



STUDENT/PARENT

HANDBOOK[©]

Revised 2010

Table of Contents

Mission Statement	Page 1	Leaving/Checking Out of Building	Page 6
Educational Goals	Page 1	Library Media Center (LMC)	Page 6
Applications	Page 1	Locks/Lockers/Bags	Page 7
History of CCHS	Page 2	Lost And Found	Page 7
Absences	Page 2	Method of Computing Class Rank	Page 7
Absences: Pre-Planned	Page 2	Missing Equipment	Page 7
Academic Advising	Page 2	Neighboring School Classes	Page 7
Academic Probation	Page 2	Non-Harassment Policy	Page 7
Activities	Page 2	Parent Responsibilities	Page 8
Admissions Requirements	Page 3	Pass System	Page 8
Affiliated Organizations	Page 3	Personal Electronics	Page 8
Assemblies	Page 3	Records Release	Page 8
Attendance	Page 3	Religious Activities	Page 8
Auditing a Course	Page 3	Report Cards/Progress Reports	Page 8
Bulletin Boards	Page 3	Required Courses	Page 8
Cafeteria	Page 3	Requirements/Credits	Page 8
Cheating/Plagiarism	Page 4	Residence Requirement	Page 8
College/Career Information	Page 4	Schedule Changes	Page 8
Conduct	Page 4	Semester Exams	Page 8
Dances	Page 4	Senior Privilege	Page 9
Discipline System	Page 4	Student Council	Page 9
Dismissal from Class	Page 4	Student Services	Page 9
Displaying Affection	Page 4	Study Hall Guidelines	Page 9
Dress Code	Page 4	Suicide Prevention	Page 9
Dress Code Sanctions	Page 5	Tardies	Page 9
Dress Up Days	Page 5	Teacher-Student Conferences	Page 9
Drug/Alcohol/Tobacco	Page 5	Telephones	Page 9
External/Internal Communications	Page 5	Testing	Page 9
Extra-Curricular Activities	Page 5	Truancy	Page 9
Faculty	Page 5	Tuition Payment Policies	Page 9
Field Trips	Page 5	Valedictorian and Salutatorian	Page 9
Fund-Raising	Page 6	Vehicles	Page 9
Gambling	Page 6	Visitors	Page 10
Grade Replacement	Page 6	Water Bottles	Page 10
Hazing	Page 6	Handbook Guidelines	Page 10
Honor Roll	Page 6	Independent Study Courses	Page 10
Honors and A.P. Courses	Page 6	Suspension/Expulsion	Page 10
Honors Cords for Graduation	Page 6	Grievance Procedure	Page 10
Inclement Weather	Page 6	Re-Admission	Page 11
Law Enforcement	Page 6	Bullying Policy	Page 11

MISSION STATEMENT: Catholic Central High School is a four-year co-educational high school committed to providing a Catholic based education. It offers a student of any race, religion, or ethnic origin the opportunity to develop and expand their abilities and creative talents in all aspects of their life. Catholic Central is committed to creating a strong academic curriculum and instilling life-long Christian values so a student can become a responsible and contributing member of our intellectual, spiritual, moral, emotional, social, and physical community.

EDUCATIONAL GOALS: The goal of the educational process at Catholic Central High School is to encourage students: **"To cultivate the intellect, to develop the capacity of right judgment, to acquire a keen sense of values, and to ready themselves for... life."** Vatican Council 11

APPLICATIONS: Catholic Central High School (CCHS) will accept students who meet admissions criteria, are able to complete a general academic program, and who will 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 their 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 their own religious beliefs and ideals.
2. The student exhibits an attitude of cooperation and concern for all members of CCHS.
3. The student becomes involved in the school's various religious activities to the degree that they are able.
4. The student is invited to experience an appreciation of the Catholic values and heritage.

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.
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/her best physical and mental condition.

HISTORY OF CATHOLIC CENTRAL HIGH SCHOOL: Catholic Central High School, located at 148 McHenry Street, Burlington, Wisconsin, started modestly as a two-year commercial school. Concentration was primarily on typing and the business courses of bookkeeping, shorthand, and business law. In 1925, it was converted into a four-year co-educational high school, fully accredited by the Wisconsin Department of Public Instruction. On July 1, 1984, St. Mary's became a central high school in order to better serve the needs of the youth in the Burlington area and the surrounding parishes in southeastern Wisconsin. The original thirteen participating parishes formed the Catholic Central High School Corporation which leases the physical facilities from St. Mary's Parish and directs and supervises the operations of the school through a Board of Directors with designated representatives from each of the participating parishes. Currently, seventeen parishes form the CCHS Corporation. CCHS is open to all students regardless of race or creed who are willing to take responsibility for their education and cooperate with the policies of the school. In October of 2004, with Archbishop Timothy Dolan presiding, ground was broken for the CCHS expansion project. The addition, known as the MAC II project, contains an expanded library, art room, general classroom, additional gymnasium, locker rooms, wrestling room, and office and storage space.

-----**HANDBOOK**-----

ABSENCES: If a student is unable to come to school because of an illness or an emergency, parents/guardians are asked to notify the school of the cause of absence **between 7:05 and 8:00 am**. Homework slips may be requested at this time. The slips will be available for pick up in the office at the end of the school day.

ABSENCES: PRE-PLANNED: Parents/guardians are strongly encouraged to plan vacations outside of school time. If this is unavoidable, the following procedures are to be used:

1. **AT LEAST ONE WEEK BEFORE** a pre-planned absence, a student must inform their teachers and request their comments on the special "Pre-planned Absence" form which can be obtained from the main office.
2. After the parent/guardian has considered the comments, if they still wish to take the student out of school, they will complete the form and return it to the office. Upon returning, the student follows the same procedure as for an absence.

Parents/guardians and students should be aware that some course grades are partially determined by class discussion or participation which cannot be made up if a student is absent. Lower grades may result because of such absences. For extended periods of illness, special arrangements can be made by contacting the Student Services Department.

ACADEMIC ADVISING: The Student Services Department assists students in scheduling classes, devising a four-year academic plan, meeting graduation requirements, monitoring academic progress, tutoring, parent meetings, and providing assistance in seeking and applying for college scholarships. There will also be academic help available during all study halls and after school in Academia.

ACADEMIC PROBATION: For those students whose quarter is below 2.0 GPA, the Student Services Department will place the student on academic probation for the start of the next quarter. Parents, guardians and students will be notified and will be required to meet with the School Counselor. A Plan for Educational Improvement will be developed which will establish guidelines to bring the student's overall GPA back above the 2.0 minimum required for extracurricular participation. Said plan for educational improvement may include, but not be limited to: after school academic support, tutoring by a National Honor Society student volunteer, or parent provided independent tutoring. Each teacher will submit at least one progress report to evaluate the student's academic progress during the probation period. The parents or school may request biweekly progress reports. Plans for Educational Improvement are binding and will be evaluated, and possibly adjusted, every two weeks. Students who fail to comply with the goals of the Plan for Educational Improvement 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 Principal or Dean of Students, in consultation with the Counselor will:

1. In cases where the quarter 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 the 2.0 benchmark, 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, Principal or Dean of Students will be required for the parents/guardians and student. Upon recommendation of the Counselor, in consultation with the student's teachers, the Principal or Dean of Students 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 school's Principal and/or Dean of Students, for students with certified educational handicaps.

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

ADMISSIONS REQUIREMENTS: CCHS can successfully educate students who meet the following requirements:

1. Willingness to receiving religious instructions and participating in school religious events.
2. An overall achievement level, which will be determined by teacher recommendation and/or previous special testing, of not more than two academic levels below grade placement.
3. Freedom from excessive rehabilitation or special needs, i.e. speech, hearing, physical, learning, or emotional handicaps.
4. Willingness to abide by the rules and regulations of CCHS.
5. Family commitment to paying tuition and fees.

AFFILIATED ORGANIZATIONS: CCHS School Board Policy 3570 on Affiliated Organizations designates an “Affiliated Organization” as a group of parishioners, school parents and students or group sponsored by CCHS, which is participating in the mission of the school, uses the name of the school for identification, and is not organized separate from the school. It is specifically sponsored by CCHS. Organizations such as Parent Groups, Athletic Associations, Student Councils, Drama Club, language clubs, Ski Club, Debate Team, fund raising clubs/groups etc ... using the CCHS name, logo, acronym or variations there of, must be approved by the School Board annually through the school Principal. To read CCHS School Board Policy 3570 in its entirety, please go to www.cchsnet.org and click on the School Board Link to Policies.

ASSEMBLIES: Special assemblies are scheduled periodically to extend classroom learning for the entire student body through guest speakers and special programs related to the school's curriculum. Pep assemblies are coordinated by the Athletic Director or Principal, 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.

ATTENDANCE: CCHS School Board Policy 5113 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 CCHS students. To read CCHS School Board Policy 5113 in its entirety, please go to www.cchsnet.org and click on the School Board Link to Policies. Whenever a student is absent from school, it is preferred that the student contacts the teacher by email to stay up with class work. If that is not possible, it is the student's responsibility to ask the teacher for any missed work on the day they return to school. It will then be the teacher's responsibility to provide the work by the end of the class period. When a student has an unexcused absence, teachers will lower the grade for any assessment by 50 %.

Students will be limited to six absences from a class during each semester grading period. Both excused and unexcused days will apply toward these six days. **PARENTS ARE REQUIRED TO CALL THE ATTENDANCE OFFICE WHEN THEIR SON/DAUGHTER WILL BE ABSENT.**

Exceptions to the six-day 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 who is working with another teacher. The absence must be pre-arranged with the teacher whose class the student will be missing.
- A student who is a participant in a school activity/event, such as a state tournament and the activity/ event is beyond the school's control. Notification of such an absence must be given to all teachers 24 hours prior to the absence.
- A student attending school-related field trips or retreats.
- A student assigned an out of school suspension will have those days count toward the six-day policy

Teachers will notify the attendance office of absences for each of their classes. The attendance office will contact parents whose child has an unresolved absence. Upon the third absence during a grading period, the teacher will communicate with the student and parent concerning the number of absences. Upon the fifth absence, the teacher and the attendance office will communicate with the student and parents through another phone contact specifying the conditions under which a student may remain in class. At this time a parent-teacher conference will be required in order to determine the conditions under which a student may successfully complete a class.

Upon the classroom teacher's recommendation and administrative agreement, a student can be removed from a class when the student:

- Has been absent for six days or violated the conditions stated in the letter, or has fallen so far behind in course work, 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 shall 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.

AUDITING A COURSE: If a student wishes to audit a class (i.e. participate fully in a course), the following guidelines must be met:

- The course enrollment is still open after all credit students have registered.
- The request must be made within the first 10 school days of a new semester.
- The student understands and accepts that they are expected to attend all classes, complete all assignments on time, take quizzes and tests, and complete any other assigned work.

If at any time during the semester, the student does not follow the guidelines, he/she will be dropped from the course and assigned to a study hall. If audit course is completed, the course will become part of a student's transcript but no grade and no credit will be issued.

BULLETIN BOARDS: All students should respect materials placed on bulletin boards. The administration or a staff member must approve all materials posted by students on any bulletin board.

CAFETERIA: All students must report to the cafeteria for their assigned lunch period. CCHS 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.** Campus includes the playground and the State and McHenry Street sidewalks between the cafeteria and CCHS.

CHEATING/PLAGIARISM: Cheating is considered as copying or providing material for homework or tests. In a first offense, a demerit is given, no credit is received for the work, and the student's parents will be notified of the incident. 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 as above.

COLLEGE/CAREER INFORMATION: The Student Services Department maintains a RESOURCE CENTER 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 cruising.

CONDUCT: CCHS students are expected to conduct themselves in a manner that reflects true Christian respect for themselves, our staff, and all school property. Failure to do so will result in disciplinary action.

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 and comply with all CCHS policies, and dance appropriately. "Grinding" will not be allowed at our school dances.

1. Once a student leaves a dance, they **may not** re-enter without the permission of the CCHS staff member in charge. No refunds are given.
2. All school rules are in effect at all school dances.
3. The Junior Prom is for juniors and seniors. Freshmen and sophomores may attend if invited by an upperclassman. Freshmen students desiring to attend the prom must get administrative and parental approval. Only Junior and senior students may purchase tickets to the prom.
5. Grade school students are not allowed to attend any high school dances.

DISCIPLINE SYSTEM:

DETENTIONS: The detention system is designed to deal with less serious inappropriate behavior while maintaining the original intent of the demerit system which is to deal with serious offenses leading to expulsion. 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):

I. Tardiness, Class Rule Infractions, Hallway Violations

• **DETENTION PROCEDURE:**

1. Detentions will be served from 3:00 – 3:30 pm
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. Conflicts with activities, sports, jobs, or transportation, are not acceptable excuses to miss serving a detention.
4. Students who miss serving a detention will receive one additional detention. Second infraction will result in an in-school suspension
5. Detention will be held after school on Tuesdays and Thursdays.
6. Students will sit in SILENCE during detention and must only do school work or read from school related books.

APPEAL RIGHTS OF STUDENTS:

- **DETENTIONS:** A detention must be appealed to the Dean of Students or 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 at a later time by them and their teacher. The student is to report to the main office for the remainder of the class period, and detentions or in-school suspensions may result. If a student is dismissed three times during the same course, dismissal from the class may become permanent and 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.

DRESS CODE: The purpose of the CCHS 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 has an effect upon 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.

CCHS 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 in good taste. The following indicates what is considered acceptable dress at CCHS. 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.

Not permitted:

- Halter, midriff, tube and tank tops and muscle shirts, sleeveless tops, spaghetti straps, off-shoulder style clothing or shirts/blouses of sheer material.
- Shorts/Skirts/dresses/capris 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
- Clothing that displays print offensive in nature (offensive print includes words, statements, or graphics referring to sexual activity, profanity, obscenity, illegal substances, alcohol, violence or racial/ethnic slurs)
- Clothing promoting alcohol, tobacco or other illegal substances, or promoting illegal activities.
- Spandex, leggings, sweatpants, running suits, army fatigues/camouflage pants, underwear as outer wear, pajama-style pants. CCHS team sweat suits are allowed, and CCHS sweatpants are allowed on spirit days.
- Any visible pierced jewelry (including tongue) other than in the ears
- Bandanas, hats, or headbands

- A “Gothic-Style” of dress, which includes heavy makeup in combination with black clothing and chain style accessories

Policy on shorts:

- Shorts must be at least fingertip length with arms at sides.
- Shorts must not be overly tight or revealing such as biker shorts or spandex.
- 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 T-shirt to cover the dress code violation. First offenses will be assigned a detention. A second offense will result in 2 detentions. Upon a third offense, a full day of In-School Suspension will be assigned. Each offense will result in a parent contact.

DRESS UP DAYS – Girls must wear dresses, dress capris, skirts or dress pants with a sweater or dress shirt. Boys must wear dress pants and a dress shirt with a tie or sweater. The following activities are considered dress up activities. Additional events may be added to this list at the discretion of the administration of CCHS:

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

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

DRUGS/ALCOHOL/TOBACCO: In an effort to recognize the serious consequences to the health and welfare of students, the use of alcohol, drugs, smoking or smokeless materials will be considered violations of school policy. Students may not use alcohol, drugs, smoking or smokeless materials. Use of these materials in any form is prohibited. If a student is found in POSSESSION of, or under the INFLUENCE of, any drug/alcohol or tobacco related product the following steps will be taken:

- On the **FIRST OFFENSE** the student will receive a 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 extra-curricular activities will be restricted as stipulated in the Extra-Curricular Code. If a student is not involved in extra-curricular 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.
- 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 extra-curricular activities will be restricted from said activity as stipulated in the Extra-Curricular Code. If a student is not involved in extra-curricular 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.
- On a **THIRD OFFENSE** the student shall be expelled from Catholic Central. **All offenses are considered cumulative.**

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.

EXTERNAL/INTERNAL COMMUNICATIONS (School Board Policy #1112): Catholic Central High School will NOT release any individual student, parent, or staff or member’s personal information, such as; images, names, addresses, academic standing and phone numbers, for inclusion in directories, brochures, websites, or any other medium without the individual’s (and in the case of minors from their parent or guardian) written permission. Release of Information Forms (#1112) will be distributed for signature/s and filed for use during the school year. Each year, new forms asking permission for release of information will be required for signatures.

EXTRA-CURRICULAR ACTIVITIES: Information pertaining to eligibility and participation in all extra-curricular activities can be found in the Extra-Curricular Handbook which is distributed to all students and their parents/guardians for reading and signature prior to the student beginning any form of participation in the chosen sport or activity. For more information regarding the handbook, contact the school Principal. For information regarding athletic program, contact the Athletic Director. For information regarding individual clubs or activities, contact the individual in charge of the activity or club.

FACULTY: The faculty members of CCHS are all qualified secondary school instructors certified by the Wisconsin Department of Public Instruction. Besides teaching classes, supervising study halls and group activities, moderating clubs, coaching, facilitating retreats, and more, they provide individual help to students who are in need of reinforcement or remedial work. Teachers are available before and after school, and during study periods to work with students.

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. Permission to take part in a field trip is left to the discretion of the faculty organizer after considering faculty comments for a student on the "pre-planned absence" form.

FUND-RAISING: To help keep tuition costs down, fund raising has become a yearly reality of Catholic schools. Students, parents, and friends are invited to participate in CCHS activities to help support the school. The Development Director must approve all school sponsored fundraising activities/events. Prior to approval, the Development Office and Office 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 through the Principal’s administrative assistant.

GAMBLING: Students are allowed to play cards/games, but no gambling is allowed in the school at any time.

GRADE REPLACEMENT:

1. A student may enroll in any equivalent course at CCHS or from an accredited institution.
2. The equivalent course must receive prior approval in writing from the Principal and Guidance Department.
3. A student may replace up 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 the new grades will apply.
5. Any "F" received in addition to the two replaceable grades will be left on the report card.

HAZING: Catholic Central 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.”

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.

To maintain status on the Honor Roll, a student:

1. May not receive two seriously negative comments regarding below average effort per semester.
2. May not receive 3 or more demerits per semester.

HONORS AND ADVANCED PLACEMENT COURSES: Honors and Advanced Placement courses are offered to qualified students, providing a foundation for success in our demanding college preparatory curriculum. 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 of their senior year. All courses designated as Honors or Advanced Placement in the curriculum guide will be weighed for determining Grade Point Average, according to the following system:

Method of computing Grade Point Average:					
<u>Standard</u>			<u>AP & Honors</u>		
A	100-94.5	4.00	A	100-94.5	5.00
A-	94.4-92.5	3.67	A-	94.4-92.5	4.67
B+	92.4-90.5	3.33	B+	92.4-90.5	4.33
B	90.4-87.5	3.00	B	90.4-87.5	4.00
B-	87.4-85.5	2.67	B-	87.4-85.5	3.67
C+	85.4-83.5	2.33	C+	85.4-83.5	3.33
C	83.4-79.5	2.00	C	83.4-79.5	3.00
C-	79.4-77.5	1.67	C-	79.4-77.5	2.67
D+	77.4-75.5	1.33	D+	77.4-75.5	2.33
D	75.4-72.5	1.00	D	75.4-72.5	2.00
D-	72.4-69.5	0.67	D-	72.4-69.5	1.67

HONORS CORDS FOR GRADUATION: The “A” Honor Roll requires a 4.00 average or above = Gold Cord at Graduation. 1st Honors requires a 3.50 - 3.99 average = Blue and Gold Cord at Graduation. Senior students working to earn honors cords for graduation will have until the **end of the third quarter** of their senior year to get above the 3.5 for “1st” honors or 4.0 for “A” honors.

INCLEMENT WEATHER: In most cases, CCHS follows the decision of the Burlington Area School District concerning the cancellation of school due to inclement weather. Listen to WTMJ (620) or watch the Milwaukee TV stations for cancellation of school and school activities.

LAW ENFORCEMENT: CCHS cooperates with the police in all ways. A school official will sit in on conferences involving the police.

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.

LIBRARY MEDIA CENTER (LMC) The LMC is a research reference room. To provide an atmosphere conducive to research, a quiet atmosphere should be maintained at all times.

PERIOD PASS

1. When a student needs to use LMC materials, they will obtain a pass from the subject area teacher.
2. When going to the LMC, the student fills in the DATE and PERIOD. There is only one student per pass.
3. The student proceeds **DIRECTLY** to the LMC.
4. The student presents the pass to the librarian and signs the study hall list.

REGULATIONS:

1. Food and beverages are not allowed in the LMC.
2. Disruptions or misuse of materials/facilities will result in dismissal from the LMC. The teacher who issued the pass will be notified. A second offense will result in a two-week dismissal. Further offenses will be handled on an individual basis.
3. All materials removed from the LMC must be checked out at the desk using a student ID card.

LOAN PERIOD:

- A. General Book - 2 weeks
- B. Reference Books - overnight
- C. Past issues of magazines and newspapers - 1 week
- D. Vertical File materials are not allowed out of the LMC.
- E. A-V materials and equipment - by arrangement

FINES:

- A. First notice sent to student via homeroom on weekly update list.
- B. Second notice sent to individual student via homeroom.
- C. Third notice sent to student via homeroom and office for collection by Dean of Students. Material must be either:
 1. Returned and service charge of \$2.00 paid or,
 2. If lost, a replacement fee will be charged.

A student will be notified before report cards are published of outstanding LMC fines.

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. Catholic Central 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.**

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.

METHOD OF COMPUTING CLASS RANK: Weighted grades will be used in determining class ranking. The official class ranking will take place after the first semester of the senior year. This is typically known as the 7th semester of an 8-semester high school career. We will only release the student rank to their parents and appropriate universities.

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 Extra-Curricular Handbook for policies regarding the loss of uniforms or equipment issued during participation in any activities.

NEIGHBORING HIGH SCHOOL CLASSES: Sophomores, juniors, and seniors are permitted to take certain courses at a neighboring High School if:

1. The course is not offered by CCHS,
2. The course is recommended or approved by the Guidance Department,
3. The course fits into the student's schedule,
4. The High School accepts the student into its program, AND
5. The student has a grade point average above 2.0.

NON-HARASSMENT (bullying) 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 CCHS maintain a "learning" and "working" environment free of any form of harassment or intimidation toward students. Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior that can include, but is not limited to, the following:

- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes or gestures
- Physical or mental abuse

If a student feels harassed in any way, that person should report the incident to an adult. That adult must immediately report that incident to the Principal or Dean of Students. An investigation shall be conducted immediately, and if the allegation is confirmed, appropriate action will be taken against the harasser. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- In-school counseling
- Referral to outside agencies
- Expulsion/termination

PARENT RESPONSIBILITIES: When a student is absent, it is the responsibility of the parent/guardian to notify the attendance office at 763-1510 by 8:00 am. The office will need the name of your student, grade level, and reason for the absence. Excused absences will be issued for:

- Illness. If the student's attendance falls below 90%, a doctor's note may be needed to clear up absences.
- Medical appointments.
- Family emergencies.
- Situations that have been pre-arranged/ pre-approved by the Dean of Students.

Unexcused absences will be issued to students whose parents do not call the school by noon of that same day.

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: Unless directed by staff, personal electronics such as phones, ipods, pagers, headphones, remote controls, laser pointers are inappropriate for the classroom. No camera phones are to be used in school.

RECORDS RELEASE: CCHS keeps on file a permanent record for each student. This record contains grades, credits, test scores, birth date, etc. No information 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. **PLEASE NOTE: RECORDS WILL NOT BE RELEASED UNTIL ALL FEES ARE PAID IN THE BUSINESS OFFICE.**

RELIGIOUS ACTIVITIES: Religious activities which include theology classes, school liturgies, counseling and retreat days, are provided to help promote a Christian atmosphere and to aid in the faith growth of students attending CCHS. Retreat activities are planned for each of the four years at CCHS, providing off-campus time for personal reflection and group activities addressing various questions in personal, interpersonal, and faith development. They are conducted by school staff and outside youth leaders. 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/PROGRESS REPORTS: Report cards are issued two times a year. Only semester grades become part of the permanent record. Progress reports are sent home at the quarter mark, midway in each semester. These inform the parents/guardians of the student's progress in a particular course. Parents/guardians are encouraged to contact the teachers for a conference whenever there is a need or desire to have one. Report cards **WILL NOT BE RELEASED** until tuition and all fines are paid in full.

REQUIRED COURSES: Students must meet CCHS 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 CCHS may be substituted with prior approval from the Principal or 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 CCHS Guidance Department. Based upon placement or *Explore* 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 ½ or 1 credit) make it up during the summer following graduation at an accredited institution with the prior approval of the Principal or Guidance Department. They can participate in the graduation ceremony but will not receive their diploma at that time. The diploma will be awarded when CCHS has received verification of the successful completion of the course. Seniors lacking more than 1 credit will not participate in the graduation ceremony.***

REQUIREMENTS/CREDITS: All students will take at least six classes every semester. A transfer student shall have his/her credit requirements determined by the guidance counselor. In order to secure a well-rounded individual as a graduate of CCHS, a student is required to enroll in certain courses designed to develop the student's potential in various academic areas and expose him/her to various fields for career consideration. These courses meet state goals as well as our school requirements for graduation.

Catholic Central High School requires 26 credits for graduation including:

Theology	3.5 credits
English	5 credits (4 ½ for AP Lit students)
Social Studies	3 credits
Science	3 credits
Math	3 credits
Physical Ed.	1 credit
Health	½ credit
Fine Arts	½ credit (art, band, chorus)

The following credits are strongly recommended by certain universities:

Fine Arts - 1 credit / Science - 4 credits / Foreign Language - 2 credits / Math - 4 credits

RESIDENCE REQUIREMENT: All students, regardless of age, are required to reside with their parents/guardians. No private living arrangements are permitted.

SCHEDULE CHANGE: Unless recommended by the teacher and Guidance Counselor, no student will be allowed to transfer or add a course after the fifth day of each semester. *Class Change Procedures* - **BEFORE the fifth day of classes**, students and parents must have conversations with the Counselor to approve class changes.

SEMESTER EXAMS: Semester and/or final examinations will be comprehensive and will count between 10 and 20 percent of the semester grade. Not all classes require a semester exam.

SENIOR PRIVILEGE: Seniors who have a study hall first or last period of the day, with permission from their parent/guardian, may arrive second period or leave last period as a Senior Privilege. To maintain their Senior Privilege, a senior:

1. **May not receive 3 or more detentions per semester**
2. **Must maintain 90% attendance for the semester.**
3. **Students may not receive more than 3 tardies to any one class. *Seniors with late arrival privilege will be dropped from their 2nd hour class with no credit if they receive a 4th tardy.**
4. **Must leave the school grounds, or be supervised by a staff member during the 8th hour period. Students with late arrival must wait in the MAC area until the end of 1st hour.**

Failure to maintain any of these 5 standards will result in loss of Senior Privilege for the remainder of the school year.

STUDENT COUNCIL: All powers of the Student Council are delegated to it by the school administration. The Student Council, therefore, assists the administration in fulfilling the general goals of the school. The Student Council is composed of four elected representatives from each class and an executive body composed of president, vice-president, secretary, and treasurer. Incoming juniors and seniors with one year's experience in the Student Council may run for the office of president or vice-president. Incoming sophomores, juniors, and seniors may run for the offices of treasurer and secretary. The purposes of Student Council are: to promote school morale; to assist in the orderly direction of certain school activities; to promote a forum for student expression; to encourage participation in community affairs; and to promote the general welfare of the school.

STUDENT SERVICES: The Student Services Department assists each student in developing their full potential in terms of success in high school and preparation for a career or higher education. Student services include counseling, advising, testing, instructing, referring, and coordinating the student assistance program. 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.

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.

SUICIDE PREVENTION: CCHS exists to cultivate the maximum growth and development of each student. The goal is to enhance and strengthen the lives of the CCHS students who are seen as gifts from God to be cherished. In this context, we pledge to do all that we can to inhibit and monitor impulses that could destroy such a precious gift.

TARDIES: If a student is tardy to school, the student **MUST** report to the dean's 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 will be assigned detentions, then further discipline.

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.

TELEPHONES: The telephone in the office is for school business only. Students will only be summoned to the phone in cases of emergency. Phone messages from parents/guardians will be delivered to students in a timely fashion. **Students will not be allowed to use phones in the building. Any use of the camera on the phone will result in the phone being confiscated until the end of the school day and the student will be assigned discipline. ALL cell phones are to be turned off during the school day.**

TESTING: The Student Services Department administers achievement tests, career inventory, and placement tests. Individual test scores are considered the property of the student and are treated confidentially. CCHS is a testing center in October, April, and June for the ACT Assessment.

TRUANCY: Truancy is failure to attend school or a single class without the knowledge and permission of a parent/guardian and or staff. In-School suspensions are 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 and accumulation of demerits).

TUITION PAYMENT POLICIES: Catholic Central's Board of Directors has adopted the following policies regarding payment of fees and tuition:

- Seniors who are to graduate: No diploma will be issued, or any official transcript(s) of credits released, until all accounts are paid.
- Underclassmen: No official transcript(s) of credits will be furnished until all accounts are paid.
- Students with delinquent accounts will not be accepted for enrollment the following semester until such accounts are paid or written arrangements have been made with CCHS administration or the Finance Committee.
- Students who withdraw prior to completion of the semester are liable for the semester tuition.
- Families who sign up for our one or two payment plan, but do not meet their payment schedule, will be required to use the school's payment plan.
- No student will be allowed to start a semester unless one of our payment plans is in place.

VALEDICTORIAN AND SALUTATORIAN HONORS: Students at Catholic Central in regular courses are graded on a 4-point "non-weighted" scale. Students in honors and advanced placement courses at Catholic Central are graded on a "weighted" 5-point scale. Weighted grades are figured into the grade point averages.

VEHICLES: During the school day, no vehicle may be parked on the playground or in the hospital parking lot. **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 will be given for failure to follow this directive, though in case of emergency, permission for use may be granted by the office.

VISITORS: Students must get permission at the office and from instructors at least one day in advance for student visitors. A written permission letter is required from the parent/guardian of the visitor. All visitors must register at the office and they must abide by all school rules.

WATER BOTTLES: Water bottles must be clear plastic and only contain water. NO drinks are allowed in the computer areas.

CCHS HANDBOOK GUIDELINES: The student handbook is used as a guide for parents and students. This document is not/ and cannot be all inclusive of the laws of the state of Wisconsin and the United States Government. The Administration and/or School Board of Catholic Central High School reserve the right to change handbook rules as needed. Change notifications will be publicized for students and parents in a timely fashion.

INDEPENDENT STUDY CLASSES: These classes will only be allowed for students who cannot schedule other classes to meet their graduation requirements here at CCHS. Parent/guardian, teacher, and Counselor approval needed for this course.

SUSPENSION/EXPULSION: Suspension may be an immediate consequence for serious violations of school rules. If a student is suspended because of a serious violation, the parents/guardians will be contacted by administration. The student will also be placed on probationary status. If the same offense is repeated within a two (2) month period the student may be expelled from school. A student may be expelled at any time due to a grave transgression. The administration determines the gravity of the offense and imposes appropriate sanctions. Types of infractions, which may result in suspension/expulsion, are as follows:

1. Destruction or defacing of school property.
2. Vandalism of school or individual property. Vandalism includes any and all forms of computer hacking.
3. Harassment of staff/students.
4. Serious insolence, defiance, disrespectful challenging of authority.
5. Theft.
6. Pranks or "jokes" which cause disruption to the school day, or destruction/damage to school property.
7. Fighting
8. Violations of the drug/alcohol/tobacco policy.
9. Selling or providing real or simulated drugs.
10. Weapons in school or at school functions. Weapons may be defined as any item used in a threatening manner towards another individual or towards property of the school.
11. Serious transgressions which may not be listed but which are determined by the school to be of a sufficiently serious nature to warrant expulsion.

This list is not all-inclusive, and other offenses which ARE OF A SERIOUS NATURE MAY FALL INTO THIS CATEGORY ALTHOUGH NOT SPECIFICALLY LISTED.

EXPULSION PROCEDURE: This procedure is based upon Archdiocese Office of School's policy number 5144. The distinct mark in the exercise of disciplinary authority shall be fairness. The result of applying a doctrine of fundamental fairness in expulsion proceedings is to provide an adequate opportunity for the student and/or parent to express his/her side of the issue. At CCHS the following expulsion procedure will be followed:

1. An expulsion hearing will be held unless waived by parent/guardian.
2. The Archdiocesan Superintendent of Schools will be notified before the expulsion hearing takes place.
3. Parents/guardians shall be notified in writing at least five days before the hearing is to take place.
4. The expulsion hearing committee will be made up of 3-5 CCHS School Board Members chosen by the Principal, from a pool of at least six, determined by the board before the fall semester.
5. Expulsion hearings are confidential; as such, no recordings will be made of the hearing.
6. The panel will consider all testimony and will attach the appropriate weight to it.
7. The Administration of CCHS will present their evidence first. Only the panel may question the Administration.
8. The Student or parents/guardians will present their evidence last. Only the panel may question the student or parents/guardians.
9. No cross-examination of either side will be allowed.
10. Both sides will then be asked for a closing comment.
11. Upon completion of the testimony, everyone will be asked to clear the room so that the panel may deliberate on the matter.
12. Both parties will receive written notification of the recommendation of the panel within 72 hours of the hearing and telephone notification as reasonably soon as possible.
13. The hearing committee will have three choices for recommendation to the CCHS Principal:
 - Not expel (other disciplinary suggestions should accompany this recommendation)
 - Allow the student to voluntarily withdraw from school in lieu of expulsion.
 - Expel
14. The final decision rests with the Principal. Parents/guardians have the right to appeal the decision to the full school board.

NOTE: Once the hearing begins the student may not have the right to voluntarily withdraw, in lieu of expulsion, unless that is the recommendation of the committee.

GRIEVANCE PROCEDURE: CCHS School Board Policy 1312 on Community Relations outlines the process for Parent/Legal Guardian Grievances and/or Complaints Concerning School Personnel. Policy 1312 can be found as a CCHS School Board Information Link on the school website at www.cchsnets.org as well as on EdLine. You may also obtain a complete outline of the grievance procedure in the school office. (The first step in any grievance procedure is to meet with the teacher or staff member with whom the grievance concerns.)

RE-ADMISSION: After a period of one full year's absence, an expelled student may apply for re-admission. This application is subject to acceptance/denial by the Administration. Administration will review the student's performance during the absence and consult with the CCHS faculty. If accepted, the student will be automatically placed on probation for one semester and be required to sign a behavioral contract with the Dean of Students.

During the semester of probation the student must meet at least five times with the Dean of Students to evaluate student re-adjustment to CCHS. At the end of the probation period, upon administrative recommendation the following action may be taken:

1. Terminate the period of probation
2. Extend the period of probation for one semester
3. Require the student to withdraw from CCHS

Bullying Policy

Code No. 443.71

Catholic Central High School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, targets, and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect/Relational Aggression (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. 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.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school principal, dean of students, or counselor. Any other person, including a student who is either a target of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school principal, dean of students, counselor or another trusted adult of the school.

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 and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: Principal, Dean of Students, Counselor. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, as soon as reasonable but within no more than one school week, interview the person(s) who are the target(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action including, but not limited to: suspension, expulsion and/or referral to law enforcement officials, for possible legal action as appropriate, or human services. Pupil services staff will provide support, and a follow up with the identified target.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school will also provide a copy of the policy to any person who requests it.

- Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.
- An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.