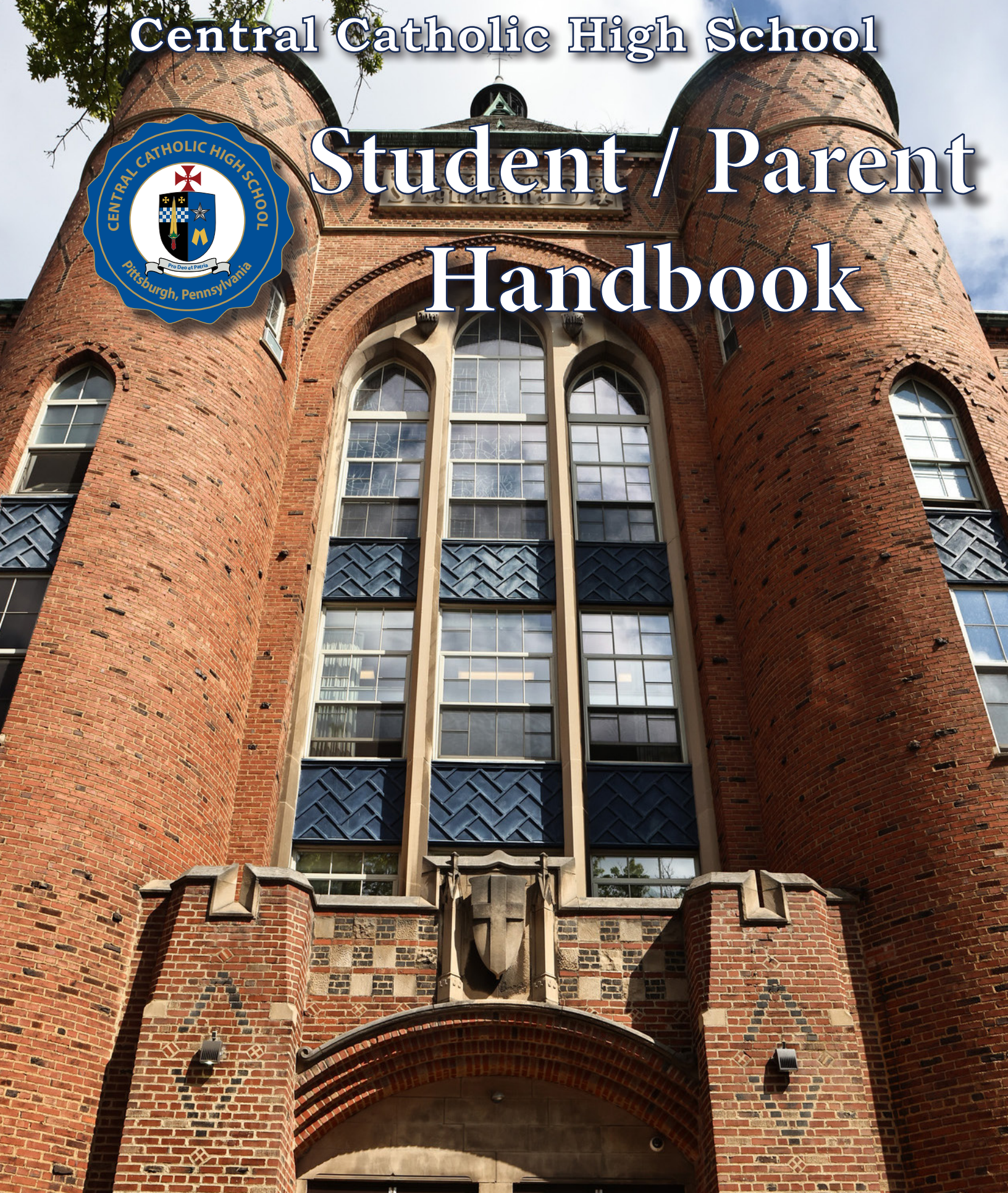


Central Catholic High School



# Student / Parent Handbook



2024-2025



# Jesus Christ

Is the reason for this school,  
the unseen but ever-present teacher in its classes,  
the inspiration of its students, teachers, administrators, and staff.



## Prayer of a LaSallian

Father in heaven, God of love, all I have and am is yours.  
Grant that I may become a living sign of your compassion in this world.  
Grant me the faith to live my life,  
always in the awareness of your loving presence.  
Grant me zeal to serve without thought of reward,  
those to whom you send me.  
Grant me charity to bear the burdens of my brothers and sisters.  
Teach me to seek your Son's face, in the last, the lost, and the least.  
In whatever I undertake, may I seek above all things, to procure your glory,  
as far as I am able, and as you will require of me.  
Strengthen me by your Holy Spirit, to follow Jesus by living  
the commitment I make this day.  
Amen.

I will continue, O my God, to do all my actions for the love of you.  
*St. John Baptiste de la Salle, pray for us.*  
*Live Jesus in our hearts forever!*

## **Mission Statement**

Central Catholic High School,  
a college preparatory Catholic school for boys, is guided by the  
educational principles of Saint John Baptist de La Salle.  
The school strives to provide a challenging, relevant, and diverse  
program of studies and extracurricular activities in an environment that  
fosters a life of faith and scholarship and develops leaders rooted in the  
Gospel values of integrity, respect, service, justice, and peace.

# Central Catholic High School

## 2024-2025 Student/Parent Handbook

### Quick Reference

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#### Address

Central Catholic High School  
4720 Fifth Avenue  
Pittsburgh, Pennsylvania 15213-2952

**Main Office** 412-208-3400

**Fax** 412-208-0555

**Attendance** 412-621-1766

**Admissions** 412-621-7505

**Finance and  
Administration** 412-208-3495

**Athletic Director** 412-208-3494

**Alumni Relations** 412-208-3488

#### Website

<http://www.centralcatholicchs.com>

<http://www.facebook.com/CCHSvikings/>

<http://twitter.com/centralvikings>



### Administration

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#### Office of Academic Affairs

Vice Principal of Academic Affairs-Karen Kolenik

Administrative Assistant to the Principal and Academic Affairs-Beth Ann Corletti

#### Office of Athletics

Director of Athletics-Internal Operations-Rick Capretta '82

Director of Athletics-External Operations-Kyle Goldcamp '04

#### Office of Communications and Marketing

Director of Communications and Marketing-Brian Cook '98

Assistant Director of Communications and Marketing-Matthew Carlson

#### Office of Counseling

Director of Counseling-Phil DiRenzo '04

School Counselor-James Eller

#### Office of Enrollment Management and Admissions

Vice President of Enrollment Management-Andrew Macurak

Director of Admissions-Brian Miller

#### Office of Facilities and Maintenance

Director of Facilities and Maintenance-Stan Wingold

## Administration, cont.

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### **Office of Finance and Administration**

Vice President of Finance and Administration-Deborah Rhoads  
Controller-Michael Venditti  
Assistant Controller-Melissa Tomaszewski

### **Office of Information Technology**

Director of Information Technology-Kevin Sweeney '72

### **Office of Institutional Advancement**

Vice President of Institutional Advancement-Brandon Haburjak '06  
Director of Annual Giving and Stewardship-Claudia Steffey  
Associate Director of Advancement-Haley Van Wagenen  
Advancement Services Manager-Beth Chu  
Alumni Relations Coordinator-John P. Daniele '23

### **Office of Lasallian Mission and Ministry**

Vice President of Lasallian Mission and Ministry-James Donahue '03  
Director of Lasallian Charism-Brother Michael Andrejko '86

### **Office of the President**

President-Matthew J. Stoessel '95  
Executive Assistant to the President-Amy Wertz

### **Office of the Principal**

Principal-John "Jack" R. Wallace  
Administrative Assistant to the Principal and Academic Affairs-Beth Ann Corletti  
Director of College Counseling-TBA  
Director of Academic Technology-Stephanie Shanahan

### **Office of Student Affairs**

Vice Principal of Student Affairs-Steven Bezila '99  
Administrative Assistant to Student Affairs-Kathy Ruggiero  
Director of Family Support Services-Amy Wienand  
Dean of Students-Bradley Davis  
Dean of Freshmen-Brian Urso  
Part-Time School Nurse-Cheryl Diethorn  
PPS School Nurse-Wendy Emery

### **Bookstore**

Bookstore Manager-Anne Rielly

### **McGinley Dining Hall**

Executive Chef/General Manager-Michelle McGrane

# School Day Schedules

## Bell Schedules for 2024-2025 Academic Year

### Regular Schedule

<i>First Bell at 7:50</i>	
<i>Period</i>	<i>Time</i>
Pd. 1	8:05-8:46
HR/Flex	8:50-9:15
Pd. 2	9:19-10:00
Pd. 3	10:04-10:45
Pd. 4	10:49-11:30
Pd. 5	11:34-12:15
Pd. 6	12:19-1:00
Pd. 7	1:04-1:45
Pd. 8	1:49-2:30

### Mass/Assembly

<i>First Bell at 7:50</i>	
<i>Period</i>	<i>Time</i>
Pd. 1	8:05-8:40
HR/Mass	8:44-9:57
Pd. 2	10:01-10:36
Pd. 3	10:40-11:15
Pd. 4	11:19-11:54
Pd. 5	11:58-12:33
Pd. 6	12:37-1:12
Pd. 7	1:16-1:51
Pd. 8	1:55-2:30

### 2 Hour Delay

<i>First Bell at 9:50</i>	
<i>Period</i>	<i>Time</i>
Pd. 1	10:05-10:33
HR	10:37-10:43
Pd. 2	10:47-11:15
Pd. 3	11:19-11:47
Pd. 4	11:51-12:19
Pd. 5	12:23-12:51
Pd. 6	12:55-1:23
Pd. 7	1:27-1:55
Pd. 8	1:59-2:27

### Afternoon Assembly/ Early Dismissal

<i>First Bell at 7:50</i>	
<i>Period</i>	<i>Time</i>
Pd. 1	8:05-8:41
HR/Mass	8:45-8:51
Pd. 2	8:55-9:31
Pd. 3	9:35-10:11
Pd. 4	10:15-10:51
Pd. 5	10:55-11:31
Pd. 6	11:35-12:11
Pd. 7	12:15-12:51
Pd. 8	12:55-1:31

### Half Day/ Early Dismissal Schedule

<i>First Bell at 7:50</i>	
<i>Period</i>	<i>Time</i>
Homeroom	8:05-8:15
Liturgy/Assembly/Testing	8:20-11:20
Dismissal	11:30

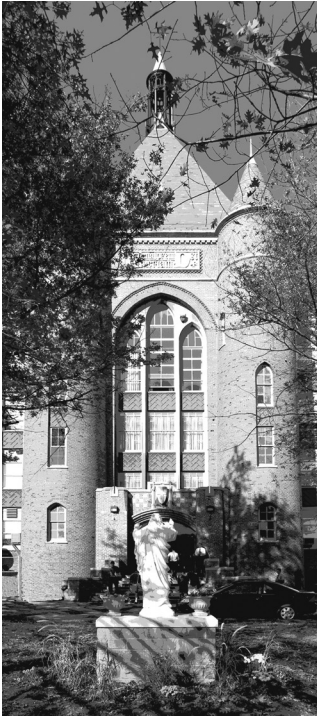
# About Central Catholic

## The History

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Shortly after the Most Reverend Hugh C. Boyle was elevated to the episcopacy, he began a secondary school expansion program in Pittsburgh.

To support the development of centralized, well-equipped high schools, the Bishop organized a campaign in 1923 to raise funds. The first fruit of the campaign was the erection of Central District Catholic High School and faculty house in the Oakland section of Pittsburgh.



The architectural style is Flemish Gothic, whose soaring towers and buttresses express strength and solidity. In the auditorium, the large stained glass windows represent the various countries from which the Catholic population of Pittsburgh originally migrated. Inscribed on each window is the seal of the country, the names of its patron saint and two of its notable Catholic citizens. The countries represented on the left side of the auditorium (moving from front to rear) are Ireland, Spain, Germany, Yugoslavia, Hungary, Austria, Czechoslovakia, and Switzerland. On the right side, moving in the same order, are England, Italy, Poland, France, Bohemia, Lithuania, the Netherlands, and Belgium.

The new high school was dedicated by Bishop Boyle on September 11, 1927. On the following day 488 boys, from 42 parishes in the central section of the city, registered in the ninth grade, the only grade functioning that year. On the original faculty were fourteen Christian Brothers.

In the 1950s, enrollment reached a peak of 1,800. A concentrated effort by the school administration brought the enrollment down to a size more consistent with the physical facilities and modern educational trends.

The average class size has been reduced from 45 to 21 students. Today the student body numbers about 740 boys, taught by 5 Christian Brothers, 62 lay faculty, and two priests. The students have approximately 100 course offerings from which to choose. The academic program remains in the forefront of contemporary educational approaches.

In 1978, Alumni Hall was opened. The building provided long-needed, expanded facilities for the school's physical education, intramural and athletic programs. Academic facilities were upgraded with biology, physics, and chemistry laboratories. Donated by Mr. & Mrs. John Ryan, Jr., the Ryan Science Center met the demands of the contemporary science curriculum. In addition, some of the proceeds from the annual Viking Victory Auction were used to renovate classrooms and faculty offices, create a computer lab, and equip the building for computer technology programs.

In 2000, the Blue & Gold capital campaign was established to renovate the athletic field, the old gym, and Alumni Hall. The campaign also provided a synthetic grass field to accommodate year-round usage. The remodeled old gym now includes Coaches' Pavilion, a fitness complex, and the Peter J. Spadaro Performing Arts Center, accommodating the music and drama programs.

In 2003, after 75 years, the building's center tower was replaced. The former art and music area was renovated to house the Brother Richard Grzeskiewicz, FSC Center. This efficacious facility contains the Bishop McDowell Program and Writing Center. An attractive walkway in front of the building allows natural light into these rooms. In the spring and summer of 2005, the auditorium underwent a \$1.8-million renovation and restoration, the generous gift of John '56 and Mary Ita McGonigle and their sons, Kevin '82 and Michael '85.

The newly renovated Clifford E. Brown Library opened in 2008 and allows students great opportunities for research and learning. Central Catholic completed a major, multi-year Classrooms of the Future renovation of the Academic wing.

In 2008, Central Catholic was incorporated with its own two-tiered Board of Directors who has responsibility for the governance of the school.

In 2016, Central Catholic opened its Zupancic Family STEM Center. The 30,000 square-foot facility was made possible by the generosity of Central Catholic alumni and friends. To provide space for Central's expanding STEM curriculum, rooms that accommodate lectures and labs, facilitate group work and project-based learning are easily re-configured for other needs. The new center also enables increased partnerships with nearby University of Pittsburgh, Carnegie Mellon, Carlow, Chatham, and Duquesne Universities.



## The Brothers of the Christian Schools

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Since Central Catholic High School opened in 1927, the administration and faculty have been composed of Brothers of the Christian Schools, popularly called “The Christian Brothers” in the United States. This religious congregation of the Roman Catholic Church is a society of celibate laymen who profess vows of stability associated with the traditional vows of poverty, chastity and obedience and are dedicated solely to the ministry of Christian education.

John Baptist de La Salle, a young priest of seventeenth-century France, founded the Brothers of the Christian Schools. Concerned about the lack of appropriate education for sons of the poor and the working class of Rheims, he opened a free school for boys in 1679, with the aid of two teachers and a parish priest. Within six months he opened a similar school in a neighboring parish. As these free schools prospered, more young men joined De La Salle, and the Brothers of the Christian Schools have been in existence ever since. To perpetuate his work, De La Salle resigned his position at the Cathedral of Rheims, distributed his wealth among the poor, left his own home to live with the teachers in a rented house, and vowed to devote his entire life to the Christian Schools. With the help of the Brothers, he wrote a Rule for the community, prepared textbooks for the students, opened training schools for teachers, and composed a manual on teaching and school management that is still consulted today.



De La Salle died in 1719. His Institute, the Brothers of the Christian Schools, was officially approved by the Church in 1725. The Brothers’ society was suppressed in France during the Revolution, but it was reorganized in that country in 1803. Since then the Brothers have opened schools in nearly every part of the world. Today nearly 3,350 Brothers of the Christian Schools teach hundreds of thousands of students in 80 nations. De La Salle was declared a saint by Pope Leo XIII in 1900 and was named “Patron of All Teachers of Youth” by Pope Pius XII in 1950.

The Christian Brothers at Central Catholic, members of the congregation’s Eastern North American Province, live in the faculty residence on campus. Their community life as vowed religious men, their LaSallian vision of the ministry of Christian education, and their professional training contribute actively to Central Catholic’s consistently excellent program of studies and extracurricular activities.

## LaSallian Education

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Since 1680 educational institutions in more than 80 countries have been influenced by the vision and innovative spirit of Saint John Baptist de La Salle, the Founder of the Institute of the Brothers of the Christian Schools and the patron saint of teachers. De La Salle transformed education by forming a community of educators with whom he developed a spirituality of teaching and learning, to give a human and Christian education to young people, especially the poor.

LaSallian education centers on Catholic values and personal relationships, emphasizing academic excellence, faith formation, inclusion, respect for the individual, service, and social justice. A LaSallian education strives to enrich each student’s cultural, intellectual, physical, social, and spiritual development.

Today, the Christian Brothers and their LaSallian Partners continue to respond to students through advancements in teaching, technology, and scholarship. In LaSallian communities, educators touch hearts, stimulate minds, and cultivate leadership to prepare students for life, work, and service to society and the Church.

## The School Seal

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Central Catholic’s coat of arms, which signifies it as an institution of the Roman Catholic Diocese of Pittsburgh, administered by the Brothers of the Christian Schools, is composed of the shield and its elements surmounted by a cross and the motto beneath the shield.

The left side of the shield resembles the coat of arms of the Diocese of Pittsburgh, based on the coats of arms of William Penn, the founder of Pennsylvania, and of William Pitt, for whom Pittsburgh is named. To differentiate the diocesan coat of arms, a sword of gold has been added. The sword is the symbol of Saint Paul the Apostle, the patron of the Diocese and of the cathedral. The two rounded gold crosses are a Christianized version of plates found on Penn’s coat of arms. The entire left partition expresses the jurisdiction of the Diocese of Pittsburgh.

The right partition displays a silver star and a gold broken chevron. The silver star is taken from the seal of the Institute of the Brothers of the Christian Schools who administer and help staff Central Catholic. This seal, which can be traced to the Christian Brothers’ General Chapter of 1751, recalls the passage in the Book of Daniel (12.3) that says, “They that instruct many unto justice, shall shine like stars for all eternity.” The gold broken chevron is taken from the coat of arms of the House of De La Salle, the Spanish ancestors of Saint John Baptist de La Salle, the founder of the Brothers of the Christian Schools.

Above the shield is an Alisée Patée cross, reminiscent of the Flemish Gothic architecture of the school building, symbolizing the Christian principles taught at Central Catholic. The school motto, *Pro Deo et Patria* (For God and Country) appears below the shield.



**To reach our staff by phone, please dial 412-208-3400  
followed by the extension**

**Art**

Ms. Kasey Neiderlander x6145

**Business Education**

Mr. Jared Weyers x3484

Mr. Andrew Adomitis x3413

**English**

Mrs. Ashley Salamacha, Chair x3407

Mr. Todd Rooney x3402

Ms. Sara Budacki x3480

Mr. Justin Morgan x3409

Mr. Sean Neely x3451

Mr. Kurt Retenauer x3465

Mr. Devin Crummie '97 x6176

**Foreign Language**

Ms. Chelby Collins, Chair x3490

Mr. Anthony Erlandson x3478

Dr. Daniel Perett x3412

Mrs. Shirley Gentile x4140

Mrs. Wanda Peterson x4140

Mr. Ted Rectenwald x3436

**Mathematics**

Ms. Margaret Harris x4143

Mr. Sean Crummie '98 x4149

Mr. William Hoss x3483

Mrs. Mary Rothbauer x3473

Mr. Andrew Sweeney x3405

Mr. Thomas Maltbaek x3432

Mrs. Chessa Catone x3525

Mr. Jason Roth x3468

**Performing Arts**

Mr. Joseph Wilson, Chair x3444

Mr. Sean Gatta x3430

**Physical Education**

Mr. Rick Capretta '82 x3494

Mr. Kevin Heid x3406

**Religion**

Mrs. Abigail Cimorelli, Chair x4145

Deacon Gregory Jelinek x3461

Dr. John Allen x6173

Br. Mark Engelmyer, FSC x3437

Mr. Daniel Gallagher x4147

Ms. Marianne Shablousky x3450

Mr. John Rende '10 x4151

Rev. Michael Darcy, CO x3528

### Science

Mr. Mark Krotec '73, Chair	x3459
Dr. Justin Belardi, Ph.D.	x4146
Mrs. Cassandra Sirockman Bell	x3470
Br. Eric Henderson, FSC	x3435
Mrs. Stacie Ball	x3474
Mrs. Carolyn Neiderlander	x3471
Mr. Jacob Good	x3469
Mr. Benjamin Connor	

### Social Studies

Dr. John Allen, Chair, Ph.D.	x6173
Mr. Wayne Christ	x3438
Ms. Marianne Shablousky	x3450
Mr. Edward Dubis '01	x3477
Dr. Patrizia Costa, Ph.D.	x3449
Mr. Gregory Thomas '05	x3448
Mrs. Brittany Diebold	x6174
Mr. Matthew Kizior '11	

Faculty may be contacted by e-mail through the web site, [www.centralcatholichs.com](http://www.centralcatholichs.com).  
Click on "Contact."

# Programs and Services

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<b>Academic Support Program, Coordinator</b> Mrs. Mary Ann Lynch, Coordinator Br. Martin Zewe '59, FSC	x3462
<b>Academic Technology</b> Mrs. Stephanie Shanahan, Director Mr. John Stone '99, Coordinator	x3426 x3415
<b>Athletics</b> Mr. Rick Capretta '82, Director of Athletics-Internal Operations Athletic Department Fax Mr. Kyle Goldcamp '04, Director of Athletics-External Operations	x3494 x0556 x3486
<b>Athletic Trainer</b> TBA	x3455
<b>Bishop McDowell Program</b> Mrs. Mary Ann Lynch, Coordinator Br. Martin Zewe '59, FSC	x3462 x3462
<b>Bookstore</b> Mrs. Anne Rielly	x3498
<b>Brother David Baginski Scholars Program</b> Mr. John Allen, Co-Director Dr. Patrizia Costa, Ph.D., Co-Director	x6173 x3449
<b>College Counseling</b> TBA	x3447
<b>Coordinator of Research Projects</b> Mrs. Stephanie Shanahan	x3426
<b>Director of Student and Family Services</b> Mrs. Amy Wienand, LCSW	x3431
<b>Engineering Institute</b> Mrs. Stacie Ball, Co-Director Mr. Mark Salamacha, Co-Director	
<b>Freshman Dean</b> Mr. Brian Urso	x3401
<b>IU Specialist</b> Mr. Evan Cecere	x3463
<b>Lasallian Mission and Ministry</b> Mr. James Donahue '03, Vice President of Lasallian Mission and Ministry Brother Michael Andrejko '86, Director of Lasallian Charism Mr. Daniel Gallagher, Campus Minister Mr. John Rende '10, Campus Minister Fr. Christopher Donley, Chaplain	x3440 x6182 x4147 x4151
<b>Nurse</b> Mrs. Wendy Emery Mrs. Cheri Diethorn	x3416 x3416
<b>Psychologist</b> Dr. William Hahn, Ph.D.	x3419
<b>School Counseling Department</b> Mr. Phillip DiRenzo '04 Mr. James Eller Counseling Department Fax	x3434 x3433 412-208-0554
<b>Work-Study Program</b> Mrs. Karen Kolenik	x3422

The administration, faculty, and staff of Central Catholic High School affirm that the primary purposes of a LaSallian Catholic education are the training of the student's intellect and the formation of his life of faith within a school community, based solidly on Christian principles and the school's tradition of excellence.

We strive to provide each student with realistic challenges according to his capacity for intellectual growth, creativity, and spiritual development. During these formative years, we strive to stimulate his mind, guide his critical thinking, promote competent self-expression, and develop his faith. We will help the student to make choices likely to provide personal fulfillment beyond high school.

A Central Catholic education should provide our students with a Gospel-based understanding of our society's strengths and values as well as its conflicts and failings. We foster a sense of community that demonstrates respect for each person as a unique individual. We strive to provide our graduates with the skills to live responsibly within society and the Church, now and in the future.

## Goals

We establish the following objectives to implement our school philosophy:

(1) *To develop in the student a sense of Christian community*

The student is encouraged to open himself to the presence of God. He participates in communal experiences of worship, celebration, and dedication, allowing him to experience the Christian dimension of Central Catholic.

A spirit of community permeates the school, fostering acceptance and understanding of each student by his instructors and his fellow students. The student experiences the benefits of cooperative effort and active participation. In addition, he is encouraged to recognize and develop his qualities of leadership.

The emergence of a global culture and economy requires an emphasis on the realities of modern life that transcend the boundaries of neighborhood, region, or nation. A further emphasis on social responsibility, in many possible contexts, should be the natural corollary to the goals of developing each student's leadership potential and instilling in him a sense of the living reality of the Church as a community of concern and loving service to others.

(2) *To develop in the student an appreciation of the continued pursuit of knowledge*

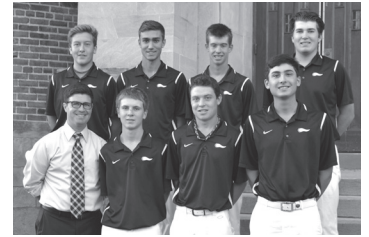
Within the school an atmosphere of intellectual curiosity is encouraged. The student should be prepared and encouraged to cultivate competent habits of logical thought and systematic inquiry. In addition, the student should be provided opportunities to develop his ability to deal with the practical realities in his life.

(3) *To develop in the student an appreciation of culture*

The student is assisted in becoming a gentleman of culture – receptive to beauty, truth, and goodness – possessing taste and social grace.

(4) *To develop in the student an appreciation of physical well-being*

The student is taught the principles of good health and physical fitness. He is encouraged to acquire a sense of pride and confidence in his physical abilities and be taught to appreciate sportsmanlike competition.



# Spiritual Life

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*School Liturgies*

*Chapel*

*Daily Prayer*

*Days of Reflection*

*Sacrament of Reconciliation*

*LaSallian Ministry*

*Patron Saint*

As a Catholic school we teach the message of Jesus Christ, provide a model of Christian community, and prepare and encourage students to develop a relationship with the God the Father, Son, and Holy Ghost, discover their identity considering those relationships and then be of service to the Church and to the community at large as the Catholic Church affirms. We remind ourselves of these commitments through:

## **School Liturgies**

The Central Catholic community gathers for Sacred Liturgy and other forms of prayer. These are sacred times for our school community and ought to be treated as such. The expectation is that all students engage and grow in their spiritual life (relationship, identity, and mission/vocation). All members of the Central Catholic community are expected to be present, participate, and be respectful in both dress and behavior. Disrespectful and irreverent actions and behavior will not be tolerated. Full participation and spiritual and human growth is greatly encouraged.

Students are required to attend these religious services and are expected to participate actively and behave appropriately.

Seniors are required to attend Baccalaureate Mass and Graduation exercises unless they are specifically excused by the Principal.

## **Chapel**

Daily Mass is celebrated. Students are strongly encouraged to participate in this opportunity to begin their school day. Mass times and locations will be published at the start of the school year by the Campus Ministry Office.

## **Daily Prayer and Pledge of Allegiance**

At the beginning of each day the entire school community takes time to remind ourselves that we are in God's Holy Presence, and we remind ourselves of our relationship with God, our identity in God's eyes and the mission he has uniquely created for each of us. During this important time, students are to stand, behave appropriately, and participate. Immediately following the prayer, students will remain standing and recite the Pledge of Allegiance. In addition, teachers remind students at the beginning of each class that they "are in the holy presence of God." During the beginning of 6th period the entire school will pray the daily Angelus.

## **Days of Reflection**

A day of reflection is scheduled for each class during the school year. During these required school days the usual policies of attendance and tardiness apply. Absence from these days requires attendance at an approved alternative retreat program or summer school.

## **Sacrament of Reconciliation**

During Advent and Lent, students are provided opportunities to receive the Sacrament of Reconciliation during the school day. Individual reconciliation is available from the school chaplain upon request.

## **LaSallian Ministry**

The Campus Ministry Program offers students several opportunities to reach out to the larger community. At least three organized drives help the less fortunate. These experiences help students to learn the importance of putting faith into action.

## **Patron Saint**

Saint John Baptist de La Salle, founder of the Brothers of the Christian Schools (Christian Brothers) and Patron of Teachers, is also the patron of Central Catholic. We celebrate his feast day on April 7th. Our prayers usually conclude with a request for his intercession, "Saint John Baptist de La Salle, pray for us," before we recite the Brothers' traditional invocation, "Live, Jesus, in our hearts forever."



## Non-Discrimination

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Central Catholic High School admits students of any color and national and ethnic origin to all rights, privileges, programs, and activities that are generally accorded or made available to students at Central Catholic. There shall be no discrimination on the basis of color or national or ethnic origin in the administration of educational or admission policies, scholarship programs, or athletic and other school-administered programs.

Because of the religious nature of the schools in the Diocese of Pittsburgh and their commitment to teach Catholic doctrine, only Catholics may be hired. This policy is designed to protect Catholic doctrine from adulteration. In some instances, for good reasons, exemption is granted by the Superintendent of Catholic Schools.

## Parental Cooperation

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Central Catholic is privileged to be a partner with parents in the religious and moral formation of their sons. Mutual cooperation, trust, and support are essential for the fulfillment of this responsibility. By enrolling your son at Central Catholic, you agree to support its policies. We ask you, therefore, to become familiar with the school's philosophy, regulations, and procedures. Parents/guardians are required to state that they have read the Student/Parent Handbook, that they accept Central Catholic's philosophy, policies, and procedures, and that they and their son will comply with them.

Under usual circumstances, a child is not to be deprived of a Catholic education because of the attitude of a parent or guardian. Nevertheless, a situation could arise whereby an uncooperative or destructive attitude of a student's family might so diminish the effectiveness of the school in acting in *loco parentis*, that retention of the child would be incompatible with the school's philosophy. If, in the judgment of the school, such a situation is evident, the family will be asked to withdraw the student from Central Catholic. Parents/guardians must sign the Central Catholic Memorandum of Understanding prior to their son's attendance. Failure to sign the Memorandum will result in your son being denied enrollment at Central Catholic.

## Catholic School Parents

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### Memorandum of Understanding

As a parent of a student in a Catholic school, I understand, affirm, and support the following:

- (1) The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
- (2) Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) and the diocese.
- (3) Attending a Catholic school is a privilege, not a right.
- (4) While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
- (5) The school and its Administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
- (6) In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent desiring to enroll my child in a Catholic school, I accept this Memorandum of Understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school. I have read the entire contents of the 2023-2024 Student/Parent Handbook and accept the policies, regulations, directives, and procedures contained in the Handbook and agree to abide by them.

# Financial and Tuition Policies

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## Tuition Payment Options

All families must enroll in the FACTS Tuition Management System.

Central Catholic offers two payment options:

1. Payment in full can be made before July 1st.
2. Installment payments may be made through the FACTS Tuition Management System. Payments are required from July through April, and you may select the 10th or the 25th as your monthly autopayment date.

\*Please note that FACTS will charge a convenience fee for the following:

- Utilizing a credit card, a failed attempt which results in a second and third attempt.
- Late fee of \$50.00.

The parties paying the tuition must contact the Office of Finance and Administration in writing if there will be more than one payer. This is necessary to assure that the proper FACTS accounts are established and that any aid applications are properly adjusted.

The school does not accept any installment payments for current year tuition. All installment payments are made through the FACTS program. Installment payments for the current year sent to the school will be returned.

## Consequences of Delinquent Tuition for the current year or prior year.

Students whose tuition becomes delinquent during the current year and/or who have unpaid prior year tuition will face the following restrictions until the current year tuition is brought current and/or all prior year tuition is paid in full:

1. No report cards or transcripts will be released.
2. Parent/Student portal / iPad access will be restricted.
3. Students may not attend homecoming, the prom or other similar school sponsored dances.
4. Seniors will be denied permission to attend graduation.
5. Diplomas will be withheld.
6. Students will not be permitted to participate in school sponsored activities. This includes sports and other extracurricular activities.
7. Students who have not made the required July 10th and August 10th tuition payments and/or have not paid the prior year tuition in full will not be permitted to begin classes.
8. Students must have all tuition current through December before returning for classes for the second semester.

## Tuition Assistance

Limited financial assistance is available. Applications are made available each January on the school website. Complete instructions come with the application which is due by March 15 for the following September.

New financial aid applications must be filed every year for which aid is requested.

Only the financially responsible parent/guardian may apply for aid. In the case of divided financial responsibility, the aid award will be adjusted to reflect the reduced financial responsibility.

One financial aid application qualifies a family for consideration for school aid and Diocesan aid funds.

Students awarded financial aid are required to participate in a work-study program.

Failure to complete the work-study program will result in the loss of the entire financial aid award. Students will be assigned to cafeteria clean-up (sweeping or cleaning tables) during the last 15 minutes of their lunch periods for one quarter or to some other equivalent duties. Mrs. Karen Kolenik supervises work study. Questions can be directed to her at 412-208-3422.

### Contact Information

Deborah Rhoads  
Vice President of Finance and Administration  
412-208-3410  
drhoads@centralcatholicchs.com



Central Catholic High School is accredited by the Middle States Association of Colleges and Schools, the Pennsylvania Department of Education, and the Diocese of Pittsburgh. The U.S. Department of Education has designated Central Catholic an “Outstanding Secondary School.”

*Course Requirements*

*Course Selection*

*Graduation Requirements*

*Report Cards*

*Grades*

(1) Each student is required to take a minimum number of credits each year (6.5 or 7) based on their current grade level:

Freshmen and Sophomores: 7 credits

Juniors and Seniors: 6.5 Credits

All students can take a maximum of 7 full credits each year.

(2) The academic schedule that a student receives at the beginning of the academic year will be considered final. Dropping or adding courses after the start of the academic year is permitted only under the following circumstances:

- o Student is misplaced
- o Lacks necessary pre-requisites for the class
- o School/computer error
- o Extenuating circumstances (i.e. medical, family)

Course change requests can be initiated by the teacher, student, parent, or school counselor within the first 9 full weeks of the year for full credit courses and within the first 5 full weeks of the semester for half credit courses. Students must complete a schedule change request form and submit it to their assigned counselor. Any course change requests received after these deadlines will not be accepted.

Questions regarding a student’s academic placement should be directed to the Assistant Principal for Academic Affairs or the assigned counselor.

(3) *Graduation Eligibility:*

Each student must meet the following requirements:

Religion	4 Credits
English	4 Credits
Mathematics	4 Credits
Science	3 Credits
Social Studies	3 Credits
Foreign Language	2 Credits
Health and Physical Education	1 Credit
Creative Arts	.5 Credits
Technology	.5 Credits
Electives	5.5 Credits

Students must obtain full credit at Central Catholic High School during their senior year.

(4) The Assistant Principal for Academic Affairs may grant exceptions to the above policies for transfer students.

(5) Report cards are issued at the end of each quarter.

(6) Grades issued at the end of each quarter indicate the quality of the student’s work at that point in the semester. Only final grades appear on the student’s permanent record.

(7) Grades issued at the end of the first and second semesters appear in the Semester column of the report card. This grade is an evaluation of the student’s work for the entire semester.

(8) At the end of a full-year course, the final grade is the exact mathematical average of the first and second semester grades.

(9) A final grade of 69% will be raised one point.

(10) All grades, once submitted, are final. A grade will be changed ONLY upon demonstration of a computation error.

## Academic Policies, cont.

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### *Honor Roll*

### *Advanced Placement*

### *College in High School*

### *Valedictorian/Salutatorian*

### *Summer School*

### *Promotion*

(11) *Honor Roll*: The Honor Roll is published, and certificates are distributed at the end of each semester. A student's Honor Roll status is indicated on the quarterly report card. The Honor Roll is determined by calculating the Simple Quality Point Average during a given quarter. Level 1 under the Quality Point System (see appendix) indicates the values given for Honor Roll purposes. To determine the Simple Quality Point Average, add the quality points under Level 1 for each grade in each course and divide them by the number of courses.

- High Honors
  - A simple Quality Point Average of 3.5 and higher
  - A minimum grade of 75% in each subject
  - A record of regular attendance
  - Participation in Honors Convocation for academics is determined by obtaining High Honors for both semesters of the previous academic year
  
- Honors
  - A simple Quality Point Average of 3.2 to 3.49
  - A minimum grade of 75% in each subject
  - A record of regular attendance

(12) *Advanced Placement*: All students enrolled in Level 5 (AP) classes are required to take the AP examination for each class as a course requirement. Failure to participate in this examination may result in an incomplete grade on the final transcript. The College Board determines the cost of each test. Letters will be mailed to parents at the end of September indicating total amount due for the required test(s).

(13) *College in High School*: Central Catholic students may gain "College in High School" credit in several courses through the University of Pittsburgh, Duquesne University, and La Roche College. Dual enrollment (taking a Central Catholic course for which transcript credit is also awarded by the sponsoring college or university) remains the decision of the student and his parents. By enrolling for credit through the college or university, the student assumes the financial responsibilities and work requirements outlined by each credit-awarding institution. Although the dual enrollment option provides a significant educational opportunity, no student is obligated to enroll in the College in High School program.

(14) *Valedictorian/Salutatorian*: The students with the highest and second-highest cumulative GPAs at the end of the first semester of their senior year will be designated as Valedictorian and Salutatorian, respectively. GPA calculations will include all coursework completed from the freshman year through the final grading period of the senior year. Students must have attended Central Catholic High School for four years.

Candidates for Valedictorian and Salutatorian must have demonstrated exemplary behavior throughout their high school career. Any student with a record of serious disciplinary infractions may be disqualified from consideration for these honors. Disciplinary infractions include but are not limited to academic dishonesty, bullying, harassment, substance abuse, and any other behavior that significantly violates the school's code of conduct.

The Principal retains the final authority to interpret and apply this policy and to make any adjustments deemed necessary to uphold the integrity and values of the school.

(15) *Summer Credit Recovery/Promotion*: A student with a failing final year grade on his transcripts (2.5 credits) must successfully complete a summer credit recovery course for each failure. Central Catholic will offer a summer credit recovery program for current freshmen, sophomores, and juniors. The courses will operate on an accelerated schedule and be held on campus. Students that have core class failures must complete credit recovery through this program unless otherwise specified. Any extenuating circumstances must be approved by the Director of Counseling. Students that have elective failures will be required to remediate their course(s) online through Waterfront Learning or another accredited program of the school's choosing.

A student who fails a credit recovery course is not permitted to return to Central Catholic. A

student who fails the equivalent of three or more full credit courses is required to withdraw from Central Catholic and will not be readmitted. A summer credit recovery course does not replace the failing grade on the transcript and will not calculate into overall QPA. The course(s) will appear under the current academic year and will count towards graduation requirements.

*Homework Policies*

*Homework Requests*

*Academic Eligibility*

A senior who has permission to complete make-up work for a course failure through an accredited credit recovery program will be issued his diploma only after having completed all work.

*Communication*

A student who fails a course in the first semester may not repeat that same course in the second semester if it is being offered. Arrangements must be made with the student's counselor to recover the credits.

*Bishop McDowell Program*

A student is not permitted to repeat a year except in extenuating circumstances contingent upon administrative approval.

*Academic Support*

*Baginski Scholars Program*

(16) *Homework Policies:* Students should understand the following policies regarding homework (unless specified otherwise by an individual teacher):

Homework includes regular study and reading of material beyond any written assignments. Students must complete all written and reading assignments. Assignments must be submitted by announced deadlines. Time extensions for full credit will be given only for excused absences. After an absence, the student should request from his teacher any assignments he missed. After an unplanned absence students must submit missed assignments in a timely manner. Prior to a planned absence, the student should request from his teacher what assignments will be missed. Teachers are neither expected nor encouraged to offer "extra credit" opportunities for students who do not complete required course assignments. Written homework must be completed thoroughly and neatly. Students must submit homework done only by themselves.

(17) *Homework Requests:* The student is responsible for course material and assignments missed during an absence. If a student is absent due to illness, he must check Moodle and/or contact each individual teacher via e-mail for assignments. Students should check with teachers at the beginning of the year as to how assignments may be obtained. In the case of a prolonged absence due to illness, parents must notify the Assistant Principal for Academic Affairs.

(18) *Academic Eligibility:* A student with two or more failures at the close of any academic quarter will be declared academically ineligible to participate in all extracurricular activities and may be assigned to a supervised study hall during his free time in the following quarter. The student and his parents will be notified in writing by the Assistant Principal for Academic Affairs at the start of the period of ineligibility.

Student eligibility for participation in extracurricular activities will be reviewed after the following quarter's progress reports. Academically ineligible students must request the review process by completing the required forms available in the Academic Affairs office. A student will remain ineligible if his teachers indicate that he has one or more failing grades at the time of the review. Notification of eligibility status will be given in writing by the Assistant Principal for Academic Affairs. Students may resume extracurricular activity participation only after the receipt of written approval.

(19) *Bishop McDowell Program:* The Bishop McDowell Program is designed for students who are desirous of a college-preparatory education but require additional academic support. This program brings together existing student-support programs to all students to discover the tools necessary to succeed at Central Catholic. Students in the Bishop McDowell Program participate in a summer enrichment program prior to their freshman year.

(20) *Academic Support:* Central Catholic High School has a long tradition of educating and guiding young men of various abilities and backgrounds in a challenging and nurturing environment. The Academic Support Program continues St. John Baptist de La Salle's legacy of touching the minds and hearts of students by supporting learning for students in all grades and levels, especially freshmen, and assisting Central Catholic parents. The tutors, who are members of the NHS and other very capable students, become "my brother's keeper", as they reach out to those students who struggle.

(21) *Br. David Baginski, FSC Scholars Program:* Named for a long-serving Assistant Principal, the

# Academic Policies, cont.

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## *Academic Integrity*

Brother David Baginski, FSC Scholars Program is an interdisciplinary program that provides an exciting opportunity for highly motivated and independent students to do critical inquiry and discovery in the social sciences, humanities, and the sciences. Students may apply for admission to the Brother David Baginski, FSC Scholars Program during their sophomore year.

### **Academic Integrity**

*Integrity of Student Work: "I am the Way and the Truth and the Life."* John 14:6

Central Catholic High School is a community of scholars and learners committed to the pursuit of Truth. We strive toward this noble end animated by Honor, a virtue that calls forth from us all a deep measure of honesty, trustworthiness, fairness, and respect for the human dignity of all persons. Academic Integrity is the foundation of teaching and learning at Central Catholic and, as a Man of Faith, each student in this community shares with the Faculty, Staff, and Administration a common responsibility for the cultivation of a climate of Integrity.

Some practices that undermine the pursuit of Truth and Integrity include, but are not limited to: plagiarism, cheating on tests and exams, falsification, and unapproved collaboration on projects or other assignments. Below are instances of violations with which all Central Catholic students should be familiar:

1. **Plagiarism:** Plagiarism occurs when a student attempts to present as his own what has come from another source; e.g., using the ideas of another person, paraphrased or not, without giving credit to that source; rewriting borrowed material through minor word or sentence adjustments; presenting as one's own a paper, project, or assignment that has been partially or completely prepared by another person, whether a relative, friend, fellow student, alumnus, or an employee of an online service or other business that produces such work, etc.
2. **Cheating:** Cheating occurs when a student uses course materials, information, or devices (programmable calculators, cell phones, etc.) in an unauthorized or prohibited manner; e.g., having or using unauthorized materials, information, or devices at an examination, test, or quiz; copying from another student at an examination, test, or quiz; copying another student's assignment, data, or lab report; permitting another student to copy from your assignment, test, exam, quiz, or project; obtaining and/or using in an unauthorized manner an answer key or an examination, test, or quiz prior to its administration; sharing with students in other class sections information about tests, quizzes, or exams they will be taking, etc.
3. **Falsification:** Falsification occurs when a student makes a false statement or offers false information that misleads others; e.g., the manipulation or falsification of data for an academic assignment; the creation of a false or misleading source citation; intentionally obstructing or interfering with another student's academic work, etc.
4. **Double-Dipping:** A student may not submit the same project, paper, or other assignment for more than one course without the expressed permission of all faculty members involved.

### **Academic Integrity Violation Protocols**

If a student is cited by a teacher for a violation of academic integrity, teachers will address the accused student to discuss the type of offense and academic penalty. Second, teachers will complete an Honor Code Violation Form Dean of Discipline. If a student is contesting the teacher's claim, this must be noted on the Honor Code Violation form. Next, teachers will contact the parents via e-mail to apprise them of the situation. Last, the Assistant Principal will contact the student to discuss the incident, reinforce the need to uphold academic integrity standards, and apprise the student of their penalty/punishment. For students that contest the claim and choose to address the Academic Integrity Committee, they will be provided with that opportunity.

### **Academic Integrity Committee**

The Academic Integrity Committee exists to demonstrate and ensure that honor and integrity are fundamental principles of our Lasallian community. Additionally, if a student has violated the Academic Integrity Policy of Central Catholic on multiple occasions, the Vice Principal of Student Affairs will convene the Academic Integrity Committee (AIC) to determine the proper response. The Academic Integrity Committee consists of teachers, counselors, and administrators. The AIC will reference the Central Catholic Student/ Parent Handbook which outlines the response considering the number of offenses and the severity.

Cheating includes, but is not limited to, the following behaviors:

- Talking during a test or quiz
- Looking at the paper of another student during a test or quiz
- Having answers/test material out or available during a test or quiz
- Sharing or receiving information about specific test or quiz questions prior to the administration of the test or quiz
- Copying homework or allowing another to copy his homework
- Working together on an assignment that is to be completed independently
- The use of “cheat sheets” in any form at any time. This includes the use of calculators to secretly store and use improper information during a test.
- Any form of communication between students during a test or quiz
- Providing answers or questions of a test or quiz to a student who has not yet taken his test or quiz
- Copying material from other students, whether the paper is copied directly or altered by changing selected words. This is also true for homework assignments, tests, or quizzes.
- Any type of plagiarism\* including downloading material from the internet and submitting it as one’s own work
- Adding a name to a group project of an individual who has not made a significant contribution to the development of that project
- Taking course materials from a teacher’s desk, computer files, etc.
- Taking photos of a test, project, or assignment

\*Plagiarism, the copying or unattributed use of another’s work is a form of cheating. A student who plagiarizes will receive both a grade of zero for the assignment and disciplinary sanctions.

Please contact Mr. Steve Bezila (sbezila@centralcatholicchs.com 412-208-3425) with any questions.

## Academic Integrity Protocols

An offense of Academic Integrity may be categorized as a major offense due to three factors

1. the size/weight of the assignment (Examples: Test, Midterm/Final Exam, research paper, etc.)
2. the premeditation and planning that increased the level of deceit
3. collaboration with other students (Example: sharing picture of a test with classmates, etc.)

	MINOR OFFENSE	MAJOR OFFENSE
FIRST OFFENSE	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Offer to redo for partial credit</li> <li>• Complete a written reflection (Academic Integrity Violation Form)</li> <li>• Offense will be logged into PowerSchool</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• No offer to redo assignment</li> <li>• Complete a written reflection (Academic Integrity Violation Form)</li> <li>• Based on conduct points accumulated, student may face consequences of Discipline Level I, II, or III</li> </ul>
SECOND OFFENSE	+	+
	<ul style="list-style-type: none"> <li>• Based on conduct points accumulated, student may face consequences of Discipline Level I, II, or III</li> </ul>	<ul style="list-style-type: none"> <li>• Formal meeting with Academic Integrity Committee</li> <li>• Student and Parents will meet with the Assistant Principal of Faculty and Curriculum</li> <li>• Student and Parents may be required to sign a Conditional Return Agreement</li> </ul>

- All violations of Academic Integrity will be recorded in PowerSchool.
- Violations of academic integrity may impact standing in National Honor Society and/or the Scholars Program
- Egregious violations of academic integrity carry with them 20 discipline points and could amount to Level III discipline

## Academic Policies, cont.

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- The enrollment status of students with Level III discipline or failing multiple classes will be reviewed by the administration at year's end

*Academic Accommodations:* As part of our LaSallian mission, Central Catholic is committed to supporting the diverse learning needs of all students entrusted to our care. We are dedicated to providing limited accommodations for qualified students so that they can realize their full academic potential while navigating through our rigorous college preparatory curriculum.

*Process for Requesting and Receiving Academic Accommodations:*

- Parents must provide documentation to their son's assigned counselor. The documentation must come from a licensed or certified evaluator and should be current (within three years).
- The counselor reviews the documentation and determines if accommodations are appropriate based on evaluator recommendations.
- The counselor will create an academic support plan which will detail all the academic accommodations that the student is eligible to receive while at Central Catholic.
- The counselor reviews the proposed academic support plan with student/parents. The student and counselor will determine which course(s) academic accommodations are needed.
- The student/parents must sign and return the academic support plan to the counselor.
- The counselor provides teachers with a copy of the academic support plan and sends updates as needed.

*Examples of Academic Accommodations:*

- Extended time (up to 50%)
- Alternate testing location
- Preferential seating
- Note taking assistance
- Modified assignments or tests
- Academic support/tutoring
- It is ultimately the student's responsibility to communicate any issues or concerns regarding academic accommodations directly to the appropriate teachers and assigned counselor. Counselors will meet with qualified students at the beginning of each new school year to review the previous support plan and make any modifications if necessary.

Students that elect to receive academic accommodations are expected to utilize them to the fullest extent. If a student is considering to opt out of receiving academic accommodation, he needs to speak with his counselor. Written permission will be required from a parent before any changes to academic accommodations can be made.

An academic support plan does not guarantee a student's eligibility for accommodations on standardized exams (SAT/ACT). Testing accommodations for standardized exams must be requested directly through College Board and ACT with the assistance of a counselor.

*In-school Testing Accommodations:*

To secure testing accommodations (i.e. extended time, alternate testing location) on tests and quizzes, students must follow these important steps:

- Inform their teachers every time they wish to utilize the testing accommodations. This is best done in person immediately following the announcement of a test or quiz.
- Report directly to the Academic Support classroom (BRC 1) during the scheduled class period.
- Return to their regular classroom when finished if there is time remaining in the period.

*Testing Accommodations on Standardized Exams:*

The process for requesting testing accommodations through College Board or ACT can take up to 4 weeks for approval. The Director of School Counseling will initiate the electronic request process and should be contacted as early as possible.

Steps for submitting an accommodation request:

## Academic Policies, cont.

- Parents should request a “consent to release information” form from School Counseling and return promptly.
- The accommodations request is submitted electronically by the Director of School Counseling and a decision is made within 4 weeks (you will receive notification by mail and/or e-mail).
  - For the SAT, students should wait until an accommodation decision has been made before registering as you will be required to enter your SSD eligibility code during registration (pay close attention to the deadlines and give yourself plenty of time to avoid any unforeseen issues).
  - For ACT, students should register for the exam first (indicate your need for accommodations when prompted to do so) and forward the confirmation e-mail to the Director of School Counseling as it will contain your personal identification number which is required to submit the request.
  - Upon approval, you will not be required to do anything further.
  - For more information, visit [www.collegeboard.org](http://www.collegeboard.org) or [www.act.org](http://www.act.org) and type in keyword “accommodations.”

## Quality Point System

		Level 1	Level 2	Level 3	Level 4	Level 5
		<i>Regular</i>	<i>Intermediate</i>	<i>Advanced</i>	<i>Honors</i>	<i>AP</i>
Grade	Equivalent					
100	A+	4.000	4.400	4.800	5.400	6.000
99	A+	4.000	4.400	4.800	5.400	6.000
98	A+	3.930	4.323	4.716	5.306	5.895
97	A	3.860	4.246	4.632	5.211	5.790
96	A	3.790	4.169	4.548	5.117	5.685
95	A	3.710	4.081	4.452	5.009	5.565
94	A-	3.650	4.015	4.380	4.928	5.475
93	A-	3.570	3.927	4.284	4.820	5.355
92	B+	3.500	3.850	4.200	4.725	5.250
91	B+	3.430	3.773	4.116	4.631	5.145
90	B+	3.360	3.696	4.032	4.536	5.040
89	B	3.290	3.619	3.948	4.442	4.935
88	B	3.210	3.531	3.852	4.334	4.815
87	B	3.140	3.454	3.768	4.239	4.710
86	B-	3.070	3.377	3.684	4.145	4.605
85	B-	3.000	3.300	3.600	4.050	4.500

		Level 1	Level 2	Level 3	Level 4	Level 5
		<i>Regular</i>	<i>Intermediate</i>	<i>Advanced</i>	<i>Honors</i>	<i>AP</i>
Grade	Equivalent					
84	C+	2.900	3.190	3.480	3.915	4.350
83	C+	2.800	3.080	3.360	3.780	4.200
82	C+	2.700	2.970	3.240	3.645	4.050
81	C	2.600	2.860	3.120	3.510	3.900
80	C	2.500	2.750	3.000	3.375	3.750
79	C	2.400	2.654	2.880	3.240	3.600
78	C	2.300	2.530	2.760	3.105	3.450
77	C-	2.200	2.420	2.640	2.970	3.300
76	C-	2.100	2.310	2.520	2.835	3.150
75	C-	2.000	2.200	2.400	2.700	3.000
74	D+	1.800	1.980	2.160	2.430	2.700
73	D+	1.600	1.760	1.920	2.160	2.400
72	D	1.400	1.540	1.680	1.890	2.100
71	D	1.200	1.320	1.440	1.620	1.800
70	D-	1.000	1.100	1.200	1.350	1.500
69	F	0.000	0.000	0.000	0.000	0.000

## Student Regulations

As in every LaSallian school, we expect our students to be responsible, honest, respectful, and well-behaved. Although the following regulations pertain to many student rights and responsibilities, they obviously do not and cannot cover every conceivable situation. Please read the following regulations carefully, be sure you understand them, and observe them faithfully.

# Attendance Policies

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## *Absent*

## *Prolonged Absences*

Central Catholic High School believes that attendance in school is an integral part of a student's total educational experience. Being present in school is incredibly valuable to the student's overall experience, academic life, and life in the community. When students are not present in school they miss important instruction, participation in the classroom, real vocational practice, and socialization with their peers. This policy is also related to regulations made by the Pennsylvania Department of Education, to which Central Catholic is accountable.

### *Expectations of Student(s)/Parent(s) regarding Absences, tardies and early dismissals*

#### **Absent**

If your son is absent from school a parent/guardian must (1) phone the Absentee Hotline before 9:00 am and (2) provide a note upon return to school signed by a parent with a valid excuse for the student's absence. If needed the school will require a signed medical professional's note.

- (1) The 24/7 Absentee Hotline is 412-621-1766. When leaving a message please provide **your name, your relation to the student, the student's full name, reason for absence and date** of his absence. For example: "this is Jane Smith, mother of Samuel Smith, and he is absent due to illness for today, September 29th." Once the message is verified, the absence will be marked called off (i.e. "ACD") before the end of the day.
- (2) When your son returns to school it is his responsibility to provide the school with a properly written excuse before 1st period to the Welcome Center. If the student is late, he is to provide the note to the Welcome Center when he checks in. The note should state the **student's name, reason for absence, signature of parent/guardian and a phone number to contact**. Once the note is verified the absence will be marked excused (i.e. "AEI").

If there is no call off or the information left on the hotline is insufficient your son will be marked "A," unexcused absence. Insufficient information would be not providing your name, your son's name or giving a vague reason such as "will not be in today."

"ACD" is not an excused absence, but rather a temporary status awaiting excused or unexcused notation. This may result in a follow up call from a school staff member or social worker.

If a student is not called off, a robo-call will notify the number provided by the family in PowerSchool at approximately 10:00 am. This call will notify the parents of the student's absence from school. The student will be marked unexcused absence. This may also be followed up with a call from a school staff member or social worker asking to rectify the unexcused absence.

If a student does not provide a written excuse or sufficient excuse on the morning of his return, school staff will meet with him to follow up on the written excuse. Without a sufficient excuse the student's absence will remain or be changed to an "A" unexcused absence, which may result in "T" truancy.

#### **Prolonged Absences**

If a student is out for 3 or more days in a row the family may be contacted by the school social worker to help support the student/family and verify the well-being of the family.

- (1) *Excused*
  - a. Illness, hospitalization
  - b. Death in the family/funeral
  - c. Religious observances
  - d. Approved college visits (3 pre-approved per student)
  - e. Family trips/days that have educational, cultural, or religious value (Must be approved by Administration 10 workdays in advance)
  - f. School District transportation issue or cancellation



- (2) *Unexcused*
- Oversleeping, missing the bus, traffic, car problem, “personal day,” blamed on parent or guardian
  - Employment
  - Unapproved family trip or college visit

*Early Dismissal/Late Arrival*

*Family trip/days and student schoolwork*

(3) *Illegal Absences*

*Other trips*

- Truancy
- Falsifying phone call or note
- Skip days

### Early Dismissal/Late Arrival

Early dismissals and late arrivals are discouraged and should be requested only when necessary. If necessary, it is recommended that appointments be scheduled as early or as late as possible during the school day, to allow for maximum school time. Early dismissals will be granted only for the same reasons as excused absences. (1) Parents must call the absentee hotline before 9:30 am the morning of the anticipated dismissal/late arrival (hotline is 24 hrs), (2) provide a written note, (3) student is to sign out, (4) provide a valid excuse for an early dismissal upon return to school.

- Please call the Absentee Hotline at 412-621-1766 with **your name, your relationship to the student, student’s name, date and time they are to be dismissed and the reason for the dismissal**. For example, “*This is Jane Smith, mother of Samuel Smith and he needs to be dismissed tomorrow, 9-29 at 2pm for a medical appointment.*”
- Students must also turn in a note from their parent or guardian as validation to the Welcome Center.
- Students are required to sign out appropriately at the Welcome Center before they leave school.
- When your son returns to school it is his responsibility to provide the school with a proper written excuse. If it was for medical reasons, then the student must provide an excuse from a medical professional.

A student whose parents have not called and/or have not sent in a note will not be allowed to leave school unless a parent/guardian comes to the Welcome Center to sign him out. For late arrivals or return to school a student must check in at the Welcome Center with verification from a medical professional. Failure to follow the stated policy will result in discipline (see page 36).

Students who miss 4 periods will be marked absent for half a day. Students who miss more than 4 periods are considered absent for the entire day and may not participate in practice, games or attend any school activity that day/night. Students leaving school before 10:00 am will be marked absent for the entire day.

### Family trips/days and student schoolwork

Please refrain from taking vacations during school time. There are many days off throughout the school year that provide families with opportunities to travel. For a trip having a major educational value to be considered as an excused absence, pre-approval must be requested from Administration through the Student Affairs Office at least 10 days prior to the trip and is recommended months before so family is aware if the absences are being excused or unexcused. The Administration through the Student Affairs Office will determine approval and notify the parents/guardians of the decision. If the trip is excused a student will be responsible for notifying his teachers at least 5 days prior and is responsible for having all work, tests, and other materials made up by the second day of his return. If the trip is unexcused the school staff will not be obligated to provide make-up work or extend any deadlines for work, tests, etc.

### Other trips

Other trips include 3 college visits, 1 college fair, March for Life. Pre-approval is to be requested 5 days prior to the trip. For college visits, please utilize the school system provided by the College Counselor or contact the College Counselor directly. The school does provide a trip to the College Fair and March for Life, however if a student is desirous of going outside of the school-provided trip, they must seek pre-approval 5 days prior through the Student Affairs Office.

# Attendance Policies, cont.

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## *Morning Arrival*

### **Morning Arrival**

The main school building is open by 7:10 am. Students who arrive before 7:50 am may wait in the Quadrangle, dining hall, or stand in the first-floor corridor. Students are not permitted in the stairwells or above the second floor until the 7:50 am bell.

## *Tardies*

## *School Refusal Behavior/ Excessive Absences*

Students in the Academic Support Program or who are being tutored by a teacher may go to their classroom at 7:40 am, with the Academic Support Program card or a note from a teacher. Students who are not in 1st period at 8:05 am are marked absent. Any student participating in tutoring, liturgy, TV, etc. must report to the Academic Support Coordinator, program moderator, or to the Student Affairs Office.

## *Healthcare Appointments*

## *Truancy*

## *Academics regarding unexcused absences from class(es)*

### **Tardies**

All late students are required to check in at the Welcome Desk. A student reporting to 1st period after 8:05 am must report to the Welcome Desk before going to any other area or class. Students will receive a tardy slip indicating the time of arrival. This slip must be turned into the 1st period class's teacher.

- Failure to report to the Welcome Center will result in a procedural violation, which is 3 points and 1 detention.
- A student who exceeds 10 tardies will receive 1 conduct point and 1 detention for each unexcused tardy accumulated thereafter. This may also be followed up with a call from a member of the school staff.
- An unexcused tardy of 20 minutes or more will result in 3 conduct points and 1 detention.
- Chronic lateness could result in further consequences, such as referral to Discipline Review Board, suspension and even dismissal. This may also be followed up with a call from the Dean of Discipline.

There are resources available for students and families who need support in improving punctuality, such as the Student and Family Support counselor. Students who are late due to school bus (but not PAT bus) delays receive an excused tardy.

### **School Refusal Behavior/Excessive Absences**

School refusal behavior refers to a student's refusal to attend school, or difficulty remaining in classes for an entire day. The causes of school refusal vary in reason and frequency, i.e.: medical, mental health, conduct matters. As a college preparatory school, multiple absences present serious consequences for the college-bound student. Policy concerns, interference of education, academic limitations, truancy, and state legal requirements are among these concerns.

We recognize that students may need individualized intervention or support related to school refusal behavior. The Director of Student and Family Support Services (Mrs. Amy Wienand (awienand@centralcatholics.com)) is available to address these concerns. Unresolved school refusal may lead to a referral to the student support team, Discipline Review Board and/or dismissal.

### **Healthcare Appointments**

Healthcare appointments require documentation by the visited healthcare professional in order for the absence or tardy to be excused. A note from a parent/guardian is not sufficient.

### **Truancy**

Truancy violates Pennsylvania law and is a major violation of Central Catholic policy. A truant student will be suspended from school until his parents meet with the Administration. Truancy is 3 unexcused absences from school ('T' in PowerSchool). The student's district magistrate or local school district will be notified. Repeated truancy, habitual truancy, or 6 or more unexcused absences will be referred to the Discipline Review Board pending dismissal from Central Catholic. (Note: unexcused absences and truancy days do not need to be in a row)

### **Academics regarding unexcused absences from class(es)**

Students will NOT be given the opportunity to complete academic work/tests missed due to truancy, unexcused absences, skipped, or other similar reasons. Students who call themselves off school (or for early dismissal) or have a non-parent/guardian call and/or forge a note are also considered truant and will receive school discipline.

## Activities and Athletic Programs

The student activities and athletic programs at Central Catholic are designed to provide a broad range of opportunities to develop the total person, to reinforce Christian values, and to promote friendship and peer support.

*Activities*

*Addressing Teachers*

The school strongly encourages students to become involved in activity programs and is committed to providing everyone a fair chance to participate. All students may try out for the sports teams and extracurricular activities.

*Alcohol*

*Assemblies*

Ideally, no one would be cut from a team or activity. However, for some teams and activities the number of players or members is limited and, unfortunately, not everyone who tries out can be accepted. Parents are encouraged to help their sons understand that not everyone can be selected. The decision of an athletic head coach, in conjunction with the Athletic Director, or the decision of an activity moderator, in conjunction with the Assistant Principal for Student Affairs, is final.

*Book Bags*

*Bookstore*

*Bullying, Cyberbullying, Harassment*

The student's academic progress and spiritual development are of paramount importance to the school. Failure to meet and maintain academic and discipline standards may prevent participation in sports and activities. Therefore, students who are assigned academic or disciplinary ineligibility may not participate in school sports and activities. Also, any student assigned disciplinary ineligibility may not attend school-sponsored activities. Please refer to pages 15-18 for academic and pages 27-30 for disciplinary ineligibility, reinstatement, and participation policies.

## Addressing Teachers

Students are expected to display courtesy and respect to all. Adult members of the school staff are to be addressed by their proper title (Mr., Mrs., Miss, Dr., Brother, Father, etc.) at all times.

## Alcohol, Drugs

The sale, use, transfer, and/or possession of alcohol, illegal drugs, or related paraphernalia, or aiding any of the preceding, on school property or at a school-sponsored student activity is absolutely forbidden. Central Catholic High School fully adheres to the Pittsburgh Diocesan Substance Abuse Policy, which appears on pages 41-43 of this handbook.

## Assemblies

For assemblies, students should report quickly and quietly to their assigned seats and remain there until dismissed. Conduct at assemblies and other school-sponsored events should always be appropriate to the activity. Students are required to attend all scheduled assemblies, pep rallies, liturgies, etc., even if they are normally free during that assembly period.

## Book Bags

Book bags, duffel bags, athletic/gym bags, knapsacks, etc., must be stored in the student's assigned locker throughout the day. These items may not be brought into the classrooms, library, hallways, or cafeteria after the school day has begun. A gym bag may be used to carry clothing to and from the gym.

## Bookstore (CCHS Campus Store)

Visit <http://viking-book-store.mybigcommerce.com/> or contact us at 412-208-3498 or at [bookstore@centralcatholicchs.com](mailto:bookstore@centralcatholicchs.com) for more information.

## Bullying, Cyberbullying, Harassment

Bullying is a form of negative and hurtful behavior that is prevalent among children and adolescents and is characterized by aggressive repeated behavior and an imbalance of power. Cyberbullying is the willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. Any form of bullying is inconsistent with the philosophy of Central Catholic and the behavior of a Christian gentlemen. Allegations of harassment or bullying are investigated thoroughly, and, if proven accurate, are subject to stern disciplinary action (see pages 36-40).

# General Policies, cont.

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## *Cafeteria*

## *Change of Address*

## *Class Cancellations*

## *Custodial Parents/Guardians*

## *Non-Custodial Parents/Guardians*

## *Cutting Class*

## *Dances*

### **Cafeteria**

Students are required to report to the cafeteria for their assigned lunch period and remain there until dismissed. Students are not permitted in the library during their lunch period. Toward the end of each lunch period, the students will be notified that all students (including seniors) should clean the entire area around their table and return the chairs to their proper places. All students (including seniors) then must proceed to the Quadrangle, according to the directives of the proctors. During cold weather, students should take coats/jackets with them to the cafeteria, since permission will not be given to go to lockers.

Books and other items may not be left in the cafeteria or stairwell. In inclement weather, students will be directed to remain in the cafeteria.

Students are expected to cooperate in keeping the cafeteria clean. Food and trash are never to be thrown, and all waste must be placed in the proper containers. Nothing should be left on the tables. All bottles and cans must be discarded in proper containers. Failure to follow the directives of proctors will result in disciplinary action.

### **Change of Address**

A change of address, phone number, emergency phone number, or any other registration information should be updated in PowerSchool and reported immediately to Beth Corletti and the Academic Affairs Office. Public school transportation personnel should be notified several weeks before a change of residence.

### **Class Cancellations**

If a class cancellation is necessary, a notice will be posted. The application Yapp is installed on all student iPads, and will show the cancellation list each day as well. A student should never merely assume that a class has been cancelled and such an assumption shall NOT be an acceptable excuse for a student who fails to report to a class. Failure to report to a class on time or for the entire period will result in a tardy or class cut.

### **Custodial and Non-Custodial Parents and Guardians**

Each student must reside with at least one custodial parent or legal guardian while he is enrolled at Central Catholic. For students whose second parent or guardian lives at another location, copies of all pertinent mailings can be provided unless prohibited by a court order. Requests for copies to the non-custodial parent should be submitted to the Assistant Principal for Academic Affairs (Academic Affairs Office).

### **Cutting Class**

Students are required to report to all assigned classes, study halls, lunch periods, approved tutorials, liturgies, assemblies, pep rallies, etc. A student who expects to miss a class due to a planned activity or meeting (excluding athletic events) must receive prior permission from the relevant teacher(s).

Failure to report to an assigned period or missing class without the authorization of the teacher or an administrator is considered a class cut. Students who cut class three times will be suspended in school until a parent has met with the Assistant Principal for Student Affairs. **Students who cut a class will not be allowed to make up missed academic work, tests, etc.**

### **Dances**

Attendance at school-sponsored dances is a privilege, not a right. The Student Council sponsors two types of dances:

(1) *Mixers*: For these dances, usually held on campus from 7:30 pm to 10:30 pm, casual attire is permitted. A student may attend alone or with a date. Students must arrive by 8:15 pm. Admission is determined by the Student Council. Attendees may leave the dance at any time, but will not be permitted to re-enter after departing.

(2) *Date Dances, Prom:* These dances require either semi-formal (suit coat and tie) or formal (tuxedo) attire and are held at off-campus sites. If attendees have a date, their name, school, and home phone number must be submitted to the Student Council moderator by the prescribed deadline. Students are required to remain at the dance site for the entire time of the dance. Students must have parental permission, approval of the Assistant Principal for Student Affairs, and be current with tuition payments. The cost of each dance varies and is announced about a month in advance. Because some dances have limitations on the number of attendees, students must adhere to announced deadlines for reservations.

*Dances, cont.*

*Directory*

*Discrimination*

*Dress Code*

### *Policies for Central Catholic Dances:*

- Only current Central Catholic students may attend.
- Students must present their ID card for admittance.
- Girls from any high school (grades 9-12) may attend.
- All school policies are in effect and enforced.
- Dancing that is considered lewd or vulgar is prohibited.
- No book/gym bags, extra large purses, etc. are allowed.
- Central Catholic is not responsible for lost/stolen personal items.
- Students assigned discipline and academic ineligibility may not attend dances.
- Disruptive behavior will cancel privileges of attending future dances.

Central Catholic has reciprocal agreements with other Diocesan schools regarding student behavior.

*Semi-formal, formal dance dress:* Students and their dates are expected to dress appropriately for Central Catholic dances. Students are held responsible for their date's attire and behavior. Those not complying with the dress code will be refused admittance. Inappropriate behavior during the dance may result in the student and his date being told to leave.

*Boys:* Suits or tuxedos; dress shirt with tie; dress shoes and socks; hair well groomed; face clean shaven; no earrings. Dress shirt and shoes must be worn at all times.

*Girls:* Semi-formal or floor-length gowns. These may be strapless, halter style, or with spaghetti straps; however, slits on the side may be only to the knee; no plunging necklines or backs; no bare midriffs or open sides. Semi-formal dresses must be at least knee length. Shoes/sandals must be worn at all times.

### **Directory**

The parent directory is for the exclusive use of Central Catholic parents. Its use should be respectful and for the purpose of strengthening the Central Catholic community. The directory will be sent via Weekly Parent Newsletter. Parents can opt out of the directory by checking the box on the Memorandum of Understanding.

\*Do not use for advertising, pandering, or use outside of the Central Catholic community.

**\*It is to be used by parents and kept confidential to respect others' privacy.**

### **Discrimination**

Students are expected to treat each member of our LaSallian community with respect for their cultural, ethnic, and religious heritage. Any student who degrades, harasses, or insults another with ethnic, sexual, or religious slurs, intimidation, gestures, language, or comments will face appropriate consequences.

### **Dress Code**

A Central Catholic student represents his school, his family, and himself at all times. We strive to instill in our students a sense of pride in their appearance and a sense of self-discipline. Our dress code is integral to what sets a Central Catholic student apart signaling them towards their masculinity, unique relationships, and identity, as well as the indispensable quality of being part of this school's larger community. Because students are expected to be neat, and well groomed, the school has set the following standards of dress. Other standards may be implemented if necessary.

#### (1) Required

- Any color dress shirt, designed to be worn with a tie, buttoned at the collar, and tucked into pants
- A necktie knotted at the collar
- Solid color dress slacks (without outside pockets, patch pockets or pocket flaps), with a belt worn at the waist
- Any color socks that cover the ankle
- Leather dress shoes, loafers, or deck shoes (solid color is preferred). Shoes must be distinctly non-athletic and must cover the heel completely. The Dean of Students/Assistant Principal for Student Affairs will be the final arbiters of what constitutes "non-athletic."

## General Policies, cont.

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*Dress Code, cont.*

*Hairstyle*

*Facial Hair*

*Compliance*

*Reciprocal Students*

(2) Permitted

- A sport coat or blazer (shirt collar and tie must be visible)
- Official school sweater or vest, which can be purchased in the school bookstore
- Team jerseys (worn over the shirt and tie), uniforms or other outerwear only on special occasions. Team captain(s) and moderators should see Assistant Principal for Student Affairs for WRITTEN permission.

(3) Not Permitted

- Outerwear that is not official school outerwear. Apparel (including pins or buttons) with suggestive, vulgar, inflammatory, libelous, or inappropriate lettering, words, designs, or pictures, or references to alcoholic beverages, drugs, or tobacco products
- Flannel shirts, outerwear, sweatshirts, jackets, work clothes, denim-wear, cargo pants or pants with patch pockets, flaps, or outside attachments
- Dickie-brand pants, work style pants, or pants with metal rivots
- ANY type of boot or any other shoe that rises above the ankle. Slippers or other shoes that are fur or flannel lined are also not permitted.
- Earrings or other similar adornments or jewelry, chains, necklaces, clamps, excessively large key holders used as wearing apparel, or studded belts
- Ripped, torn, sliced, patched, discolored, over-sized, or excessively baggy pants or shirt
- Visible tattoos, body piercing, plugs of any kind
- Baseball caps, hats, bandannas, sunglasses, or any other type of headgear, at any time in the building
- Jackets, hoodies, pullovers, vests, and other outerwear, EVEN THOSE which bear the Central name or logo or that of one of its athletic teams.
- Any excessive alteration of clothing like rolling of the sleeves and cuffing of the pants.
- Fingernail paint or painted fingernails and facial makeup

*Hairstyle:* All hair on the head must be its natural color, clean, and not totally covering the ears or eyes, or falling below the shirt collar. A single black hair tie may be used to pull the hair back to remain in compliance. Mohawks, or hairstyles with designs, patterns, and lines are not permitted. Hair shall not exceed 3-½ inches from the scalp. Sideburns may not extend below the ear or extend toward the cheek. Eyebrows may not have designs, patterns and or lines in them. This is not permitted.

*Facial Hair:* Students are to be clean-shaven. Neatly trimmed mustaches are permitted. Goatees, chin or lower lip hair are not permitted. A doctor's note about a skin condition must state a minimum requirement for shaving.

*Compliance:* Students are to comply with the dress code throughout the school day, including arrival and departure. Students who disregard the dress code may be sent home or suspended in school until the violation is corrected. They may also be assigned conduct points and detentions. Four violations will be cause for out-of-school suspension until a meeting can be held with parents.

*A physically incapacitated student* may wear an alternative shoe if he submits a physician's request written on the physician's stationery. The request, stating the medical condition and the expected length of recuperation, must be submitted to the Dean of Students (Office D). Faculty are expected to and will enforce the dress code. The Assistant Principal for Student Affairs and the Dean of Students are the final arbiters of the appropriateness of a student's appearance.

*Reciprocal Students:* Students from other schools attending classes at Central Catholic must adhere to their school's written dress code and comply with Central Catholic's policy to be neat and clean. While attending or visiting other schools, Central Catholic students must adhere to the required Central Catholic dress code, regardless of that school's dress code policies.

## Electronic Devices

Use of Personal Electronic Devices (PED), such as iPhones, or any other cellular device is not permitted during the school day. Cell phones are best kept in the student locker throughout the day. Students' primary focus is to learn and be engaged in the community of learning and faith. Being on an electronic device is counter and detracts from this goal and the overall environment of Central Catholic High School. If a teacher or staff member sees an electronic device out or that a device is a distraction to the environment of the classroom, place of study, or any place in the building they will take the phone from the student and follow school procedure, which includes turning the phone into the Dean of Students or the administrator.

**1st offense** – Student will receive 3 conduct points. The phone will be turned into office D for 3 school days. Phone will be dropped off at Office D prior to the start of 1st period. Failure to do so will result in additional consequences.

**2nd offense** – Student will receive 3 conduct points. Phone will be turned into Office D prior to the start of 1st period for 10 consecutive school days. Failure to do so will result in additional consequences.

**3rd offense** – Parent/Guardian will be required to meet with administrators and/or the Dean of Discipline to pickup the student's phone. The student will receive 3 conduct points. The phone will be turned into office D for a 30-school day period. Failure to do so will result in another parent meeting to retrieve the phone.

\*It is the student's responsibility to turn phone into the office. Failure to comply with policy will result in parent pickup.

Additionally, the use of smartwatches and personal iPads/tablets is not permitted. Other than the exception noted above, PEDs and similar items may not be used or visible during the school day. Laptop computers and school-issued iPads may be used in classrooms ONLY at the discretion of individual classroom teachers (See Technology Policies on page 45). Headphones may only be worn in the library. Students are not permitted to wear headphones while walking in the halls during school hours. Use of these devices in common areas is a privilege and must be done responsibly within the guidelines set forth in this handbook for acceptable internet use (see page 29). The non-educational use of any technological resource during the school day is prohibited and will result in loss of privileges. For exceptions, see the Assistant Principal for Student Affairs. Violations of this policy may result in confiscation of the item for the timeframe listed above. School personnel retain the right to review cell phone content to the extent necessary to verify a suspected policy violation. A student's failure to cooperate in such review shall constitute an admission of the policy violation and result in the administration of disciplinary action consistent with the policy.

## Headphones

Headphones are not permitted to be worn throughout the building. Any student that fails to comply with school policy will have their headphones/air pods confiscated and turned into Office D. The student will receive 3 conduct points as part of their consequence. Student's items will be returned at the end of school day. Students are permitted to wear headphones in the Library and Cafeteria only. Students transitioning to class, walking the quad, or in the stairways are not permitted to have their headphones on their head or around their neck.

## Emergency Preparedness

Central Catholic is constantly looking to improve its prevention of and response to emergency situations. Each month, the school will rehearse fire and/or lockdown drills. Students are expected to cooperate and be attentive to all directions during all drills and certainly all emergency situations. If an emergency were to occur, parents will be updated via the voice-mail system, e-mail, and social media sites. Due to our urban location, it is vital that parents do NOT come to the school during a school emergency. Family reunification will be conducted in an orderly manner with the help of emergency personnel.

## Extracurricular Activity Eligibility

The school sets attendance and participation requirements for school activities. Students must attend at least 4 class periods in order to participate, practice, or attend any school activity on that day. Failure to meet and maintain the standards of academics, attendance, punctuality, and discipline may affect participation in sports and activities. Students assigned academic or disciplinary ineligibility may not participate or practice in any school activities. A student assigned disciplinary ineligibility may not attend any school-sponsored activities. See page 12 for academic and pages 36-40 for disciplinary ineligibility, reinstatement, and participation policies.

*Electronic Devices*

*Headphones*

*Emergency Preparedness*

*Extracurricular Activity Eligibility*

## General Policies, cont.

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<i>Exchange of Money</i>	<b>Exchange of Money</b> Students are not permitted to exchange currency or to buy or sell merchandise anywhere on school property. Students are not permitted to solicit money from other students anywhere on school premises without the explicit approval of the Assistant Principal of Student Affairs.
<i>Fighting</i>	
<i>Threats of Violence</i>	<b>Fighting and Threats of Violence</b> Fighting, instigating a fight, or threatening others will not be tolerated. The first offense will result in suspension; a second offense may result in immediate expulsion. If threatened by another, the student should immediately inform a school official.
<i>Field Trips</i>	
<i>Fire Alarm</i>	<b>Field Trips</b> Students participating in a field trip or off-campus, class-related educational program are required to have parental permission and conform to the Central Catholic dress code. For walking tours, students may wear tennis shoes. Guidelines for overnight or extended school trips are on pages 35-36.
<i>Fundraising</i>	
<i>Funeral Arrangements</i>	<b>Fire Alarm</b> Sounding a false fire alarm is illegal and will be subject to stern disciplinary measures, including notification of civil authorities, administrative punishment, and probable expulsion.
<i>Games/Gambling</i>	
<i>General Courtesy</i>	<b>Fundraising</b> Early in the school year, Central Catholic sponsors a Lottery Ticket Fundraiser to support club activities. To receive funds, authorized activities must submit an annual financial report to the Business Office and allow Central Catholic students and faculty free admission to regular season home events. The funding amount is determined by the number of students in the organization who met their sales quota. This is executed by the Assistant Principal of Student Affairs.
<i>Good Reputation of the School</i>	<p>In the spring, the school sponsors the Viking Victory Auction, the proceeds of which provide tuition assistance and improvements to the school building. Student volunteers are needed for this major fundraiser.</p> <p>Some booster organizations conduct fundraisers during the school year. Each fundraising plan must be approved by the Executive Director of Enrollment Management, who will schedule them in the school calendar. Fundraising activities must have the approval of the Executive Director of Enrollment Management to use Central Catholic's name, mascot, or logo.</p> <b>Funeral Arrangements</b> For individual requests for a funeral, students should follow the early dismissal or absence procedures.

### Games and Gambling

Betting and gambling are forbidden on school property. Any game or activity that disrupts the orderly atmosphere of the school, including the cafeteria, is also forbidden.

### General Courtesy

We and the wider community hold our students to a high standard of courtesy. Students are expected to respect persons and property in every situation. They should be particularly courteous toward the elderly and disabled, the school's neighbors, and local merchants.

Students are expected to follow the rules of courtesy on public transit, in business establishments, on private property, sidewalks, etc.

### Good Reputation of the School

Each Central Catholic student is responsible for upholding the good reputation of the school. A student involved in public misconduct, bringing discredit to himself or Central Catholic through inappropriate, unethical, or unlawful activity within or outside the school, is subject to disciplinary consequences, including expulsion.

Unlawful or unethical activity includes, but is not limited to, membership, involvement, or association with a group or gang that engages in violence, harassment, or intimidation of others; the use or sale of illegal substances; theft; possession of a weapon; use of print, visual, or electronic media for harassment, intimidation, etc. Wearing gang paraphernalia, using gang signs, symbols, or graffiti will be considered evidence of gang association. These actions will result in stern disciplinary action, including possible expulsion.



When school officials are notified of behavior contrary to the values and policies of Central Catholic High School and that violate the Memorandum of Understanding, parents will be required to meet with the Assistant Principal for Student Affairs and disciplinary consequences will be applied, including the possibility of expulsion.

*ID Cards*

*Illness at School*

*Internet Use*

*Lateness for Class*

*Library*

### **ID Cards**

At the beginning of the school year each student receives an ID card and lanyard that must be worn throughout the school day. ID cards must be shown for free admission to home athletic and cultural events. When requested, the student must provide the card to faculty, staff, bus drivers, and other appropriate adults. Replacement ID cards may be obtained from the Director of Technology upon payment of a \$5.00 fee.

### **Illness at School**

If a student becomes ill or is injured at school, the following steps should be followed to safeguard the student and school community.

- Whether the student is in class or going to class, he must explain his condition to the teacher with whom he is scheduled.
- The student should request from the teacher a note to go to the Nurse's Office. If the nurse is unavailable, the student should report immediately to Office C.
- If the student should become ill or is injured during a scheduled free period, he should report to Office C.
- If the student's illness or injury prevents him from safely going to the classroom, he should send another student to inform the teacher of the situation.
- The nurse or administrator will determine the extent of the illness or injury and may contact a parent or guardian.
- Students are not to call parents to arrange to be released.
- Students who are ill during the school day must see the nurse for evaluation. There is a nurse here every day for the students. Under no circumstances should students be texting or calling their parents to arrange for an early dismissal without first seeing the nurse. If the situation warrants, our nurse will contact the parents/guardians to arrange for pick up. If the student reaches out to their parents without seeing the nurse for evaluation, the absence will not be excused.

Under no circumstances may a student absent himself from class, call a parent to release him from school, or leave school grounds without proper permission.

### **Internet Use**

The internet offers vast, diverse, and unique resources to benefit from. With such technology comes great responsibility. Negative, slanderous, or libel comments posted on the internet regarding other students or Central Catholic staff is prohibited. Such behavior is contrary to the Christian values of Central Catholic and violates the Diocesan Memorandum of Understanding. Students who post illegal, inappropriate, or harassing information on the internet will be subject to disciplinary consequences including, but not limited to, termination of technology privileges, conduct points, detentions, suspension, and possible expulsion. Central Catholic students represent themselves, their parents and the school at all times and are accountable for their actions.

### **Lateness for Class**

A student who is late for class is marked tardy. If he has no valid, written excuse, he will be assigned conduct points and detention by the Dean of Students. A student who is less than 5 minutes late will be given 1 conduct point and 1 detention. If he is 5 or more minutes late, he will be given 2 conduct points and 2 detentions. A student who is more than 20 minutes late will receive 5 conduct points and 3 detentions.

### **Library**

The library is a quiet area for study, reading, and research. Students are expected to use the available resources as aids in fulfilling the goals of their academic program. Students must enter the library at the beginning and remain until the end of the class period. Students may not use the library during their lunch period, and must bring materials necessary for study. Social conversations are NOT permitted, but the librarian or the proctor may let students work together quietly. Students are not permitted to bring book bags or food into the library, nor to leave book bags outside the library entrance.

Failure to return library materials will result in the withholding of report cards (or diplomas for seniors). The replacement cost of lost books must be paid in full.

## General Policies, cont.

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### *Lockers*

#### **Lockers**

Each student is assigned a locker at the beginning of the school year. All lockers must be secured with a school-issued lock at all times. All lockers are the property of Central Catholic. Students are not permitted to switch lockers with other students or to place belongings in an empty locker without approval of the Assistant Principal for Student Affairs. Lockers may be checked periodically by homeroom teachers and/or school administrators and are subject to search at any time at the discretion of the Administration. At no time should a student use another student's locker nor allow another student to use his locker.

### *Lost and Found*

Care of the lockers and of personal property is the responsibility of the student. The school is not responsible for the loss of property stored in lockers. Students are also responsible for the repair of damaged, broken, or vandalized lockers.

### *Marking Devices*

A student tampering with another's lock or locker will face stern disciplinary action.

### *Medication*

The Administration may confiscate materials and books from an unlocked locker and hold them until the lock is replaced. The use of lockers is a privilege, not a right. Students shall have no expectation of privacy therein as the school retains the rights to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and/or referral to appropriate authorities.

### *Mothers' Guild*

#### **Lost and Found**

Students should report lost items and return found items to the Dean of Students (Office D) as promptly as possible.

### *Obscene Material*

#### **Marking Devices**

Marking devices (felt-tip markers, paint spray cans, paint markers, etc.) containing permanent ink and paints are forbidden for personal use on campus.

#### **Medication**

Students are not permitted to carry prescriptive or non-prescriptive medication with them at school. If medication must be administered during school hours, the following procedures will be followed.

*Prescriptive Medication:* The medication, with the student's name clearly marked on the container provided by the pharmacist, must be taken to the school nurse. The container label must include the name of the medication with date, dosage, and frequency of administration.

For all medications (prescriptive and non-prescriptive) taken in school, parents must sign an Indemnification Agreement. Students requiring oral inhalers, insulin, allergy, or insect bite antidotes are permitted to carry these items if their parents have signed an Indemnification Agreement.

*Non-Prescriptive Medication:* Parents or guardians must sign an Over the Counter Medication Authorization form in order for students to receive non-prescriptive medications (e.g., Tylenol, ibuprofen, Di-Gel, calamine lotion, Anbesol, etc.) from the school nurse.

#### **Mothers' Guild**

Mothers are encouraged to join and actively participate in the Central Catholic Mothers' Guild. The Mothers' Guild sponsors the annual Fashion Show and provides financial support to the school library.

#### **Obscene Material**

Any printed, illustrated, electronic, or recorded material that is considered by the school to be pornographic or offensive is forbidden on school property and at any school-related activity. The school will apply the prohibition at its discretion.

## **Other Schools**

When Central Catholic has an early dismissal or is not in session, students are not permitted on the property of another school. If a student has a legitimate reason to be at another school, he must first report to the main office of that school. Appropriate behavior is always expected. Policies of Central Catholic are in effect at all other schools of the Diocese of Pittsburgh.

*Other Schools*

*Parent Communication*

## **Parent Communication**

Parent communication is done primarily through the Weekly Parent Newsletter, which is sent out to the e-mail on file. These communications can be viewed on our website on the Daily Bulletin page.

*Parent Visitation*

*Parking, Parking Lot*

## **Parent Visitation**

During the school day ALL PARENTS & VISITORS ARE TO PARK IN VISITOR PARKING AND ENTER THROUGH THE ADA ENTRANCE ON FIFTH AVENUE (DOOR Q). ALL PARENTS AND VISITORS MUST CHECK IN AT THE WELCOME DESK. Parents and visitors will NOT BE allowed to enter through the QUAD doors. Drop-in visits to students are not permitted. If an emergency arises, the parent should notify the Office of Student Affairs (Office C or Welcome Center). If necessary, the student will be called to the office. If an item must be given to a student, it should be left in the Welcome Center. The student will be notified to retrieve it. Parental visits to observe a student in class usually are not permitted.

*Photo Release*

*Physical Education*

*Posters, Signs*

*Religious Exercises*

*Sale of Merchandise*

## **Parking, Parking Lot**

See pages 43-44.

## **Photo Release**

Central Catholic may take, edit, alter, copy, exhibit, publish, distribute, and make use of any and all pictures, or video taken of its students to be used in and/or for legally promotional materials, including, but not limited to, newsletters, flyers, posters, brochures, broadcast, advertisements, fundraising letters, annual reports, press kits, and submissions to journalists, websites, social networking sites, and other print and digital communications, without payment or any other consideration. Central Catholic may use students' statements given during an interview or guest lecture, with or without his name, for the purpose of advertising and publicity without restriction.

## **Physical Education**

The Commonwealth of Pennsylvania requires all secondary school students to take physical education. To be excused from an individual physical education class, the student must present a note to the teacher from a parent or physician. To be excused from physical education classes for more than one week, the student must present a physician's note to the Academic Affairs Office.

## **Posters, Signs**

Posters, banners, and signs of any type must be approved by the Assistant Principal for Student Affairs (Office C). Unapproved material will be removed and discarded. Posters, etc. must be hung on a brick surface. Immediately after the advertised event, all signs, tape, etc. must be completely removed.

## **Religious Exercises**

Students must complete religion course requirements and attend required religious activities. Absence from a day of reflection requires attendance at an alternative program, pre-approved by the Administration and Campus Ministry. The alternate program must be completed by the end of the school year (before graduation for seniors). Failure to complete this requirement will result in an incomplete grade for the religion course and required attendance at summer school.

## **Sale of Merchandise**

Students are not permitted to privately sell or purchase on school property ANY merchandise that is not part of an approved school activity or fundraiser.

## General Policies, cont.

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### *School Day*

#### **School Day, Off Campus, Departure**

The regular school day begins at 7:55 am and concludes at 2:40 pm. After the sixth period, students may leave campus if they have no scheduled classes, assemblies, meetings, or faculty appointments. Students may not leave campus at any other time. If a student leaves the campus, he is not permitted to return before the regular dismissal. Students assigned academic or disciplinary ineligibility may not leave campus until 2:40 pm. Following dismissal, students are permitted on the first floor only, where the after-school proctor can supervise them until 4:45 pm. On most days, the library is open until 3:00 pm.

### *Off Campus*

### *Departure*

### *Searches*

#### **Searches**

To maintain a safe and secure learning environment, the school reserves the right to search a student, his locker, belongings, desk, or any vehicle parked on school grounds. Searches by a school official may occur at any time, usually on reasonable suspicion of a possible violation of civil or criminal law or school regulations. In rare cases, police may use trained dogs in searches of lockers, cars, and empty areas of the property. During such a search, the school will be in lockdown status, with no movement in the school until directed by the Administration. Students will stay in their classrooms or be directed to another area. With reasonable suspicion, the school reserves the right to use a drug detection swab test to determine the presence of illegal substances.

### *Senior Photographs*

#### **Senior Photographs**

Simply Sisters is the school photographer. Students will be scheduled in the spring of their junior year to sit for their yearbook photograph. Students must receive permission from Office C to have their senior photograph taken by another studio.

### *Sexual Harassment*

#### **Sexual Harassment**

Sexual harassment is any form of unwarranted or uninvited sexual behavior imposed on a person by another. Central Catholic will not tolerate harassment in any form. Allegations of harassment will be investigated thoroughly. Stern disciplinary action will be taken if an allegation is substantiated.

### *Snow, School Closings, Delays*

#### **Snow, School Closings, Delays**

When school might be closed or delayed, please do not phone the school. Listen to TV or radio for information. The Administration conveys information to KDKA (channel 2), WTAE (channel 4), and WPXI (channel 11). A phone call will be made via the School Messenger system and the school will post the delay or closing on official school social media. If there is a delay rather than closure, follow Central Catholic's DELAYED SCHEDULE. If a conflict occurs between what Central Catholic has announced and what your home school district has announced, follow the schedule announced by your public school district when relying on your school district's bus (not PAT) transportation. Otherwise, follow the schedule for Central Catholic.

### *Sportsmanship*

#### **Sportsmanship**

Students are encouraged to attend school events and activities and to cooperate in maintaining Central Catholic's reputation for good sportsmanship. Fans' behavior should always manifest politeness and respect, never interfering with another spectator's right to enjoy the event. Decisions of the officials must always be respected. Booing, vulgar, or insulting gestures or cheers reflect negatively on our fans and on the school. Visiting teams and fans are our guests; their fans and cheerleaders should be given a fair opportunity to cheer. A student who does not conduct himself appropriately will be told to leave the event and may forfeit the privilege of attending future activities.

### *Stealing*

#### **Stealing**

Stealing is a serious breach of personal integrity and will result in stern disciplinary measures, including the possibility of expulsion. If an item is found, it should immediately be taken to the Dean of Students (Office D).

### *Student Communication*

#### **Student Communication**

Students receive daily communication during the school day through the daily announcement on the PA system and VNN (student-run news network). Students are responsible for paying attention and knowing the content communicated.

## Student Injury

Unfortunately, Central Catholic is not a handicapped accessible building. Students requiring the use of crutches should receive training from a physical therapist in negotiating stairs. If an injury prevents a student from complying with the dress code, an exception should be sought from the Dean of Students (Office D). A student who obtains a medical excuse for physical education class or has a parent or physician's request to wear tennis shoes may NOT participate in any athletic program for that day and for the duration of his incapacity. Requests to wear tennis shoes must be submitted to the Dean of Students.

*Student Injury*

*Student Records*

*Textbooks*

*Tobacco Products*

*Transfers*

*Unscheduled Time*

*Free Periods*

## Student Records

Access to student records is governed by diocesan policy, in compliance with the Department of Education Regulations on Pupil Records, and is consistent with the Family Educational Rights and Privacy (Buckley) Act of 1974, as amended. The Principal may release student records after receiving a request in writing from a parent or guardian. All debts must be settled and books returned before records will be released. Contact the Assistant Principal for Academic Affairs for information.

## Textbooks

Students are responsible for all books in their possession. If a book is lost or damaged, the student will be required to pay the replacement cost.

## Tobacco Products

The possession or use of tobacco products is forbidden on school property, school buses, or at any school-related activity. Products include, but are not limited to smoke tobacco, chewing tobacco, electronic cigarettes, or vaping devices and products. Because E-cigarettes and vaping devices can be used for the consumption of illegal materials, those items may be treated as drug paraphernalia.

## Transfers

Student transfers from Central Catholic High School must be initiated with the Assistant Principal for Academic Affairs (Office B). Records will not be transferred without a written request from a parent or guardian. All debts must be settled before transcripts will be forwarded.

## Unscheduled Time, Free Periods

Students who have unscheduled time are free to use any of the following areas:

- Library
- Dining Hall/Cafeteria
- Presentation Room (STEM)

Students must be in one of the above areas when the bell rings to begin a period, remain there for the entire period, and follow all rules for that area. Except in the cafeteria, students must remain quiet. Students may not leave one area and enter another without written permission.

Students are not to be in corridors or at lockers while classes are in session. Students in the Quadrangle must not disturb classes in session. Walking or sitting on the lawns, smoking, eating, or drinking are not permitted in the Quadrangle or parking lot. Students are not permitted to loiter in the parking lot, sit in parked cars, or congregate on the steps leading to the parking lot. They are not permitted in the faculty workrooms at any time.

Students are not permitted to leave school grounds unless they have no scheduled classes, meetings, or assemblies after the sixth period. Students may not leave school grounds and return. Students involved in after-school activities should not leave the property, because the policy does not permit their return.

If a student has a free period at the end of the day and chooses to remain in the building or on school property, he must conform to the unscheduled time policy and be in an authorized area. He must follow the dress code and may carry his book bag only if he remains in the cafeteria.

## General Policies, cont.

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### *Video Surveillance*

#### **Video Surveillance**

Central Catholic High School uses video surveillance cameras to record access at building entrances, hallways, and the school parking lot. The cameras are not used to observe student/employee work areas, and are never used in areas where students/employees would have an expectation of privacy, such as restrooms or locker rooms. The primary purpose of the video surveillance system is to allow for after-the-fact investigation of crimes or incidents committed on school grounds. Video surveillance can be monitored by the Dean of Students, Director of Technology, and Director of Maintenance. Because of the many responsibilities of these positions, the video surveillance system is not monitored on a continuous basis. If a suspected crime has been committed, non-employees should be encouraged to report it to the police. If it is believed that recorded video from Central Catholic would assist in the investigation of the crime, the police should contact the Assistant Principal for Student Affairs. Copies of video will not be released to non-employees.

### *Visitors*

#### **Visitors**

ALL VISITORS MUST ENTER THE BUILDING THROUGH THE ADA DOOR ON FIFTH AVENUE (DOOR Q) AND CHECK IN AT THE WELCOME CENTER. Visitors are to depart the building when their business is concluded.

### *Work Permits*

#### **Work Permits**

Work permit paperwork is available in the Counseling Center. Completed applications should be returned to the appropriate public school district.

### *Weapons*

#### **Weapons**

Carrying a weapon anywhere on the school property, on vehicles transporting students, or at a school-related activity is absolutely forbidden. A weapon is defined as a gun, knife, or any other article that could be used to cause injury.

If a student is found in possession of a weapon, his parents will be immediately notified. The matter will be referred to the local police if the Administration considers it appropriate. After a review of the facts of the incident, the Administration will decide the appropriate disciplinary measures, including possible expulsion (Diocese of Pittsburgh Policy 630).

## Guidelines for Extended or Overnight Trips

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### *Planning*

Personnel on trips authorized by Central Catholic represent the school and are considered to be under its auspices throughout the trip. Students are expected to conduct themselves in a responsible, gentlemanly manner. All pertinent regulations in this handbook will be enforced by the moderators, coaches, and chaperones. All student events and trips must be alcohol and tobacco product free, regardless of location.

### *Packing*

If a student causes a serious problem or disruption, his parents will be called immediately to take the student home, regardless of the trip's location. Students may not bring any contraband, e.g., drugs, alcohol, or tobacco, on a trip. Before the group boards the bus/plane, their bags, cases, luggage, and carry-on items may be searched. School administrators, moderators, coaches, and chaperones may search participants' belongings and rooms at any time during the trip.

#### **Planning and Packing**

- Be sure that your name is on your luggage, clothing, and anything else of value.
- Be sure that the group leader has your parents' phone number, and that your parents have the hotel's number.
- If you are on any medication or have any special medical problems, inform the group moderator in advance.
- Bring warm clothing and rain gear, just in case. While relaxed dress is permitted, most dress code stipulations still apply.

# Guidelines for Extended or Overnight Trips, cont.

*Motorcoach*

*Airlines*

*Hotel*

- Wear comfortable shoes and clothing. There will be plenty of walking.
- One suitcase and one small carry-on bag are permitted. Your carry-on must be small enough to fit in the overhead storage compartment.
- Do not pack items in your suitcase that you will need during the bus ride. Bags will be checked in at the school and there will not be access to them until arrival at the destination.
- Students may bring snacks, but no glass bottles. This privilege will be revoked if the bus is not kept clean.
- Get as much sleep as possible. You will not enjoy the trip if you are overly tired.

## Motorcoach

- Students will ride only on the bus to which they are assigned.
- When the group moderator/tour director is speaking, look forward and listen carefully to the instructions.
- Be seated upon entering or returning to the bus. Chaperones must ensure everyone has returned before departure.
- Remain seated at all times when the bus is moving. No exceptions!
- Do not put your feet on the seats or sit on the arms of the seats.
- Do not scream, yell, or throw things on/from the bus.
- Glass bottles and containers are prohibited.
- Keep bus, floor, and seats clean at all times. If the bus is not kept clean, you will lose privileges.
- You may bring snacks, but be sensible about what and how much you eat.
- Electronic devices must be small and equipped with headphones.
- Cell phones must be turned off and may be used only with the permission of the trip moderator.
- Do not take flash pictures on the bus, especially at night, since this could temporarily blind the driver. A few reading lights will be kept on at night for safety.
- Rest stops are scheduled. The bus restroom is for emergency use only. If abused, the bus will develop an unpleasant odor, and the door will be locked.
- Remain seated on the bus until it comes to a complete stop and you are instructed to exit.
- Students must remain with the group at all times. You will be told if and when smaller groups may break off from the main group. Report to rendezvous points at the designated time.

## Airlines

- Follow the bus travel rules with the understanding that airlines will impose additional policies.

## Hotel

- Follow the rules of the hotel where you are staying.
- Disturbances in the hotel could result in the entire group being evicted by the hotel management.
- Do not talk loudly in the halls, slam doors, pound on walls, etc.
- Occupy the room to which you are assigned. Under no circumstance may any student change rooms without specific permission from the group moderator.
- Do not leave your floor or go anywhere else in the hotel without asking a chaperone for permission.
- Do not go anywhere alone.
- Do not open the windows.
- Always check to make sure your room is locked. Be sure you have your keys.
- Visiting between rooms will be strictly monitored. If visiting between rooms becomes a problem, this privilege will be revoked. Hotel security guards monitor the halls and the chaperones will conduct a room check.
- Telephones are to be used only during wake-up. The front desk monitors telephone usage and reports it to the group moderator. Long-distance dialing from the rooms will be disconnected.

## Guidelines for Extended

### or Overnight Trips, cont.

*Hotel, cont.*

- Do not take articles from the hotel rooms (towels, wash cloths, pillows, etc.). If anything is missing after check out, the loss will be reported to the school. All occupants of the room will be held responsible and will be required to pay for the missing items.
- Students must be in their rooms by the 11:00 pm curfew and remain there until the specified wake-up time. If the entire group is out after 11:00 pm, curfew is 15 minutes after returning to the hotel.

## Discipline System

*Discipline by Teachers*

*Discipline by Dean of Students*

*Discipline by School Administration*

The regulations at Central Catholic are designed to help each student to develop into a Christian gentleman, demonstrating responsibility, self-discipline, and respect for the rights of others. Corporal punishment and threats of physical harm are strictly prohibited. The Administration reserves the right to respond appropriately to any unacceptable behavior.

Students are required to report to all scheduled classes, study halls, etc. on time and equipped with the required materials (pen, pencil, notebook, textbook, assignment book, etc.). In the classroom, students are expected to be attentive and respectful. Similar behavior is expected throughout the school buildings and campus.

Students are expected to know and to observe the school regulations and policies. If a violation occurs, depending upon its severity, it may be handled in one of three ways:

(1) *Discipline by Teachers*

Ordinary problems and relatively minor infractions occurring within or outside the classroom are handled by a teacher. If a student creates a disturbance within the classroom or disrupts the learning of another, he is subject to the teacher's disciplinary action, which may include student or parental conferences, written punishment, private detention, calls to parents, etc. Teachers may also assign school discipline for policy violations of less than 2 conduct points.

(2) *Discipline by the Dean of Students*

If a student receives a total of 15 conduct points throughout the school year, he will be assigned Level I discipline status. This may result in a (1-3) day activity suspension depending on the severity of the discipline. If a student receives a total of 25 conduct points throughout the school year, he will be assigned Level II discipline status. This may result in a (5-10) day activity suspension depending on the severity of the student's history and ongoing infractions. Students reaching Level II status will be referred to the Discipline Review Board to better support the student and his needs. If the student's behavior continues and he reaches 35 conduct points he will be removed from activities for a period of up to 30 days. The student will then meet with the Discipline Review Board in person to discuss the ongoing issues. Upon accumulation of 50 conduct points throughout the school year the student will be placed on Level IV discipline status and his enrollment at Central Catholic will be reviewed.

(3) *Discipline by the School Administration*

A singular violation to which 20 conduct points or more are assigned will warrant action by Administration. If a student's behavior appears to present a danger to himself, other students, or the Central Catholic community, he may be suspended pending further action, which could be a safety assessment, parent meeting, referral to the Discipline Review Board, detention, ineligibility, continued suspension, a combination of the preceding, or expulsion.

### **Infractions**

Conduct points range from 1 to 25, depending on the seriousness of the infraction. Below are samples of infractions with conduct point and detention values for a first offense. Repeated offenses carry increased values.



## Discipline System, cont.

Following is a list of common offenses and the corresponding conduct points and detentions typically assigned for a FIRST offense. It is at the discretion of the Dean of Discipline and Administration to assign points and detentions as appropriate.

First Offense	Points	Detentions
Gum, Food, Drink outside Café	1	1
Unexcused tardy for class or school (10x)	1-2	1-2
Dress code violation, including Student ID	1-2	1
Loitering in lavatories, halls, café, quad	2	1
Failure to follow absence/tardy/early dismissal procedure	2	1
Violation of parking lot policies	3-5	1, boot (\$75), or tow at owners' expense
Unexcused tardy over 20 minutes	3	1
Talking during prayer/pledge/announcements	1-2	1
Roughhousing of any kind	3-5	1-3
Gambling/exchanging of money	4-6	1-3
Misbehavior at assembly, class, mass, disruption of school activities	3-5	1-3
Throwing objects	3-5	1-2
Possession of electronic communication device	3	Parent pick-up after 2x
Lack of courtesy towards staff, students	3-5	2-3
Class cut	3	1
Copying another student's homework	5	Grade Deduction
Obscene or vulgar language/gestures	7-10	2-4
Ejection from classroom due to disruptiveness	5-10	3-5
Forgery of a note/excuse; impersonating a parent	7-10	3
Leaving school grounds without permission	7-10	3
Violation of technology policies	10	5
Vaping, smoking, chewing, possession of tobacco	15	10
Obscene/pornographic material	20	7
Graffiti or using/writing gang symbols/gestures	20	10
Truancy	20	15
Cheating on schoolwork, quiz, test, or major assignment	15	Grade Deduction
Disrespect toward staff/student/guests	15-20	10
Extremely fractious, defiant behavior, trespassing, false pull of any alarm system	15-20	15
Racial, sexual, gender, ethnic slurs, or harassment/bullying, violation of hazing policy	25	15
Vandalism, defacement of property, theft	20-25	15
Fighting, intimidation, threats	20-25	15
Possession of any weapon or harmful device	25	15

# Discipline System, cont.

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## *Discipline Levels*

### **Discipline Levels**

*Level I:* A student is automatically placed on Discipline Level I if he accumulates 15 conduct points during the school year. This status may result in the student being removed from activities for a period of 1-3 school days. The student will be asked to set up regular meetings with the Dean of Students in addition to his school counselor. The student will be required to report to the counseling center or library during any free periods. The student will only be permitted to attend the lunch period on their school issued schedule.

*Level II:* A student is automatically placed on Discipline Level II if he accumulates 25 conduct points during the school year. The student will be referred to the Discipline Review Board. For a period of 5-10 days:

- The student may be suspended for 1-3 days.
- The student may be required to be in school for the entire school day and must report to study hall during all free periods or cancelled classes.
- The student's conduct will be closely monitored. Level II consequences will be extended for continued misbehavior while in this status.
- The student may have parking privileges revoked.
- The student will be ineligible for National Honor Society, Student Council, and other positions of honor, leadership, or school representation.
- The student may be referred to the Student Support Team or Guidance Counselor.
- The student's parents may be requested to come to school for a conference with the Dean of Students.
- The student is ineligible for attendance, participation, and practice at all extracurricular activities and social functions. Ineligibility will last for 5-10 calendar days (including weekends and holidays) from the date of notification.
- Seniors and juniors may not attend the Prom and may be refused permission to participate in Commencement Exercises.
- The student and parents must sign a letter of notification.
- Students may be assigned Level II consequences more than once during a semester or school year.
- Student will be referred to the Discipline Review Board.

*Level III:* If a student accumulates a total of 35 conduct points in the school year, he is referred to the Discipline Review Board (DRB) for an In-Person meeting. The DRB may assist the student by:

- Examining his discipline problems
- Providing assistance to avoid behavior problems
- Assigning a peer mentor to help the student
- Making recommendations to the Administration that may include suspension, a discipline contract, ineligibility for activities, a school or community service project, a requirement to attend school support group sessions, a requirement for professional counseling or education through an outside source, or other actions deemed appropriate to assist the student in improving his behavior • The student and parents must sign a letter of notification or a discipline contract, as recommended. In addition, the student's parents may be requested to attend a meeting with the DRB, or a conference with his teachers. Level I consequences may also be assigned if the student has not yet received that punishment.

*Level IV:* If a student accumulates 50 conduct points at any time during the school year, he is again referred to the DRB. The DRB will consider the student's enrollment status and may recommend any or all of the following consequences:

- Expulsion
- Suspension
- Ineligibility for activities
- School or community service project
- Required attendance at school support group sessions
- Required professional counseling or education through an outside agency

- Parents' meeting with the DRB
- Discipline contract requiring the student to fulfill specific obligations in order to remain at Central Catholic. An additional contract may be written for academic performance or attendance. Reinstatement of Eligibility Level I discipline ineligibility for attendance at and participation and practice in extracurricular activities will last 30 days from the date of notification. After 30 days the student must request eligibility reinstatement from the Dean of Students.

*Reinstatement of Eligibility*

*Discipline Review Board*

*Detention*

*Suspension*

## **Reinstatement of Eligibility**

Levels I, II, III, and IV discipline ineligibility for attendance/participation and practice in extracurricular activities will vary depending on the discipline determined at the time of the offense. Reinstatement will be deferred back to the date of notification. After the period is concluded the Dean of Students will re-instate the student. The Dean of Students and Vice Principal of Student Affairs have the ability to decrease or increase the length of ineligibility due to the student's behavior/compliance with the penalties.

## **Discipline Review Board**

If a student reaches a total of 25,35, or 50 conduct points, or in some cases a singular offense of 25 points during the school year, the Dean of Students will convene the Discipline Review Board (DRB) to determine the student's continued status at Central Catholic. If he considers it necessary, the Dean may convene the DRB prior to a student's accumulation of a set number of points. Chaired by the Dean of Students, the DRB consists of two teachers and a guidance counselor. Other faculty may be asked to consult with the DRB before it submits its recommendations to the Administration. Students who reach one of the discipline levels during the last month of the school year will have their status reviewed by the DRB and Administration, who will determine the punishment (including possible withdrawal from Central Catholic) and possible carryover of ineligibility to the following school year.

## **Detention**

*Private:* A teacher may assign private detention to be served before or after school on a 24-hour notice. Private detention takes precedence over regular detention. If there is a conflict, the regular detention should be scheduled for make-up with the Dean of Students as soon as possible. Students who fail to report for private detention will receive conduct points and regular detentions.

*Regular:* For general policy and procedural violations, tardiness to class or school, regular detention is held during the following times:

Monday, Tuesday, Thursday, Friday: 7:15 am – 7:45 am (report to Office D)

Monday-Thursday: 2:40 pm – 3:10 pm (report to Office D)

Students are not excused from detention because of employment, athletics, or transportation. Students who fail to report for assigned detention incur additional punishment, including the possibility of suspension. Seniors and juniors must complete all detentions prior to the Prom or Commencement activities.

*Saturday/Holiday:* For repeated violations of school policies and for truancy, students may be required to report to detention on a Saturday or a school holiday. Students will be informed as necessary. An accumulation of 4 or more unexcused tardies during the course of one calendar month will result in a Saturday detention. Additionally, cutting class can result in a Saturday morning detention. Detention on Saturday is held from 8:00 am – 9:30 am.

## **Suspension**

A student may be suspended by the Administration for a serious infraction or for repeated violations of school regulations. Suspension may vary in length from one to ten days, depending upon the seriousness of the infraction (Diocesan Policy 603.10).

## Discipline System, cont.

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### *Expulsion*

A suspension normally becomes effective after a parent/guardian has been notified, but it may be imposed without prior notice. When the health, safety, or welfare of an individual or the school community is at risk, e.g., when a fight has occurred, a suspension may be issued immediately. Parents will receive a written Discipline Notice explaining the reason(s) for the suspension, the type and length of the suspension, other consequences, the importance of future cooperation, and the necessity of meeting with the Administration. During this meeting, the Administration will outline and define expectations for the student's return to classes.

While under suspension, a student is not permitted to attend or participate in any school-related activity. A suspended student will be given the opportunity to make up and submit missed tests, quizzes, and homework, which must be completed by the third school day after the student's return to classes.

### **Expulsion**

Expulsion from school is incurred for a persistent, willful disregard of school regulations or for a single major incident. Authority to expel a student rests with the Principal (Diocese of Pittsburgh Policy 603.11). The school makes every attempt to provide guidance and support for students with discipline issues. However, in rare cases, expulsion may be necessary. The following examples illustrate, but do not exhaust, reasons for expulsion from Central Catholic:

- Chronic, undesirable conduct detrimental to the student's and others' physical and/or moral well-being
- Malicious disobedience or disrespect for school authority
- Refusal of student or parents/guardians to comply with school policy
- Violation of a discipline or substance abuse contract
- Successive years' of Level 2 discipline status

Expulsion may be necessary for a clear and serious violation of a school regulation in a single incident, event, or situation.

The following examples illustrate, but do not exhaust, single reasons for expulsion from Central Catholic:

- Extreme defiance or disrespect
- Fighting or threats of violence
- Major disruption at school or at a school-sponsored activity
- Possession of fireworks or smoke bomb
- Possession, use, sale, transfer, or aid in procurement of alcohol, drugs, other illegal substances, or related paraphernalia at school, while traveling to or from school, or at any school-related activity
- Vandalism (destroying or defacing school property or the premises at a school-related activity)
- Violation of the anti-hazing policy
- Possession of, use of, or threat to use a weapon
- Theft, indecent behavior, arson
- Violation of criminal or civil law

Central Catholic High School does not accept a student for readmission if he has been expelled or has withdrawn from school in lieu of expulsion or for other disciplinary reasons.

Hazing violates the purpose and mission of Catholic education, wherein students are called to grow in their commitment to God, one another, the Church, and the wider community.

Hazing is defined as any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by any parish, elementary, or secondary school in the Diocese of Pittsburgh, whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

The following are some examples of hazing:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person
- Willful destruction or removal of public or private property for initiation or admission into affiliation with, or as a condition of continued membership in any organization
- Forcing or requiring the drinking of alcohol or any other substance
- Forcing or requiring the eating of food or anything an individual refuses to eat
- Calisthenics such as push-ups, sit-ups, jogging, etc.
- Paddling or striking in any manner
- Treasure or scavenger hunts, road trips
- Marking, branding, or shaving the head or body hair
- Preventing/restricting normal personal hygiene
- Sexual harassment causing indecent exposure or nudity at any time
- Physical harassment such as pushing, cursing, shouting, etc.
- Requiring uncomfortable, ridiculous, or embarrassing dress
- Requiring the carrying of items
- Requiring personal service or acts of servitude
- Treating a person in a degrading or demeaning manner
- Requiring new members to practice periods of silence
- Conducting interrogations or any other types of questioning

Students and supervising adults must not remain silent if they observe hazing. Silence condones these activities and may make the observer as guilty as the hazers themselves. Any hazing incident witnessed by a student or supervising adult should be immediately reported to the Principal.

Individuals or groups found in violation of this policy will be subject to disciplinary action that could include suspension or expulsion from the school (Diocese of Pittsburgh Policy 603.4)

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## Substance Abuse Policy

The secondary education system within the Immediate Unit Consortium and the Diocese of Pittsburgh recognizes that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. Students must be chemically free to develop productively.

### Central Catholic Policy

Because substance abuse is a serious problem, Central Catholic aggressively attempts to prevent it within the jurisdiction of the school. We know that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives: emotional, intellectual, social, and physical. Because we believe that chemical dependency is a treatable illness, the following Substance Abuse Policy has been adopted.

The possession, use, sale, purchase, distribution, and/or intent to distribute any illegal or controlled mood-altering medication or chemical on school property or at any school-sponsored, student-centered event is absolutely prohibited. All student events and trips must be alcohol and tobacco product free, regardless of location or duration. Any school organization allowing a Substance Abuse Policy violation may have its affiliation with Central Catholic revoked and its activities cancelled.

# Substance Abuse Policy, cont.

This policy will be implemented through the cooperative efforts of Administration, faculty, coaches/moderators, parents/guardians, students, alumni, and community representatives.

Anonymous drug and alcohol surveys may be administered to students. Among the possible surveys are the American Drug and Alcohol Survey; the Pennsylvania Youth Survey (PAYS); the Sports and Drugs Survey (University of Pittsburgh); CCHS Parent Group surveys; and a comprehensive Drug and Alcohol Survey. Violations of the Substance Abuse Policy may result in the following consequences:

- Appropriate disciplinary response consistent with the Central Catholic philosophy
- Notification of parent/guardian
- Notification of municipal authorities when appropriate
- Suspension or expulsion from school
- Referral of student to appropriate drug and alcohol agency and other Central Catholic supports

The Secretariat for Education, Department for Catholic Schools recognizes that chemical abuse is a serious problem. Our policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives: emotional, spiritual, intellectual, social, and physical.

	Situations	Action	Investigation	Notify Parents	Notify Police	Student Disposition	Discipline	Substance Disposition
1	A staff member is concerned about possible D/A abuse.	Refer to administrator	Contact will be made.	Parents are contacted		Refer to CORE Team for appropriate referral and recommendation.	If D/A is substantiated, the student will be expected to attend D/A education classes provided by a licensed D/A agency. The CORE Team will follow-up with the student/parents and recommend alternatives to the Administration if the student/parents do not cooperate.	
2	A student is currently under the influence of drugs or alcohol.	Refer to administrator who will call parents and the school nurse. Student is searched.	The administrator will request that the student empty all pockets and/or purse. The student's locker, desk, and all personal property will be searched. The student will not be left alone for any reason.	Parents are contacted and asked to come to school immediately.	At Central Catholic in accordance with the law, proper authorities will be contacted when: • a substance is located • a deal is witnessed • notes relating to sale of drugs is found	Same	1. Suspension in accordance with Central Catholic school policy with possible request for immediate withdrawal from school. 2. Arrangements for an assessment with a licensed drug and alcohol agency will be made within five days. 3. Students and parents must comply with the recommendations of agency prior to student's readmission. 4. There will be follow-up consultations between agency and school to determine compliance with recommendations. 5. Refusal to comply with school's recommendations may result in immediate withdrawal.	1. Immediately take the substance to the administrator. 2. Place the substance in a sealed bag and label with the date and time of day. 3. Place the bag in a locked cabinet. 4. Police should immediately be called by the administrator.
3	A student is caught with drugs or alcohol.	School personnel will confiscate the substance. Summon an administrator or escort the student to an administrator's office.	Same	Parents are contacted	Same	Same	Same	Same
4	A student is found using, in possession of, or suspected to be under the influence at any school event.	The group sponsor or administrator will be notified. An anecdotal report is filed.	Same	Parents are contacted and will be requested to transport the student home. If unwilling, police or emergency police will transport the student.	Same	Same	Same	Same
5	A student is found in possession of any apparatus connected with the use of drugs (e.g., papers, pipes).	Refer to Situation #3	Same	Parents are contacted	Same	Same	Same	Same
6	A student is caught in the process of distributing drugs to anyone.	Refer to Situation #3	Same	Parents are contacted	Same	Same	Same	Same

A student who violates the Substance Abuse Policy is required, with his parents, to sign a Substance Abuse Agreement. The school thereby follows the explicit guidelines of the Diocesan Substance Abuse Policy and supports the student and his family in complying with that Policy. Failure to comply with the following requirements will result in the student's dismissal from Central Catholic. The student must:

- Be present at a meeting with his parent(s) and the Assistant Principal for Student Affairs and comply with all discipline consequences;
- Be referred to the Student Support Team for monitoring of his progress in the areas of academics, attendance, and discipline;
- Meet with the Director of Family Support Services for information and referral to an approved substance abuse assessment facility/professional evaluator;
- Make immediate arrangements for a drug and alcohol assessment by a licensed agency within five days and permit the release of assessment results to the school;
- Attend a school-approved substance abuse assessment facility or professional evaluator within 10 days and permit the release of assessment results to the school;
- Comply, within three months, with recommendations made in the assessment;
- Comply with recommendations made by the Director of Family Support Services that may include any or all of the following: attending a minimum of three individual and/or group substance abuse counseling meetings; conducting community service activities within the Central Catholic community or at an approved off-campus site.
- May result in referral to the Discipline Review Board

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## Parking

Parking at Central Catholic is a privilege and great responsibility is expected of students permitted to park in a Central Catholic lot.

Due to high demand the CCHS staff has worked diligently with neighbors to gain additional parking. There are now **two** options for students to apply for: CCHS Additional Parking Lot and School Parking Lot. See below for more. Note: the additional spots do not fully meet the demand but do help. Matters related to student parking are handled by the Assistant Principal for Student Affairs.

### **CCHS Additional Parking Lot Location (Webster Hall)**

Application: One time application. First come, first serve (limited availability).

Guaranteed spot for the school year once application is approved and student remains in good standing.

Commitment: Students/families are committed to the space for the school year.

Cost: \$1,350 – this is equivalent to \$8/day and a lower rate than most parking spaces in the area.

Payment:

1 payment by check or credit card.

3 payments (\$450).

9 payments (\$150).

Location: .3 miles from campus (2 blocks, 5-6-minute walk). 125 N Dithridge Street, next to St. Paul's Cathedral.

Notes: This is first come, first serve via the additional parking link. If a student has a valid license, registration, and payment they are eligible to apply and receive a parking pass. The lot has security cameras and staff on the property. Students who have a pass to this lot will be given an RFID card to access the lot. The replacement cost of a lost/missing RFID card is \$75. Students will have access to the lot from 6:00 am to 10:00 pm.

Requirements: **Cars must be smaller than 6 ft as the height restriction of the building is 6 ft.**

Expectations: Clear and quick communication with the Student Affairs Office is expected of the student in regards damage to other cars, property, accidents, or concerns.

### **School Parking Lot**

Cost: \$150 per season (Fall Aug.-Nov., Winter Nov.-Mar., Spring Mar.-Jun.).

Pay per season.

Application: Must apply for each season, based on priority system, which includes transportation, in-season activity/sport, class level. Pass only guaranteed for a singular season and student remains in good standing.

At the beginning of the school year (and when available) any eligible student can apply for the Additional Parking Lot. During the school year, any eligible senior and junior can apply for the School Parking Lot during each of the 3 seasons.

Eligible students are those that possess a valid driver's license, are in good standing (academic, attendance, and discipline) and have 10 or less unexcused tardies for the school year.

With more eligible students than student parking spaces, CCHS cannot accommodate all eligible applicants. Therefore, priority protocols were made for each of the two lot options.

The School Parking Lot priorities are designed to allow students who are not provided transportation by their school districts to attend Central Catholic. Transportation is defined as a district school bus or bus pass.

*First Priority:* Seniors and juniors who live beyond 10 miles from Central Catholic and who are in public school districts that do not provide transportation to/from Central Catholic via school or PRT bus. Families with three or more siblings currently enrolled at Central Catholic will be given first priority. This does not include siblings at Oakland Catholic.

*Second Priority:* (if available) Seniors, who are involved in Central Catholic activities that require them to stay after school at least twice per school week.

*Third Priority:* (if available) Juniors, who are involved in Central Catholic activities that require them to stay after school at least twice per school week.

### **Parking Procedures and Policies**

It is the student's responsibility to submit his application via the link provided before by the published deadline.

When the maximum number of permits has been issued, students will be placed on a waiting list.

A photocopy of the applicant's driver's license and the registration card for each vehicle (limit to two vehicles) must be provided in order to claim a pass.

Permits may not be given, sold, or shared with another student without permission from the assistant principal of Student Affairs. Failure to follow this policy will result in revocation of parking privileges for the remainder of the school year for all parties involved. Students must notify school immediately of any change or addition to vehicle information.



Permits will be distributed when initial payment is made. Acceptable payment is check written to “Central Catholic High School” or cash. Do not submit cash or check with the application or to the school before awarded a pass. Permits must be displayed immediately. Parking in a lot is at the owner’s risk. The school will not be liable for any damage done to vehicles, property or others. The replacement cost for lost permits is \$75.

Students are expected to act responsibly and communicate any concerns or questions to an administrator. Students are specifically responsible for their speed (5 mph), reporting any accidents, driving safely and cautiously in and out of the lot. Students with a parking pass are expected to follow all school policies regarding attendance (on time and attending all classes on a regular basis), discipline, and the good reputation of the school. Students are not permitted to go to their car during the school day without permission from an administrator.

The following major parking lot policies are in effect:

- Students who exceed 4 unexcused tardies in a season will lose parking privileges.
- Students who do not follow any posted signs/statutes, vandalize, do not communicate damaged property or intentionally damage other’s property will lose their permit in addition to receiving school discipline.
- Permits must always be displayed. Vehicles without valid permits properly displayed from the rearview mirror may be booted or towed without warning at the owner’s expense.
- Student parking is permitted only in designated areas.
- Parking must not block fire lanes, rights of way, or other vehicles. Students may not park in the Quadrangle.
- A speed limit of 5 mph and restrictive signs must be followed. Reckless driving and inappropriate/loud music while in, entering, or departing the lot is not permitted.
- Security cameras are operating.
- Students are not permitted at their cars except during arrival/departure from school.
- Loitering in the lot is never permitted.
- All vehicles in the parking lot are subject to search by the Administration (with or without police dogs) at any time.

Violation of any of the above parking policies may result in revocation of parking privileges and possible school discipline.

### **Other Parking Referrals**

Upon request to the Student Affairs Office, the school can provide other parking referrals through K-7 parking. The rate is typically \$200 to \$250 a month. The lot is about .4 miles away from the school.

Catholic High School has established a reputation for academic excellence and for developing leaders steeped in Catholic values. We expect that Central Catholic students using the resources of modern technology will demonstrate the same personal integrity and moral responsibility that is expected of them in all other situations. These policies concerning the use of technological resources are established to guarantee the legitimate rights of personal property and privacy and to enhance appropriate learning. A student who does not adhere to these policies will lose his privilege of access to the technological resources of the school and will be subject to disciplinary consequences.

Computer and internet resources are provided to the members of the Central Catholic High School community for administrative, academic, and other school-related work. All technological resources are to be used in a manner that respects and protects both individual rights and the well-being of the school. The privilege of using the school's technical resources is subject to monitoring. Files may be reviewed by appropriate school officials without prior notice.

The use of the computer resources at Central Catholic implies conformity with the principles in this policy and to monitoring of usage by school faculty and staff.

Central Catholic High School will not be accountable for any civil or criminal action brought against the user as the result of the use of the school's network/internet access. This includes, but is not limited to copyrighted material or material protected by trade secrets. The Administration of Central Catholic will make a final determination of appropriateness of materials.

### **Academic Use**

- The computer resources of the school, including internet access, are to be used only for school-related work.
- The user is responsible for any activity on his files and for any materials stored on his files. Files are to be used exclusively for academic work.
- Computing resources of Central Catholic High School may not be used for any commercial activity, product advertisement, or political lobbying.

### **Malicious Activity**

- Computer resources are to be used only by those to whom the privileges have been granted. Their privileges cannot be transferred. Individual users must maintain adequate security, including frequently changing their passwords.
- Individuals may access only those resources for which they have specific authorization. Searching other directories or folders without the expressed permission of the owner and the Director of Technology is prohibited.
- Use of any programs or materials designed to breach network security, such as software designed to capture passwords or to break encryption protocols, is strictly prohibited. The use of any program designed to disrupt the performance of the network is likewise prohibited.
- Vandalism (any attempt to harm or destroy equipment, data, or private property) including, but not limited to, the creation or uploading of viruses, is forbidden and will result in immediate cancellation of all computer use privileges, disciplinary action, and possible legal referral.
- Because of the expense to the school to provide access to information technology, users must not intentionally waste these resources, especially through costly and time-consuming uses like chain letters or messages broadcast to mailing lists or individuals.
- All computers and peripheral equipment that are part of the school's technological resources are to be treated with respect. Only authorized school personnel may alter any equipment or equipment configurations at Central Catholic High School.

## Central Catholic iPad Program

The focus of the Central Catholic iPad Program is to provide our students and teachers with tools and resources for the 21st century. Excellence in education requires that technology be seamlessly integrated throughout the educational program.

These policies and procedures are intended to minimize potential disruptions and safeguard the iPads. Non-compliance will interfere with the learning environment and the success of the program, and therefore may result in disciplinary action. Individual teachers may set additional policies for their classes.

## iPad Ownership

- All students and parents/guardians must sign the *Central Catholic Parent and Student Agreement for iPad Use* during the summer iPad orientation.
- Students who withdraw, are expelled, or terminate enrollment at Central Catholic for any reason must return their school-issued iPad, case, and charger on or before the date of termination. Upon graduation from Central Catholic, ownership of the iPad will be transferred to the graduate.
- A student in good standing may keep his iPad during the summer. Upon request, Central Catholic will store the iPad during the summer.

## Student Responsibilities

- iPads must never be left in an unlocked locker, unlocked car or in any unsupervised area. Unsupervised areas include, but are not limited to, the school campus, the dining hall, computer lab, Library, unlocked classrooms, dressing rooms and hallways.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Replacement iPad chargers can be purchased in the school bookstore. Chargers will not be loaned to students during the school day.
- If a student leaves his iPad at home, he is responsible for completing the coursework as if he had his iPad. iPads will not be loaned to students who forget their devices at home.

## Lost or Stolen iPads

- Students are expected to check all classrooms/offices and contact teachers before reporting a lost iPad.
- If a lost iPad cannot be located, the student/family must pay the cost of replacement for an iPad and keyboard case (\$400) before a new device is provided.
- In cases of theft, vandalism, and other criminal acts that occur outside the purview of Central Catholic, a police report must be filed by the student or parent in order for Central Catholic to replace the iPad. A copy of the police/fire report must be provided to the office of the Assistant Principal for Student Affairs (Office C).
- The student/family will be responsible for half the cost of replacement for a stolen iPad and case (\$200). For any subsequent replacement, the student/family will be responsible for the full cost.

## Damaged iPads

- A damaged or malfunctioning iPad should be taken to the Library as soon as possible; do not attempt to repair a school-issued iPad or take it somewhere for repair.
- Central Catholic will arrange for repairs to school-issued iPads. After repairs are complete, the student/family is responsible for a \$50 deductible, to be submitted as a check made payable to "Central Catholic High School."
- If an iPad sustains damages so significant that it cannot be repaired, the student/family will be responsible for the cost of replacement for an iPad (\$300) and/or case (\$100).

*Central Catholic iPad Program*

*iPad Ownership*

*Student Responsibilities*

*Lost or Stolen iPads*

# Technology Policies, cont.

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## *iPad Case*

### *Appropriate Use of Technology*

### *Plagiarism/Piracy*

### *Personal Laptop Policy*

## **iPad Case**

- The protective case provided with the school-issued iPad has sufficient padding to protect the iPad from damage under normal use and provides a suitable means for carrying the device.
- The iPad must always be in its school-issued protective case. The cost of repair of an iPad that is damaged while out of its case will be borne by the family.

## **Appropriate Use of Technology**

- iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed on the iPad.
- Students must bring their iPad to all classes unless specifically instructed by their teacher not to do so.
- Sound must be muted at all times unless a teacher directs otherwise for instructional purposes. Music is allowed on the iPad and can be used at the discretion of the teacher.
- Central Catholic reserves the right to review, monitor, and restrict information stored on or transmitted via Central Catholic-owned equipment and investigate inappropriate use of resources.
- The discipline procedure in the Central Catholic Student/Parent Handbook addresses serious offenses, such as stealing and destruction of school or personal property, which apply to the iPad. For these and other offenses, the iPad may be temporarily confiscated, the student may lose their iPad and/or network privileges, or the student may be subject to detention, suspension, or in extreme cases, expulsion.
- All school-issued iPads are monitored by a device management system called AirWatch. This software will regularly check each device for prohibited software, such as games, social media, and streaming video apps.
- The use of VPNs, pirated apps, unauthorized app stores, or other software designed to circumvent iPad policies or web filtering is strictly prohibited.
- Students who violate technology policies are subject to the following disciplinary consequences:
  - First offense: 1 point, 1 detention
  - Second offense: 2 points, 2 detentions
  - Subsequent offenses: 10 points, 7 detentions
- Students are required to observe these same policies and expectations when using school-issued iPads off-campus (after school, during weekends, holidays, etc.).

## **Plagiarism/Piracy**

- Use of the computer network/internet for purposes of plagiarism is prohibited.
- The technological resources of Central Catholic may not be used in any way that is contrary to national or state regulation. Computer resources are not to be used to copy any copyrighted material or software. The use of these resources to obtain or transmit threatening or obscene material is strictly forbidden. Likewise, these resources are not to be used to access material protected by trade secrets.
- Students may not download, install, copy, or remove software from Central Catholic-owned equipment

## **Personal Laptop Policy**

Seniors may use an approved personal laptop for classes in which it is required for coursework. The school-issued iPad must be used in all other classes. Students using a personal laptop at school must follow all technology policies detailed in the Student/Parent Handbook. Additionally, the following procedures must be followed before access to the school network is granted.

1. Provide all required information on the student/parent agreement form.
2. Ask at least one parent/guardian to read the policies and sign the student/parent agreement form.

3. Provide all required information on the teacher permission form and obtain a signature from at least one teacher.
4. Return the signed policy to Mrs. Shanahan in the Technology Office. This paper will be kept on file.
5. Purchase and install antivirus software on your laptop. A trial version is not permissible.  
Recommended software includes:
  - Norton Antivirus
  - McAfee Antivirus
  - Kaspersky Antivirus
6. Take your laptop to the Technology Office.
  - The MAC address and serial number will be recorded.
  - Antivirus software will be checked.
  - Wi-Fi and printer access will be configured.

*Personal Laptop Policy, cont.*

*Social Media Policy*

### **Social Media Policy**

Social media includes websites and services that allow users to create and publish content online. As an organization, Central Catholic High School recognizes the benefits of maintaining social media accounts. School-sponsored social media accounts serve as a means of communicating with families, alumni, and prospective students. However, to ensure that communications are safe and constructive, students are asked to consider the following recommendations pertaining to social media use:

- Review privacy settings on all social media sites carefully, but still assume that all information posted is public and could be shared without your consent.
- Remember that anything posted or shared on social media is potentially visible for a long time. Even after a post is deleted, it may remain online permanently.
- Particularly on social media websites, be careful about sharing addresses, phone numbers, and other personal information.

### **Acceptable Use:**

- When using social media, students are responsible for complying with expectations for behavior as detailed in the Student/Parent Handbook, and all technology policies.
- Communications on social media websites should be respectful and positive. Students should interact in a way that reflects positively on themselves and Central Catholic High School.
- Students are responsible for their behavior and communications on social media websites; they must carefully consider all information posted online, including links and pictures that are shared and reposted.
- Students should not make statements on social media sites that violate school policies or damage the reputation of the school.
- Students may not disclose private or confidential information about other students, employees, and families of Central Catholic on social media sites.
- Any use of the school name/logo on social media sites must be approved in writing before use.
- Students may not promote unlawful activities on social media websites, including but not limited to: illegal drugs, underage drinking, violence, gang activity, sexual harassment, forgery, and hate crimes.
- Students may not engage in inappropriate communications on social media websites, including but not limited to: bullying and cyberbullying, disparaging or discriminatory statements, cheating and plagiarism, unauthorized sharing of personal photos, terroristic threats, and imitation of another person.

# Student Services

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## *Family Support Services*

### *Director of Family Support Services*

### *School Psychologist*

### *My Brother's Keeper*

### *Student Support Team*

- Students must take responsibility for helping to create a safe school environment; bullying/cyberbullying, threats, suspicious activities, or other inappropriate communications must be immediately reported to school Administration.

#### Disclaimer:

- Central Catholic has the right, but not the duty, to review student accounts, internet traffic, and electronic communications sent, and/or received on the school network; this applies to both school-issued and personal devices.
- Central Catholic has the right, but not the duty to access and monitor all social media activity. See Good Reputation of the School Policy (page 28).
- Central Catholic will cooperate as legally required with local, state, and federal officials in regard to investigations or legal requests pertaining to students' social media activity.
- Social media websites are blocked on student devices connected to the school network. Students may not access these websites during school hours unless permission has been granted, and may not use them to disrupt the learning environment and school activities.

## **Family Support Services**

Central Catholic Student Support Services are intended to help a student who may be experiencing personal, family, or social problems. We recognize that difficulties in these areas of a student's life may adversely affect his ability to reach his educational goals. Three basic programs exist:

### **Director of Family Support Services**

Mrs. Amy Wienand, LCSW, is on staff full time to address the specialized needs of students. As a liaison between the family and the school, Mrs. Wienand helps to assess the dynamics of a student's home environment and assists the student in making appropriate changes that would benefit the student while supporting the educational objectives of the school. Mrs. Wienand is a member of the Student Support Team (SST).

### **School Psychologist**

Dr. William Hahn, Ph.D. is on staff part time to address the specialized needs of the students. In addition to being a part of various school support teams, i.e. Student Support Team (SST), CCHS Parent Group, Dr. Hahn also provides psychological evaluations, gives support for issues concerning drugs, alcohol, and gambling, addresses students' special counseling needs both individually and in group settings. Students can be referred to the school psychologist by counselor, administrative, parent, or student referral.

### **My Brother's Keeper**

Seniors in the program are required to participate in training and maintain regular attendance and appropriate conduct to remain in good standing with program.

### **Student Support Team**

The Student Support Team (SST) is comprised of the Dean of Students, members of the school counseling staff and selected faculty, the Director of Student Support Services, and the School Psychologist. The team is chaired by the Assistant Principal for Student Affairs. The team meets regularly to review referrals of students who are experiencing difficulties during their time here at Central Catholic. The primary purpose of the team is to determine what resources (in-school or out-of-school) would best support the student in need and create a plan to provide that support. The Student Support Team is NOT punitive, disciplinary, or diagnostic in nature. Referrals to the team are usually made by faculty or staff, but may also be received from parents or fellow students and can be done by completing a referral form available in the Counseling Center and Teacher's lounge hallway. The form should be returned to Mrs. Amy Wienand in the Counseling Center or by calling 412-208-3431.

## Counseling Department

### *Mission Statement*

The counseling department is an integral and essential part of the Central Catholic High School mission. In collaboration and association with all stakeholders, members of the department contribute to the human and Christian education and formation of the students entrusted to our care through programs that address the academic, spiritual, career, and personal development of all students and ensures that they become responsible leaders in society.

### *Counseling Services*

The school counselors strive to motivate each student to realize his intellectual, spiritual, and social potential. The school counselors deliver a variety of activities throughout the course of the school year which include classroom guidance lessons, group sessions, and individual counseling sessions. Academic, career, and social/emotional development are domains addressed by all the activities facilitated through the counseling office. Additional services include testing and college information and planning. Counselors are available to meet with students at their request. Parents and guardians are encouraged to contact their son's counselor directly for further information related to their son's development and progress at Central Catholic.

### *Counseling Staff:*

- Mr. Phil DiRenzo (Director, Counseling Dept): Students with last names A-K
- Mr. James Eller (School Counselor): Students with last names L-Z

## College Counseling

Because Central Catholic is a college preparatory high school, there is a full-time Director of College Counseling who assists students and families with college and career choices. The college search and application process is one of self-discovery and exploration, and the Director works to support students as they navigate this journey.

In addition to classroom college counseling lessons, the Director of College Counseling coordinates summer workshops and evening programming, including but not limited to the college search process, the college application process, financial aid, athletics, standardized testing information, preparations for college interviews, and college essay writing help. The Counseling Office also sponsors a trip to the Pittsburgh National College Fair each February.

Students and parents are encouraged to meet with the Director to discuss the college process.

Director of College Counseling: TBA

## LaSallian Ministry Executive Board

The Ministry Program fosters spiritual development of the Central Catholic community by facilitating liturgies, retreats, and service opportunities through fostering a supportive community in the school. The board works to animate the students' faith lives through service with each other and with the poor. The program strives to involve all students and encourages upper-class members of LaSallian Ministry to offer leadership and support to younger students.

### LaSallian Ministry Staff:

Mr. James Donahue '03, Vice President of Lasallian Mission and Ministry	x3440
Brother Michael Andrejko '86, Director of Lasallian Charism	x6182
Mr. Daniel Gallagher, Campus Minister	x4147
Mr. John Rende '10, Campus Minister	x4151
Fr. Christopher Donley, Chaplain	

*Counseling Department*

*College Counseling*

*LaSallian Ministry  
Executive Board*

## Student Services, cont.

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*Health Services*

### **Health Services**

A nurse is provided to Central Catholic by the Pittsburgh Public School District three days per week and Central provides a second nurse for the other two days per week. By state law, the nurse can administer first aid and perform school physicals. In case of an accident, parents will be notified immediately. If it is necessary for a student to go home early due to illness, his parents will be called to grant permission and to determine the best method of transportation. All health-related questions should be directed to the school nurse.

*Transportation*

### **Transportation**

According to Pennsylvania Act 372, any student who attends a private school, and resides at least two, but not more than 10 miles from that school, qualifies for free transportation to and from the school (if the school district provides transportation for students to its own schools). This transportation is provided by the public school district in which the student resides, either on a school bus or on public transportation. Although such determinations are made between the public school district and the student (parent-taxpayer), Central Catholic provides the proper information to the school district. Each district has its own rules for transportation (e.g., not all districts honor our altered schedules, and most do not provide activity buses or bus passes). For other than regular school days, parents should check their district's policy. Students should check with their bus driver. The school bus drop-off and pick-up point is at the Fifth Avenue entrance of the school building. Public school districts that currently provide transportation to Central Catholic are:

*Via School Bus:* Allegheny Valley, Baldwin-Whitehall, Chartiers Valley, Fox Chapel, Gateway, Hampton, McKeesport, Montour, North Allegheny, North Hills, Penn Hills, Riverview, Shaler, South Allegheny, West Jefferson Hills, West Mifflin, Woodland Hills.

*Bus Behavior:* Students are expected to conduct themselves appropriately at all times on public transportation and on chartered school buses. Loud, boisterous behavior, objectionable language, or lapses in courtesy are never acceptable. Students must obey the rules or policies established by the bus companies and school districts for the safe and effective operation of the vehicle. Because student behavior affects the reputation of Central Catholic, violations could result in suspension and/or revocation of transportation privileges.

### **Dining Services**

The McGinley dining hall, managed and staffed by Metz & Associates, offers nutritious, hot meals at a moderate cost. In addition to the lunch menu, the dining hall offers breakfast items, a wide variety of a la carte items, and snacks and drinks from the vending area. For students who bring their lunch, microwave ovens are available for warming food. Central Catholic is not eligible for a government-subsidized lunch program.

<https://www.centralcatholicchs.com/pages/mcginley-dining-hall>

### **Student Council**

The Student Council is designed to provide its members with an opportunity to exercise leadership, service, and creativity within the context of student government. The executive offices of President, Vice-President, Secretary and Treasurer are supported by two elected representatives from each class and homeroom representatives. All officers uphold the Student Council Mission Statement based on LaSallian values and goals. The Student Council encourages and facilitates student involvement and student representation in the life of the school.



Elections are held each spring. A student nominates himself by submitting a completed application to the Student Council Moderator before the established deadline. Nominees must have a minimum 80% cumulative academic average and not be academically or disciplinary ineligible. Nominees must receive approval from the Faculty and Administration and undergo review for conduct, dependability, scholastic achievement, interest in school activities, and contributions to a positive school environment. Nominees with a significant number of conduct points may be subject to further review. Nominees who meet these requirements are permitted to campaign. Peers select Council Members by vote.

Once nominated, an officer must uphold the Student Council Mission Statement and function as a servant leader of Central Catholic. He must attend Council Meetings and events and be willing to forego other activities that compromise his time commitment or duty to the Student Council, such as the Viking Victory Auction.

*Student Council, cont.*

*National Honor Society*

An officer may be dismissed from the Student Council for misconduct, major violations of school policies, disciplinary ineligibility, failure to maintain an 80% average, or neglect of duty. Final decisions on removal of officers will be made by the Assistant Principal for Student Affairs in consultation with the Student Council Moderator.

### **National Honor Society**

Central Catholic sponsors the De La Salle Chapter of the National Honor Society. The purpose of the society is to stimulate diligent scholarship, constructive leadership, meaningful service, and worthy character.

To be eligible for membership in the NHS, candidates must have a cumulative adjusted QPA of 4.5000, have been attending Central Catholic for at least one semester, and exemplify the traits of scholarship, service, leadership, and good character. Members are selected by a majority vote of the Faculty Council. For continued membership, an academic average of 4.5000 must be maintained.

Students should have a minimum of two current or ongoing school activities and two current or ongoing involvements outside of school to be eligible for consideration. The Faculty Council makes the final decision concerning activities.

The student who exercises leadership:

- Is resourceful in proposing solutions to problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Demonstrates academic initiative
- Demonstrates leadership in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility he undertakes

The student who serves:

- Is willing to uphold scholarship and maintain a loyal attitude
- Participates in school and/or community activities
- Volunteers his dependable, well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult responsibilities
- Cheerfully and enthusiastically renders any requested service to the school

## Student Services, cont.

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*National Honor Society cont.*

The student of character:

- Takes criticism willingly
- Accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, offices, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both within and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to his studies
- Manifests truthfulness in obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

Dismissal from NHS may occur if:

- The student's academic average or behavior falls below the standard used for selection.
- The student is found to be in flagrant violation of school rules, assigned disciplinary ineligibility, or is in violation of civil/criminal laws.
- The student does not carry out his duties or responsibilities with the NHS Chapter.

The student shall be given notice of imminent dismissal from the NHS and be entitled to a hearing with the Faculty Council.

### MANDATORY RANDOM DRUG TESTING POLICY

### *MANDATORY RANDOM DRUG TESTING POLICY*

1. STATEMENT OF NEED AND PURPOSE: Central Catholic High School's ("CCHS") mission is to educate and develop boys into men of faith, men of scholarship, and men of service. As society changes, CCHS proactively seeks to identify and address issues that may hinder or derail the healthy growth, development, and maturation expected of the students during their time at CCHS. The use of illicit drugs by students is a national problem. In addition, the well-documented opiate crisis has become a national epidemic. Students using illegal drugs pose a threat to their own health and safety, as well as the safety of other students. The most recent 2017 Pennsylvania Youth Survey (See 2017 PAYS pps. 12-17) published prior to the Effective Date of this Policy (both as hereinafter defined) shows use of marijuana and vaping among CCHS students. With the above background in mind and after several years of analyzing the use of drug testing programs at other high schools, CCHS has decided to implement this Mandatory Random Drug Testing Policy (this "Policy"). In addition to CCHS's drug education program, this Policy shall act as a program of deterrence and is another step towards CCHS obtaining a truly drug free and safe school. The goals of this Policy are:

- (1) to provide for the health and safety of all students;
- (2) to reduce the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and another reason to say NO;
- (3) to encourage students who test positive for drug usage to participate in drug treatment programs;
- (4) to prevent the use of drugs by CCHS students; and
- (5) to partner with parents to help them raise healthy students.

This Policy is adopted as of 10 December, 2019 (the "Effective Date") and will be first implemented in the 2020-2021 school year.

2. DEFINITIONS: Each CCHS Official; collectively the CCHS Officials – The school officials implementing this Policy and its procedures, including, without limitation, the Principal, the Assistant Principal, the Dean of Students, the school counselor(s), the family support counselor(s), and the school psychologist(s). Chain-of-Custody Form – A preprinted form provided by the Vendor that records all individuals who have handled the provided sample. The form is initiated by the sample collector, and the document then follows with the sample until the test results are certified by the Vendor's representative and forwarded to the Medical Review Officer ("MRO") for final certification. Illicit Substance(s)/Banned Substance(s) – As of the Effective Date, shall mean Cocaine, Marijuana, Opiates, Methamphetamine, Ecstasy and PCP. CCHS reserves the right to modify this list from time to time, as reasonably determined by CCHS. Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results. Parent/Guardian – Individual(s) having legal custodial rights of a student. Provider – A third-party drug counselor or organization listed on Exhibit B to this Policy, or as may be designated from time to time by CCHS. Random Drug Testing – The unscheduled, unannounced drug testing of randomly selected students by a process designed to ensure that selections are made in a nondiscriminatory manner. Random selection of students for testing under this Policy shall be in accordance with Sections 2B and 2C herein. Training – Each CCHS Official will be trained on the collection of samples, use of the chain-of-custody form, confidentiality of test results and the procedures and requirements outlined in this Policy. Vendor – The entity or company selected to perform sample analysis for the presence of Illicit Substances/Banned Substances under the drug testing and procedures implemented pursuant to and in accordance with this Policy.

3. POLICY: The entire student population will be subject to mandatory random drug testing for the presence of Illicit Substances/Banned Substances in accordance with this Policy. As of the Effective Date of this Policy, Illicit Substances/Banned Substances consist of the following: Cocaine, Marijuana, Opiates, Methamphetamine, Ecstasy and PCP. CCHS reserves the right to modify this list from time to time, as reasonably determined by CCHS. In the event that a student has a lawful prescription for one of the aforementioned Illicit Substances, or the student is certified by a physician under Pennsylvania law for the use of medical marijuana (for one of the qualifying medical conditions permitted for the use of medical marijuana under state law), and tests positive for an Illicit Substance, then the student will not be considered to have a positive test result, provided that the MRO determines that the level of such Illicit Substance does not exceed a therapeutic level based upon the prescription or certification.

A. CONSENT: At the beginning of each school year, students and each Parent/Guardian(s) shall complete and sign the CCHS Student/Parent Handbook Memorandum of Understanding, a copy of which is attached hereto as Exhibit A (the “Memorandum of Understanding and Consent to Testing”), which has been updated as of the Effective Date to include an acknowledgement to abide and be bound by this Mandatory Random Drug Testing Policy. Each student and Parent/Guardian(s) must fully execute and return the Memorandum of Understanding to CCHS at the beginning of the school year. The failure to timely execute and return the Memorandum of Understanding will result in the student being prohibited from attending CCHS.

B. IDENTIFICATION NUMBERS: Within approximately two (2) weeks following commencement of each school year, and within two (2) weeks after the beginning of each additional grading period within the school year, the Vendor will be provided a list of identification numbers (the “Identification Numbers”) that have been previously assigned to each student by CCHS upon the enrollment of the student at CCHS. The Identification Numbers utilized under this Policy will be unique identification numbers that are not the students’ separately established and provided student identification numbers. From time to time, the Vendor will randomly select an appropriate number of Identification Numbers (from the full list of Identification Numbers most recently provided by CCHS) for each school week throughout the school year to meet CCHS’s annual goal for mandatory random drug testing, as to be reasonably determined by CCHS. Two (2) CCHS Officials will receive the randomly-selected Identification Numbers from the Vendor and each CCHS Official will identify and verify the student name for each selected Identification Number(s). CCHS will not be involved in the selection of the Identification Numbers by the Vendor for the mandatory random drug testing. To maintain true randomization, it is possible that the Vendor may select the same Identification Number(s) more than one time throughout any given school year. Even after a student has a positive test result, that student’s Identification Number will remain part of the pool for potential selection by the Vendor for mandatory random drug testing.

C. OBTAINING SAMPLE AND TEST: The sample collected for the mandatory random drug test shall be a hair sample that is approximately 100 milligrams made up of the first 1-½ inches from the root end, which equates to approximately 120 strands (a lock of hair). If placed in a bundle this quantity of hair resembles the circumference of a pencil; or if laid flat, would be approximately 1 centimeter in width. If the collected hair is short, additional strands of hair or a larger quantity of hair is required. If there is insufficient hair on the student’s head to collect an appropriate sample, body hair from the student’s forearm, calf or underarm may be collected in a quantity that resembles a standard cotton ball. In the event that a hair sample cannot be collected, due to a lack of hair or a medical condition (i.e., Alopecia), an alternative method of testing will be utilized (such as finger nail, blood or other CCHS-approved method). If a student’s Identification Number is selected by the Vendor for the mandatory random drug test the student will receive a note advising the student that he is required to report to a designated private setting at CCHS, at a specific date and time. The note will not indicate that the student’s Identification Number has been selected nor will it identify the reason the student is required to report to the designated private area. The test sample will be obtained at the designated private area at the date and time indicated on the student’s note, which shall be during the school day and to the extent reasonably possible, during a nonacademic time. The student’s sample will be obtained by the Dean of Students or another CCHS Official, in the presence of another CCHS Official. Once the student sample is obtained, the sample will be placed in specific packaging provided by the Vendor and the student will sign a Chain-of-Custody Form provided by the Vendor acknowledging the same. The student will be permitted to list any prescriptions that the student is currently taking or a certification for medical marijuana if one has been issued to the student. The CCHS Official who obtains the test sample shall sign the Chain-of-Custody Form. The test sample will be placed in the mail to the Vendor on the same day the sample is obtained. A letter will be provided to the student at the time the sample is obtained to be given to his Parent/Guardian(s) notifying him/her that the test sample was obtained. The Dean of Students will also send the Parent/Guardian(s) an e-mail (at the e-mail address(es) on file with CCHS) notifying him/her that a mandatory random test was administered, and a hair sample obtained from the student. At that time, if the student is taking any prescription medications or has a certification for medical marijuana, the Parent/Guardian(s) must identify this fact and provide CCHS with documentation of same. The Parent/Guardian(s) and student will be notified by CCHS via e-mail (at the e-mail

address(es) on file with CCHS) of a negative test result. In the instance of a positive test result, the Parent/Guardian(s) will be contacted via telephone by CCHS, and after the Parent/Guardian(s) is notified, the student will be notified of his positive test result by a CCHS Official in a private setting. If a student refuses to have the test administered or a sample obtained, then, as a result of such refusal, the student shall be subject to disenrollment. CCHS Officials and the student's Parent/Guardian(s) will be notified immediately of any student who refuses to have the test administered. The cost to administer a mandatory random drug test will be paid by CCHS. As of the Effective Date of this Policy, the approximate cost of the standard mandatory random drug test equals \$39.00. A Parent/Guardian(s) may request a retest of his/her son at their own cost. Any follow-up testing (that is not random), including an appeal of a test result(s) by a student's Parent/Guardian(s), will be paid for by the Parent/Guardian(s) at the then applicable cost. Any retest must be performed by the Vendor.

**D. CONFIDENTIALITY AND RECORD RETENTION RESULTS:** All correspondence including but not limited to e-mails, letters, memoranda, as well as all drug test results shall be considered confidential information and will be handled by CCHS Officials confidentially. All files pertaining to drug testing will be kept confidential and separate from the student's education records, and only school personnel with a need to know the information will have access to the information. The result(s) of any mandatory random drug test(s) conducted under this Policy will not be documented in a student's academic transcript. Disenrollment due to a student's refusal to provide a sample or be tested under this Policy, or as a result of a student's failure to comply with an Action Plan developed under this Policy, will be reflected as the reason for disenrollment in the student's academic transcript, unless the student withdraws prior to disenrollment. Any and all drug test(s) result shall be destroyed by CCHS, unless otherwise required by applicable law, one (1) calendar year after the actual or expected graduation year of the student (even if the student transfers, is expelled, withdraws or is dis-enrolled from CCHS). Information regarding the results of a student's drug test(s) will not be disclosed to authorities, except as required by applicable law, or in accordance with a valid subpoena or other legal process.

**E. POSITIVE TEST RESULTS AND CONSEQUENCES:** If a student has a positive test result(s) for one or more Illicit Substances/Banned Substances, the Parent/Guardian shall select a third-party drug counselor or organization from the list attached as Exhibit B or as otherwise designated by CCHS from time to time ("Provider"). In the event that the Parent/Guardian does not select a Provider within five (5) days of notification by CCHS of a positive test, CCHS shall initiate the referral of the student to a Provider on Exhibit B to this Policy, or as may be designated from time to time by CCHS. The cost of evaluation, counseling or other services included in the Plan of Action will be at the expense of the Parent/Guardian(s) of the student. The Provider will develop a plan of action/treatment program ("Plan of Action"). The CCHS Official will act as the liaison with the student, Parent/Guardian(s) and Provider. The CCHS Official will contact the Parent/Guardian(s) and the student to arrange a meeting to review the Plan of Action. As this Policy is intended to be developmental in nature, the Plan of Action created by the Provider will be individualized for each student to address the student's needs and to provide the support and necessary resources to the student, to assist in abstinence and recovery. Since disciplinary action is not the intent of this Policy, disciplinary action, as outlined below, is reserved for those situations where the student is non-compliant with the Plan of Action and/or has a repeat positive test result. If a student has a positive test result(s) to a mandatory random drug test during an academic school year, the following requirements and consequences shall apply:

As a result of a First Positive Test from a Mandatory Random Drug Test:

- Parent/Guardian shall select a Provider from the list on Exhibit B to this Policy, or as may be designated from time to time by CCHS. In the event that the Parent/Guardian does not select a Provider within five (5) days of notification by CCHS of a positive test, CCHS shall initiate the referral of the student to a Provider on Exhibit B to this Policy, or as may be designated from time to time by CCHS. The cost of evaluation, counseling or other services included in the Plan of Action will be at the expense of the Parent/Guardian(s) of the student.
- Requirement that the student and the Parent/Guardian(s): (i) execute the Plan of Action, (ii) comply with the Plan of Action, (iii) actively participate in the counseling required by the Plan of Action, and (iv) agree to further counseling as deemed reasonably necessary by the Provider.
- Consent by the student and Parent/Guardian(s) to the exchange of information between the Provider and CCHS to, among other matters, keep CCHS diligently informed of the student and Parent/Guardian(s) compliance with the Plan of Action.
- Failure to comply with the Plan of Action and required counseling may result in disciplinary action by CCHS.
- Required follow-up drug testing of the student within ninety (90) days from the date of the positive test.

As a result of a Second Positive Test (Random or Non-random):

- Parent/Guardian shall select a Provider from the list on Exhibit B to this Policy, or as may be designated from time to time by CCHS. In the event that the Parent/Guardian does not select a Provider within five (5) days of notification by CCHS of a positive test, CCHS shall initiate the referral of the student to a Provider on Exhibit B to this Policy, or as may be designated from time to time by CCHS. The cost of evaluation, counseling or other services included in the Plan of Action will be at the expense of the Parent/Guardian(s) of the student.
- Requirement that the student and Parent/Guardian(s): (i) execute the Plan of Action, (ii) comply with the Plan of Action, (iii) actively participate in the counseling with Provider required by the Plan of Action, and (iv) agree to further counseling as deemed reasonably necessary by Provider.
- Consent by the student and Parent/Guardian(s) to the exchange of information between Provider and CCHS to among other matters, keep CCHS diligently informed of the student and Parent/Guardian(s) compliance with the Plan of Action.
- Loss of student parking privileges for a period equal to thirty (30) calendar days.
- Loss of participation in any and all student extracurricular activities for a period equal to thirty (30) calendar days.
- Failure to comply with the Plan of Action and required counseling may result in further disciplinary action by CCHS.
- Required follow-up testing of the student within ninety (90) days from the date of the positive test.

As a result of a Third Positive Test (Random or Non-random):

- Student is subject to the Discipline Review Process in accordance with and pursuant to the Student/Parent Handbook.
- In accordance with the Student/Parent Handbook, the student may be suspended from CCHS for a period of time (not to exceed ten (10) days) while the Discipline Review Board determines what disciplinary measures should be taken, including the possibility of expulsion.

4. OTHER POLICIES: This Policy and mandatory random drug testing by CCHS will be implemented in conjunction with CCHS and Diocesan existing drug and alcohol policies and procedures as outlined in the Student/Parent Handbook. Nothing herein is intended to limit CCHS's right to test students for drugs or alcohol based upon a reasonable suspicion that a student is currently under the influence of drugs or alcohol. Students in possession of drugs or drug paraphernalia will be subject to discipline in accordance with and pursuant to the Student/Parent Handbook.

5. AMENDMENTS: CCHS reserves the right to amend, revise, replace, or discontinue this Policy at its sole discretion.

# Extracurricular Activities Program

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## **Band**

Central Catholic's Marching Band and Concert Band exist as both extracurricular activities and accredited courses.

As a course, the concert and marching bands attempt to develop student interest and skill in instrumental music and music appreciation. They are conducted as a regular course meeting each day of the cycle.

As an extracurricular activity, the band represents Central Catholic at school functions, including football games, assemblies and concerts, and also at local festivals and parades. Previous musical instruction is an advantage, but the student need not possess great skill. If the student possesses the desire and interest, the courses should develop the necessary skills.

## **Blue Knights (Jazz Band)**

The Blue Knights Jazz Band is an extracurricular activity that meets twice weekly. This jazz band is for the more advanced instrumentalist who is interested in exploring current jazz repertoire. Students are introduced to various jazz styles, composers, and jazz theory while experiencing improvisation. Performing opportunities include various school functions and seasonal concerts. This group is open to any grade level and no audition is necessary.

## **Campus Ministry**

Students in the Campus Ministry Program help to build a community of prayer and faith through meaningful service. Their involvement begins with personal efforts to show active Christian concern for their school community and the community at large. The Campus Ministry Office serves as an umbrella for several co-curricular activities that reinforce what students are learning in their religion classes by offering opportunities for faith-filled action. Arrangements are made to accommodate students who are interested in serving their community while also participating in other co-curricular activities. The LaSallian Ministry Executive Board oversees and implements many of the activities of Campus Ministry.

## **Chess Club**

The Chess Club meets regularly after school throughout the year for competition among the members and with teams from other schools. Members improve their skills and enjoy the fun of competition.

## **Choir**

Central Catholic's Viking Choirs receive academic credit. Freshmen are encouraged to register for the Freshman Vocal Music course, which teaches basic vocal technique and introduces music theory through current choral repertoire. Upperclassmen are encouraged to continue choral singing by registering for the Vocal Music course, which develops singing technique through a more advanced choral repertoire.

The Viking Choirs participate in holiday events, seasonal concerts, and volunteer performances at local hospitals and institutions. The student is at an advantage if he has a musical background, although not necessarily in vocal music. If the student possesses desire and interest, the course should develop the skills needed.

## **E-Sports**

E-Sports or Electronic Sports meets on a weekly basis throughout the school year. Students in E-Sports take their video gaming to another level with organized competitive gameplay between two teams, governed by its own strict set of rules and guidelines.

## **Environmental Club**

Environmental Club has a mission to foster stewardship for God's creation through prayer, learning, awareness, responsibility, and initiatives. The club began with grassroots student interest and is sustained by those who actively strive to understand and care for the environment and community around us. Any student is welcome to join Environmental Club to support the efforts to learn more about sustainable practices and care for creation.

*Band*

*Blue Knights (Jazz Band)*

*Campus Ministry*

*Chess Club*

*Choir*

*E-Sports*

*Environmental Club*

## Extracurricular Activities Program, cont.

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### *FIRST Robotics*

#### **FIRST Robotics**

The FIRST Robotics Team designs, programs, and builds a robot to compete in various competitions around the country. The team is a part of the FIRST organization which is an international high school robotics competition that changes every season. Each year, students, coaches, and mentors work through a packed schedule to complete a robot that weighs less than 125 lbs.

### *Fishing Club*

In the fall, the team completes an offseason project to get new team members acclimated with various robotics systems. The official season starts in early January running through early March. If you enjoy electronics, programming, and hands-on projects the FIRST Robotics Team is for you. No prior experience is necessary and we can teach anyone who wants to learn more about robotics. The team is open to all grade levels.

### *Forensics Society*

#### **Fishing Club**

This club is comprised of individuals who share a love for fishing and fly fishing. We travel to various lakes, rivers, and streams in Western Pennsylvania where we fish for many different species of fish including trout and bass. The club's members vary in levels of experience from members who tournament fish to members who are brand new to the sport. The club strives to create better fishermen and conservation-minded individuals. The club will take part in some conservation projects around the county. Members will also participate in learning how to use fly fishing equipment, including fly-lines, leaders, knot and tippet flies, and reading water.

### *Free Verse (A Capella)*

#### **Forensics Society**

The Central Catholic Forensic Society (CCFS) provides students with opportunities to develop public speaking skills through participation in a variety of speech activities. Students also broaden their knowledge of philosophy, literature, politics and current events, and social issues in preparation for tournament competition. CCFS offers students opportunities to travel to schools in Pennsylvania and neighboring states to debate, speak, and perform dramatic readings. Students participating in CCFS uphold a standard of excellence dating back to the 1960s. Central Catholic FS students have won many state championships, including the prestigious Lincoln Douglas debates. Central Catholic has been one of the most dominant clubs in our district and in the state. CCFS membership is open to all students.

### *Future Business Leaders of America*

#### **Free Verse (A Cappella)**

Free Verse is Central Catholic and Oakland Catholic's student-run a cappella group. The group was founded in 2016, and it is named after the type of poetry written without regular rhyme or meter. Student-created and student-led, Free Verse is true to its name, giving creative and entertaining performances that represent the group's interests from pop hits to film scores and everywhere in between. Group members collaborate to build original performances and develop skills in musicianship, vocal technique, and ensemble. Free Verse performs at the Christmas and Spring choir concerts and regularly competes in the International Championship of High School A Cappella (ICHSA). The group has won awards for Outstanding Vocal Percussion and Outstanding Arrangement, and in their most recent competition, they won Outstanding Choreography for "The Free Verse Film Score Medley". Auditions are open to all students and are typically held in the fall and spring at the group's discretion.

Group Moderator: Tucker Helms '17 - [thelms@centralcatholicchs.com](mailto:thelms@centralcatholicchs.com)

Student Director: Tate Helms '24 - [ahelms24@centralcatholicchs.com](mailto:ahelms24@centralcatholicchs.com)

### *Harlequin Literary Magazine*

#### **Future Business Leaders of America**

FBLA is a nonprofit educational association of student members preparing for careers in business or who are just simply interested in learning more about the free enterprise system. FBLA gives the students the competitive edge through career exploration, self-improvement and community service opportunities. As a chapter, we can provide our students with an opportunity to develop leadership skills through many activities and conferences.

#### **Harlequin Literary Magazine**

Central Catholic's literary magazine, the *Harlequin*, allows students with an interest in writing, art and photography to explore, expand, and display their talents. The annual publication contains student stories, poetry, drawings, and photography reviewed and selected by student editors guided by a faculty moderator.



## Extracurricular Activities Program, cont.

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### **Intramural Sports**

Intramural sports allows students to test their athletic abilities against one another in sports such as basketball, dodgeball, football, and cornhole. Homerooms in each grade compete against one another on Wednesday mornings or groups of teammates or friends can compete in one day tournaments that are normally held on Saturdays throughout the school year. Intramurals gives students the chance to have fun with sports they love without necessarily being a part of a varsity sport at Central. Students should be sure to listen to morning announcements and check posted flyers throughout the school for dates, times, and events, and parents should be sure to stay tuned to weekly parent e-newsletters. Anyone and everyone is invited and encouraged to show off their skills.

*Intramural Sports*

*Junior Ambassadors*

*LaSallian Youth*

*Masque Drama Club*

### **Junior Ambassadors**

By the end of the first nine weeks of their ninth grade year, students are recommended by their teachers to participate in the Junior Ambassador program. Students who accept this appointment will be trained prior to completing any task for the program. The Junior Ambassadors primarily work as host students on Shadow Days for prospective students throughout the school year. Their tasks include welcoming eighth graders to the school, taking them to classes, explaining the various traditions and functions of the school, immersing them in the culture, and giving them a tour of campus. In addition to hosting students on Shadow Days, the Junior Ambassadors are invited to help at admissions events in the spring, such as Spring Open House. At the end of their freshmen year, these students are invited to become Viking Ambassadors.

### **LaSallian Youth**

Built upon the LaSallian virtues of faith, service, and community, LaSallian Youth is a worldwide service organization sponsored by the de La Salle Christian Brothers. Central Catholic's group is networked with similar groups in the LaSallian schools on the East Coast.

Campus Ministry also organizes school-wide prayer services and celebration of the Sacraments. Students are invited to assist in leading the school in daily prayer, to be lectors, altar servers, and Extraordinary Ministers of Communion, as well as assisting with vocal and instrumental music when the school gathers for worship.

Visits to other faith communities, such as those at Heinz Chapel and Temple Rodef Shalom, help students to understand and respect the diversity of Pittsburgh's communities of faith.

Days of reflection are provided throughout the school year. These days focus on topics important to the spiritual and faith lives of the students. A Discovery Retreat is offered twice in the second semester to assist upperclassmen in discerning vocation and career options.

Students are encouraged to consult the Campus Ministry bulletin board or the school website for details about these and other activities offered by Campus Ministry.

### **Masque Drama Club**

The Masque, Central's Drama Club, generally presents stage productions in the fall and in the spring. Participation is open to the entire student body through announced auditions. Although previous stage experience is an asset, it is not required. The Masque seeks interested, cooperative individuals who are willing to devote approximately eight weeks to rehearsals after school or in the early evening, and sometimes on weekends. The Masque performs for the general public and has maintained a reputation for excellence.

The work of the Stage Crew is literally done behind the scenes. Almost everything connected with the use of the McGonigle Theater and stage involves the Stage Crew. They are responsible for maintaining the stage and stage equipment in working order. The Stage Crew is also responsible for constructing and maintaining the production sets as well as implementing the lighting, sound, and special effects. Although some technical knowledge is an asset, it is not necessary for membership. More important is a willingness to work hard, a spirit of teamwork, and a desire to see a project through to successful completion.

## Extracurricular Activities Program, cont.

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- PJAS*
- SADD*
- Ski and Snowboard Club*
- Pennsylvania Junior Academy of Science (PJAS)**  
The Pennsylvania Junior Academy of Science is a regional and statewide competition wherein students present their individual research projects to a panel of judges. The regional competition is in February, and the state competition is in May.
- **Pittsburgh Regional Science and Engineering Fair (PRSEF)**  
The Pittsburgh Regional Science and Engineering Fair is a regional and statewide competition wherein students present their individual research projects (poster format) to a panel of judges. This is a spring time event and winners of categories are eligible for the national competition.
  - **Penn State Science Symposium (PSSS)**  
The Penn State Science Symposium is a statewide competition wherein students present their individual research projects to a panel of judges by either an oral or poster presentation. The competition is held in the spring time.
  - **Science Bowl**  
The local and national competition demands lightning thinking and a vast knowledge base, as students are challenged to answer a series of difficult questions spanning the realm of science and math. The regional competition is held in February.
  - **Science Olympiad**  
The Olympiad is a regional, state, and national competition consisting of over 20 creative events spanning the realm of science and engineering. This is a spring time competition.
  - **Brain Bee**  
This event, which is hosted by the Pittsburgh Chapter of the Society for Neuroscience, is a team competition designed to test student knowledge of neurobiology. The competition is held in February.
  - **Fairchild Challenge**  
The Phipps Conservatory hosts this environmental science competition. It consists of 5-6 separate student submissions throughout the school, spanning the realm of ecology/environmental science. The competition is throughout the year by student submission.
  - **Envirothon**  
This team consists of 5-6 events in the area of ecology/environmental science. Top school finishers proceed to the state level competition held in the spring time.
  - **ACS Chemistry Competition and National Chemistry Olympiad**  
Students compete in a regional chemistry competition with two participants to be nominated for eligibility in the National Chemistry Olympiad. Olympiad participants can then compete for spots on the national and international team. The competitions are held in the spring time.
  - **PA Governor's STEM Competition**  
This is a competition in the month of February in which students will engage with their local community to learn about STEM-related careers and the skills necessary to be successful. They work in a team of 5 students to build a model. They will be asked to present their findings and explain the practical applications of their device to a panel of judges. The challenge will test teams' communication, problem solving, and critical thinking skills while providing a unique opportunity to share their creativity with students from across the state.

### **SADD**

SADD (Students Against Destructive Decision-Making) is open to any student who is concerned about a variety of teenage issues, including, but not limited to, alcohol and drug abuse. SADD members sponsor student activities, assist with anti-drug and alcohol assemblies, conduct a program for middle school students, and plan and implement "Death by Drunk Drivers" activities before the Junior/Senior Prom and graduation. SADD also provides opportunities for members to discuss the difficulties of resisting peer pressure and other concerns for those who choose to live free of alcohol and drugs.

### **Ski and Snowboard Club**

The Central Catholic Ski and Snowboard Club is a club activity that hosts local and day-long trips during the winter season. We aim to have one trip to Seven Springs before Christmas Break followed by one each month during January, February, and March. Our end of the season outing is a day trip to an out-of-state resort. Transportation for Club trips is provided for a minimal fee. Skiing/snowboarding equipment may be rented on-site or personal gear may be brought on the bus as well. The additional expense of the group-rate lift pass is for anyone that does not possess a season lift pass. The Ski and Snowboard Club is open to students of all skill levels.

## Extracurricular Activities Program, cont.

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### **Towers Yearbook**

Since 1930, the *Towers* has continuously chronicled the events of the Central Catholic school year. Producing a yearbook entails an editorial staff, underclass staff members, and a faculty advisor. The staff functions as a team, gathering and organizing factual and pictorial material to present an accurate, comprehensive, and creative view of the year. The staff plans and assigns writing and photos, structures page layouts, correctly and meticulously proofs copy, crops pictures to capture and crystallize the focal points of interest, scans page proofs, and meets deadlines. While primarily an elective for upperclassmen, all students are encouraged to participate; they need only to contact the faculty advisor.

*Towers Yearbook*

*Viking Ambassadors*

*Viking Newspaper*

*VNN News*

*Viking Productions*

### **Viking Ambassadors**

The Viking Ambassador program was introduced in 2018. These students give tours to prospective students and families, are knowledgeable of all aspects of the school, and can answer questions about various subjects. As an ambassador, students are required to attend events such as Viking for a Day and Open House. In addition to required events, students are invited to participate in other events throughout the school year such as the Mothers' Guild Fashion Show, Accepted Students' Night, and the Viking Victory Auction. All students are invited to apply to the Viking Ambassador program.

### **Viking Newspaper**

The *Viking*, Central Catholic's student newspaper, introduces students to the world of print journalism. Student writers divide their efforts among news, features, sports, and opinion writing. A student editor oversees each section, making it unique in itself while contributing to an overall product that informs and entertains its readers.

### **Viking News Network (VNN)**

VNN, the Viking News Network, broadcasts each morning during the homeroom period. Anchors provide students with important (and sometimes less important) information on activities, sports, and upcoming events. Technicians set up and run the broadcast, while cameramen run the equipment. If you enjoy knowing what's going on before anyone else, can enunciate your prepositions, and know the difference between talking and babbling, VNN may be looking for you.

### **Viking Productions**

Viking Productions is Central Catholic's student video production/livestreaming group. The team of students acts as an arm of the morning announcements team, known as the Viking News Network. This organization is responsible for broadcasting live events, such as sports, student productions/performances, and award ceremonies using school-owned production equipment.

# Interscholastic Athletics

## *Athletics Overview*

Central Catholic sponsors 16 varsity sports and competes in the Western Pennsylvania Interscholastic Athletic League (WPIAL), the Pennsylvania Interscholastic Athletic Association (PIAA), and in sport-specific leagues. Viking teams have enjoyed great success over the past 78 years, and annually produce teams that rank high in local and state-wide competition. Central Catholic provides its student-athletes with the best in competitive opportunities, playing against challenging Quad-A and Triple-A teams from Western Pennsylvania. A principal reason for Central Catholic's success is the involvement of many students in the athletic program, offering them competition at freshman, junior varsity, and varsity levels. In addition, the intramural program provides interested students with opportunities to sharpen their athletic skills. Central Catholic provides one of the finest high school athletic programs in the area.

### **Play Like A Champion Today™**

Central Catholic High School has entered an exciting and dynamic partnership with the Play Like A Champion Today™ Sports as Ministry Initiative through the University of Notre Dame. The program is a child-centered, research-based framework which provides education to both coaches and parents of scholastic athletes. In accordance with our mission statement, we believe that athletics provide an opportunity to learn not only physical skills, but to grow as Christian leaders – socially, morally, and spiritually, as well. Further, we believe that coaches and parents working together as partners to create and support this environment are a key element in the success of this mission.

### **Athletic Director**

- Mr. Rick Capretta '82  
x3494

### **Assistant Athletic Director**

- Mr. Kyle Goldcamp '04  
x3440

<b>Sport</b>	<b>Head Coach</b>
Baseball	Mr. John Rende '10
Basketball	Mr. Brian Urso
Bowling	Mr. Damon Gross
Crew	Mr. Jay Hammond
Cross Country	Mr. Thomas Maltbaek
Football	Mr. Ryan Lehmeier
Golf	Mr. Joseph Auth '16
Ice Hockey	Mr. William Connelly '03
Inline Hockey	Mr. Zachary DeJames '14
Lacrosse	Mr. Anthony Abbondanza
Rugby	Mr. James Panichella
Soccer	Mr. Bryan Fegley
Swimming/Diving	Mrs. Mercedes McCarthy
Tennis	Mr. Zach Johnson
Track & Field	Mr. Maurice Lucas '89
Volleyball	Mr. Grant Heckmann '10
Wrestling	Mr. Ian Ferguson

## Interscholastic Athletics, cont.

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### **Baseball**

Our baseball program participates in the WPIAL 6-A classification Section 2 and offers 9th grade, Junior Varsity and Varsity teams. Contact Head Coach John Rende: Jrende@centralcatholicchs.com

*Baseball*

### **Basketball**

The basketball program participates in the WPIAL 6-A classification Section 1 and offers 9th grade, Junior Varsity and Varsity teams. Contact Head Coach Brian Urso: Burso@centralcatholicchs.com

*Basketball*

*Bowling*

### **Bowling**

The bowling program participates in the WPIBL Section 2-South division and offers a Varsity-only program. The team bowls at North Versailles Lanes. Contact Head Coach Damon Gross: drgbig68@gmail.com

*Cross-Country*

*Football*

*Golf*

### **Crew**

Our crew program participates in local, regional, and national events. The team can field up to seven boats at an event based on experience and expertise. There are eight rowers per boat with a driver (coxswain). Contact Head Coach Jay Hammond: jayhammond@comcast.net

*Ice Hockey*

*Inline Hockey*

### **Cross-Country**

Our cross-country program participates in the WPIAL 3-A classification Section 2. We offer a Varsity team only where all participants run in the races no matter their grade. Contact Head Coach Tom Maltbaek: Tmalbaek@centralcatholicchs.com

*Lacrosse*

*Rugby*

*Soccer*

### **Football**

The football program participates in the WPIAL 6-A classification Section 1 and offers 9th grade, Junior Varsity and Varsity teams. Contact Head Coach Ryan Lehmeier: Rlehmeier@gmail.com

### **Golf**

Our golf program participates in the WPIAL 3-A classification Section 4 and offers Junior Varsity and Varsity teams. The Varsity team plays their matches at Edgewood Country Club. Contact Head Coach Joe Auth: Jayth@alleghenycountryclub.net

### **Ice Hockey**

The ice hockey program participates in the PIHL Section 3-A classification. The program offers two Junior High teams, along with Junior Varsity and Varsity teams. Contact Head Coach Bill Connelly: wm.c.connelly@gmail.com

### **Inline Hockey**

The inline hockey program participates in the Pennsylvania Interscholastic Roller Hockey League (PIRHL) and are in TIERS HS3 and HS4. The program offers several teams based on player experience and expertise. Contact Head Coach Zac DeJames: zdejames16@gmail.com

### **Lacrosse**

Our lacrosse program participates in the WPIAL 3-A classification Section 1. The program offers Junior Varsity and Varsity teams. Contact Head Coach Anthony Abbondanza: a.abby44@outlook.com

### **Rugby**

Our rugby team is a full member of the Allegheny Conference; the team plays a local and regional schedule. The program offers a Varsity team only. Contact Head Coach James Panichella: Jamespanichella@hotmail.com

### **Soccer**

The soccer program participates in the WPIAL 4-A classification Section 1. The program offers 9th grade, Junior Varsity and Varsity teams. Contact Head Coach Bryan Fegley: Bryan.fegley@aiu.net

# Interscholastic Athletics, cont.

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## *Swimming/Diving*

### **Swimming/Diving**

Our swim/dive team participates in the WPIAL 4-A classification Section 3. The team merges with Oakland Catholic at all Co-Ed meets and swims at Chatham University. The program offers a Varsity only team and practices at the Sara Heinz House. Contact Head Coach Mercedes McCarthy: mercidays@aol.com

## *Tennis*

### **Tennis**

Our tennis program participates in the WPIAL 3-A classification Section 3. The program offers a Varsity team only, however several Junior Varsity matches can be played at matches. Contact Head Coach Zack Johnson: zjohnson@centralcatholics.com

## *Track and Field*

### **Track and Field**

Our track and field program participates in the WPIAL 3-A classification Section 5. The team consists of student athletes from 9th to 12th grades. The team practices at Carnegie Mellon University. Contact Head Coach Maurice Lucas: midaz@yahoo.com

## *Ultimate Frisbee*

### **Ultimate Frisbee**

Ultimate Frisbee is a competitive limited-contact sport played by teams of seven players and relies upon sportsmanship and mutual respect among the players. Central's Ultimate Frisbee Team competes against local high schools in the Pittsburgh High School Ultimate League (PHUL) and is concurrently a member of USA Ultimate, the national sanctioning body for the sport of Ultimate Frisbee. Winter League games are played indoors at the Pittsburgh Indoor Sports Arena in Cheswick. Fall and Spring League games are outdoors and are played at various sites throughout the region. Students can earn a varsity letter. Contact Head Coach Gregory Thomas '05: gthomas@centralcatholics.com

## *Volleyball*

### **Volleyball**

Our volleyball program participates in the WPIAL 3-A classification Section 3 and offers Junior Varsity and Varsity teams. Contact Head Coach Grant Heckmann: grantheckmann@gmail.com

## *Wrestling*

### **Wrestling**

Our wrestling program participates in the WPIAL 3-A classification Section 1. The team consists of wrestlers of all grades and offers a Varsity team only, however, the program does participate in some Junior Varsity tournaments. Contact Head Coach Ian Ferguson: iferguson@centralcatholics.com

## *NCAA Eligibility*

### **NCAA Eligibility**

If a student is interested in competing in Division I or Division II athletics in college, he must be aware of the requirements set forth by the National Collegiate Athletic Association (NCAA). Here is a brief breakdown of the standards that a student must meet:

Division I Full Qualifier (able to receive athletic aid, practice and compete)

- Minimum core-course GPA of 2.3 (core courses are English, Math, Science, History, and World Language) with 16 core courses completed over 4 years of high school
- 10 of the core courses must be completed before the start of the senior year
  - 7 of these 10 must be in English, Math, or Science
- There is a sliding scale that matches earned GPA with SAT/ACT scores (see following pages)
- Be certain that the courses taken are approved by the NCAA (listed in the Central Catholic Course Catalog)

### Concussion Management Procedures

1. Baseline ImPact testing will be offered to those athletes participating in the sports of football, soccer, wrestling, basketball, and lacrosse. Athletes not participating in these sports may elect to baseline test through the UPMC Concussion Outreach Program. This will be scheduled by the athlete's family by calling 1-855-93SPORT.
2. As defined by the Safety in Youth Sports Act all coaches must complete online concussion training each school year. Certificates of completion will be filed in Office A. Coaches not completing this training will be subject to discipline outlined in the Safety in Youth Sports Act.
3. The Certified Athletic Trainer will be available for any pre-season educational meetings for parents and students if the school elects to do so.
4. Athletes presenting with any concussion symptoms will be removed from play that day until further evaluation can be completed.
5. Upon diagnosis of concussion the Certified Athletic Trainer will proceed with the following steps:
  - The athlete's parents will be notified of a suspected concussion.
  - Office B will be notified of a possible concussion so that they are prepared for any academic accommodations that may occur.
  - An informational sheet will be sent home with the athlete regarding signs and symptoms and what should be done if symptoms were to worsen.
  - An ImPact test will be administered within 72 hours.
6. Return to play will be established by a physician or neuropsychologist. The athlete should be symptom free following exertion, and have normal neurocognitive data.
7. A graduated return to play protocol will be followed consisting of light aerobic activity, resistance training, sport specific training, followed by contact practice, and then game play.
8. A standardized return to play clearance will be sent with each athlete to the physician for signature.
9. Academic accommodations may be recommended by a physician or neuropsychologist. The athletic trainer will not give academic accommodations and will only notify Office B of the injury. Academic accommodations must be prescribed on formal prescription letterhead. Pursuant to Pennsylvania Act 101, accommodations must be prescribed by a license physician trained in the evaluation and management of concussions.
10. Students currently receiving academic accommodations that have been cleared for activity may be allowed to participate in practice but will not be permitted to compete in interscholastic competition.

# DIVISION I ACADEMIC REQUIREMENTS

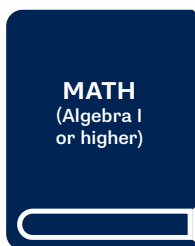
## CORE-COURSE REQUIREMENTS

Complete a total of 16 core courses in the following areas, including 10 before the start of your seventh semester (seven in English, math or natural/physical science).



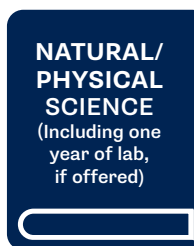
ENGLISH

4 years



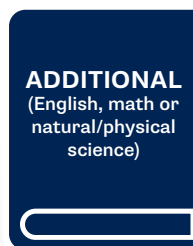
MATH  
(Algebra I  
or higher)

3 years



NATURAL/  
PHYSICAL  
SCIENCE  
(Including one  
year of lab,  
if offered)

2 years



ADDITIONAL  
(English, math or  
natural/physical  
science)

1 year



SOCIAL  
SCIENCE

2 years



ADDITIONAL  
COURSES  
(Any area listed  
to the left, foreign  
language or  
comparative  
religion/philosophy)

4 years

## QUALIFIER

College-bound student-athletes enrolling at an NCAA Division I school need to meet these academic requirements to practice, compete and receive an athletics scholarship in their first year of full-time enrollment.

- » Complete a total of 16 core courses in the appropriate areas.
  - Ten of your 16 core courses must be completed before the start of your seventh semester (senior year) of high school.
  - Seven of your 10 core courses must be in English, math or natural/physical science.
- » Earn a corresponding test score that matches your core-course GPA (minimum 2.3) on the [Division I Sliding Scale](#).\*
- » Submit proof of graduation to the Eligibility Center.

## ACADEMIC REDSHIRT

All academic redshirt student-athletes may receive an athletics scholarship during their first year of full-time enrollment and practice during their first regular academic term but may NOT compete during their first year of enrollment.

- » Complete a total of 16 core courses in the appropriate areas.
- » Earn a corresponding test score that matches your core-course GPA (minimum 2.0) on the [Division I Sliding Scale](#).\*
- » Submit proof of graduation to the Eligibility Center.

## INTERNATIONAL STUDENTS

Please review the [international initial-eligibility flyer](#) for information and academic requirements specific to international student-athletes.

For information on Division II, view the [Division II academic requirements flyer](#).





# DIVISION II ACADEMIC REQUIREMENTS

## CORE-COURSE REQUIREMENTS

Complete a total of 16 core courses in the following areas:

<b>ENGLISH</b>	<b>MATH</b> (Algebra I or higher)	<b>NATURAL/ PHYSICAL SCIENCE</b> (Including one year of lab, if offered)	<b>ADDITIONAL</b> (English, math or natural/physical science)	<b>SOCIAL SCIENCE</b>	<b>ADDITIONAL COURSES</b> (Any area listed to the left, foreign language or comparative religion/philosophy)
3 years	2 years	2 years	3 years	2 years	4 years

## FULL QUALIFIER

College-bound student-athletes enrolling at an NCAA Division II school need to meet these academic requirements to practice, compete and receive an athletics scholarship in their first year of full-time enrollment.

- » Complete a total of 16 core courses in the appropriate areas.
- » Earn a corresponding test score that matches your core-course GPA (minimum 2.2) on the [Division II Sliding Scale](#).\*
- » Submit proof of graduation to the Eligibility Center.

## PARTIAL QUALIFIER


College-bound student-athletes that do not meet Division II full qualifier standards will be deemed a partial qualifier. All partial qualifier student-athletes may receive an athletics scholarship and practice during their first year of full-time enrollment at a Division II school, but may NOT compete.

## INTERNATIONAL STUDENTS

Please review the [international initial-eligibility flyer](#) for information and academic requirements specific to international student-athletes.

For information on Division I, view the [Division I academic requirements flyer](#).



 VOLLEYBALL CHAMPIONSHIP





**2023-2024**  
**Central Catholic High School**  
**Memorandum of Understanding**  
**Consent to Testing**

As a parent/guardian of a student at Central Catholic High School, I understand, affirm, and support the following:

- (1) The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
- (2) Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) and the diocese.
- (3) Attending a Catholic school is a privilege, not a right.
- (4) While academic excellence and involvement in extracurricular activity (i.e. sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
- (5) The school and its Administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
- (6) In all questions of faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a man of faith and a member of the Central Catholic Community, I pledge to uphold the highest standard of integrity and honor in all academic endeavors. I will not lie, cheat, steal, deceive, or plagiarize. I agree with all the standards set forth in the Central Catholic High School Honor Code.

As a parent desiring to enroll my child in a Catholic school, I accept this Memorandum of Understanding. I pledge support for the Catholic identity and mission of this school, and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school including the Mandatory Random Drug Testing Policy. Student and Parent/Guardian accept and agree to each of the following:

I have read the entire contents of the 2023-2024 Student/Parent Handbook and accept the policies, regulations, directives, and procedures contained in the Student/Parent Handbook.

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

- By checking this box, I choose to have basic demographic information, including name, address, phone number, and e-mail address withheld from the Central Catholic Student Directory. Accepted and agreed to comply with and be bound by the above terms and conditions.
- By checking this box, I choose to allow the school to use my son's pictures for promotional uses, such as the website, mailers, news updates, brochures and the like.

Student HR \_\_\_\_\_ Student Name \_\_\_\_\_

I have also read in its entirety the Mandatory Random Drug Testing Policy, and acknowledge and agree to the following:

- I hereby CONSENT to allow CCHS and/or its authorized Vendor to take a sample of my hair (or conduct an alternative method of obtaining a sample where necessary) and submit it for a Mandatory Random drug test in accordance with the Mandatory Random Drug Testing Policy.
- I FURTHER CONSENT to allow the laboratory testing service (Vendor) to make the results of such test available to the CCHS Officials designated to receive such information.
- I FURTHER CONSENT to the release of the test results to my child who was tested or my Parents/Guardians when I am tested.
- I FURTHER CONSENT to the disclosure of the test results to a Provider for development of a Plan of Action (counseling and treatment) under the Mandatory Random Drug Testing Policy.
- I FURTHER CONSENT to the disclosure of information by the Provider to CCHS and the Student and/or Parent/Guardian to confirm compliance with any Plan of Action or to facilitate treatment or counseling under the Mandatory Random Drug Testing Policy.
- I AGREE to execute any additional permission/consent form(s) that may be required by any Vendor or Provider or by CCHS under the Mandatory Random Drug Testing Policy.
- I AGREE to abide by the Student/Parent Handbook and the Mandatory Random Drug Testing Policy.
- I UNDERSTAND AND AGREE that each of the following: refusal to undergo testing, failure to provide a sample, or failure to abide by the terms and conditions of the Plan of Action under the Mandatory Random Drug Testing Policy, are independent grounds for my disenrollment from CCHS.

Student \_\_\_\_\_  
Print Name Signature

Parent/Guardian \_\_\_\_\_  
Print Name Signature

Parent/Guardian \_\_\_\_\_  
Print Name Signature

Student Homeroom: \_\_\_\_\_

## Honor Code

Integrity of Student Work: "I am the Way and the Truth and the Life." John 14:6

Central Catholic High School is a community of scholars and learners committed to the pursuit of Truth. We strive toward this noble end animated by Honor, a virtue that calls forth from us all a deep measure of honesty, trustworthiness, fairness, and respect for the human dignity of all persons. Academic Integrity is the foundation of teaching and learning at Central Catholic and, as a Man of Faith, each student in this community shares with the Faculty, Staff, and Administration a common responsibility for the cultivation of a climate of integrity.

## Honor Pledge

As men of faith and a member of the Central Catholic community, I acknowledge that it is my responsibility to learn and abide by principles of intellectual honesty and academic integrity. I pledge to maintain the highest standards of academic integrity and will not participate in or tolerate academic dishonesty. I will not lie, cheat, steal, deceive, or plagiarize. I agree with all the standards set forth in the Central Catholic High School Honor code.

Student \_\_\_\_\_  
Print Name Signature

As a parent desiring to enroll my child in a Catholic school, I accept the principles outlined in the Honor Code and Honor Pledge.

Parent/Guardian \_\_\_\_\_  
Print Name Signature

Parent/Guardian \_\_\_\_\_  
Print Name Signature

**2023-2024**

I hereby certify that there are on file in our school: [https://www.centralcatholics.com/Central Catholic High School Certificates of Request from parents or guardians of students in our school for all textbooks and instructional materials and instructional equipment being requested for loan under Act 195, Act 90, and Act 35](https://www.centralcatholics.com/Central-Catholic-High-School-Certificates-of-Request-from-parents-or-guardians-of-students-in-our-school-for-all-textbooks-and-instructional-materials-and-instructional-equipment-being-requested-for-loan-under-Act-195-Act-90-and-Act-35).

Sincerely,

Bro. Tony Baginski, FSC





## *Central Catholic High School's Student Creed*

### *Discover Myself*

*I am called to provide the perseverance, fitness, and self-discipline necessary to discover my abilities, gifts, and talents. I will take advantage of the services and activities that Central Catholic provides to help me achieve success.*

### *Share and Respect Ideas*

*I am called to share my ideas with classmates, teachers, and other members of the Central Catholic community. I am called to respect the ideas and suggestions of others.*

### *Pursue Education*

*With the help of parents, teachers, and other mentors, I am called to take responsibility for directing my personal learning, striving to achieve my full potential and academic excellence. If I fall short of my goals, I will use that experience as a means of growth. I am called always to be completely honest in my academic work.*

### *Develop Pride in Myself and My School*

*I am called to be trustworthy, honest, reliable, concerned, caring, and respectful. I will strive to demonstrate pride in Central Catholic's traditions, always acting in accordance with the policies of the School.*

### *Respect Others*

*I am called to learn more about my own history and culture and those of my classmates. I am called to respect all people as individuals and as God's sons and daughters. I am called to be a role model for other students and to assist younger students in their development and education. I will always practice courteous, respectful behavior towards others.*

### *Value the Natural World*

*I am called to respect the natural world and to accept the responsibility of caring for God's universe. I am called to value the gift of life and to avoid substances, behaviors, and situations that could adversely affect my life.*

### *Develop My Spiritual Life*

*I am called to recognize that I am a unique creation of God, with a soul to be cherished and nurtured. I will build upon the values I have received through my family, the Church, Central Catholic, and other positive influences in my life.*

### *Offer Compassionate Service*

*Having been blessed by God with many gifts, I am called to be a person of compassion, offering service to others in my school and the wider community.*