

# *Cleveland Central Catholic High School*

6550 Baxter Avenue, Cleveland, Ohio 44105-1294

## *Parent/Student Handbook 2021-2022*

**General Number:** 216-441-4700

**Attendance Office:** 216-441-4700, ext. 301

**Athletic Office** 216-441-8373 or 216-441-4700, ext. 262

**Fax:** 216-441-8353 (Advancement) or 216-641-2045 (Academics)

**Admissions Fax:** 855-692-2247

**School Website:** [www.centralcatholic.org](http://www.centralcatholic.org)

**Gradebook Website:** <https://pscc.nccohio.org/public/home.html>

*High School Code 361-335*

Office Hours: 7:30 A.M. – 3:30 P.M.

School Hours: 7:00 A.M. – 3:30 P.M.

**The building closes at 4:00 P.M.**

All students must exit the building by 4:00 unless they are participating in an activity under the supervision of school personnel.

### **Honor Code Pledge**

*On my honor, as a Child of God and as a Member of the Cleveland Central Catholic Community, I will not lie, cheat, steal, disrespect, act with violence, nor aid another in these actions.*

*So help me God. Amen.*

### **Cleveland Central Catholic High School**

#### **Administrators**

Mr. John Simon, President (Interim) , x222

Sr. Allison Marie Gusdanovic, SND, Principal, x221; cell/text 440.549.0543

Mr. Sean Belveal, Assistant Principal, x229; cell/text 216-.393.7661

Mr. John Crawford Jr. '84, Dean of Student Life, x277; cell/text 440.249.0725

Mr. James Duke, Dean of Student Life, x234

**Staff Emails:** All CCCHS emails are formed:

The first letter of the staff person's first name + his/her last name + ccc-hs.org

For Example: George Washington would be: [gWashington@ccc-hs.org](mailto:gWashington@ccc-hs.org)

These emails can be accessed directly from the school website → Employee Directory along with school extension and some cell phone telephone numbers

## Parent/Student Handbook Obligations



This handbook defines Catholic secondary education at Cleveland Central Catholic High School. While providing school policies and expectations for each student, this handbook is not intended to be a final or all-inclusive document. Changes to this handbook may be made by the administration throughout the course of the school year on an as-needed basis with communication to each family.

Both parents/guardians and students need to be familiar with the material contained in this *Parent/Student Handbook* and indicate this by signing and returning the agreement form provided, including each student's commitment to the Cleveland Central Catholic Honor Code. Again, this Handbook is designed to cover basic policies/procedures, but is not considered all-inclusive. The school expects parents/guardians to comply with and support school decisions and policies, by both word and deed. **Families who fail to comply with this expectation may jeopardize their student's enrollment.**

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## Bell Schedules for 2021-2022

### **“A” Regular Schedule**

(44 minutes)

1/HR	7:55 – 8:41
2	8:44 – 9:30
3	9:33 – 10:16
4	10:19 – 11:02
5	11:05 – 11:31
5B	11:34 – 11:48
6	11:51 – 12:17
6B	12:20 – 12:34
7	12:37 – 1:04
8	1:07 – 1:51
9	1:54 – 2:40

3 minute passing time

#### Mass/Assembly Attendance:

Please do not schedule appointments, etc., during mass or assemblies. Involvement in such assemblies is an integral part of a student’s development. All students are expected to be present.

### **“B” PM Assembly I Schedule**

1	7:55 – 8:24
2	8:27 – 8:56
3	8:59 – 9:27
4	9:30 – 9:59
8	10:02 – 10:31
9	10:34 – 11:02
5	11:05 – 11:31
5B	11:34 – 11:48
6	11:51 – 12:17
6B	12:20 – 12:34
7	12:37 – 1:04
1(HR)	1:07 – Classes called to Mass/Assembly

### **“C” Advisory Schedule**

3	7:55 – 8:32
2	8:35 – 9:12
1	9:15 – 9:52
Adv.	9:52 – 10:22
4	10:25 – 11:02

Regular schedule beginning with period 5.

### **“D” Late Start Schedule**

1	8:55 – 9:25
2	9:28 – 9:58
3	10:01 – 10:30
4	10:33 – 11:02

Regular Schedule beginning with period 5

### **“E” AM Mass Schedule**

3	7:55 – 8:25
2	8:28 – 8:58
1	9:01 – 9: 25
HR	Students called to liturgy
1	10:45 – 11:05
5	11:08 – 11:34
5B	11:37 – 11:47
6	11:50 – 12:16
6B	12:19 – 12:29
7	12:32 – 12:58
4	1:01 – 1:32
8	1:35 – 2:06
9	2:09 – 2:40

### **“F” PM Assembly II**

1 – 7	Regular Times
8	1:07 – 1:37
Drop period 91(HR)	
1:40 – 2:40	(classes call down via PA)

## **Diocesan Philosophy of Catholic Education**

Office of Catholic Education, Diocese of Cleveland, Ohio

**Sources** WE BELIEVE that Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God’s love by a sincere response to conscience and by membership in the Church. It is from this perspective that the education ministry of the Catholic community flows.

**Catholic Education** WE BELIEVE that education, which is Catholic begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God’s love through involvement in the academic, cultural, social, and civil concerns of daily life.

**Catholic** WE BELIEVE the Catholic school exists to teach the mandate of Jesus: “Love one another as I have loved you.” This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally, and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their sisters and brothers, young people in Catholic schools form their personal response in truth, peace, justice, and love.

*Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that. Hate multiplies hate, violence multiplies violence, and toughness multiplies toughness in a descending spiral of destruction . . . The chain reaction of evil—hate begetting hate, wars producing more wars—must be broken, or we shall be plunged into the dark abyss of annihilation.*

**-Martin Luther King, Jr., *Strength To Love*, 1963.**

## History of Cleveland Central Catholic High School

Cleveland Central Catholic High School's foundation was announced on December 17, 1968 when four parish high schools—St. John Cantius, St. Michael the Archangel, Our Lady of Lourdes, and St. Stanislaus—combined forces to create a new educational opportunity for students in the city of Cleveland. After a nine-month period of intensive planning and extensive renovation, the schools opened their doors as the unified Cleveland Central Catholic High School in September of 1969. The philosophy of education upon which the school was established has been maintained throughout the school's history; namely, students of diverse backgrounds and abilities are educated in a Christian environment in an urban setting.

The original campus system—with Forman (St. Stanislaus), Scranton (St. Michael the Archangel, closed in 2003), Tremont (St. John Cantius, closed in 1988), and Broadway (Our Lady of Lourdes, closed in 1976)—allowed students to benefit from the personal atmosphere of a small school while the combined facilities provide the opportunities of a large school. In 2003, the Forman Campus again underwent improvement and Cleveland Central Catholic High School said goodbye to its Scranton (St. Michael) Campus in anticipation of expansion in the Slavic Village area. In November of 2007, a 25,000 square foot addition opened which included classrooms, science lab, practice gymnasium, and office space. This year Cleveland Central Catholic High School celebrates its 41<sup>st</sup> year of education established on the 1881 foundation of its founding schools and their faith, charisms, traditions, and love.

Acknowledging its urban setting and its location near the historical industrial heart of Cleveland, the school calls its athletic teams the "Ironmen," its newspaper the "Millwrite," and its yearbook the "Ingot." The school colors—red, white, and blue—honor not only the American flag but also the colors and traditions of the four founding schools. The school motto, "Creative in Mind and Spirit," expresses the school's emphasis for its students.



The modern logo of the school graphically portrays the school. The image is the tower from Forman Campus's most recent renovation inside the school's traditional wishbone "C" graphic.

### **Mission Statement (5.16)**

Cleveland Central Catholic High School is a coeducational school rooted in the Gospel values of Jesus Christ and focused on college and career readiness. Our mission is to challenge and encourage our students to excel academically, to deepen their faith in God, and to live a life of service, so that they may face the future with confidence and hope.

### **School Philosophy (5.16)**

- A Catholic school is a Christian community, grounded in the Catholic faith and Christ’s mandate to proclaim the Gospel.
- A Christian community is a group of people of diverse backgrounds joined in like purpose, hope, and love, who seek to share with others their experiences and lives.
- The family is the primary teacher and an essential partner in student formation.
- All students can learn. Educators provide the appropriate instructional activities, a nurturing environment, and a comprehensive curriculum so that all students can learn.
- Education is a process of holistic development, strengthening and enriching each person’s unique gifts and talents to grow spiritually, academically, physically, and personally.
- Education in a diverse community offers unique opportunities. It inspires justice, compassion, respect for the dignity of others, and an appreciation for and a celebration of differences.
- All people are called to the service of others for their own good and in response to Christ’s call to “love one another as I have loved you.”

**SCHOOL COLORS:**  
Red, White and Blue

**SCHOOL MOTTO:**  
“Creative in Mind and Spirit”

**SCHOOL MASCOT:**  
Ironmen and Lady Ironmen

### **Vision Statement**

Cleveland Central Catholic welcomes a vital and ever-changing student into a Catholic Christian community where:

- Differences provide unique opportunities for growth and positive change;
- An excellent and innovative education creates a hope-filled future;
- Enduring religious, social and cultural values are translated into contemporary strategies for successfully navigating life in the 21st century.

### **Core Values**

As we fulfill our mission, we are guided by these Gospel Values:

- **Commitment:** Cherishing commitment and fortified by faith, we invest our energies to become responsible persons.
- **Courage:** Embracing challenges, we move forward with confidence and integrity.
- **Creativity:** Valuing innovation, we encourage imagination to prepare for a changing global community.
- **Hope:** Relying on God’s goodness, we inspire a vision of a better life.
- **Service:** Embracing the spirit of Jesus, we reach beyond ourselves in love in response to the needs of others.

## ***School Prayer***

by Sr. M. Josephe Fernández, SND & Ms. Lin Sinclair

Lord, You call us to be creative in mind and spirit. We ask for your help in making us open to your goodness reflected in our lives. Help us to grow creatively by expanding our minds and filling our spirits so that our work can reflect your Word. We ask this as always in the name of Jesus, our Savior and Model. Amen.

### ***WWJD? Prayer***

Walk with me today, Jesus, in everything I do.  
Stay by my side, Jesus, that I may learn from You.  
Be with me in the morning and go with me through the day.  
Keep Your hand upon me, Jesus, and bless all I do and say.  
In each of my activities, may I always turn to You.  
In all my decisions, let me ask: What Would Jesus Do?

### ***WWJD?***

- John 14:12: *Truly, truly, I say to you, whoever believes in me will also do the works that I do . . .*
- Ephesians 5:1: *So be imitators of God as beloved children . . .*
- 1 Peter 2:21: *For to this you have been called, because Christ also suffered for you, leaving you an example, so that you might follow in his steps.*
- 1 John 2:5b-6: *This is the way we may know that we are in union with Him: Whomever claims to abide in him ought to live as He lived.*

## ***Alma Mater***

Words and music by Sr. Mary Assumpta Zabazskiewicz, CSSp

The memories we hold of high school days,  
We'll carry with us in the years to come.  
The cherished friendships formed, the classes too,  
The joys we've shared, the victories we've won.

Refrain: Creative mind and spirit as our guide,  
Blue, red and white our colors worn with pride.  
As Ironmen united we will stand,  
For we have learned to conquer hand in hand.

Our country and our church we hope to serve  
With knowledge we have gained at C.C.C.  
True fortitude as Ironmen we show  
As on to new horizons we will go.

Refrain: Creative mind and spirit . . . .

Dear Central Catholic High we proudly hail.  
And loyally we pledge our hearts to you.  
May all our actions bring you wide acclaim,  
And may we ever glorify your name.



## **SECTION 1: DIOCESAN SCHOOL POLICIES**

### **Guidelines Regarding Students with AIDS**

Children with Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or other illnesses caused by the Human Immune Deficiency Virus (HIV), are permitted enrollment provided that their health will allow participation in regular academic school activities and that other students are not placed at risk for exposure to HIV through open sores, skin eruptions or lack of control of bodily secretions. The identity of HIV positive students will be kept confidential and known only to necessary school personnel. The complete guidelines regarding students with AIDS are on file in the attendance office.

### **Pregnancy Guidelines**

All possible means will be employed to assist a student to complete the course of studies, to graduate with her class and to continue within the school setting in as normal a manner as possible. Both the pregnant student and the father of the child (if his identity is known and if he is in our school setting) must receive counseling. For reasons of school management or school discipline, additional or other actions may be taken. Please refer to the complete set of pregnancy guidelines on file in the attendance office.

### **Sexual Harassment and Sexual Violence Policy**

All expressions of sexual harassment, including both verbal and non-verbal actions are prohibited. All allegations of sexual harassment will be investigated by the administration. Retaliation aimed at the person(s) reporting harassment is prohibited. All incidents of sexual violence will be reported to the Department of Children Services and if necessary to the police department. The complete policy regarding sexual harassment and or violence is on file in the attendance office.

### **Weapons Policy**

The use, possession, sale or discharge of any weapons, stun guns, dangerous ordnances and instruments or explosive devices in the school, on school grounds, or at school-sponsored activities is expressly prohibited. The constitute a felony. The use or possession of any “look-alike” weapon is also prohibited. The complete policy regarding weapons is on file in the attendance office.

### **Youth Gangs and Violence**

Any non-school sponsored groups, who engage in unlawful or anti-social behavior that threatens the safety or welfare of others or disrupts the orderly operation of the school, are prohibited. All gang-related (antisocial affiliations and cliques) associations, paraphernalia, symbols, gestures, and activities, including recruitment, presentation, initiation, or grooming are also prohibited. The complete policy regarding youth gangs and violence is on file in the attendance office.

## SECTION 2: SCHOOL POLICIES

**The Administration reserves the right to make judgments in any other matters not specifically stated in this *Parent/Student*.**

Cleveland Central Catholic High School's policies are based upon respect for the individual and the mutual trust that is the mark of a Christian community. Policies contained in this handbook are in conformity with and subject to the laws and/or policies of The State of Ohio and the Catholic Diocese of Cleveland with regard to academic requirements, fire regulations, and other rules that protect the rights of all persons on the school premises.

Cleveland Central Catholic High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, and respect. Every person has a human dignity: "*Made in the Image and Likeness of God*" (Gen. 1:27).

Central Catholic High School is committed to enhance and protect. We believe that all individuals are "created in the image and likeness of God." For these reasons, the Cleveland Central Catholic High School community is one in which all faculty, students, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind interferes with this development and, therefore, will not be tolerated.

It is a privilege to attend Cleveland Central Catholic and all students are expected to represent the school well both on and off campus. Students who engage in any activity counter to our Mission and Core Values (e.g., a juvenile offense, criminal behavior, arrest, public immorality, and/or conviction) jeopardize continued attendance at the school. Enrollment in another school will constitute withdrawal from Cleveland Central Catholic.

The education of your student(s) is a partnership between you, your family, your student, and the school. If, in the opinion of the administration, that partnership is irrevocably broken, the school reserves the right to withdraw your student(s).

### **Actions of a Student's Family or Friend**

Cleveland Central Catholic High School reserves the right to dismiss any student whose family members, friends, associates, parents, and/or guardians fail to support school policies, contribute to or who are a party to violent actions, disruptions to orderly operation of the school, trespassing against school directives, or threaten members of the Cleveland Catholic Community on or off school premises. Depending on the nature of the conflict, referrals may be made to outside agencies for mediation, counseling, or protective services.

### **Bullying/Cyberbullying/Hazing/Harassment/Threats/Social Media Posts (Report Forms are available on the School Website: Documents Central)**

Cleveland Central Catholic High School believes that all employees and students are entitled to work and study in a school environment that is Christ-centered and free of harassment. Accordingly, all forms of intimidation, threats, or bullying (which is a documented pattern) by Cleveland Central Catholic students are prohibited. Any student who engages in bullying and/or cyberbullying is subject to appropriate discipline. Students who have been bullied/cyberbullied should promptly report such incidents to any staff member. Students, who know of someone in our community who is being bullied or cyberbullied, should promptly report to a staff person.

Anonymous or authored reports may be made by anyone in writing via the online incident report and submitted to the Dean's Office (forms are avail on the school website). Complaints of bullying or cyberbullying will be investigated promptly, and corrective action will be taken when a complaint is verified. All forms of bullying are disruptive of the educational process and a violation of our Honor Code. Consequences for this type of behavior include regular school discipline and/or a referral to civil authorities.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include but are not limited to the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.
- Visual or Cyber Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures, or photographs produced or posted (which includes *sexting*).
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

**Cyber- or Electronic-based Inappropriateness:** The school includes as a violation of its Honor Code any offensive, lewd, scandalous, inappropriate, hostile, or intimidating communication or material that occurs via phones, email, voicemail, text messages, video, social networks (e.g., *FaceBook, Instagram, KIK, Twitter*), or the Internet in general.

Procedures for serious threats within the Central community may include:

- Isolation of the perpetrator until a reasonable investigation can be made.
- Notification of parents/guardians and the police department.
- Psychological services and assessment.
- Notification of any persons who might be a possible victim.

Cleveland Central Catholic reserves the right to suspend and/or dismiss any student who threatens another student, teacher, administrator, or other person whether the threat occurred on or off school grounds.

**Fighting/Violence:** Cleveland Central Catholic defines fighting as **ANY** physical contact between students as well as words, movements, or actions that **MIGHT** cause physical contact. The school reserves the right to dismiss any student for acts of violence toward or menacing another student, teacher, administrator, or another person whether the act occurs on our off school grounds.

**Non-Discrimination:** It is the policy of Cleveland Central Catholic High School to admit students of any race, color, religion, national or ethnic origin, or with dis/abilities to all the rights, privileges, programs, and activities available at the school. We do not discriminate on the basis of race, gender, color, sexual orientation, national or ethnic origin, or dis/abilities in the administration of educational or admissions policies, scholarship or aid programs, nor in the employment of staff. Any discriminatory statement made by a student will result in disciplinary action.

**Parent/Guardian: Our expectation is that all students are living with a parent(s) or legal guardian(s).** Lack of compliance can jeopardize a student privilege to attend CCCHS. If there are special custody arrangements, copies of records must be on file in the school office. Students who are 18 years old are still subject to all rules, regulations, policies and procedures of Cleveland Central Catholic. This includes parental authorization signatures.

**Roman Catholic Faith Activities:** Cleveland Central Catholic High School is a Catholic high school sponsored by the Diocese of Cleveland. As such there are communal activities related to the practice and expression of the Roman Catholic Faith integral to our identity, e.g., service, respect of all facets of life, Eucharistic and common liturgies, retreats. Respectful participation is therefore required of all students.

**Searches:** The school reserves the right to search anything that is brought on our school campus or athletic fields, which includes and is not limited to book bags, purses, phones, pockets, other personal property, cars, etc.

### SECTION 3: GENERAL INFORMATION

**Accountability for Conduct Points:** Conduct points are assigned for infractions, detentions, misbehaviors, etc. Accumulations of conduct points usually result in the following consequences:

1. 10 pts: Letter to parents/Guardians
2. 20 pts: Parental conference with a Dean and a Behavior Contract.
3. 30 pts: Referral to the Disciplinary Review Board
4. 40 pts: Dismissal from the school or other singular judgment from the Principal.

**Bulletin Boards/Posters:** To post information or posters in the building and/or on bulletin boards, a student must have the signature of both the relevant Co-Curricular Moderator and a Dean of Student Life.

**Cafeteria:** Each student is assigned time for lunch as indicated on the student's schedule. All students are to eat in the cafeteria. Students may buy their lunch or bring it; they may **NOT** leave campus for lunch. A federally-funded lunch program is available. It is each student's responsibility to clear his/her place at the table when finished eating. Some students may be asked to further assist with the cleanup for any forgetful students; cooperation is expected.

Students are expected to:

1. Pay for their lunch. Credit should not be expected.
2. Stand in line and wait their turn.
3. Do not ask other students to purchase items for them or borrow money while waiting in line (no phone while in line).
4. Eat seated in the cafeteria and use good table and eating manners.
5. Keep the table areas clean, throw away garbage, and put chairs back.
6. Eat only cafeteria food or food brought from home.
7. No food deliveries are allowed during the school day.
8. Refrain from selling food and drink items of any sort.

**Cards/Gambling:** Gambling at a school is never appropriate. Additionally, giving the appearance of gambling should not be done. Playing cards, dice, gambling apps or software, etc., should not be brought to school. Similar games (e.g., UNO), should not be played during the school day, which includes lunch periods.

**Contacts for Administrators, Faculty, and Staff:** Parents/Guardians are able to access voicemail 24 hours a day. Many teachers have Google phones that interface with their personal cell phones. Staff emails and phone information All CCCHS emails are formed: The first letter of the staff person's first name + his/her last name + ccc-hs.org

**Elevator:** The elevator is not for general use by students. When needed for medical reasons, a pass may be obtained from the Dean's or Nurse's Office. Unauthorized use of the elevator may result in suspension.

**Evaluations for Continued Attendance at CCCHS:** The privilege to attend Cleveland Central Catholic is reviewed periodically and at the end of each semester, especially for the succeeding semester. An evaluation is governed by a student's academic performance and positive response to the behavioral goals and expectations relative to the policies of the school. The criteria for evaluation are based on the following standards:

- **Academic**—the student must do his/her best academically and ability to succeed at Cleveland Central Catholic.
- **Attendance**—the student may not have excessive absence or tardiness
- **Behavior**—the student should adhere to school policies
- **Attitude**—the student should exhibit cooperation and responsibility
- **Financial**—the student's financial obligations must be met.

**Field Trip Permit:** Parents//Guardians must sign a field trip permission slip for school-sponsored activity away from campus, or the student may not participate. These slips will contain emergency information that the supervising teacher may need. Enrollment, however, gives permission to attend St. Stanislaus Church, Social Center, Stadium, and other campus sites.

**Hall Passes:** The Student Planner or pass from a staff member is the hall pass. All students are expected to carry their planners and/or pass when in the hall during a class period. Only one student at a time is allowed out of a classroom unless there is an emergency. The teacher will sign the student's planner and/or pass. It is mandatory that a student in the hallway during class time present this planner and/or pass to a staff member upon request. Failure to do so may result in disciplinary consequences. Students who lose their planners must purchase new planners for a fee of \$5.

**I.D. Cards:** Each student is issued an identification card. This card must be worn at all times - including at school-sponsored activities. IDs are an important source of identification for jobs, riding public transportation, etc. If lost, it must be replaced at a cost of \$5.00. Students must be able to produce the card upon request of any administrator, faculty member, or staff member.

**Academic Support Center (A.S.C):** To maintain the good order and educational purposes of the A.L.C, the following rules have been established:

- Eating and drinking in the ASC are not permitted.
- Students will be selected to participate in a tutoring program to assist with their academics.

**Lockers and Borrowed School Locks:** Each student will be assigned a locker (*and possibly a gym or athletic locker*) and is responsible for its care. Highly valuable objects should not be brought to school. Valuables and money should not be placed in the locker, **nor should lockers be shared. Lockers are to be kept locked at all times.** A student in PE should follow the teacher's recommendation of securing items. **There is absolutely no security expected for items that are not securely locked.**

A lock is loaned to the student for the year. No other lock should be used without administrative approval. Should the school lock be lost, students should request a replacement lock (\$8). School locks should be left in the locker at the end of the year. Non-school locks will be removed (destroyed). The locker is not to be used for opened food/drink storage.

Since the lockers are the property of the school and are on loan for student use, Cleveland Central Catholic High School reserves the right to make locker inspections and to enter a locker if it is deemed necessary. The student accepts a locker with this understanding.

**Lost and Found/Stolen Property:** Students should inquire at the Bookstore for any lost items. Any student property that is missing and presumed stolen should be reported to the Dean of Student Life. The school does not assume responsibility for lost or stolen articles. Again, students are asked to not bring valuables and non-school related items to school, e.g., computer tablets, iPads, laptops, especially if they do not have explicit educational uses. With the use of the personal technology devices, great care should be taken.

**Mediation:** Students are encouraged to seek peer mediation to resolve conflicts before they escalate. The dean of student life will arrange for appropriate facilitators. Depending on the nature of the conflict, referrals may be made to outside agencies for mediation services.

#### **Medical Information (A, B, C, D)**

**A. General Medical Information/Prescriptions/Medicine:** It is the policy of Cleveland Central Catholic to inform faculty of medical problems noted on health records. Additionally, prescription and non-prescription medications are dispensed by the nurse or staff of the Attendance Office. Accordingly, there are two forms that parents/guardians must complete if a student is to take medication during school hours: the **Non-prescribed Medication Form** and/or the **Parental Request Form for Prescribed Medication**. After the forms are submitted, the medication should be delivered to the office by the parent.

#### **B. Medication Use at School:**

1. Students may not carry any medications on their person, in their purse, backpack, or coat. This includes prescription and over the counter medications. (the only exceptions are for epi-pens and asthma rescue inhalers, see below)
2. If a student needs to take a medication while at school, the proper form must be completed by the parent and the MD, the medication must be brought to the clinic in its original bottle with the student's name on it. These forms can be found on the school website or may be obtained from the nurse's office.
3. Epi-Pen: If the student requires an epi-pen due to allergies, then the MD needs to complete an epi-pen action plan, (student's MD will have the needed form) the student should carry their epi-pen with them at all times. There should also be an extra epi-pen sent in and kept locked in the clinic just in case student has a reaction and has forgotten their epi-pen.
4. Asthma Rescue Inhaler: If the student requires a rescue inhaler for asthma, then the MD needs to complete an asthma action plan (student's MD will have the needed form). The student should carry their rescue inhaler with them at all times. There should also be an extra inhaler sent in and kept locked in the clinic just in case the student has an asthma attack and has forgotten their inhaler. Also,

there is a nebulizer machine in the clinic. If the student requires nebulizer breathing treatments, the above orders must be followed and the student can come to the clinic for scheduled or as needed breathing treatments.

### **C. Immunizations/Physicals:**

1. All incoming freshman and any new students are required to have a physical. As long as it has been done within the past year, it will be accepted by the school nurse. A copy of the physical must be turned into the clinic by the 15th day of school.
2. If the student is going to participate in a sport here at CCCHS, then an OHSAA sports physical must also be completed. PLEASE NOTE, ALL SPORTS PHYSICALS MUST BE DONE ON A YEARLY BASIS. CONTACT ATHLETICS WITH ANY QUESTIONS ON SPORTS PHYSICALS. (All forms will have been included in your packet, or can be found on the CCCHS website.)
3. All incoming freshman and any new students are required to turn a copy of their up-to-date immunization record or a signed immunization exemption form. This must be turned in by the 15th day of school. If not received by the 15th day, the student will be excluded on the 16th day of school. This is Ohio law!

### **D. Illness/Injury at School:**

1. If students become ill or injured at school, they are to let the teacher know, obtain a pass, and proceed to the Clinic (inside the Main Office).
2. The school nurse will assess the situation and determine the best course of action. The nurse will call the parent or guardian to discuss the student's condition, if this is warranted. Students are NOT to text or call parents. Cell phone use is NOT permitted during the school day or in the clinic.

**Messages to Students at School:** If parents/guardians need to communicate with students during the day, a message may be left (called in) for students in the Attendance Office (ext 220).

**Parent Workers:** Parent workers in the building are still visitors/guests. Accordingly, they should have school IDs visible at all times. They should only be present in or in route to their area of work. Interactions with students should be minimal and appropriate for guests in a Catholic institution. Volunteer time is not an occasion for parent-teacher conferences.

### **Phones//Electronic Games/Headphones/Speakers/Personal Devices**

Electronic devices may not disrupt a class or a school day (e.g., all phones, music players, electronic games, and DVD players) must be **turned off** and completely **out of sight** from 7:50 A.M. until 2:45 P.M. unless with the direct permission and supervision of a CCC staff person and within the context of an educational function. Failure to follow this directive will result in confiscation and a fine (see Code of Conduct).

When using any of these devices before 7:50 A.M. or after 2:45 P.M., the student remains responsible for following any directives given by staff persons or public address (P.A.) announcements. Again, failure to follow this directive will result in confiscation and a fine (see Code of Conduct).

If a student needs to make a phone call during the day for an emergency, to arrange for transportation, etc., the student should report to the Attendance Office and an office secretary to make or receive a call or to facilitate the communications.

Also, the cafeteria is a designated seated Phone Zone (see Infraction 2.7) where students may briefly use cell phones while seated during their lunch period. No phone may be visible outside that area.

During the school day (and in general), **Headphones/Earbuds/Speakers** are related to the direct listening to a device. They should not be visible unless under the direct permission and supervision of a staff person. They should not be positioned in communication with others even if they are not currently engaged as an auditory function (plugged in or activated).

**Technology/Personal Electronic Devices:** Students are prohibited from using personal electronic devices (hereafter PEDs) during the school day, including while off-campus on a field trip, to capture, menace, bully, record and/or transmit the words or sounds (i.e.- audio) and/or images (i.e.- pictures/video) of any student, staff member, or other person. Student use of PEDs to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PED to violate the privacy rights of another person may have their PED confiscated and held until the end of the school year and may be directed to delete the audio, picture, or video file while in the presences of administration and their parent. If the violation involves potentially illegal activity, (i.e.- child pornography, sexting, etc.) the confiscated PED and related information may be turned over to law enforcement.

Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.

PEDs including but not limited to those with cameras, may not be activated or utilized at any time where reasonable expectation of personal privacy exists including but not limited to: classrooms, gymnasiums, locker rooms, shower facilities, restrooms, or any other areas where disrobing or changing of clothing occurs.

**Social Media:** The use of email messages, text messages, blogs, websites, or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures, regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion, gender or sexual orientation.

**Probation:** A student may be placed on probation for academic, attendance, or behavioral reasons. Behavioral reasons may include attendance, tardy, effort, and/or conduct. During the probationary period, the student shall demonstrate significant and obvious improvement. The time span of probation will be determined by the administration. At the end of the probation period, the student's performance will be evaluated and will result in one of the following actions: the student will be removed from probation, the probation will be extended, or the student will be dismissed for insufficient commitment to the terms of the contract.

**Service:** As part of Cleveland Central Catholic's goal of enabling students to grow by becoming attentive and responsive to the needs and concerns of the neighborhood, the city, and the world through **required** Christian service projects in each theology class and recorded in Naviance. Three activities and reflections are required of each student, each year. Completion of these activities is part of each student's semester theology grade.

**State-required Graduation Tests:** Cleveland Central Catholic participates in the Ohio Graduation Testing program. A sequence of testing and point accumulation (generally 18 points) is required from End-of-course Exam, Iowa Tests of Basic Skills, and/or ACT. See the Course of Studies Requirement on the school website for details.

**Transportation provided by the school:** Bus transportation will be provided to students for a fee. It is expected that the student arrives at the designated bus stop in ample time to catch the bus. **If the student misses the bus it becomes the responsibility of the parent/guardian to provide transportation for the student to school.**

It is also expected that the student will conduct him/herself according to school policy. If a student abuses this privilege by disrespect for other students or adults, this privilege will be immediately revoked. Further information will be provided to parents/guardians of bused students. Questions or concerns may be addressed to the Transportation Office at (216) 441-4700, ext 263. The transportation fee is non-refundable should a student be dismissed from riding the school bus or from Cleveland Central Catholic. When possible a **late** bus will be provided for students who stay after school to participate in tutoring sessions.

#### **Transportation to/from school**

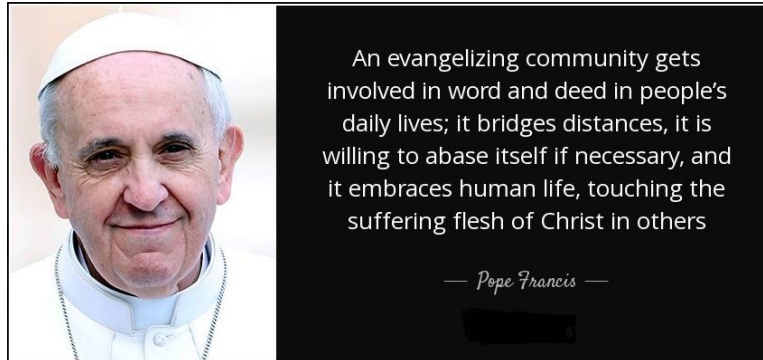
- Reduced price RTA bus tickets are sold to students in the bookstore.
- Students who drive to school must have written permission from a parent/guardian and must register in the Attendance Office by completing the official permit form.
- The designated parking area for students is the Morgana parking lot.
- The school does not assume responsibility for cars and/or their contents parked in the school parking lot.
- Students may not go to their cars during the day without permission.
- The school reserves the right to search any student car.

**Visitors:** For the safety of the school community, visitors may be admitted by school staff only and should be directed to the school office. Visitors to the building must acquire a visitor's pass from the Attendance Office. Any student observing a person without a visitor's pass should report this to a staff person immediately. This includes parents making visits during the school day. Visitors should, however, refrain from visits that might disrupt the normal course and order of the academic day.

**Visitors to Classrooms:** Visitors are welcome at Cleveland Central Catholic. At the same time, it is important to maintain a learning environment for all of our students. Parents who wish to sit in on a student's class or classes are asked to make arrangements **at least one day in advance** with the office. In this way, the teachers can be notified. To schedule a conference with a teacher, please contact the office to make the arrangements. This will prevent teachers from being pulled away from their primary responsibility of teaching their classes.

**Weather:** Ordinarily, Cleveland Central Catholic's closing status is indicated on television and radio independently of other schools. Should, however, the Cleveland Municipal School District close, we will also close. Families should listen to the radio or TV for information and should not call the school as the offices will be closed. Students and/or parents are encouraged to register to receive I-Alerts to e-mail and/or cell phone.

**Work Permits:** Permits applications may be obtained from the Records Office. The form is to be completed by the student, the student's doctor, and the student's employer. After that, the student should the form to the Records Office.





## SECTION 4: FINANCIAL OBLIGATIONS

In order for the school to be a good financial steward, tuition and fees must be paid on time. All payments will be made directly to Cleveland Central Catholic High School. Tuition payments are due by the 10th of each month, as stated in your Tuition Loan Contract. If the 10th of the month falls on a non-business day (for example weekend or holiday) your payment will be due by the last business day prior to the 10th of the month. Payments may be made in the form of cash, credit card, check, or money order (please make your checks out to "CCCHS" and include your student's name on your check or money order). A complete list and description of fees, payment schedules, and other financial information are available from the Tuition Office.

**Non-Sufficient Funds (NSF) Fees:** A fee of thirty-five dollars (\$35.00) will be charged for checks returned for non-sufficient funds on any payment made directly to Cleveland Central Catholic High School. These fees are non-refundable.

**Holdout Policy:** A student whose tuition account is in arrears will be excluded from the following: class attendance, participation in all sporting activities, participation in school sponsored events until the account becomes current or payment arrangements are made. An account is considered in arrears if a parent/guardian is negligent in fulfilling their tuition obligation by more than one month from their last payment due date. Parent/guardians will be informed in advance when their account becomes delinquent.

**Financial Awards:** All assistance given from the school, Diocese of Cleveland, Cleveland Scholarship and Tutoring Program, and other outside sources is based on the student's attendance for a full year. The school reserves the right to adjust or rescind completely any and all financial aid at any time. Grants and scholarships are non-refundable and non-transferable. Financial awards are based on need, academics, student behavior, and school involvement. Should your student withdraw or be dismissed during the school year, your financial assistance will be prorated.

**Scholarships and Financial Awards:** If your student receives a scholarship or financial aid in excess of the stated tuition amount for the school year, your Cleveland Central Catholic financial aid award amount may be reduced so that your tuition billed will be a zero (\$0.00) balance. CCCHS scholarship applications are available from the Advancement Office.

### **Cleveland Central Catholic Student/Parent Work Program**

The Cleveland Central Catholic Student/Parent Work Program is available to students and their parents/guardians as a way to earn credit toward their tuition. Earned tuition credit is awarded on a monthly basis. Credits are non-refundable and non-transferable. Qualification and additional program information are available in the Tuition Office.

### **Sibling Discounts**

A discount of \$1,500.00 will be granted to all additional students of a family while attending Cleveland Central Catholic High School.

### **Withdrawn and Dismissed Students**

Tuition for withdrawn and dismissed students will be prorated by academic quarter. If a student attends any part of a quarter, tuition will be charged for the full quarter of last attendance. All tuition, grants, and scholarships will be adjusted and/or reduced based on the last quarter attended. Financial aid awarded by Cleveland Central Catholic High School may be reduced at the discretion of the school at any time. No refunds will be given for any financial aid awarded from either inside or outside sources, such as tuition assistance, scholarships, grants, or tuition credits accumulated from the Cleveland Central Catholic Work Program; that results in a credit on a student's account. Cash payments that result in a credit on a student's account may be refunded based upon the calculation of a student's final bill, and at the discretion of Cleveland Central Catholic High School. Any refunds will be issued within 30 days of the official date of the student's withdrawal. If a student has a remaining tuition balance at the time of their withdrawal or dismissal, cash payment is required before official transcripts and records will be released. Cleveland Central Catholic High School will not release the official transcript for any student until all financial obligations to the school have been met.

### **Senior Activities**

Tuition accounts and all outstanding fees/fines for seniors must be paid in full no later than April 30th in order for students to participate in any senior activities, including prom and graduation.

### **Student Re-enrollment for the Next Year**

Tuition accounts must be paid in full at the end of the school year for a student to be considered eligible to continue attendance at Cleveland Central Catholic High School.

**Voucher (CSTP), EdChoice, Peterson, or Autism Program Payments** The Ohio Department of Education issues a check for tuition payment in the name of the parent and the school. Checks not signed by the parent within 30 days of receipt are to be returned to the State and the parent becomes responsible for the full amount of the tuition. **Each check should be endorsed by the parent within 30 days of notification.**

### SECTION 5: ATTENDANCE

In preparation for life, attendance and punctuality are important values. All students are expected to be in school each day unless ill or involved in a set of personal or family circumstances that constitutes a good and sufficient cause for absence as stipulated by State law. Missing 10% or more of the school year (2 days a month) has a negative impact on student learning and academic performance.

Truancy is defined as any absence from school without parental consent and parental notice of one of the permitted reasons in accordance with State Law. In accordance with State Law the school determines the legitimacy of reasons for absences. There are two types of Truancy:

1. Habitual Truancy: **Absent 30 or more consecutive hours** without a legitimate excuse; **absent 42 or more hours in one school month** without a legitimate excuse, **absent 72 or more hours in one school year** without a legitimate excuse. This includes missing individual classes due to tardiness or skipping class without a legitimate excuse.
2. Excessive Absences: **Absent 38 or more hours in one school month with or without a legitimate excuse; absent 65 or more hours in one school year with or without a legitimate excuse.** This includes missing individual classes due to tardiness or cutting class.

**Parental Procedure for Absent Students:** Due to the extreme importance of accounting for student whereabouts, the school has instituted the following procedures for communications with parents concerning absent students:

- **Parents/Guardians are to call the school by 8:30 A.M. to report their student's absence for each day s/he is absent: 216-441-4700 x301.** If no call has been placed to the school, please anticipate a call to verify your student's absence.
- **If a student is absent 3 or more consecutive days a doctor's note is required upon return to school.**
- In the case of an emergency when no call can be made, a note must be given to the Attendance Office upon the student's return. Without the call or the submission of a note, the absence will be considered unexcused unless a note is submitted within three days.
- **If no phone call is made and no note is submitted within three (3) days of the absence, the absence will not be changed from unexcused.**

Parents may request a permitted absence in accordance with State Law. **A failure to call in excused absences may result in a student's voucher being revoked.** In the Ohio Revised Code §3301.69.02 and §3321.04 stipulates that the following reasons for absence from school:

1. Personal or family illness (a doctor's note is required after 3 days) and student health-related maintenance (appointments should be made in accordance with the rigors of the school calendar, e.g., not during testing periods, assemblies, etc.).
2. Death in the family/funeral (please notify the school ASAP).
3. Family emergency or set of circumstances which, in the judgment of the school, constitute a good and sufficient cause for absence from school. Important to this judgment is if the condition is reoccurring.
4. Observance of religious holidays
5. College visitation day (When the Guidance Department's policies are followed and preapproval granted (treated as a school field trip).

Should attendance and/or punctuality become an issue, an attendance conference with the student, his/her parent/guardian, and the attendance counselor will be held to determine the reasons for the excessive absenteeism/tardiness. The student may be placed on an attendance contract and be required to participate in attendance interventions. If a student's attendance has not improved after the attendance conference and interventions, and the student meets state criteria for habitual truancy, the student may be asked to withdraw.

**After appropriate attendance intervention, truancy is grounds for dismissal from Cleveland Central Catholic and referral to the Juvenile Court Systems.** Prior to these measures, we as a school community promise to work with the student and their family to address excessive absences. If a student's excessive absence continues without change, the school may dismiss the student.

Classwork, homework, quizzes, and tests, etc. **MUST BE MADE UP** for credit. **Academic credit may be denied for insufficient daily class attendance.** Truant students may receive a one-hour detention for each class missed.

**Absentee Guidelines:**

1. Concerning Tests/Long-term Assignments, if a student is absent for a day when a pre-announced quiz or test is given, the student should be prepared to complete that quiz or test on the day of return. Similarly, if a student is absent for the day when a pre-announced, long-term assignment is due, the student is responsible for having the assignment delivered to the teacher via email, a family member, etc.
2. **It is the student's responsibility to make up all schoolwork missed due to absence.** The student should see the class teacher's policy sheet for specific details and deadlines. A student has the number of days s/he was absent to complete all missed assignments (e.g., if a student was absent for two days, all work should be completed and submitted on the third day after s/he returns to class

**Period Attendance/Following Class Schedules:** Cleveland Central Catholic High School has a closed campus. No student may leave the campus at any time for any reason without permission. There is **no free time** during the school day. Each student is assigned to a class, study hall, or lunch. Failure to report to these assigned places and activities constitutes a cut. Students are expected to arrive on time. Arriving more than 10 minutes late to class, lunch, or study hall without a note constitutes a cut as well.

**All-School Assemblies:** There are several all-school assemblies/masses built into the school year. These assembly/mass days are considered regular school days. Even though they may not last the entire school day, assembly days are counted as full days of school and are within the guidelines of the Excessive Absence Policy. Please do not schedule doctor appointments, interviews, etc. during this time. Involvement in such assemblies is an integral part of a student's development. All students are expected to be present.

**AM/PM Absence:** Students who arrive after 9:30 A.M. are considered A.M. absent (1/2 day) and students who leave early (before 12:30 P.M.) are considered P.M. absent (1/2 day.)

**Errands/Returning Home:** Students may not leave class, the school building, school grounds, or go on errands for staff members or for personal reasons without written permission from an administrator. Students must sign in and out from the school office on such occasions.

**Extended Absence Leaves (more than three days):** Any extended non-medical absence must have prior approval from the administration (forms are available in the Principal's office.) Approval is based on academic standing as determined by the administration and a student's individual teachers. No approval will be granted to any student who does not have a minimum cumulative GPA of 1.5 at the last semester and a current 2.0 average and the approval of all teachers at the time of application. All arrangement and deadlines must be determined prior the absence. All assignments must be completed within one (1) week of the student's return to school. The school reserves the right to require proof of circumstances.

In the instance of an extended medical leave, an **academic plan** from the Associate Principal and Guidance will be developed. It is at the discretion of the administration to evaluate the feasibility of the plan and if the student may continue at Cleveland Central Catholic High School.

**Returning to School from an Appointment:** If a student has been absent from school at any time during the day, the student should report to the Attendance Office with a note from the guardian or physician stating the reason

**School Functions (Practice, Plays, etc.) on Days of Absence: If a student is absent or suspended from school, s/he may not attend any after-school and/or evening school functions including practices, games, prom, or other social events.**

**Student Appointments:** The parents/guardians are requested to make every attempt to schedule personal and medical appointments for the student outside the regular school day. When this is impossible, these appointments are to be scheduled so that the student misses a minimum part of the school day. (Missing more than 2.5 hours will count as either a half-day or full day absent). For early morning appointments, parents/guardians contact the school and send a verification note with the student upon return to school.

On the day of the appointment the student is to report to the office before 7:55 A.M. with a signed note from the parent who states the reason for the request, the time the student should leave school, and the time of expected return to school. The student will be given an Early Dismissal Slip to leave class. Notes stating personal reasons are not acceptable.

**Tardy-to-School Procedure:** A student is late if they are not present in and ready for class at 7:55 AM. Late-to-school students should scan their finger and receive a late pass in the Atrium Tower **before going to their locker** or any class. Afterward, students have three (3) minutes to arrive at their class. Parents will be notified by phone for each tardy to school.

## SECTION 6: ACADEMICS

**Academic Dishonesty:** Academic dishonesty includes attempting, assisting, and/or performing the following activities:

- Plagiarizing by using another person's ideas, text, words, artwork, or thoughts—in whole or in part— without referencing and giving credit (this includes material from technology that is downloaded, cut and pasted, and/or printed from the Internet or electronic resources). If an assignment appears to be derivative of someone else's work, previous student drafts demonstrating the evolution of research and writing may assist the student in demonstrating that the work is original.
- Preparing to copy/cheat by having possession of another student's work, test, notes, or papers without the expressed approval of the teacher.
- Using/allowing another to use someone else's work.
- Communicating with another or not maintaining a quiet atmosphere during quizzes/tests, including the use of photo, app, text, phone, or non-approved personal tech device.
- Not following commonly accepted test procedures or instructions announced by the teacher, e.g., out of one's seat, use a phone or any unauthorized technology for any reason.
- Copying, or allowing another to have and/or copy previous homework, test information, reports, etc.

These violations will become part of a student's discipline record and may lead to suspension or loss of academic credit due to failure. The teacher will handle discipline and consequences.

**Academic Expectations:** All academic work is expected to be appropriate for learning with due care given to the discipline, neatness, grammar, and thoughtfulness. Individual teachers will provide students with a list of course expectations, policies, and required school supplies. Students are expected to bring their materials (texts, notebooks, writing instruments, etc.) to each class as stipulated by the teacher.

**Assignments:** Students should always keep the drafts to demonstrate work and progress. It is always advisable to keep copies of final papers and projects (e.g., photographed with a cell phone) prior to submitting them for grading. Graded assignments should also be kept until the final semester grades are issued. Students should periodically check the online gradebook to verify the status of grades and assignments.

### **College Credit Plus—CC+ (formerly PSEO)**

In order to participate in this program, students must have:

- Approval from parents/guardians, guidance, and administration. .
- Good academic standing at their grade level (e.g., GPA of 3.00 or higher)
- Meeting acceptance requirements for the college by April 1.
- Satisfactory completion of previous CC+/PSEO course(s).
- High School classes are scheduled before college classes.

Other details/requirements are listed in the Course Selection Booklet and outline by the State of Ohio. Please note that unsatisfactory completion of the course will result in a financial burden of the course and/or ancillaries.

### **Completed Assignments**

Assignments are complete when they are:

- Your best work. Assignments are completed when they are done honestly and represent a student's best effort.
- Handed in. Forgotten assignments are late because they were not submitted when they were due. It does not matter when you did them.
- Printed. In the case of computer generated work, it is a student's responsibility to see to the production (printing) prior to class. Do not expect teachers to print assignments as they are collecting them.

**Course Changes:** After the initial spring registration, schedules can be changed or adjusted only during the first two weeks of each semester. Students should secure a form from their guidance counselor and follow the directions on the form. If approved, the cost of the change is \$50.00. Classes will not be over-filled to accommodate a course change.

**Course Credit and Cumulative GPA:** Academic credit is assigned only at the semester. This semester credit determines a student's cumulative GPA.

**Effort:** Academic ability is a God-given gift and all are expected to use their talents to their best ability. Not all talents are equal, but working to one's abilities is expected of everyone equally. Accordingly, all are expected to use the school's resources and staff to make the most of their talents both in and out of the classroom.

**Failures/Credit Recovery/Summer School:** Students are required to make up any courses failed that are necessary for graduation. It is required that this will be done by correspondence class or summer school immediately following the year in which the "F" was received. Special cases must be discussed with the Associate Principal. Proof of completion must be submitted before the first day of school.

Failing four (4) subjects at the first semester or three (3) at the second semester or not attending summer school to make up requirements or needed credits may result in dismissal. **Students should make up academic requirements prior to returning for their senior year.**

**Flex Credit:** Flex academic credit is available to students who obtain learning from experiences outside the school, e.g., travel abroad, physical therapy, varsity sports. Requests for consideration should be brought to your guidance counselor prior to the administration.

**Grade-Level Classifications:** To be classified in a grade level, a student must have:

- Sophomore 5.75 credits
- Junior 11.75 credits
- Senior 18.00 credits

Failure to meet the above requirements and required courses may result in re-classification if the student does not makeup work in summer school.

**Graduation Honors:** The Valedictorian and the Salutatorian are the students in attendance at Cleveland Central Catholic for at least five semesters with the highest GPA at the end of the 7<sup>th</sup> semester and is receiving a diploma with honors. Other graduation honors include the Award of Merit, the Presidential Award for Academic Excellence and Achievement, Phi Beta Kappa, Honor Graduates, Top 10% of the Class, departmental awards, class spokesperson, and membership in honor societies. All determinations are made at the end of January for the senior class.

**Graduation Requirements and Course Load:** The minimum requirement for graduation from Cleveland Central Catholic is 24 units of credit, including Theology, and passing scores on the Ohio Proficiency Tests or the Ohio Graduation Test (as mandated by graduating class). **Every student must carry a minimum of six credits/classes, including Theology, each year.** Students may have no more than eight (8) study hall periods per week. The state, diocesan, and school requirements that must be completed for graduation are listed in the Course Selection Book.

**Graduation Requirements:**

- |                      |             |
|----------------------|-------------|
| • English            | 4.0 credits |
| • Math               | 4.0 credits |
| • Theology           | 4.0 credits |
| • Science            | 3.0 credits |
| • Social Studies     | 3.0 credits |
| • Fine Arts          | 1.0 credits |
| • Computer Science   | .5 credits  |
| • Health             | .5 credit   |
| • Physical Education | .5 credit   |
| • Electives          | 2.5 credits |

College-bound students are required to take second/foreign language courses. Please consult the Course Selection Booklet for details.

**Heading Your Assignments at CCC:** Each paper should have the following in the top-right-hand corner:

- Student's Full Name

- Course Title & Section
- Date the Assignment is Due
- Teacher's Name
- Description of the Assignment: e.g., Workbook, p. 34, #1, 2, 3

**Homework Policy:** Each student must spend adequate time each night in study and written assignments in preparation for the following school day. Long-term projects, research papers, and assigned readings should be given proper planning time to complete them by the deadline. Academic success cannot be realistically achieved any other way. **Failure to complete homework assignments will be reflected in the student's grade. (See also Assignments above)**

**Honor Code:** As members of a Christian community we are held to high standards, because we are not only a school, we are also a family and a community under the values and directives of Christ. Therefore, we are faithful to our mission and community by not engaging in activities that violate community and the norms of good Christian behavior. Accordingly, all members of the Cleveland Central Catholic Community will pledge and affirm to uphold the Honor Code.

Honor Code Pledge: *On my honor, as a Child of God and as a Member of the Cleveland Central Catholic Community, I will not lie, cheat, steal, disrespect, act with violence, nor aid another in these actions. So help me God. Amen.*

**Honors:** *Summa cum laude* (1<sup>st</sup> honors) is awarded to a student with a GPA of 3.85 and above. *Magna cum laude* (2<sup>nd</sup> honors) is awarded to a student with a GPA from 3.5 to 3.849. *Cum laude* (3<sup>rd</sup> honors) is awarded to a student with a GPA of 3.0 to 3.499. Audit (AU) does not impact the distinctions of *summa cum laude*, *magna cum laude*, and *cum laude*.

#### **Honor Societies**

- Latin Honor Society Eligibility: a high average in Latin class, consistent effort and performance, and a demonstrated love for things classic.
- National Honor Society Eligibility: GPA of 3.2 or higher and demonstrated service, leadership, and character.
- Spanish Honor Society Eligibility: current enrollment in Spanish 3 or 4 and a minimum of a "B" average over at least four (4) semesters.

**Incomplete Grades on Report Cards:** All grades of Incomplete (I) must be made up within **two (2) weeks** of the end of the grading period. If the work is not made up, the student will receive the grade earned to date.

**NCAA:** Student Athletics who wish to participate in university athletics must meet the prescribed credit and course requirement of the NCAA. Please check with your guidance counselor to ensure these requirements are met. The NCAA does not accept all courses, e.g., Advanced PE, Foods, Child Development, Business Math.

**Online Grades/Checking Grades:** Student's academic progress (the teacher's gradebook) is available online for both students and parents. It is wise to keep a constant vigil on your status and progress. The site address is: <https://pscc.nccohio.org/public> Logon information and passwords are distributed at the beginning of each year. If lost, they can be obtained from the guidance or attendance offices.

**Parent-Teacher Conferences:** There are two parent/teacher conferences scheduled during the school year. Parents/Guardians are encouraged to contact teachers and counselors at any time during the year to discuss the progress of their son or daughter.

**Report Cards and Academic Progress Reports:** Report cards are mailed to the parents/guardians at the end of each quarter. Academic Progress Reports are mailed at the middle of each quarter to **all** parents/guardians.

#### **Senior Activities, e.g., Prom, Baccalaureate, Commencement**

A student who expects to participate in these events must have satisfactorily fulfilled all obligations relative to the following:

- Successful completion of all academic requirements and State of Ohio testing requirements;
- Payment of all financial and guidance obligations;
- Appropriate conduct that includes the completion of all detentions.
- Return of all school books, school items, and athletic equipment/uniforms.

If a student does not fulfill all of these obligations satisfactorily, s/he will be denied participation in the prom, awards assembly, baccalaureate mass, and commencement ceremonies.

**Senior Study Hall:** Seniors who are assigned to study hall in period 9 and who have a 2.5 GPA may leave school after period 8 unless there is an assembly or school activity at that time. On days that students use the privilege, they are asked to sign out in the Attendance Office. Seniors with this privilege who have sports practice after school are to remain in study hall on those days.

**Student Services:** The following support services are available on a daily and/or periodic basis:

- Basic Skills Program
- Campus Ministry
- Guidance Counselors
- Student Service Management Team (SSMT)
- Mediation Services
- School Nurse
- School Psychologist
- Tutoring

Students (and parents) are strongly encouraged to make the best use of these services.

**Study Hall:** All study halls are supervised study periods. Students should come with adequate reading or written work. Quiet and order should prevail.

**Textbooks:** All students are expected to take good care of their texts. All basic texts and materials are loaned to the student for the duration of the course. **All textbooks must be covered** and returned at the conclusion of the year. Fines or replacement fees will be charged for loss or damage. A student who is in possession of a textbook, in which the student signature (with the current teacher's name) has been altered, will be presumed to be holding stolen property. No one may have more than one copy of a text without the expressed permission of the teacher. Textbook checks will be conducted.

Each text should have the **student's name, the book's conduction, the course's date, and the course's teacher** inscribed on the front cover.

**Transfer Credits Earned at Other Schools:** Credits earned at other accredited educational institutions are accepted. Home School credits will be individually evaluated.

**Transcripts:** A transcript of courses/grades/attendance will be sent to a college or vocational school after a release has been signed by either the student being 18 years or older or the parent/guardian. The first three transcripts are free; additional transcripts are \$2.00. Graduate transcripts are \$3.00. **Tuition must be current for transcripts to be sent.** Transcript may be requested only by the student's guardian (prior to graduation) and by the student (post graduation). No third parties may request records without proper authorization.

**Withdrawal and Transfer:** Parents/Guardians who wish to transfer their children must notify the school office in writing, and sign a release form so that the school records may be sent to the new school. **Official transcripts will not be forwarded until all financial obligations are met.** An exit interview must be held with a member of the administration.

### **Grading System**

<b>Marks</b>	<b>Name</b>	<b>Description</b>
A	A	Exceptional achievement, effort and/or performance
B	B	Above average achievement, effort and/or performance
C	C	Average achievement, effort and/or performance
D	D	Below average achievement, effort and/or performance
F	F	Poor performance, no effort and/or performance
I	Incomplete	Given with special administrative approval
S	Satisfactory	Given for some special courses
U	Unsatisfactory	Given for some special courses
P	Pass	Given for some special courses

WD	Withdrawal	Given when a withdrawal mark appears on one's record.
AU	Audit	Determined by the administration

### Calculation of the Grade Point Average

The sum of earned quality points [quality point value X credit value for each course] is divided by credits attempted.

Example:				
Course	Grade	Qual. Pts.	Credit	Calculation
				Per Semester
English	B+	3.3	.5	$(3.3 \times .5) = 1.65$
H. Algebra	B	3.5	.5	$(3.5 \times .5) = 1.75$
Health	C	2	.5	$(2 \times .5) = 1.0$
Science	B	3	.5	$(3 \times .5) = 1.5$
Spanish	C+	2.3	.5	$(2.3 \times .5) = 1.15$
P.E.	B	3	.25	$(3 \times .25) = .75$
		Credits Attempted:	2.75	Total: 7.8
			G.P.A.:	$7.8/2.75 = 2.836$

Grade	Meaning	Quality Points	Weighted Points For Special Courses
A+	Percentages 98-100	4.3	4.8
A	Percentages 95-97	4.0	4.5
A-	Percentages 93-94	3.6	4.1
B+	Percentages 90-92	3.3	3.8
B	Percentages 87-89	3.0	3.5
B-	Percentages 85-86	2.6	3.1
C+	Percentages 82-84	2.3	2.8
C	Percentages 78-81	2.0	2.5
C-	Percentages 75-77	1.6	2.1
D+	Percentages 73-74	1.3	1.8
D	Percentages 71-72	1.0	1.5
D-	Percentages 70	0.7	1.2
F	Percentages 0-69	0.0	0.0

*The ink of the scholar is more sacred than the blood of the martyr.*

-The Prophet Muhammad (*Peace be upon him*)

*"... We choose to go to the moon in this decade and do the others things, not because they are easy, but because they are hard, because that goal will serve to organize and measure the best of our energies and skills, because that challenge is one that we are willing to accept, one we are unwilling to postpone, and one which we intend to win. ..."*

-John F Kenney at Rice University, Sept. 12, 1962



## SECTION 7: CODE OF CONDUCT

The administration and faculty of Cleveland Central Catholic High School believe in the Latin interpretation of the word “discipline” that means “to teach.” Accordingly, discipline exists to teach a student to act in a way that will better his/her life and will lead to self-discipline. We believe that our school rules exist for the good of each student and our community as a whole.

All students are accountable to our community norm. As Saint Paul says, “*Let every person be subject to the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God. Therefore whoever resists authority resists what God has appointed*” (RSV, Romans 13:1-2).

To ensure a mature Christian atmosphere, to assist students in developing self-discipline, and to provide for a system of justice, Cleveland Central Catholic has established the following structure for school authority that extends through the regular school day, during the time spent in travel between home and school, at events outside of school hours, at school-sponsored events away from school property, and at times outside school time that reflects on the school or members of its community. Disciplinary actions include but are not limited to:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Parent conferences with staff and/or administrators
- Behavior and/or Attendance Contract and Probationary Status
- Suspension
- Administrative Interview
- Referral to the Student Services Management Team
- Referral and meeting with the school’s Disciplinary Review Board
- Recommendations from the Disciplinary Review Board
- Probationary Status
- Dismissal

Final disciplinary decisions are determined by the Administration. Disciplinary decisions are discussed only with a parent or legal guardian.

### **Accumulation of Infraction Points**

Infraction points are assigned for infractions of school rules, policies, and behaviors. Accumulation of these points will result in the above Disciplinary Actions.

### **Chemical/Substance Use**

Cleveland Central Catholic High School makes every reasonable effort to provide a healthy, chemical-free environment. Our student’s growth will not be hampered by the use, promotion, or sale or distribution of narcotics, illegal drugs, marijuana, anabolic steroids, alcohol, or any other form of chemical substances, as well as any related devices. Students may not consume, sell, deliver, distribute, or have in their possession alcohol, any mood-altering chemical, controlled substances, look-alikes, quasi-drugs, drug-related paraphernalia, while in school or on school property or while attending a school activity (either home or away.) Students may not be in school, on school property or in attendance of a school activity under the influence of any of the above (individual screening tests may be used to verify any influence). ***The school reserves the right to dismiss any student who violates the chemical/substance use policy.***

In addition, possession, use, or distribution of mood-altering substances or alcohol is illegal and legal authorities may be contacted for investigation.

The administration reserves the right to test a student for suspected drug or alcohol use.

### **Conduct at Games/Athletic Events**

Cleveland Central Catholic students should exhibit Christian behavior at all times. Attendees should remain at their seats and never intrude onto the court or field. Book bags are NOT permitted in the Saint Stanislaus Social Center. It is expected that both students and parents exhibit good sportsmanship at all times. Cheering should follow the cheerleaders’ direction and be for one’s team, not against the opponent. There is no place for booing at our games. It is expected that parents and students will support

our team's effort; respect opponents and referees. Although spectators may not agree with an official's judgment, s/he is closer to the play and has better knowledge of game rules, especially new rules.

When singing the National Anthem, prayer, or Alma Mater, all should stand, remove their hats, and express their respect and pride by joining in the singing. Students attending games should leave the building or field area immediately at the conclusion of the games.

*As stated above, Cleveland Central Catholic High School reserves the right to dismiss any student whose family members, friends, associates, parents, and/or guardians fail to support school policies, contribute to or who are a party to violent actions, disruptions to orderly operation of the school, or threaten members of the Cleveland Catholic Community on or off school premises.*

### **Dances/Dance Policy**

Cleveland Central Catholic students will be asked to present their school IDs at the door. Because it is a school event, both our own students and our guests are expected to behave in a manner that is appropriate.

- All students and their guests must arrive within 30 mins. of the start of the dance and may not depart prior to one-half hour before the dance ends.
- Students who leave before the dance ends will not be permitted to re-enter. There are no "in and out" privileges.
- Upon entering the dance all students and their guests must check their coats and hats/head coverings.
- Guests are expected to be other high-school students and of high-school age. Any variation of that (grade-school student, high school graduate) requires extraordinary permission from the Dean's Office.
- Appropriate clothing and behavior, including behavior while dancing, are expected of all in attendance. Students or guests who are not appropriately dressed will not be admitted to the dance. Inappropriate behavior, including **unacceptable dancing (inappropriate for a Christian environment)**, will result in dismissal from the dance. For details about dress, please see the website.
- The school's drug and alcohol policy is in effect for dances and all school functions. Any student suspected of being under the influence of drugs or alcohol will be prohibited from entering the dance and will be subject to suspension and/or dismissal. Testing may be required.
- No student who has been asked to withdraw from Central Catholic may be a guest.
- If there are problems with a student's or guest's behavior, attendance at future dances is jeopardized.
- Students who plan to bring a guest must register the guest one week prior to the dance. Each student may bring at most one guest. A guest application form is available at the Cleveland Central Catholic website. The form requires that the guest obtain approval and the signature of an administrator from the guest's school. The Cleveland Central Catholic student submits the completed form to the Dean's Office. The list of approved guests will be available at the door. The guest is required to furnish an approved ID (driver's license, State ID, school photo ID, or social security card) that will be returned at the time of departure from the dance. Cleveland Central Catholic students and their guests must arrive at the dance together and be checked in at the door. Student guest may not be over 20 years of age.

All questions or concerns should be referred to a Dean at least 24 hours prior to the Dance.

### **Disciplinary Referrals and Detentions**

In response to misbehavior or infraction of rules, individual teachers, staff members, or administrators may issue a Disciplinary Notice. A possible action is a detention. Brief detentions of ten minutes may be required on the day of the infraction. Longer detentions for the next day are issued in increments of 15 minutes.

Depending on the type of infraction and the decision of the staff person, infractions are documented by issuing the student yellow copy of the Disciplinary Notice. If a detention is issued that form records the date and time the detention is to be served. When the detention is served, the detention moderator will collect the signed yellow copy and submit it to the Dean's Office. It is the responsibility of students to inform their parents/guardians of any infractions and secure the appropriate signature.

### **Disciplinary Review Board (DRB)**

The DRB is an advisory group of staff convoked to interview students and offer input to the administration concerning a student's discipline, behavior, development, and status, which may result in dismissal.

### **Dismissal**

If a student is asked to withdrawal from Cleveland Central Catholic for disciplinary reasons, he/she may not be present on school grounds for any reason. This includes, but is not limited to athletic practices/events, dances, or any other school-sponsored activity.

### **Failure to Serve an Assigned Detention**

If a student does not serve a teacher detention, the teacher will assign an administrative detention. Failure to serve the administrative detention will result in suspension. Parents will be contacted when a suspension is assigned.

### **Off-Campus Conduct:**

Off-campus conduct at all times, including vacations and summer, reflects on the good reputation of students, parents, and faculty. Student personal responsibility does not end with the bell that concludes the last class for the day. Off-campus conduct that reflects negatively on the school will be handled in accordance with the school's conduct policy and values.

### **Suspension Types**

Suspension from an individual class or classes (out-of-class suspension) may be used by the administration for some discipline referrals, (e.g., uncorrectable dress/appearance violations (uncorrectable uniform, excessive tardiness, disruptions of class)). If a student is removed/sent from class, he/she should report immediately to the Dean of Student O. Failure to do so compounds the possible disciplinary actions. The second removal from class will result in an automatic suspension.

A student who violates school regulations or engages in un-Christian behavior may be suspended from school. The Administration reserves the right to make the decision regarding the suspension. In response to a violation warranting suspension, the parent will be contacted by phone or by letter. Likewise, these students may not be on campus to attend or participate in any school, social or athletic event on the day of suspension. All classwork, homework, quizzes, tests, etc., **MUST BE MADE UP** for credit.

### **Unacceptable Behavior**

If a student becomes incorrigible, is beyond control, or otherwise presents a danger to persons or property in the school, that student will be removed from the classroom, suspended and/or dismissed. Parents will be notified as soon as possible and normal suspension/dismissal procedures will then take place.

### **Zero-Tolerance Policy**

Cleveland Central Catholic High School, in conjunction with and under the direction of the Diocese of Cleveland, maintains a **ZERO TOLERANCE POLICY** regarding threats or physical harm to anyone, including students, faculty, visitors, and staff. Any form of false alarms such as fire, bomb, etc., or any threat that could induce panic will result in immediate dismissal and notification of legal authorities. The same policy applies to a student who has possession of a weapon or is selling or distributing of illegal substances.

## SECTION 8: BEHAVIOR CODE INFRACTIONS

*“I don’t do the good things I want to do;  
instead, I do the bad things that I don’t want to do”* (GNB, Roman 7:19).

Teachers may assign a 10-minute detention without assigning conduct points. Teachers may also submit to the Dean’s Office a Disciplinary Notice assigning conduct points with a variety of disciplinary actions (e.g., student conferences, loss of privilege, parent contact/call, detention). Consequences are increased when there is an infraction during a religious service, on a field trip, in a situation in which a substitute is providing supervision, or in a situation where a guest or guest speaker is present.

### **One-Infraction Point (handled by the teacher)**

- 1.1 Not possessing a student ID
- 1.2 Failure to have a *Parent/Student Handbook* (Planner) in class
- 1.3 Being out of an assigned area without a hall pass/*Student Planner*
- 1.4 Littering anywhere
- 1.5 Tardy to class or an assigned activity/room
- 1.6 Correctable dress/appearance code violation—e.g., shirt un-tucked
- 1.7 Food outside the cafeteria (gum, candy, food, beverage), which should be discarded
- 1.8 Minor disruption of the learning process (e.g., excessive noise, loudness, passing notes) by students in or outside the classroom
- 1.9 Simple disobedience and/or failure to comply with staff directive/policy sheet (e.g., failure to return required forms, bring materials to class, bring academic materials to study hall/class, not sitting in an assigned seat)

### **Two-Infraction Points (handled by the administration)**

- 2.1 Repeated documented violations of one-point infractions
- 2.2 Misbehavior/Disobedience/Disruption of learning process (e.g., after a warning and with boisterous or rowdy behavior in the classroom or hallways)
- 2.3 Failure to report for teacher detention (the teacher will phone home to notify parents/guardians about nature of detention and its failure to serve)
- 2.4 Improper use of locker (e.g., open-food/drink storage, using locker assigned to another student, no school lock, etc.)
- 2.5 Uncorrectable uniform violation (The student cannot attend class until the violation is corrected).
- 2.6 Defiant dress code violation (students who choose to be out of dress code but who have correct dress code items in their lockers, cars, etc.)
- 2.7 Visible possession of a cell phone, earbuds/headphones, iPod/MP3 players, etc., during the school day (between the first bell, 7:50, and the last bell, 2:40 P.M.) in the building—which includes hallways, classrooms, gymnasium, entranceways, etc. or at educationally sponsored events, e.g., field trips. Items may be confiscated, and a \$20 fee is assigned. Refusal to hand over the device constitutes **insubordination** (defiance), which may result in suspension. The cafeteria constitutes a *Phone Zone* as long as the student is in the cafeteria and is seated (phones may not be used while going to and from the cafeteria, standing in the cafeteria, or in line for food). There are **NO CHARGING STATIONS** at CCC. Again, phones visible during the school day may also be confiscated even if charging. Other electronic devices are NOT accepted in the cafeteria.

### **Three-or-More-Infraction Points to Possible Dismissal**

- 3.1 Violation of the Honor Code:
  - 3.1.1 Academic dishonesty (including use of cell phone for text messaging test or quiz information, violation of test-taking procedures, etc., possession of another student’s work)
  - 3.1.2 Misrepresentation, lying, or changing any school-related forms or communications (verbal or written).
  - 3.1.3 Forgery or tampering with any signature
  - 3.1.4 Argumentative, or contemptuous behavior toward any person (e.g., refusing to hand over a cell phone or remove hat when requested and/or walking away from a teacher when being corrected).
  - 3.1.5 Disrespect, disrupting class, major disruption of the learning process, which shows disrespect to all learners.

- 3.1.6 Verbal or written profanity, vulgarity, obscenity, or abusive language toward any person, in or out of the classroom in traditional or cyber forms of communication (e.g., FaceBook, Twitter, KIK, Blogs, etc.).
- 3.1.7 Verbal harassment or displaying physically abusive behavior toward another person, name calling, mocking or making racial slurs or any behavior that resembles bullying, intimidation (bullying) or harassment.
- 3.1.8 Provoking or encouraging a display of physical violence or a disruption of school order. The response to a scene of school disruption and/or violence is to report it to a staff person. It is never appropriate to be an encouraging spectator. Additionally, carrying tales or trash-talk between people (in cyberspace or real space) is a form of encouragement (“*he said, she said*”) and is a violation of the school’s good order and Christian values.
- 3.2 Failure to keep one’s hands to oneself, horseplay, or roughhousing.
- 3.3 Misbehavior on school transportation.
- 3.4 Misbehavior in church or chapel, which includes having food (gum) or the displaying a phone or electronic devices.
- 3.5 Accessory to the simple or serious misconduct by another student(s)
- 3.6 Misuse of technology, which includes any inappropriate uses under a student’s login and/or password.
- 3.7 Defacing or damaging school or private property, either intended or unintended (student pays the cost to repair damage).
- 3.8 Cutting class or an assigned period/activity, which includes arriving more than 10 minutes late without an appropriate note from a staff person.
- 3.9 Being in an unsupervised area without permission during or after the school day.
- 3.10 Leaving the school building/grounds without school approval and parental permission, which includes failing to follow proper sign-out procedures in the Attendance Office. This will be considered an UNEXCUSED absence for the whole day.
- 3.11 Allowing any unauthorized visitor into the school building. Anyone requesting entry should be directed to go to the main door and use the intercom system or to a staff person.
- 3.12 Inappropriate public displays of affection including kissing, hugging, hand-holding.
- 3.13 Possession, use, or distribution of tobacco or any look-alike products or paraphernalia inside the building, on campus or its proximity, on school transportation, or at school-related functions. Products will be confiscated and students may be referred to authorities for action.
- 3.14 Possession, use, or distribution of alcohol, drugs, or any look-alike products or paraphernalia inside the building, on campus or its proximity, on school transportation, or at school-related functions. Products will be confiscated and students may be referred to authorities for action.
- 3.15 Possession, use, or distribution of gambling paraphernalia, or any look-alike products or paraphernalia inside the building, on campus or its proximity, on school transportation, or at school-related functions. Products will be confiscated.
- 3.16 Reckless/careless driving and/or blaring horns, radio, etc., in the school vicinity.
- 3.17 Failure to report for administrative detention
- 3.18 Any other offense judged inappropriate by the administration.
- 3.19 Insubordination (defiance): refusal to follow a request or directive of a faculty or staff member. In instances when students are defiant, the teacher or staff member will present a clear choice to the student: comply or choose suspension. Continued defiance will result in suspension.

Again, students who serve an in-school or out-of-school suspension may not attend classes, or participate in any social or athletic events (practice or games) on that day. A day of suspension is counted as a day of unexcused absence.

### **10-or-More-Infraction Points to Possible Dismissal**

It is the right of the Administration to remove from the school environment any student who violates behavioral, academic, or attendance expectations or any student who in any way seriously discredits Cleveland Central Catholic High School. Dismissal of a student from school is a serious matter. In some cases, the administration may deem an action by a student so severe that it would result in immediate dismissal from the school. This decision is the right and responsibility of the administration. The following are some possible infractions:

- 4.1 Serious intentional damage to school or private property of faculty, staff, students, or others legitimately on school premises
- 4.2 Theft of school property or personal property
- 4.3 Possession of school or another’s personal property without authorization or knowledge

- 4.4 Possessing or distributing any pornographic, violent, or indecent digital or print materials
- 4.5 Provoking a fight/ Posturing
- 4.6 Assault or aggressive gestures toward faculty, staff, students, or persons legitimately on school property, whether provoked or not.
- 4.7 Threats, extortion, or intimidation of faculty, staff, other students, or persons legitimately on school premises
- 4.8 Sexual relations or activity.
- 4.9 Sexually-oriented misconduct or harassment (physical, verbal, technological, e.g., sexting, postings on social media)
- 4.10 Serious misconduct off-campus, even during non-school hours
- 4.11 Violation of probation, or an unfavorable response to academic or behavioral probation.
- 4.12 Actions that publicly dissent from the teachings of the Catholic Church

### **Actions That Result In Immediate Dismissal**

#### **5.1 FIGHTING:**

Cleveland Central Catholic defines **fighting** as ANY altercation between students that results in physical contact. Intent is NOT a significant consideration. Excuses such as “we were just fooling around” or “we were just playing” will not be accepted as excuses for physical contact. Cleveland Central Catholic reserves the right to handle matters that may occur on or off school campus in the same way.

#### **5.2 SUBSTANCES:**

The use, promotion, or sale or distribution of narcotics, illegal drugs, marijuana, anabolic steroids, alcohol, or any other form of chemical substances, as well as any related devices is strictly prohibited. Students may not consume, sell, deliver, distribute, or have in their possession alcohol, any mood-altering chemical, controlled substances, look-alikes, quasi-drugs, drug-related paraphernalia, while in school or on school property or while attending a school activity (either home or away.) Students may not be in school, on school property or in attendance of a school activity under the influence of any of the above (individual screening tests may be used to verify any influence). The school reserves the right to dismiss any student who violates the chemical/substance use policy.

#### **5.3 WEAPONS:**

The use, possession, sale or discharge of any weapons, stun guns, dangerous ordnances and instruments or explosive devices in the school, on school grounds, or at school-sponsored activities is expressly prohibited. The use or possession of any “look-alike” weapon is also prohibited. Cleveland Central Catholic reserves the right to dismiss any student who violates the weapon’s policy.

**Elastic Clause: Faculty and administration may take disciplinary action for any behavior which violates the spirit and philosophy of Cleveland Central Catholic High School even though it is not specified in this Code of Conduct.**

*“Souls of faith who put all their confidence in God and leave all to Him will enjoy great tranquility even in the midst of storms and squalls.” -St. Julie Billiard*

**SECTION 9: DRESS AND PERSONAL APPEARANCE STANDARDS**  
**General Dress Requirements**

**Students must be in dress code throughout the entire day (from arrival through 2:40 P.M. Students must be, however, dressed appropriately at all times, e.g., with care for modesty. (Exception: students in period 1 physical education may report to the gymnasium upon arrival to school.)**

It is the responsibility of all students, as well as parents/guardians, to cooperate with the school and conform to the dress standards. All clothing worn in school should be neat, clean, and in good repair. Clothing, jewelry, and other accessories should reflect the Christian philosophy of the school at all times and should not be inappropriate (e.g., Playboy emblem, occult or pagan symbols, inappropriate images, gang markings, drugs or alcohol, etc.); advertise or endorse the use of alcohol or tobacco products, or encourage the use of illegal substances.

If a student is not properly dressed (uncorrectable violation) the parent/guardian will be notified, and the student will be sent home to change for violating the dress code. Students are required to return to school as soon as possible. Students will make up all missed work. Failure to return to school will result in suspension. Additionally, infraction points will be added to the student's record.

Visible body piercing (other than ears) is not acceptable (e.g., lip, nose, tongue, and eyebrow piercings--band-aids may not be used to cover piercings). A clear post/stud may be used. Refusal to remove or repeated violations of this type of jewelry will be considered defiance or insubordination.

Tattoos are discouraged for health reasons. Any body art that is contrary to the school's Christian philosophy must be covered both in school and in athletic competitions.

Outside- and sportswear—such as jackets, coats, hoodies, scarves, gloves, hats, mittens, ski bands, sweatbands, bandanas, earmuffs, headphones, sunglasses, etc.—are not to be worn at any time during the school day. **Book bags, duffel bags, gym/team bags, backpacks, etc., are not to be carried during the school day.** These items are to be kept in the student's LOCKED locker or the designated team storage area (see your coach) during the school day.

*“If a person neglects education,  
he [she] walks lame for the rest of his [her] life. -Plato*

## Male and Female Students

On game or activity days only, club members and sports team participants may wear non-dress code attire with the **prior approval** of the Dean.

*CCC Sweaters and CCC Vests: Only CCC monogrammed sweaters or vests (worn with a school polo shirt or red, white, or navy-blue turtlenecks) may be worn as part of the uniform.*

**General Hair:** Hair must be neatly cut/styled. **Extremes** in hair styles are **prohibited**, e.g., extreme spiking/height, Mohawks, **designs carved into hair**, hair which covers the eyes, tails, **unnatural colors** or unnatural combinations of colors (natural colors: brown, black, blonde, auburn). Common unnatural colors are cherry, pink, white, bronze, burgundy, orange, etc. **If you are thinking about a change, please verify its acceptability in the office before undergoing the risk.**

### Boys' Hair Grooming/Braids/Facial Hair

- Hair should be neat, should not be of an excessive length, and should not hang below the eyebrows.
- Guidelines for wearing braids: All hair must be braided, not just parts or pieces. Braids must have no unnatural colors and may not use accessories (e.g., no beads or headbands).
- Well-groomed beards, mustaches, and/or sideburns are allowed. No designs engraved in facial hair are permitted.
- Non-conformity will result in the student being sent home until the issue is resolved.

**Hats/Head Coverings:** Hats, wave caps, earmuffs, skullies, “do rags,” bandanas, sweatbands, hoods, and other head coverings should not be on one’s head. They should be removed (entering) and put back on (leaving) at the school door. Likewise, they should be stored in their lockers during the school day.

For men in Western Christian culture, the hat has long been a symbol communicating respect, e.g., taking one’s hat off to ask a favor (asking “hat in hand”) or tipping one’s hat in respect to a lady. Still today, the most common practice is for men to remove their hats when inside a building. For women, such items as hairnets, bandanas, etc., are part of grooming and not worn in public. Accordingly, hats and head coverings, including hoods, should never be worn inside the school and other buildings.

**Boys' Jewelry:** The following are allowed: one traditional earring per ear, one ring per hand, one necklace, one watch, and one bracelet may be worn. No jewelry that is distracting to the teacher or other students may be worn (e.g., necklaces with large medallions or other large symbols).

**Girls' Jewelry:** No jewelry that is distracting to the teacher or other students may be worn (e.g., large medallions, countercultural symbols). Earrings may not exceed two inches in diameter/length. All must be appropriate to school and a Christian community. Facial piercing is not allowed (band-aids may not be used to cover piercings).

**Make-Up:** All make-up should be simple and appropriate for school.

**Pants:** *“Docker-style dress slacks (pants) with four real pockets must be worn in solid tan (beige) navy blue color only. The waist of the pants must be at the student's waist; no underclothing may be visible. Sagging or excessively tight pants are not acceptable* (Skinny jeans/pants, or any excessively tight style, are NOT allowed). Pants are to be properly fitted in waist and length and worn with a belt. Pants must be of a size that makes it possible to tuck in the uniform shirt. Cargo pants are NOT acceptable. Corduroys are acceptable and all dress pants must have a front or side zipper. Stretch-pants types, made from Lycra, spandex, or a polyester-stretch blend are not acceptable. Leggings, jeggings, yoga pants, jeans, draw-string pants, pants with elastic at waist or ankle, sweatpants, pajama pants, or tights are not acceptable.

**Shirts:** *Only school polo shirt (long or short sleeve) are allowed* Long-sleeve, solid red, white, or navy-blue turtlenecks are permitted with the school sweater or vest.

**Shoes:** *Any loafer / dress shoe may be worn. Absolutely NO athletic shoes may be worn as part of the school uniform.* Shoes must be worn at all times. The following are NOT part of the uniform: Knee-high, calf-high, or Timberland boots. NO sandals, Crocs, slippers/house shoes (for inside use), moccasins, or flip flops may be worn (standard shoes have heels). All shoes with laces must be laced and TIED in the traditional fashion. No heel greater than 1.5 inches may be worn.



## SECTION 10: CO-CURRICULAR ACTIVITIES

### Sports Program

- Baseball
- Basketball
- Bowling
- Cheerleading
- Cross-country
- Football
- Softball
- Track
- Volleyball
- Wrestling

Students must meet the requirements of the sports eligibility program in order to be able to participate in any sports program.

### Athletic Eligibility

Participation in an athletic program requires an extensive amount of time and concentration, yet it is expected that athletes give priority to their education. To ensure that student academic responsibilities are not thwarted by athletic participation, the following eligibility policies are established:

#### Quarterly Academic Eligibility Procedures:

- At the end of each quarter, a student must pass the equivalent of five credits and must have attained an average of **2.0** for the quarter to be eligible. Failure to do so will result in participation suspension for the following quarter.
- At the beginning of each quarter, the Athletic Director will distribute a list of those students who are currently ineligible for participation to the administration, Athletic Director, and each coach. This list will remain in effect for the entire quarter.
- At the beginning of each sports season, the Athletic Director will distribute a list of students participating in a sport that season to each teacher.
- The grade used for determining eligibility will be the cumulative grade for the student at that point in time.

#### Quarterly Behavior Eligibility Procedures:

- At the end of each quarter, a student may not obtain 10-or-more infraction points during the previous quarter. The accumulation of 10-or-more points will result in participation suspension for the following quarter.
- At the beginning of each quarter, the Athletic Director will distribute a list of those students who are currently ineligible for participation to the administration, Athletic Director, and each coach. This list will remain in effect for the entire quarter.
- At the beginning of each sports season, the Athletic Director will distribute a list of students participating in a sport that season to each teacher.

#### Weekly Eligibility Procedure

- Each Monday, teachers will update grades for eligibility purposes. Students must make up any missing assignments by Monday afternoon.
- If a student has two (2) or more F's, he or she is ineligible for the week.
- Accumulation of behavior infraction points will result in the suspension from athletic contests and possible dismissal from the team.

#### Specifics

- Ineligibility means the student cannot dress or participate in a game(s) or practices for one week (five consecutive school days - free days are counted). Ineligibility becomes effective on Monday and continues through Sunday.
- The eligibility program includes, but is not limited to, all interscholastic sports, cheerleaders, and all other extracurricular activities.
- A student who is absent from school or who is suspended the day of a game or team practice cannot dress or participate in the next athletic contest.
- A student suspended from school will **NOT** practice, dress, participate, be present with the team, or be present as a spectator for the duration of the suspension; weekends included. The student cannot be reinstated to athletics until the administration approves reinstatement. If a suspension concludes on a Friday, the student cannot participate the entire weekend.

- A student cannot be suspended from school more than once in a season or s/he will be denied the right to participate for the balance of the season.

### **Athletic Department Rules**

- A student may not join a second sport until the end of the sports season to which s/he initially committed.
- Students participating in one sport are not eligible to take part in training or open gym in another sport until the current sports season ends.
- In order to participate in an athletic contest, students must be in school by 9:30 and remain in school for the rest of the day. Attendance includes any non-campus events, e.g., retreats.

### **Conduct of Student Athletes**

A student who becomes a member of an athletic or cheerleading team must adhere to the guidelines, rules and regulations governing that activity. These guidelines may include rules regarding practices, award requirements, training rules, dress code, and statements concerning games and practices occurring during school vacations or holidays.

While students participate in an athletic activity they are representing themselves, the school, and the community. School and athletic rules and regulations apply before, during, and after the athletic activity.

Behavior expectation include a student's family members, friends, associates, parents, and/or guardians. Student will be help accountable for the behavior of the above.

### **Ohio High School Athletic Association (OHSAA) Rules**

- A student must be enrolled as a pupil no later than the fifteenth school day after the beginning of a semester in which the contest occurs.
- After the eighth grade, a student has eight semesters of eligibility for sports participation. Students representing OHSAA schools must be amateurs. No promise of or acceptance of remuneration is permitted.
- Each athlete must have a yearly physical examination prior to the beginning practice for that sports season. That card is to be on file in the Athletic Director's office prior to the first practice.
- A team member may not participate in an independent team in the same sport during the same season.
- A student may participate only in a maximum number of games, quarters, periods, or matches as established by the OHSAA per sport.
- A student is ineligible for competition if s/he reaches the age of 19 prior to August 1.

### **STUDENT CLUBS AND ACTIVITIES**

- |  |                          |
|--|--------------------------|
| ▪ Catholic Schools for Peace and Justice           | ▪ National Honor Society |
| ▪ Chess Club                                       | ▪ Peer Ministry          |
| ▪ Class Councils                                   | ▪ SADD                   |
| ▪ Computer Club                                    | ▪ Soccer Club            |
| ▪ GIRL (Girls Inspiring Respect & Leadership) Club | ▪ Spanish Club           |
| ▪ Helping Hands                                    | ▪ Student Ambassadors    |
| ▪ Honor Societies                                  | ▪ Student Senate         |
| ▪ Ingot Yearbook                                   | ▪ Video Game Club        |
| ▪ Millwrite Newspaper                              |                          |

## SECTION 11: EMERGENCY PROCEDURES

Students should familiarize themselves with the instructions posted in each classroom for fire or tornado drill directions and procedures. Students should move **silently** to the designated area.

### Fire Drill/Procedure

1. **Signal:** Continuously ringing bell and strobe lights
2. Fire drills will be conducted at least once each month, in accordance with the fire regulations of the City of Cleveland Fire Department.
3. Exit signs are posted in all classrooms and special purpose rooms.
4. All teachers and students should leave the building, silently, at the first sound of the alarm in the shortest possible time without excitement.
5. Any tampering with fire alarms or fire extinguishers is a serious offense and will subject violators to severe penalties.

### Lock-**DOWN** Procedure

1. **Signal:** “Lock **Down**” will be announced by an administrator.
2. Office personnel will call 911.
3. Teachers are to lock all classroom doors. While doing so, teachers should gather any students in the hallway into the classroom.
4. All shades/blinds (if any) should be pulled down or closed and lights turned off.
5. Teachers and staff should take attendance and list students that are missing and also list any extra students moved into the classroom from the halls.
6. Move all students to an area that cannot be seen from the hallway. Normally this will be the far corner of the room on the same side of the room as the door. If there are two doors, move students against the wall between the doors.
7. Try to use desks to protect students.
8. Everyone should crouch down.
9. Stay in this position and await any further instructions.
10. Do not open doors for anyone under any circumstances.
11. Cell phone usage by any student or staff member is forbidden.
12. Office personnel should turn off the bells.
13. If gym classes are indoors, P.E. teachers should lock gym or locker room doors. If outdoors, an administrator will inform them to stay outdoors.
14. All students and staff should stay in the “Lock Down” model until given the “All Clear” signal by an administrator.

### Lock-**OUT** Procedure

1. **Signal:** “Lock **Out**” will be announced by a school administrator.
2. Office personnel will call 911 if they haven’t been notified.
3. Administrators and maintenance staff will make sure all doors are locked and secure. While locking doors, they should instruct all students in hallways to proceed directly to class.
4. Physical Education classes will be called back to the building if outside.
5. Classroom teachers should make sure all shades/blinds (if any) are pulled down or closed and classroom doors are locked.
6. Teachers should inform students to stay away from windows and doors.
7. Teachers should not permit students to leave the classroom for any reason.
8. Cell phone use by students or staff will not be permitted.
9. Entrances will be monitored and only authorized personnel will be permitted to enter or exit the building.
10. Students and teachers should ignore bells to move on to the next class and should stay in assigned classrooms until given the “All Clear” signal by an administrator.
11. If the period has ended students and faculty may move to the next class once the “All Clear” signal has been given.

### Rapid Dismissal

1. **Signal:** Announcement by Administration prior to ringing of bell

2. Students are to go to lockers IN SILENCE as quickly as possible, take the necessary items and immediately exit the door closest to their locker.
3. Students will not be re-admitted to the building.

#### **Tornado Procedure**

1. **Signal:** Continuous ringing of the brass hand bell
2. In the event of a tornado warning, students should be alert to directions.
3. Ordinarily, interior hallways on the lowest floors should be used as shelters. Keep away from glass/windows.
4. Move in silence to the assigned shelter area(s) which are posted in classrooms.
5. For greatest protection, get in squatting position with head down and hands locked at the back of the neck.
6. For the safety of all and so that further directions can be given if necessary, silence should be maintained from the first signal until an all clear is given.

**If there is not sufficient time to put the above plan into effect, go to the inside wall of the room (away from windows) and lie down on the floor (under desks or other heavy furniture if possible).**

**There is an emergency action plan available in the main office.**

## SECTION 12: TECHNOLOGY POLICY

**For Internet/School Computer Network:** Cleveland Central Catholic High School is very pleased to be able to offer our students access to the latest computer technology, including access to the Internet and the Central Catholic local computer network. Access to these networks allows students to conduct research on an almost limitless range of subjects and to utilize resources, such as the Library of Congress, and university libraries, which would otherwise be unavailable to them. These networks also allow students to communicate with other students throughout the world and to participate in valuable educational projects. Unfortunately, the great potential of computer networks is not always used in a positive and constructive way. The Internet, in particular, has been subject to some abuses because it is simply a system of interconnected computers, which is not controlled by any country or organization. Therefore, it is possible to find material on the Internet which would be highly offensive to most people, such as obscene material (pornography), "hate groups", propaganda, insulting or harassing messages, and fraudulent commercial offers. In certain instances, the Internet and commercial online services (e.g., America Online, Yahoo) have been used by criminals to seek out children for illegal purposes. On the whole, we believe that the tremendous value of the Internet as an educational resource far outweighs any possible risks. Almost all of these risks can be avoided by simply using common sense. However, because of legitimate concerns which parents may have, we believe that parents should have the opportunity to deny permission for Internet access if that is their wish. We have adopted the following **Acceptable Use Policy (AUP)**, which we are asking all parents to read and all students to sign, before a student is given access.

**Support:** All Central Catholic users are to contact the IT staff for support of the password policy. IT welcomes your questions and suggestions and strives to keep our resources secure.

### 1. Acceptable Uses Policy—Limitations

Computer networks shall be used solely for academic purposes or other purposes, which support the educational mission of Cleveland Central Catholic. Computer networks may **NOT** be used for illegal activities, transmitting or receiving **sexually-oriented materials, commercial activity, political activity, and personal use, entertainment**, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco. The school reserves the right to determine what constitutes acceptable use and to limit computer access to such uses. The School District also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

**2. Security and Safety:** The Internet and other computer networks may obtain information and images, which are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users:

- Should not reveal real names, address, phone numbers, or other **personally identifiable information** of themselves or others without the express permission of a supervising teacher.
- Should not participate in any real-time communications (such as "**chat rooms**") without the express permission of a supervising teacher
- Should not agree to meet any person contacted through a computer network without parental permission
- Should inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student
- Should exit immediately from any site containing sexually explicit material or other material deemed inappropriate under this policy
- Should only use email accounts that are provided by the school. Email services such as Hotmail and Yahoo Mail are prohibited. Users shall protect their passwords and account numbers and may not allow other persons to use their passwords and/or account numbers.

**3. Responsibilities of Users**—It shall be the responsibility of the user:

- To use the network only for appropriate purposes
- To notify a teacher or administrator of computer or network malfunctions
- To reimburse the School for any damage or loss incurred as a result of inappropriate use
- To be a courteous computer user by avoiding the use of language which is obscene, vulgar, abusive, or disrespectful
- To avoid any use or practice which interferes with the use of the network by others
- To respect the privacy of other computer users to the maximum extent possible

**4. General Prohibitions**—Users may not:

- Violate any copyright laws

- Engage in the unauthorized copying of files, programs, or other software
- Engage in any form of plagiarism
- Write to any directory other than their own without permission of the supervising teacher
- Delete or modify any system files
- Engage in any interference/sabotage/vandalism of others' computers or software (such as "hacking," "spamming," or virus copying)
- Download any files without permission from the supervising teacher
- Use technology to bully, intimidate or harass students, faculty or staff on or off campus

**5. Loss of Privileges:** Computer network and/or Internet access is a privilege and not a right. Any person who engages in an inappropriate use or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice for up to the rest of the school year. Violations of this policy may also be punishable under the Student Discipline Policy.

**6. Disclaimer of Liability:** The School shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, for any charges incurred by the user of a computer network without prior permission, or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network.

**Password Authority:** This policy has the full support from Cleveland Central Catholic. The IT manager administers the policy, which is currently effective for all Central Catholic employees and student computer systems.

**Passwords:** Passwords are the entry point to our IT resources. Protecting access to our resources is pivotal in ensuring that our systems remain secure. While we have not been exploited, nor do we expect to be, we must be diligent in guarding access to our resources and protecting them from threats both inside and outside our organization.

**Password Handling:** Passwords for *all* systems are subject to the following rules:

- No passwords are to be spoken, written, e-mailed, hinted at, shared, or in any way known to anyone other than the user involved. This includes supervisors and personal assistants.
- No passwords are to be shared.
- Passwords are not to be your name, address, date of birth, username, nickname, or any term that could easily be guessed by someone who is familiar with you.
- Passwords are not to be displayed or concealed on your workspace.

### **Guidelines for Travel/Safety in the City**

1. Be aware of your surroundings and escape routes at all times.
2. Limit the use of earbuds or earphones—you cannot hear what is going on around you. Moreover, they indicate that you are using perhaps expensive, electronic equipment.
3. Don't show or expose costly items, e.g., iPods, smart phones, fancy tennis shoes, laptops. Remember items that are highly desirable to you are also highly desirable to people on the street.
4. Be aware of the odd or unusual behavior of others.
5. Don't engage strangers. Watch your eye contact (it's the first step in contact/interaction). Never argue with someone who is picking a fight: "What are you looking at?"
6. If you receive unwanted attention, calmly move away from the person, e.g., to the next bus stop or just inside a store. Do not argue with anyone.
7. Consider gravitating (moving) toward older people when waiting for the bus.
8. Dress to blend-in without brand-name apparel (even school names).
9. Don't walk alone.
10. Know your routes well. Never leave a bus or walk down a street you do not know. Call for assistance.
11. Always let your parents know where you are, how you travel, and if you change your travel routes.
12. If you feel threatened, go into a store or business and stay there until assistance comes (call help!) and the threat is gone.
13. Calmly cross the street if you feel uncomfortable or a group is coming toward you.
14. Keep your bags close to you and away from the street or away from the aisle on the bus. When standing on the bus or Rapid, hold your bags in front of you.
15. Don't approach groups of people, especially if people are arguing, etc. Bystanders can be hurt.
16. Never approach groups watching altercations of other individuals.
17. Don't walk with groups who are just wondering around. Nothing good can come of it.
18. If a car appears suspicious or appears to follow you, go into a business. If a business is not readily available, take – or pretend – to take a picture of the car with your phone.
19. Avoid abandoned houses, abandoned businesses, or poorly traveled streets.

### **School Calendar and Events**

The school calendar may be found on the school's website. Please consult that calendar for planning:  
[www.centralcatholics.org](http://www.centralcatholics.org)