLICY

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that Catholic Central High School

maintain an environment free of any form of harassment, bullying, or intimidation. The school consistently and vigorously addresses bullying and harassment so that there is no disruption to the learning environment and learning process.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Bullying and harassment behaviors are prohibited in all school buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school staff. The person who has been notified of the incident must immediately report this information to the principal or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken.

Appropriate action could include but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

Anti-Bias Practices

All people are sons and daughters of a loving God and share equally in God's unconditional love. All formational programs for children and youth are to reflect this loving, inclusive experience.

Formational programs are to be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum and is evidenced by statements in various handbooks.

Formational personnel shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/or exclusive language or behavior are to be articulated in handbooks for faculty, students, and parents.

Hazing

Catholic Central High School does not permit hazing or related behavior among students. Hazing is defined as: "harassing, intimidating, or coercing another student with the purpose or result of embarrassment, disturbance or humiliation."

CAFETERIA

All students must report to the cafeteria for their assigned lunch period. Catholic Central High School does not have an open lunch policy, so students may not leave the school grounds at this time. Students are not allowed to go off campus during the lunch period.

CATHOLIC IDENTITY

Catholic Central High School draws from the rich heritage of the Catholic Faith, the charisms of our founding patronesses, the School Sisters of Notre Dame, and the Catholic parishes that support the school. Catholic Central High School upholds and promotes the dignity of every human person. Faithful Catholic education at Catholic Central High School is directed toward the formation of the whole person in view of his or her ultimate destination which is eternal life in the Blessed Trinity. Catholic Central High School strives to inspire and guide young people to this end by providing the opportunity to develop students' moral, spiritual, intellectual and physical qualities and to encounter the living God in the sacramental life of the Church.

Catholic Central High School is committed to the Gospel, to the teachings of Jesus Christ, to the doctrine of the Catholic Church, and the founding charisms of the School Sisters of Notre Dame. Students, staff, parents, coaches and volunteers of CCHS, whether Catholic or not, have a duty to uphold the teachings of the Catholic Church and the mission of the school both on and off campus.

The person who is trustworthy in very small matters is also trustworthy in great ones. (Luke 16:10)

CHEATING/PLAGIARISM

Cheating is considered as copying or providing material for homework or tests. Plagiarism is the unauthorized use of the language and thoughts of another author and the representation of them as one's own. It is considered cheating and will be handled in the same manner.

1. In a first offense, a detention is assigned, no credit is received for the work, and a contact is made by the teacher to parents/guardians and administration. At the teacher's discretion, the student may be required to redo the assignment for partial credit.
2. In a second offense, an in-school suspension is assigned, no credit is received for the work, and a meeting will take place with parents, teacher, Principal and/or Dean of Students. At the teacher's discretion, the student may be required to redo the assignment for partial credit.
3. Any additional offense will be dealt with appropriately by administration, with all options available including expulsion.

CHILD CUSTODY

Catholic Central High School shall communicate with the parents of a child in a divorce action according to the directives of the court. When school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125.

CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS

Catholic Central welcomes children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled only if the school's available resources meet the student's special needs.

Admission to Catholic Central, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administration in consultation with the school's Learning Resource Specialist. A student accommodation plan will be developed in order to document the reasonable accommodations the school will

provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations may be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. The administration will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

COLLEGE/CAREER INFORMATION

The Counselor maintains resources with career and college information. This department schedules visitations by college representatives, organizes field trips, sponsors financial aid speakers, and publishes scholarship news. Parents and students are encouraged to meet with the school counselor in regard to college selection and career counseling.

COUNSELING

The Counselor assists each student in developing his/her full potential in terms of success in high school and preparation for a career and/or higher education. Student services include counseling, advising, testing, instructing, and referring. If a student is having difficulty in school, the student is encouraged to meet with the Counselor. All conversations are kept confidential unless a student's health or safety would be jeopardized.

DANCES

Dances are school-sponsored events and are fully chaperoned by staff and parent volunteers. All in attendance are expected to cooperate with the chaperones, comply with all Catholic Central High School policies, and dance appropriately.

1. "Grinding" or other inappropriate activity will not be allowed at our school dances.
2. Once a student leaves a dance, they may not re-enter without the permission of the Catholic Central High School staff member in charge. No refunds are given.
3. All school rules are in effect at all school dances. Random drug/alcohol testing may be administered at any time.
4. The Junior Prom is for juniors and seniors.
5. Freshmen and sophomores may attend if invited by an upperclassman.
6. Freshmen students desiring to attend the prom must get administrative and parental approval.
7. Only Junior and senior students may purchase tickets to the prom.

8. Grade school students are not allowed to attend any high school dances.
9. Guest permission forms for students not attending CCHS are required for each dance attended. No guest may be over the age of 19.

NOTE: A separate dance contract is required for Prom

DEVELOPMENT AND ENDOWMENT

The involvement of parents, students, alumni and community members in the life and financial stability of the school is welcome and encouraged. The Internal Revenue Service (IRS) has rendered its annual ruling exempting from Federal Income Tax all educational, charitable, and religious institutions which are operated, supervised, controlled by, or in connection with the Roman Catholic Church in the United States, territories, or possessions as long as the names of the institution appear in the Official Catholic Directory. This ruling reaffirms the exempt status of Catholic Central High School. It also assures donors of deductions for contributions to such institutions. As long as a tax-exempt status is maintained, the institutions are not required to file federal income tax returns. Donors to Catholic Central High School may deduct the amount of contributions for bequests, legacies, devises, transfers, or gifts. Catholic Central High School adheres to all state of Wisconsin and IRS policies regarding fundraising and volunteerism as set forth in the Archdiocese of Milwaukee Parish and School Policy Manual #3280 and #3281.

Yearly development efforts include but are not limited to: Annual Fund Appeal, grant-writing, Topper Auction, alumni and community relations, Annual In-Pew Solicitation, Grandparents/Special Person Day and various other fundraisers. Individuals interested in donating, or who wish to get involved, should contact Ms. Georgean Selburg, Executive Director of Admissions & Development at: gselburg@cchsnet.org

DISCIPLINE

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

The school's discipline plan shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.

Updated: August, 2024

- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time student are removed from their classrooms due to misbehavior.
- Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

Detention

The detention system is designed to deal with less serious inappropriate behavior. The following are examples of the type of infractions that would receive a detention (this is not a complete list and other infractions may receive a detention): tardiness, class rule infractions, hallway violations, disrespect, cell phone use, and dress code violations.

Detention Procedure

1. Detentions will be served from 3:00 – 3:30 pm in a designated area.
2. Students are required to serve the detention on the next available detention date.
3. Students MUST make their own arrangements to get home after the detention.
4. Conflicts with activities, sports, jobs, or transportation are not acceptable excuses to miss serving a detention.
5. Students who miss serving a detention will receive one additional detention. A second infraction will result in an in-school suspension.
6. Detention will be held after school on Mondays, Tuesdays, Thursdays, and Fridays, depending on the schedule.
7. Students will sit in silence during detention.

Appeal rights of students

A detention must be appealed to the Dean of Students and/or the principal before the date it is to be served.

Dismissal from class

A student may be asked to temporarily leave a classroom. The student may or may not receive a detention at this time. Students who become disrespectful in class, or receive two detentions during the same class period, will be asked to leave class until the problem can be resolved later by them and their teacher. The student is to report to the main office for the remainder of the class period, and detention or in-school suspension may result. If a student is dismissed three times during the same course in a semester, dismissal from the class may become permanent. In these cases, an "F" will be assigned for the course.

Displaying affection

There shall be no inappropriate public display of affection on school grounds. This includes, but is not limited to kissing, hugging, or other forms of physical contact.

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey school rules, endangers the

property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available.

Probation

A student may be placed probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to the school are considered on probation for a minimum of one school year.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question

the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.

- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources may include pastors, current or former parish trustees or pastoral council members of the partner parishes, or at-large community members. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the CCHS Board of Directors or standing committees may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

- For confidentiality reasons, attendance at the hearing will be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members will not be allowed to attend the hearing.
- The school officials receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The high school principal can accept the recommendation totally, in part, or reject it all together. The school principal at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the school principal in writing with rationale for appeal. The school principal will review the facts and investigate if correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the principal will refer the issue back to the expulsion committee with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The CCHS Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

DONATIONS TO THIRD PARTIES

Because Catholic Central High School is a high school in the Archdiocese of Milwaukee, it supports and teaches Catholic moral values. Catholic Central High School upholds, therefore, that Catholic principles be applied when deciding whether to accept a request for Catholic Central to fund, support, or participate in any activity or organization not affiliated with Catholic Central High School.

DRESS CODE

The purpose of the Catholic Central High School dress code is as follows:

1. Certain standards of appearance adhere to the student's sense of self-discipline and personal pride.
2. Student appearance influences attitudes toward learning, the school, teachers, and fellow classmates.
3. Expectations of good taste, common sense, and appropriateness are not always clear. Without guidelines, students may be embarrassed or inconvenienced.

Catholic Central High School Administration has the right to make regulations concerning dress and appearance considered appropriate to the academic environment. The Administration reserves the right to restrict fad fashions that are inappropriate as well as to interpret what is considered to be in good taste. The following indicates what is considered acceptable dress at Catholic Central High School:

- Any article of clothing that is torn, ragged, or distracting to others will not be tolerated.
- No skin may be showing at the midriff, no cleavage, and no visible underwear at any time.
- Halter, midriff, tube and tank tops and muscle shirts, sleeveless tops, spaghetti straps, off-shoulder style clothing or shirts/blouses of sheer material are not permitted.
- Shorts/Skirts/dresses/capris must be at least fingertip length with arms at sides.
- Slacks or pants that are overly tight, not worn at waist level, or drag on the ground are not permitted.
- Clothing that displays print offensive in nature is not allowed. Offensive print includes words, statements, or graphics referring to sexual activity, profanity, obscenity, illegal substances, alcohol, politics, violence or racial/ethnic slurs.
- Clothing promoting alcohol, tobacco or other illegal substances, or promoting illegal activities is not permitted.
- Yoga pants, sweatpants, athletic shorts/pants, running suits, army fatigues/camouflage pants, underwear as outerwear, pajama-style pants are not allowed.
- Leggings will be permitted to be worn as long as the accompanying top covers the crotch and buttocks area at all times.
- Coats and outerwear are not allowed to be worn while in the building during the school day, and should be stored in lockers.
- Any visible pierced jewelry, including tongue, other than in the ears or a small nose stud piercing, is not allowed.
- Distracting Ear gauges are not allowed. Gauges must be less than one inch in diameter.
- Bandanas or hats are not allowed.
- Distracting hair coloring is not allowed.

POLICY ON SHORTS

1. Shorts must be at least fingertip length on all sides with arms at sides.
2. Shorts must not be overly tight or revealing such as biker shorts or spandex.
3. Cut offs are not allowed.

DRESS CODE SANCTIONS

Students violating the dress code will be referred to the office. A progressive sequence of consequences will take place when the dress code is violated. Students may be required to put on a proper shirt to cover the dress code violation.

1. First offenses will be assigned lunch detention.
2. A second offense will result in a detention and parent contact.
3. Chronic offenses may warrant an in-school suspension.

DRESS-UP DAYS

Respectful and modest dress is required. Girls must wear dresses or skirts longer than fingertip length, dress capris, or dress pants. Tops such as sweaters, shirts, or blouses, must cover the shoulders. Boys must wear dress pants and a dress shirt with a tie or sweater.

JEANS, OF ANY COLOR, SWEATSHIRTS, ATHLETIC WEAR OF ANY TYPE, GYM SHOES AND TEE SHIRTS ARE NOT ALLOWED FOR DRESS-UP DAYS.

The following activities are considered dress-up activities. Additional events may be added to this list at the discretion of the Administration of Catholic Central High School:

1. Any Mass or prayer service;
2. Guest Speaker/Awards Assemblies.
3. Rotary Lunches (for senior students).

DRUGS/ALCOHOL/TOBACCO

Catholic Central High School seeks to provide a drug-free environment for students. Any involvement with tobacco, alcohol and controlled substances is harmful to a young person's physical, emotional, spiritual and intellectual development. CCHS students are expected to remain free of tobacco, alcohol and controlled substances at all times. Violations of this standard will result in parental notification and will put the student at risk of disciplinary action. In addition, students may be required to participate in therapeutic activities ranging from educational seminars to formal professional treatment. Use of substances by a student can simply display a poor choice, or in some cases, a need for intervention and professional assistance.

E-Cigarettes and Vaping: Any use or possession of an electronic cigarette or vaporizer is a violation of this policy. CCHS considers these devices drug paraphernalia and possession of one on campus or at a school activity may result in significant disciplinary consequences.

Alcohol and Other Drug Abuse (AODA): Any use of alcohol or controlled substances constitutes an abuse of that substance. "Controlled substance" includes, but is not limited to: marijuana, speed, cocaine, LSD, psilocybin (mushrooms), club drugs (MDMA/ Ecstasy, Methamphetamine, GHB, Ketamine) and unauthorized prescription drugs such as: Oxycontin, Valium and Ritalin. Reliable information indicating that a student has possessed, used or distributed these substances should be referred to the Dean of Students, who may notify other school administration, as necessary.

Testing: Testing for alcohol or controlled substances is the prerogative of the CCHS school administration under three circumstances: 1) testing may occur when a student is suspected to have violated the school's AODA policy, 2) testing may occur when a student is on probation from a previous AODA violation, 3) testing may occur at social events such as dances or athletic events. On these occasions, testing could occur randomly and without suspicion. The inherent risks increase under these circumstances and CCHS considers these events important AODA safety concerns. The test method will be determined by the administration.

Note: Regarding testing, the administration will decide upon the best test method, and students are required to immediately, without prior notification, provide an adequate sample for testing, including, but not limited to a hair sample, a saliva sample, a breath sample, a sweat sample, a urine sample or a combination of these methods. CCHS will

determine where and when the test(s) are performed, whether on campus, or at a test site. Results of the tests will be shared with parents after the test. Finally, if a student refuses a test, this will be considered conclusive proof of being under the influence of alcohol or controlled substances, or for having violated the terms of probation. This includes instances when a parent refuses to allow their child to be tested. The student will be liable for all appropriate school sanctions, including possible expulsion.

Consistent with the School's philosophy of education, prevention and intervention, CCHS has adopted the following policy:

1. On the **FIRST OFFENSE** the student will receive an in-school suspension. The student and parent/guardian are required to meet with the Guidance Counselor or an AODA trained staff member. Outside participation in substance abuse counseling will be at the expense of the parent/guardian and will reduce the suspension by fifty percent. A student involved in extracurricular activities will be restricted as stipulated in the appropriate extra-curricular code(s). If a student is not involved in extracurricular activities at the time of the infraction, the student will be restricted from extra-curricular events as determined by the Administration. Failure to comply with the first offense requirements will subject the student to second offense consequences.
2. On a **SECOND OFFENSE** the students will receive an out-of-school suspension. The student and parent/guardian are required to meet with the Guidance Counselor or AODA trained staff member. A professional assessment will be required for alcohol/drug/tobacco use by a school-approved agency. A student currently involved in extracurricular activities will be restricted from said activity as stipulated in the appropriate extra-curricular code(s). If a student is not involved in extracurricular activities at the time of the infraction, the student will be restricted from extra-curricular events for the remainder of the school year. Failure to comply with the second offense requirements will subject student to third offense consequence.
3. On a **THIRD OFFENSE** the student shall be expelled from Catholic Central High School. All drug/alcohol/tobacco offenses are considered cumulative through the student's tenure at Catholic Central High School.
4. Offenses accumulate over the duration of a student's enrollment at Catholic Central High School.

NOTICE: Catholic Central High School cooperates fully with the local police regarding any violations of the Drugs/Alcohol/Tobacco Policy. Serious violations of this policy, including sale or transfer of illegal drugs, may result in automatic expulsion at the discretion of school administration.

EMAIL COMMUNICATION

Learning and maintaining proper email etiquette is important because it is often the primary means of communicating with colleagues and professionals either in a school or work setting. Proper and respectful composition of emails reflects a person's integrity and gives credence to the information that is being conveyed.

At CCHS, the expectation is that all email communication from parents, faculty, students and staff will be timely, courteous and polite. Disrespectful communication will not be tolerated and may result in disciplinary action.

A full email etiquette guideline is available to all students in the CCHS Style Guide. Students may not send large group, all class, or all school emails without prior approval of a teacher, advisor or administrator.

EMERGENCY CLOSING

If Catholic Central High School closes for an emergency, families are notified in a number of ways which may include (depending on availability): email, text alert, local news. In most cases, Catholic Central High School follows the decision of the Burlington Area School District concerning the cancellation of school due to inclement weather. Listen to or watch the Milwaukee TV stations for cancellation of school and school activities. A 2-hour delayed start may be put in place instead of a complete cancellation. Be sure to join, and make sure that your information is accurate and current through the CCHS “Remind” app.

EXTERNAL/INTERNAL COMMUNICATIONS

New avenues should continually be sought to improve relations and communications with all segments of the school and to expand contacts with audiences not typically reached. The administration may make use of media as deemed necessary, such as the internet, radio, television, and videos, to inform the community about the operation of the school in a manner reflective of mission and goals.

In order to ensure the integrity and quality of the information being delivered, only designated school representatives shall maintain external communication channels on behalf of the school. School administrators or designated staff must approve communications, such as announcements, posters, and flyers which may be sponsored by an outside organization but directed to their school community.

To protect the privacy of students, staff, and families, Catholic Central has established policies regarding the release of names, addresses, phone numbers, and images of students, faculty, staff, and school families. For inclusion in directories, permission is not required. However, CCHS must notify parents/guardians of eligible students about directory information and allow a reasonable time to request the school not disclose directory information about them.

All official pictures and recordings taken at events and activities of the school by staff/volunteers remain the property of Catholic Central. All pictures and recordings should be accounted for and protected from use by any unauthorized person or organization. Media recordings of school activities can be subpoenaed as evidence in a lawsuit. Unauthorized websites, blogs, social network sites, direct mailings, and use of the school’s name and/or logo are not permitted. School communications may not be used for partisan political messages or paid advertising. Association, representation, or endorsement of or by any political candidate, party, or campaign, whether actual, inferred, or implied is prohibited.

EXTRA-CURRICULAR ACTIVITIES

Our CCHS students’ total education extends beyond the classroom. The purpose of the Catholic Central extracurricular/co-curricular program is to provide each student with opportunities for faith, emotional, cultural, mental, physical, and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of Catholic Central High School. Every student is required to participate in at least one and encouraged to participate in

several of these sports/extra-curricular offerings.

FIELD TRIPS

Field trips are a vital part of the curriculum at Catholic Central High School. Any student who is not current with homework, assignments, tests, or has any missing work for that class, may not be allowed to participate on a field trip. Parental permission is required to take part in a field trip, and participation in a field trip is at the discretion of the faculty organizer after considering faculty comments for a student on the field trip permission form. Students are required to adhere to all due dates assigned. This is not treated as an absence. For further information, see policies 3282, 6153 and 6153.1 in the Archdiocese of Milwaukee School Policy Manual.

FOOD SERVICE

We are very blessed to have a wonderful Catholic Central and Burlington Catholic Hot Lunch Program. This program uses a scanner system to charge students for a hot lunch, salad bar, or milk consumed each day. Each day, during homeroom, a lunch count is taken for the program. It is very important that your student is on time each day to ensure an accurate lunch count. Lunch menus will be posted monthly on the CCHS website.

An eFunds system provides families the convenience of funding your student's account at home, online. Freshmen students or transfer students should have been mailed information regarding the setup of an eFunds account with an individual ID number. If you attended St. Mary's Grade School as an 8th grader, the account is already set up and will be rolled over to Catholic Central.

Once the eFunds account is set up, make sure you maintain a positive monetary balance. You can be alerted through eFunds when your student's account reaches a certain low threshold, so that the account can be replenished before it reaches a negative balance. Please refer to the new *Unpaid Meal Charge Policy for Catholic Central and Burlington Catholic Hot Lunch Program* for information on accounts that chronically maintain a negative balance.

The eFunds link to log on is:

<https://eps.mvppbanking.com/cgi-bin/efs/login.pl?access=55560>

This link can be found on the Catholic Central website

Note: You must have an eFunds account set up, activated and funded BEFORE the school year begins.

FUNDRAISING

To help keep tuition costs down, fundraising has become a yearly reality of Catholic schools. Students, parents, and friends are invited to participate in Catholic Central High School activities to help support the school. The Development Director and Principal must approve all school sponsored fundraising activities/events. Prior to approval, the Development Office and Business Manager will check the proposed activity for conflicts with other events/dates. Any money collected in school for school activities is put into the school account.

GAMBLING

Gambling is not allowed in the school at any time. Students are allowed to play cards/games at appropriate times.

GRADE REPLACEMENT

1. A student may enroll in any equivalent course at Catholic Central High School or from an accredited institution.
2. The equivalent course must receive prior approval in writing from the Principal, Academic Dean, and Counselor.
3. A student may replace up to two "F" grades with the new grade.
4. The first two grades of "F" will be removed from the student's transcripts and thus will no longer affect the student's GPA, and only new grades will apply.
5. Any "F" received in addition to the two replaceable grades will be left on the report card.

GRADUATION CRITERIA

To remain eligible for graduation and earn a Catholic Central High School Diploma, a student should maintain a 2.00 GPA and have no major disciplinary incidents. A student must have a minimum of twenty six (26) credits to graduate. Graduation will be based on the pupil's academic performance, passing of the civics test and the successful completion of the following mandatory credit requirements:

- 4.0 Credits English
- 4.0 Credits Theology
- 3.0 Credits Mathematics
- 3.0 Credits Social Studies
- 3.0 Credits Science
- 1.0 Credit Fitness & Wellness
- 0.5 Credit Health
- 0.5 Credit Personal Finance
- 1.0 Credit Fine Arts

Students should consult the Catholic Central High School Course Guide for specific course descriptions, prerequisites, and course fees. Course fees do not apply to Wisconsin Parental Choice Program students.

Make sure to check the course requirements of the colleges and universities that are of interest in career planning. Some institutions may have specific requirements that go beyond the credits required for CCHS graduation.

Students are required to perform 25 hours of documented service per year, for a total of 100 service hours, prior to graduation.

In order to participate in the graduation ceremony, the student must have successfully completed all graduation requirements, including the payment of the \$50 graduation fee, and have earned all credits required to graduate from Catholic Central High School. Only the Principal may grant an exception to this policy.

Seniors that violate a school policy may be withheld from participation in the graduation ceremony by school
Updated: August, 2024

administration. This policy is in effect up through graduation day. The privilege to participate in the graduation ceremony is granted to students by the administration. The Principal, Academic Dean and Counselor annually select the Valedictorian and Salutatorian based on character, service, leadership, and scholarship. Upon the completion of each school year, the Academic Dean and Counselor review each student's academic progress. By reviewing student grades and passing of the civics test, the principal verifies that a student has met all graduation requirements and is eligible to be granted a diploma from Catholic Central High School.

HOMEWORK POLICY

Purpose:

Homework is defined as the time spent outside of school hours and/or the classroom to complete tasks associated with a particular class. The purpose of homework is to provide students with the opportunity to demonstrate mastery of a skill or concept, reinforce ideas, deepen understanding, or learn new content on a surface level. Homework should be purposefully planned, assigned, explained, and evaluated so that students appreciate its value and place within a course of instruction.

This policy sets forth guidance for faculty, administration, parents, and students.

Administrators will

- Ensure homework policies are shared with staff, students, and parents.
- Promote coordination, consistency, and articulation among teachers within grades, teams, and departments.
- Monitor the implementation of this policy and its associated recommendations.
- Support the implementation of curriculum standards into homework assignments.
- Support and/or develop programs and practices that assist students in completing homework.
- Make homework a topic of parent and faculty meetings.
- Encourage practices that take into consideration homework during extended holidays and testing periods.

Teachers will

- Explain each assignment and how it fits into the course of instruction.
- Plan and publish in their syllabi when major projects, assignments, tests, and quizzes will be administered within each unit of study.
- Provide meaningful and engaging work that is supportive of the curriculum.
- Use homework to assess students' understanding of concepts, skills, and ideas.
- Use Schoology to post assignments, instructions, due dates, point values, and rubrics.
- Post assignments, or changes to assignments, in Schoology as soon as possible but not later than the end of the school day on which they are assigned.

- Have assignments due at the beginning of class rather than late into the night.
- Take into consideration, when assigning homework, extended holidays and testing periods.
- Not assign homework as punishment.
- Consider the value of the homework being assigned: What purpose does it serve in the curriculum?
- Refer to homework content in class and use in-classroom assignments to reinforce its value.
- Provide prompt feedback on homework, correcting errors, and reviewing concepts.
- Consider allowing students to revise and resubmit assignments.
- Use in-class work time to answer questions, clarify requirements, and monitor students' progress.
- Grant extensions for homework assignments according to policy outlined in the course syllabus.
- Vary and differentiate assignments when possible.
- Adhere to the CCHS policy on grading late work and Academic Remediation.
- Encourage and model daily reading for pleasure.

Students will

- Produce work that represents their best effort and their understanding of concepts or skills.
- Submit homework on time unless an extension has been arranged according to the policy outlined in the course syllabus.
- Seek clarification on specific assignments in advance of the due date.
- Efficiently use in-class work time to complete homework and ask questions for that particular class.
- Follow the format for homework as outlined by the teacher and in accordance with the CCHS Style Guide.
- Develop and adhere to an individual system of tracking homework assignments and due dates, seeking assistance in doing so when needed.
- Use technology and the internet as tools for supporting work and not for completing work that does not reflect individual understanding of the concept or skill.
- Complete homework individually unless otherwise directed by the teacher.
- Use study halls and down-time to ensure timely completion of assignments.
- Read daily for pleasure.

Families should

- Establish a study area, away from distractions, with good light and space for studying to the extent possible.
- Remain current on all communication from the school regarding student life and activities both inside and outside of the classroom to plan completion of homework.
- Ensure students have the materials needed to do assignments.
- Help students stay organized and manage their time.
- Support the faculty and administration's efforts to improve the quality of student work.
- Impress upon students the importance of turning in homework on time and putting forth his or her best effort.

- Expect and support experiential learning outside of the classroom.
- Notify the school of any absences in advance when possible and monitor Schoology and PowerSchool to keep abreast of student progress and/or regression.
- Emphasize the importance of daily reading by encouraging students to read independently.

HONOR ROLL

Eligibility will be determined by academic and behavioral performances. All courses count toward Honor Roll. Honor Roll will be published for the first and second semesters.

Honor Roll status may be affected if a student:

1. Receives two negative comments regarding below average effort per semester.
2. Receives two or more detentions per semester.

Qualifications:

1. High Honors: 3.5 and above.
2. Honors: 3.0 - 3.49.

HONORS, ADVANCED PLACEMENT AND CONCURRENT ENROLLMENT

Honors, Advanced Placement, and Concurrent Enrollment courses are offered to qualified students, providing opportunities for engaging enrichment and college credit. Honors courses are geared to provide enrichment to students with advanced skills. Expectations in these courses are greater than in standard courses; therefore, grades are weighted in such courses. Advanced Placement courses are also considered honors courses, but they are geared for students who plan to take Advanced Placement tests in the spring.

Catholic Central High School and Marquette University have partnered to create a Concurrent Enrollment Program (CEP). This program allows qualified high school students to learn Marquette's college curriculum and qualified high school instructors to teach Marquette's curriculum at the high school's campus during the high school's regular hours while concurrently earning high school and college credit.

All courses designated as Honors, Advanced Placement, or Concurrent Enrollment in the course guide will be weighted for determining Grade Point Average, according to the following system:

METHOD OF COMPUTING GRADE POINT AVERAGE:

METHOD OF COMPUTING GRADE POINT AVERAGE					
STANDARD			AP/HONORS/CONCURRENT		
A+	100-98	4.1	A+	100-98	5.0
A	97-94	4.0	A	97-94	5.0
A-	93-90	3.7	A-	93-90	4.67
B+	89-87	3.3	B+	89-87	4.33
B	86-83	3.0	B	86-83	4.0
B-	82-80	2.7	B-	82-80	3.67
C+	79-77	2.3	C+	79-77	3.33
C	76-73	2.0	C	76-73	3.0
C-	72-70	1.7	C-	72-70	2.67
D+	69-67	1.3	D+	69-67	2.33
D	66-63	1.0	D	66-63	2.0
D-	62-60	0.7	D-	62-60	1.67
F	59 and below	0	F	59 and below	0

HONORS CORDS FOR GRADUATION

“High Honors” requires a 4.00 GPA average or above, cumulative over 7 semesters. These students will wear a Gold Cord at Graduation. “Honors” requires a 3.50 - 3.99 GPA average, cumulative over 7 semesters. These students will wear a Blue and Gold Cord at Graduation. Senior students working to earn honors cords for graduation will have until the end of first semester of their senior year to get a 3.50-3.99 cumulative GPA for Honors or 4.0 cumulative GPA for High Honors.

LAW ENFORCEMENT

Catholic Central High School cooperates with the police in all ways.

LEAVING/CHECKING OUT OF THE BUILDING

Attendance is taken at the beginning of each period of the school day. Students are to be in their assigned room at all times unless formally excused. Students will not be allowed to leave the building without a call to the parent or a signed parental note. Parents/Guardians will be contacted by phone to authorize the dismissal in case of an emergency. In non-emergencies, parents/guardians are to provide the student with a written note authorizing the dismissal for appointments that cannot be made during off-school hours. Upon returning, students MUST check in at the office and present necessary documentation (signed doctor’s note) in order to participate in sports or extracurricular activities after school.

LOCKS/LOCKERS/BAGS

At the beginning of the school year, students are assigned lockers for their school needs. Students are expected to use only their assigned lockers and keep them in good order and locked with the lock in the correct position. Catholic Central High School provides locks to students. Students will be charged a \$5.00 replacement fee for missing, lost or

damaged locks. Only Catholic Central issued locks are permitted; all others will be removed and discarded. Students may not tamper with other students' locks or lockers. School officials have the right to open and inspect student lockers and student bags. Students are expected to keep backpacks in their locker during the school day. Small drawstring bags will be permitted in classrooms during the school day.

LOST AND FOUND

The loss of money or valuables should be reported to the office immediately. Articles found are to be brought to the office. Lost articles will be held in the office. The school is not responsible for articles lost or left unattended.

MISSING EQUIPMENT

Any person who checks out equipment, books, or materials is responsible to return them, or reimburse the school for replacement costs. Please refer to the specific extra-curricular guidelines for policies regarding the loss of uniforms or equipment issued during participation in any activities.

NON-CATHOLIC CENTRAL COURSES

Sophomores, juniors, and seniors are permitted to take certain elective courses at a neighboring school if:

1. The course is not offered by Catholic Central High School,
2. The course is recommended or approved by the Principal or School Counselor,
3. The course fits into the student's school year schedule,
4. The school accepts the student, and
5. The student has a grade point average above 2.0.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held at the midpoints of the fall and spring semesters. During this time, teachers will be available for a brief conference. Students are welcome to attend. Should your needs go beyond this, or you would like a conference at another time during the school year, you may contact a teacher and set up an individual conference at a mutually agreed upon time.

PASS SYSTEM

A student wishing to leave any class or study hall to consult a teacher, or the office should obtain a pass from the teacher. If it is necessary for the student to be out of class or study hall for an extended time, the student is to obtain a pass from the teacher the student wishes to consult with prior to the start of class. **NO TEACHER SHOULD BE INTERRUPTED WHILE CONDUCTING A CLASS.** No student should be in the hallways during class time without a pass.

PERSONAL ELECTRONICS AND IPAD ACCEPTABLE USE

Catholic Central High School is a one-to-one iPad school. All students will be issued an iPad, iPad case, and a wall charger with cable for instructional use. All students are required to read and abide by the *iPad Care and Use Handbook*. In addition, an *iPad and Computer Use Permission Form* must be signed by each student, and a parent or guardian. Students are expected to follow the policies outlined in the *iPad and Computer Use Policy* and the *iPad Care and Use Handbook* while at school, as well as outside of the school day. The iPad is subject to inspection at any time without notice and remains the property of Catholic Central High School. Students are responsible for all damage or loss caused by neglect or abuse, and must return the CCHS iPad, case and power cords in good working condition.

All other electronic devices, without specific consent by a faculty or staff member, are inappropriate for the classroom. Students will be allowed to use their cell phones during passing periods ONLY, except in the locker room areas. Any unauthorized use of a cell phone during the school day will result in the phone being confiscated until the end of the school day, and the student will be assigned discipline.

1. In a first offense, the device is taken to the office and may be picked up after school.
2. In a second offense, the device is taken to the office and picked up after school, a detention is assigned, and a contact is made to parents/guardians by a leadership team member.
3. At the third offense, the device is taken to the office and picked up after school, a detention is assigned, a contact is made to parents/guardians by a leadership team member, and the student may no longer be allowed to have possession of a cell phone on school grounds during the school day. If the student brings a cell phone onto school grounds during the school day, he/she is required to drop off the cell phone before school and pick it up after school in the main office. Failure to do so will result in further disciplinary action.

RELIGIOUS ACTIVITIES

Religious activities, which include theology classes, school liturgies, required service hours, counseling and retreat days, are provided to help promote Catholic Identity and to aid in the faith formation of students attending Catholic Central High School. Retreat activities are planned for each of the four years at Catholic Central High School, providing off-campus time for personal reflection and group activities addressing various questions in personal, interpersonal, and faith development. Opportunities for prayer and reflection, especially focusing on the various components of the liturgical year, are provided in all-school liturgies and through Theology class.

REPORT CARDS

Report cards are issued two times a year. Only semester grades become part of the permanent record. Student grades are accessible at any time through *PowerSchool*. Parents/guardians are encouraged to contact the teachers for a conference whenever there is a need or desire to have one.

REQUIRED COURSES

Students must meet Catholic Central High School course and credit requirements for graduation. A student who fails a required course must take it in the next possible semester. A summer or evening class from an accredited institution other than Catholic Central High School may be substituted for credit recovery with prior approval from the Principal,

Dean of Students, and Guidance Counselor. Students who fail an elective course and who need the credit may repeat the course or substitute another elective upon approval of the Principal, Dean of Students, and Guidance Counselor. Based upon placement test results, a student may be advised to take a certain course.

Seniors who lack credits at the end of their senior year may (if they lack only 0.5 or 1 credit) make it up during the summer following graduation at an accredited institution with the prior approval of the Principal, Dean of Students, and Guidance Counselor. They can participate in the graduation ceremony but will not receive their diploma at that time. The diploma will be awarded when Catholic Central High School has received verification of the successful completion of the course. Seniors lacking more than 1 credit will not participate in the graduation ceremony.

RESIDENCE REQUIREMENT

All Catholic Central High School students, regardless of age, are required to reside with their parents and/or guardians.

RIGHTS AND RESPONSIBILITIES OF PARENTS

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, CCHS partners with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child. Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward school staff.

Catholic Central will take corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children. This is in accordance with archdiocesan policy 1312.

Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are to care for the Christian education of their children according to the teaching handed on by the Church.

Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring: Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.

Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.

Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.

Canon 796.2. It is incumbent upon parents to cooperate closely with the schoolteachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

SAFETY POLICIES AND PROCEDURES

In cooperation with the Burlington Area Law Enforcement, Emergency Medical Services, Fire Departments, public and parochial schools including Gateway Technical College, Catholic Central adheres to the Safety and Emergency policies set forth in the *Campus Crisis and Communication Emergency Plan*. This plan was jointly developed by the organizations listed here and adopted in the spring of 2018. The plan is reviewed and updated annually.

Parent/Child Reunification

In the event of a large-scale emergency, parents/guardians are encouraged NOT to initially respond to the school during a crisis situation, but rather to wait for prompt notification of how, where, and when to respond. This notification will come via our automated messaging system (Remind) and via local TV and radio media.

This will allow city, county and school officials to assess the situation and activate the school's crisis plan. Please remember that during a hard lock-down of a school(s), no one will be allowed to enter or leave the building.

Should there be an emergency (national, local or school) parents are asked to:

- ❖ Cooperate with safety and school officials.
- ❖ Wait for notification of how, when and where to respond. This notification will come via our automated messaging system (Remind), or local TV/ radio stations.
- ❖ The location of the reunification site will be announced. Please be aware that the location (both on and off campus) is subject to change depending on the nature of the emergency.
- ❖ Proper Identification will be required at the reunification site (driver's license, passport, military ID).

Do not park in the main access area to the school or reunification site or fire lanes. If required, we may have staff act as traffic control personnel; please follow their directions.

*Please know that only emergency contacts listed in your child's school information will be allowed to sign out your child. If you wish to authorize additional individuals or daycare centers to pick up your child in the event of an emergency, please see that the changes are made at your child's school ASAP. Students will not be released to friends, neighbors, siblings, etc. unless they are listed on our Authorization for Release of Student form.

SCHEDULE CHANGES

Each student has the ultimate responsibility for his/her schedule. He/she will be assisted in this effort by the Counselor. The teacher recommendations, the talents, and the needs of the student will be considered before a final approval of the course schedule is given.

A student who wishes to change his or her schedule must request to do so before the fifth day of classes; students must submit a parent approved "Schedule Request Form" to the counselor before any requests will be granted. No student will be allowed to drop a class after the fifth day unless recommended by the teacher and Counselor. If no recommendation is made, a student will receive a withdrawal on his or her permanent transcripts and receive an F for that class. Please note that class changes will only be made for graduation purposes.

Class Change Procedures - BEFORE the fifth day of classes, students and parents must have conversations with the Counselor to approve class changes.

SEARCH POLICY

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities reserve the right to search any personal property, including but not limited to lockers, persons, vehicles, bags, automobiles or any other personal belongings brought onto school property.

SEMESTER ASSESSMENTS

Semester assessments will take place during the last three days of each semester. Attendance for final exams is mandatory. Exceptions will only be considered under extreme circumstances and must have prior approval by the administration. CCHS does not consider vacation as a valid excuse for missing final exams.

SENIOR PRIVILEGE

Seniors who have a study hall the last period of the day, with permission from their parent/guardian, may leave after seventh period as a Senior Privilege. To maintain their Senior Privilege, a senior:

- May not receive two (2) or more detentions per semester.
- Must have a 3.0 Cumulative GPA.
- Must maintain 90% attendance for the semester.
- May not receive more than three (3) tardies per semester.
- Must leave the school grounds after 7th hour.

Failure to maintain any of these standards may result in loss of Senior Privilege for the remainder of the school year.

SERVICE HOUR POLICY

At Catholic Central High School, we strive to form students in our *faith*. One important way to become immersed in the faith traditions of the Church is through *service*. Therefore, the expectation of a **minimum of 100 documented hours of service** (25 hours per year) is a **requirement** of our students.

Service hours and the type of service rendered need to be submitted to the office with a short reflection and will be recorded in the academic record management system at CCHS.

Possibilities for community service are endless. Our Faith In Action Team (FIAT) advisor will provide numerous opportunities throughout the school year, such as: Topper Auction volunteers (December) Catholic Schools Week service (January) and a Lenten service drive (March). Service opportunities at Aurora Memorial Hospital and at our neighboring Catholic grade schools are abundant. In addition, service in home parishes, senior centers or homeless shelters / food pantries are also accepted. Hours must be recorded, signed by the service supervisor and submitted to the school office. Other clubs such as Key Club, NHS or Student Council have minimum service hour requirements to fulfill their membership responsibilities. Hours achieved above the club requirement may be used toward the 25-hour annual requirement.

Students who have been called to serve on summer mission trips, or as camp counselors for 25 hours or more, may submit these service hours as their requirement for the coming school year.

Failure to meet the annual twenty-five-hour service requirement may result in restriction from school activities until the service requirement has been fulfilled.

Service Hours Required to Participate

	Homecoming Activities	Prom	Senior Privilege	Graduation Ceremony
Freshman				
Sophomore	25	25		
Junior	50	50		
Senior	75	75	75	100

Prayerfully consider your gifts and talents and discern where you are called to serve others. Then, *“Do whatever He tells you.”* John 2:5 – Motto of the SSND

STUDENT COUNCIL

All powers of the Student Council are delegated by the school administration and assist the administration in fulfilling the goals of the school. The Student Council is composed of representatives from each class and includes an executive body composed of president, vice-president, secretary, treasurer, and additional officer positions. Incoming juniors and seniors with one year's experience in the Student Council may run for the office of president or vice-president.

The purposes of Student Council are:

1. To promote school morale; to assist in the orderly direction of certain school activities.
2. To promote a forum for student expression.
3. To encourage participation in community affairs; and
4. To promote the general welfare of the school.

STUDENT RECORDS

Catholic Central High School has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social and intellectual aspects of the student's development.

These records may be maintained in hard copy form, digitally, or in a combination of the two. The school shall follow federal, state, and archdiocesan guidelines to develop local policies and procedure governing the collection, verification, storage, and access to these records.

Catholic Central's policies and procedures include:

- Maintain digital records that are accessible, accurate, authentic, reliable, legible, and readable throughout the records life cycle.
- Document policies, assign responsibilities, and develop appropriate mechanisms for creating and maintaining digital records throughout the record life cycle.
- Maintain confidentiality or restricted access to digital records, limiting access to those persons authorized by law, the Parish and School Policy Manual or established local policy.
- Utilize information systems that accurately reproduce the records they create and maintain.
- Describe and document records created by information systems.
- Document authorization for the creation and modification of digital records and ensure that only authorized persons create or modify the records.

After a student has graduated, transferred, or terminated his/her education, the cumulative record will be maintained permanently.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall, upon request, be provided with a copy of the records.

An adult student and/or parents/guardians of minor students may have full access to, and the right to challenge the accuracy of, the data collected. If parents/guardians disagree, they may add parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

The school must maintain educational records for each student. Information on student records ranges from basic factual data to extremely sensitive reports. Different kinds of records require different handling and scheduling for security, access, and maintenance. See Records Retention Guidelines for Parish & School Records for specific retention periods.

Classification

The school will maintain records as part of a cumulative file for each student. These records include but are not limited to:

- Progress Records
- Standardized testing
- Attendance data
- Report Cards
- Class Attendance
- Physical Health Records
- Behavior Records
- Psychological tests
- Discipline records
- Personality evaluations
- Student record notes
- Other student records

Further information about student records can be found in the Milwaukee Archdiocese School Policy Manual #5125

Transfer of Student Records

It shall be the responsibility of the school to transfer all official school records relating to a specific pupil upon receipt of one of the following:

- A written request from the student's parent or guardian that he/she intends to enroll the student in another school or district.
- A written request from the school or district in which the pupil has enrolled.
- A court document that the pupil has been placed in a secured correctional facility, child-caring institution or group home.

All pupil records must be transferred to the new school.

It shall be the responsibility of the school to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

Delay in sending or requesting student records is harmful to both the educational welfare of the student and the educational planning of the receiving teacher(s).

Schools participating in the Choice program are required by state law to send student records to another school or district within five (5) working days of receiving written notice from the pupil or the parent of a minor student that the student intends to enroll in the other school.

All records to be transferred should be mailed to the receiving school and not carried by parents/guardians or adult students.

The following Student Records must be sent to the receiving school:

- Copy of Permanent Record
- Copy of the last student Report Card
- Copy of Immunization Record

Receiving Student Records

It shall be the responsibility of the school to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school. The following procedures apply when records are received:

- Start a new permanent record for transferring student
- Place records from sending school with the new permanent record in the student's folder
- Keep on file student records, which are part of the local health or public school system

Catholic Central will not withhold the transfer of official records for unsatisfied financial obligations.

STUDY HALL GUIDELINES

Study halls provide students with time for doing homework, independent study, and beneficial reading. Since a quiet study atmosphere is to be maintained, students will come prepared with work. Permission to leave a study period, to work in an alternate teacher's classroom must be obtained from the teacher requesting that the student come to their classroom to work before study period begins.

TARDIES

If a student is tardy to school, the student MUST report to the office and obtain a tardy slip. The tardy slip is presented to the teacher of the first class attended. A student is considered tardy when they are not in class when the bell rings. On the third and subsequent tardy to any class period, students may be assigned detentions. Excused tardies include medical reasons or emergencies. Traffic issues, car issues, or oversleeping are not excused tardies. Excessive tardiness may lead to additional disciplinary action, including, but not limited to: academic probation and expulsion.

TEACHER-STUDENT CONFERENCES

In hopes of solving problems on the level at which they occur, students and teachers are encouraged to arrange conferences. Parents will be notified and are welcome to participate in the conference.

TESTING

The Counselor administers achievement tests, career inventories, and placement tests. Individual test scores are considered the property of the student and are treated confidentially. CCHS may be a testing center at various times of the year for the ACT and SAT Assessment.

TRUANCY

Truancy is failure to attend school or a single class without the knowledge and permission of a parent/guardian and or staff. Detention and /or In-School suspensions may be given for truancy. Students will not be allowed to make up work missed because of truancy. Repeated truancy may result in suspension or expulsion (see suspension/expulsion policy).

TRANSFER POLICY

Catholic Central High School will consider accepting credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Catholic Central High School's academic standards. Students must submit an official transcript from their prior school before enrolling in order for credits from the previous school to be considered. In general, transfer seniors are not accepted. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the principal.

All students who meet the admissions eligibility criteria will be admitted to the school. Families seeking enrollment in the school will be registered upon completion of all registered materials.

Families enrolling at Catholic Central High School through the Wisconsin Parental Choice Program are registered in accordance with the regulations established by the Department of Public Instruction.

All students are on probation during their first year of attendance.

Prior to the conclusion of the first and/or second semester, school personnel will review student academic and behavioral performance, in order to determine if the school has the ability to meet the needs of a student. If it is determined that the student requires greater assistance to meet his/her academic or behavioral needs than can be reasonably accommodated, the parents/guardians of the student will be asked to withdraw their child's enrollment from the school. Families will be advised to contact the local public school district to obtain information on the services they provide for students with special academic or behavioral needs.

TRANSCRIPTS

Catholic Central High School keeps on file a permanent record for each student. This record contains grades, credits, test scores, birth dates, etc. No transcripts may be released to an outside agency without the written consent of the student and/or parent/guardian of minors. Students may request a release of this information by signing a form and paying a transcript fee.

TUITION PAYMENT POLICIES

Catholic Central High School's Board of Directors has adopted the following policies regarding payment of fees and tuition.

REGISTRATION

A non-refundable registration fee of \$100 will be collected at the time of registration.

Registration is NOT complete and course selection schedules are not issued until your \$100 registration fee is paid. The final part of completing your registration will be signing up with *FACTS* Management Company prior to the upcoming school year and completing the PowerSchool Information Update.

Parents of Wisconsin Parental Choice Program students do not need to pay the \$100 registration fee or register with the *FACTS* Management Company.

No student will be allowed to start a semester unless a payment plan is in place.

TUITION

Through fund-raising efforts, Catholic Central High School, along with its Development Office, Endowment Auction, Round Table and Parish support raise approximately half-a-million dollars, (over a \$1.9 million budget), to enable the school to operate each year. The remaining costs result in a tuition charge, which is an essential portion of the school's educational budget.

If you belong to one of our member parishes by September 1st, a \$600 credit will be reflected on your tuition. **Please note that if you do not generously give back to your parish of your time, talent and treasure, you may be notified by your parish that they will not support your child financially at CCHS. In the event that this occurs, we will be forced to charge your tuition account the additional \$600.**

TUITION COLLECTION POLICY

FACTS Management is the company that Catholic Central High School has chosen to manage its tuition management payment program. For a nominal fee, parents can choose from quarterly to monthly payment plans, with a payment date of the 1th or 15th of the month. If you chose to pay your tuition in full, no enrollment fee will apply, but we still ask that

you enroll with *FACTS* Management and select the one payment option. Credit cards are also accepted for tuition payments and can be arranged through *FACTS* Management as well. (A 2.75% convenience fee will apply.)

With *FACTS* Management, you have the option of choosing a monthly invoice to be mailed to you or have the payment automatically deducted (ACH) from your checking or savings accounts, which we would prefer. Additionally, payments can be made online at no charge. *FACTS* Management welcomes parent phone calls and a payment counselor can be reached Monday through Thursday, from 7:30 am - 7:00 pm central/standard time, and on Fridays from 7:30 am - 5:00 pm. *FACTS* Management's toll-free telephone number is 866-441-4637, and they also have 24/7 web access at <https://online.factsmgt.com>. You can also access the *FACTS* Management link through the CCHS website here: <https://online.factsmgt.com/signin/3ZPFF> The following are the options you will have to choose from with *FACTS* when signing up for a payment plan:

Annual *FACTS* Enrollment Fee

Option #1: 1 payment (in full by August 1)	\$0.00
Option #2: 2 payments (August 1 & January 1)	\$10.00
Option #3: 4 payments (August/November/January/April)	\$45.00
Option #4: 10 monthly payments (beginning in August and ending in May)	\$45.00
Option #5: 12 monthly payments (beginning in July and ending June)	\$45.00

Families who have an unexpected financial crisis will need to contact the Principal and/or business office at 262-763-1510 ext. 408, at least two weeks before a payment is due. Please note that it is still necessary to make up any missed payments by the end of the school year. It is imperative to keep the lines of communication open between the family, school principal and business office.

Checks returned from the bank or an insufficient funds payment will be assessed a \$30 processing fee. You may also incur charges from your financial institution. *FACTS* will charge a \$40 fee for all late payments.

DELINQUENT TUITION

Catholic Central High School is dependent on student tuition to meet the budgetary needs of our school. In order for us to avoid cash flow issues and stay financially viable, we need tuition payments to be made on time.

Accounts that are past due in excess of two payments and/or 60 days are to be reviewed prior to Christmas break. Accounts that are deemed to be in danger of going unpaid are sent certified letters stating that the **student will not be allowed to return to school for second semester until the account is paid up to date** or other arrangements are made in writing with the school principal and business office by January 1st.

Accounts that are past due in excess of two installments and/or 60 days are reviewed again prior to Spring break. Accounts that are deemed to be in danger of going unpaid are sent certified letters notifying the parents. Senior students' accounts that are in arrears and are deemed to be of questionable collection will incur the following: a letter

stating that the student will receive incomplete grades on their report cards; the senior student will not be allowed to participate in graduation ceremonies nor receive a diploma; and they will not be allowed to receive any college scholarship monies awarded by Catholic Central High School. Unless a certifiable payment plan is arranged with our school principal and business office, delinquent senior student accounts will receive incompletes on their official transcripts. Diplomas will not be issued to senior students, nor will the student be allowed to take part in graduation ceremonies if their account remains in arrears.

Accounts of students who are transferring prior to the end of the school year are reviewed prior to releasing records and transcripts. The account must be paid in full, or the student will receive incompletes on their official transcripts. Grades will be issued, and transcripts will be updated only when the account is paid up to date and/or other arrangements have been made in writing with the school principal and business office.

All accounts are reviewed at the end of the school year prior to release of report cards. Accounts that are delinquent will receive incompletes for their final grades on their official transcripts until the account is paid up to date and/or other arrangements have been made in writing with the school principal and business office.

All accounts are reviewed prior to the start of the new school semester and year. Accounts of returning students that have an outstanding balance and are deemed to be of questionable collection are sent certified letters stating that the student may not be allowed to return for the new semester or school year, until the account is paid up to date and/or other arrangements are made in writing with the school principal and business office.

If we are unsuccessful in collecting past due tuition, the delinquent account will be turned over to Catholic Central High School's attorney for legal action.

TUITION BILLING FOR MID YEAR STUDENT TRANSFERS

Students entering school will be billed as follows:

- Before the end of first quarter, a full year tuition plus the initial tuition registration fee.
- Before the end of second quarter, 75% full year tuition plus the initial tuition registration fee.
- Before the end of third quarter, 50% full year tuition plus the initial tuition registration fee.
- During the fourth quarter, 25% full year tuition plus the initial tuition registration fee.

Students leaving school will be billed as follows:

- If by choice of student and/or parent, or if moving out of town, tuition is billed to the end of the quarter in which the student is enrolled:
 - 25% of their tuition if before the end of first quarter.
 - 50% of their tuition if before the end of second quarter.
 - 75% of their tuition if before the end of third quarter.
 - 100% of their tuition during the fourth quarter.

- If a student is asked to leave Catholic Central High School, tuition is billed to the end of semester in which the student is still enrolled:
 - 50% full tuition for the first semester.
 - 100% full tuition for the second semester

The above amounts will be calculated excluding any tuition assistance. Tuition Assistance is only awarded to students who will be at Catholic Central High School for the duration of the entire school year. Tuition assistance is forfeited for any student who withdraws or is asked to leave Catholic Central High School.

In families that have several students enrolled at Catholic Central High School, the cost for remaining students will be adjusted whenever a member enters and/or leaves school.

For the purpose of determining whether a refund is due when a student leaves during the school year, it will be deemed that the parental portion is calculated prior to the tuition assistance being applied, less any payments made to tuition. Refunds on overpayments will only be made for actual cash paid to the school, but **never** for financial aid, grants, scholarships, Scrip, discounts and similar forms of credit on an account.

Final payment of past due items for a student leaving the school must be in cash or by cashiers' check. Personal checks will only be accepted at the discretion of the school principal.

TUITION ASSISTANCE

The process of awarding tuition assistance shall be a separate process from admission and registration. All tuition assistance is based on the assumption that your child will attend Catholic Central High School for the duration of the entire school year. We expect all families receiving tuition assistance to remain current with their tuition payments. If a student withdraws after tuition assistance is awarded, the family will be required to pay their full share of tuition, based on the actual tuition amount prior to any tuition assistance being applied.

Criteria for financial aid include:

- Families must complete financial aid paperwork annually, according to the guidelines and deadlines indicated on the application forms.
- Families are current with their tuition deposit and down-payment, overall tuition and transportation payments.

BUS RIDERS

A bus schedule will go out in middle to late August. Once routes are finalized, a bus contract will be sent to all parents of bus riders. If your bus contract is not received in the business office by October 1st with your first payment, your

child/children will no longer be able to ride the bus. You will receive a letter from the business office with an effective date. After commencement of the 2nd semester, you will receive an invoice for the final invoice of your bus fee. If payment is not received by the specified date, your child/children will no longer be able to ride the bus. If you are experiencing financial difficulties, you must communicate with the school principal and business office and special payment arrangements will need to be made.

VALEDICTORIAN AND SALUTATORIAN HONORS

Students at Catholic Central High School in regular courses are graded on a 4-point "unweighted" scale. Students in honors and advanced placement courses at Catholic Central High School are graded on a "weighted" 5-point scale. Weighted grades are figured into the grade point averages. Valedictorian and Salutatorian will be chosen based off of their Cumulative Grade Point Averages after the Fall Semester of their senior year. A student must have attended Catholic Central High School for at least 6 semesters (and all of Junior and Senior year) to be eligible for Valedictorian or Salutatorian.

VANDALISM

Parents of students shall be responsible for the vandalism done by their children. Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator. The school administrator is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the student, if 18 or over
- Take any constructive actions needed to prevent future vandalism

VEHICLES

During the school day, no vehicle may be parked on the playground, in the hospital parking lot (except in our designated area), or in front of the field gate. Violators may be towed at their expense. After a student arrives and parks a vehicle, the vehicle may not be driven or occupied until dismissal from school. Detentions may be given for failure to follow this directive, though in case of emergency, permission for use may be granted by the office.

VIRTUAL LEARNING PLAN

The normal educational operation of Catholic Central High School is in person instruction. However, in the event of a health crisis such as the COVID-19 pandemic (or another emergency), the school is fully capable of switching immediately to online/ virtual instruction with our current technological infrastructure. Classes will be conducted utilizing our Google platform, Schoology and PowerSchool functions. Students are already provided an iPad for daily instructional use. A virtual learning calendar will be created and all curriculum content and information will be communicated regularly to students and parents.

VISITORS

Catholic Central High School has a closed campus with all outside doors locking at 7:35 AM each school day for the safety of its students and staff. Though we desire to be as welcoming to guests as possible during the school day, the following policy is designed for the safety of our school during the regular school day as its priority.

Parents or guardians are always welcome and encouraged to visit our school. Parents or guardians may also observe their children's classes provided that the observation is scheduled in advance, or the parent or guardian has received permission from the school Principal to observe the class. Classroom visitations should be scheduled at least twenty-four (24) hours in advance of the visit for consideration of teacher lesson planning and/or tests. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure.

All visitors must report and sign-in with the Main Office upon entering the building and must wear the visitor's pass in a visible location during their visit. Other than parent or guardians, only prospective students are allowed to visit Catholic Central High School during the school day. Prospective student visitors should arrange their visit at least three (3) days in advance through the Admissions Office. Parents or guardians of a prospective student may make arrangements through the Admissions Office for a tour or visit.

Parents or guardians may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process.

Special events to include guests to our school are part of the regular school calendar. These include Back-to-School Night, Grandparents' or Special Persons' Day, Assemblies, and Honors' Convocation.

WISCONSIN PARENTAL CHOICE PROGRAM (WPCP)

All incoming students in grade 9, and students transferring from either a public school or home-schooling to Catholic Central High School in grades 10– 12 may apply to the Wisconsin Parental Choice Program during the open application period when the school is accepting Choice applications. Students that participated in the WPCP in grade school may also apply to Catholic Central High School during that time.

APPEALS PROCESS FOR WPCP APPLICATION REJECTION

Under Catholic Central High School's appeals process, a rejected WPCP application will have five business days from the date of receipt of their notice of rejection to provide written evidence to the Choice Administrator that the applicant was improperly rejected. The evidence must include income and residency documentation. WPCP students continuing in the program are not required to provide proof of income. The Choice Administrator shall respond to the applicant's appeal within five business days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

PARENT/ STUDENT DISCLAIMER AND AGREEMENT FORM

The signatures below confirm that the Catholic Central High School Student / Parent Handbook has been received and reviewed by both the student and parent/ guardian. The signatures below further indicate that the student and parent/ guardian are aware of and agree to the information, procedures, guidelines, policies, rules and consequences included in this handbook.

Parent/Guardian's Name (PLEASE PRINT) _____

Parent/Guardian's Signature _____

Student's Name (PLEASE PRINT) _____

Student's Signature _____

_____ _____
Date Grade