

*Student Handbook Grades Six thru Twelve 2023-2024*



Central Catholic Founded in 1893

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## ***School Pride and Purpose***

*In order for a community to function well, certain policies and rules are necessary and essential. In developing the rules and policies for Central Catholic, the administration has tried to be as explicit as possible; however, we are aware that new and unusual situations will arise. The principal maintains the authority to use his discretion in unforeseen circumstances. **The school reserves the right to amend the handbook during the school year; the school will send notification of any such amendment in the form of memos, newsletter articles, etc.***

*Registration at Central Catholic is a commitment to academic excellence and spiritual development. It is also a sign of your willingness to accept and adhere to the policies and rules stated in this handbook.*

*Central Catholic is a member of the Diocese of Houma-Thibodaux and the Louisiana Nonpublic School Commission. As such, Central Catholic will adhere to and enforce policies of both agencies as required for membership. Policies stated in the current Diocesan Handbook of Policies for Catholic Schools are the reference source for action taken by Central Catholic. Central Catholic will follow the direction given by the superintendent of the Diocese of Houma-Thibodaux with the ultimate authority reserved by the Bishop.*

### **SCHOOL PRAYER**

Lord, we turn to you today, as we do every day, asking for your guidance and mercy. Help us to come together as one Central Catholic family and go above and beyond what is expected. We ask you to help us to prosper and grow in our knowledge, as well as, in our faith. Give us the strength to stand up for our beliefs and make the right decisions. Keep us safe as we leave the classrooms and go out into the busy world. Watch over us on the fields and courts as we support our school with pride and dignity. We ask this through Christ, our Lord. Amen.

*Amie Landry '11 and Elizabeth Gauthier '11, authors*

### **ALMA MATER**

Hail, Alma Mater, your red and your white will lead us.  
Symbol of joy, that time can't destroy, how loyal we'll always be. Central, we call you, and Central the truth you stand for, pointing the way for youth every day, toward truth that will set us free.

Leaders and dreamers and builders of visions, witness your faith to the world undismayed. Stand in the face of its doubts and derision, armed with your values they stand unafraid.

Rise like the eagle in power and courageous splendor.  
Rise on the wings of pride in the things that treasure on earth can't buy.  
Rise up to lead for your sons and your daughters follow, strong and aflame with the pride in the name of Central Catholic High.

## **VISION STATEMENT**

Central Catholic seeks to develop morally and mentally the whole child--soul, mind, and body--utilizing head, hands, and heart by teaching as Jesus did and thus building the Kingdom of God.

## **MISSION STATEMENT**

In the tradition of the Marianites, the mission of Central Catholic is to foster a welcoming Christ-centered atmosphere for all focusing on faith formation, academic excellence, leadership, and service.

## **HISTORY**

Central Catholic is a Houma-Thibodaux Diocesan co-educational institution for grades PK3 - 12, which serves students from seven church parishes. Formerly Sacred Heart Academy, it received its present name in 1964 when increased enrollment from surrounding areas indicated that an extended community was being served. Central Catholic High School combined with Holy Cross Elementary in 2018 to become the first PK3 - 12 school in the Diocese of Houma-Thibodaux.

Originally founded in 1893, Central Catholic is as dedicated today as in its early days to excellence, achievement, and the development of the whole person. Central Catholic encourages this development by structuring an educational program which promotes values, truth, and knowledge.

## **PHILOSOPHY**

We believe Central Catholic exists to offer a “meeting place for those who wish to grow in Christian attitudes and values.” Through the affirming worth and dignity of each individual, we seek to nurture and prepare this school community—students, faculty, staff, and parents—to take their respective places in the larger community as responsible Catholic Christians.

Within this supportive environment, our students are challenged to become capable of making decisions in a life of service and witness, it is hoped that our students will participate in building a more Christian nation and world.

Parents are supported as the primary educators in the spiritual, moral, intellectual, physical, social, and cultural development of students. Structuring an educational climate, which promotes knowledge, personal growth, and self-discipline, encourages this development of students.

Central Catholic is espoused to the ideology of a living faith community in which mutual trust, mutual respect, and mutual responsibilities are lived examples of all.

## **OUR BELIEFS**

**We believe** Catholic schools are an educational ministry of the church.

**We believe** Catholic schools are faith-centered communities which promote Gospel values leading students, faculty, and staff in spiritual growth.

**We believe** Catholicity is evidenced through communal worship and prayer, fostering a personal relationship with Jesus Christ.

**We believe** dedicated faculty and staff serve as role models for the students.

**We believe** discipline and respect are grounded in the truth that we are made in the image and likeness of God.

**We believe** an academically challenging curriculum, interwoven with opportunities to grow spiritually, socially, and physically develops well-rounded students who are critical thinkers prepared for the future.

**We believe** establishing high expectations encourages students to reach their potential and become lifelong learners.

**We believe** instilling in students self-discipline and prudent decision-making assists in creating a safe and respectful school environment.

**We believe** faculty and staff are committed to continuous spiritual and professional growth.

**We believe** administrators, faculty, staff, and students treat each other with dignity, respect, compassion, care, and understanding.

**We believe** diversity is embraced, encouraged, and welcomed.

*Diocese of Houma-Thibodaux*

## ***Admissions***

### **Policy and Procedure**

Central Catholic admits students of any race, color, sex, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to the students at this school. This school does not discriminate on the basis of race, color, sex, creed, and national or ethnic origin in the administration of educational policies, admission policies, tuition reduction, athletics, or any other school-administered programs.

Prospective students must reside with their parent(s) or legal guardians and must be interviewed by the principal or guidance counselor. The school reserves the right to test all students being considered for attendance. Parents are required to share results of any evaluation of the student with the school. **Central Catholic accepts students whom the school discerns will adhere to the philosophy and mission of Central Catholic.** In admitting students, those who are Catholic, non-Catholics who have been enrolled in Central Catholic Elementary School, and the brothers and/or sisters of Central Catholic students or alumni are given priority in admission over non-Catholics with no previous Catholic school affiliation. If a student leaves for any reason, readmission is contingent upon available space.

**A student must be registered with the school to participate in co-curricular, extra-curricular, or summer activities. (This includes, but is not limited to, tryouts or campaigning.)**

### **Registration Procedure:**

1. Complete registration forms
2. Submit birth certificate, immunization record, and transcript
3. Student and parent interviews
4. Notification of decision to parent(s)
5. Tuition arrangements
6. Payment of registration fees
7. Scheduling of student by guidance counselor

### **Withdrawal Procedure:**

Official withdrawal is handled by the Admissions Office. No official transcript of credits will be forwarded until the following requirements are met:

1. All tuition fees are paid in full.
2. All library and technology fees are paid in full and/or all materials returned.
3. Student has returned to the Admissions Office:
  - 1 Student ID card
  - 2 All textbooks, with the assessed fines for damages if necessary, iPad and charger, and any other equipment that is property of Central Catholic
  - 3 Any uniforms or equipment that are the property of Central Catholic

Students who withdraw after August 1st of a school term will be refunded the second semester tuition only. Students who withdraw after December 1st of a school term will not be refunded any tuition.

## *Finance*

### **Tuition Fees:**

The Central Catholic Board of Trustees is responsible for adopting an annual budget, which includes setting tuition rates, fees, and registration procedures. Information regarding registration, tuition, and fees may be obtained by contacting the school office.

Re-registration for current students occurs during the third academic quarter. Primary registration of new students occurs after re-registration for current students.

The school requires prepayment of tuition, which can be made directly to Central Catholic by **June 1** or requires financing of tuition payment through a local financial institution. The parent(s) signs a promissory note with the school and financial institution for the amount of tuition. The parent pays this back to the bank in installments beginning the summer before the upcoming school year; payments are to be completed **prior to the start of final exams in May**. The sign-up and processing date for this note will be in April.

In addition to tuition, the Board of Trustees has established the following fees: registration, graduation, and parking. **Students driving a vehicle to school must use the parking space provided by the school and must purchase a parking permit from the school for each school year.** The student must possess a valid driver's license and have a copy on file in the school office.

### **Tuition Obligation and Payment Procedure:**

All prepaid tuition will be due and payable at Central Catholic on or before the start of your student(s) school year.

All non-paid tuition will be financed through the tuition loan program only.

A delinquent notice will be sent out by the financial institution handling the tuition loans once an account becomes fifteen (15) days past due. This notice will be mailed to the address of record. (Reminder: you will receive a payment book for your loan. If you do not receive one, please contact the financial institution immediately.)

Once a loan account becomes thirty (30) days past due, you will be notified by mail of the payment amount **plus any late fee that is due and payable.**

If for any reason a loan account becomes forty-five (45) days past due, you will be notified by mail to make your account current. **This means making both delinquent payments as well as any late fees.** If after the sixty (60) days the account is still delinquent, your student(s) will be sent home. The student(s) will not be allowed to return to school until the tuition is up-to-date. **(Any extenuating circumstances must be addressed in writing to the principal for submission to the Tuition Assistance Committee for consideration.)**

All tuition and/or fees must be current before student(s) will be allowed to take semester exams. **(Any extenuating circumstances must be submitted in writing to the principal ten (10) days prior to the exam for submission to the Tuition Assistance Committee for consideration.)**

**Tuition Assistance:**

The Central Catholic Board of Trustees, utilizing donations from benefactors, provides assistance to families who have financial need and who wish to enroll. The parent(s) will be required to submit financial records to FACTS online. Applications for assistance may be obtained by visiting the school website and selecting the FACTS link. The principal will notify applicants once the application has been reviewed. Applications for assistance must be filed annually. The receiving of assistance and the amount offered are reviewed on an annual basis.

**Advancement Office:**

The Advancement Office strives to fulfill the financial needs of Central Catholic by soliciting funds, prayers, and moral support from Central Catholic alumni, parents, grandparents, faculty, and friends through annual giving, endowments, and fundraising activities. The Advancement Office also publishes newsletters.

## ***Academics***

Through its philosophy, admissions policy, curriculum and facilities, Central Catholic strives to create an atmosphere for holistic learning and individual self-growth. This atmosphere provides each student the opportunity to realize his/her full potential and to develop healthy attitudes and responsible behavior that will permit him/her to gain knowledge through his/her studies and to become productive members of society living in the life and fellowship of Jesus Christ. Parents are deemed by enrolling their children in the school to agree that they and their children will abide by all health/safety guidelines issued by applicable civil authorities, as well as those issued by the school. The school will comply with all health information reporting mandated by civil authorities.

### ***Hopes for a Graduate***

*Based on their experiences as students in a Catholic high school, we are confident that our graduates are becoming well-rounded, faith-filled, self-disciplined, compassionate, and academically prepared men and women who respond to God's love.*

**As a result of our emphasis on holistic education (soul, mind, body), we hope our graduates are well-rounded young people who:**

- Are aware of their own gifts and talents
- Recognize the need to continue their own spiritual, psychological, emotional, social, intellectual, and physical growth
- Respond to God's call to be balanced, compassionate adults
- Understand the transcendence of God and the ongoing transformation

**Because of our emphasis on spiritual growth and religious values, we hope that our students graduate with:**

- A strong belief that God loves them
- A feeling deep inside that compels them to live out their faith
- A willingness to respond to Jesus' directive to love one another
- A commitment to compassion, justice, and service
- A desire for a deeper relationship with God through prayer
- A belief that all life is sacred and acknowledge that their bodies are a vessel of God and must be protected
- An intentional integration of faith and daily life
- An understanding of the teachings and traditions of the Catholic Church
- A willingness to become active members in their local church communities
- A sense of duty when faced with ethical dilemmas and a willingness to choose the moral and Christian decision.

**Because of our efforts at firm and friendly discipline, we hope that our graduates:**

- Have developed self-discipline that guides their actions
- Are sensitive and respond with compassion to the limitations of others
- Are reflective decision makers and realize the benefit of collaboration and cooperation
- Have respect for authority and for persons for whom they are responsible
- Approach relationships with fairness, mutual trust, and cooperation

**Because of the caring nature and personal attention given to our students, we hope our graduates:**

- Are compassionate, sympathetic, and empathetic to those who are less fortunate and are compelled to take action in order to better the situation
- Genuinely care for others
- Value themselves and others as unique children of God
- Nurture positive relationships and build community

**As a result of our commitment to academic excellence, we hope our graduates:**

- Will be able to compete in the global economy and secure a job that fulfills their calling
- Are intellectually curious
- Are prepared to meet the academic demands of college
- Strive to reach their intellectual potential
- Use their intellectual gifts to serve others more effectively and generously
- Will realize all things are possible with the proper educational foundation, the proper work ethic, and the spiritual guidance of the Holy Spirit

## *Program of Studies*

### **JUNIOR HIGH**

Junior high students are promoted to the next grade if they pass all core subjects for the entire year. Students failing three or more core subjects are ineligible to reenroll at Central Catholic.

### **GRADUATION REQUIREMENTS:**

Central Catholic offers the students a curriculum designed to provide students with the opportunity to meet the entrance requirements of colleges and universities. A student will be required to complete 26. Central Catholic graduation requirements exceed the requirements of the Louisiana Board of Regents (24 units). Students are NOT permitted to graduate from Central Catholic until they have completed four full years of high school, regardless of the number of credits earned. **A student who fails to meet the minimum graduation requirements may not participate in graduation exercises.**

### **Graduation Course Requirements:**

Religion 4 units

English 4 units

Social Studies 4 units

Mathematics 4 units

Science 4 units

Foreign Language 2 units

Physical Education 2 units

Fine Arts Survey 1 unit

Electives 1 unit

**\*\*Seniors enrolled in five (5) rather than seven (7) courses, MUST follow all school rules when remaining on campus during school hours.**

### **Class Placement:**

Central Catholic implements a college preparatory curriculum. Students are placed into the honors course track based upon academic achievement. Honors courses are taught with a higher level of learner expectations, at a faster pace, and with an increased mastery of content. In order to be considered for the honors course track upon entering Central Catholic, the following requirements must be attained:

- (1) a 3.2 GPA or higher in the core courses (English, Reading in grades 6-8, Science, Social Studies, Math, and Religion);
- (2) a grade of “B” or higher in the pre-requisite course;
- (3) No readiness level of ***IN NEED OF SUPPORT*** in English, Reading, Science, or Math on the most recent standardized test.

Students will be evaluated at the end of each year. To remain in the honors course track or to move into the honors course track, the above requirement must be met yearly.

**Policy for ACCELERATED Courses as an 8<sup>th</sup> Grader**

Students scoring levels of at least 90% proficiency in Math on standardized testing and who earn an “A” in Math 7 are eligible for acceleration in Math.

**Learning Center:**

The goal of the learning center is to offer services to students with learning differences by helping them develop skills necessary to be successful in the Central Catholic curriculum and beyond. This program provides needed accommodations to help meet the individualized needs of students in the program. Admission is based on a current professional evaluation. There is an additional fee of \$250 for students enrolled in the learning center.

Learning Center testing accommodations are facilitated by a school approved proctor. Parents and/or tutors, not approved by the administration, may not administer/proctor a test.

**\*\*A student may NOT be enrolled in the HONORS course track and in the LEARNING CENTER PROGRAM.**

**Published Grade Reports:**

Progress reports are emailed to parents at the midpoint of each quarter and report cards are emailed quarterly in order to inform parents of the academic status of their child. Parents can access their child’s grades on PlusPortals which is updated weekly. Any additional communication with parents about a student’s grade(s) may be initiated by the teacher or parent if deemed necessary. End-of-year report cards are picked up on the designated date. **Final grades are published on PlusPortals for all students without any outstanding debts to the school (tuition, uniforms, library books, iPads, etc.). Students with any outstanding debts to the school will not receive their final grades until the outstanding debt is cleared.**

**Grading Scale**

<b>Grade</b>	<b>Percentage</b>	<b>Quality Points</b>
<b>A</b>	100-93	<b>4</b>
<b>B</b>	92-85	<b>3</b>
<b>C</b>	84-75	<b>2</b>
<b>D</b>	74-67	<b>1</b>
<b>F</b>	66-0	<b>0</b>

**Exams/Grades:**

**Cumulative semester exams** will be administered at the end of the **FIRST SEMESTER (Fall)** and at the end of the **SECOND SEMESTER (Spring)**. These comprehensive semester exams will reflect 14% of the overall semester average in the course. Students earning a “D” or higher at the end of an academic year earn a full Carnegie unit.

**Students may NOT fail the fourth quarter AND the final exam. Should this occur, the student fails the course for the year regardless of their GPA prior to the fourth quarter.**

## **EXEMPTIONS**

A student earning an “A” average each quarter and an “A” average on the first semester exam and has not been absent for more than 6 class meetings during the year (**excluding school related activities or absences approved by the administration**) is eligible to be exempt from the second semester exam. **There are no exemptions given for first semester exams.**

## **Grade Averaging**

To determine a grade for the academic year, multiply the quality points earned in the each quarter by .18, multiply the quality points earned on each exam by .14 and add the products.

In an effort to better prepare our students for the next level of education, a greater emphasis has been placed on the weight of the semester exam. ***THE QUARTERS ARE WEIGHTED AT 18% AND THE SEMESTER EXAMS ARE WEIGHTED AT 14%.***

\*\*Quality points are used when averaging for semester grades.

## **Determination and Reporting of Grades:**

Each quarter and semester grade should be an accurate reflection of what the student has been taught and has learned. This is done through a combination of tests, quizzes, projects, essays, and homework assignments along with any other form of measurement used by the teacher. These grades are submitted to PlusPortals by the teacher, and grades are reported on both the report card and the student transcript in the form of a LETTER grade.

## **Unit Credit:**

A student must earn a “D” (1.0 non-rounding) average or above in a course in order to obtain the credit for a Carnegie unit.

## **Incompletes:**

An “I” or “Incomplete” on a progress report or report card indicates a student has failed to do all or a portion of the required work due to absences. **It is the responsibility of the student to contact his/her teacher to discover work missed and complete the work within 5 school days following the published grade report, or the student will receive a zero (0) for whatever work not completed.**

## **Challenge of Grade:**

If a student feels **an error** has been made on his/her report card, he or she must contact the teacher within FIVE SCHOOL DAYS following the publication of the grade report to request a review of the grade. Otherwise, printed grades on report cards are considered to be final. **(This is NOT an opportunity for students to make up missed assignments from the quarter.)**

### **Make-Up Work:**

When a student is absent from a class, it is the student's responsibility to contact the teacher prior to returning to the class to make up any work. Until the work is made up, a zero (0) will be entered into PlusPortals by the teacher; thereby, lowering the average. Tests are to be made up at on Monday's from 2:45-3:45 in the designated make up test location. Students failing to make up a test by the designated date set by the teacher will receive a zero (0) on their test.

### **Distance Learning**

Should the need for school wide distance learning be required, education will continue through virtual teacher instruction (virtual classes or virtual correspondence). Students are obligated to complete all course work in a timely manner and adhere to the academic policies stated in the student handbook.

### **Correspondence Courses/Louisiana Virtual School:**

Students wishing to take correspondence courses from an accredited university permission from the principal. All courses must be in compliance with the Cognia Accreditation. (All fees must be paid by the student.)

Courses offered at Central Catholic are not allowed to be taken through correspondence. Diocesan schools in the Diocese of Houma-Thibodaux will follow the Office of Catholic Schools Policy regarding giving credit and admission of applicants from virtual school.

### **Advanced Placement:**

Students seeking to potentially gain college credit may enroll in a school established advanced placement (AP) courses.

### **Early Start:**

Eligible students may enroll in Early Start English 101 and/or 102, as well as, Math 101 and/or 102.

### **“Doubling Up”**

A student must have an “A” in the pre-requisite course in order to “double up” in math. Any other student who wishes to “double up” must have permission from both the teacher and the administration. A student may “double up” in math during their sophomore year (Geometry and Algebra II). Students who “double up” in mathematics are committing to enrolling in Calculus during their senior year.

### **Honor Roll:**

Central Catholic recognizes the following achievements at the end of each QUARTER:

*Principal's List*—4.0 or better GPA (all A's)

*Alpha Honor Roll* 3.5-3.9 GPA (no grade lower than a B)

*Beta Honor Roll*—3.0 to 3.49 GPA (no grade lower than a B)

Honor roll is published in the local newspaper at the end of each quarter.

### **Valedictorian, Salutatorian, and Honor Graduates:**

To receive the honor of valedictorian, a student must have earned the highest cumulative GPA in the class, have attended Central Catholic for a minimum of TWO years consecutively, including the student's entire senior year, and must complete the Honor Graduate Curriculum. One of the (9) courses from the approved list of honor courses must be an AP course. (Students with identical **cumulative** GPAs, extended to three places beyond the decimal without rounding will share the title.)

To receive the honor of salutatorian, a student must have earned the second highest cumulative GPA, have attended Central Catholic for a minimum of TWO years consecutively, including the student's entire senior year, and must complete the Honor Graduate Curriculum. One of the (9) courses from the approved list of honor courses must be an AP course. (Students with identical **cumulative** GPAs, extended to three places beyond the decimal without rounding will share the title.)

**In the event of multiple valedictorians there will be no salutatorians.**

Summa Cum Laude graduates are students, regardless of curriculum track, who earned a cumulative GPA of 3.9 or greater.

Magna Cum Laude graduates are students, regardless of curriculum track, who earned a cumulative GPA of 3.7 to 3.89.

Cum Laude graduates are students, regardless of curriculum track, who earned a cumulative GPA of 3.5 to 3.69.

### **Standardized Tests:**

The following standardized test is administered at grades 6-10 in order to track student progress and plan curriculum and future course electives:

- Terra Nova for grades 6 and 7
- ACT 8/9 for grades 8 and 9
- Pre-ACT for grade 10
- ACT for grade 11

All Juniors are to take the ACT by the end of the junior year at the expense of the parents.

## *Academic Success*

### **Zero Policy**

1. Students receive partial credit for work submitted, even if it is late.
2. Students do not receive lower than 30% on work submitted late.
3. Students ONLY receive a zero (0) if an assignment is not completed and submitted, even after given an extended deadline (as per the individual teacher).

### **Tutoring**

Tutoring will be held on Tuesday and Thursday from 2:45-3:30. Students may choose to sign up for tutoring through the National Honor Society.

### **Summer Credit Recovery**

A student who has failed a core subject for high school credit for the entire year or who has failed due to failing the final exam and failing the fourth quarter (double F rule) must enroll in summer school via the school approved program at the expense of the parent. Students failing religion for the year must complete and pass a teacher prescription in order to recover the credit.

## *Student Life*

Arriving promptly for every class prepared for the lesson is vital to **ACADEMIC SUCCESS**. Failure to arrive to class on time will result in a student being marked tardy and receiving a discipline infraction. The student will receive an admit slip from the office personnel when arriving late for the first period.

### **STUDENT HONOR CODE**

*To my school, my parents, and myself, I pledge to:*

*Honor and give due respect to my parents, my elders, my teachers, and my administrators.*

*Take care of my body, mind, and spirit.*

*Come to school every day ready to learn.*

*Improve myself through education in preparation for the future.*

*Be responsible enough to seek help and to perform my work to the best of my ability.*

*Be honest with myself and others in what I say and do.*

*Treat others as I wish to be treated while respecting the rights, opinions, beliefs, and feelings of others.*

*Be mature in character and ability.*

*Set a good example for the benefit of myself and others.*

*Obey the guidelines of society and school in order to preserve and support our democratic government.*

*Preserve and protect our environment and resources.*

*Promote school spirit.*

*Contribute to the upkeep of our school.*

**Students of Central Catholic are expected to adhere to the Student Honor Code at all times, especially when representing Central Catholic. Any violation of the student honor code will result in appropriate disciplinary action.**

### **Attendance:**

Regular attendance at school and diligent application to studies are essential to a student's success. Research indicates test scores are lowered by one point for every four days a student is absent from school.

### **Absence from School/Class:**

**Absence from school does not excuse a student from the obligation of completing class work/homework.**

Except in the case of an educational absence or absence approved by administration, a student may **NOT** attend or participate in any athletic event or school-related function on the date of his/her absence from school. A student is considered absent if he/she misses more than **four periods**. **A student must be present at least four periods and at least one hour before the end of the day dismissal to participate in school activities.**

The student is responsible for all work missed on that day. **Any student who is absent 5 consecutive days MUST present a doctor's note to the school secretary before he/she can be readmitted to class.** If the student is excused from class because of a school-related function, such absences are NOT counted as days absent from school, though the student's absence will be recorded on school records.

Students in grades 9-12 are allowed two college day visits per year with the approval of the Principal. **Students are expected to attend every student activity day scheduled, including retreat days.**

*Consequences for excessive unexcused absences:*

- *Loss of exam exemptions: students are allowed no more than 6 absences in any class to be eligible for exam exemptions at the end of the second semester.*
- *Loss of credit: students who miss more than 5 class days per semester with unexcused absences can lose credit for their courses, even if they are passing courses.*
- *Seat time: Students will make up "seat time" after school.*

### **Tardiness**

A student must be on time for school and for every class. Any student who is tardy for the beginning of school will report to the office. If a student is late for any class other than the beginning of school, he or she will be marked tardy by the teacher and receive a disciplinary referral. All classwork and assignments are to be turned in at the teacher's discretion.

*Any student who is tardy 25 minutes after the start of the school day will receive a recorded absence.*

### **Checking Out:**

If it becomes necessary for a student to leave during the school day, he/she must report to the office. **At that time, the student will contact a person from their emergency contact card to make arrangements for the emergency contact to check the student out of school. Students CAN be checked out with a phone call only with administrative approval.** If able to return from a scheduled appointment that day, the student must be signed in by a parent or guardian. In addition, the following steps must be taken in reference to appointments:

1. Record the name, reason, and departure time on the sign-out book.
2. When a student returns, he/she must have an admit slip signed by the parent, doctor, or dentist.

### **Emergency Closing:**

In the event of an emergency, Central Catholic will follow the emergency procedures of the Diocese of Houma-Thibodaux. Please monitor social media and local news for advisories from the Diocesan Office. A text message and email alert will also be sent via PlusPortals whenever possible.

**Medicine:**

Parents are advised to give medication (prescription and nonprescription) at home. If it is necessary for medication to be given during school, the following procedure **MUST** be followed:

No medication, whether prescription or non-prescription, will be allowed on a student's person **at any time**. Parents shall be responsible for personally delivering medication to the office. All medication will be stored securely in its original container with the dosage clearly indicated for the student. It will be the student's responsibility to take medicine at the proper time in the presence of the school secretary.

The school will not provide any medication nor will school personnel administer any medication or injections. ("Administer" for the purposes of this policy does not include school personnel handling the medication to the student as per parental instruction.)

A medication log will be maintained by the school for all medicine dispensed.

All medicine left in the office for more than a week after the last dispensing date will be disposed of. (Exceptions will be made in the case of chronic illness.)

Parents will notify the office in **writing** of their request for the school to dispense medication to a student including all directions and special administration instructions for the student, and shall supply all necessary items needed for the administration of the medication by the student. **If medication is not properly labeled, it will not be given to the student.**

All medication must be self-administered by the student or administered by the parent. If self-administered by the student, the student must report to the office for the medication.

The appropriate *Medication and Release from Liability* form must be obtained from the office, completed, and submitted to the office prior to a daily medication prescribed by a doctor being dispensed at school.

A parent or guardian must complete a medication form on the student including the following information: **Student's name, drug or medication name, type of medicine, purpose of the medication, frequency and amount of dosage.**

**Accidents/Incidents Report:**

Every accident/incident on campus, at practice, or any school-related function must be immediately reported to the person in charge and the office. An accident/incident report must be completed following any injury/incident. A copy of the report is supplied to the student and parent(s).

**Pregnancy:**

Although early marriage is not encouraged and premarital sex is unacceptable, consideration must be given to pregnancies. The parties involved must report pregnancies to the Principal as soon as they become aware of the pregnancy. The Principal reserves the right to request a pregnancy test be administered in consultation with the parent(s) of the student(s). The involved student(s) who will suffer no ill effects from school attendance, as certified by the attending

physician's medical report, shall be allowed to remain in school until such time as it is necessary for them to withdraw. The Principal shall make the final determination of the time for the student to withdraw from school after considering the advice of the Guidance Counselor and the student's physician. The student will be required to furnish to the school periodic reports of health status as requested by the Principal. While pregnant and attending classes, the student(s) will forfeit their privileges to represent the school in any capacity. Following the birth of the baby, a student may apply for readmission after furnishing a written statement from her physician certifying the student is physically able to return to school. The readmission of the student(s) shall be at the discretion of the Principal. This policy is intended to address equally, male and female students, who have become prospective parents themselves.

**Married Students:**

In view of the Catholic Church's position on teenage marriages, married students are not permitted to register or remain in schools of the Diocese of Houma-Thibodaux.

**Parent/Teacher/Student Conferences:**

Conferences are to be scheduled and completed in a timely fashion at the convenience of the parent, the teacher, and the student. Confidentiality must be observed in discussing a classroom situation or a student's performance in relation to other students. The principal, guidance counselor, dean of discipline, and curriculum director may also participate in conferences as needed. If attempts to have a conference between a teacher and parent have failed, the Principal should be contacted.

**Student and Staff ID Cards:**

Student ID Card Policies and Procedures:

1. Students must wear their IDs on a lanyard. This ID card serves as access to the campus. Students not having their ID will receive a disciplinary referral.
2. All students will be issued ONE (1) complimentary ID card at the beginning of the school year.
3. Students who are unable to present their ID cards due to loss will be REQUIRED to purchase a new card as soon as possible at a cost of \$20.
4. If a student is unable to pay for the new ID card, he/she must meet with administration before being issued a new ID.

Additional ID cards can be purchased in the Admissions Office.

*A lost ID card must be reported to the office as soon as possible!*

**Fundraising:**

No class, individual, or organization is to begin any fundraising activity without permission from the Principal. Nor is any class, individual, or organization to request funds from any other class, individual, or organization within or outside the school without the Principal's permission.

**Lost and Found:**

A lost and found department is located in the gym. Students should check with the school P.E. Department at recess or other non-class time when looking for missing items. Students are discouraged from bringing any non-essential items to school, especially if they have significant value. Any article left lying around school will be taken to the office. Unclaimed items will be given to charity or discarded.

In addition, since the school is neither a public forum nor a public property, no person is allowed to distribute any type of printed materials on campus without the permission of the principal. Likewise, no student is to collect any money on campus without the express permission of the Principal.

**Student Lockers and Supplies:**

Lockers are OPTIONAL. If a student wants to utilize a locker, he/she must be assigned a locker by the school secretary and use the lock provided by the school. A \$5.00 fee is charged. Students are responsible for locks lost or missing. An additional \$5.00 fee will be assessed to replace the missing lock. Lockers will NOT be assigned to all students.

Tampering with or entering another student's locker is considered a serious offense. A student whose locker has been tampered with should report the incident to the Principal. To prevent loss of personal property, students should have their names clearly marked on all books and personal belongings. Lost property should be reported to the secretary. The student is responsible for the contents and cleanliness of his/her locker. All lockers and books are the property of Central Catholic and the school reserves the right to enter by any means and inspect any or all lockers at any time.

**Books/Book Bags:**

No bags or books are allowed to be left on the hallway floors or on the top of lockers as per the Fire Marshall.

**Textbooks/iBooks:**

Textbooks are furnished by the state/school. Each student must write his/her name in each book received at the direction of the teacher. Each student is responsible for all of his/her books whether lost, stolen, or damaged. The replacement costs of non-returned books or payment for damages are the responsibility of each student. Students are responsible for the cost of their iBook if the student withdraws from one course and enrolls in a different course.

**Transportation:**

A valid driver's license and proof of insurance must be presented in order to receive a parking permit. Students are expected to follow parish and city ordinances in the operation of their motor vehicles. Students are to park their cars in the student parking area only. All vehicles are to be registered at the office. No vehicle will be allowed to park without a permit. With payment of the parking fee of \$25 as published in the schedule of tuition and fees, a Central Catholic ID tag must be displayed on the rearview mirror in each vehicle driven by students, faculty, and staff. No student is to park his/her car in a manner that blocks another car or prevents a school bus from entering or exiting the parking lot. Parking tags are distributed on a first come, first serve basis. Parking spaces are limited.

**Students MUST receive permission from the CCHS Office to go to a vehicle during the school day. Students who go to cars without permission will receive a disciplinary referral. Coming and going to vehicles can be viewed on the security camera.**

When there is no bus service available, parent(s) are expected to provide transportation for their son(s) and/or daughter(s). Students may not drive other students to and from any school-related function. The St. Mary Parish School Board provides school bus service. Students are the responsibility of the school from the time they leave home, on the way to the bus, on the bus, and until they return home in the afternoon.

**Bus Regulations:**

Students who use the bus transportation of the St. Mary Parish School Board to and from school are expected to comply with the rules of the bus. While on the bus, all school rules are in effect.

No student who rides to a school-related function on a bus will be allowed to return home with any person other than his/her parents without advance approval from the Principal, coach, or sponsor. While traveling to and from a school related function, the student must comply with all school rules.

**Cafeteria:**

The Cafeteria provides service to students for both breakfast and lunch. (Breakfast is served daily from 7:10 am to 7:30 am.) Students are expected to conduct themselves as Christian ladies and gentlemen and to help make the cafeteria a pleasant place to eat. Adherence to all cafeteria regulations of the Archdiocese of New Orleans is to insure continued food service to Central Catholic students. When students have completed their meal, they are to dispose of all litter, return their trays to the proper place, and exit the cafeteria. Violations of this policy will result in disciplinary action being taken. A student may be assigned isolated seating in the cafeteria or denied admission at the discretion of the duty teacher when behavior causes disruption and/or interferes with the orderly cooperation of the cafeteria.

All meals must be paid for at the time of consumption or prepaid through the cafeteria manager. Students will be notified by the cafeteria manager when more money is necessary.

**Snacks/Lunch:**

Students are allowed to bring an individual snack (no large bags of snacks) and/or lunch from home as well. All food is to be consumed in designated areas.

All food containers, wrappers, etc. are to be properly disposed of in trash receptacles.

**Classroom:**

The teacher of each class is in charge of maintaining the cleanliness of the classroom. Each student is responsible for the neatness of his/her classroom area, especially the desk he/she uses. A student should not leave anything in the desk or in the classroom after class. The student is expected to comply with regulations and disciplinary measures the teacher imposes.

**Care of Facilities:**

A student is expected to use the buildings, furnishings, and equipment only for the purpose intended. A student is also expected to contribute to the cleanliness and attractiveness of the campus by disposing of his/her trash properly and picking up any trash he/she may see. Should a student cause damage to school property by some careless or willful action, he/she is obligated to repair the property as directed by the Principal.

**Service Program (Apostolic Hours):**

The service program is a basic part of the school’s philosophy that fosters a life of service and witness to the message of the word of God. By volunteering their energies and talents to the people of our community, students contribute in a meaningful manner to the betterment of the world and to the growth of Christian ladies and gentlemen in service to others.

**Requirements:**

**ALL** students are required to participate in the service program.

**ALL** students must complete the specified minimum hours of service as a requirement in Religion. (Seniors must complete the required service hours to be eligible for graduation from Central Catholic.)

**ALL** projects will be determined by clock hours unless otherwise stipulated.

The student is responsible for transportation to and from the project unless otherwise indicated.

The required hours for each student to earn independently has decreased due to the students earning hours with their class on a school designated service day. Every student must attend the service day in order to receive all of their required service hours. Failure to attend the service day will result in a make up day of service on a Saturday set by the school.

Grade Level	Hours Required	Minimum Hours Per Quarter			
Seniors	15	0	7	8	0
Juniors	15	0	5	5	5
Sophomores	15	0	5	5	5
Freshmen	15	0	5	5	5
8 <sup>th</sup> Graders	10	0	5	0	5
7 <sup>th</sup> Graders	10	0	5	0	5
6 <sup>th</sup> Graders	10	0	5	0	5

The goal of the service program is to provide our students with practical, real-life opportunities to reinforce the Gospel message presented in class. The students are directed toward projects that are consistent with their specific course work while taking into account their maturity and mobility. Verification of service hours as they are completed is the responsibility of the student in concert with their religion teacher.

Listed below are the areas in which one can earn the required service hours. There are no requirements for students to complete hours in all areas, only that the required hours are met.

Acceptable Service Hours	Unacceptable Service Hours
<p><b><u>Church</u></b></p> <ul style="list-style-type: none"> <li>● Youth Formation volunteer</li> <li>● Vacation Bible School volunteer</li> <li>● Church Fair volunteer</li> <li>● Children’s Church volunteer</li> <li>● Retreat team leader</li> <li>● Maintenance of church grounds</li> <li>● Usher at Mass</li> <li>● Reader at Mass</li> <li>● Music ministry</li> <li>● Attend/volunteer for a non-required retreat               <ul style="list-style-type: none"> <li>○ Youth Rally (5 hrs max)</li> <li>○ Steubenville (15 hrs)</li> <li>○ Jr. High Faith Experience (5 hrs max)</li> <li>○ Blast Retreat (5 hrs max)</li> </ul> </li> <li>● Encounter Night participant/volunteer</li> </ul> <p><b><u>Community</u></b></p> <ul style="list-style-type: none"> <li>● Nursing home volunteer</li> <li>● Perform service for sick/elderly person               <ul style="list-style-type: none"> <li>○ Yardwork</li> <li>○ Grocery help</li> <li>○ Technology help</li> <li>○ Pray with them</li> <li>○ Read/sing to them</li> </ul> </li> <li>● Volunteer for community events               <ul style="list-style-type: none"> <li>○ Shrimp &amp; Petroleum Festival</li> <li>○ Porch Fest</li> <li>○ Fall/Spring Fest</li> <li>○ BBQ Bash</li> </ul> </li> <li>● Volunteer for Charity Events/Services               <ul style="list-style-type: none"> <li>○ Food drives</li> <li>○ St. Mary Outreach</li> <li>○ Sacred Heart Thrift Store</li> <li>○ Hurricane relief</li> </ul> </li> </ul> <p><b><u>School</u></b></p> <ul style="list-style-type: none"> <li>● Thursday morning rosary (½ hr)</li> <li>● Beautification of school grounds/facilities</li> <li>● CC auction</li> <li>● Used uniform sale</li> <li>● Ark service project</li> </ul>	<p><b><u>Church</u></b></p> <ul style="list-style-type: none"> <li>● Attend Mass</li> <li>● Attend required Youth Formation classes</li> <li>● Going to confession</li> <li>● Attending a school retreat</li> </ul> <p><b><u>Community</u></b></p> <ul style="list-style-type: none"> <li>● Volunteering at a for profit business</li> <li>● Any service that you have received payment for</li> </ul> <p><b><u>School</u></b></p> <ul style="list-style-type: none"> <li>● Simply being a member of the Ark club</li> <li>● Homework hangout tutoring for National Honor Society</li> <li>● Services performed during class time</li> </ul>

<ul style="list-style-type: none"><li>● Concession stand volunteer</li><li>● Tutoring</li><li>● Assist faculty with classroom chores</li><li>● Living Rosary</li></ul>	
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## Media Policies

### **Student Cellphone Policy**

Cellphones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

#### **Process**

**Building Entrance:** As students enter the building, they will:

- 1) Turn their phone off.
- 2) Unlock their empty Yondr Pouch using an Unlocking Base at the Building Entrance(s).
- 3) Place their phone inside the pouch, securely close it and store it in their backpack.

Each student will maintain possession of their cellphone inside their Yondr Pouch for the duration of the school day. Students arriving late will go through this process at the Main Office.

**Building Exit:** As students exit the building at the end of the school day, they will:

- 1) Unlock their pouch using an Unlocking Base at a Building Exit(s).
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their backpack for the next day.

(Exception: excused absence for a doctor's appointment in which case the student will unlock their pouch at the main office)

#### **Violations**

Below are a list of **potential** student violations. Each of these violations will result in the student's phone and/or pouch being confiscated by school administration.

- 1) Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
- 2) Forgetting or losing the pouch.
- 3) Using a phone during school hours.

## Disciplinary Action

- 1) Phone+Pouch will be confiscated and parent/guardian will be notified immediately.
- 2) The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a [\$20] fee to replace the damaged school property.
  - **First Offense:** The student is issued a referral and serves **after school detention**. The student gets the phone returned at the end of the school day.
  - **Second Offense:** The student is issued a referral and will serve **Saturday detention**. The student gets the phone returned at the end of the school day.
  - **Third Offense:** The student is issued a referral and **will be suspended for two days**. The parents will meet with the administration.
  - **Fourth Offense:** The student is issued a referral, suspended, and will face a disciplinary hearing.

### Electronic Devices:

Electronic devices other than the school-issued iPad are **NOT PERMITTED on campus during the academic day!** This includes, but is not limited to such devices as non-school issued iPads, and any other device deemed unacceptable by the Dean of Discipline. Smartwatches and earbuds of any form are not allowed.

## Library:

### Goals of the CCHS Library Media Center

1. To provide services and activities that encompass all grade levels and every subject area and make possible creative teaching and learning.
2. To provide every teacher and student with the materials that enrich classroom work, support curriculum, and promote recreational reading.
3. To support the curriculum by cooperative planning with faculty and administrators.
4. To provide instruction in the use of the library and library materials promoting independent use.
5. To encourage the use of the library for research and study.
6. To guide the development of the reading tastes and interests of each student helping them grow in critical judgment and appreciation.

### General Rules

- The library is designated as a QUIET ZONE. Students and teachers are to show consideration for others by working or reading quietly.
- No food or drinks are allowed in the library at any time, unless provided to students by a faculty member (i.e. Counselor Café sessions, Books and Bites sessions).
- Library is to be kept clean and orderly. Students are asked to tuck their chairs in and return all materials to their proper place before leaving the library.
- The library is a place for studying, reading or research. Thus, students are not allowed to use the library to socialize, listen to music, chat, or be disruptive in any way.
- Students who cannot follow the library's rules, will be asked to leave the library.

### Library Media Center Services

The library is open from 7:15 AM till 3:00 PM. It contains books, reference materials, professional resources, DVDs, and a digital creation (computer) area. The library is able to offer the following services to teachers and students:

**Library Classes-** The librarian will be glad to assist in classes on how to use books and how to search for information using the library. Arrangements concerning date and time for such a class are to be made in advance with the librarian.

**Research Classes-** Teachers may wish to schedule regular library research classes. Please check to make sure the library is available. Teachers who plan to use the library for research classes are asked to accompany their students to the library, and to remain there with them during the period.

**Reserve Shelf** – A special shelf of books can be designed as RESERVE for any class on a teacher's request. Circulation status of "Overnight loan" or "Library use only" can be arranged for these books.

**Library Pass-** The library exists for the benefit and pleasure of both the faculty members and the student body. Students are welcome at all times provided they present a pass from their teacher.

## General Policies

**Classification:** The library is classified according to the Dewey Decimal System. The shelves are marked with the Dewey Decimal numbers and headings.

**Length of Loan:** All books, except reserve materials and reference materials, are checked out for a two-week period. Renewals are available.

**Books on Hold:** Students are able to place books on hold in the case that a book is checked out. Students will be notified when the book comes available.

**Materials on Reserve:** Only teachers may hold books on reserve. If these materials are to be used in a classroom, they must be checked out.

**Lost Materials:** If a book is lost it must be reported at once! The borrower pays the price of the book.

**Checking out and Returning Books:** Books may be checked out and returned during library classes, morning recess, lunch, and before and after school.

**Reference Materials:** All reference books are to be used in the library, unless taken out of class by a teacher for a particular subject and returned after the lesson. On rare occasion, reference books will be loaned out overnight to students for research purposes.

**Computers:** There are four computers in the library for students to use. Each student is responsible for using the Internet and library computers safely and adhering to school and diocesan policies regarding safe computer usage.

### Electronic Communications Policy:

Central Catholic acknowledges that technology has advanced to the point that many telecommunication devices are easily accessible and allow swift communication. We believe that electronic communications provide an expanse of educational resources to the school community; however, the use of all technology carries with it moral responsibility, care, and concern for our students. Based on the teachings of the Roman Catholic Church, it is our intention to provide an environment deemed appropriate by the Catholic Church. When using electronic communication, students must take necessary precautions to limit and restrict imprudent access and use.

Electronic communication is defined as a message or interaction through diocesan or school provided and personal devices which provide direct communication, including but not limited to voice or text-based telecommunication devices and computers, and other venues that facilitate indirect contact/cyber-interaction using an intermediate method, including but not limited to internet-based social networks.

It is understandable that teachers and students will, at times, need to communicate in regards to school assignments and/or sports and club activities. It is also understandable that these communications will sometimes take place electronically. However, appropriate teacher/student boundaries must be respected in all electronic communications. At no time is it acceptable for teachers and students to communicate on a personal level via internet-based social networking sites, cell phone texting, instant messaging, etc. Students must report to the principal, at the first opportunity available, any adult-initiated communication that may be construed as inappropriate.

### Social Media Advice

Social media, such as Facebook, Twitter, SnapChat, etc... are powerful tools of communication that can significantly impact your reputation and the reputation of Central Catholic. The following guidelines can assist you in being a responsible digital citizen

- Always be authentic. Be honest about your identity.
  - Never pretend to be someone else when posting personally or as a student of CCHS.
  - Think twice before posting. ***EVERYTHING THAT IS PLACED ON THE INTERNET IS PERMANENT AND PUBLIC REGARDLESS OF WHAT THE APP ADVERTISES.*** The information you place online could jeopardize your future when applying to college, a job, being recruited for college athletics, or your future at Central Catholic.
  - Use integrity when posting. Avoid posting pictures of yourself or others in compromising situations, such as, participating in underage drinking, smoking, drug use, or other illegal and/or immoral behaviors.
  - If you don't want an administrator or teacher to see it, don't post it on social media.
  - Be respectful and thoughtful. As a student of CCHS, be aware of the school's commitment to showing respect and dignity for all people.
- Treat others the way you would like them to treat you while posting on Social Media sites.
- Know the rules and the policies of the Social Media sites in which you participate.
  - Do not engage in Cyberbullying. Cyberbullying is the willful and repeated bullying or harassment of another person or persons through the medium of Social Media, which includes electronic text.
  - Do not post threats to yourself or others. All threats will be taken seriously and handled by the administration.
  - Violation of this Social Contract may result in disciplinary action from administration of CCHS

## DRESS CODE

*The hallmark of a Catholic school is to establish respect for God, self, and others. The Central Catholic uniform is a treasured identity wherever and whenever it is visible. It is a source of pride for those who attend Central Catholic.*

### Boys' Uniform

Shirt	Grades 6-8 Regulation blue pullover with CC appliqué. Grades 9-12 Regulation red pullover with CC appliqué. Regulation white, oxford, button-down with long or short sleeves and CC appliqué
Pants	Regulation khaki, pleated dress pants with CC appliqué
Shorts	Regulation khaki, pleated shorts with CC appliqué with lengths no more than two inches above the knee while kneeling.
Belt	<b>SOLID</b> brown or black belt with <b>NO</b> adornments or large buckles (to be worn on all pants or shorts).
Socks	<b>SOLID</b> white <b>ankle crew or crew socks</b> must be worn. <b>CCHS LOGO SOCKS MUST BE WORN WITH SHORTS. (No sock may be worn below the ankle.)</b>
Shoes	Regulation Sperry or Eastland boat shoe oxford (worn correctly)
Outerwear	CCHS Letterman Jacket, team issued outer wear or <b>OFFICIAL CCHS JACKET sold by Skipper's</b> . (In the event of severe weather, other jackets can be worn to and from school only-not inside school buildings.)
Tie	A <b>solid red</b> necktie is to be worn on Mass days and other days designated by the Principal. <b>(Seniors ONLY may wear a necktie other than red.)</b>
Vest	Regulation navy sweater vest with CC appliqué
Grooming	Boys must be clean-shaven. Beards, mustaches or inappropriate sideburns are not allowed. No extreme hair styles or color. Hair must be short enough to be off the collar, out of the eyes and neat in appearance. Students will receive one warning on hair and then be given two days to comply. If the student does not comply, he will be sent home, unexcused, to get a haircut. Tattoos are not allowed to be seen. <b>(Any tattoo must be covered at all times when representing CCHS.)</b> Shirttails must remain tucked inside slacks from arrival on campus until the end of the school day.

**\*\*MASS DAY DRESS: regulation khaki pants, ankle crew socks, Eastland or Sperry shoes, oxford shirt (completely buttoned), tie, and vest.**

**\*\*Spirit day modified dress refer to bottom of page 34**

### Girls' Uniform

Shirt	Grades 6-8 Regulation blue pullover with CC appliqué. Grades 9-12 Regulation red pullover with CC appliqué. Regulation white, oxford, button-down with long or short sleeves and CC appliqué
Skirt	Regulation red, white, and navy plaid with stitched-down, box pleated front and back with length measuring no more than two inches above the knee while kneeling.
Pants	Regulation khaki, pleated dress pants with CC appliqué
Shorts	Regulation khaki, pleated shorts with CC appliqué with lengths no more than two inches above the knee while kneeling.
Belt	<b>SOLID</b> brown or black belt with <b>NO</b> adornments or large buckles (to be worn on all pants or shorts).
Socks	White, ankle-crew socks. Navy or white tights may be worn on cold days with socks. (No leggings)
Shoes	Regulation Sperry or Eastland boat shoe oxford (worn correctly)
Outerwear	CCHS Letterman Jacket, team issued outer wear or <b>OFFICIAL CCHS JACKET sold by Skipper's</b> . (In the event of severe weather, other jackets can be worn to and from school only-not inside school buildings.)
Vest	Regulation red sweater vest with CC appliqué
Grooming	Extreme hairstyles (colored extensions, adornments, styled higher than 6 inches) or hair color other than the natural color are not acceptable. Hair bands without logos are acceptable. Tattoos are not allowed to be seen. <b>(Any tattoo must be covered at all times when representing CCHS.)</b>
Jewelry/Cosmetics	Two pairs of earrings in the ear lobe are allowed. Body piercing, as well as, ear gauges are not permitted. Earrings should not exceed the size of a quarter. Make-up and jewelry should be modest, tasteful, and appropriate for school wear.

**\*\*MASS DAY DRESS: regulation skirt, ankle crew socks, Eastland shoes, oxford shirt, and vest.**

**\*\*Spirit day modified dress refer to bottom of page 34**

**Uniform Guidelines for All:**

**Students are to be in compliance with all uniform regulations upon arriving on campus. Any student who is not in proper uniform (i.e. wrong socks, no belt, etc.) shall not attend class until the uniform violation has been corrected.**

- A **solid, plain-colored** t-shirt may be worn under the regulation shirt.
- Shirts and blouses are to be tucked in at all times **during the school day** (with the exception of the girls' navy banded regulation shirt.)
- Shoes are to be clean, **laced, tied, and worn as designed to be worn.**
- Cosmetics and jewelry should be appropriate for school wear and not attract undue attention.
- Hair is to be neat, clean, and combed.
- Hats, caps, scarves, blankets, sweatpants, sunglasses/dark glasses, curlers, and wigs are not allowed in the school building.
- All clothing should be the appropriate size and fit.
- The uniform dress codes include not only the items that should be worn, but also the manner in which the items are worn. **Neatness and modesty are overriding considerations.**
- Body piercing (other than in the earlobes of female students) is not permitted. Tattoos are to be concealed at all times when the student is representing the school.
- On days when the uniform is not required, students are expected to follow the same guidelines for modesty and neatness in their appearance. The principal has the authority to require a student to change if a violation in modesty or neatness exists.

#### **Modified Dress Day:**

Students may be given a modified dress day throughout the year. On these days, students may be out of uniform, but must abide by the following guidelines:

- Official team or school CC t-shirt with sleeves (unless otherwise stated)
- Blue Jeans (no holes, appropriate size and fit, no distressed jeans) or school uniform bottoms
- No spandex or stretch pants (no jeggings)
- Shoes must have a closed toe and closed back (no flip flops/sandals/slides)
- Outerwear must be CCHS affiliated.

#### **Physical Education Uniforms:**

Students are to wear the regulation Central Catholic physical education uniform, socks, and tennis shoes for each P.E class. The regulation Central Catholic physical education shorts and t-shirts can be purchased at Skipper's. Physical education uniforms should be neat and clean every day.

## ***Discipline: Image of God***

### **Introduction:**

The primary goal of Central Catholic is to foster the total Christian formation of its students based on the belief that this can be achieved in a highly disciplined setting where students practice respect and self-discipline. Central Catholic has developed a behavior policy designed to guide the students in their growth and development.

Central Catholic attempts to create an environment where the students are inspired by love of God, love of neighbor, and love of learning. In order to accomplish these goals, great importance must be placed on personal and mutual respect, morality, integrity, and concern for others. Any behavior, on or off campus, which is detrimental or contrary to these values, will be reviewed.

A student must behave in a manner consistent with his/her status as a member of the Central Catholic community. Student conduct, therefore, must contribute to the following:  
Meeting personal and academic needs as well as those of their classmates

Advancing the educational process in general.

Supporting the integrity, reputation, and the good name of Central Catholic

Most students behave admirably; however, all students must behave in a manner that is consistent with the mission of Central Catholic. When school rules are broken, teachers and administrators must take appropriate corrective measures. Any violation of civil or criminal law may be referred to the police.

In all matters relating to a student, the Principal, faculty, and staff are acting in “**loco parentis**,” in the place of the parent. The student is responsible to the school at all school-related functions, including athletic and extracurricular activities. The following are five **BASIC RULES** for all students:

1. Attend all classes on time and in complete uniform
2. Exhibit respectful behavior towards all persons and property
3. Be prepared to learn every day in each class by following all class/school rules and procedures.
4. Complete all class work and homework assignments in a timely manner.
5. **Do everything to the best of your ability for the love of God.**

**Classroom discipline is the responsibility of the teacher.** A teacher may give an after school personal classroom detention for problems arising from student behavior in the classroom. Such a detention is a method of maintaining classroom control and discipline. Persistence in unacceptable behavior may require a conference with the Principal, Dean of Discipline, teacher, student, and parent(s). Any student who disrupts the learning atmosphere of a class, who demonstrates lack of cooperation, or who shows disrespect towards the teacher will be subject to disciplinary action.

## Areas of Special Concern

**Any student whose behavior (on campus or off campus) violates the school’s honor code or damages the school’s name, purpose, or spirit and whose parents are unable or unwilling to support the purpose, spirit, and policies of the school must be further evaluated as to whether the student should be allowed to remain in the school or be readmitted.**

*The consequences for violating an area of special concern will be a referral and detention unless stated otherwise. The administration reserves the right to providing a more severe consequence depending on the egregiousness of the violation.*

### **Dishonesty:**

Valuing the worth and rights of each individual, students are expected to respect the ownership of academic work as an expression of honesty. Therefore, in all **classes, assignments, and testing situations**, we emphasize the value of honesty. Any student who violates this spirit of honesty will receive a grade of “0” on the work/test in question. Some examples of dishonest behavior with regards to academic work include:

Having any visible or readily accessible course-related materials or tools other than those explicitly specified by the teacher during an in-class evaluation.

Using electronic devices for the copying or transmission of materials that could compromise an assignment’s or test’s integrity.

Having any concealed notes or study aids during a quiz, test, or exam.

Participating in any unauthorized communication (language or gesture) during a testing or assignment situation.

Copying work from others or loaning work to others to be copied (except for legitimate sharing of study or class notes).

Plagiarizing by using others’ work and claiming it as one’s own or by not crediting others’ work when used in an assignment.

Other forms of dishonesty, including but not limited to forging parents’ or others’ signatures, stealing, or willful lying are also subject to disciplinary action.

*Consequence: the student will receive a grade of “0”*

**Disrespect:**

Disrespectful behavior, including but not limited to words, actions, or deeds which demean another person is not tolerated. Disrespectful behavior includes, but is not limited to, inappropriate language, discrimination, bullying, harassment, vandalism, hostile tone of voice, belittling remarks or comments, sexist or racist language or acts, failure to follow correction, poor care of school facilities and supplies, and any other acts that demean human life.

**Sexual Promiscuity:**

Central Catholic believes marriage is a sacrament and all sexual activity should only take place within the context of marriage. The school advocates sexual abstinence according to the teachings of the Roman Catholic Church. Students who violate these beliefs are subject to disciplinary action, which may lead to expulsion from the school.

In addition, public displays of affection should be limited to actions appropriate of a Catholic school student in keeping with respect for all.

**Altercations:**

Any hostile physical or verbal altercation on the school grounds, at a school-related function, or at a prearranged location is strictly forbidden. Any talk or behavior which may arouse suspicion of participating in or encouraging others to participate in an altercation on or off campus is prohibited. Any student in violation is subject to the following disciplinary action:

- **First Offense:** Parents/guardians will check the student out of school for the remainder of the day. The student is responsible for any missing academic work. The student is suspended for two days. Upon returning to school the student must meet with administration to review their actions and sign a behavior contract.
- **Second Offense:** Parents/guardians will check the student out of school for the remainder of the day. The student is responsible for any missing academic work. The student is suspended for two days. Upon returning to school the student must meet with the Dean of Discipline to review their actions and sign a behavior contract. The student is subject to expulsion at the discretion of the administration following a disciplinary committee hearing.

**Harassment:**

Every person has a right to his or her own dignity and individuality. Therefore, harassment, which includes but is not limited to repeated behavior that is detrimental to the rights, dignity, welfare or peace of mind of another person, will not be tolerated. Anyone who harasses another person verbally, physically, or electronically (email, text, social network) will be subject to disciplinary action. Hazing, a form of intimidation and harassment, is also prohibited.

**Bullying:**

In accordance with the Diocese of Houma-Thibodaux Office of Catholic Schools, bullying will not be tolerated at Central Catholic. Allegations of bullying are investigated to the fullest extent by the administration. Any student who is experiencing bullying must bring this to the attention of the administration immediately. Students who are bullying others will be disciplined appropriately. Please see the addendum regarding the Office of Catholic Schools' bullying policy.

**Alcohol and Drugs:**

The sale, purchase, possession, or consumption of legal or illegal substances including, but not limited to, tobacco products, vaping, alcohol, prescription medication, and synthetic drugs not prescribed for the student, either before, during, or after a student's academic day or at any school-related function, is strictly prohibited. Likewise, students involved in the consumption of alcohol or illegal drugs while representing Central Catholic away from campus will be subject to disciplinary action upon return to school.

Students enrolled at Central Catholic are required to participate in the random and suspected drug-testing program as stated in the school's substance abuse policy. The CCHS Drug Screening Policy and Procedures informational handout is available by request to the principal's administrative assistant.

- **First Offense:** Parents/guardians will check the student out of school for the remainder of the day. The student is responsible for any missing academic work. The student is suspended for three days. Upon returning to school the student must meet with the Dean of Discipline to review their actions and sign a behavior contract.
- **Second Offense:** Parents/guardians will check the student out of school for the remainder of the day. The student is responsible for any missing academic work. The student is suspended for three days and is subject to expulsion at the discretion of the administration following a disciplinary committee hearing.

Additionally, any student knowingly in possession of illegal or dangerous drugs, or involved in the sale, distribution, or pretended sale of drugs while on the school's premises, in a school bus, or at a school sponsored event will be, after investigation by the administration, suspended from Central Catholic for a period of not less than one year. The student is also subject to expulsion from the school.

**Theft:**

Theft of any sort is strictly forbidden and will result in disciplinary action. Entering other students' lockers, school bags, the locker room, classroom, or teacher work areas without proper supervision is not allowed. The sale or purchase of any property at school without the express permission of the administration is not allowed.

- **First Offense:** Parents/guardians will check the student out of school for the remainder of the day. The student is responsible for any missing academic work. The student is suspended for one day. Upon returning to school the student must meet with the Dean of Discipline to review their actions and sign a behavior contract.
- **Second Offense:** Parents/guardians will check the student out of school for the remainder of the day. The student is responsible for any missing academic work. The student is suspended for one day and is subject to expulsion at the discretion of the administration following a disciplinary committee hearing. Upon returning to school the student must meet with the Dean of Discipline to review their actions and sign a behavior contract.

**Vandalism:**

Vandalism, intentional damage or damage as a result of misuse of any sort to school property, the property of another school, or the property of any member of the faculty, staff, or student body either on or off campus, will result in making restitution to the owner(s) and, in severe cases, may result in suspension and/or expulsion. In addition, any malicious act to harm or destroy data of the internet system or any agencies or networks connected to the internet, including creating computer viruses will result in cancellation of privileges and disciplinary action.

**Weapons:**

A weapon is defined as an instrument that in the manner used has caused or may cause bodily harm. Weapons include, but are not limited to, firearms, knives, clubs, gas, hair rakes, and razors. Central Catholic is a weapons-free environment. No student is permitted to possess or pass on to others any such instrument or ammunition while on the school grounds or any school-related function. Anyone violating this regulation is subject to suspension or expulsion. In addition, information will be provided to authorities who will determine if criminal charges will be filed.

**Search of School Property:**

Lockers, desks, parking lots, and any other fixtures or facilities provided for the students are the property of the school. School officials may conduct searches or use other detection devices within the facilities at any time. This includes requesting students to empty book bags, backpacks, pockets, or purses.

**School-Related Functions:**

All school rules are in effect for Central Catholic students at all school related functions. Additionally, the following rules apply specifically to school-sponsored dances:

1. No one will be permitted to enter any dance later than one-half (1/2) hour after it begins or to leave prior to one-half (1/2) hour before it ends.
2. Students and guests may be required to submit to a breathalyzer test prior to entering the dance. Parents will be required to pick up any student deemed to be under the influence.
3. Persons who are not Central Catholic students may only enter a dance if they are a guest of a Central Catholic student. Permission from the principal is required.
4. Students who have left Central Catholic for disciplinary reasons will not be allowed to attend any dance.
5. Students are responsible for the conduct of their guests.
6. Students are to remain in proper attire throughout the dance as determined by administration prior to the function.
7. Junior high students may NOT attend senior high school dances; senior high students may NOT attend junior high dances/mixers.

## Consequences for Conduct Violations

Central Catholic strives to teach students self-discipline. When this is lacking, external discipline is sometimes required in order to help the students understand the error of conduct, to discourage repeated acts of the same kind, and to deter others from similar behavior. Every teacher shares in the responsibility of correcting and disciplining a student who is out of order. It is the belief of the administration and staff at Central Catholic that this disciplinary plan will assist in providing a safer, happier, and healthier atmosphere for each student.

As a consequence for conduct violations, teachers are to contact the Dean of Discipline and with information regarding the infraction. This form is submitted to the Dean of Discipline. (Depending upon the severity of the infraction, more than one infraction may be marked on the infraction form.) The following consequences are issued as a response to the infractions *per semester*:

Conduct violations are broken down into two categories: **major violations** and **minor violations**.

**Major violations are conduct based violations. Examples of major violations include but are not limited to: disrespect for authority, not following directions, etc.**

**Minor violations are non-conduct based violations. Examples of minor violations include but are not limited to: tardiness, improper uniform, not having student ID, etc.**

1 infraction = parental contact from the Dean of Students and serving detention.

2 infractions = parental contact from the Dean of Students and serving detention.

3 infractions = parental contact from the Dean of Students and serve Saturday detention.

4 infractions = parental contact from the Dean of Students and one after school detention.

5 infractions = parental contact from the Dean of Students and one after school detention.

6 infractions = 1 day of **out of school suspension** and parent meeting or teleconference with the Administration

Repeated infractions may result in a disciplinary committee hearing.

### Consequences for non-conduct violations:

- Any combination of 3 non-conduct violations will result in 1 major infraction.

**Teachers may assign punish work in addition to issuing a referral. It is possible, based on the severity of the infraction, for a student to have an immediate consequence of detention, out of school suspension, or expulsion.**

**Detention:**

*Saturday Detentions will be served on Saturdays from 9:00 – 10:30 am and will be proctored by an administrative designee. Saturday detention can involve completing academic work assigned by the proctor and/or facility improvement such as weeding the garden or collecting litter from the school grounds.*

Forms of detention include before school detention, lunch detention, recess detention, or after school detention. Detention assigned to a student will be determined by administration in accordance with the offenses of the student.

After school detention will be served on the next available detention day from 2:45-3:30. After school detention will be held on the following days: Tuesday, Wednesday, and Thursday.

Any missed detentions will result in further consequences.

**Out of school suspension:**

Suspension is the second most severe disciplinary action of Central Catholic. A student may incur a suspension for serious misconduct or for repeated occurrences of misbehavior which are less serious. An out of school suspension serves two purposes. First, it is a punishment to the student since they are not allowed to attend class or interact with the student body in any manner. Secondly, and more importantly, an out of school suspension serves notice to both the student and parent(s) that such conduct can no longer be tolerated at school. A student may **NOT participate in or attend** any school-related function while suspended. An out of school suspension automatically places a student on disciplinary probation. The student is responsible for making up any class work while serving out of school suspension. Any test or work not completed or completed incorrectly will be graded accordingly.

**Expulsion:**

Expulsion is the most severe disciplinary action. It requires the dismissal of the student from Central Catholic. In general, any conduct, on or off campus, which jeopardizes the good of the school, which is detrimental to the common good, or which is harmful or offensive to members of the school community, may result in in-school suspension or expulsion. Furthermore, a student may be brought before the Discipline Committee for grave violation of school discipline or serious public misconduct. Should a student bring disrespect to himself/herself, his/her family, or Central Catholic or be involved in a criminal investigation, he or she may be requested by the Administration to be homebound until it is determined by the Principal the student may return to school following the results of the investigation, or the student may be dismissed from the school. While the Discipline Committee may recommend the expulsion of a student, only the Principal has the right to expel a student.

## *Addendums*



### I. **Purpose/Rationale**

“Let the little children come to me and do not hinder them.  
It is to just such as these that the Kingdom of God  
belongs.”  
Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Diocese of Houma-Thibodaux establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age, and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Diocese of Houma-Thibodaux is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful, and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Christian atmosphere of the school, and may deprive the student of a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affect the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty learning and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, someone who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself” in the Gospel of Matthew 22:39. Therefore, the Diocese of Houma-Thibodaux adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

## II. Scope

The Diocese of Houma-Thibodaux believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

## III. Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action, or communication intended to cause harm, fear, or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often, but not always involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but are not limited to:**

<b><u>Verbal (overt)</u></b>	<b><u>Physical (overt)</u></b>	<b><u>Social/Emotional (covert)</u></b>
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Intimidation
Sexist Comments	Inappropriate Gestures	Written Notes
Teasing/Taunting	Tripping	Electronic Misuse/Text Messages
Threatening/Extortion	Stealing	Social Media (Cyberbullying)

Nor will retaliation in response to bullying be tolerated.

#### IV. **Reporting Bullying**

The principal or the principal's designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or the principal's designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

False reports of or retaliation for bullying also constitute violations of this policy.

Administrators/principals' designee(s) should document in writing any complaints about bullying. Confirmed cases of bullying should be documented in the school information system.

#### V. **Investigating and Responding to Bullying**

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, she or he may designate another member of the administrative team to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with the alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the Principal or his or her designee will determine whether the actions complained of constitute "bullying" as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accordance with the school's disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accordance with the school's disciplinary policy, consequences, and appropriate remedial action for bullying may include, but may not be limited to:

- Community service hours
- Counseling

Loss of Privileges  
Behavior Agreement  
Parent Conference  
Detention Suspension  
Expulsion

***In keeping with the teachings of Christ, corporal punishment is unacceptable within the Diocese of Houma-Thibodaux.***

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

## **VI. Training and Preventive Education**

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Diocese of Houma-Thibodaux are required to:

- 1) Adopt an Anti-Bullying Policy to be included in the school's student handbook consistent with this policy;
- 2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;
- 3) Educate parents and other school community members, including but not limited to teachers and employees, of the school's Anti-Bullying Policy; and,
- 4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target through the use of supportive words and non-violent actions.

The responsibility for implementing the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

## **VII. Yearly Review of Resource and State laws**

Principals shall be responsible for a yearly review of their school's Anti-Bullying policy to ensure continued consistency with this policy and state law.

## **VIII. Applicability of State Laws**

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Diocesan authority should be consulted depending on the nature of the alleged actions.