



"Cougars"

www.grcatholiccentral.com

**319 Sheldon Blvd. S.E.
Grand Rapids, MI 49503**

**School Telephone: (616) 233-5899
Attendance Office: (616) 233-5812
Guidance Office: (616) 233-5810
Athletic Office: (616) 233-5898
Athletic Office FAX: (616) 493-1080
School FAX: (616) 459-0257**

**Mr. Tom Maj
*Principal***

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____

Phone: _____

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STANDARDS OF EXCELLENCE

FAITH FORMATION

The Catholic Secondary Schools of Greater Grand Rapids will cultivate the faith formation of young men and women as knowledgeable and active members of the Catholic and broader communities.

STUDENT ACHIEVEMENT

The Catholic Secondary Schools of Greater Grand Rapids will challenge each student to meet the highest graduate expectations in preparation for a lifetime of learning.

PROGRAMS & CURRICULA

The Catholic Secondary Schools of Greater Grand Rapids will implement programs and curricula that are challenging, and reflective of best practice.

RESOURCES

The Catholic Secondary Schools of Greater Grand Rapids will enhance and develop sources of financial support to ensure access for students, just compensation for staff, and comprehensive learning resources and facilities.

CATHOLIC SECONDARY SCHOOLS MISSION STATEMENT

Grounded in Christ's teachings, the Catholic Secondary Schools of Greater Grand Rapids will advance the formation and education of each student in spirit, mind and body.

PHILOSOPHY

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded.

By using a holistic educational approach, we, the Catholic Secondary Schools, strive to develop individuals physically, emotionally, intellectually, and spiritually in the light of the mandates of the Second Vatican Council and the National Conference of Catholic Bishops.

The catholic school "aims to create for the school community an atmosphere enlivened by the gospel spirit of freedom and charity. It aims to help the adolescent in such a way that the growth and development of his/her own personality will be matched by the growth of that new creation which he/she becomes by baptism. It strives to relate all human culture eventually to the news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world of life, and of mankind." The Documents of Vatican II. Declaration on Christian Education. Section 9. p. 646.

"The educational mission of the church is an integrated ministry embracing three interlocking dimensions: the message revealed by God which the Church proclaims; fellowship in the life of the Holy Spirit; service to the Christian community and the entire human community. National Conference of Catholic Bishops, 1972, To Teach as Jesus Did, paragraph 14.

TIME SCHEDULES

Classes begin each day at 8:00 a.m. and conclude at 2:58 p.m. Zero hour classes begin at 7:10 a.m. Students arriving prior to 7:50 a.m. must report directly to the cafeteria. If a student comes in early for help from a teacher, he/she must arrive no later than 7:40 a.m. Unless receiving extra academic help, no students will be allowed to enter the academic area until the first warning bell at 7:50 a.m.

DAILY SCHEDULE

0-Hr.	7:06	-	7:56
1st Hr.	8:00	-	8:53
2nd Hr.	8:57	-	9:47
Break	9:47	-	9:57
3rd Hr.	9:57	-	10:47
4th Hr.	10:51	-	11:41
5th Hr.	11:45	-	1:10
A	11:41	-	12:04
B	12:04	-	12:26
C	12:26	-	12:48
D	12:48	-	1:10
6th Hr.	1:14	-	2:04
7th Hr.	2:08	-	2:58

ASSEMBLY SCHEDULE

0-Hr.	7:10	-	7:56
1st Hr.	8:00	-	8:45
2nd Hr.	8:49	-	9:31
Break	9:31	-	9:41
3rd Hr.	9:41	-	10:23
4th Hr.	10:27	-	11:09
6th Hr.	11:13	-	11:55
5th Hr.	11:59	-	1:24
A	11:55	-	2:18
B	12:18	-	12:40
C	12:40	-	1:02
D	1:02	-	1:24
7th Hr.	1:28	-	2:10
Dismissal to Gym	2:10	-	2:18
Assembly	2:18	-	2:58

LITURGY SCHEDULE

0-Hr.	7:25	-	7:56
1st Hr.	8:00	-	8:38
2nd Hr.	8:42	-	9:18
Break	9:18	-	9:28
3rd Hr.	9:28	-	10:04
Liturgy	10:08	-	11:29
5th Hr.	11:34	-	12:58
A	11:29	-	11:53
B	11:53	-	12:14
C	12:14	-	12:36
D	12:36	-	12:58
4th Hr.	1:02	-	1:38
6th Hr.	1:42	-	2:18
7th Hr.	2:22	-	2:58

HALF-DAY SCHEDULE

0-Hr.	7:25	-	7:56
1st Hr.	8:00	-	8:33
2nd Hr.	8:37	-	9:07
3rd Hr.	9:11	-	9:41
4th Hr.	9:45	-	10:15
5th Hr.	10:19	-	10:49
6th Hr.	10:53	-	11:23
7th Hr.	11:27	-	11:57

I. GENERAL CONDUCT

A. STATEMENT OF PHILOSOPHY

The Catholic Secondary Schools recognizes the students and their growth as a primary concern. The schools seek to provide for all students a supportive environment conducive to academic endeavor, social interaction and individual self-discipline. Fundamental to the Catholic Secondary Schools community are genuine concern and respect for others. When others are treated with courtesy and respect, we recognize their dignity and infinite worth. In light of this philosophy, we as schools and as a community, are committed to:

1. Helping, working with, caring about, and respecting each student as an individual.
2. Providing a wholesome Christian environment which exposes its students to Christian principles, values and attitudes.

The regulations contained in this handbook are designed to promote good order and ease of communication, to clarify expectations, and to provide a learning environment which is both enjoyable and disciplined. When a family enrolls their son and/or daughter at a Catholic Secondary School it is expected that they are committed to and supportive of the disciplinary philosophy of the school. Only with the support and cooperation of both the student and their parents can the schools maintain the disciplined and structured atmosphere necessary for optimal learning.

B. CODE OF CONDUCT

The Catholic Secondary Schools Code of Conduct presupposes every student's desire for excellence in all areas of life. The underlying rationale is not one of legalisms, punishments, or discipline for discipline's sake. Rather, it is one of fundamental and abiding respect for person, respect for property, respect for authority, and respect for the faith, academic, cultural and social environment within which every member of the Catholic Secondary Schools community must function. No list can cover every conceivable situation; hence, the implicit standards of conduct to which Catholic Secondary Schools students are called to follow are: common sense, mature judgment, and Christian charity.

C. BEHAVIOR AND DISCIPLINE

All students of the Catholic Secondary Schools of Greater Grand Rapids are expected to demonstrate conduct which reflects Catholic Christian values consistent with our Board's Mission, Guiding Principles and Standards of Excellence. At any time throughout a calendar year (including vacations, holidays, weekends, and summer vacation) the following actions are considered detrimental to the Broader school community and may warrant suspension, probation, or possible dismissal from the school community. The administration will consider the validity of any information involving Catholic Central student misconduct no matter when it is received. We are committed to dealing with issues by exercising good common sense taking into account the well being of the individual and that of the broader school community. Consultation with the Pastor President will occur for very serious issues.

D. OFF CAMPUS CONDUCT

As long as the student is enrolled at Catholic Central, he/she is identified in the community as a CC Cougar. A student's behavior on or off campus, which may be harmful to the Catholic Central community reputation, that creates unrest, discord, or discontent in the GRCSS community, or to the safety and good name of others is subject to disciplinary action. Students must also remember that criminal offenses and/or conduct away from school, which are detrimental to the community and may damage the reputation of the school, may result in suspension and expulsion. Serious offenses occurring off-campus at non-school related functions are subject to the consequences outlined in the Code of Conduct. These infractions will be reviewed if reported by the civil authorities or by a signed written statement from a responsible adult or student.

E. DISCIPLINE PROCESS

Most disciplinary problems are handled in the classroom. Should a problem continue, the student will be brought to the attention of the school's administration so that the teacher, student, school administrator and parent may work together to solve the situation. Students whose conduct or academic work shows a serious lack of responsibility may be placed on probation for a specified length of time (see Sec. III; H & I). During this time they will be notified of specific conditions they must fulfill to remain in school. A conference with the parent/guardian will be held to discuss the length and conditions of the problem. A probationary contract may be written to assure that all conditions are clearly understood by the student and parent(s). At the end of the probationary period, a decision will be made by the administration as to whether the student will be taken off probation, asked to withdraw from school or be dismissed. The Administrators reserve the right to dismiss any student whose conduct, influence, or academic progress indicates a continuing and serious lack of responsibility. Expulsion is final.

F. MAJOR OFFENSES

The commission of or participation in any criminal activity in the school building, on school property or at any school related event or off-campus is prohibited. Such activities include, but are not limited to:

- Possession, use or transfer of alcohol, drugs or other controlled substances. This includes substances which are thought to be, inferred to be or sold as drugs. Random drug testing may be required.
- Arson, the willful, malicious burning or attempting to burn any property or individual associated with any Grand Rapids Catholic Secondary School building.
- Burglary, breaking and entering a Grand Rapids Catholic Secondary School building.
- Stealing/larceny/robbery, dishonestly acquiring the property of another person.
- Possession or use of explosives on school property or at any school-sponsored activity.
- Extortion, blackmail, or coercion -- obtaining money or property by threat of violence; forcing someone to do something against his/her will, by force or threat of force.
- Intimidation of school authorities or students -- interfering with teachers/administrators or students by threatening force, fighting, inciting a fight or violence; or by use of obscene, abusive, or vulgar or threatening language.
- Major vandalism, the willful destruction of property belonging to another.
- Fighting.
- False fire alarms or bomb threats and/or interfering with the safe and proper conduct of drills.
- Possession of disruptive items such as fireworks, smoke bombs or items which resemble weapons; possession of dangerous, noxious or harmful objects such as a laser pointer.
- Weapons -- in addition to the criminal activities listed above, the Grand Rapids Catholic Secondary Schools follow the Diocesan recommendations, School Board Policy, and PA 966 (1995) regarding possession or use of weapons as follows:
 - Students who are found in possession of or use any item deemed by law to be a weapon on school property or at any school-sponsored event will be expelled. The administrator must notify the Pastor President and the parents upon discovery of a student in possession of a weapon. A conference shall be held promptly with the student and parents together. Students who have been expelled from other schools for violation of the weapons law will not be admitted to Grand Rapids Catholic Secondary Schools. PA 102-99, the Statewide School Safety Policy, Section 1308(5) requires school district notification of any criminal or juvenile court action initiated or taken against a student of that school district. When this notification is made by the local law enforcement agency the administra-

tion of Catholic Central will review the report and take appropriate action.

Penalties for Major Offenses:

- First Offense - Minimum of 1 to 3 days suspension and a 2% grade reduction per day.
- Second Offense - Minimum of 3 to 5 days suspension and probation and a 2% grade reduction per day. Counseling - A rehabilitation program under professional supervision may be under taken for a second substance abuse violation.
- Third Offense - Indefinite suspension with possible expulsion and a 2% grade reduction per day.

G. OTHER OFFENSES

- Challenges to school authority, including but not limited to disrespect, defiance, and insubordination.
- Possession, use or transfer of tobacco. This includes substances and paraphernalia thought to be, inferred to be or used for smoking or chewing.
- Unexcused absence, including skipping school.
- Tardiness.
- Behavior disruptive to the educational environment; disruptive behavior on or within sight of school property or at school-sponsored activities.
- Use of electronic devices such as pagers, telephones, radios, CD players in school.
- Dress Code violations.
- Inappropriate behavior toward others, including but not limited to:
 - Lying
 - Vulgar/obscene language/gestures
 - Verbal intimidation
 - Inappropriate display of affection
 - Demeaning comments or actions
 - Reckless endangerment, including horseplay, throwing objects
 - Cheating, plagiarism
 - Forgery
 - Minor vandalism
 - Inappropriate use of automobile
 - Bus misbehavior
 - Gambling

1. Penalties for Other Offenses

While each offense will be weighed independently, penalties can include: informal talk, detention, service work relevant and proportionate to the offense, and suspension.

2. Disciplinary Procedures May Include One or More Of the Following:

- Conference between teacher and student.
- School or Community Service.
- Counseling
- Conference with student, parent/guardian, teacher, administrator
- Behavior Contract
- Detention

- Disciplinary probation
- Social probation
- Suspension
- Expulsion
- Loss of field trip privileges/hall passes

H. POLICY ON STUDENT DIGNITY

Each member of our school is entitled to being treated with dignity. The Catholic Secondary Schools expect all students to conduct themselves with dignity and with respect for fellow students, faculty, staff and others. Harassment of any nature includes any conduct that may reasonably be offensive to others in an educational organization. Harassing anyone, including sexual or racial harassment, will not be tolerated. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school system, it is against the policy of this school system for any student, teacher, or volunteer, male or female, to sexually harass another student.

Harassment includes:

1. Making threats, name-calling, feigning physical attack, lewd or obscene gestures and circulating derisive notes are some examples of harassment, or posting harmful information on the internet.

Sexual harassment includes:

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive and fails to respect the rights of others. Harassment can be either conduct or communication.

1. Sexually inappropriate behavior means inappropriate touching, gesture, and language of a sexual nature directed at students, faculty or staff.
2. Sexual harassment also includes conduct of communication that has the purpose or effect of substantially interfering with other student's education, or creating an intimidating, hostile or offensive educational environment.
3. Examples of sexual harassment: sexual innuendoes, jokes of sexual nature; sexual propositions; sexual suggestive pictures or cartoons; foul or obscene language, jokes or gesture; unwanted and unnecessary physical contact; unwelcome comments about appearance.

Racial harassment includes:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive classroom environment through such conduct. The Catholic Secondary Schools do not condone or allow harassment of others, whether engaged in by fellow students, faculty, staff or others having business with the Catholic Secondary Schools.

Student Dignity Complaint Procedure

Any student who believes he/she has been subjected to harassment should report it immediately to their principal and/or assistant principal, with a counselor, any other teacher, or administrator. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken.

1. Action taken on behalf of the complainant could result in penalties ranging from an oral reprimand to expulsion.
2. The complainant is not held to any specified level of authority in making their initial complaint.
3. Complaints will be investigated followed by a written report within 30 calendar days.

4. Retaliation against complainants is absolutely forbidden. The penalties for retaliation could result in expulsion.
5. Final appeal on all investigator reports can be ultimately addressed by the Pastor-President of the Catholic Secondary Schools, or designee within 10 days of the investigator's final report.
6. Support counseling may be recommended for the complainant as necessary.

Investigator's Course of Action of Student Dignity Complaints

1. The investigation will commence immediately, even if the complainant delayed in coming forward.
2. All complaints will be investigated, the investigator will make no decision upon the believability of an accusation and will investigate each complaint.
3. The complainant is required to produce any physical evidence which supports their claim: letters, notes, photographs, emails, etc.
4. The investigator will make separate, private interviews with:
 - a. The complainant
 - b. The accused
 - c. Any witnesses named by the complainant or the accused
5. If a complainant wishes to withdraw their complaint at some point in the investigation process, the investigator should:
 - a. Ascertain if retaliation against the complainant has occurred.
 - b. If retaliation has not occurred, document the reasons the complaint is being withdrawn.

I. DETENTION, SUSPENSION, PROBATION, EXPULSION

1. **Detentions** are issued to students by faculty and staff for violations of school rules. These violations are almost always a choice by the student to violate rules and risk the consequences, rather than following the rules and contributing to the educational environment. As a Catholic Secondary School student violators must accept the consequences of their decision and spend time "serving" detentions when issued to them. Serving detentions at the next scheduled detention period takes precedence over all other activities including athletics, drama, choir, clubs, etc. Part-time jobs and transportation problems are not an excuse. **Failure to serve a scheduled detention will result in additional consequences. If/when a student fails to serve detention for a third time during a semester, he or she is then assigned a Saturday detention. Failure to serve detention for a fourth time during a semester will result in a one-day Suspension from school.**
2. One detention received requires 45 minutes of service, either in a classroom or supervised manual labor. Detention is held Monday, Wednesday and Friday at 7:10 a.m. and 3:05 p.m. Student must serve the next detention day after receiving a detention.
3. Students who may disrupt a class, or who are involved in a serious offense may be removed from that class. Removal from class is considered a very serious measure. Classes missed will be considered unexcused absences, students will be given two hours of detention for each hour missed and parents will be notified. Further action will result.
4. **Suspension:** A student is suspended from participation in school for a serious or continuous breach of school rules. The administration may suspend students if their conduct or influence is considered unsatisfactory. Parents will be informed of the reason(s) for and the length of the suspension. Students are responsible for all classroom material covered during the suspension. For a day of suspension a student's quarter grade will be reduced by 2% for each day a student misses due to the suspension. Students are not permitted to attend Catholic Central events during suspension period.

5. **Letter of Warning:** Parents will be sent a Letter of Warning when their son or daughter has excessive detentions (including administrative detentions) during the school year. The letter warns parents of excessive misconduct and the possibility of probation if the student is assigned to detention five more times for the remainder of the school year. A conference with administration, guidance, parents, and the student will be held to discuss a plan of improvement. This letter will remain a part of the student's record for as long as he or she is a student at a Catholic Secondary School.
6. **Probation:** Probation is the most severe penalty short of expulsion. Students are placed on probation if their conduct has not improved after receiving a Letter of Warning (they've been assigned to detention five more times during the remainder of the school year). More serious infractions of the rules and any second suspension will result in automatic probation. During the probationary period the student must be all the more intent upon improving his or her conduct and avoiding an accumulation of detentions. At the discretion of the administration, probationary status may include one or more specific conditions to be met in order to remain at Catholic Secondary Schools. The Probationary period may last anywhere from one semester to one year. Students may only be placed on probation once while enrolled at school. Students will be dismissed if conditions arise that would place a student on probation a second time.
7. **Expulsion:** The following offenses are grounds for expulsion:
 - a. Conduct detrimental to the well-being, health, or safety of others (e.g. bomb threat, false fire alarms, tampering with fire equipment, possession of any kind of weapon or explosive, physical or verbal abuse of another.
 - b. Misconduct by a student who has been previously placed on probation. It is understood that a student cannot be placed on probationary status for a second time.
 - c. Theft or vandalism of school property or the personal property of others.
 - d. Defiance, disrespect, or insubordination.
 - e. Conduct inconsistent with the philosophy of the school.
 - f. Conduct detrimental to the reputation of the school.
 - g. Violation of any conditions of probation (for students on probation only).
 - h. Harassment, as described in the handbook under student dignity.

J. COMPLAINT RESOLUTION PROCESS

If and when questions or concerns are felt by parents over a school issue, parents are requested to go directly to the perceived source of the problem or concern. Thus, if the issue concerns a teacher or a practice within a teacher's classroom, the parent should discuss the issue with the teacher first, followed by the principal. If resolution is not reached, then the parent should contact the Pastor President. The final step in the process will be the Bishop.

CONCERN/COMPLAINT PROCEDURE-

If a parent has a concern that arises out of a classroom situation or a disciplinary action, the following procedures and time line should be followed:

Step 1: The parent is asked to make an appointment with the teacher involved to discuss the concern and resolve it, if possible. This step should take place in a timely fashion in relation to the date of the incident.

Step 2: The parent is to contact the school principal within five school days of meeting with the teacher if they wish to appeal the teacher's decision.

Step 3: If the parent does not agree with the principal's decision, then they can appeal to the Pastor President. This appeal is to be in writing and done so within

Step 4: If the parent does not agree with the Pastor President's decision, then they can appeal to

the Bishop This appeal is to be in writing and done so within five days of meeting with the Pastor President.

The process outlined above emphasizes communication, and communication at the appropriate level. It is our goal to work with parents in the resolution of concerns.

With issues or concerns that relate to athletics, parents are requested to contact the coach first, then the Athletic Director, followed by the principal, Pastor President, and Bishop as outlined beginning in step two.

K. DRESS CODE AND PERSONAL APPEARANCE

Students at Catholic Central High School are expected to strive for personal and academic excellence and to accept the challenges of human freedom with its accompanying responsibilities. The school uniform is meant to signify school membership, minimize competition, maximize convenience, and be cost conscious. In addition, the uniform should promote self-respect and pride in being identifiable as a Catholic Central student. **School reserves the right to determine the appropriateness of uniform dress and personal appearance.**

Purchasing uniforms: All required and optional (skirts and sweaters) uniform purchases must be made through Sunshine School Uniforms Inc. 1.800.354.7724.

Dress Code for Boys is as follows:

Shirts: **Required.** White or blue uniform oxford or polo shirts. Shirts are to be tucked in at all times. Shirts may not be layered except for a white t-shirt worn under the uniform shirt.

Pants: **Required.** Uniform khaki pants. Black or brown traditional dress belts worn through the belt loops. Pants may not be ripped or sagging.

Shoes: While certain forms of casual footwear are acceptable, traditional black or brown leather shoe are most appropriate. Any form of athletic sandals or "flip flops" will not be permitted. Moccasins, slippers, military-style boots may not be worn.

Socks: **Required.** Plain black, navy blue, gray or white are to be worn and visible.

Sweaters: Optional. Navy blue v-neck or vest with CC's monogram, available only through Sunshine may be worn at any time over a uniform shirt. No other outer wear may be worn during the school day.

Hair: Students must be clean shaven and hair is to be neatly groomed. **Not permitted: beards, mustaches, and any facial hair whatsoever.** Any student sent to the office to shave will be assessed a fee of \$1 for the disposable razor blade and will receive a detention. Hair must be cut above the eyebrows, ears and shirt collar. Eccentric hair styles, including designs of any type, are not permitted. Height of hair should not exceed two inches in length. Sideburns are not to extend below the ear. Bangs may not be slicked back or pulled behind the ears. Students told to get a haircut must report to the office on the specified day.

Hats: Hats may not be worn during the school day including passing time. Bandanas are not permitted.

Tattoos and Jewelry: Small earrings worn in the ear lobe may be worn. No spiked jewelry or choker chains are permitted. No body piercing (including tongue and nose rings) are permitted. Sunglasses are not permitted to be worn during the school day. Tattoos are not part of the dress code and are not permitted. Band-aids may not be worn to cover piercings or tattoos.

Dress Code for girls

Skirt: Optional. Uniform skirt, no shorter than 3 inches above the knee may be worn at any time of the year. Skirt is available through Sunshine Uniforms.

Shirt: **Required.** White or blue uniform oxford or polo shirts. Shirts may not be layered except

for a t-shirt worn under the uniform shirt. No camisoles.

Pants: **Required.** Uniform khaki pants. Black or brown traditional dress belts worn through the belt loops. Pants may not be ripped or sagging.

Shoes: While certain forms of casual footwear are acceptable, traditional black or brown leather are most appropriate. Any form of athletic sandals or “flip flops” will not be permitted. Moccasins, slippers, military-style boots may not be worn.

Socks: **Required.** Socks, footed leotards, or pantyhose must be solid and of a navy, gray, white, or black color.

Sweaters: Optional. Navy blue v-neck or vest with CC’s monogram, available only through Sunshine, may be worn at any time over a uniform shirt. No other outer wear may be worn during the school day.

Hair: Hair color must be a naturally occurring color; Eccentric hair styles, including designs of any type are not permitted.

Headwear: No hats are to be worn during the school day, including passing time. Bandanas are not permitted.

Tattoos and jewelry: Small earrings worn in the ear lobe may be worn. No spiked jewelry or choker chains are permitted. No body piercing (including the tongue and nose) are permitted. Sunglasses are not to be worn during the school day. Band-aids may not be worn to cover piercings or tattoos.

Summer/spring dress code

Shorts: Sunshine Uniform Khaki walking shorts may be worn from the first day of school until Sept. 30th., and from May 1st. through the end of the school year. Sunshine Uniform Capri pants are also permitted.

Spirit days: On these days it is equally important that each student take individual responsibility for their appearance. Students may wear jeans that are not ripped, torn, or frayed (including those jeans manufactured to look frayed). Catholic Central clothing is encouraged – t-shirts, sweatshirts, or fleece. All other clothing must be appropriate, modest and in good taste. Clothing that refers to drugs, alcohol, sex or profanity in written or visual form is never acceptable. Athletic sandals and flip flops are not permitted at any time. No sweat pants.

Violation of dress code

A violation of the Dress Code will result in multiple detentions or other appropriate penalties including being sent home. Repeated violations will result in suspension. No unapproved alterations will be permitted.

L. LOCKERS

1. Students are assigned to lockers by homeroom teachers at the beginning of the school year. The locker is the property of the school and must be respected.
2. The student locker should be locked with a school lock unless the student is at the locker. Students should plan their day so they have appropriate books and materials with them. The school is not responsible for clothing, books, or property missing from school lockers. The school has the right to inspect and search lockers at any time.
3. Each student shall maintain his /her locker in a clean and neat condition. No decals, marking or decorations are permitted on the inside or outside of the lockers. At no time should lockers be painted. Cost of repairs due to damages will be the students responsibility.

M. CORRIDORS AND STAIRWAYS

Running, whistling, horseplay, loud shouting and inappropriate language are prohibited at all times. Students have four minutes to move directly to their next class.

N. TRANSPORTATION

1. Student parking lots are operated by the school for student convenience. Lots are located at Sheldon and Goodrich Streets, LaGrave and Maple Streets. Each car parked in CC lots must have a CC parking decal. Cars parked without CC decals may be towed at the owners expense. Illegally parked cars (on city right-of-way, blocking sidewalks, blocking alleys) will be ticketed by police. There is limited parking available, therefore, car pooling is strongly encouraged. Tampering with parked cars is a serious offense.
2. After parking their car, drivers and occupants are to move directly to the school building. No loitering, studying, game playing, or waiting for other students. After parking, students may not return to the parking lot without permission until departing for the day.
3. Speeding or reckless driving around school subjects the driver to immediate suspension.
4. Details regarding bus transportation are provided annually with school registration material. Conduct on the buses must follow school regulations. Misconduct, vandalism, throwing items out the window, etc. will result in suspension of bus transportation privileges, restitution for any damages, and possible suspension from school.

O. SOCIAL ACTIVITIES

1. All social activities sponsored by recognized school organizations must have approval, from the principal, two weeks before the event.
2. All rules of conduct and citizenship applicable to the normal school day apply to all social functions sponsored by school organizations.

SCHOOL DANCES

School sponsored dances are intended to be an extension of school life. As such, they provide a social setting for students to learn and apply appropriate social graces and conduct. The following general guidelines for dress and dancing have been developed:

- Students should be dressed in a manner consistent with an activity in a Catholic school.
- Dancing should be in good taste to maximize the enjoyment and comfort of all in attendance.
- Students whose apparel or conduct does not meet these guidelines will be asked to leave.

Please note - For formal dances, for example Prom, additional expectations will be provided at the appropriate time. Dances are held in the cafeteria (following some athletic contests). No guests are allowed, unless a guest form is completed and approved by the assistant principal. Dances end at 11:00 p.m. It is important that student rides arrive promptly at that time. Students should be picked up on the Goodrich Street side of the building. Dances do not occur after every game.

Three major dances are held during the school year:

Homecoming Dance - held in the Athletic and Convocation Center on Saturday night of homecoming week. The dance is open to couples only and is considered semi-formal; women generally wear dresses, men wear jackets, shirts, ties and dress shoes. *Seniors are allowed to attend stag if desired. Doors close 1 hour after start.

Sno-Shuffle - held in the Athletic and Convocation Center in mid-February. The dance is open to couples only. Again, considered semi-formal, same dress as for Homecoming. This is a girl ask boy dance. Doors close 1 hour after start. *Seniors are allowed to attend stag if desired.

Prom - held at Aquinas College. Open to juniors and seniors, a more formal dance. *Seniors are allowed to attend stag if desired.

Homecoming and Sno-Shuffle are open to all sophomores, juniors and seniors and only those freshmen attending the dance with a CC sophomore, junior or senior. Prom is open to all juniors and seniors, and only those sophomores attending the dance with a CC junior or senior. Freshmen are prohibited from attending Prom.

The dress code for students attending any of the three major dances (Homecoming, Sno-Shuffle, or Prom) will be set by the administration prior to the dance through school announcements. In general, the men are required to wear dress shoes, dress slacks, a collared shirt, coat and tie. The women are to wear modest gowns. Modesty and appropriateness determinations will be made by the administration at the dance. Any request for a variation to the dress code must be approved one week prior to the dance.

Courts: Since members of the court are privileged in representing their peers and Catholic Central, it is essential each member be in good standing in the school. The administration reserves the right to prevent a student from being recognized on court or removing an existing member of the court. Any suspension in a given semester will automatically prevent recognition on court.

P. ELECTRONIC DEVICES

Use of electronic or battery powered devices (i.e. - cellular phones, beepers, electronic games, radios, headsets, etc.) are prohibited during the instructional day (8:00 am – 2:58 pm). Administration/Teachers will confiscate any prohibited electronic devices that are not stored during the school day and detention will be issued. They will be returned to parents only. Messages from parents to students will be delivered promptly by calling 233-5812.

Q. PREGNANCY POLICY

1. PREAMBLE

We, as members of the Catholic Secondary School Board, "one in mind and heart" (Acts 4:32) with the administrators of our high school and parents of the Policy-Advisory Committee, **Mindful** of the Gospel mandate: "compassionate as your heavenly Father is compassionate." (Luke 6:36) **Aware** of the decision of Scripture: "Choose life . . ." (Deut. 10:19) **United** with our American Bishops pastoral HUMAN LIFE IN OUR DAY "We honor God when we reverence life. When human life is threatened, man is diminished and God is less manifest in our midst." **Concurring** with the dignity and sacredness of human sexuality." Christian families are called to confront the world with full reality of human love and proclaim to the world the mystery of divine love as these are revealed through the family." "The mission of the family obliges it to fidelity to conjugal love in the face of compromises and infidelities condoned in our culture. In its emphasis on the virtues of fidelity and hope, so essential to the prophetic witness of the family, Christian sexual morality derives, therefore, not from the inviolability of generative biology, but ultimately from the sanctity of life itself and the nobility of human sexuality. The Christian ascetic of chastity, within and outside marriage, honors the sanctity of life and protects the dignity of human sexuality."

2. POLICY

We intend to treat those involved in out-of-wedlock pregnancy with Christian compassion. We do not condone premarital sex nor high school students marrying or beginning families. When a pregnancy occurs:

- a. The first concern of the school shall be the physical, emotional and spiritual welfare of the girl, her unborn child, the father, if known, and the families involved.
- b. Proper medical contacts and counseling should be facilitated.
- c. Furthermore, aid should be given to such students for the continuation of their education within the limits of reasonable safeguard, both to the school and the student.
 - 1) The student should be encouraged to remain in school. If the student, however, chooses to withdraw from classes, tutoring, independent study programs or alternative education programs shall be facilitated by the administration and Guidance Office.
 - 2) The pregnant girl, who is unable to continue school work, may withdraw from class studies until her ability to resume her studies is verified by her physician and the

school administrators.

- d. If the father of the baby is a Catholic Central student, proper medical contacts and counseling should be facilitated.

II. ATTENDANCE

The law of Michigan compels every parent or guardian to send children within certain specified ages to school. The schools are required by the same law to keep records of attendance, to make an accounting of such attendance, and to report absences to the proper civil officers.

Regular attendance and promptness promote a student's positive academic achievement. Any unauthorized absences where a student's presence is expected and required will result in serious consequences.

A. ABSENCE FROM SCHOOL

1. **Excused Absences** include illness, injury, serious illness or death in the family, attendance at a funeral, a medical appointment that could not be made outside of school time, a transportation emergency, college visits, or a court appearance. **Absences are limited to nine per semester.**
 - a. **When a student is absent from school, the parents are required to call the attendance officer before 10:00 a.m.** on the day of the absence. Upon returning to school from an absence, students must check in with Attendance before their first class with a note from the parent or guardian.
 - b. **Foreseeable Absences** are those due to special family events, participation in a special event of a religious, educational, civic, or cultural nature and can be excused under the following conditions:
 1. A parent informs the school by note or phone call at least one week in advance.
 2. The student informs each of his/her teachers at least a week in advance. **Note:** Absences in this category are strongly discouraged. Time out of class cannot be replaced. There should be no expectation of special assistance with class material.
2. **Unexcused Absences** include but are not limited to: oversleeping, absences for employment, babysitting, truancy, absences which have parent consent but are for reasons not listed above. Absences for matters of convenience to the student or family will not be excused. Cases of unexcused absence may result in loss of credit for any daily work missed, multiple detentions, or suspension. One hour of class missed equals two hours of detention. **A student may lose semester credit when more than nine absences per class have been accumulated in semester.**
3. **Extra-curricular participation** will be suspended for students truant, unexcused or absent the day after performance.
 - a. If a student is absent from school due to an illness, any portion of the school day that student may not participate in either practice or scheduled performance on that day. Any exceptions must be approved by the administration.
 - b. Doctor and/or other appointments must be verified with an approved note, in order for students to participate in a practice or scheduled performance on the day of the appointment.
 - c. College visits for students involved in performances must be approved one week in advance in order to participate in practice or a scheduled performance.
4. **Truancy** - Absence from school without parents knowledge. Students who skip school, attempt to skip school, or cut class will face consequences which may include multiple detentions, a Saturday detention, suspension, loss of field trip privileges.

5. **Late to School:** A student is considered "late to school" if they are not in the classroom, in proper dress code, ready to learn, when the 8 a.m. bell rings. Students who are late for school, arriving between 8:00 - 8:20 a.m. must report to the Attendance Officer.

The school reserves the right to judge the adequacy of the reasons for absence or late arrival

B. SEVERE WEATHER POLICY

If a tornado watch or warning occurs during school hours, school shall remain in session. Catholic Central has a plan, developed in cooperation with local authorities, to provide the best possible safety for students. Students will not be sent home. However, if a parent is uncomfortable, they may come to school and get their children at any time during a tornado watch or warning. All other students will remain at school.

Policy for After-School Activities:

No after-school activity will be conducted if a tornado watch or warning is in effect at the site of the scheduled activity. If a tornado watch or warning is in effect at the site of scheduled weekend or evening activity one hour before the beginning of that activity, the activity will be canceled. When possible, we will inform the students by the public address system at 2:58 p.m. of any afternoon/evening cancellations.

C. DELAY OF SCHOOL/WEATHER RELATED

Since the Grand Rapids public schools and many suburban schools have initiated a two hour delay for school on bad weather days, we have adopted our own policy. We have also adjusted our policy regarding busing at the conclusion of the school day on bad weather days. The complete policy is stated below:

Situations/Conditions

1. Public school district closes. **Response/Policy** - No CCHS transportation in the AM or PM into that district.
2. Public school district has a two-hour delay and CCHS is on a regular schedule. **Response/Policy** - No CCHS transportation in the AM only into that district. Public school buses from delayed district will not run in AM.
3. Catholic Central has a two-hour delay. School begins at 10:00 a.m.

Response/Policy - Transportation will begin two hours after regular time. Please bear in mind that Catholic Central has students from 8 to 10 different public school districts. Therefore, it is not possible to tie ourselves to any one district. We also understand that while the roads may be passable here in the city, it may not be the case in some areas outside the city. Thus, parents are hesitant to have their student drive to school in bad weather, yet school is open. There is no simple solution to this situation. We would advise that all families determine alternate transportation means to school, if needed, whether you come by car or bus. This could avoid a last minute discussion/argument on the morning of a bad weather day! As always, we advise student drivers to plan to leave home early on bad weather days to avoid the potential problems that rushing can bring.

III. ACADEMIC POLICIES

A. GRADUATION REQUIREMENTS

MINIMUM REQUIREMENTS FOR GRADUATION

In compliance with the requirements set up by the North Central Association of Schools and those of the Catholic Central School Board, Catholic Central High School requires 24 units of credit for graduation for the graduating class of 2010. One unit is one full year of successful work in a subject. Of the 24 units, the following requirements must be met for graduation.

English	-	4 units	Science	-	2-3 units
Religion	-	4 units	Social Science	-	3 units
Mathematics	-	2 units	Phys. Ed.	-	½ unit
Speech	-	½ unit	Health Ed.	-	½ unit
Foreign Lang	-	½ unit			
Visual, Performing, and Applied Arts	-	1 unit			

B. GRADE REPORTING/GRADING SCALE

1. REPORT CARDS

Report cards are distributed within eight school days of the end of each quarter. The distribution method used each quarter is listed below:

1st Qtr. - Given to the student and posted on school web system.

2nd Qtr. - Given to the student and posted on school web system.

3rd Qtr. - Given to the student and posted on school web system.

4th Qtr. - Mailed to the student's home

For the actual dates of the above distribution, please check the school year calendar.

2. SCHOOL GRADING SCALE

A+	99 - 100%	4.0	C	79 - 82 %	2.0
A	95 - 98 %	4.0	C-	77 - 78 %	1.7
A-	93 - 94 %	3.7	D+	75 - 76 %	1.4
B+	91 - 92 %	3.4	D	72 - 74 %	1.0
B	87 - 90 %	3.0	D-	70 - 71 %	0.7
B-	85 - 86 %	2.7	E	0 - 69 %	0.0
C+	83 - 84 %	2.4			

3. GRADE EXPLANATION

"A" is a grade which shows superior mastery of the subject and maturity of action and response. "B" is a grade, which indicates fulfillment of all requirements and a quality of work, which is considerably above average. "C" is a grade which represents achievement of average quality. "D" is the lowest passing mark. The quality of work shows little achievement beyond minimum requirements for the course. "E" denotes failure to complete the minimum essentials required to complete the course. To obtain credit in a required course and to meet graduation requirements, the student must repeat the course.

C. PROGRESS REPORTS

Approximately mid-point in each academic quarter, teachers will update grade reports online.

D. INCOMPLETES

A student who receives an incomplete in a class should take the responsibility for working

with the teacher to determine what is missing. An incomplete grade must be made up within 2 (two) weeks of the end of the marking periods. Extensions may be given with the approval of the teacher and the principal.

E. WITHDRAWAL FROM SCHOOL

A student who withdraws from school does so through the Guidance Office. Before a transcript of records can be mailed to a new school, the student must have a clean record in classes (all books and materials turned in), the library, and any other place where school materials have been used; all tuition and fees must be paid in full.

F. CLASS CHANGES

Since student course requests determine staff needs, much time and effort is spent to make sure students are placed in the correct courses. In the case that a change is needed, the student should contact a counselor. In most cases, it is necessary for the student to discuss any changes with the teacher then see a counselor for a class change request form. This form should be filled out, signed by the parent and teacher and returned to the counselor. The request for change will then be reviewed by the high school principal for a final decision.

G. HOMEWORK POLICY

In an effort to encourage completion of daily homework assignments for 9th and 10th grade students, test-taking privileges may be withheld when a student is not current in their homework. Parents are notified prior to the test of this situation. Successful and consistent completion of all homework assignments is expected of all students, and, it is part of their quarter grade. Students are expected to have 2-3 hours of homework (written and/or reading) each night and are expected to take books home for this purpose.

H. ACADEMIC PROBATION

Every effort will be made to assist students who are struggling academically and/or are failing or near failing in their studies. However, if a student with a demonstrated academic ability fails to improve after the normal progression of interventions by staff and parents/guardians, that student may be placed on academic probation.

I. ACADEMIC DISHONESTY

Part of our mission statement is to instill in students a love of life, a sense of respect and responsibility to self, family, church and community. Central to our school community is the personal integrity of each member. Dishonesty in any form is an extremely serious offense and Catholic Central has a strict policy regarding academic dishonesty which includes, but is not limited to plagiarism and any form of cheating on homework, papers, quizzes, tests or any other work assigned by a teacher. This may also affect eligibility, induction, or dismissal from National Honor Society.

a. PLAGIARISM -

It is understood that all academic work which a student submits to his/her instructor is the result of the student's own work. When a student submits work claiming to be his or her own, but which in any way borrows ideas, organization, wording, or anything else from some other source without an appropriate acknowledgment of that fact, the student is guilty of plagiarism. Plagiarism may take many forms. In general, however, it can be defined as presenting as one's own, the words or works or opinion of someone else.

Students commit plagiarism if they submit as their own work: (1) part or all of an assignment copied or paraphrased from another source, such as a book, a magazine, or a manuscript, without written acknowledgment, (2) material prepared by another person or organization.

A student is an accomplice in plagiarism and equally guilty if he/she (1) willfully allows his/her paper in outline or finished form to be copied and submitted as the work of another, (2) prepare a written assignment for another student and allow it to be submitted as

his/her own work.

When in doubt as to the criteria for writing reports and papers, it is the student's responsibility to consult beforehand with the instructor who will receive the finished work.

b. CHEATING -

Cheating includes any attempt by a student to answer questions on a quiz, test, homework or projects by any means other than his/her own knowledge. Examples of cheating are:

- a. Use or attempted use of any materials in the process of completing/or studying for a test which have not been approved by the instructor (including previous tests used by a teacher).
- b. Oral transmission of information either given or received during a testing period (including homework).
- c. Intentional observation of another's work for hints on materials or technique during a lab or test without the consent of the teacher.
- d. Obtaining or attempting to obtain in part or whole, a copy of the examination without the teacher's consent.
- e. Buying or previewing previous tests given in the course without the consent of the teacher.
- f. Submission of identical papers or work for two different courses without the explicit approval of both teachers.

If a student is suspected of cheating or plagiarism, the teacher will confront the student. If it is found that the student was cheating, the following penalty will be applied:

- a. The student receives a "0" on the test or paper.
- b. Parental contact must be made by the teacher to discuss the situation.
- c. Saturday detention.
- d. 2nd offense will bring Academic Probation.

If a student feels they are being wrongfully charged with cheating or plagiarism, a meeting with the principal or assistant principal may be set up where in a final decision would be made.

J. COMPUTER USE GUIDELINES

1. Technology equipment will be treated with proper care and used in the manner intended.
2. Students will not knowingly, or with intent to harm, install, load, or copy a virus onto any computer or network owned by the school.
3. Students will not abuse print server rights by:
 - * Purposely sending blank pages,
 - * Printing documents that are very long in length (i.e. more than 8 pages),
 - * Printing documents containing profanity, abusive language, or threats,
 - * Sending any unrecognized command causing fatal errors to the printer or printer queue.
 - * Printing documents for personal use (i.e. notes to friends, web pages, etc.) without permission. A 10-cent per page charge may apply.
4. Students will not give or willingly allow others to use their ID or password on the network.
5. Students will not encrypt any files stored on the network or local drive.
6. It is understood that files stored under a student's ID on a school computer or server or any disk/CD ROM owned by students or by the high school is under the supervision of the Net-

work Administration. All files stored on the server, floppy disks, and/or CD ROMs may be viewed by any staff member at any time.

7. Students will not under any circumstance circumvent security measures established by the Network Administration.
8. Students will not copy any application programs or file owned by, or licensed to, the Catholic Secondary Schools for personal use.
9. Students will not delete any files or application programs owned by, or licensed to, the Catholic Secondary Schools.
10. Students will not load or install any applications or programs on any computers or networks owned by the Catholic Secondary Schools. This includes all shareware, freeware, and any compressed applications (i.e. files that are zipped, stuffed, etc.).
11. Students will not misuse the network by storing any graphic that is not intended for educational purposes on the server or local hard drive.
12. Student-owned copies of licensed sounds, clip-art, or icons, will be stored and retrieved from floppy disks or CD ROMs only. They will not be saved or stored on the network or hard drives. Anyone violating this agreement will face disciplinary actions.

K. INTERNET ACCEPTANCE USE POLICY

Our computer network system gives students and staff access to an array of learning resources including the Internet. Use of the network and the Internet is governed by the values expressed in the mission statements of the Catholic Secondary Schools and of Catholic Central High School. The same appropriate behavior and communication expected in the classroom, hallways and at every school activity is required of students using the network system and the Internet.

All Internet users agree to:

1. Respect the privacy of other users. Users shall not intentionally modify or obtain copies of files, data, or passwords belonging to other users or represent themselves as another user.
2. Respect the legal protection provided by copyright and license to programs and data.
3. Respect the integrity of the computing systems. Users shall not develop programs which harass other users or infiltrate a computer or computer system and/or damage or alter the software components of a computer or computing system.
4. Adhere to the values of our Catholic community when judging the appropriateness and content of material they access, transmit, publish or store on the network. Hate mail, obscene or pornographic material, harassment, discriminatory remarks, and profanity shall not be viewed, downloaded, or transmitted.
5. Respect the rights of others on the Internet. Students are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Use language and choose topics which are appropriate for a public discussion. Remember that most of what is transmitted on a network, including e-mail, is neither private nor anonymous.
 - b. Do not reveal personal addresses or phone numbers—your own or those of others.
 - c. Do not misrepresent yourself.
 - d. Do not use the network in such a way that you would disrupt the use of the network by others.
6. Use chat rooms and list servers only with staff permission and during teacher-directed activities. Any user violating this acceptable use policy will face disciplinary action. Depending on the nature and the severity of the violation, possible disciplinary actions include:
 - a. Users may be banned from further use of the Internet.

- b. Users may be required to make full financial restitution for any unauthorized expenses or damages incurred.
- c. Users may face additional disciplinary action as outlined in this handbook.
- d. Illegal activities may be reported to the appropriate law authorities.

L. MAKE-UP ASSIGNMENTS AND TESTS

1. In most classes students are expected to keep assignments in a special notebook. Work is usually assigned several days ahead so that if students are absent from school for several days they can ordinarily keep up with their work satisfactorily until they return. In case of a short absence (three days or less), it is usually possible to obtain the full assignment by calling a responsible student in the class. If the absence is going to be for an extended period of time, due to illness, arrangements should be made through the Guidance Office. Please allow 24 hours lead-time for the Guidance Office to obtain materials and assignments from teachers.
2. Unexcused absences - there are no make up privileges for work missed due to this kind of absence. Students have a right of access to assignments but with no credit for make-up work. Students on suspension are allowed to make up work. A 2% grade reduction per day of suspension will be administered at the end of the quarter.
3. For excused absences - even though a student is given the opportunity to make up work missed by excused absences, it is impossible to regain the full benefit of the regular class; therefore, absences should occur only when absolutely necessary. Students who plan to be absent for school-sponsored events, scheduled medical appointments or seniors on a college visitation must make prior arrangements with teachers for make up work. If a student has been absent because of illness or some other unforeseen reason which is considered excused, it is the student's responsibility to check with each teacher the day of return to determine the work needed to be done as make-up and to arrange specific dates for completing the work and taking tests, if any tests have been missed. It is expected that make-up work will be completed within a period of time no longer than the time missed from school.
4. If a student is to be absent for an extended time other than illness, (i.e. vacation, trip):
 - a. The administration must be notified by parents at least two weeks in advance.
 - b. The week prior to departure, a vacation permission slip must be acquired in the Main Office and signed by each teacher and returned to the Assistant Principal at the end of that week.
 - c. Teachers will inform students of the assignments and material that will be taught during the student's absence.
 - d. **All assignments must be submitted on the day the student returns to class unless the teacher makes other arrangements.**
 - e. Tests must be made up at the time designated by the teacher when the student returns to class.
5. Any student that does not comply with guidelines in regards to assignments and tests will receive an "E" for that work.

M. EXAMS

Exams will be given at the end of each semester and must be taken to complete the course. Students who have missed exams due to an absence must arrange a make-up exam with their instructor(s). Exams will not be given to students who have outstanding accounts with school (detentions, library and book fines, tuition, uniforms, etc.)

SENIOR EXAM EXEMPTION

- a. It is granted at the teacher's discretion.

- b. It is for second semester only.
- c. A student must have a minimum of a B- average in 3rd and 4th Quarters combined to be considered.
- d. Teachers do not round off grades or points.
- e. A "C+" and "B-" average out to a "C+", not a B-".
- f. If a student has a B+ and A- for the two quarters and wants an A for the final grade then he/she must take the final exam to earn the higher grade.
- g. Any AP student who does not take the official AP exam must take a final exam in the course, unless he/she is a senior who meets the above conditions.
- h. AP students who take the official AP exam may be exempt from taking a final exam provided the above conditions are met.

N. CANCELLATION OF EXAMS

In the event exams have to be cancelled on a regularly scheduled exam day, they will be made up the next weekday. Usually a day is scheduled for correcting exams, etc., this then becomes an exam day. The schedule pushes back a day. Example - if exams scheduled for periods 4, 5 were to be held on Wednesday, but are cancelled due to weather, these exams would be given on Thursday. Those exams scheduled for Thursday will be given on Friday, even though Friday may have been a non-scheduled school day.

IV. GENERAL INFORMATION

A. OVERNIGHT FIELD TRIP PROCEDURES

Student involvement in curricular and extracurricular field trips provides enrichment to a comprehensive school program. Some field trips that require multiple days may involve students staying overnight. To communicate supervision guidelines and student behavioral expectations the following guidelines will be met.

- 1. The staff member proposing the trip will meet with the principal to seek approval before the trip can be considered a school sponsored event.
- 2. If approved, trip leaders are given specific guidelines by the administration to be adhered to in each of the following areas: transportation, chaperone guidelines/expectations, a parent meeting, permission slips, hotel room information/rules and fundraising expectations.
- 3. A written copy of these guidelines will be given to each parent before they decide if their child will participate in the trip.

B. CAFETERIA - STUDENTS ARE TO:

- 1. Go to their lockers before "A" Lunch and after "D" lunch only.
- 2. Use the bathrooms on the first floor.
- 3. Students will be dismissed three minutes before a bell rings to begin class. Students arriving after this bell will be considered tardy to class.
- 4. Student lunch accounts are encouraged.

C. BRINGING GUESTS TO SCHOOL

- 1. Students may bring a guest to school under the following conditions:
 - a. Relatives or a friend visiting from out-of-town.
 - b. Student interested in possibly attending Catholic Central.
- 2. To bring a guest to school you MUST obtain a guest permit from the Assistant Principal or the Director of Admissions at least 24 hours in advance of the visit. This permit is to be signed

by each of the host's teachers. The signed guest pass is then returned to the Assistant Principal for his approval or denial.

3. Numbers of requests and activities going on in the school may limit the number of guests on a given day.
4. All requests must be accompanied by written permission from the host parents.

D. BOOKS AND PERSONAL PROPERTY

Students are responsible for their books/personal property and should keep them locked in their lockers as needed. Textbooks must be covered at all times and teachers will check periodically. Book bags are permitted and should follow the guidelines for appropriateness (references to drugs and alcohol, are not permitted).

E. STUDENT I.D. CARDS

Students will receive an identification card shortly after the beginning of the school year. This card may be required for various activities. Students should carry this I.D. card with them at all times.

F. WORK PERMITS

Work permits may be obtained in the Main Office.

G. LOST AND FOUND

Lost items should be reported to a teacher or to the assistant principal immediately. Items found are to be turned in to the Main Office.

H. DAILY ANNOUNCEMENTS

Announcements will be read by teachers in their class rooms during 5th hour. Students should be alert to all announcements. If you wish to have an announcement read, there is a form to be filled out and turned in to the main office by 10:00 a.m. The announcement must be approved by the sponsor or the administration. Written copies of the announcements are posted on the bulletin board outside the attendance office.

I. MEDICATION POLICY

Parents of students who are required to take medication during the school day are to notify the Guidance Office. Students are required to store their medication in the Guidance Office; come to the Guidance Office to take it, as needed. Specific arrangements should be handled with a counselor.

J. CLUBS AND ACTIVITIES

There are many opportunities for students to be involved in activities at Catholic Central. Following is a list of many of those activities. New clubs and organizations are established from time to time and students are notified of this through morning announcements. Early in the school year, a sign-up period will be provided for all students.

Student Congress	Peer Ministry	E.A.R.T.H. Club
Teens for Life	Quiz Bowl Team	Science Olympiad
CORE Team	Spanish Club	H.O.P.E.
Writers Club	French Club	School Ambassador
Latin Club	Rugby	Drama
National Honor Society		

K. STUDENT MESSAGES

Phone messages for students are accepted and delivered to students on an important business basis only, and generally only from parents or guardians. Friends calling and leaving messages

will not be delivered. The attendance clerk will decide whether it is deliverable. Parents dropping off items at school such as lunches, uniforms, etc. should do so at the **main office**, we will notify the student to then pick them up between classes.

V. THE GUIDANCE PROGRAM

The Guidance Program encourages students to search for a positive self-concept, realistic goals, and a sense of responsibility for one's life. Within the framework of system support, responsive services, and guidance curriculum components, the guidance counselors assist students in progressing toward their maximum potential in the areas of educational, personal/social, and career development.

- A. **FOUR-YEAR PLAN FOR INCOMING FRESHMAN** - An orientation program presented each spring informs the current 8th grade students and their parents of high school curricula and graduation requirements. With this information, students complete a four-year plan which is submitted with the registration materials for freshman year courses.
- B. **REVIEW OF GRADUATION PLANS** - Because students' interests and achievements change over time, students and their parents are encouraged to monitor for these accordingly.
- C. **PARENT INFORMATION EVENINGS** - During the fall, the counselors hold grade level meetings for parents to address topics of concern.
- D. **STANDARDIZED TESTING** - Students are given various standardized tests through the high school years.

PLAN (preliminary American College Testing) - recommended for all sophomores.

PSAT/NMSQT (Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test) - recommended for all juniors and select sophomores.

Self-Directed Search - recommended for all juniors.

MEAP (The Michigan Educational Assessment Program) - determines the eligibility for the Michigan Merit Award. Recommended for all juniors.

- E. **INTERPRETATION OF TEST RESULTS** - Students may request an individual conference with their assigned guidance counselor to receive help in interpreting test results.

VI. CAMPUS MINISTRY

SECTION 1 (RELIGIOUS ACTIVITIES)

A. PEER MINISTRY

The goal of Peer Ministry program is to aid students in developing positive relating skills with self, others and God. Through students helping students, the program seeks to foster the building of healthy Christian relationships throughout the students' lives. Peer Ministers are juniors and seniors who have applied, been chosen and trained. **A student may talk to a Peer Minister during the school day by asking a Peer Minister, who will take the request to the Campus Minister, or asking the Campus Minister directly.**

B. LITURGY PLANNING

Catholic Central students and faculty celebrate liturgy (either Mass or Prayer Services) about once a month. These liturgical experiences are planned by a group of students.

C. EUCHARISTIC MINISTER TRAINING

Working with the Diocesan Worship Office and each student's home parish, Catholic Central identifies and trains Eucharistic Ministers. Parishes then commission the students and schedule them. Catholic Central offers Eucharistic Minister Training once each school year.

D. CHRISTMAS FAMILIES PROJECT

The Campus Minister and the Volunteer Coordinator assign a needy family to every 5th hour class, at the beginning of Advent. Students donate money and materials, gather donations from outside sources, and prepare whatever is needed to give these families a complete Christmas.

SECTION 2 (RETREAT PROGRAM)

At Catholic Central, the retreat program focuses primarily on relationships -- the relationship of the student with others and with God. Because we are unable, at this time, to offer students the opportunity of a small individual retreat, we encourage students to participate in this type of experience through their parish and/or youth minister.

A. 9TH GRADE - FRESHMAN F.I.R.S.T. DAY

This is a one day community building experience held during the school day and on our campus.

B. 10TH GRADE - SOPHOMORE COMMUNITY DAY

Sophomores travel to the CAT for the day.

C. 11TH GRADE - JUNIOR EXPERIENCE

Each Junior Religion class travels to an experiential camp setting for the opportunity to appreciate the gifts and talents God has given to us all.

D. 12TH GRADE - COREX

COREX (Community Religious Experience) is a three-day optional experience for incoming Seniors.

SECTION 3 (CHRISTIAN SERVICE)

As Catholic Christian educators, we believe that Christian Service is an inherent part of being a student at Catholic Central High School. We believe that the basic purpose of the Catholic high school should be to stress the transference of learning into action as a Gospel imperative. Catholic Secondary education should lead students to a higher level of awareness of social responsibility both within and outside the school. As such, all students at CC are expected to become involved in the following service program. Service hour forms are available in the Campus Minister's Office. All service hour forms must be turned in by May 31 to be eligible for the transcript endorsement.

VII. GRAND RAPIDS CATHOLIC SECONDARY SCHOOLS - ATHLETIC CODE

INTRODUCTION:

The athletic program, as a vital part of the total education program, supports the school mission by making positive contributions to the development of the participants, spectators, school, and community. Every student will have an equal opportunity to participate in the privilege of high school athletics and to be part of the proud heritage of athletics at the Grand Rapids Catholic Secondary Schools.

Student-athletes participating in sports on Grand Rapids Secondary Schools teams have a responsibility to remain drug/alcohol free, and comply with team rules, school policies, and community laws. Participation in athletics is a privilege granted to those who work hard and follow the rules. It is not a right simply because a student is enrolled. Our athletes conduct is closely observed on and off the competitive fields, therefore it is imperative that they act responsibly to reflect positively on themselves, their family, and their school. Academic eligibility standards require each athlete to receive passing grades in at least four courses for the prior and current semester. Grades are checked regularly during the school year and poor performance will impact athletic eligibility. Each athlete and parent/guardian verify by signature on the Parent-Student Handbook cover letter that they have read and understand the Athletic Code and procedures described below.

GRAND RAPIDS CATHOLIC SECONDARY SCHOOLS

ATHLETIC CODE

1. Because of the life-long moral, social and physical development opportunities provided to me by athletics, I recognize it is a privilege to participate in athletics.
2. To achieve personal and team objectives I realize on-time attendance at all practices and meetings is important. I will make every effort to be in attendance, and understand my participation in athletics will be curtailed by absence or tardiness.
3. Because of my personal goals, and pride in representing my family, school and team, my conduct in and out of school will follow established rules (e.g., School Handbook, Athletic Code, Team Rules) at all times.
4. Because athletics is only a part of the total school experience I will work hard in academics throughout the year to achieve my goals and the athletic eligibility requirements. I understand I must achieve a 2.0 g.p.a. (1.5 g.p.a. for freshmen) each 9-week marking period, or I will be ineligible for the next nine weeks. My teammates are counting on me.
5. To enjoy the full benefit of athletics I will practice good sportsmanship with teammates and opponents before, during and after all athletic events.
6. To maintain my health and to be mentally ready for competition I will keep myself clean and well-groomed.
7. Operating the extensive athletic program for my participation requires the financial support of many people. I am responsible for the care and cleaning of all school equipment and uniforms issued to me and will return all items in good condition at the scheduled time. Issued equipment/uniforms will not be worn as personal clothing unless approved by the Athletic Director.

ADMINISTERING THE ATHLETIC CODE

Academic performance: Each athlete, including club sports, must meet school Grade Point Average (g.p.a.) requirements. For each nine-week marking period Freshman must achieve at least a 1.5 g.p.a. to remain eligible. All others require a 2.0 g.p.a. minimum each nine weeks to remain eligible. Students not meeting those standards may appeal their ineligibility in writing to a Review Committee if there are valid reasons for not meeting the standard.

Student conduct: Recognizing there will be occurrences where an athlete makes a poor choice and violates the code, an investigation, adjudication and appeal process is described below. It is intended to ensure fair and equitable treatment of all involved.

Due Process

Students will not be disciplined on hearsay evidence. Persons making charges against student-athlete(s) must identify themselves to school officials and provide a written statement if requested. Upon receipt of such complaint, the Athletic Director will contact the student and parents/guardian to discuss the situation. If the preponderance of evidence points to a violation, disciplinary action will be taken.

1. All disciplinary action will include end-of-season city and state-level contests and will roll-over to the following season if necessary to complete the full action.
2. If the violation is drug or alcohol related, one-third of the penalty may be suspended upon enrollment in an approved substance-abuse program. The suspended portion of the penalty will be removed upon completion of program, as evidenced by written notification to the Assistant Principal by the health professional.
3. Disciplinary action under the Athletic Code is independent of action taken by other authorities. A student-athlete suspended from school is not allowed to participate in school activities. Friday school suspensions carry over to weekend events.

Violation Categories

Category "A" violations are acts that are illegal or seriously disrupt the accomplishment of the school and/or athletic mission. They may occur in school, at school events, away from school, or in or out of a sport season. Category "A" violations *include, but are not limited to*, the following:

1. Possession, use, or transfer of controlled substances or any item represented to be a controlled substance.
2. Possession, use, or transfer of alcoholic beverages. (Malt beverages labeled as non-alcoholic may contain alcohol. The possession or consumption of malt beverages regardless of their alcoholic content is not appropriate conduct and will subject the student-athlete to disciplinary measures.)
3. Possession, use, or transfer of weapons.
4. Major theft.
5. Arson.
6. Malicious destruction of property.
7. Striking or threatening school personnel.
8. Actions, in or out of school, which would be deemed felonies under the criminal code.

Category B and C Violations relate to conduct unbecoming a Grand Rapids Catholic Secondary School student-athlete. They may occur in school, at school events, away from school, or in or out of a sport season. They *include, but are not limited to*, the following:

Category "B" Violations:

1. Possession or use of tobacco in any form.
2. Repeated school behavior referrals.
3. Vandalism.
4. Minor theft.
5. Actions, in or out of school, which would be deemed misdemeanors under the criminal code.

Category "C" violations:

1. Skipping class.
2. Fighting in or out of school.
3. Insubordination.
4. Threatening or harassing other students.
5. School suspension.

NOTE: Athletes remaining at a location where controlled substances or alcohol are being used illegally are in violation of this code.

Disciplinary Actions for Violations: After confirmation of the violation, the student-athlete shall lose athletic privileges for the seasonal contests authorized by the MHSAA for that sport (or next scheduled sport for that student) according to the chart below. Violations carry over from year to year, covering the entire period of enrollment in Catholic Secondary Schools.

Category

	<u>A</u>	<u>B</u>	<u>C</u>
First Offense	50%	25%	10%
Second Offense	100%	50%	25%
Third offense	Permanent	100%	50%

Example: Basketball is authorized 20 contests per season. A second category C offense will result in suspension from 5 games. All fractions round up to the higher full game. If the full period of suspen-

sion is not served in the current season the remaining percentage will be served in the student's next sport season. (Example: A 50% suspension near the end of football season may result in suspension for 1 football game (10%) and 8 basketball games (40%). Community service work may be included in disciplinary action. Unless directed otherwise, all suspended athletes will attend all practice sessions and contests, however, they may not wear game uniforms or participate in any game or scrimmage. Failure to meet these requirements may increase the length of the suspension.

Appeal Process:

If, after being notified of a decision regarding a violation, a student believes the process described above was not administered properly, or that all facts were not revealed, an appeal may be made. The Complaint Resolution Process is discussed in Section I of the handbook. *Any loss of privilege of participation will continue during the appeal process.*

TRANSFER STUDENTS

In addition to school and MHSAA transfer eligibility rules, the Grand Rapids Catholic Secondary Schools will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a school or athletic code violation at the student's most recently attended school. This policy applies even if the student transfers under one or more of the allowable waivers for immediate eligibility.

GENERAL ATHLETIC POLICIES:

1. Commitment to a team: When a student-athlete is a member of a team he/she may not quit the team without meeting with the head coach and the Director of Athletics. Athletes failing to follow this procedure will be unable to go out for the next sport in which they would normally participate.
2. Attendance: Athletes' first priority is to complete their secondary school education. Students must make every effort to be in attendance the full day of, and the day of school following an athletic contest. Attendance at school means a full day. Arriving third or fourth hour is not acceptable for athletic participation. Leaving early to rest for a contest is not acceptable.
 - A. If a student is out for an approved reason: medical appointment, funeral, school business, etc., he/she may still practice or participate in a scheduled contest.
 - B. Students may not stay at home to rest the day following a contest. If the absence is valid he/she will be excused. If not excused, he/she will be unable to participate in the next regularly scheduled contest.
3. Eligibility Rules: State and the Catholic Secondary School Board rules apply. State requirements are at least 20 hours of credit in the previous semester (pass four classes) to be eligible during the present semester. In the present semester you must be passing at least 20 credit hours. Academic progress checks will be conducted periodically. GPA requirements described above must be met.
4. Removal from a team: If a student-athlete is removed from a team for a major violation, they cannot be officially associated with the team, they will lose their letter, not be able to attend the team banquet and possibly lose individual honors at the end of the year. Athletes who are ejected from their last contest as a Senior may lose their letter/certificate, plus possible end of the year city or state awards. This is at the discretion of the Athletic Director.
6. Physical Examinations: Every student in an interscholastic sport must have a current physical examination by a licensed physician or physicians assistant on file with the Athletic Director. The physical must be taken on or after April 15 to be effective for the upcoming school year. The athletic department sponsors a low-cost physical exam in late May or early June at the school from 5:30-7:00pm.
7. State or city activities: School absence for State or City Meet level athletic competition will be limited to those student-athletes who have qualified. With written parental and teacher approval non-qualifying Junior and Senior members of a team may attend to support their team. They

- must be at the event the entire time our team is participating as verified by the coach.
8. **Non-school Athletics:** (AAU, GRAHA, etc.) Student-athletes must seriously consider the time and effort demands of participating in other athletic activities while they are participating in a Catholic Central athletic program. The Catholic Central program must have priority. If a student chooses to be absent from school team activity for non-school athletics it is “absence” and will be treated as such. The MHSAA forbids students representing their high school in a sport from participating in that same sport during that particular season.
 9. **Out of season organized practice:** Catholic Central encourages its athletes to compete in as many school sports as they wish. Specialization in a given sport, to the point where possible membership in another sport is neglected, is discouraged. Numerous MHSAA restrictions are covered in the MHSAA Handbook, available at www.mhsaa.com.
 10. **Transportation:** Generally, each player is responsible for transportation to and from practice and contests within 15 miles of the school. School bus transportation for teams may be arranged by the coach. The coach will inform parents of transportation plans at the beginning of the season. When transportation is provided athletes must ride on that transportation. An exception may be allowed if a parent requests that their son/daughter return with them. Liability issues may arise if athletes do not have approval to use alternate transportation.
 11. **Vacation:** Catholic Central student-athletes and parents should carefully evaluate the schedule and conflicts that may arise due to vacations and family commitments. We fully encourage family vacations, but athletes must also serve their commitment to a team. The athlete needs to be aware that if he/she misses scheduled practices or contests that they will miss additional participation when they return. Prior to an athlete leaving on a vacation, coaches will define number of days, contests and amount of time to be made up.

FOOD SUPPLEMENTS

Student-athletes are exposed to many individuals and/or marketing programs promoting the use of food supplements to increase athletic performance. These food supplements are not necessary for a student to compete on Grand Rapids Catholic Secondary Schools teams. The following statement from the National Federation of High Schools Sports Medicine Advisory Committee establishes our school policy on this matter:

“School personnel and coaches should not dispense any drug, medication, or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals, and senior school administrative personnel.

Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel or coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.”

Bottom Line: A well-balanced diet and a disciplined exercise program will provide any high school athlete the physical ability to compete at the high school level. Parents are encouraged to review this Athletic Code periodically with their student. Coaches will also discuss the Code as they meet with their teams throughout the year.

MEMORARE

Remember, O Most Gracious Virgin Mary, That Never Was It Known
That Anyone Who Fled To Your Protection, Implored Your Help, And
Sought Your Intercession Was Left Unaided. Inspired With This
Confidence, I Fly Unto You, O Virgin Of Virgins, My Mother! To You I Come, Before You I Stand,
Sinful And Sorrowful, O Mother Of
The Word Incarnate, Despise Not My Petitions, But In Your Mercy
Hear And Answer Me. Amen

CATHOLIC CENTRAL FIGHT SONG

You got to go Catholic Central break right thru that line
With your colors flying, we will cheer you all the time

RAH RAH RAH

Go Catholic Central fight for victory

Fight for the fame of our fair name

Go Catholic win that game

Go Catholic Go

Go Catholic Go

Hit 'em high ...Hit 'em low...but go Catholic go

You got to go Catholic Central break right thru that line

With your colors flying, we will cheer you all the time

RAH RAH RAH

Go Catholic Central fight for victory

Fight for the fame of our fair name

Go Catholic win that game!

SCHOOL MASCOT

Cougar

SCHOOL COLORS

Royal Blue & White