



DUBOIS CENTRAL
CATHOLIC MIDDLE AND
HIGH SCHOOL
HANDBOOK
2019-2020

MISSION STATEMENT

DuBois Central Catholic is an educational complex for students pre-K through grade 12.

As a school of the Diocese of Erie, we exist to fulfill the mission of the Catholic Church to teach as Jesus did.

We strive to accomplish this mission by evangelizing, educating and socializing our students, while worshipping God as a community of believers.

We are dedicated to the growth of the whole person, and we help students recognize and develop individual talents so they can know God and serve Him in building a just society.

*DuBois Central Catholic
is accredited by the
Middle States Association of Colleges and Schools
Committee on Elementary & Secondary Schools*

BELIEF STATEMENTS

We Believe . . .

The Catholic faith is the tradition of DuBois Central Catholic, and will offer opportunities for students to be formed in Gospel values and Christian attitudes, taking these values and principles to the community.

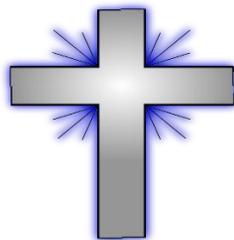
Every person is made in the image of God through celebrating the Eucharist, prayer, and all forms of expression of our Catholic faith which constitute the core of who we are.

In academic excellence and life-long learning and are dedicated to the growth of the whole person emphasizing self-development, critical thinking, reason, imagination, creativity, adaptability and the ability to communicate.

In a faith-centered community, fostering a family spirit that promotes respect of self and others, teamwork, service to others, cooperation and communication.

In stewardship, the responsible use of human, material and financial resources which create a balanced environment.

In developing the integrity of an individual who is open to personal and intellectual growth, and is loving, religious and committed to justice.



PHILOSOPHY

The DuBois Central Catholic in DuBois, Pennsylvania, a school of the Roman Catholic Diocese of Erie, exists in order to promote the mission of the Catholic Church – to teach as Jesus did. The DuBois Central Catholic assumes the responsibility for providing an excellent pre-K through grade 12 education which embodies Christian values. The responsibility is discharged by the school in blending acceptance and challenge in a safe and caring environment.

The students, faculty, parents and families of DCC form a community of faith within the pre-K through grade 12 Catholic education system, whose goal is the development of each student. The school views each person as a sacred gift with unique abilities and endeavors to instill Christian values as it fosters students' spiritual, intellectual, social, psychological, physical, artistic and technological growth within the Catholic tradition. DCC strives to create an atmosphere in which all people receive the respect they deserve because the school exists for its members to know and to follow Christ. Students are encouraged to learn that to communicate with God provides the deepest level of human communication. As a result of this response, students should naturally be led to a desire to worship this God who has created them and through this worship, students are directed into the mainstream of contemporary society as Christian servants and leaders.

To prepare them to become involved, contributing members of society, the school attempts, with all available resources, to tailor its program to meet the needs of each student. Whenever possible, students are placed in situations that are equal to their abilities. The school expects all students, regardless of ability, to learn the value of hard work and to apply it in their own lives. Ideally, students will internalize the demands placed upon them and become self-disciplined, self-directed adults, who will lend their talents to the world beyond the school.

Founded on the teachings of Jesus Christ, the DuBois Central Catholic strives to be excellent in its programs and inspire its members to reject mediocrity, to invest their efforts in the work of learning, and to expand the visions of their futures.

GRADUATE PROFILE

The Graduate of DuBois Central Catholic will . . .

Know Christ, develop a *life of prayer*, and form a *faith* and a *conscience* based on Gospel values.

Share time, talent, resources and *leadership* with family, school, church and the local and global communities.

Read, write, listen and *speak* effectively for a variety of purposes.

Think critically and *creatively*, using the vocabulary and concepts of the arts, literature, languages, religious studies, natural and social sciences, mathematics, technology, and physical education.

Continue to develop the *skills* needed for success in further education and the workplace.

Approach life with an *active curiosity* and remain a *life-long learner*.

Continue to explore a *variety of activities* which encourage the personal use of talent, competitive spirit and the opportunity for creative leisure.

Embrace the *values of a Catholic education* as a *life-long commitment*.



STUDENT RESPONSIBILITIES

The DuBois Central Catholic has the right to make reasonable and necessary expectations of its students. Therefore, it is the responsibility of Central Catholic students to:

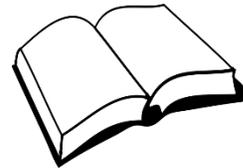
- ◆ **Recognize that all people are children of God and worthy of respect.**
- ◆ **Express ideas and opinions so as to build up Central Catholic and its people.**
- ◆ **Participate in the spiritual life of the school.**
- ◆ **Place their talents at the service of community life of Central Catholic.**
- ◆ **Reject mediocrity and pursue excellence.**
- ◆ **Seek to be part of the community life of the school.**
- ◆ **Work to discover their real talents and abilities.**
- ◆ **Make the best possible use of their time at achieving the best education they can.**
- ◆ **Bring to each class an attitude that demonstrates a willingness to learn and to be part of what goes on in that class.**
- ◆ **Respect the property and equipment of the school and to encourage others to do the same.**
- ◆ **Become involved in extra-curricular sports and activities in order to develop a positive attitude about self and the school.**
- ◆ **Be aware of all rules of the school and classrooms and to behave accordingly.**
- ◆ **Identify with the school community by dressing according to the dress code of the school.**
- ◆ **Allow others to help them discover their gifts, their potential, and to create a vision for their future.**

HIGH SCHOOL COURSE OF STUDIES

We firmly believe that every student should be challenged beyond their current academic level and so we design a student’s program of studies to meet their personal needs. Small classes and personalized instruction make it possible for all students to perform to the best of their ability at Central Catholic.

Students must complete the assigned credit requirements. The numbers listed for the courses refer to the “units” which are two semesters of a course.

<u>Department</u>	<u>Credits</u>
English	4
Math	4
Science	4
Social Studies	4
Theology ¹	4
Foreign Language	2
Fine Arts	1
‘Rotations’ ³	4
<u>General Electives</u>	<u>3</u>
*Total Credits ²	30



¹All students are required to graduate with 4 credits in Theology. This applies to non-Catholic as well as Catholic students.

²Seniors must also show minimum competency on a national standardized test.

³Rotations include: Computer/Technology, Phys Ed, Health, Driver Ed, Research, SAT Prep and Senior Inter-disciplinary Studies.

(Course specifics are contained in the High School Course of Study booklet.)

Service Requirements – See page 7

SERVICE PROGRAM

“I have given you a model to follow, so that, as I have done for you, so you should do for each other.” (Jn 13:15).

Because we value the faith-centered community, fostering a family spirit that promotes respect, teamwork, and service to others, the DuBois Central Catholic engages in a Service Program which allows students:

- to be actively engaged as individuals and in collaboration with others, in using their gifts and talents;
- to know the satisfaction of reaching out to others in a spirit of service;
- to form the foundation for a life of Christian service.

Each class in the high school will complete service projects, focused on service to the school, and the community.

In addition, *each student will be responsible to complete a set number of individual service hours*:

Middle School	10 hours per year
Grade 9	15 hours per year
Grade 10	20 hours per year
Grade 11	25 hours per year
Grade 12	30 hours per year

These hours are a requirement of the school program as well as a requirement for high school graduation. The service component will be included in the theology grade for each high school student. If a student fails to submit any service hours, they will receive a failing grade for their theology course.

Forms for the submission of service hours are available in the back of the student handbook, on the counter in the main office and on the school web site.

DAILY PROCEDURES

SCHOOL HOURS are from 7:55 a.m. to 2:40 p.m. Students are permitted in the building when they arrive and are to report to their wing. No students are permitted in the gym, locker room, or elementary wings before school. At the 7:50 bell, students report to their homeroom. At the end of the day, all students must be picked up before 4:00 p.m. No student is permitted to remain in the building after school unless under direct supervision of an adult.

HOMEROOM is a time to conduct a variety of school activities. It is important that students be present and on time, 7:55 a.m. Morning prayer will open each day along with the Pledge of Allegiance. Announcements will be made at the beginning of each day. Students wishing to make announcements that are of general school interest should drop them in the announcement box in the office after having the announcement approved by a faculty member.

CLASSES in the regular schedule are 42 minutes in length, 75 minutes on activity days, and 78 minutes on Mass days. Students should come to class on time, in dress code, and prepared. This means that they should bring whatever books and other supplies that will be needed for that class. Use of the lavatory or anything else should be taken care of between classes. If students find that they do not have enough time between classes to take care of everything, they should take books for more than one class at a time. The quality of education depends on the amount of time spent on task. Students should not ask to leave a class.

BREAKS BETWEEN CLASSES are three (3) minutes. During this time, students should use the restroom and get what they need from their lockers. It is expected that students be on time and prepared for class.

LOCKERS are assigned to each student. Students should keep their lockers in good order. Any damage done to a student's locker will be that student's responsibility to repair, clean, or pay for repair. A student is responsible for any items in the locker assigned to him/her. The school is not responsible for anything missing from a student's locker. Students should not keep valuables or money in their lockers. These items should be taken to the main office or the business office for safe keeping during the school day. Students may rent a combination lock from the business office for their lockers. Combination locks are also available for gym lockers. Students may provide their own locks only if the main office is given the combination to the lock or a second key. Any other locks will be cut off or confiscated. Anything used to decorate the inside of a locker must be in good taste. The school reserves the right to determine what is in "good taste". Nothing permanent may be placed on the lockers.

BACK-PACKS / BOOKBAGS / GYM BAGS must be an appropriate size to fit in a student's locker and/or under a student's desk. No oversize bags are permitted.

STUDENT MESSAGES will be accepted from parents or guardians. Messages **must be called in before 1:30 p.m.** in order to be delivered by the end of the day. No student can be contacted during the day except in the case of an emergency.

SCHOOL VISITORS are welcome to Central at any time that is convenient for the school schedule. Prospective Central students may visit as a guest of a Central student. In order to invite a guest, a Central student must obtain a permission form from the office at least 48 hours prior to the day of the visit. This is to be completed by the parent of the guest and the attendance office of their school. The guest must be in Central dress code for that day and act appropriately; he/she will attend classes and lunch with his/her host.

THE CAFETERIA offers hot meals daily. Students may purchase a full lunch or individual items. They may also carry their lunch. Students are responsible for cleaning up after they eat. Students are permitted to leave the cafeteria to use the lavatory across from the cafeteria. Students may not leave the cafeteria for any other reason without permission of the faculty member in charge of the cafeteria. Food may not be “ordered in” for lunch by students (exceptions for special occasions with permission of the administration).

LOST AND FOUND ITEMS may be claimed in the cafeteria (large items, clothes, books, etc.) or the main office (small items). Students are responsible for checking for anything that is missing.

WEEKLY MASS will normally be celebrated each Wednesday. All Catholic students are required to participate in the celebration. Non-Catholic students are expected to attend Mass.

THE SIGN-OUT BOOK is located on the counter in the main office. Students who are tardy must sign in and those who leave the building for any reason must sign out. If a student returns before the end of the school day, he/she must sign in.

ATTENDANCE AT ASSEMBLIES is expected of all members of the Central Catholic community. Students’ behavior at Mass or any other assembly should be appropriate to the occasion. Particular concern should be demonstrated when guests are present.

PARKING spaces are provided in the front of the building to students. All student cars must be registered in the office and receive a parking permit which must be displayed in the car at all times. Students are not permitted to park in the faculty/visitor spaces in the front of the building or behind the building. Student driving and parking is a privilege. Careless driving, speeding, horn-blowing, etc. are prohibited. Visiting or moving cars during the school day are prohibited. Central Catholic is not responsible for damage or theft.

PERSONAL ELECTRONIC DEVICES – see policy on page 27.

ATTENDANCE POLICY

(See appendix #1 for details on policies from the Diocese of Erie.)

- 1) Students are expected to be in attendance and on time for each school day and each assigned class and activity. In order for high school students to receive credit for a class, to move to the next grade level and to graduate **they must be in attendance 85% of the instructional time.**
- 2) Based on the policies of the Diocese of Erie and the Pennsylvania Department of Education:

When a student must be absent from school, the following procedure will be followed:

- a) A parent/guardian must **telephone the school before 8:15 a.m.** each day of the absence to report the student off; **AND**
- b) **A written note or email**, which includes **the student's full name, date of absence and legitimate reason for absence, signed by the parent/guardian**, must accompany the student the day he/she returns to school. This is to be turned in to the main office. Failure to excuse the absence in writing within three (3) calendar days will result in an unexcused absence (*see discipline code*). Three unexcused absences will result in the school pursuing legal action based on the compulsory attendance policies of the state of Pennsylvania.

A Parent Excuse form is available in the back of the handbook, on the school's web site or in the main office.

The following list (based on the Pennsylvania Department of Education attendance codes) will be strictly adhered to when excuses are presented to the office:

LEGAL absences and tardies can occur for the following reasons:

Sickness (up to 10 days)

Medical Appointments (with doctor's excuse)

Family Emergencies (as judged by the administration)

Religious Holidays / Observances

Funerals

Extreme Weather (as judged by the administration)

Pre-approved Educational Trips

College Visits (4 for seniors with an official college excuse)

ILLEGAL or UNEXCUSED absences or tardies include, but are not limited to:

Failure to get up; alarm did not go off

Missing the bus

Babysitting

Shopping or running errands

Chronic problems with cars or traffic

Sickness beyond 10 days without doctor's excuse

Failure to bring in a written excuse within three (3) calendar days

- 3) If a student is unable to attend school but is able to study at home, parents are asked to check the Plus Portals or e-mail the teacher(s) for assignments. If a student must be home for three days or more, parents may call the main office to have assignments collected which must be picked up at the end of the school day.
- 4) Students of Central Catholic must reside with their parent(s) or guardian(s); that student's parent/guardian must provide an excuse of absence even if that student has reached the age of 18.
- 5) **If parents are out of town** and children are in school, the school must be notified in writing as to who has guardianship of the children. This is important, especially in regards to who should be contacted in case of illness, absenteeism and permission for school events.
- 6) The Pennsylvania Department of Education allows a student a maximum of 10 non-medical excused absences. If a student is **absent more than 10 days** in a school year, the school will request an excuse from a medical doctor for each additional absence. Failure to comply with this request will result in an illegal absence and will be treated as truancy.
- 7) If a student is **late for school**, it is expected that an excuse signed by a parent/guardian will be presented on arriving at school. If a student arrives after 7:55 a.m. but before 11:00 a.m., he/she will be marked tardy. If a student arrives after 11:00 a.m., he/she will be marked as absent for half a day. If a student **leaves before 11:30 a.m.** and does not return, the student will be marked as ½ day absent. Failure to excuse the tardy or absence in writing within three (3) calendar days will result in an unexcused tardy (*see discipline code*)

- 8) Permission to attend funerals of family members will be routinely given.
- 9) Doctor and dental appointments should be made on non-school time. When this is not possible, the student must bring a written excuse from the parent/guardian to the main office before homeroom period. The student will be dismissed from class at the appropriate time and will sign out in the main office. All doctor, dentist, physical therapy, counseling or other medical appointments must be verified with the formal medical excuse received upon leaving the appointment. When returning from his/her appointment, the student should sign-in in the main office.
- 10) If a student has an appointment but does not bring an excuse with him/her, the parent must come to the office to sign out the child and write the appropriate excuse. If the student has a car and expected to drive, a fax or e-mail from the parent is required before the student is permitted to leave the school.
- 11) Students are never permitted to leave school grounds without written permission from a parent/guardian and an administrator.
- 12) Students may never be excused from school for work or any work-related matter.
- 13) Students will be permitted to participate in extra-curricular activities, sports practices, games, or matches only if they are in school **for that full day** (except for scheduled medical appointments).
- 14) Seniors may be absent from school to visit colleges for the purpose of meeting with admissions or academic officials, or taking placement tests. A permission form must be obtained from the guidance office that must be signed by the college official and returned to the main office to make it an excused college visit. A maximum of four (4) visits are allowed. College visit days count toward the 10-day absence limit.
- 15) The school strongly believes that the most effective learning depends on a student's presence in class. Teachers have carefully planned courses of study that are geared to helping students grasp concepts and the skills to apply these concepts. Parents should understand that it is difficult for most students to gain the full benefit of a class if they are absent for an extended period. Therefore, the school discourages trips/vacations that will take students away from the school.

However, if parents, in their role as primary educators of their children choose to take vacations during school time, the school will honor this request, based on the following:

- The student is in good academic standing
- The student has no previous attendance issues and the trip will not cause future attendance issues
- The student picks up an extended absence form and notifies all teachers two to three days before the trip and teachers complete the attendance form
- Students have five school days upon return to fulfill their assignments; any work not completed within this time will be subjected to grading penalties.

HIGH SCHOOL DRESS CODE

INTRODUCTION

As a Catholic school, we have a unique identity. Each student who enrolls here shares in that identity by participating in the life and activities of the school, by sharing in a similar set of values, and by adopting a code of behavior. The purpose of the dress code is to teach students to dress neatly and to learn to take pride in their appearance and in themselves. It is expected that modesty and decorum will be the decisive elements in choosing a wardrobe. At the same time, the dress code is intended to offer students some individuality in choosing their dress.

The administration maintains the right to make the final determination concerning the appropriateness of students' attire.

Boys

Pants

- **DRESS** style only
- **Navy, black or khaki/tan only**
- Must be worn at the waist
- **NO:** Cargo pants
 - Denim or fabric that looks like denim
 - Excessively tight or baggy pants
 - Frayed or cut hems, ripped off pockets

Shirts

- *School approved* white or blue oxford shirt (with the school logo) only
- Must be long enough to be tucked in **completely** and buttoned
- All buttons – including on the collar and sleeve must be buttoned
- Only plain T-shirts underneath; no imprints
- No long-sleeved T-shirts under short-sleeved school shirts

Ties

- Must be worn to the top of the shirt at all times
- Must be neat, clean and not frayed

Sweater

- Must be worn on all Mass days through the year
- *School approved* only
- No rips, tears or alterations

Shoes

- **DRESS SHOES ONLY**
- **NO** sneakers or shoes that look like sneakers
- **NO** boots or work boots (or shoes that look like boots)
- **NO** sandals or open-back shoes, slippers or moccasins

Hair

- Must be neat
- Kept out of the eyes
- No longer than the **TOP** of the shirt collar
- No “outlandish” styles or unnatural colors permitted
- No ponytails

Clean shaven

- No beards or mustaches permitted

Girls

Skirts

- **Dress** skirts
- **Navy, black or khaki/tan only**
- Must be worn at the waist
- “Split skirts” or “skorts” are permitted; they must be pleated at the top without a cuff to be full enough to look like a skirt
- No shorter than 1” above the knee cap

Pants

- **Dress pants**
- **Navy, black, khaki/tan only**
- Must be worn at the waist
- **No:** “Yoga” pants
 - Cargo pants
 - “Skinny jeans”
 - Denim or fabric that looks like denim
 - Excessively tight [*must pass the “golf ball” test*] or baggy pants
 - Frayed or cut hems, ripped off pockets

Blouse

- *School approved* white or blue oxford blouse (with the school logo) only
- Long enough to be tucked in **completely** and buttoned
- All buttons – including the collar and sleeves must be buttoned (except the top button)
- Plain T-shirts only; no imprints
- No long-sleeved T-shirts under short-sleeved school shirt

Shoes

- **Dress shoes only**
- Socks or hose required
- **NO:** Sneakers or shoes that look like sneakers
 - Boots / work boots (or shoes that look like boots)
 - Sandals or open back shoes, slippers or moccasins

Sweater

- Must be worn on all Mass days throughout the year
- *School approved* only
- No rips, tears or alterations

Hair

- No “outlandish” styles or unnatural colors permitted

GYM CLASS

Shorts should be looser-fitting, longer athletic shorts (just above the knee)

T-shirts should be short sleeved without alterations or deep cuts

MIDDLE SCHOOL DRESS CODE

INTRODUCTION

As a Catholic school, we have a unique identity. Each student who enrolls here shares in that identity by participating in the life and activities of the school, by sharing in a similar set of values, and by adopting a code of behavior. The purpose of the dress code is to teach students to dress neatly and to learn to take pride in their appearance and in themselves. It is expected that modesty and decorum will be the decisive elements in choosing a wardrobe. At the same time, the dress code is intended to offer students some individuality in choosing their dress.

The administration maintains the right to make the final determination concerning the appropriateness of students' attire.

TOPS – Girls and Boys

- Golf style shirt (short or long-sleeved; only top button may remain unbuttoned) – white, navy, red
- Turtleneck (no mock) – white, navy, red
- Dress shirt or blouse – school approved only – white or blue oxford – with the school logo - - may be worn with or without a tie for the boys.
- Shirts must be tucked in **completely**.

PANTS / SKIRTS – Girls

- Skirt (no shorter than 2” above the knee) – navy, black, khaki (tan)
- Skort (no shorter than 2” above the knee) – navy, black, khaki (tan)
- Dress Slacks (no jeans or cargo pants) – navy, black, khaki (tan)
- No excessively baggy or low-slung pants permitted.

PANTS – Boys

- Dress Slacks (no jeans or cargo pants) – navy, black, khaki (tan)
- No excessively baggy or low-slung pants permitted.

SHORTS --_Girls and Boys

- Shorts (dress-style / walking; no cargo style or jean shorts); no shorter than 2” above the knee); navy, black, khaki (tan) – permitted in September, October, April, May.
- **NOTE:** *Students are **not** permitted to wear shorts on Mass days.*

HAIR

- No “outlandish” styles or unnatural colors permitted

SHOES – Girls and Boys

- **DRESS SHOES ONLY** with regular dress code; worn with socks or hose.
- Sneakers with socks may be worn only when wearing shorts.
- **NO** boots or work boots (or shoes that look like boots)
- **NO** sandals or open-back shoes, slippers or moccasins

THE SCHOOL SWEATER - Girls and Boys

- All students must purchase a navy-blue school sweater with the school logo. This will be worn on all day on Mass days throughout the year. **NO OTHER SWEATERS** or other outerwear are part of the dress code. (If extreme heat is an issue, the administration may permit students to remove their sweaters.)

GYM CLASS

Shorts should be looser-fitting, longer athletic shorts (just above the knee)
T-shirts should be short sleeved without alterations or deep cuts



NOT PERMITTED AT ANY TIME

The following is a partial list of apparel not considered “dress clothes” and, therefore, **NOT** part of the **REGULAR** dress code:

- Shorts
- Sandals or flip-flops
- T-shirts, tank tops, halter tops, etc.
- Denim of any color or material that looks like denim
- Hats / Sunglasses
- Sweatshirts / Sweatpants / yoga pants
- Athletic shoes or backless shoes
- Flannel or material that looks like flannel
- Any clothing with advertisements (especially music, musicians, drugs, alcohol, etc.)
- No jewelry/ornaments for body piercing (except earrings for girls)
- No visible tattoos / drawings or writing on skin

DRESS UP DAY

There will be two types of dress up days:

- (1) “Sweaters Required” Day: In addition to the regular dress code, students will be required to wear their school sweater. These days include every day that Mass is celebrated or when other special assemblies or events are on the calendar.
- (2) “Dress Code or Better” Day: On this day, boys will be permitted to wear suits, jackets, or sweaters of their choice. Dress shirts must be worn. Girls will be permitted to wear dresses, jackets, or sweaters of their choice. The requirements for solid color pants and skirts are waived for girls. **All other stipulations of the dress code remain in force.**

DRESS DOWN DAY

There will be days when more casual clothes (such as jeans and sneakers) may be worn. The definition of the dress code for this day will be announced by the Administration as needed. Clothing that is **NOT** permitted on “dress-down days:” pajamas, flip-flops, slippers, clothing with holes, low-slung or excessively baggy pants, tight pants, yoga pants, short-shorts, short skirts, etc. that go beyond the spirit of our dress code and ideals.

Sports teams on days of games or matches may wear one team-chosen, approved jersey, warm-up or shirt (no hoodies, sweatpants, sneakers, etc.). The team jersey or shirt is in addition to the normal dress code, therefore, the rest of the regular dress code is required. Note: sports teams and clubs must complete dress-down approval form prior to the day requested. These are available in the main office or from the director of discipline.

Dress down days (school, athletic, personal) are not permitted on Mass days.

DRESS CODE FOR CARDINAL BALL, PROM, HOMECOMING COURT, GRADUATION

In order to ensure that the attire at the Cardinal Ball, Prom, Homecoming Court and Graduation reflects the school’s values, the following are the guidelines for the attire at these occasions:

Boys’ Formal Dress

Formal attire may be classified as a tuxedo or dress suit, including a tie, bow tie, a turtleneck, a shirt or “priest-collar” shirt, which may include a vest or cummerbund. Shirts are to be worn at all times. Dress shoes must be worn. (Tuxedos are appropriate for the prom; suits are appropriate for the Cardinal Ball.) Male students may not wear a dress or skirt.

Girls’ Formal Wear

Traditionally, formal dresses or gowns may be strapless or may feature spaghetti straps. Open backs or cutout backs are acceptable. However, completely bare backs, stomachs or bare midriffs are not permitted. Undergarments must not be visible. See-through apparel and gowns or dresses with slits that are above mid-thigh are not permitted. Garments that are extremely tight or extremely low-cut are also unacceptable. Dress shoes or dress sandals are to be worn. Female students may not wear a tuxedo or other male formal wear. Two-piece formal dress must be approved by the administration.

FINAL NOTE

There are many details and styles of clothing that cannot be covered in the dress code. We hope that students and parents understand not only the “letter”, but also the “spirit” of the dress code and choose clothing that is appropriate for a student attending Central Catholic.



BEHAVIOR & DISCIPLINE POLICY

Philosophy

As a school, we recognize the value of an education. As a Catholic school, we recognize the value of a Christian community. To provide a solid education in a Christian community is the goal of Central Catholic High School. In order to promote both values, this Discipline Policy is intended to convey the behavior that is expected as well as to detail appropriate means of dealing with unacceptable behavior.

As a Christian community, we try to foster an atmosphere in which all people receive the respect they deserve. Relationships between students as well as between students and faculty ought to be based on the Gospel commandment that we “love one another”. The efforts of all should be aimed at building up rather than tearing down.

Many things contribute to an education. It is expected that students will be on time and prepared for class. Students should be in school for tests and exams and be prepared to make up any work that they miss. Behavior in class should be appropriate to the task at hand. Students should seek to understand what a particular teacher expects from them at the very beginning of the year.

Teachers will convey to students what is expected of them in the classroom. Minor discipline matters will be handled in the classroom. Discipline matters that cannot be handled between teacher and student are to be referred to the Administration. A Discipline Report is to be submitted explaining the problem.

All students should be aware of the fact that at all levels of living in a society, certain behavior is expected and appropriate. If a person chooses to ignore the standards of accepted behavior, he or she should expect to incur the consequences of inappropriate behavior. To maintain an atmosphere conducive to learning and growth, certain guidelines for behavior must be spelled out, and students must realize that if they choose to ignore the guidelines, consequences will occur.

Expected Student Behavior

In the Classroom, students should:

- Be seated when the bell rings
- Be courteous to teachers and other students
- Follow all classroom rules and teacher directions

At Mass / Prayer, students should:

- Enter the auditorium / gymnasium / chapel quietly to demonstrate reverence for the liturgical celebration that is about to take place
- Participate fully in responses and songs; maintain a reverent silence at other times; sit in an upright prayerful way
- Be especially reverent during the distribution of communion. Catholic students who have made their First Holy Communion may receive communion at Mass. Students of other faiths may come forward to receive a blessing
- Continue with quiet after the liturgical celebration and silence for announcements; follow all dismissal directions

At assemblies, students should:

- Be courteous and quiet from the time entering the assembly
- Immediately come to order and pay attention to the speaker
- Participate and show approval when appropriate
- Follow all dismissal directions

At lunch time in the cafeteria, students should:

- Wait patiently in line and follow all directions of the adults on duty
- Eat and finish lunch in the designated eating areas
- Clean up, including tables and area around the table
- Return trays to the dishwashing area and carefully discard garbage
- Ask permission to leave the cafeteria
- Not be in the library, gymnasium or a classroom unless a teacher is present
- Not to order food from off campus to be delivered to school (permission for special occasions must be obtained from the office)

On school grounds, students should:

- Be courteous and respectful at all times
- Greet visitors to the campus
- Stay in designated areas only
- Follow dress code policies unless involved in a sports activity or given permission by the teacher
- Never to: use profanity, gamble, lie, fight, possess inappropriate literature or material, or be involved in verbal or physical abuse of another
- Never to tamper with any school equipment, cars on school grounds or leave campus without permission
- Make sure that the areas used are cleaned and not litter

When attending a school field trip, students should:

- Be on their best behavior
- Pay strict attention to the chaperones
- Not to leave trash on the bus or at the field trip site
- Not to antagonize or make fun of anyone

At dances, students should:

- When required, sign an agreement for a non-DCC student to attend the dance
- Conduct themselves in the manner appropriate to a Central student
- Remain in the building until the time of departure; there will be no re-admittance once a student leaves the building; cars may not be visited during the dance

Disciplinary Incidents and Consequences

Note: Disciplinary action will be at the discretion of the director of discipline and the principal or headmaster for any inappropriate conduct, whether inside or outside of school that is deemed inappropriate or detrimental to the Catholic nature of DuBois Central Catholic or to the safety of the students or staff.

I. Students reported for “minor” offenses, such as:

Inappropriate behavior or language, chewing gum, book uncovered, dress code violation, minor disruption of class or assembly, late for class, etc.,

Or other minor infraction will be given an hour detention on the third infraction (detention to be served within 2 weeks).

II. Major offenses and discipline:

Late to school without legal excuse (see attendance policy for lists of legal and illegal excuses)
After 3 days – illegal absence marked AND fines will be applied to your tuition bill.

Absent from class/Mass/assembly without permission:

- 1st: Three lunch detentions
 - 2nd: Five lunch detentions; 30 days probation
 - 3rd: One day in-school suspension (at \$80); probation; possible implementation of expulsion procedures
-

Unauthorized use of cell phone FOR HIGH SCHOOL

(Cell phones must be in backpacks (off or on silent) at all times except for the café and cafeteria; teachers may authorize use of the phone in their classrooms; phones must be put away before entering the hallway)

- 1st and 2nd Teachers will confiscate phone and bring to the office
- 3rd Parents will be called and must pick up phone from office at end of the school day
- 4th: Loss of phone privileges; if a student needs a phone for after school activities, the phone must be left at the office at the beginning of the day and picked-up at the end of the day

MIDDLE SCHOOL STUDENTS ARE NOT PERMITTED TO HAVE THEIR CELL PHONES OUT DURING THE SCHOOL DAY. THEY MUST REMAIN IN THEIR LOCKERS TURNED OFF OR ON SILENT AT ALL TIMES.

Violation of safe driving habits on school grounds (at all times):

- 1st: Three lunch detentions; possible loss of driving privileges for 30 school days
 - 2nd: Five lunch detentions; loss of driving privileges for remainder of school year
-

Misuse of computers/technology / violation of internet policy:

(includes, but not limited to: unauthorized use of e-mail, social media, bulletin boards and anonymous proxy websites; downloading files without permission; destroying, moving, or altering another's files; altering any of the computer's operating systems or software files without permission; accessing password-protected files and/or programs without permission; any other inappropriate use of computers/portable communication devices/internet as listed in the computer policy)

- 1st: Five lunch detentions
 - 2nd: Five lunch detentions; loss of internet privileges without direct supervision
-

Major disruption in class / Mass / assembly

- 1st: Three lunch detentions
 - 2nd: Five lunch detentions; 30 day probation
 - 3rd: One day in-school suspension (at \$80); probation; possible implementation of expulsion procedures
-

Unintentional damage to school property

- 1st: Three lunch detentions; restitution
 - 2nd: Five lunch detentions; restitution; 30 days probation; possible legal action
 - 3rd: Expulsion; legal action
-

Insubordination

(Refusal to follow directions or requests of teachers, substitutes, staff and administration)

- 1st: Three lunch detentions; 1 week probation
- 2nd: Five lunch detentions; 30 days probation

- 3rd. One day in-school suspension (at \$80); meeting with parents & student to create a behavior contract
-

Cheating / Plagiarism

- 1st. Three lunch detentions & failing grade on assignment
2nd. Five lunch detentions & failing grade on assignment
3rd. One day in-school suspension (at \$80); probation; possible implementation of expulsion procedures
-

Forgery of parent or school employee signature

- 1st. Three lunch detentions
2nd. Five lunch detentions; probation
3rd. One day in-school suspension (at \$80); possible implementation of expulsion procedures
-

Truancy / Skipping School

(Absent or leaving school without permission)

- 1st. Five lunch detentions; CARE Team referral
2nd. Two days in-school suspension (at \$80 per day); 4-6 weeks probation
3rd. 2nd offense consequences plus possible expulsion procedures
-

Smoking, possession or use of tobacco (including e-cigarettes) on school grounds, at a school-sponsored activity on or off school grounds

- 1st. Five lunch detentions; CARE Team referral
2nd. Two days in-school suspension (at \$80 per day); 4-6 weeks probation
3rd. 2nd offense consequences plus possible expulsion procedures
-

Willful damage or vandalism to school property

(Vandalism is defined as the willful or malicious destruction of public or private property and will not be tolerated. This includes, but is not limited to intentionally:

Defacing, destroying and/or causing not to function any part of the school building, its furnishings and contained in the building or on the grounds such as writing on desks, walls, lockers, textbooks, removing dispersers from the lavatory walls, driving on the lawn, forcefully slamming or kicking lockers; disabling computer hardware or software; deleting or altering material stored on a computer driver; destroying or defacing displayed material such as student artwork, bulletin boards, posters, etc.; enabling such destruction to take place by aiding a vandal in any way

- 1st. Two days in-school suspension (at \$80 per day); probation; possible implementation of expulsion procedures
2nd. Expulsion
-

Stealing

- 1st. Five lunch detentions; restitution; probation; possible legal action
2nd. Expulsion; possible legal action
-

Student harassment

(Including bullying, ridicule or other disrespectful words or actions directed toward another student)

- 1st: Three lunch detentions
- 2nd: Five lunch detentions; 30 days probation
- 3rd: One day in-school suspension (at \$80); probation; possible implementation of expulsion procedures

Verbal, physical threat or abuse of another student or school personnel

- 1st: Immediate out-of-school suspension; probation; CARE Team referral; referral to administration for implementation of expulsion procedures; notification of authorities
- 2nd: Implementation of expulsion procedures; notification of authorities

Fighting between students or physical attack on a student

- 1st: Three lunch detentions
- 2nd: Five lunch detentions; 30 days probation
- 3rd: One day in-school suspension (at \$80); probation; possible implementation of expulsion procedures

Possession, selling or distribution of over-the-counter drugs or illegal drugs

- 1st: One day in-school suspension (at \$80); probation; CARE Team referral
- 2nd: Three day in-school suspension (at \$80 per day); probation; CARE Team referral
- 3rd: Expulsion

Illicit possession or use of drugs or alcohol

- 1st: Three days in-school suspension (at \$80 per day); probation; CARE Team referral
- 2nd: Expulsion

Possession of a lethal weapon

- 1st: Expulsion
-

GENERAL COMMENTS

Students may or may not receive a verbal “warning” or “notice” for a minor offense. That decision is entirely up to the teacher. Discipline procedures will begin with the first written warning or report.

The following stipulations are for all offenses that require CARE Team referral: If the offense occurs with less than 30 days on the school calendar –

- A senior will not receive a diploma until all CARE Team recommendations have been fulfilled;

- An underclassman student will not be accepted in the next grade level until are CARE Team recommendations have been fulfilled before the start of the next school year.

Central Catholic likewise reserves the right to take measures other than those listed if deemed in the best interest of the student and Central Catholic as a whole. Consistent, chronic misbehavior which conflicts with the values of Central Catholic constitutes grounds for suspension or dismissal.

Central Catholic intends that the discipline code is binding on all its students whenever they are on school property, are attending school-sponsored events off school property, or are engaged in any activity in which they publicly represent Central Catholic.

DETENTION

Detention will be held during lunch period in the library. The students will eat the library. This will also be a working lunch. They will have to complete their consequence during that time. They are not permitted to have their cell phones during their detention. The detention will occur the following day of a violation ie if you were written up on Monday, the detention will be on Tuesday.

Failure to report to detention will result in double detention. Failure to report a second time will result in immediate probation until further notice.

PROBATION

Probation is a period of time during which a student is not permitted to participate in or attend any extra-curricular activities. This includes but is not limited to: athletic events, plays, musicals, or dances, etc.

SUSPENSION

Students serving out-of-school suspension are not permitted on school property or to attend any school sponsored event while they are suspended. Students will be given “Zeros” or “No credit” for work while they are serving a suspension.

BEHAVIOR CONTRACTS

For chronic misbehavior, tardiness, absenteeism, dress code violations or serious offenses against the discipline code, a student may be put on a behavior or attendance contract with specific stipulations on future behavior and consequences.

SEARCH AND SEIZURE

Students have a right to protect assigned areas and possessions such as lockers, desks, book bags, vehicles, etc., against fellow students but not against school officials. The administration has the right and duty to inspect assigned areas as well as personal possessions on school grounds if a justified reason for search exists, such as suspected presence of contraband, prevention of injury, or loss of evidence. Should any illegal article or substance be acquired during a search, the secured property shall become the property of the school, which shall make proper disposition. Failure to cooperate with school officials on any search, including vehicles, will result in disciplinary actions including suspension or expulsion.

ACADEMIC HONESTY POLICY

Students are expected to demonstrate honesty and integrity while in attendance at DuBois Central Catholic. Each student is expected to do his or her own work. This includes test-taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific research. All work submitted by students should be a true reflection of their effort and ability. The following are considered cheating:

- Claiming credit for work not the product of one's own honest effort;
- Providing access to materials or information so that credit may be dishonestly claimed by others;
- Sharing work with another student or assisting them to obtain another's work

Any behavior, which can be defined as cheating represents a violation of mutual trust and respect essential to education at DuBois Central Catholic. Students who cheat should expect to be confronted by their teacher and be subject to the following penalties:

- ✓ 'F' on the assignment or test
- ✓ Notification of parents
- ✓ Disciplinary procedure as outlined in the discipline code (see page 22)

Important Clarifications:

The underlying assumption in all schoolwork is each student does his or her own work.

The teacher is not required to tell students each time that they are to work alone.

If teachers choose, they may give permission for students to work together (but this is the exception).

The Rule is Simple:

Academic honesty requires that work submitted by the student be his or her own work. If other persons contribute to the work, they must be given credit for their contribution. If contributors are not cited, the student has cheated. Students who quote or paraphrase from sources such as books, periodicals, the internet, interviews, etc., must cite the source of the material. Failure to cite sources is called plagiarism.

Tests, Quizzes

Before or during tests or quizzes, any attempt to discover answers from others by using 'cheat sheets,' cell phones, smart watches, or any other means is cheating.

Procedures for Enforcement

Teachers or other school personnel who discover that a student has attempted to cheat or has cheated have two options depending upon the severity of circumstances of the violation: (1) They may deal with the violation with the student and then report the violation to the administration; or (2) they may immediately report the violation to the administration. In either case, students will have the opportunity to explain their actions. If a student is guilty of violating the honesty policy, penalties will be put into effect, including grade reduction according to the following:

Failing grade (recorded as zero percent or zero points) for homework, quiz, weekly unit or chapter test, quarter test, semester exam. For class projects, the student receives a failing grade (recorded as zero), the value determined by the teacher and published as part of the description of the assignment.

On a personal, moral level – the student could destroy the relationship of trust that existed between the teacher and student.

A Final Consideration

The "Common College Application" used by many colleges and universities asks: "*Has the applicant been found responsible for a disciplinary violation at your school, whether related to **academic misconduct** or behavioral misconduct, that resulted in the applicants probation, suspension, removal, dismissal, or expulsion from your institution?*" What impact would a 'yes' answer have on chances of acceptance?

CLASS / FIELD TRIPS

Class trips or field trips are a privilege extended to students. The following eligibility requirements are in place for all trips for middle and high school:

- ✓ Students must be academically eligible and service hours completed.
- ✓ Students must not have attendance issues: excessive absences or tardies. For end-of-the-year trips:
No more than 10 non-medical absences; no more than 10 tardies (excused or unexcused); or no more than 15 excused absences and late tardies combined. Any illegal absences will automatically make the student ineligible for the trip
- ✓ Students must be in good standing in terms of behavior / disciplinary infractions. Students on probation at the time of the trip (regardless of the reason) will not be permitted to go on the trip. Students who have been on probation more than 30 days during the course of the year will not be eligible.

For end-of-the-year- trips, students must have completed and submitted a minimum number of service hours to participate in the trip.

<u>Class</u>	<u>Hours completed by 1st Semester</u>	<u>Hours completed by April 15</u>
MS	5	8
9 th	8	13
10 th	10	17
11 th	15	21
12 th	15	25

GRADING POLICY

DuBois Central Catholic is committed to academic excellence. Students are encouraged to be committed to the same ideal. Student progress will be reported regularly to students and parents. The goal of academic excellence will only be reached when there is common commitment among parents, teachers and students. Parents are encouraged to follow their students' progress through Plus Portals.

Evaluation of a student's academic work at each quarter will be recorded in percentage scores. (Some semester and quarter classes will be graded pass / fail.)

Report cards will contain quarter grades, high school semester exam grades, semester averages and a yearly average.

$$\textit{Quarter (45\%)} + \textit{Quarter (45\%)} + \textit{Semester Exam (10\%)} = \textit{Semester Average}$$

<u>General Academic</u>		<u>Honors Courses</u>	
93 – 100	A	90 – 100	A
85 – 92	B	80 – 89	B
75 – 84	C	70 – 79	C
70 – 74	D	Under 70	F
Under 70	F		

DCC uses a weighted grade point average system. Weighting is assigned as follows:

Regular high school courses: 1.00

Honors and advanced courses: 1.03

Advanced Placement courses: 1.05

The weight factor is multiplied by a student's grade to calculate the adjusted grade point average. This adjusted grade is only used to calculate averages and does not appear on the report card or transcript.

A grade of less than 60 indicates a serious problem. A parent conference will be scheduled and remedial work may be assigned. Parents will be notified if there are concerns about a student's progress or if he/she is in danger of failing. Parent conferences may be arranged at either a parent's or the school's request.

Days are set aside for high school semester exams in all major subject areas. These include Theology, English, Mathematics, Social Studies, and Science. These exams will be comprehensive for the semester and are considered an important part of the educational experience.

Note: Juniors and Seniors can be exempt from semester/final exams under the following conditions:

1. For each course, the granting of the exemption is at the discretion of the teacher;
2. To be granted an exemption, a student must achieve a 95 average for each of the two quarters previous to the exam;
3. The exemption cannot be granted for AP courses;

Class rank designates an individual student's position in a rank ordering of the entire class. This data is of importance to colleges or universities as a general indicator of a given student's performance. Therefore, class rank will be tabulated

and reported on junior and senior year-end reports for students at Central Catholic. Class rank for college admission is calculated on a student's cumulative percentage average after the seventh semester. *Class rank for determination of graduation awards is calculated after the third quarter of the senior year.* To be eligible for graduation awards a senior must be a full-time student at Central Catholic for at least six semesters.

A grade of "I", that is, incomplete, will be permitted by special arrangement on the part of the student with the teacher and with the approval of the administration. An "I" grade is to grant an extension of not more than eight weeks to students who have been confronted with illness, hospitalization, or extenuating circumstances.

First Honors are given for those students who maintain a minimum average of 93% for a quarter. Second Honors are given to students who maintain a minimum of 90%. A student is excluded from honors or merit awards if they receive a failing grade or incomplete for that quarter.

Students in grades 9 through 12 who fail to satisfactorily complete the requirements for a course will not pass that course. Ordinarily, students would be expected to repeat the course. When a student does make up a failed course, the higher grade is included in the transcript and the failure is deleted. If a student makes up a failed course through summer school, the failing grade will be replaced with a minimum passing grade.

Students who take AP courses are expected to take the AP exam at the end of the course.

Only students who have earned at least 23 credits will be considered seniors. Seniors preparing for graduation must fulfill the following requirements:

Academic – total number of credits and standardized test score (*see Program of Studies*)

Service – complete the number of required hours

Financial – tuition and fees

Discipline – detention and fines

Library and guidance materials returned

Textbooks returned (or paid for replacement)

Seniors who fail up to 2 credits short may still participate in graduation ceremonies; they will be awarded a diploma upon completion of the credits. Seniors who fail more than two credits may not participate in graduation ceremonies and may be asked to complete their requirements at another school.

HOMEWORK POLICY

Central Catholic understands that a complete educational experience involves not only work done at school, but homework as well. Students should expect to do homework every evening. Homework includes not only assigned work, but regular study and review which the student should undertake on his or her own initiative. Students who fail to complete assigned work will be held responsible.

CENTRAL ASSISTANCE AND RESOURCE PROGRAM “C.A.R.E. Team”

ADMINISTRATIVE GUIDELINES

The primary responsibility of schools is to educate students. If a student is under the influence of mind altering chemicals, that student cannot learn. If a student is depressed and feels hopeless, he or she cannot learn. If the student disrupts the school climate, other students will not be able to learn and teachers will not be able to teach.

Schools are the only institutions through which all young people must pass. This gives the school officials a unique opportunity to identify and help those whose lives are being negatively affected by some high risk behavior.

Central's C.A.R.E. team is a way to identify students who are having school-related problems because of drug/alcohol use or who are at risk for depression or other mental health concerns. The team is trained to collect and sort data that would identify at-risk students. If the data collection indicates a need for further evaluation, the team would make a recommendation to the student and/or parents/guardians for a Student Assistance Assessment by a designated community resource person. If the data collection indicates that a student would be better served by an in-school program, then the referral is made to that program. If the data collection indicates that no action would be necessary, then no action is taken.

Confidentiality – The C.A.R.E. team's first concern is always for the well-being of the student. The second concern is to involve parents in the total life of the student. There is always a difference between academic records and C.A.R.E. team records. The team is bound by strict rules of confidentiality in discussing any student. The goal of any agencies involved in the treatment of a student as well as the goal of the C.A.R.E. team is to involve parents/guardians in the process as soon as possible. A suicide concern would preclude any regard for confidentiality over safety, and parental notification will occur.

Referral to the C.A.R.E. team – Referrals to the C.A.R.E. team may be made by a teacher, an administrator, another student, a parent/guardian or may be a self-referral. The referral does not mean that a student is involved with drugs/alcohol or experiencing a mental health problem. The referral is a sign of concern for a particular student.

DEFINITION OF TERMS

C.A.R.E. team is a multi-disciplinary team composed of school personnel and other members of the community. This team is trained to understand adolescent chemical use and mental health issues. The team plays a primary role in the identification and referral process of students about whom concern has been expressed in this regard. The C.A.R.E. team is an intervention program, not a treatment program.

Drug/mood altering substance/alcohol shall include any alcohol or malt beverage, any drug listed in Act 64(1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood or enhance physical performance.

Examples of the above include but are not limited to beer, wine, liquor, hashish, chemical solvents, glue, capsules or pills not registered with the office, annotated within the student's health record and given in accordance with school policy for the administration of medication to students in the school.

Distributing is to deliver, sell, pass, share, or transfer any alcohol, drug, or mood altering substance, as defined by this policy from one person to another.

Possession is to possess or hold, without any attempt to distribute, any alcohol, drug, or mood altering substance determined to be illegal or as defined by this policy.

Cooperative behavior shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the C.A.R.E. team.

Uncooperative behavior is resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of the school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the C.A.R.E. team.

Drug paraphernalia includes any utensil or item, which, in the school's judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes and bowls.

RULES AND REGULATIONS

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the drug and alcohol policy.

SCHOOL GUIDELINES

As an integral part of the Drug and Alcohol Prevention Program, these guidelines represent one component in a school-wide effort to respond effectively to drug, mood altering substances and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents. The school will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The administration reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Suicide Intervention – Some students, for perceived or apparent reasons, at times feel so hopeless that they may consider suicide. These students are a particular concern to the school. The school will respond according to the suicide intervention procedure contained in the Faculty Handbook.

RELEASE OF RECORDS

In order for the school to provide necessary and appropriate academic and support services for students who are involved in treatment for drug and alcohol and/or mental health problems, parents should be expected to permit the release of appropriate information from agencies, programs or institutions to the school. Central Catholic will release necessary information to agencies involving student care only with the written permission of the student and/or his or her parents.

In every program that Central Catholic sponsors, the best interest of students is to be of highest regard. The C.A.R.E. team exists to foster the best interest of students. There may be times when parents or students find themselves disagreeing with the recommendations of the team. The school reserves the right to require a student to comply with certain recommendations in order to continue as a student at the school. At the same time, the C.A.R.E. team reserves the right to apply measures that are not contained in this policy if a situation may warrant it.

APPENDIX

From time to time drug related matters may be confessed while a student celebrates the Sacrament of Penance. The following is appropriate action in this situation:

Canon 983, #1: The sacramental seal is inviolable, therefore, it is a crime for a confessor in any way to betray a penitent by word or any other manner or for any reason.

Canon 984, #1: Even if every danger of revelation is excluded, a confessor is absolutely forbidden to use knowledge acquired from confession when it might harm the penitent.

Canon 984, #2: One who is placed in authority can in no way use for external governance knowledge about sins which he has received in confession at any time.

Drug, Tobacco, E-Cigarette and Alcohol Policy

DuBois Central Catholic recognizes the hardship created by alcohol, tobacco, narcotics, drugs, controlled substances and inhalants at the individual and community levels. In doing so, we unite to provide a drug-free environment, safe for student growth and learning.

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on campus or at any off-campus DuBois Central Catholic event. In accordance with this, we will maintain a NO TOLERANCE policy toward drug and alcohol use. The DCC administration has approved the use of drug dogs as a deterrent to the use of drugs and alcohol. The policy relating to such abuses is designed to be preventative in nature and is intended to help any students having problems with alcohol or drugs.

E-cigarettes look a lot like real cigarettes, are battery powered and often contain liquid nicotine from tobacco plants. They allow a user to inhale a vapor – often a nicotine vapor – without fire, smoke, ash or carbon monoxide. When the user inhales, these cigarettes emit the vapor that is absorbed into the lungs. There are a variety of flavors which make them especially attractive to young people. Vaping is very similar to the e-cigarette but the device may look different.

When a student is found, for the first time, in possession of, under the influence of alcohol, tobacco, narcotics, drugs, controlled substances, inhalants, or paraphernalia on the way to or from school, before, during, or after a school-sponsored event, the unauthorized substance or paraphernalia will be taken away from the student. The police may be contacted whenever any individual is found in possession of illegal substances or is in violation of the law. Parents will be contacted and the expense born by the student and their family.

Any student who is found in possession of or under the influence of alcohol, tobacco, narcotics, drugs, controlled substances or inhalants shall be subjected to the schools discipline policy. As a condition of continued enrollment, the student, at the expense of the student's family/guardian, is required to meet with a drug/alcohol counselor or psychologist. Upon completion of the counseling, the student must submit to a professional assessment to the Guidance Counselor and a CARE Team referral is opened for monitoring. NOTE: Should a family refuse the recommended professional treatment, the school may permanently

dismiss the student from DCC. Any repeated violation of the school's drug/alcohol/tobacco policy will result in an automatic dismissal from DuBois Central Catholic.

If a student is found to be trafficking, buying, giving away or offering to trade, sell, or give away alcohol/tobacco/drugs, or anything passed off as drugs on the way to or from school, at school, before, during or after a school-sponsored event, the student will be dismissed immediately from DuBois Central Catholic without the option of returning. The parents will be notified and the police may be contacted.

Inspection of personal property including (but not limited to) lockers and the contents, clothing pockets, backpacks, vehicles on school property may be conducted by an administrator, guidance counselor or dean of students or their designee, for any reason, at any time, without notice and without student or parent consent

PRO-LIFE STATEMENT

As a Catholic school, DuBois Central strives to be mindful of the teachings of the Church, and to reflect these teachings in philosophy and action. The teaching of the Catholic Church regarding the sanctity of human life reaches our students at a time when they most need to hear a Christian view of the greatest of all God's gifts. The formation of a student's conscience to include the respect for human life is a primary goal of the school.

To that end, DuBois Central Catholic reaffirms the belief that all human life is sacred, in that it is a gift from God, who gives value to all living things. Life is to be treated with respect from conception to the moment of death. This respect manifests itself in efforts to defend life, to enhance its value and to reach its full potential.

Abortion is an action that is directly contrary to the teaching of the Catholic Church in that it destroys life. The deliberate taking of a human life is a most serious sin and it destroys not only the life of the unborn child, but it deeply affects the lives of all those who participate in the abortion in any way.

Students at Central Catholic who participate in an abortion, either in recommending it or in aiding in the procurement or by actually having an abortion, have done something that is directly contrary to what this school stands for. Once it is verified that a student has in fact participated in an abortion, that student must follow the direction of the school in seeking appropriate counseling and aftercare. If a student chooses not to follow the direction of the school, the school reserves the right to dismiss that student. Others may need support even though they may not have participated in the act. Support services will be offered.

Creation of a new human life is a wonderful participation in the mystery of God's own creative love. The circumstances of pregnancy can sometimes complicate this experience. A student who becomes pregnant or one who fathers a child has created a difficult situation for oneself and one's unborn child. Because Central Catholic tries to foster a respect for life in all that it does, the school commits itself to offering the support and counseling necessary to continue with the pregnancy and bring the life into the world. From the outset, it would be the school's goal to involve the parents of the pregnant student and to be supportive of the family. If the family involvement does not result in a satisfactory program of prenatal care and support, the pregnant student and/or the father of the child, must agree to the recommendations of the school regarding prenatal care and appropriate support services during the pregnancy and after, or that student may be dismissed from the school.

CAMPUS MINISTRY

The Campus Ministry Department and, indeed, the whole Christian faith affirm that all people have fundamental worth and dignity, given to them by God, and all people share responsibility to assist one another in mutual support. The primary goal is to promote a sense of community by providing a concrete expression of Christ's love for all people. Within this context, Christians share a unique responsibility, through love and service to one another, to build up the Body of Christ, which is the People of God.

Through a variety of means, Campus Ministry seeks to support the faith life of those people under its care: primarily the Central Catholic student body, faculty and administration, but also to some extent their families and even the greater DuBois community. In this way, Campus Ministry serves as a primary channel through which Central Catholic fulfills its purpose to spread the Gospel and to teach, through love and service, as Jesus taught.

HEALTH PROCEDURES

Central Catholic has the services of a nurse. The nurse schedules physical examinations, vision, hearing, and dental exams, and is available to consult with staff and students about health matters.

If a student becomes ill during the school day and is not able to attend class, he/she should use the following procedure:

- Report to the office with a pass from a teacher. This means that they should report to their class before coming to the office.
- Office personnel will direct the student to the nurse's office or contact the parent/guardian if the nurse is not available.
- Students are not permitted to call or text parents without the nurse's permission.
- Before reporting back to class, students must obtain a pass from the office.
- It is the responsibility of the students to make up work they miss.

Based on the guidelines from the Pennsylvania Department of Health, the following procedures must be followed for students on medication:

- A parent/guardian or responsible adult should deliver all medications to the school. Students are not permitted to transport medication to or from school, unless it is an inhaler or Epi-pen needed for emergency use.
- All student medication must be in the properly labeled bottle or container. It will be kept in the nurses office; students may not carry medication with them. No student is permitted to give another student any kind of medication; this violates the law.
- No more than a 30-day school day supply for any one medication should be stored at school.
- At the end of the school year, all medications must be picked up at the school by a parent/guardian or responsible adult. Any medications left in the school after the last day will be disposed of according to proper procedure.

The above information applies to all prescription and non-prescription medications.

Students who are medically excused from physical education classes, either on a temporary or permanent basis, are to present a doctor's excuse to the main office and physical education instructor.

B.Y.O.D. – BRING YOUR OWN DEVICE

All students in grades 6 through 12 will need a netbook or laptop to use during the school day. All courses for these grades will be structured to utilize this new educational technology. Teachers will be integrating technology into their curriculum on a daily basis to ensure that students are learning the higher level thinking skills that are necessary for 21st century living.

An “Acceptable Use Agreement” must be completed and returned to the office by all high school and middle school students.

COMPUTER / INTERNET USE POLICY

Based on its stated philosophy, Central Catholic works to ensure that all students will become responsible, independent learners. This ideal is extended to include proper and acceptable use of information technology, namely, computer applications and the Internet.

Access to the computer facilities is a privilege granted to Central students, faculty and staff. All users of the computer systems must act responsibly and maintain the integrity of the hardware and software. The administration reserves the right to limit, restrict or extend computing privileges and access to the computer networks and other hardware.

Any student who does not abide by the policies of the school should expect disciplinary procedures and suspension of privileges. Offenders may also be subject to criminal prosecution under federal or state law. As an example:

Under Pennsylvania law, it is a felony punishable by a fine of up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. (18Pa.C.S. 3933(a)(1)). Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer interface with the operation of a computer network, or alteration of computer software. (18 Pa.C.S. 3933(a)(2) and (3)).

By using school facilities, students, faculty and staff agree to abide by all the policies and procedures of Central Catholic and its administration, as well as all current federal, state and local laws. These include school policies against plagiarism, unethical conduct, and local, state and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism, and other unlawful intrusions. In the event of the violation of any of these policies or laws, disciplinary procedures will be followed, including informing law enforcement authorities if deemed appropriate.

Internet access is available to students and teachers at Central Catholic to promote educational excellence by offering the various resources that this innovation can provide. With the access to computers and people all over the world comes the availability of material that may not be considered to be of educational value or acceptable to Central Catholic standards. The school will make every effort to prevent access to unacceptable, especially pornographic or unethical material, through supervision and lock-out programs. The school firmly believes that the valuable information available on this worldwide network far outweighs the risk of encountering negative material. Students and parents should be aware of the following terms and conditions for use of the Internet:

In order to ensure the safety of our students using the information highway, the use of chat rooms by students of the DuBois Central Catholic is prohibited.

Acceptable use – The use of the Internet must follow the philosophy and policies of the DuBois Catholic School. Transmissions that violate these policies or any district, state or federal regulations are prohibited.

Privileges – The use of the Internet is a privilege, not a right, and inappropriate use, as determined by the administration, will result in cancellation of the privilege. Any breach of security, vandalism of software or hardware, or breach of network etiquette will result in disciplinary action and possible legal action. Network etiquette includes, but is not limited to: politeness; use of appropriate language; never revealing names or addresses of users or any student or school personnel; refraining from illegal activities; following all copyright laws.

LIBRARY POLICY

In accordance with its mission and vision statements, the Library strives to provide unlimited access to a wealth of resources. The use of the Library and the resources contained or accessed within is a privilege and not a right. Students must agree to abide by this policy or will not have access to library materials.

Use of the Library is granted to all students, faculty and staff of DCC. Parents of Central students are also allowed to use library resources. All library users must respect the needs of all patrons and exercise respect and integrity while in the Library.

Improper behavior, including lewd or abusive language, violation of Central's Computer Policy or actions deemed inappropriate, is not tolerated. Violators will be subject to all school sanctions, punishments, fines, etc. Cell phones and other personal electronic devices may be used in the Library for educational purposes only.

Students will need to have their ID number to check out materials from the Library. Patrons who check out books or other materials from the Library are responsible for that material. Late fees, as well as replacement costs and processing fees for lost books, will be assessed. Any student who has outstanding books, fines or fees will not receive their diploma and/or report card until the books are returned and the fees or fines paid.

There are computers in the Library for student use. The Library is not responsible for any material accessed through the Internet on sites not recommended by the Librarian. Parents, not the Library, are responsible for their child's Internet use. Students are responsible for any actions committed on the computer under their student ID.

HARASSMENT POLICY

DuBois Central Catholic strives to provide a safe, positive learning climate for students. Therefore, it shall be the policy of DCC to maintain an educational environment in which harassment of any form is not tolerated. The school prohibits all forms of unlawful harassment of students by other students, staff members, contracted individuals, vendors and volunteers.

The school encourages students who have been harassed to promptly report such incidents to the administration. Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and moral obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. [*Sec 703 of Title VII of Civil Rights Act of 1964; Sec 5(a) PHRC Act; Title IX of the 1972 Education Amendment*]

The term "harassment" includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical contact relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile or offensive educational environment. [*OCR Guidelines on Sexual Harassment*]

"Cyber-bullying" is the term used to refer to bullying and harassment by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers and websites. It intends to cause emotional distress and can be as simple as continuing to send e-mail to someone who has said they want no further contact or may include threats, sexual remarks, or labels (hate speech). In the United States, it is a federal crime to "annoy, abuse, threaten, or harass any person" via the internet or telecommunication system, punishable by a fine and/or up to two year imprisonment.

Act 26, signed by Governor Wolf on July 10, 2015 created the offense of "cyber-harassment" which would include making seriously disparaging statements about a

- child's physical characteristics
- Sexuality
- Sexual activity
- Mental or physical health
- Threats to inflict harm.

The harassment could be made electronically, either directly to the child or through social media.

For a juvenile charged with a crime, a diversionary program which might include educational programs on cyber-harassment would be considered first. Successful completion could lead to the juvenile's record being expunged.

The law makes cyber-harassment of a child a third-degree misdemeanor, punishable by a maximum \$2500 fine and/or one year in prison.

The law could help schools, which are often expected to handle cyber-bullying whether it happens on school grounds or not.

http://www.pcar.org/sites/default/files/resource-pdfs/act26_cyber_harassmentcyberbullying.pdf

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group, which creates an intimidating, hostile or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status;
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual;
3. Such conduct deprives a student of educational aid, benefits, services or treatment;
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonable interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment. [*Fed. Reg. Vol 62, #49; PHRC Guidelines; PA Bulletin Vol. II, #5 Policy Memo; Office of Civil Rights USDE, March 1997*]

DuBois Central Catholic treats all complaints of sexual abuse seriously and deals with such allegations in a confidential, prompt, and thorough manner with compassion and consideration for those involved. Information provided by the Diocese of Erie is available for parents' use.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students may choose to report harassment to an administrator, counselors or teachers. If the administrator is the subject of a complaint, the student shall report the complaint to another administrator or directly to the President of the DCC.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established procedure:

1. A student shall report a complaint of harassment in writing to the administration or another designated faculty member, who shall inform the student of his/her rights and of the complaint process.
2. The administrator shall notify the President and conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The administrator shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the President and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the school shall take prompt corrective action to ensure the harassment will not recur.

Discipline

A substantiated charge against a staff member shall subject such staff member to disciplinary action, including discharge (as provided by Diocesan policy).

A substantiated charge against a student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling or referral to the CARE Team.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the discipline code.

Hazing:

Coaches are to maintain a safe, positive environment free from hazing for athletes and staff involved in athletic programs. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy, **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any school organization.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. No coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

All complaints of hazing will be investigated, and students who have been subjected to hazing should promptly report such incidents to their coach who will then report the incident to an administrator. Any individual who violates this policy is subject to appropriate discipline.

SPORTS AND ACADEMICS

Students participating in inter-scholastic sports are expected to keep classwork a first priority. The services of the guidance office, the athletic director, and each individual teacher are available to help ensure that students are able to maintain good class averages while participating in sports.

Eligibility Policy: (1) Sports eligibility will be checked every week (on Thursday). Eligibility will begin on the first Sunday following the check. (2) If any student has a “D” or “F” in ANY two or more subjects, that student will be ineligible to practice or participate in any team event for one week. (3) If a student receives a failing grade for a course in the spring, that student will be ineligible to practice or participate for a two-week period at the beginning of school the following fall semester.

Students participating in athletics are expected to be in school for a full day the day of and the day after an athletic event. Failure to be in school these days will result in suspension from practice or competition. A doctor’s excuse is the only acceptable excuse for absence.

Student athletes are expected to follow the established discipline code. Students given probation, according to the discipline code, will not be permitted to practice or participate in athletic activities for a time period determined by the administration.

DANCES

Dances are held at Central Catholic to enhance the development of unity and as a fund raiser for organizations. Dances will be designated as OPEN (students from other schools admitted) or CLOSED (Central students only). Arrangements for dances must be completed one month prior to the date of the dance. These include:

- 1) The musicians/DJ must be contacted and an agreement made either by an administrator or the faculty advisor.
- 2) The music policy must be discussed with the musicians/DJ.
- 3) If refreshments are to be served, arrangements must be made with the kitchen staff for use of the facilities.
- 4) Decorations for the dance must be obtained and paid for by the group sponsoring the dance. It is the responsibility of the group to see that the decorations are removed.
- 5) Security is required for open dances and will be paid by the organization sponsoring the dance, if necessary.
- 6) There must be a sufficient number of chaperones for the expected size of the dance. A list of the chaperones must be presented to the administration prior to the dance.
- 7) If an admission fee is charged, someone must be designated to collect money at the door.
- 8) The advisor is responsible for opening and closing the building.
- 9) A clean-up committee must be designated prior to the dance.
- 10) No middle school students are permitted at high school dances

School dances are open to people (students and guests) of at least high school age. It is expected that student behavior at dances will be in line with all school rules. Unacceptable behavior will result in parent notification and punishment under the school's discipline code. A student cannot leave the building to go to their car unless accompanied by a chaperone. If a student or guest leaves the school grounds during a dance, he/she cannot return to the dance and will not be re-admitted to the building.

If a student or guest is suspected of possessing, using, or distributing drugs or alcohol prior to or during a dance, he/she will be dealt with under provisions of Central's drug and alcohol policy. Students will demonstrate an interest in continuing dances at Central by following these guidelines.

Special Prom Policies – Sophomores must be accompanied by a junior or senior from Central. No one younger than a sophomore is permitted. Dates who are not Central Catholic students must be pre-approved and registered with the administration. Students may bring only one date.

NATIONAL HONOR SOCIETY

Central Catholic High School is a member of the National Honor Society.

NATIONAL HONOR SOCIETY

Students in grades 10, 11, and 12 are selected for membership in the National Honor Society. The standards of NHS revolve around four characteristics: (1) **Academics** – a student must earn a cumulative scholastic average of at least 93% for credits earned based on semester grades from their freshman year; (2) **Leadership** – the student must exhibit leadership in the school such as promoting school activities, upholding school ideals, and inspiring positive behavior in others; (3) **Service** – the student must show a willingness to volunteer and be able to work well with others; and (4) **Character** – the student must uphold the principles, morality and ethics of the school and demonstrate such characteristics as honesty and reliability.

Students who meet the academic criteria may be eligible for membership. The student's information and recommendations are reviewed by the faculty council, and those who are accepted into NHS are inducted at the academic banquet held each spring. *(For further details, consult the National Honor Society Handbook).*



ACTIVITIES

Students are strongly encouraged to become involved in a variety of activities. Not only does involvement develop leadership skills, it also offers students the chance to develop a more positive attitude toward school. The higher degree of involvement in school and its activities, the higher the degree of success. Examples of activities:

Campus Ministry	Theater
Class Activities	Student Council
Envirothon	Math Competition
FBLA	Mock Trial
Math Competition	NHS

Students participating in extra-curricular activities are bound by the eligibility rules which apply to sports. (See page 36 for [Eligibility Policy](#))

TRANSPORTATION

Students residing in the DuBois, Brockway, and Punxsutawney school districts will have transportation provided for them through these districts. Schedules will be published in the local newspaper or information is available from the Main Office.

Buses are provided by Central Catholic for: students residing in the Clearfield/Curwensville area may meet a bus at St. Francis Elementary School and for students in the Brookville area.

Students riding a bus are subject to the regulations of the bus contractor and the school district, as well as the discipline code of Central Catholic. Any discipline problems reported by a bus driver will be considered an infraction against school rules and may receive additional disciplinary actions from the school.

Students who are driven to school should make arrangements to be dropped off and picked up only at the designated points in front of the school.

EMERGENCY PROCEDURES

FIRE

When the fire alarm sounds, all teachers, students, and staff are to carry out the following instructions:

1. Close the windows before leaving the room.
2. All students are to leave the room in single file.
3. Turn off the lights; close the door of the room behind you.
4. Proceed with class or group in orderly fashion, walking (not running) to the designated exit.
5. Students are to move out of the building until they are completely clear of the building. Do not stop immediately outside the building since this area must be kept free for fire equipment.
6. Teachers are instructed to keep their groups together and to check attendance after they are outside the building.
7. All personnel must leave the building.
8. Should an exit be blocked by fire or smoke, or the fire department, students and teachers should proceed to the nearest exit in an orderly fashion.

The exit procedures for fire are as follows:

<u>C-Wing</u>	<u>From Room</u>	<u>Exit</u>
Main Office	to foyer	main doors
Conference Room		
Business Office		
Guidance Office	turn right to foyer	main doors
C-2, C-9	out to foyer	main doors
C-7, C-9	turn left to foyer	main doors
C-10	turn right to foyer	main doors
C-11, C-13, C-14, C-16	turn right	side door
C-15	turn left	side door
Aud	out back door Or	main door stage door

<u>D-Wing</u>	<u>From Room</u>	<u>Exit</u>
D-1, D-3, D-5 D-7, D-9	turn right	side door
D-6, D-8, D-10 D-11, D-13, D-15	turn left	side door
D-16	turn right	back door
D-4, D-12, D-13	turn left	back door
Library	turn left to foyer	main doors
Locker Rooms	turn right	back door
Gym		back door

INTRUDER ALERT

- “Lockdown” from interior threat
 - Quick search for students outside of classrooms
 - Classroom doors closed and locked
 - Students moved to corner of room
 - Lights off and blinds open
- “Lockout” from exterior threat
 - Account for all students
 - Classroom doors closed and locked
 - Blinds closed; continue instruction as possible

SEVERE WEATHER ALERT

- Students gather in hallway away from glass, sitting on floor along the walls
- Classrooms closest to exits move away from doors
- Wing doors shut
- Students in auditorium move to hallway; students in gym or at athletic fields move to locker rooms.

Further details contained in the Emergency Guide for Safe Schools.



PM MASS / BLOCK SCHEDULE (Wed)

<u>High School</u>		<u>Middle School</u>	
Period 1	8:06 – 9:18	Period 1	8:06 – 9:18
Period 2	9:21 – 10:33	Period 2	9:21 – 10:33
Period 3	10:36 – 11:48	Period 3	10:36 – 11:48
Lunch	11:48 – 12:23	Period 4A	11:51 – 12:33
Period 4	12:26 – 1:38	Lunch	12:33 – 1:03
Mass	1:41 – 2:35	Period 4B	1:06 – 1:38
		Mass	1:41 – 2:35

Announcements: 2:35 – 2:40

ACTIVITY / BLOCK SCHEDULE (Thu)

<u>High School</u>		<u>Middle School</u>	
Period 5	8:06 – 9:24	Period 5	8:06 – 9:24
Period 6	9:27 – 10:45	Period 6	9:27 – 10:45
Period 7	10:48 – 12:06	Period 7(A)	10:48 – 11:30
Lunch	12:06 – 12:41	Lunch	11:33 – 12:03
Period 8	12:46 – 2:00	Period 7(B)	12:06 – 12:41
Homeroom	2:02 – 2:07	Period 8	12:46 – 2:00
Activities	2:10 – 2:40	Homeroom	2:02 – 2:07
		Activities	2:10 – 2:40

Eight-Period / Mass Schedule

<u>High School</u>		<u>Middle School</u>	
Period 1	8:06 – 8:42	Period 1	8:06 – 8:42
Period 2	8:45 – 9:21	Period 2	8:45 – 9:21
Mass	9:26 – 10:16	Mass	9:26 – 10:16
Period 3	10:19 – 10:55	Period 3	10:19 – 10:55
Period 4	10:58 – 11:34	Period 4	10:58 – 11:34
Lunch	11:37 – 12:12	Period 5	11:37 – 12:12
Period 5	12:15 – 12:48	Lunch	12:15 – 12:48
Period 6	12:52 – 1:24	Period 6	12:52 – 1:24
Period 7	1:27 – 2:00	Period 7	1:27 – 2:00
	<i>Announcements 2:00 – 2:05</i>		
Period 8	2:08 – 2:40	Period 8	2:08 – 2:40

Eight-Period / Activity Schedule

High School

Period 1	8:06 – 8:45
Period 2	8:48 – 9:27
Period 3	9:30 – 10:09
Period 4	10:12 – 10:51
Period 5	10:54 – 11:33
Lunch	11:36 – 12:11
Period 6	12:14 – 12:49
Period 7	12:52 – 1:27
Period 8	1:30 – 2:05
Homeroom	2:08 – 2:12
Activities	2:15 – 2:40

Middle School

Period 1	8:06 – 8:45
Period 2	8:48 – 9:27
Period 3	9:30 – 10:09
Period 4	10:12 – 10:51
Period 5	10:54 – 11:33
Period 6	11:36 – 12:15
Lunch	12:18 – 12:49
Period 7	12:52 – 1:27
Period 8	1:30 – 2:05
Homeroom	2:08 – 2:12
Activities	2:15 – 2:40

Flex Day Schedule

High School

Period 1	8:06 – 8:56
Period 2	8:59 – 9:49
Period 3	9:52 – 10:42
Period 4	10:45 – 11:35
Lunch	11:35 – 12:10

Middle School

Period 1	8:06 – 8:56
Period 2	8:59 – 9:49
Period 3	9:52 – 10:42
Period 4A	10:45 – 11:00
Lunch	11:00 – 11:30
Period 4B	11:33 – 12:10

One-Hour Early Dismissal / Eight Period Schedule

High School

Period 1	8:06 – 8:40
Period 2	8:43 – 9:17
Period 3	9:20 – 9:54
Period 4	9:57 – 10:31
Period 5	10:34 – 11:08
Period 6	11:11 – 11:45
Period 7	11:48 – 12:22
Lunch	12:22 – 12:55
Period 8	12:58 – 1:32

Announcements 1:32 – 1:40

Middle School

Period 1	8:06 – 8:40
Period 2	8:43 – 9:17
Period 3	9:20 – 9:54
Period 4	9:57 – 10:31
Period 5	10:34 – 11:08
Period 6	11:11 – 11:45
Lunch	11:48 – 12:18
Period 7	12:21 – 12:55
Period 8	12:58 – 1:32

Two-Hour Delay / Six Periods Schedule

9:45 Warning Bell
9:50 Report to Homeroom
9:55 – 10:03 Homeroom

High School

Period 1 10:06 – 10:45
Period 2 10:48 – 11:27
Period 3 11:30 – 12:06
Lunch 12:06 – 12:39
Period 4 12:42 – 1:18
Period 5 1:21 – 1:57
Period 6 2:00 – 2:35

Announcements 2:35 – 2:40

Middle School

Period 1 10:06 – 10:45
Period 2 10:48 – 11:27
Lunch 11:30 – 12:00
Period 3 12:03 – 12:39
Period 4 12:42 – 1:18
Period 5 1:21 – 1:57
Period 6 2:00 – 2:35

Two-Hour Delay / Block

9:45 Warning Bell
9:50 Report to Homeroom
9:55 – 10:03 Homeroom

High School

Period 1 / 5 10:06 – 11:03
Period 2 / 6 11:06 – 12:03
Lunch 12:03 – 12:38
Period 3 / 7 12:41 – 1:36
Period 4 / 8 1:39 – 2:35

Announcements 2:35 – 2:40

Middle School

Period 1 / 5 10:06 – 11:03
Period 2A/6A 11:06 – 11:33
Lunch 11:33 – 12:03
Period 2B/6B 12:06 – 12:38
Period 3 / 7 12:41 – 1:36
Period 4 / 8 1:39 – 2:35

TUITION

Each family that registers at Central Catholic assumes a responsibility for paying tuition. Tuition payments must be made at the time designated. The school reserves the right to withhold the report card or transcript of any student whose account is not current. Students are enrolled for the entire year and the school reserves the right to dismiss students at any time. The business office will determine the appropriate pro-rating of tuition and fees for students withdrawn or dismissed.

The amount of financial aid offered by the Diocese of Erie and Central Catholic should aid in making it possible for all families to maintain current accounts.

WITHDRAWAL POLICY

The administrator will talk to all families leaving the school. Parents or guardians must appear in person to fill out the necessary forms before any student records are released to another school. The forms include: "Catholic School Exit Interview Form," "Record Release Authorization Form," and "Notice of Student Withdrawal Form."

If the administrator does not feel that enough information has been gathered to complete the exit interview in a fair or effective manner, then the administrator may turn the form over to the development director who will secure a member of the development committee to make a follow-up contact.



TABLE OF CONTENTS

Academic Honesty Policy	25	Graduate Profile	4
Activities	43	Harassment Policy	38
Attendance Policy	10	Health Procedures	35
Behavior / Discipline	18	HS Course of Studies	6
Belief Statements	2	Homework Policy	30
Bell Schedules	47	Library Policy	37
Calendar	46	Mission Statement	1
Campus Ministry	35	National Honor Society	42
C.A.R.E. Team	30	Philosophy	3
Cell Phone Policy	27	Pro-Life Statement	34
Class / Field Trips	26	Service Program	7
Computer / Internet Policy	36	Sports and Academics	41
Daily Procedures	8	Student Responsibilities	5
Dances	41	Transportation	43
Dress Code	13	Tuition	51
Drug & Alcohol Guidelines	33	Withdrawal Policy	51
Emergency Procedures	44	Appendices: Diocesan Attendance Policy	
Grading Policy	27	Parent Absence/Tardy Excuse Forms	
		Service Hours Forms	

**Central Catholic
Middle and High School**

**STUDENT
HANDBOOK
2019 – 2020**



**DUBOIS CENTRAL
CATHOLIC**