

**CENTRAL CATHOLIC  
JUNIOR-SENIOR HIGH SCHOOL  
2016-2017 STUDENT-PARENT HANDBOOK**

**MISSION STATEMENT OF THE DIOCESE OF  
LAFAYETTE-IN-INDIANA**

We are the people of God uniting in the heart of Jesus Christ. We join the whole Church in proclaiming the Gospel in Word, Sacrament, and Charity for the salvation of all people.

**MISSION STATEMENT OF THE CATHOLIC SCHOOLS IN THE DIOCESE OF  
LAFAYETTE-IN-INDIANA**

The Lafayette Catholic School System, centered on Jesus Christ, educates the whole person in a culture that is:

- sustained by Gospel witness and service
- imbued with a Catholic worldview
- supported by a community of faith
- distinguished by academic excellence
- committed to student success

**LAFAYETTE CATHOLIC SCHOOL SYSTEM**

Address: 2410 South Ninth Street

Lafayette, Indiana 47909-2499

Phone: 765-474-5427 (Business Office)

765-474-7500 (Development Office)

Business/Development Fax: 765-474-5426

Executive Director: Mr. Eric Davis

Executive Assistant: Mrs. Theresa Loyd

Director of Admissions: Mrs. Angie Schrader

Admissions Assistant: Mrs. Lisa Ayala

Business Associate/Student Aid Coordinator: Mrs. Barb Schummer

Business Manager: Mr. David Shelby

Finance Coordinator: Mrs. Kim Granlund

Manager of Constituent Relations: Ms. Emilee Bollock

Database Coordinator: Mrs. Natalie Stevens

Director of Learning Design and Technology: Mr. Jeff Botteron

Director of Advancement: Mr. Matt Buche

Director of Marketing and Communications: Mrs. Amanda Manley

**RESOLUTION OF NONDISCRIMINATORY  
PROCEDURES FOR THE LAFAYETTE  
CATHOLIC SCHOOL SYSTEM POLICY  
STATEMENT**

It is the policy of the Lafayette Catholic School System of the Diocese of Lafayette-in-Indiana to comply with federal and state laws prohibiting discrimination and all requirements imposed by or

pursuant to regulations discussed thereto, to the end that no persons in this diocesan educational system (with additional listings in The Official Directory published by P.J. Kennedy and Sons) shall, on the grounds of race, color, national or ethnic origin, gender, with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration of selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school.

All Catholic Schools in the Diocese are equal opportunity employers. Employment is available to all persons based on their job-related merits and qualifications, and without discrimination on the basis of race, color, age, disability, handicap, national or ethnic origin, or sex. Consistent with the religious mission and teaching of the Catholic Church as well as federal and state law, the Diocese reserves the right to require that employees for some positions within the Pastoral Office for Education, as well as some positions within the schools, be held by practicing Catholics.

## **CENTRAL CATHOLIC JR-SR HIGH SCHOOL**

Address: 2410 South Ninth Street

Lafayette, Indiana 47909-2499

Phone: 765-474-2496 (Main Office)

765-474-3524 (Athletic Office)

765-471-8362 (Guidance)

Administrative Fax: 765-474-8752

E-mail: visit [cc.lcss.org/faculty-and-staff/](http://cc.lcss.org/faculty-and-staff/)

Pastor: Rev. Tim Alkire

### **Administrative Team:**

Principal: Mr. Neil Wagner

Assistant Principal: Mrs. Melissa Robertson

Administrative Assistant: Mrs. Donna Marlatt

Director of Campus Ministry: Mrs. Jodi Justak

Director of Guidance: Mrs. Velma Fonderoli

Director of Student Services: Dr. Mel Davis

Athletic Director: Mr. Tim Bordenet

Assistant Athletic Director: Mr. Don Coller

## **THE SEAL OF CENTRAL CATHOLIC JUNIOR-SENIOR HIGH SCHOOL**

**An American shield of thirteen stripes as contained in the Great Seal of the United States** - The shield is surmounted by a cross, thus symbolizing the inscription on the school's cornerstone, "To God and Country".

**A crescent moon, traditional symbol of the Immaculate Conception as foretold in the Canticle of Canticles (6, 9)** - The school is under the patronage of the Immaculate Conception and the same symbol is contained in the coat-of-arms of the school's founder, Bishop John G. Bennett, D.D.

**A fleur-de-lis, or heraldic lily, traditional symbol of St. Joseph, second patron of the school** - The fleur-de-lis was also contained in the flag of Bourbon, France, first flag to fly over what is now Lafayette, in 1719.

**A scroll bearing the Latin motto, Ad Majorem Dei Gloriam—To The Greater Glory Of God** - The school was officially dedicated to this purpose July 22, 1956. The motto is a time-honored

one in the field of Catholic education and has been used by Catholic schools for many centuries. Beneath the scroll, in Roman numerals, is the date of the school's founding, 1957. The seal is printed in the school colors of blue and white. It will be used on all school documents, diplomas, etc., and was formally approved for Central Catholic High School by the Diocese of Lafayette-in-Indiana on April 13, 1957.

**Central Catholic Junior-Senior High School is dedicated to the greater honor and glory of Almighty God and placed under the benevolent patronage of the Immaculate Conception, St. Joseph, St. John Bosco and St. Maria Goretti.**

## **Central Catholic Knights Fight on, Central Catholic**

Fight on! Central Catholic

Ever loyal, ever true!

**CHARGE!** oh Central Catholic

**Fearless Knights of white and blue!**

Forward, Knights, to battle;

March To victory and proclaim:

“We will fight, fight, fight,

Central Catholic Knights,

Onward to fame!”

Fight on! Central Catholic

Ever loyal, ever true.

**Charge!** oh Central Catholic

**Fearless Knights of white and blue!**

**THOUGH THE ODDS AGAINST US**

**MAY BE GREAT OR MAY BE SMALL.**

“We will Fight, fight, fight,

Central Catholic Knights,

**WIN OVER ALL!”**

# **Central Catholic Jr.-Sr. High Student Handbook**

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## **Introduction**

- Students and parents/guardians will be asked to sign a document acknowledging that they are willing to comply with all of the policies of the Lafayette Central Catholic Junior – Senior High School and to strive to live in a Christ-like manner for both the individual and common good.

- All Lafayette Catholic School System students must realize that their conduct, no matter where they may be, reflects both upon their personal dignity and the dignity of their fellow students.
- Although the school cannot assume responsibility for a student's conduct when the student is outside the school's jurisdiction, students should remember, at all times, they are responsible for the good name of the Lafayette Catholic School System. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to disciplinary action by school authorities.
- It is the responsibility of each student and their parents/guardians to know and abide by the guidelines set down herein. The gravity of penalties will be determined by the seriousness of the offense and the circumstances.

## **PRINCIPAL'S DISCRETIONARY STATEMENT**

*No student/parent handbook can address and cover all policies and situations in the school community. Therefore, the principal or their designee (in the principal's absence) reserves the right to make any and/all policy decisions that may arise, that are not covered by this handbook.*

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## **Code of a Good Student**

Central Catholic Students:

- Desire to deepen their Faith
- Respect the dignity of every person and maintain the highest respect for those who serve them
- Take responsibility for their actions and defend those who cannot defend themselves
- Proud to be Central Catholic Knights!
- Maintain high standards of accomplishment
- Keep their body in good condition and know the wise proportion of rest, work, and recreation
- Possess a strong intellectual curiosity in searching out the truth
- Exemplify Christian values at all athletic and academic competitions and events

## **STATEMENT OF PHILOSOPHY**

The Roman Catholic Church has been entrusted with the mission of teaching and guiding Her members. The educational mission of the Church is an integrated ministry embracing three interlocking dimensions: the message revealed by God which the Church proclaims; the fellowship in the life of the Holy Spirit; and service to the Christian community and the entire human community (Pastoral on Catholic Education. "To Teach as Jesus Did"). Therefore, Central Catholic Junior-Senior High School as a Catholic school receives its meaning and purpose from the very nature and mission of the Catholic Church.

- Central Catholic assists in forming each student spiritually, intellectually, physically and culturally, in an atmosphere that is authentically Catholic.
- As a Catholic school, participation in the Theology program offers our students an opportunity to study God's revealed message and the teachings of the Church.
- Central Catholic instills an awareness of the human dignity of each person and a desire to safeguard and promote those ideals. Therefore, Central Catholic does not discriminate on the basis of race, religion, gender, color, national or ethnic origin.
- Central Catholic seeks to assist each student in actualizing his/her potential, and it endeavors to foster in each student self-reliance and self-discipline. Since the crux of the learning process is reasoning, Central Catholic attempts to teach each of its students to organize and arrange their knowledge so that they may grow in the ability to think in abstract terms, to solve their problems, to know the truth, and to benefit from experience.

The interaction of the Catholic Faith with the rest of school life is brought about at Central Catholic Junior-Senior High School not only by its unique curriculum, but, more importantly, by the presence of administrators, teachers, and students who strive to express an integrated approach to learning and living in all phases of their lives. This integration of Faith and Reason distinguishes Central Catholic from other schools.

Christian community is at the heart of Catholic education, not simply as a concept to be taught, but as a reality to be lived. Through education, students must be encouraged to build a Christian community. Formed by the experience of faithful Christian community at Central Catholic, they are better able to transmit Christ in their place of work, neighborhood, country and world. To foster such understanding is the crucial task of Catholic education. Central Catholic accepts this challenge. We are confident of ultimate success, trusting not in ourselves alone, but in Jesus Christ, our Teacher, who is at once the inspiration, the content, and the goal of every good work.

## **GENERAL INFORMATION**

### **ACADEMIC INTEGRITY**

Academic dishonesty is any deception by which students pass someone else's academic work as their own. The following represent some, but not all, examples of cheating: copying another student's homework, plagiarizing, forgery, or copying during a quiz or test. *Having "crib sheets", copies of study guides, cheat sheets and etc., on your person or around you is considered cheating.* Plagiarism includes copying an entire paper, lifting sentences or phrases from other's work without proper attribution, following the exact structure of other's work, or procuring written work through the Internet or other sources. A student giving or receiving any academic information will automatically receive a zero for that material. The classroom teacher will inform the student's parents/guardian and *the* assistant principal. Individual classroom teachers will also specify any other instances of behavior (cheating), which they will not allow.

1st Offense – Level two offense, zero credit for assignment, and letter sent home

2nd Offense – Level three offense, zero credit for assignment, In-School Suspension (ISS), and letter sent home

3rd Offense – Referral to Disciplinary Committee

### **ACADEMIC WING**

The academic wing of the school building will be opened at 7:00 AM. Students are to be out of the academic wing and off school premises by 3:30 PM each day. Any student present in the building before 7:30 AM or after 3:30 PM must be under the direct supervision of a teacher, coach, or other direct sponsor.

### **ACCREDITATION**

Catholic schools in the Diocese of Lafayette in Indiana are accredited through AdvancED Indiana on Accreditation and School Improvement and the Indiana Department of Education. Therefore, schools must comply with the requirements of both organizations.

### **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic/social event sponsored by the school, **MUST** be reported immediately to the person in charge and to the school office. An Accident Report Form, obtained from the office, must be completed by the person in charge; this form must be submitted to the Principal.

### **ANNOUNCEMENTS**

Announcements of pertinent information including activities, service hour opportunities, the menu, Guidance, and Athletics are posted daily through PINWHEEL and at [www.lcss.org](http://www.lcss.org) daily by 4:00 pm.

### **ASSEMBLIES**

Throughout the year assemblies, liturgies, and meetings of various kinds will be held. Though the purpose of the assembly may vary, conduct is always to reflect a concern and respect for those conducting the assembly and for fellow students. Students are required to attend all assemblies, during regular school days, or are considered truant.

## BATTLE OF THE CLASSES

Battle of the Classes (BOTC) will take place on Friday of the last full regular school week, before finals. Students are encouraged to wear their team colors (Seniors--Yellow, Juniors--Blue, Sophomores--Red, and Freshman--Green). When designing their shirts, students are not allowed to put anything on the shirt that would be deemed inappropriate (slang terms, profanity, etc.) or violate the dress code. **If a student is failing a class or has missing work for a class, they will not be allowed to participate.** They will be required to come to school and work on missing assignments or study for finals.

## BELL SCHEDULE

REGULAR		ALL SCHOOL MASS	
First Bell	7:50	First Bell	7:50
Warning Bell	7:58	Warning Bell	7:58
Period 1	8:00-8:46	Period 1	8:00-8:46
Period 2	8:50-9:36	Period 2	8:50-9:31
10:10	9:40-10:10	Period 3	9:35-10:16
Period 3	10:14-11:00	Period 4	10:20-11:02
Period 4A	11:04-11:34	Period 5A	11:06-11:36
Period 4B	11:38-12:08	Period 5B	11:40-12:10
Period 4C	12:12-12:42	Period 5C	12:14-12:44
Period 5	12:46-1:32	Period 6	12:48--1:29
Period 6	1:36-2:22	Period 7	1:33-2:14
Period 7	2:26-3:12	Mass	2:18-3:12
2 HOUR DELAY		PARENT/TEACHER CONFERENCE	
First Bell	9:50	First Bell	7:50
Warning Bell	9:58	Warning Bell	7:58
Period 1	10:00-10:32	Period 1	8:00-8:40
Period 2	10:36-11:08	Period 2	8:44-9:24
Period 3	11:12-11:44	Period 3	9:28-10:08
Period 4A	11:48-12:18	Period 4	10:12-10:52
Period 4B	12:22-12:52	Period 5A	10:56-11:26
Period 4C	12:56-1:26	Period 5B	11:30-12:00
Period 5	1:30-2:02	Lunch 5C	12:04-12:34
Period 6	2:06-2:37	Period 6	12:38-1:18
Period 7	2:41-3:12	Period 7	1:22-2:02

## BOOKBAGS

Students will be required to keep backpacks in their assigned lockers during the school day. Student laptops will be protected with a



case but must be in a backpack when entering and exiting school. Each 7th grade student has been issued a backpack from the school. Students can use their school issued backpack or purchase a backpack with a protective computer sleeve from another source.

## **BULLYING**

### **CENTRAL CATHOLIC JR/SR HIGH SCHOOL BULLYING GUIDELINES**

The Indiana State Legislature has passed legislation regarding bullying in schools. We are required by law to address bullying in our schools. According to Indiana Codes 20-33-8-0.2 and 20-33-8-13.5 bullying is defined as:

**Overt, unwanted, repeated** acts or gestures, including verbal or written communications or images transmitted in **any manner including electronically or digitally**, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of student against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health.
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities and privileges provided by the school.

It is important to note that bullying can occur **regardless of the physical location** of the incident so long as the student acting as the bully and the targeting student attend **Lafayette Central Catholic Jr./Sr. High School**.

**Additionally, school administrators must:**

1. Investigate **all** reports of bullying immediately and include what actions or responses were taken to address the alleged bullying.
2. Notify on a regular, periodic basis the progress and findings of their investigations to the parents of the bully and the parents of the targeted student.
3. Provide training to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
4. Work with school personal and other community resources to provide information and/or follow-up services for the targeted student and educate the student engaging in bullying behavior on the effects and prevention of bullying.
5. Determine if the bullying behavior is a violation of law and required to be reported to law enforcement.

**Teachers, Staff, Students and Parents must:**

1. Notify school administrators of any reported bullying incidents.
2. Fill out the Proper Bullying Report Form (located in the main office or online) and return it within one day to the designated school administrator.

**It is imperative that we follow these guidelines to be in accordance with these new laws. Please do not hesitate to contact us if you have any questions.**

## **CAFETERIA**

Central Catholic lunch periods are 'closed', meaning all students are to stay on campus during this time. Students leaving the campus during his/her lunch period must be accompanied by a parent/guardian. No lunch period may extend beyond the normal time permitted. Students who arrive late from lunch with a parent/guardian will be unexcused for that period.

- Students are expected to report to the cafeteria during their assigned lunch period and to display good behavior, proper eating habits and good manners. Students are also to stay out of the academic wings and locker rooms. Students may not rearrange any cafeteria furniture.
- Cutting in line, or harassing students is not permitted.

- Students have the option to bring a lunch from home or purchase lunch in the cafeteria. Students may not bring in soft drinks. Lunches brought to school must be from home.
- A debit account is established for every student. Students access their account with a unique PIN that is assigned to them. Funds can be placed in their accounts at school with cash or checks or thru an outside vendor website with a credit card.
- No more than two lunches may be charged before additional funds are required to be deposited in student debit accounts. No lunches may be charged after May 1st if a student has an outstanding balance. When a student enters the serving line and takes food onto his/her tray, that student/family is responsible for payment. Students should discuss the parameters for purchasing school lunches with their parents. Purchase and payment history is available at any time by contacting the cafeteria manager or by accessing it thru the outside vendor website for a small fee.
- Students are expected to pick up after themselves when finished eating. All paper and uneaten food should be disposed of in the proper trash containers. Trays, dishes, and silverware are to be returned to designated areas.
- No food or drink is permitted outside of the cafeteria during school hours. This includes purchasing during the day.
- **No food may be delivered or carried in during regular school hours without prior administrative approval .**

### **CELL PHONE AND ELECTRONIC DEVICE USE**

The use of cell phones, I-Pods, PDAs, and other electronic devices during the school day are strictly prohibited. There is no excuse for students to have an electronic device on their person or powered on in their locker at any time during school hours. This includes calling or texting parents for any reason. Students are to turn off all devices and place them in their locker during school hours. Students may not turn them back on or remove them from their locker until after school hours. Administration reserves the right to remove any device from a locker that is not powered off or that has been in use during the school day. Students who need to call a parent may use the phone in the Main Office during their lunch, or in an emergency may request permission from their teacher to come to the Main Office. Parents of ill students will be contacted either by the student or the Main Office via the Main Office phone only.

Students who violate this policy in any way will have the electronic device taken from them. Only a parent or guardian may pick up the device from Administration or the Main Office during regular business hours. An electronic device violation is a one point category offense. A second offense will result in an In-school suspension in addition to the point accumulation. A third offense will result in a hearing in front of the Discipline committee.

#### ***Notice to Students and Parents – Cell Phone Content and Display***

- \* The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- \* It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- \* It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- \* “Sexual Conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- \* The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, requires persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.
- \* Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and

students to be aware of the legal consequences should this occur in our school system.

- ★ Indiana School Board Association Legal Services

## **CHILD ABUSE/CHILD NEGLECT**

Indiana law on reporting suspected child abuse or child neglect:

- In Indiana, an individual must make a report to the Department of Child Services or a local police department if he/she has reason to believe that a child is the victim of child abuse or neglect. (Indiana Code 31-33-5-1)
- If an individual works for an employer that has established a protocol for reporting child abuse or neglect within the organization's chain of command, then the individual and the employer must follow that protocol. (Indiana Code 31-33-5-2)
- An individual's duty to report is not satisfied by following an employer's protocol, unless a report has already been made to the best of the individual's belief. (Indiana Code 31-33-5-3)
- An individual making a report of suspected child abuse or neglect is presumed to be acting in good faith, and is immune from civil or criminal liability that might otherwise be imposed because of such action. (Indiana Code 31-33-6-1 & 3)
- An individual who knowingly fails to report child abuse or neglect commits a Class B misdemeanor, which is punishable by up to 180 days in jail. This crime can be charged whether the individual fails to fulfill his/her duty to report or fails to follow his/her employer's protocol for reporting suspected child abuse or neglect. (Indiana Code 31-33-22-1)

## **COMMUNICABLE ILLNESS**

Each school has a responsibility to provide a safe and secure learning environment for all students. In the case of severe contagious disease, strict adherence to safety measures is required. Those students diagnosed with a communicable disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a health threat to the school community. With such a certificate, a student is not to be denied attendance.

Confidentiality with respect to students who are diagnosed with a contagious disease or are HIV positive or who are diagnosed with AIDS is essential. Parents/guardians of a student are encouraged to cooperate with the principal who is to provide a safe, caring environment. Parents/guardians are not required to notify school if their child has HIV/AIDS. If parents do notify the school that a child has HIV/AIDS, hepatitis B, or another serious life-threatening condition the principal should consult with the Director of the Pastoral Office for Education who will provide counsel or notification to other persons as needed. The parents of the infected child will be informed which persons will be notified. These persons may include the school health nurse, physical education teacher, and possibly the classroom teacher.

## **CONCUSSIONS**

Schools shall comply with IC 20-34-7 regarding the education of the school community, prevention, diagnosis, and management of concussions and head injuries of students. Medical documentation must be submitted to the front office.

## **CUSTODIAL PARENTS**

Indiana law provides that the custodial parent of a child can make all decisions necessary regarding a child's education. Therefore, any information regarding a student's status, school records, or grades will be released to the custodial parent. However, student information will not be released to a non-custodial parent without the custodial parent's consent. The non-custodial parent can always obtain information directly from the student, the custodial parent, or through the school with the custodial parent's permission. Parents who maintain joint custody of their children should consult with each other and jointly make decisions regarding a child's education. Therefore, the school will release information to both custodial parents.

**A copy of the legal court custody must be on file at the school.**

## **DISRUPTING CLASSROOMS**

Classrooms will not be interrupted for students to speak to guests. Only if there is an emergency will the classroom be interrupted. If an emergency occurs, a parent or guardian should come to the Main Office and a member of the staff will contact the classroom to dismiss the student.

## **DRESS CODE**

The philosophy of the required uniform is to instill a sense of pride and belonging at Central Catholic Junior-Senior High School. Because our uniform has played such an important role in Catholic education, all students should wear their uniform with a sense of pride. In addition to a sense of unity, uniforms will reduce the materialistic distractions and help to focus our students on their education. In conformity to the dress code and Christian modesty, students are required to properly wear the uniform from the moment they enter school until they leave school. This includes wearing pants and skirts at their proper height, keeping all appropriate buttons fastened, ties appropriately tied, and all other uniform requirements.

### **The authorized vendor for LCSS is:**

Risse Brothers School Uniforms

317-570-0898

8430 Castleton Corner Dr.

Indianapolis, IN 46250

Risse Brothers will have three sales on site per year in the Central Catholic cafeteria.

## **Junior and Senior High BOYS**

### **Dress Uniform (All School Mass Day and as required)**

1. Elderwear poly-cotton navy pleated or flat front dress pants (no "Cargo" type) and must have a CC logo.
2. Elderwear White button-down collar oxford long or short sleeved shirt with crest, tucked in at all times
3. Corsair navy and white striped tie
4. Socks are to be solid black, white or navy.
5. The following items may be worn with the dress uniform:
  - Solid navy or gray sweatshirt with the LCSS crest in the left front corner (Risse Brothers)
  - Navy Cardigan Sweater with the LCSS crest in the left front corner (Risse Brothers)
  - Navy CC fleece ½ zip pullover (Risse Brothers or Central Catholic front office)

### **Daily Uniform**

1. Elderwear navy or khaki shorts may be worn only during August/September and May/June (no "Cargo" type) and must have a CC logo.
2. Elderwear poly-cotton navy or khaki pleated or flat front dress pants (no "Cargo" type) must have a CC logo.
3. White or navy turtleneck, tucked in at all times
4. Elderwear white or navy knit placket polo shirt with either long or short sleeves, tucked in at all times

### **Everyday Appearance Expectations**

- Solid navy or gray sweaters, sweatshirts, and team issued jackets with the LCSS crest, CC logo, or sports logo in the right or left front corner may be worn with the dress or daily uniform and must be worn with the appropriate shirt and tie if required. Hoodies are not permitted. Sweaters must be purchased through Risse Brothers. The navy crew, v-neck pullover, or crew neck cardigan must have the LCSS crest. The navy CC fleece pullover may be purchased from the CC main office. CC athletic team issued jackets must be navy or gray with only the CC logo, LCSS crest or team logo monogrammed/printed on the left or right chest. No other writing or uniform numbers can be visible.
- Shoes: Shoes must have a covered toe, covered heel, and hard sole for safety purposes. Shoes must be solid in color or predominantly solid and only contain a combination of the following colors: navy, black, white, brown, tan, and/or gray. No other colors are permitted on shoes. House slippers, moccasins, sandals, and flip-flops are not permitted. Solid colored shoe laces must be navy, black, white, brown, tan, or gray. House slippers, moccasins, sandals, or flip flops are not permitted.
- Socks: Any color or printed socks are acceptable to be worn with shoes. Students are not permitted to wear any socks that have

inappropriate logos, insignia, or wording.

- Plain black, navy, brown, or white belt with all clothing having belt loops. Belt buckles must be original to the belt. No add-ons.
- Undershirts must be all white and without printing. Long sleeve undershirts may not be worn under short sleeve uniform shirts.
- Outlandish, extreme hairstyles are not permitted.

Hair should be kept clean and well groomed.

Hair bangs will be no longer than touching the eyebrows. Hair length is not to exceed the top of the back collar and mid-ear. If hair length is questioned by 3 or more staff members and/or the administration, and is agreed upon, a change must be made.

- Face must be clean-shaven. Sideburns may be no longer than even with the bottom of the ear-lobe and neatly trimmed. No beards or goatees. A medical excuse from a board certified physician may exempt a student from shaving for a period of time.
- No earrings, gauges, or large jewelry items may be worn at school.
- Billfold and watch chains are not permitted.
- No exposed tattoos or body piercing
- All uniforms must fit the student appropriately as determined by the administration.

**Field Trips:** Students are expected to wear the daily school uniform on field trips. Any exceptions need to be requested to the administration prior to taking the trip by the teacher or sponsor.

## **Junior and Senior High GIRLS**

### **Dress Uniform (All School Mass Day and as required)**

1. Elderwear poly-cotton kick pleated skort (blue, green, yellow, white plaid). Skort length must not exceed 3 inches from the top of the kneecap to the bottom of the skort when standing. Skorts must be modest fit, not tight fitting.
2. Elderwear white oxford blouse with button-down collar with long or short sleeves with LCSS crest, tucked in the skirt, not rolled outside.
3. Socks are to be solid black, white or navy.
4. The following items may be worn with the dress uniform:
  - Solid navy or gray sweatshirt with the LCSS crest in the left front corner (Risse Brothers)
  - Navy Cardigan Sweater with the LCSS crest in the left front corner (Risse Brothers)
  - Navy CC fleece ½ zip pullover (Risse Brothers or Central Catholic front office)

### **Daily Uniform**

1. Elderwear navy or khaki shorts may be worn only during August/September and May/June and must have a CC logo.
2. Elderwear poly-cotton kick pleated skort (blue, green, yellow, white plaid). Skort length must not exceed 3 inches from the top of the kneecap to the bottom of the skort when standing. Skorts must be modest fit, not tight fitting.
3. Elderwear poly-cotton navy or khaki flat front dress pants and must have a CC logo.
4. White or navy turtleneck, tucked in at all times
5. Elderwear white or navy knit placket polo shirt with either long or short sleeves, tucked in at all times

### **Everyday Appearance Expectations**

- Solid navy or gray sweaters, sweatshirts, and team issued jackets with the LCSS crest, CC logo, or sports logo in the right or left front corner may be worn with the dress or daily uniform and must be worn with the appropriate shirt and tie if required. Hoodies are not permitted. Sweaters must be purchased through Risse Brothers. The navy crew, v-neck pullover, or

crew neck cardigan must have the LCSS crest. The navy CC fleece pullover may be purchased from the CC main office. CC athletic team issued jackets must be navy or gray with only the CC logo, LCSS crest or team logo monogrammed/printed on the left or right chest. No other writing or uniform numbers can be visible.

- Shoes: Shoes must have a covered toe, covered heel, and hard sole for safety purposes. Shoes must be solid in color or predominantly solid and only contain a combination of the following colors: navy, black, white, brown, tan, and/or gray. No other colors are permitted on shoes. House slippers, moccasins, sandals, and flip-flops are not permitted. Solid colored shoe laces must be navy, black, white, brown, tan, or gray. House slippers, moccasins, sandals, or flip flops are not permitted.
- Socks: Any color or printed socks are acceptable to be worn with shoes. Students are not permitted to wear any socks that have inappropriate logos, insignia, or wording. Plain navy or black tights, leggings, or opaque nylons are acceptable. They should be solid, containing no pattern.
- Plain black, navy, white, or brown belt with all clothing having belt loops. Belt buckles must be original to the belt. No add-ons.
- Jewelry must be kept simple and in good taste.
- No exposed tattoos, body piercing, or gauges.
- Outlandish, extreme hairstyles are not permitted.

Hair must be kept clean and well groomed. Visible hair color must be of natural tones.

Hair accessories should be kept simple and coordinate with the uniform.

- Make-up: Lip gloss, blush and eye make-up permitted in moderation for female students.
- All uniforms must fit the student appropriately as determined by the administration.

**Field Trips:** Students are expected to wear the daily school uniform on field trips. Any exceptions need to be requested to the administration prior to taking the trip by the teacher or sponsor.

### **Consequences for Dress Code Violations**

A dress code violation is a Level 1 offense and is subject to the sanctions pertaining to such an offense. However, a dress code violation will not count in the cumulative discipline progression but instead will result in the student losing his or her future Spirit Day privileges. On the third violation and beyond, the student will lose his or her Spirit Day privileges for the remainder of the semester and be assigned a detention for each offense. Should a student be in violation of the dress code, the student's parent or guardian may be called and required to bring in proper dress. In some circumstances, students may be sent home for inappropriate dress. Such absences will be reported as unexcused. In rare instances and with prior approval, a student may be issued an "Out of Dress Code" pass by the Principal.

### **EDUCATIONAL FAIRS**

All seventh -graders and all Accelerated Biology students are required to participate in the Central Catholic Junior -Senior High Science Fair. All eighth -graders are required to participate in the Central Catholic History Fair. Students will then have the opportunity to take projects to local, regional or state competitions.

### **EMERGENCY DRILLS**

Fire, Earthquake, Tornado Drills, and Lock Down drills are held regularly to develop safety practices that will help students move quickly and in an orderly manner to -assigned safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom.

During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions, which the situation may dictate. Any disturbance during emergency drills may result in disciplinary action.

## **EMERGENCY SCHOOL CLOSING**

If school has to be closed because of unusual circumstances, the Principal will notify local radio or TV stations and they will announce the closing. An alert will also be sent via PINWHEEL. School closing, due to weather conditions, will be announced on the following stations: WLFJ - TV 18 WASK - 105.3 FM WASK - 1450 AM WKHY - 93.5 FM WAZY - 96.5 FM

## **ENTRANCES**

1. Senior High students are encouraged to use the front (east) doors as entrance/exit on school days. Senior High students entering and leaving the building during school hours for any reason are required to sign in and out in the Main Office. Students bringing food and/or drinks into the building will be required to finish them in the office. They will be expected to be on time to first period class, no passes will be issued.
2. Junior High students are encouraged to use the side (south) doors (Door # 5) as entrance/exit on school days however they may use the front (east) doors as entrance/exit if that is more convenient. Junior High students entering and leaving the building during school hours for any reason are required to sign in and out in the Main Office. Students bringing food and/or drinks into the building will be required to finish them in the office. They will be expected to be on time to first period class, no passes will be issued.
3. During the winter months, there will be no throwing of snowballs or other objects as they enter or exit the building. A disciplinary action will be given for violating this rule.

## **4. FAN BEHAVIOR AND EXTRA CURRICULAR DRESS CODE**

5. Students are expected to be respectful and supportive at assemblies, pep rallies and similar type events. This includes all home and away events. "Trash talking", belittling, mocking and other negative verbal or physical behaviors are not permitted. Students who do not comply with this expectation may be removed from the activity and be given other discipline or be banned from future events. For indoor events, Central Catholic students will not wear hats, caps or other head coverings. Shirts must be appropriate and not call attention to drugs, alcohol sexual innuendo or sexuality, and any other unchristian-like implication. Pants, shorts and skirts will also be appropriate for a Christian school.

## **FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)**

Federal law protects the confidentiality of student information. To safeguard confidentiality and safety of student records, the following guidelines apply:

- Legal guardians and teachers (on a "need to know" basis) are to have access to the files;
  - No original document is to be released. Photocopies are to be made in the school office;
  - The principal is the only person empowered to release documents in a student's file;
  - Parents may be given a copy of their child's file when transferring to another school;
  - Anecdotal information placed in the cumulative record is to be related to the student's learning achievement and be stated factually
- 
- **FIELD TRIPS** Field trips can provide cultural and educational enrichment to the learning experience. The purpose of these trips must align with curriculum standards and the value of the field trip must balance the loss of instructional time due to travel. Cost should not impose a financial burden on parents or the school. When planning field trips, transportation and safety are primary concerns. Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. The field trip permission form is to be signed by every parent before students leave the building. Phone calls and email messages are not adequate for obtaining parent permission. Students are expected to wear the daily school uniform on field trips. Any exceptions need to be requested to the administration prior to taking the trip by the teacher or sponsor.

## **GUM**

Gum chewing is prohibited at all times during regular school hours.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Trips to the restrooms, lockers, and Main Office should take place between classes only.

## **HALLWAY COURTESY**

Students are expected to act respectfully in the hallways at all times. Proper hallway behavior and expectations includes, but is not limited to the following.

1. no running, pushing, rough play, or shouting
2. no food and/or drinks are permitted in the hallways
3. a hall pass is required at all times when in the hallways during class time

## **HARMONY STUDENT MANAGEMENT SYSTEM**

Harmony School Management is an on-line tool to assist parents. It contains information on the student's academic progress, attendance records, discipline records, and mass emails to parents. Each parent will be assigned a user name and password to access the system. Families new to Central Catholic will receive instructions for logging in shortly after school begins.

## **HARASSMENT**

The school is to be free of discrimination, inappropriate and unlawful harassment and bullying as defined in school policy. Actions, words spoken, written or internet based, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment either on the part of the staff or of the students. Each school is to uphold the dignity of all students, staff members, and include educational approaches and disciplinary procedures, which ensure that differences among students/teachers are respected.

Retaliation against any student for complaining of harassment or enforcing this policy is a violation of this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including expulsion from the school.

## **HAZING**

Hazing refers to any activity expected of someone joining a group or to maintain full status in a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Administrators, teachers, supervisors, and support staff can be held responsible for this activity if they know or should have known about it. The following duties can help to prevent harassment in general or hazing in particular:

- a) Minimize risks by examining student practices and routines on and off school campuses;
- b) Educate the students showing how word or deed can demean others;
- c) Investigate if a student expresses discomfort or reports being hazed or witnessing someone else being hazed;
- d) Report any conduct which may constitute hazing to administrators immediately;
- e) Discipline students with prompt corrective action who engage in hazing;
- f) Monitor and be watchful of student activities that intimidate or threaten mental health, shame, humiliate, embarrass, or affect the student's dignity.

Hazing is a three point category offense (Please refer to the Disciplinary System section).

## **HOMEWORK**

A list of homework for each course is compiled daily and posted on Schoology. Students will be given home assignments on a regular, daily basis. These assignments will vary in length, but on an average a student should expect one-half to three quarters of an hour each night in each subject. The student should, therefore, expect to spend about three hours each day on homework assignments. Teachers have the option of increasing or decreasing the amount of work assigned.

- Dishonesty in any form will not be tolerated. Justice is a right of every student. Thus,



each student has an obligation to protect that right for other students, as well as the right to demand it for himself/herself.

## IMMUNIZATION REQUIREMENTS

Health tests records, or reports required in Indiana include immunizations according to age level. They are:

- diphtheria;
- pertussis (whooping cough);
- tetanus;
- measles;
- mumps;
- rubella;
- poliomyelitis and;
- 2 - varicella (Chicken Pox vaccine);
- hepatitis B including grades 9-12; and
- meningococcal conjugate vaccine plus booster for Grade 12. Schools are to notify each parent/guardian that the child must be immunized and that immunization is required for the child's continued enrollment and attendance at school. Parents/Guardians must be provided with information regarding the HPV vaccine, but the decision to immunize rests with the parents.
- **IMMUNIZATION EXEMPTIONS** Indiana Code 20-34-3-2 requires that parents/guardians requesting an exemption for their child to submit: (1) a written document; (2) signed by the parent/guardian; and (3) delivered to the child's teacher or to the individual who might order a test, an examination, or treatment. **A parent/guardian who chooses not to have a child immunized either because of religious belief or for medical reasons must submit a notarized letter to this effect must be turned into the office every year**. Immunization is not contrary to the teaching of the Catholic Church. Indiana Code 20-34-3-3 requires a physician to certify that a particular immunization is or may be detrimental to the child's health. The requirements for that particular immunization are inapplicable until it is found no longer detrimental to the child's health. The Indiana State Department of Health policy requires that a written statement be verified by the school personnel each year until it is found that the particular immunization is no longer detrimental to the child's health.

## INAPPROPRIATE ITEMS AT SCHOOL

Guns of any type, knives, matches, lighters, laser pointers, fireworks, etc. or any items that can be considered threatening, dangerous, or capable of causing injury should NOT be brought to school. Sunglasses, hats, props are not allowed unless approved by the administration.

**Any non-educational item should not be brought to school without permission from a teacher or administrator.**

## INSURANCE

Student accident insurance coverage is the responsibility of the parent. Student insurance is available to purchase through the school at the beginning of the school year, if desired.

## ITEMS TO BE DELIVERED

It is the student's responsibility to come to school prepared. Forgotten items may be brought to the Main Office; however, the classroom will not be interrupted to deliver items or deliver a message that items are in the Main Office. Items will also not be delivered to the cafeteria. It is the student's responsibility to come to the office for all delivered items.

## LANGUAGE

The use of profane language is prohibited at all times.

## LOCKERS AND LOCKER DECORATIONS

1. Lockers will be assigned on Orientation Day. Each locker is equipped with a combination lock. When school opens in the fall, the only people who have access to the lock combination are the school Administrators and the student. For the student's protection, the school requires that lockers be locked at all times. Students are not free to change lockers in the course of the year.
2. The school is not responsible for loss of materials or personal possessions from lockers.
3. Lockers remain the sole property of Central Catholic Junior--Senior High School, and as such, are subject to inspection, at any time, at the discretion of the Administration.
4. Students are responsible for the condition of their assigned locker. Neither stickers nor writing of any kind are permitted either inside or outside of the locker. Students will be assessed a fine and/or disciplinary action for any damage to the locker during the course of the school year. Damaging a locker is a two point offense.
5. All lockers are to be kept neat and clean. Lockers are to be emptied of ALL contents at the end of the school year.

**Locker decorations MUST be pre-approved by administration.** Locker decorations will consist of an area no larger than 8 1/2" x 14" on the locker door panel. Pictures, signs, etc. may be placed on this area, but the entire locker front panel may not be covered with decoration (do not wrap paper around door edges). No decorations may be used that will impede the proper function of the locker or deface the surface (i.e. two-sided tape, permanent marker, foam tape). **Decorations may remain on the locker for a period of one week. The students or parents decorating lockers have the responsibility to clean the lockers and remove all debris and tape by the time designated by the sponsor. Any decoration that does not meet the above guidelines will be removed. Lockers may only be decorated before or after school regardless of who is decorating them.** Request for locker numbers by parents, teachers, coaches, or students must be made at least one business day in advance. Requests should be submitted in writing to the Main Office or e-mailed to [frontoffice@lcss.org](mailto:frontoffice@lcss.org). All requests must include the first and last name of the student(s) and the reason for the requests. Lockers may only be decorated before or after school regardless of who is decorating them.

## **MEDIA USE of STUDENT PICTURES**

When using student photos in the media or submitting photos for publication the following journalistic principles are to be implemented:

- Photos, videos and other sound or media recordings of students may constitute educational records under FERPA and should be used only in strict compliance with FERPA;
  - Names and likenesses of persons cannot be appropriated for any reason, including trade or advertising, without their consent;
  - Public disclosure of "private facts" that a reasonable person would find offensive, or other "private" information that is not of legitimate public interest cannot be used;
  - Media cannot trespass on private property or other "private settings" under false pretenses or conduct "unreasonable" surveillance. Pictures taken in public places are not generally intrusive, but consents may still be required for publication;
  - Pictures cannot be juxtaposed photos of persons with other negative reportage that does not involve the person or false attribution of utterance.
- **MEDICATION GUIDELINES** as per IC 20-34-3-18 & IC 20-33-8-13
1. Medication is dispensed by the Main Office if absolutely necessary. If it becomes necessary for a student to take any form of medication at school the guidelines below must be followed. All medication, whether prescription or over-the-counter must be kept in the Main Office. No medication can be administered to a child if these guidelines are not followed. No verbal permission may be given.
  2. A medication dispense form (available at in the Main Office or [www.lcss.org](http://www.lcss.org)) for each medication must be sent from the parent/guardian to the Main Office indicating the reason for medication, amount to be taken, and when. No substitute notes can be accepted. Only the medicine dispense form will be accepted to dispense medication. Inhalers or epi-pens are the only medication that may be carried by a student and only when the attending physician has completed the physician section of the medication dispense form.
  3. The medication must be provided in its original packaging and/or dispensing bottle. No loose medication will be dispensed.
  4. Students are to come to the office and take the medication at the prescribed time. To help ensure the educational environment of the school, students are expected to take medication during their lunch period if at all possible.
  5. If any student is discovered with any medication outside of an approved inhaler or epi-pen, he/she would be committing a three point offense.

## **PACE-Partners for Academic and Community Enrichment**

Fostering stewardship by supporting the Central Catholic community academically, socially and spiritually, by...

- Emphasizing academic enrichment for students and support for teachers
- Promoting a sense of community for all parents and families of Central Catholic
- Encouraging a sense of stewardship of our school and our school's resources

The committees of PACE need parent volunteers. Committees include: Hospitality, Welcoming, Academics, Fundraising, and Awards. For information, contact: Susan Mintert, [susan.mintert@mac.com](mailto:susan.mintert@mac.com)

## **PHYSICAL EDUCATION UNIFORM**

1. Only non-uniform navy shorts are permitted and must have **at least a 7 inch inseam. Track shorts, soccer shorts, etc. will not be allowed for P.E.**
2. Uniform T-shirt purchased at "The Athlete"
3. Street shoes are NOT acceptable for P.E. classes

## **PINWHEEL CALENDAR**

Pinwheel delivers team/club specific calendar feeds for student and/or parent personal calendars, as well as official instant alerts via email and text message. These messages may include delays, closing or early dismissals.

Parents need to sign up at [www.TryPinwheel.com](http://www.TryPinwheel.com)

## **PROMOTION/RETENTION OF STUDENTS**

The retention of a student is a positive action taken to address a lack of achievement in the development of academic, social, and emotional skills. Retention of a student is a difficult decision which should only be made after a lengthy assessment process. Each school should develop policies and procedures to address this issue.

A student, who has applied her/himself to the curriculum of the grade but lacks the ability to master all of the objectives, can be placed in the next grade if she/he can continue to profit from the school program.

Principal and teacher(s) are to collaborate with parent(s) in a decision regarding the student's promotion, retention, or placement in special services. If the school recommends retention and parents do not agree, it may be necessary for them to enroll their child in another school the following year.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are prohibited at all times on the Central Catholic campus. In the best interest of students and in accordance with respect for others, there will be no touching, handholding, hugging, kissing, etc.

## **SCHOOL ACTIVITIES AND FACILITY USE**

There will be no Lafayette Catholic School System activities, or Central Catholic facilities use on Sundays until 1:00 PM. After 1:00 PM school activities or Central Catholic facilities use will require the approval from the responsible pastor or school principal.

During Holy Week, there will be no Lafayette Catholic School activities or Central Catholic activities or Central Catholic facilities use beginning at 6:00 PM on Holy Thursday and lasting until Easter Monday morning.

This policy, LCS Board of Education #101-Rev#000 was signed by the Board of Trustees and went into effect December 19, 2001.

## SCHOOL DANCES

### - Christian Modesty at Dances

- Parents and students, in order to teach Christian values in the Catholic tradition, and to ensure Christian modesty, we need your assistance by reviewing and adhering to the formal attire guidelines for the semi- formal dance, prom, and after prom listed below. Adherence to our guidelines helps to assure Christian modesty. Christian modesty begins when the students understand their worth in sight of God and cherish themselves as His child. This in turn will dictate how one acts at home and in public. Should one of our students bring a guest from another school, they must comply with all our rules. We thank you for your tremendous parental and student support in this matter.
- Note: Diocesan Policy D2000 states the following: *While it is the primary responsibility of parents to oversee the appropriateness of dress for school functions, it is the responsibility of the school to establish acceptable guidelines for parents to follow. Dress codes for students should emphasize modesty and neatness in appearance.*
- Any student not complying with dress code may be denied entrance to the dance.

### - Lafayette Central Catholic Dance Guidelines Dress Code for Semi -Formal Dance

#### - Men

Christian modesty  
Dress pants (no jeans or sweats)  
Long Sleeve, button- down, collared shirt with tie (optional sweater or sports coat with tie)  
Black or Brown Belt  
Dress Shoes (no sandals, crocs, or tennis shoes)

#### Women

Christian modesty  
Hemlines should be at least 1" below fingertips while standing with relaxed shoulders.  
Spaghetti straps and strapless dresses are allowed – as long as they provide modest coverage in both front and back (use 4" above the waist as a guideline for the back of the dress).  
Dresses should not reveal too much cleavage – (use the width of the girl's hand from the pit of the neck as a guideline).  
No bare midriff  
Dress must be a modest fit, not tight fitting – (dresses are too tight if they reveal the seams of undergarments or are riding up while walking or dancing).  
Tights/leggings may only be worn with a dress/skirt that fits the guidelines listed above

### Dress Code for Formal Jr. / Sr. Prom

#### Men

Christian modesty  
Dress pants (no jeans or sweats)  
Long Sleeve, button- down, collared shirt with tie and sport coat or jacket  
Black or Brown Belt  
Dress Shoes (no sandals, crocs, or tennis shoes) or  
Formal Tuxedo  
Dress Shoes (no sandals, crocs, or tennis shoes)

#### Women

Christian modesty  
Spaghetti straps and strapless dresses are allowed – as long as they provide modest coverage in both front and back (use 4" above the waist as a guideline for the back of the dress).  
Dresses should not reveal too much cleavage – (use the width of the girl's hand from the pit of the neck as a guideline).  
No bare midriff  
Slits for dresses must be no longer than 3" above the knee.  
Dress must be a modest fit, not tight fitting – (dresses are too tight if they reveal the seams of undergarments or are riding up while walking or dancing).  
Tights/leggings may only be worn with a dress/skirt that fits the guidelines listed above

### Dancing

- Students may not "grind" or dance front to back. Any students dancing in this manner will be asked to leave without a refund.
- No blatant and/or prolonged public displays of affection.
- Dance moves may not imitate any overt sexual action.
- Senior High (includes Prom, After Prom, semi -formal, and special events)

A closed dance is one at which only Central Catholic students may attend. An open dance is one to which students may invite one guest from another school. For an open dance, guests must be registered using a CC Guest Pass due into the Principal's office five days prior to dance.

All students will receive a Breathalyzer test upon entering the dance and an additional Breathalyzer(s) may be administered if the situation warrants.

All dances normally begin at 8:00 PM and end at 11:00 PM. Dance times and pertinent information will be made available through the announcements in advance of the dance. Students may not enter a dance after 8:30 PM or leave until the dance is over, unless accompanied by a parent. Once a student leaves the dance, he/she may not return.

The sponsoring organization is responsible for the following:

Clearance for the dance must be obtained from the Principal through the faculty sponsor.

Chaperones will consist of at least three sets of parents/guardians and two faculty members along with the sponsors of the organization.

All students should display Christian modesty at dances. Teachers and chaperones have discretion for what is appropriate behavior. Inappropriate behavior and/or attire will result in the student being sent home with a parent/guardian. Disciplinary action will be referred to the Principal.

Prom - The prom is considered a formal event. Please follow guidelines listed above.

Students are expected to wear their prom attire to our mandatory Mass.

Semi-formal - Please follow guidelines listed above.

After prom, Special Events - Christian modesty must be maintained. Refer to "Spirit Day Dress Code" for guidelines. CC Spirit Wear not mandatory.

- Junior High (regular, semi-formal)

A closed dance is one at which only Central Catholic students may attend.

All dances normally begin at 7:00 PM and end at 10:00 PM. Dance times and pertinent information will be made available through the announcements in advance of the dance. Students may not enter a dance after 7:30 PM and may leave before 10:00 PM only if escorted by a parent/guardian.

The sponsoring organization is responsible for:

Clearance for the dance with the Principal

Obtaining chaperones - three sets of parents/guardians and the faculty sponsor of the organization.

Christian modesty must be maintained. Refer to "Spirit Day Dress Code" for guidelines. CC Spirit Wear not mandatory. Inappropriate behavior and/or attire will result in the student being sent home with a parent/guardian. Disciplinary action will be referred to the Principal.

## SCHOOL HOURS

School hours are from 8:00 am to 3:12 pm. Unless students have a specific school related activity, they should not arrive prior to 7:30 am or remain in the building past 3:30 pm. The Main Office is open daily from 7:30 am to 4 pm. The school is closed to students and visitors between the hours of 9:00 PM and 6:00 AM daily. Anyone found on school property during these times and not under the supervision of a Central Catholic employee may be cited for trespassing.

## SEX OFFENDERS ON SCHOOL PROPERTY

The Diocese of Lafayette is committed to providing a safe school environment. Sex offenders pose a continuing threat after incarceration or even if incarceration does not occur. Therefore, sex offenders are not allowed on school property with the following exceptions:

1. To vote, if the school is a voting center and the sex offender is a qualified voter entering the school solely for the purpose of voting;
2. To attend a public adult meeting after school hours;
3. To drop off or pick up his or her child with permission from the principal, but the sex offender shall not transport other children.

## SPIRIT DAY DRESS CODE

1. The Principal and members of the Principal's Administrative Team will choose a SPIRIT DAY, at their discretion, and the uniform dress code will be waived in accordance with the following guidelines. Additional SPIRIT DAYS may include Spirit Week, Birthdays, Battle of the Classes, Senior Days and Special Team Recognition.

2. Jeans, sweats, jean shorts, casual slacks, cargo shorts, or walking shorts will be allowed and must be clean, neat, **without holes or tears**, and must be hemmed. The shorts' length must be determined by the administration. No bib overalls are permitted. Hoodies, Gym shorts, boxer shorts, PJ pants, warm-ups, short-shorts, and/or spandex shorts, or spandex pants with short shorts (track or soccer) are not allowed. Exceptions may be designated by the administration.
3. Any shirt worn on a Spirit Day must bear the school name or logo. Students may also wear any C.C. team gear purchased or issued during spirit days. If a student does not own a school shirt, any C.C. school uniform shirt is acceptable. Hoodies, Tank tops, halter-tops, spandex tops, and shirts with cut-off sleeves are not acceptable. Exceptions may be designated by the administration.
4. The Spirit Day dress code applies to students attending all athletic events.

## **SPIRIT HALLWAY DECORATIONS**

1. Students may not:
  - a. cover or block an exit.
  - b. cover or block any fire extinguisher.
  - c. cover any electrical panels, light switches, or fire alarms.
  - d. paint on any glass or on the floors.
  - e. tape, staple, or pin anything to the ceiling tiles or floors. Items of little weight may be tied to the crossbars in the cafeteria.
- Only masking tape may be used for decorations.
- Masking tape may be placed on the metal parts of the light fixtures only. Nothing should be hung from the plastic or glass in the light fixtures.
- Signs, balloons, and crepe paper may be hung on the lockers, tile, plaster, wood or metal. Masking tape should be the only thing used to hang any item.
- **Any student group wishing to decorate halls and/or lockers must obtain permission from the Principal and Athletic Director ONE WEEK in advance. Whenever any student group is decorating, its faculty sponsor or parent/guardian chaperone must be present.**
- **Failure to observe these guidelines may result in future denial of this decorating privilege. Any damage done will be billed to the individual or group responsible for the decorating.**

## **STUDENT DRIVING AND PARKING LOT**

Any student at Central Catholic who is a licensed and insured driver may drive a motorized (car, truck, motorcycle, moped, etc.) vehicle to school. Student parking is on the south side of the building only. All cars must be parked in an orderly fashion. If a student does not follow these guidelines, he/she may lose his/her driving privilege. The school is not responsible for the vehicle or its contents while on school property. Only licensed and insured drivers may operate a vehicle on school property. **ALL STUDENTS** who drive to school will be required to obtain from the athletic office, a 'Central Catholic Parking Pass' at no charge for parking in the south student parking lot. All student vehicles are required to display in plain view the CC parking pass. Violators may receive a disciplinary action. Offenses include but are not limited to the following:

- Speeding
- Excessive noise
- Racing engine
- Failure to register a vehicle
- Reckless driving i.e. doughnuts, peeling out, etc.
- Failure to park in the student lot, Entering and exiting through wrong entrance or exit
- Failing to park properly in parking spaces.

Violations are level two offenses and will be subject to the following consequences:

1. 1st offense is a warning and a letter home
2. 2nd offense is a detention
3. 3rd offense may be the loss of driving privileges as determined by Administration

## **STUDENT ILLNESS**

An ill child is to be sent to the main office. If the illness is considered for exclusion from school under local rules, such as: vomiting or diarrhea, or temperature over 100 degrees, the school will contact the parents. The parent/guardian will provide for his/her transportation home or give permission for alternative transportation. Students who do not meet these requirements, but still feel they are too ill to remain at school will be allowed to contact their parent. The parents must then speak with a Main Office staff member before the child will be allowed to go home. Students who are ill for all or part of the day are ineligible for extra-curricular activities both before and after

school. Illness does count toward a child's ten days of absences. Students may return to school only after they have been fever free for twenty-four hours.

## **STUDENT ACCIDENT/INJURY**

All school personnel are to be trained to give immediate and temporary first aid care for minor illness or injury. All school related incidents/injuries are to be reported to the principal as soon as possible. A parent/guardian will be informed immediately when any one of the following events occur:

- a) temperature of 100 degrees or higher;
- b) severe abdominal pain;
- c) nausea, vomiting and diarrhea, if persistent;
- d) injury where there is swelling, severe pain, or a question of sprain or broken bone;
- e) injury where there is significant bleeding or if bleeding does not stop in a short period of time;
- f) chipped or uprooted tooth;
- g) eye injury;
- h) rash accompanied with fever;
- i) animal bite; additionally must be reported to proper authorities after emergency care has been given;
- j) burns;
- k) head injury (parent/guardian of student must be notified immediately);
- l) fainting, loss of consciousness or seizure;
- m) poisoning;or
- n) any problem about which there is concern.

## **TECHNOLOGY USER AGREEMENT**

All Lafayette Catholic Schools System (LCSS) students and staff are responsible for their use of LCSS computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. The rules and guidelines below do not attempt to describe every possible prohibited activity. The LCSS reserves the right to treat, as violations, activities that may not be specifically mentioned in this document. Students, parents and school staff who have questions about whether a particular activity is prohibited should contact a building administrator. These rules apply to all school computers, all school -provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

### **I. Responsible Use**

1. School computers, devices, network and Internet services, and electronic resources are provided for educational purposes and research consistent with LCSS's educational mission, curriculum, instructional goals, and Catholic/Christian values.
2. While at school, electronic devices loaned or leased to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration. Use of LCSS devices and network resources for personal purposes during class time is expressly prohibited. Users must comply with all LCSS policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources.
3. Parents are responsible for supervising their child's device use when not in school.
4. Students must comply with all specific rules and instructions from school staff.
5. Any student making derogatory, inflammatory or inappropriate statements using any form of social media will be subject to disciplinary action.
6. Students are prohibited from contacting other users inside or outside of the LCSS network by social networking or any other

computer- related method without the expressed permission of an appropriate staff member. Students receiving unsolicited contact are prohibited from responding and should immediately notify a staff member.

7. It is the student's responsibility to ensure that their device is in proper working order when they come to school, including having the battery adequately charged for a full day of use.

## **II. Scope of Policy**

1. This policy, and the rules described within, apply to the use of the electronic device at any time or place, on or off school property.

## **III. Consequences**

1. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of LCSS policies/procedures or school rules.

## **IV. System Security**

1. Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the LCSS Technology Department.

2. Any user who becomes aware of a situation where use of LCSS technology poses a potential threat to themselves, classmates, or any member of the LCSS community must report it immediately to a building administrator.

## **IV. Technology Privacy**

1. All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the property of the LCSS. The LCSS retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with LCSS's computer system, telephone system, electronic mail system, and voice mail system.

2. Students and staff should have no expectation that any information contained on such systems is confidential or private.

3. When accessing the Internet via an LCSS device, either at school or at home, every site visited is logged and tracked by user and computer. Review of any tracking logs will be done only for legitimate purposes by authorized personnel.

## **VI. Prohibited Uses**

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access or in any way display or distribute defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

3. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the LCSS Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

4. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal or unethical activity, or in violation of any LCSS policy/procedure or school rules, or in violation of Catholic/Christian values.



LCSS and its employees and agents assume no responsibility for such activities of students while using school computers or School-issued electronic resources.

5. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

6. Plagiarism – Users may not represent as their own work any materials or ideas obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder or source of the material.

7. Use for Non--School- Related Purposes - LCSS computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use (use by an individual for occasional personal communications) of school devices is permitted as long as such use:

- 1) does not interfere with the user's responsibilities and performance;
- 2) does not interfere with system operations or other system users; and
- 3) does not violate this policy and the accompanying rules, or any other LCSS policy, procedure or school rules.

8. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

9. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the LCSS Technology Department.

## **VII. Compensation for Losses, Costs and/or Damages**

1. As technology has become more mobile many electronic devices owned by the LCSS and used by students are transported outside both the direct physical control and locations controlled by the LCSS. It is in this outside environment, that responsibility is shared by both the LCSS and the student who chooses to take an electronic device off school grounds. In the event that an electronic device is stolen or damaged, the student is responsible for up to 100 percent of the cost of electronic device. Students will be offered a total replacement insurance policy at the start of the school year.

2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device.

3. In addition, all users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of LCSS policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

## **VIII. Student Security**

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

2. Staff may post student pictures on district/ school/classroom "public" websites as long as the student's name or other identifying information is not included, and so long as it is in compliance with the parents' wishes as documented in the media release form.

Students' grades, test results, or identifying pictures may be stored only on district- approved secure sites that require a username and password for authorized individuals to access.

3. LCSS schools are closed campuses. LCSS retains all rights concerning any recording and/or publishing of any student's work(s) or image(s). Students must obtain permission from an LCSS staff member to publish a photograph or video of any school- related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

5. LCSS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment. Any misuse of that account may result in suspension of the user's network privileges.

#### **IX. Personal Devices**

All students are prohibited from using privately -owned electronic devices in school unless explicitly authorized by the teacher, building Principal or LCSS administration.

#### **X. Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff**

1. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.

2. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.

3. Parents are responsible for supervising their child's use of the device when not in school.

4. The device configuration shall not be altered in any way by users. No software applications shall be installed (except those provided for download by the school), removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.

5. The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.

6. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

#### **XI. Terms of Use**

LCSS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the LCSS network, Internet, and electronic resources.

Disclaimer – LCSS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, LCSS is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.

2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.

3. Unauthorized financial obligations resulting from the use of LCSS electronic resources.

The technology user agreement has been updated and can be found by going to [www.lcss.org](http://www.lcss.org).

## **TELEPHONES/MESSAGES**

Students who need to call a parent may use the phone in the Main Office during their lunch, or in an emergency may request permission from their teacher to come to the Main Office. Parents of ill students will be contacted either by the student or the Main Office via the Main Office phone only. Messages to students should be kept to extreme necessity only. Messages are disruptive to the school environment. All students with messages will be called down after school and their messages will be delivered at that time. Excessive messages will result in the loss of message privileges.

## **TEXTBOOKS**

Rental fees are included with the statement of tuition and fees.

## **VISITORS**

1. All visitors at Central Catholic are required to report to the Main Office upon arrival to sign in and sign out.
2. Alumni and other visitors are not permitted to visit classrooms or lunch periods without permission from Administration.
3. Shadowing is only permitted for potential students who are contemplating attending Central Catholic and must be arranged by the Guidance Office/Development Office.

## **VOLUNTEERS**

Volunteers can be a valuable resource in the school as they demonstrate their stewardship responsibilities to the school community. All volunteers are to be screened **prior to beginning service** with children. Specific attention is to be given regarding an individual's relationship with children including the potential for abuse. All volunteers including school field trip drivers are to participate in the "Safe Conduct Protocol" program sponsored by the Diocese including the background check. The signed forms of participants are retained either at the Parish or School Office. For purposes of accountability and safety, volunteers are to sign in and out each day service is given at the school.

## **WORK PERMITS**

Student seeking work permits will first need an intent to employ card. Students may obtain one from their potential employer or by coming to the Main Office. Once properly completed, the student will need to bring the intent to employ card back to the Main Office. If the student meets all eligibility criteria, the student will be issued a work permit within 2 business days of presenting the intent to employ card.

# **ADMISSION AND TUITION**

## **ADMISSION POLICY**

All schools of the Lafayette Catholic School System have been established to meet the spiritual, intellectual, physical and social needs of their students. Catholic schools are not to discriminate on basis of race, color, sex, national origin, or ancestry in the admission of students. Priority should be given to Catholic students. Non-Catholic families are welcome when space is available. Available space will be determined on an established registration date so that the school can fulfill its commitment to non-Catholic families who enroll. The schools reserve the right to grant or deny admission in their sole and absolute pastoral discretion. Students with disabilities are enrolled when minor adjustments can be made for their education. Schools work cooperatively with local public schools to provide the best possible placement and accommodations possible.

Junior High School students and students moving to the Lafayette area may be admitted for immediate enrollment to Central Catholic at any time during the school year; however, Senior High students transferring to Central Catholic from within the Lafayette area will be accepted for a start date at the beginning of the next semester. Applications for the following school year will be accepted beginning on January 1 of the previous school year.

Completed application packets should be submitted to the LCSS Admissions Director preferably at least two weeks before the start of school or at least four weeks before the start of the second semester. All applicants will take a Placement test. The applicant and their parents will then participate in an Admissions Meeting with the Admissions Committee. Afterwards, the Principal, based on recommendations of the Admissions Committee, will make the final determination of acceptance to Central Catholic.

All new students are admitted conditionally for one semester. Students may also be accepted on probation and will be asked to sign a contract with specific terms identified. Approval is subject to change pending receipt of the student's final records from the previous school.

## **RELEASE OF RECORDS**

When a student is withdrawn or dismissed from the school, parents should complete a withdrawal form (AD350) and sign a release of records form (AD300) so that records can be sent to the next school. If the school to which the student transfers does not request records within ten working days, the principal should send official notice to the local public school superintendent that the student is no longer enrolled.

If a parent of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child (IC 20-33-2-10).

## **STUDENT NAME CHANGE**

In the event that a child is in a living situation where the parents have a different surname, the school records must be placed under the child's surname. To change a name on a student's record it is required that there be a birth certificate or legal notification of change by court papers.

The Admissions Committee gives consideration to applications from transfer students meeting the school's academic and disciplinary standards. When space is available after LCSS students register, the following considerations will be taken into account for priority placement for applications received by April 15:

- Siblings of current LCSS students and alumni, and children of LCSS employees.
- Children of registered families from the six Tippecanoe County parishes.
- Children of registered families in parishes within the Diocese of Lafayette.
- Children of registered families in parishes outside the Diocese of Lafayette.
- Lafayette Christian and St. James students.
- All other students are welcome.

Students with applications received after April 15, will be placed after approval in order of the date the LCSS receives the completed application packet. When space is not available, a wait list will be started.

Students with disabilities may be approved when reasonable accommodations can be made for their education. Central Catholic Jr.-Sr. High School works cooperatively with Greater Lafayette Area Special Services to provide the best possible placement and accommodations. None of the LCSS schools are equipped to provide one-on-one instruction or have self-contained special education classrooms.

Foreign Exchange and International students for grades 7 – 11 attending at least a full semester are a welcome addition to the Central Catholic community. Approved international and foreign exchange students will be placed after all other approved applicants received by April 15 have been placed. Applications should preferably be submitted at least three months prior to their start of school. International students seeking a diploma from Central Catholic will only be approved for a fall semester start. Central Catholic does not provide English as a second language services; and therefore, International students must demonstrate proficiency in reading, writing, listening, and speaking English. International applicants not coming through an official Foreign Exchange program must provide a SSAT (Secondary School Admission Test) or TOEFEL score. A telephone interview will also be conducted with International applicants to ensure the applicant possesses the English skills necessary for a successful experience at Central Catholic. Students coming through a Foreign Exchange program must have a J-1 Visa. The Lafayette Catholic School System issues I-20s to all other international students when the requirements stated in LCSS Policy #211 are completed. All Foreign Exchange and International students are to physically reside with their parents or a designated guardian over twenty-one (21) years of age. It is the responsibility of the student to find their own guardian or host family.

## **LIVING ARRANGEMENTS**

Every student at Central Catholic is expected to reside with his/her custodial parent(s) or guardian. Any type of different living arrangement must have prior approval of the custodial parent(s) and the school Administration. A student unwilling to comply with this rule may be asked to withdraw from Central Catholic.

## TUITION

In order for Central Catholic Jr-Sr High School to properly maintain its operating budget, it is necessary for each family to establish a tuition payment account with Smart Tuition and to choose one of the following payment plans:

Annual-payable in July

Semiannual-payable in July and January

Monthly-payable in 10 payments July through April 20

Transcripts will be held until tuition and fees are paid in full.

## STUDENT AID

The Lafayette Catholic School System provides a variety of Student Aid options to help fund your child's Catholic education including LCSS Tuition Assistance, the Indiana School Choice Scholarship (voucher), and SGO Grants. To apply for Student Aid, a Student Aid application is to be filed with Smart Tuition Aid by the deadline designated by the LCSS. After Smart Tuition Aid processes the applications, Student Aid Awards are determined by the LCSS Admissions and Student Aid office, and families are notified of the award by this office. Additional paperwork may be required depending upon the type of award.

## ANNUAL REGISTRATION

Families must register their students annually for the following school year. This registration process is conducted in the spring previous to the next school year by the Admissions and Student Aid office. Parish Membership Verification and Parish Assistance application is a part of this registration process, and is submitted to the appropriate pastors for approval.

# ATTENDANCE, TARDIES, TRUANCY

## OVERVIEW

Daily attendance of each student is essential to succeed at Central Catholic High School. Research shows that educational achievement is directly related to attendance. In order for students to effectively learn, regular school attendance is vital. The State of Indiana mandates a school corporation to include 180 student attendance days in its calendar each year. All students at Central Catholic Jr/Sr High School are expected to be in school on all school days. It is the responsibility of parents/guardians to ensure that their school-aged children are in school. Students who have good attendance generally receive higher grades, enjoy school more, and are much more employable after leaving school. Students may not receive credit for a class should they be absent from that class more than 10 times during a semester.

Communication between the parent(s) or guardian and school officials is imperative in supporting the needs of the student as well as the school's attendance policy.

The Indiana attendance law mandates that every student enrolled must be in attendance at school unless he/she is ill or has a death in the immediate family (**specific directions and policies are listed below**). **Only students who have been legitimately absent from school (a list of legitimate absences are listed below) and who have complied with the attendance procedures are entitled to make-up work missed at full credit.** If a student is eligible to make up work, they will have one day for each day missed to complete their missed work.

When a student is more than ten minutes late to class, is absent for an illegitimate reason (including but not limited to driving tests, sports physicals, and vacations), is dishonest about an absence either in person or through a parent or guardian, or has not followed attendance procedures related to a legitimate absence, will be recorded as an unexcused absence. No work during such absence may be made up for any credit. Students who do not report to the Main Office immediately upon return from an absence or who do not provided the appropriate documentation

as indicated in the section appropriate to their absence by 3:00 pm the day of return will be unexcused without exception. Out of school suspensions are unexcused absences, with no make-up work. Days do not count against 10 day limit.

### **Attendance Procedures**

#### **Attendance Policy Compliance with State Regulation**

1. All attendance policies outlined in this handbook are in compliance and accordance with IC 20-33-2-14.

#### **Obtaining Items from vehicles**

1. No student is allowed to leave the building unless he/she has permission from the Administration or Main Office, without exception.

#### **Extra-Curricular activities prior to school**

1. Students who attend extra-curricular activities prior to the beginning of the school day should not leave the building before school starts. Once a student is in the building, he/she is to remain in the building.
2. Students who attend extra-curricular activities prior to the beginning of the school day are expected to attend school that day as well. Students who attend extra-curricular activities prior to the beginning of the school day but do not attend the school day for any reason other than a College Visit (where the student followed all attendance procedures related to the College Visit) or Field Trip will be unexcused and will not be eligible for any events for the remainder of the day and the entire day following.

#### **Reporting Absences**

A telephone call to the school (474-2496) must be made on each day by 9:00 a.m. for the absence to be considered excused (or exempted). This call does not necessarily excuse the absence. Only absences approved by administration or documented by a physician's office or otherwise fitting the definition of excused absences below will be classified as excused. Students visiting a doctor, dentist, etc. during part or all of the day **MUST** bring an official appointment form from the physician upon return to school. The form must indicate the time and date of the appointment to be considered excused. School officials will contact parents by 11:00 a.m. if there has been no communication from parents.

**Types of Absences- these are not all inclusive. The administration reserves the right to decide unique circumstances.**

#### **Ten Day Absence Limit (per class, per semester)**

- Seventh (7th) Absence – Administration will notify parent or guardian via mail.
- Eighth (8th) Absence – Administration will notify parent or guardian via phone.
- Ninth (9th) Absence – Administration will meet with student and parent or guardian
- Tenth (10th) Absence – Student may not receive credit for the class

#### **Absence Progression: Medical**

Any absence due to an illness lasting a period of three (3) consecutive days will be counted as one (1) absence when documentation from the attending physician is provided. A student has two (2) days after returning to school to submit a physician's note to the administration in order for the absence to be recorded as one (1) day in the progression rather than three (3). The administration may adjust the policy in extreme cases of illness after consultation with the student's teachers.

**Exempted Absences** (Do not count against the 10 day absence limit, may make up work missed)

- School-sponsored Field Trips
- Serving as a Page in the State Legislature
- Working election polls
- Service Club luncheons or other meals/meetings
- Administrator's or counselor's request
- Academic contests
- Funeral for an immediate family member
- College visits (juniors and seniors only and limited to 2 per school year)
- A documented court appearance
- Emergency (discretion of the administration)

**Excused Absences** (Does count toward the 10 day absence limit, may make up work missed)

- Illness (parent note required upon return)
- Funerals outside immediate family
- Medical, dental, or legal appointments (these should be made outside of school time whenever possible). Students visiting a doctor, dentist, etc. during part or all of the day **MUST** bring an official appointment form from the physician upon return to school. The form must indicate the time and date of the appointment to be considered excused.
- College Visits beyond the 2 which are exempted

**Unexcused Absences** (Does count toward the 10 day absence limit, referred to the administration, **may not make up work missed**)

- Absence is unreported
- Cutting Class
- Any absence not approved by the Administration
- Missing Class with a Dress Code violation

**Pre-Arranged Absences** (counts toward 10 absence limit, make up work is due upon return to school)

A pre-arranged form must be obtained from the office 5 school days in advance of the first date of absence. Failure to do so will result in an unexcused absence and no make-up work allowed.

#### **Absences and Extracurricular Activities**

To be eligible to participate in extracurricular activities (including club activities, performances, athletic competitions and practices), a student must arrive at school no later than 8:30 a.m. Exceptions may be made at the discretion of the Administration, for funerals, medical testing, etc. Weekend activities are not included.

#### **Excessive Absences**

**IC 20-33-2-25 Habitual absence from school; report to juvenile intake officer or department of child services.** Sec. 25. The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 31-40. *As added by P.L.1-2005, SEC.17. Amended by P.L.90-2011, SEC.43.*

A high number of absences occurring in multiple semesters may be cause for the administration to recommend the student be withdrawn from Central Catholic High School.

#### **Missed Assignments**

Students are required to complete all class assignments and/or tests upon their return to school. It is the **student's responsibility to request missed assignments/tests due to an absence.**

In general, students will not be held accountable for making up assignments or tests the day following an absence (excused) if the work was announced during the time of the absence. One day for each day absence will be the rule. If the assignment or test was announced prior to the absence, the student will be responsible for the assignment or test the day of return. In special circumstances, decisions will be made on an individual basis.

#### **Tardiness and corresponding discipline**

1. In an effort to promote the importance of class time, teachers' preparation efforts, and fellow classmates' respect for learning, prompt attendance is expected. A student is tardy if he/she is not in his/her classroom when the bell rings. If a student is more than ten minutes late for any class, he/she is considered absent.
2. Students arriving late will sign-in at the Main Office. A note, email or phone call from a parent/guardian stating the reason for the late arrival should be presented; a tardy or absence will result, depending upon the time of arrival.
3. Students will be issued an admit slip upon return indicating to their teacher that they are tardy. It is the student's responsibility to have the teacher sign the admit slip and return it to the Main Office.
4. **Students who arrive past 8:30 a.m. are ineligible for all extra-curricular activities including, but not limited to practices, games, events, meetings, dances, or parties. This includes students who are ill part of the day. The only exception to this are absences that are documented by an approved College Visit, government agency, a doctor, or dentist, or the death of an immediate family member AND where the student has followed the attendance policies corresponding to that absence.**

5. If a student is unavoidably detained on the way to class, he/she should get a pass from the person in charge of the area where detained. Stopping at the restroom is not an excuse for being late. If it is necessary to use the restroom beyond the class-passing period, check in with the teacher BEFORE the end of the passing period to obtain permission. In case of an emergency, the student should report to the Main Office. Once in the classroom, a student will not be sent out to obtain a pass to excuse the tardy.
6. Tardy Penalties apply to each class in a semester.
  - a. **Second tardy in the same class in the same semester:** *Formal warning and parent notification*
  - b. **Third tardy in the same semester:** *One detention and parent/guardian notification*
  - c. **Fourth tardy in the same semester:** *One detention and parent/guardian notification*
  - d. **Fifth tardy in the same semester:** *One day of In-School Suspension will be assigned and parent/guardian notification*
  - e. **Sixth tardy in the same semester:** *Two days of In-School Suspension will be assigned and parent/guardian notification*
  - f. **Seventh tardy in the same semester:** A hearing with the Discipline Committee to discuss consequences

### **Truancy and corresponding discipline**

1. A student is truant if he/she
  - a. Is absent from school without consent
  - b. Leaves a class without permission
  - c. Leaves the school without permission
  - d. Leaves the school or comes to school late without signing in/out at the Main Office
  - e. Fails to attend Mass without an excused absence
  - f. Leaves class to go anywhere other than where the teacher gave permission for the student to go.
2. **Truancy Penalties:**
  - a. **Single Class Truancy (1 point offense)**
    - i. First incident: one detention given and no credit given for daily worked missed.
    - ii. Second incident: meeting with administration and parents, an in school suspension the following day, and no credit given for daily worked missed.
    - iii. Third incident: meeting with administration and parents, an in school suspension the following day, no credit given for daily worked missed, 3% grade reduction of semester grade, for the class missed and Discipline Committee hearing.
    - iv. Fourth incident: withdraw from and failure of class
  - b. **Multiple Classes / All Day Truancy (three point offense)**
    - i. First incident: meeting with administration and parents, an in school suspension the following day, and no credit given for daily worked missed.
    - ii. Second incident: meeting with administration and parents, an in school suspension the following day, no credit given for daily worked missed, 3% grade reduction of semester grade, for the class missed and Discipline Committee hearing.
    - iii. Third incident: meeting with administration and parents, an in school suspension the following day, no credit given for daily worked missed, 3% grade reduction of semester grade, for the class missed and Discipline Committee hearing with expulsion possible.

## **DISCIPLINE AND CONDUCT**

### **Philosophy**

Each student of Central Catholic is to exemplify the highest standard - that of being a Christian with all its implications. One of the essential purposes of a Central Catholic education is the formation of character. The rules of the school, designed for the purpose and interest of good order, are exercised with discretion and justice. Central Catholic does not hold itself responsible for offenses committed outside its jurisdiction; yet any conduct that is detrimental to the reputation of the school



or that hinders the advancement and moral good of the students in general is sufficient for suspension or dismissal.

The purpose of discipline in any human community is to maintain order so that specific objectives can be reached. In a school community, good discipline creates the favorable conditions necessary for study and orderly school life. It also contributes to the developing of order within the individual. In this sense, discipline is not only a part of learning, but is its very basis.

A student entering the Lafayette Catholic School System indicates that both student and parents/guardians are willing to comply with all of the policies of the school and to strive to live in a Christ-like manner for both the individual and common good.

All Lafayette Catholic Schools students must realize that their conduct, no matter where they may be, reflects both upon their personal dignity and the dignity of their fellow students. Consequently, student conduct not in keeping with the guidelines of the educational philosophy and objectives of the Lafayette Catholic School System is a discredit to the individual and an insult to other students, parents, faculty and administration.

Although the school cannot assume responsibility for a student's conduct when the student is outside the school's jurisdiction, students should remember, at all times, they are responsible for the good name of the Lafayette Catholic Schools. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to disciplinary action by school authorities.

Any conduct unbecoming of a Lafayette Catholic School System student is considered a breach of discipline and exposes the student to the imposition of an appropriate penalty. Hence, it is the responsibility of each student to know and follow the guidelines set down herein. The gravity of penalties will be determined by the administration after considering the seriousness of the offense and the circumstances.

School authorities strictly enforce civil laws, including those pertaining to illegal use of alcohol, drugs, tobacco products, weapons and sexual harassment. Where warranted, the Lafayette Police Department will be contacted.

### **CODE OF CHRISTIAN CONDUCT**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## **Detentions**

Students receive at least a 24-hour notice before serving a detention. Disciplinary detentions take precedence over athletic practices, games or other scheduled events. A written record of each detention is placed in the student's discipline file.

Detentions last for one hour after school (3:15-4:15 pm). Students must be in uniform; this includes dress uniform on Mass days. **There are no exemptions from serving a detention.** Students are to arrive on time. Students arriving late for detention will be considered Failure to report and will be assigned consequences listed below.

Detention rules include, but are not limited:

1. No talking during detention.
2. Student must have school work to do or a school book to read or they will be assigned work detail with in the campus
3. If a student cannot follow the above rules and regulations, he/she will be assigned an In-School Suspension (ISS) for the following school day

Failure to report for detention will result in the following consequences:

1. First Failure to Report: Student will receive an In-School Suspension (ISS) for the following school day
2. Second Failure to Report: Hearing with the Discipline Committee

## **Discipline Committee**

1. The Discipline Committee shall be composed of the following:
  - a. Assistant Principal (Chairperson and non-voting member)
  - b. Three full-time faculty members appointed by the administration
2. The Discipline Committee shall:
  - a. Consider all cases referred to the committee per the guidelines of this handbook.
  - b. Considers all discipline appeals for situations brought before the Committee (i.e., teacher-student discipline conflicts, review of consequences given as stated in the Student Handbook, etc.)

## **Disciplinary Probation**

Disciplinary probation occurs on the recommendation of the Discipline Committee to the Principal. A student on probation is expected to make a serious effort to change his/her behavior. While on probation, any additional offenses of Level Two or higher will lead to a hearing with the Discipline Committee where the individual status of the Central Catholic student will be reviewed. When being placed on probation, a contract between the student and the school will be drafted which details expected behaviors as well as privileges lost during the probationary period.

The Principal or his/her designee will make the decision as to whether a student on Disciplinary Probation will be able to participate in field trips during the probationary period.

## **Invalidation of Driver's license or permit**

Indiana Code allows for the school to invalidate a student's driver's license or permit for attendance or disciplinary reasons (IC 9-24-2-1). If a student is a habitual truant and/or has served a second suspension in the school year, the school may invalidate the license or permit.

## **Suspension/Expulsion (IC 20-8.1-5-4)**

Suspension is the exclusion from school or classes for a specified length of time. A student may be suspended and/or expelled in a given case for a single offense, depending upon the seriousness of the offense and attending circumstances. In other cases, students may be suspended and/or expelled for cumulative acts or habitual failure to serve detention, absences, trancies, and deteriorated attitude or behavior. While suspension or expulsion is not a desirable outcome of discipline procedures, both forms of discipline are within the jurisdiction of the principal. In-school suspension or Saturday school is preferred. A written statement of suspension is to be sent to parents or legal guardians summarizing the student's behavior and the reasonable action taken. The maximum length of suspension in the Diocese of Lafayette is ten days per incident.

Exclusion from school is rare but may be necessary to keep order and security in the school during an investigation, when there might be threat of communicable disease, or another temporary situation which threatens an individual student or the school community. In the case that exclusion is necessary, every effort will be made to continue the student's education at home. Notice of suspension, expulsion, or exclusion and a summary of the event are to be sent to the Director of the Pastoral Office for Education within three days of the event.

Students engaging in any of the actions listed below subject themselves to suspension or expulsion in accord with the discipline policy of the school. Grounds for suspension or expulsion include but are not limited to the following:

- a) reasonable cause of possible harm to another person such as the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance or behaviors interfering with school purposes or urging others to engage in such behavior;
- b) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- c) blocking the entrance or exits of any school building, corridor, or room depriving others of lawful access;
- d) setting fire to or substantially damaging school property or building;
- e) possessing, handling, or transferring an object that could be considered a weapon or urging others to do so;
- f) possessing, using, transmitting any controlled or abused substance, such as a narcotic or alcoholic beverage;
- g) unlawful selling of a controlled or abuse substance;
- h) substantial instances disrupting classroom or educational function, or unlawful meeting on school property;
- i) continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate;
- j) stealing or attempting to steal school property or private property;
- k) taking something of value from another person;
- l) intimidating any student with the intent of bodily harm;
- m) harassment, bullying of students or staff including hazing, cyber-bullying and sexting;
- n) any activity interfering with the ability of a teacher or any of the other school personnel to conduct the educational function under one's supervision;
- o) repeated violation of any rules; or
- p) engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function.

Students who are suspended are also excluded from all extra-curricular activities and events during the course of the suspension. The suspension would include holiday, weekend, and vacation activities should suspension be imposed during such time.

Suspension types include:

1. In-School Suspension (ISS) – the student is to report to the Principal's office at the beginning of the school day and is assigned to a study area. The student is allowed to make-up any missed work during this time. The student will select the option of either a 3% grade reduction on his/her quarter grade for each class period missed or provide documented evidence that five disciplinary work hours pre-approved by the Principal were performed at Central Catholic.
2. Out-of-School (OSS) – The student is not allowed to be in the school building and must remain home under parental supervision. No make-up work is permitted. There is a 3% grade reduction on his/her quarter average for each class period missed. Disciplinary work hours are to be completed at Central Catholic as approved by the administration after OSS is completed. During OSS the student is not allowed to be on campus, including any athletic facilities or parking lots.

## **Alcohol, Drug, and Tobacco Policy**

### **Policy Reasoning**

The Lafayette Catholic School System Code of Conduct policy strictly forbids students to possess, use, sell or distribute alcohol, tobacco, prescription drugs (without a valid prescription) and other illegal, intoxicating substances. The use of alcohol and other intoxicating substances by a teenager is detrimental to their academic success, as well as their physical, spiritual and social development. For the well-being of our whole student body, Central Catholic administration and staff will strive to create a culture and environment that is safe and drug free. Random drug and alcohol screenings will be conducted each school year to assist students and their parents in making healthy choices.

The purpose of this policy is to support parental and community efforts to deter the use of alcohol, tobacco, and other illegal and/or intoxicating substances, and to provide interventions to help students when needed. In addition to the enforcement of student discipline policies, Central Catholic administration and staff will offer students ongoing educational opportunities to promote healthy

choices that prevent alcohol, drug and tobacco use.

In this policy, the term "administration" means the Principal and/or Assistant Principal.

Policy Content:

### **I. Random Drug Screening for Grades 9-12**

A. Random drug screening of students in grades 9-12 will be conducted each school year. As a condition of enrollment, the student and parent/ guardian(s) agree to drug screening of the student and all LCSS discipline policies. There is no possibility for any student to "opt out" of the drug screening program. Due to the random nature of the selection process, some students may be screened more than once a year.

B. Random drug screens will be paid for by Central Catholic Jr/Sr High School.

C. Any student who screens positive on a random drug screen will be in violation of this policy and subject to the intervention and discipline measures outlined in Section IV.

### **II. Instances When Drug Screening is Required-Grades 7-12**

A. Any Central Catholic (grades 7-12) student found possessing, using, selling, or facilitating the sale of alcohol, or any other intoxicating, illegal, or controlled substance, or drug paraphernalia at school or a school-sponsored event is subject to the following:

1. The unauthorized substance will be taken from the student.
2. The student's parent/guardian will be contacted.
3. Law enforcement officials may be contacted.
4. The student will be screened for intoxicating substances at the family's expense.
5. The student will be immediately suspended pending possible expulsion and the final decision of the Administration.
6. If the student is allowed to remain at Central Catholic, the student will be subject to the intervention and discipline measures outlined in Section IV.

B. The Administration reserves the right to screen any Central Catholic student for intoxicating substances, including, but not limited to, the following situations:

1. Student exhibited behavior or symptoms associated with the use of alcohol or other intoxicating substances.
2. Student expressed interest in or shared information on social media indicating the use of alcohol or other intoxicating substances.
3. Student attended a gathering at which alcohol or other intoxicating substances were being consumed by minors.
4. Student previously tested positive to a random drug screen. Student will undergo repeat mandatory screening as determined by the administration, at the appropriate intervals, at the family's expense. After three consecutive negative screens, the student is placed back into the random screening program.

C. Any student who screens positive will be in violation of this policy and will be subject to the intervention and discipline measures outlined in Section IV.

D. Any student who tests positive on a random drug screen will be in violation of this policy and subject to the intervention and discipline measures outlined in Section IV.

### **III. Attendance at Gatherings where alcohol, drugs, or other intoxicating substances are being used by minors**

If upon investigation by the administration, it is confirmed that a student has attended, sponsored or hosted an off campus gathering at which alcohol and/or other intoxicating substances were being consumed by minors and the student failed to leave immediately, the following intervention and discipline will be imposed:

A. If the student had a past positive drug screen or previously violated this section of the policy, this will be considered a "second offense" and student will be subject to the intervention and discipline measures outlined in Section IV.

B. If the student has not previously screened positive or been in violation of any section of this policy, the following discipline will apply:

1. Out of concern for the well-being of the student, Administration may request that the student complete a drug and alcohol awareness training course approved by the Administration. If imposed, this course must be completed within 90 days of the conclusion of the investigation.
2. Student will be removed from any elected office for the remainder of the school year.
3. Student will forfeit participation in 30% of their current extra- curricular competitions and/or performances. If not currently in an extra-curricular activity, the suspension will be served in the next activity in which the student participates. Student is not allowed to serve their suspension in an extra-curricular for which they have not previously participated in high school. Further, while serving this suspension, student is not allowed to wear their team or individual uniform at any time for any event.
4. If the student does not participate in any student life or extra- curricular activity, the student will be required to complete 8 hours of community service as determined by the Administration. Service hours must be completed within 20 school days and is in addition to the school service hour requirements.

### **IV. Intervention & Discipline**

A. First offense:

1. Student will complete a drug and alcohol awareness training course approved by the Administration within 90 days of the positive screen. Failure to complete 100% of this training will result in a ban from all extra-curricular activities and may lead to expulsion.
2. Out of concern for the well-being of the student, Administration may request the student complete a drug and alcohol assessment. The student will agree to abide by whatever helping plan is recommended by a professional substance abuse counselor after evaluating this assessment. The assessment, plan, and treatment will be paid for by the family. Failure to obtain and comply with a recommended helping plan may lead to expulsion.
3. Student will undergo repeat mandatory screening as determined by the administration, at the appropriate intervals, at the family's expense. After three consecutive negative screens, the student is placed back into the random screening program.
4. Student will be removed from any elected office for the remainder of the school year.
5. If applicable, driving privileges to and from school will be suspended until the student no longer screens positive for intoxicating substances.
6. Student will forfeit participation in 30% of their current extra-curricular competitions and/or performances. If not currently in an extra-curricular activity, the suspension will be served in the next activity in which the student participates. Student is not allowed to serve their suspension in an extra-curricular for which they have not previously participated in high school. Further, while serving this suspension, student is not allowed to wear their team or individual uniform at any time for any event.
7. If the student does not participate in any student life or extra-curricular activity, the student will be required to complete 8 hours of community service as determined by the Administration. Service hours must be completed within 20 school days and is in addition to the school service hour requirements.

B. Second offense

1. If not already enrolled in a treatment program, the student will complete a drug and alcohol assessment. The student will agree to abide by whatever helping plan is recommended by a professional substance abuse counselor after evaluating this assessment. The assessment, plan, and treatment will be paid for by the family. Failure to obtain and comply with a recommended helping plan may lead to expulsion.
2. Student will undergo repeat drug screening at the appropriate screening as determined by the administration, at the appropriate intervals, at the family's expense. After three consecutive negative screens, the student is placed back into the random screening program.
3. Student will complete a three-day out-of-school suspension.
4. The student will be removed from any elected office for the remainder of the school year.
5. If applicable, driving privileges to and from school will be suspended until the student no longer screens positive for intoxicating substances.
6. The student will forfeit participation in all student life and extra-curricular activities for one year (365 days).
7. If not in any student life or extra-curricular activity, the student will be required to perform 24 hours of community service as determined by the Administration. Service hours must be completed within 60 school days and is in addition to the school service hour requirements.

C. Third offense

1. Student will immediately begin serving an out-of-school suspension (up to 10 days), pending possible expulsion and the final decision of the Administration.
2. If not expelled, the student will be permanently excluded from all student life and extra-curricular activities.
3. If applicable, driving privileges to and from school will be suspended until the student no longer screens positive for intoxicating substances.

**V. Dishonesty** If at any point, either during or after the conclusion of an investigation by the Administration, it is determined that a student and/or parent/ guardian has misrepresented, lied or failed to fully disclose known facts related to an investigation, all of the intervention and discipline measures listed in Section IV will apply with these modifications:

A. First Offense:

1. Student's extracurricular suspension will be increased from 30% of competitions and/or performances to 50%.
2. If the student does not participate in any student life or extra-curricular activity, the student's community service hours will be increased from 8 hours to 14 hours.

B. Second Offense:

1. Out-of-school suspension is increased from three days to five days.
2. The student will be permanently excluded from all student life and extra-curricular activities.

**VI. Self-reporting** (first offense only): When a student or parent/guardian self-reports an incident or a concern about alcohol or drug abuse, the following rules will apply:

A. To be considered for "self-reporting" status, the report must be made within 48 hours or by 8:00AM of the first school day following an incident, whichever comes first.

B. To be considered a self-report, report must be made to the Principal or Assistant Principal or their designee.

C. If the 48 hour window occurs during a time when school is not in session (e.g., a weekend, Christmas break, summer), an email to the principal and assistant principal will be considered the first step in the process of a self-report. A follow-up meeting arranged as soon as possible by the administration is required to receive self-report status.

D. The self-reporting must occur prior to the student's next athletic contest or extra-curricular performance following an incident, prior to the first positive drug screen, prior to the student's selection for the Random Screening Program, and prior to the

onset of an investigation by the Administration.

E. Self-report status will not be granted to a student who competes in an athletic event or extra-curricular performance following an incident and prior to meeting with administration, even if they have notified administration through email.

F. Intervention & Discipline: All of the intervention and discipline measures listed in Section IV will apply with these modifications:

1. Student's extracurricular suspension will be reduced from 30% of competitions and/or performances to 10%.
2. If the student does not participate in any student life or extra-curricular activity, the student's community service hours will be reduced from 8 hours to 3 hours.

G. If at any point it is determined that there was not full and honest disclosure of the facts of an incident or intoxicating substance usage - as reported by the student and/or parent/guardian - the student will no longer be eligible for "self-report" status.

H. If a student has a "first offense" under a previous Central Catholic policy, they would not be eligible for self-reporting.

**VII. Prescription Drugs:** If a student screens positive for a prescription drug, his/ her parent or guardian will be asked to provide the Principal with the original container for the drug with the label intact indicating the prescribed dosage. If the parent no longer has the original container, a signed statement from a doctor verifying the prescription and dosage must be provided.

**VIII. Notification of screen results:**

A. Results will be kept confidential and only be given to those personnel responsible for carrying out the duties and responsibilities of the school as a result of a positive screen.

B. The Principal or Assistant Principal will notify the parents, guardians, and student of a positive or negative screen result as soon as possible.

C. No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Assistant Principal and will be destroyed upon three (3) years of the student's graduation from high school.

**IX. Screening Methods:**

A. The administration will utilize appropriate screening methods for detection of alcohol, drugs and other intoxicating or controlled substances including but not limited to hair analysis, oral fluids analysis, and/or breathalyzer.

B. If it is determined that a student has shaved his/her body hair in an attempt to avoid being screened, the school would consider his or her action to equate to a positive screen.

**X. Request for a Repeat Screen:** Depending on the type of screening method used, the student or parent has the right to request a second screen.

A. If the screening method qualifies, the repeat screen must be requested within seven (7) days of the notification of a positive result. The cost shall be borne by the student, parents or guardians.

B. All requests for a repeat screen will be conducted on the original sample and conducted by the same laboratory. If the second screen results vary from the first screen results, the principal and the parents or guardians will discuss the action to be taken; however, the Principal's decision shall be final.

**XI. Smoking/Tobacco/Electronic cigarettes:** Smoking or use of tobacco products, electronic cigarettes, or vapors is not permitted on school property, at school sponsored events or off campus at any time. Use or possession of any of these products is subject to the following disciplinary actions.

A. First offense:

1. The items will be taken from the student.
2. The student's parents/guardians will be contacted.
3. Student will complete an approved smoking cessation or tobacco education program within 90 days of the incident and provide a certificate of completion to school administration.
4. Student will be removed from any elected office for the remainder of the school year.
5. Student will forfeit participation in 30% of their current extra-curricular competitions and/or performances. If not currently in an extra-curricular activity, the suspension will be served in the next activity in which the student participates. Student is not allowed to serve the suspension in an extra-curricular for which they have not previously participated. Further, while serving this suspension, student is not allowed to wear their team or individual uniform at any time for any event.
6. If the student does not participate in any student life or extra-curricular activity, the student will be required to complete 8 hours of community service as determined by the Administration. Service hours must be completed within 20 school days and is in addition to the school service hour requirements.

B. Second offense:

1. Student will complete a three-day out-of-school suspension.
2. The student will be removed from any elected office for the remainder of the school year.
3. The student will forfeit participation in all student life and extra-curricular activities for one year (365 days).
4. If not in any student life or extra-curricular activity, the student will be required to perform 24 hours of community service as determined by the Administration. Service hours must be completed within 60 school days and is in addition to the school service hour requirements.

C. Third offense:

1. Student will immediately begin serving an out-of-school suspension (up to 10 days), pending possible expulsion and the final decision of the Administration.
2. If not expelled, the student will be permanently excluded from all student life and extra-curricular activities.

## **Disciplinary System**

Central Catholic implements necessary discipline so that students become self-disciplined. In conjunction with this philosophy, Central Catholic has adopted a four-level disciplinary program out of love and respect for all individuals with a sincere desire to help young women and men succeed. This program works on a point system. Each violation is assigned a point value and a corresponding discipline. Unless noted otherwise in this handbook, all offenses will follow the discipline outlined by the point value. Where a specific discipline has been outlined in this handbook, that policy will be followed and the student will accumulate the appropriate points. As outlined, the Discipline Committee recommends consequences for student behavior to the Principal. Such consequences include, but are not limited to, expulsion, suspension either in and/or out of school, disciplinary probation and signing of a contract to shape future behaviors, counseling and community service. When a student accumulates 15 points the Principal (or his/her designee) or the Discipline Committee will meet with the student and parents to assign 15 hours of community service as determined by the Administration. Failure to do community service by the date assigned could result in suspension or expulsion.

### **Level One = 1 point**

Behaviors which are considered Level One violations are inappropriate behaviors of a minor nature

Level One Offenses are the least serious violations of the disciplinary policies.

Level One Offenses include but are not limited to

1. Disruptive behavior in the classroom, during Mass, public areas of the building, on school-provided transportation, during assemblies and at school-sponsored events not held at school
2. Not in compliance with dress code
3. Sleeping in class
4. Displays of inappropriate public display of affection
5. Distributes printed material on school premises without permission of school officials
6. Violation of Internet Users Agreement
7. Disregards cafeteria procedures and regulations
8. Chewing gym

It is the teacher's responsibility to document inappropriate behaviors that occur in their classrooms and document it in Harmony Student Data Base. Teachers are also expected to discipline the student within the structure of their own classrooms in a manner consistent with the philosophy of Central Catholic Jr./Sr. High School and the teacher's individual discipline plan in addition to the referral. Staff members may also document inappropriate behaviors and refer the student to the Principal/Assistant Principal. Unless otherwise specified in this handbook, students who commit a level one offense will be assigned the following consequences:

1. First offense: a detention or a natural consequence in addition to the point accumulation and parent notification
2. Second offense: One day of In-School Suspension (ISS) in addition to the point accumulation and parent notification
3. Three or more offenses will result in a hearing before the Discipline Committee and the escalation of the offense to a level two for the remainder of the school year.
4. Repeated level one offenses of any type will be escalated to a level two offense.

### **Level Two = 2 points**

Level Two offenses are serious violations and will result in serious disciplinary actions

Level Two offenses include but are not limited to:

1. Disrespectful or argumentative behavior to a teacher, staff member, Administration, or any adult
2. Insubordination: intentionally fails to follow the express instructions of any school authority
3. Deliberately forges or intentionally falsifies the parental/guardian authorization or acknowledgement of school permission (absence, late arrival, etc.) or school document (progress report, authorization form, etc.)

4. Excessive tardiness
5. Fighting or endangering the safety of others. There will be consequences for all parties involved regardless of who instigated the altercation
6. Violates the principal of academic integrity (cheating) or plagiarism
7. Use of vulgar or foul language. Seriousness at the discretion of the administration
8. Unauthorized Gambling
9. The possession, use, or distribution of tobacco or smoking paraphernalia, or facsimile of tobacco products
10. Leaves the school grounds without the specific consent of Administration or the Main Office
11. Verbally abuses another individual, including foul or offensive language/gestures or any physical act that may be perceived as threatening or intimidating
12. Steals or possesses another person's property or valuables without the consent of the owner and a more serious consequence may occur if the individual has accepted stolen or illegal goods in order to protect that individual from discover. This could be referred to law enforcement agencies if it is categorized as a criminal offense
13. Disregards traffic and parking regulations or drives on the campus in an unsafe manner
14. Conducts an unauthorized student demonstration
15. Fails to report for a properly assigned detention
16. Repeatedly violates offenses in Level 1

Students who commit a Level Two offense will be assigned the following consequences, but not limited to:

1. First Offense: One to Three day In-School Suspension (ISS) in addition to the point accumulation and parent notification
2. Second Offense: One to Three day Out-of-School Suspension (OSS) in addition to the point accumulation and parent notification
3. Three or more offenses will result in a hearing before the Discipline Committee, discipline contract issued and the escalation of the offense to a level three for the remainder of the year
4. Repeated level two offenses of any type will be escalated to a level three offense

**Level Three = 3 points**

Level Three offenses are serious violations and will result in more serious disciplinary actions

Level Three offenses include but are not limited to:

1. Offenses of possessions of alcohol and/or drugs
2. Attendance at a party off school grounds where minors are using alcohol or illegal drugs
3. Second violation of the principal of academic integrity (cheating) or plagiarism
4. Fighting
5. Truancy
6. Hazing
7. Second violation of the Internet user agreement
8. Attempts and/or achieves unauthorized access to files or computers, including but not limited to, hacking
9. Attempts and/or achieves the impairment of the computer network
10. Bullying- as defined by the IC 20-33-8-0.2 and 20-33-8-13.5.
11. Destroys property of the school, faculty, staff, or of other students
12. Repeatedly violates offenses of Level Two

Students who commit a Level Three offense will be assigned the following consequences, but not limited to:

1. First Offense: One to Ten day In-School Suspension (ISS) in addition to point accumulation, parent notification
2. Second Offense: One to Ten day Out-Of-School Suspension (OSS) in addition to point accumulation, parent notification and possible restitution and community service
3. Three or more offenses will result in a hearing before the discipline Committee, discipline contract issued and escalation of the offense to a Level Four offense and consequence
4. Repeated Level Three offense of any type will be escalated to a Level Four offense



#### **Level Four = 4 points**

Level Four offenses are the most serious violations of the school or laws of the State of Indiana. These violations represent actions that are contrary to the mission of this school.

Level Four offenses include, but are not be limited to:

1. A student's accumulation of 15 points per semester
2. Meriting two suspensions during a year
3. Possessing, firing, displaying, or threatening the use of firearms, bombs, explosive devices (fireworks, smoke/stink bombs, etc.) or other weapons on school grounds for any unlawful purpose is an occasion of serious harm to persons. Therefore, students who engage in these activities will subject themselves to expulsion and be reported to legal authorities.
4. Physically assaults, sexually harasses, or threatens to assault or harass any member of the school community, student or adult
5. Criminal acts committed on or off campus.
6. Under the influence of drugs and alcohol
7. Selling or attempting to sell alcohol or drugs of any kind
8. Intentionally sets a fire, tampers, or activates a false fire alarm, or discharges a fire extinguisher or any other fire extinguishing apparatus
9. Threatens or intimidates or, forces another student to turn over money, valuables, school projects and assignments, or performs acts against the student's will

The Principal will impose consequences for Level Four offenses which include, but are not limited to: one to ten day suspensions, community service, restitution or recommendation of withdrawal or expulsion from Central Catholic Junior-Senior High School

#### **CRISIS CONFRONTATION**

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either occurred, is underway, or may occur absent intervention:

- a student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- a student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would represent a risk of physical harm to any person or persons, whether or not on school property;
- a student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
- a student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- a student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- a student knows but fails to disclose to school authorities, that another student either:
  1. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  2. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the

educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student and reporting to civil authorities where applicable by law.

### **DISCIPLINE APPEAL**

A student who commits a Level Three or Level Four Offense will have the right to a discipline appeal hearing before the Discipline Committee with his/her parents/guardians. Discipline appeal is defined for the purpose of discipline appeals as the proceedings established by the school to protect student rights to present their side of the story. The discipline appeal procedure will include the following:

1. The Principal or designee shall initiate a prompt investigation regarding the student's misconduct, or in the event of criminal allegations, consider any investigation by law enforcement agencies. The Discipline Committee will make penalty recommendations to the Principal with whom the final decision rests. However, depending on the severity or immediacy of the infraction, the Discipline Committee may be bypassed and the matter may be handled by the administration.
2. The parents/guardians shall receive notice in writing or by telephone from the principal or designee their delegated proxy, listing the charges and possible penalty.
3. An opportunity to request a hearing before the Discipline Committee. This request must be made by the parents/guardians to the Principal or their proxy within five school days.
4. A hearing process may allow for:
  - a. A detailed recitation of the charges and evidence
  - b. An opportunity for the student and parents/guardians to tell their side of the story, present new evidence and ask questions
  - c. An opportunity for assessment of the student's total academic, social and disciplinary progress at the school
  - d. A record of the statements made at the hearing
  - e. Written notification to the parents/guardians detailing the findings of the hearing and the final determination.
5. If a hearing is not requested, the Principal or designee will notify the parents/guardians of the penalty. The parents/guardians have the right to appeal to the Principal, within three school days, the penalty recommendations of the Discipline Committee. The final penalty decision rests with the Principal.
6. The parents/guardians have the right to appeal, within five school days of the notice, the Principal's decision to the Governance Board if, and only if, discipline appeal was not allowed. All appeals to the Governance Board must be made in writing to the Executive Director and should list specifically how discipline appeal was not allowed. The Governance Board will consider the appeal as soon as reasonably possible and render its decision in writing. If the Governance Board determines that discipline appeal was not allowed, they may request that the Principal and/or the Discipline Committee rehear the case.

## **GUIDANCE DEPARTMENT AND SERVICES**

Guidance counseling services are available for all students. These services include assistance with educational planning, interpretation of test scores, occupational and career information, study help, home, school, and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor.

### **Academic Recognition**

1. **Honor Roll (Earning a C+ or below, in any class, eliminates a student from the honor roll)**
  - a. To be academically qualified for the various levels of the Central Catholic Senior High School Honor Roll, the GPA shall be:
    - i. **KNIGHT HONORS:** 3.8 to 4.0
    - ii. **HONOR ROLL:** 3.33 to 3.7999

## **2. Valedictorian/Salutatorian Honors**

- a. A student must have attended five semesters at Central Catholic Junior-Senior High School in order to qualify for the honor of Valedictorian or Salutatorian of his/her class. The Valedictorian and Salutatorian are chosen after seven semesters.

## **3. Academic Honor Diploma**

- a. The Indiana Department of Education will not allow a school to give a student an Academic Honors Diploma if any semester grade is below a C-. Students must have a grade point average of 3.0 or higher.

## **Academic Probation**

Enrollment at Central Catholic, a privilege that can be revoked, is subject to review based on academic effort and appropriate behavior, both of which are expected and demanded. If students are not making adequate academic progress, they are subject to Academic Probation for the next semester, pending review by the Admissions Committee. Failure to meet the expectations set forth for students on academic probation will result in dismissal of the student from Central Catholic Jr.-Sr. High School.

## **College Visits**

Juniors and Seniors are allowed two (2) days per school year to visit a college, university, accredited post secondary school. The days do not count against the ten (10) day attendance limit. College visit forms are to be obtained in the Guidance Office two (2) days prior to the visit. The back of the form is a teacher signature page which will need to be completed and returned to the Guidance Office for their signature. The form must then be signed by the authorized representative of the institution on the day of the visit and returned to the Main Office when the student returns to school. Parents are required to call the school on the day of the visit to report the student's absence.

## **College Representatives**

During the year there will be a number of college representatives visiting Central Catholic. Any junior or senior may meet with the representative; a permission slip must be obtained from the Guidance Office.

## **Course Changes**

In the spring of the year, the student and his/her counselor with much thought and care will select classes for the following year.

1. To drop or add a college prep course, the student must have the consent of his/her parent/guardian, the teachers involved, and the counselor. Students are encouraged to prepare their subject programs with much thought so that minimum changes are needed.
2. Course changes will be done only when necessary and before the end of the second week of the each semester.

## **Course Failures**

1. When a student fails a required course, it must be repeated. Because of scheduling restraints, it is advisable that the student make-up the course during summer school or through the IU Independent study program.
2. When a student fails a Religion class, the course must be repeated. The student is to make arrangements with the Head of the Religious Studies Department.

## **Educational Grant Programs**

The Educational Grant Program is available to Catholic families who are registered at a Catholic parish. Student aid applications are available in February for the upcoming school year at all area Lafayette Catholic Schools and from the Business and Development Offices. Applications are mailed to a private company for processing. Student aid is disbursed balancing family need and the total available monies.

## **Final Exams**

Final exams are required in all courses. Students must make every effort to be present for finals. Finals may not be taken earlier than scheduled. They can be taken upon the return to school after first semester or upon returning after the second semester is completed for partial credit.

## **Grades**

1. The 'letter' system, which is the one most highly recommended by the National Association of Secondary School Principals, is used at Central Catholic Junior-Senior High School. It is qualitative rather than quantitative.

2. The student's Grade Point Average (GPA) is based on a four-point (4.0) scale:
- \*\*\* Several courses are weighted 0.3. These courses include all honors courses, all Advanced Placement courses, all ACP courses, and all Double Up classes.
3. Grade Point Disclaimer- The ultimate goal of secondary education is for a student to take as many honors level and college preparatory classes as possible to be well prepared for college. If a student takes all the honors level courses possible and one less college preparatory class, their grade point average will be slightly less than a student who takes all honors level courses possible and one more college preparatory class assuming that all grades are equal.

**Weighted Numerical System is:**

<u>Grade</u>	<u>Regular</u>	<u>Honors</u>	<u>Sr.- High Grading Scale</u>		<u>Jr.-High Grading</u>	
A	4.00	4.30	A	96-100	A	98-100
A-	3.67	3.97	A-	90-95	A-	94-97
B+	3.33	3.63	B+	87-89	B+	91-93
B	3.00	3.30	B	83-86	B	88-90
B-	2.67	2.97	B-	80-82	B-	85-87
C+	2.33	2.63	C+	77-79	C+	82-84
C	2.00	2.30	C	73-76	C	78-81
C-	1.67	1.97	C-	70-72	C-	75-77
D+	1.33	1.63	D+	67-69	D+	73-74
D	1.00	1.30	D	63-66	D	71-72
D-	.67	.97	D-	60-62	D-	70
F	0.00	0.00	F	00-59	F	00-69

**Honors Level Classes, Advanced Placement, and Dual Credit Classes**

The Director of Guidance in conjunction with the subject-area teacher determine which students will be placed in honors classes, advanced placement classes, or dual credit classes. Students who take dual credit classes from Indiana University must meet two out of three of the following requirements set by Indiana University: be in the top half of their graduating class, score a 50 on the PSAT Critical area and in the Mathematics area, have a 2.7 G.P.A. Students who take Double Up classes must pass the placement tests given at Ivy Tech, or score a 460 in all three of the areas on the SAT. If they score 46 in all three areas of the PSAT, students will qualify for the Double Up Program. Due to class size restrictions and prerequisites, the subject teacher and the Director of Guidance will determine which students will be placed in the honors level classes. This is determined by the numerical grade. The class size should be limited to 20 in each subject area. Students placed in honors level classes will have additional course requirements.

**Incomplete**

In-completes will be given in extraordinary circumstances with approval of the teacher and the Guidance Director. Missed work is ordinarily made-up within ten school days after the end of the affected grading period. If the work is not made-up within this period, the work will be recorded as having been failed.

**Senior High Class Auditing Policy**

Students are required to audit a first-semester required course if they failed second semester previously and need to repeat second semester for a passing grade. For example, if a student passed a first semester required math class and failed second semester, he/she would be required to audit the first semester. If a student earned a D in a first level foreign language class, he/she might be required to audit the class for a year before taking a second level of the course. This will be determined by the foreign language department chair.

When auditing classes students must complete all work for the class. Students earn a grade but no credit for an audited class. The grade is recorded on the transcript as an audit, but it is not figured into GPA.

**Transcripts**

Student grade transcripts may be obtained through the Guidance Office. Graduates' transcript requests must be made in writing and signed by the graduate. Graduates may request a transcript in person and proper identification is required.

**Withdrawing**

The Principal and/or the Guidance Director will conduct an exit interview with the parents/guardians of any student who withdraws from Central Catholic Junior-Senior High School. A withdrawal form must be obtained from the guidance office and the student must have each of his/her teachers sign

the form before exiting. Transcripts and records will not be released unless proper procedures are followed. **Transcripts and grades will be held until all tuition charges are paid-in-full.**

## **RELIGIOUS EDUCATION PROGRAM**

Since a "true education aims at the formation of the human person in the pursuit of his ultimate end" (Declaration on Christian Education, #1), the religious program is an integral part of the Catholic school. Hence, the most important program at Central Catholic is the Theology program. It is the center from which all other departments and programs derive their meaning and purpose. We feel that the main purpose of our existence is to form our students into mature Christian leaders and citizens of heaven. In order to achieve this, a strong religious program is essential. This development is to take place within all departments with the Theology Department as the vital source of encouragement for this goal.

There is simply nothing more important to the students, faculty, and staff of Central Catholic than experiencing Christ in the Eucharist. We frequently gather as a Christian community at Mass, Eucharistic Adoration, Penance Services, Prayer Services, Class Retreats, and Theology Classes. We desire to affirm our utter dependence upon God for our daily sustenance and to grow in our love of Him. Therefore, all members of the Central Catholic community are expected to earnestly seek after holiness, modeling themselves on the perfect example of Jesus Christ.

**Since Jesus Christ is the reason for our school and because we profess Catholic-Christian values the following are requirements for all students regardless of their faith:**

1. *We welcome and respect the religious beliefs of all non-Catholic students. Theology is required for each semester of attendance. Successful completion of a theology course each year is required.*
2. *All students are required to attend all of the school liturgies and Para-liturgies.*
3. *The Director of Campus Ministry will work with students of differing faiths to understand our Catholic- Christian traditions.*
4. *All students must attend one retreat each semester with their class.*
5. *All classes must complete a class service project by the end of the school year. Each student is required to participate in this project.*
6. *In addition to assignments, class work, and exams as assigned by each theology teacher, all students must participate in service hours and complete corresponding work. Specific requirements vary by grade and are outlined below. Students are responsible for meeting these requirements.*

### **ALL STUDENTS**

Service hours are divided into two general types: those which call us to actively participate in the communities to which we belong (Type C) and those which call us to live out the commandment to "love one another" (Types A & B).

**Type A - hours of service working directly with the poor, disadvantaged, hungry, homeless, sick, elderly or disabled**

**Type B - indirect hours of service benefiting (but not necessarily with) the poor, disadvantaged, hungry, homeless, sick, elderly or disabled**

**Type C - hours of service benefiting a community that you are a part of including Family , Church , and School**

#### **Seniors - 25 hours**

- 10+ hours of Type A Service
- 10+ hours of Type A or B Service
- 5+ hours of Type C Service to either school or parish

#### **Juniors - 20 hours**

- 7+ hours of Type A Service
- 7+ hours of Type A or B Service
- 6+ hours of Type C Service
  - 3+ to benefit the CHURCH
  - 3+ to benefit the SCHOOL
  - (service to benefit the FAMILY is a presumption and not to be counted toward the total hours)

#### **Sophomores & Freshmen - 18 hours**

- 4+ hours of Type A Service
- 4+ hours of Type A or B Service
- 10+ hours of Type C Service
  - 6+ to benefit the CHURCH
  - 4+ to benefit the SCHOOL
  - (service to benefit the FAMILY is a presumption and not to be counted toward the total hours)

#### **7th & 8th Grade - 16 hours**

- 4+ hours of Type A or B Service
- 12+ hours of Type C Service
  - 3 to benefit the FAMILY
  - 6 to benefit the CHURCH
  - 3 to benefit the SCHOOL Guidelines
- In order to count for the 2016-2017 school year, the service must be completed between May 1, 2016 and April 30, 2017 and submitted electronically with the proper documentation no later than **April 30**. Late hours will result in the deduction of the student's Theology semester grades. Ten percentage points will be deducted for each day the hours are not submitted after the above listed due dates (for up to five days).
- Service documentation must be submitted using the Justice and Service Learning Program
- Students may not volunteer for relatives to fulfill Type A & B service requirements with the exception of extraordinary circumstances and only with the prior approval of the Director of Campus Ministry.
- Students are encouraged to have their service activity approved by their Theology teacher prior to volunteering to ensure that the activity qualifies for service learning. A plan will be created with the help of parents/guardians and Theology teacher.
- Whenever possible, service opportunities will be provided throughout the school year. Ultimately, it is the responsibility of each student to schedule his or her own service.
- **Parents should be involved!** Please consider serving along-side of your child. This teaches the child that service does not end when service hours end.

## **ATHLETICS**

### **Profile of the Lafayette Central Catholic Jr./Sr. High School Athletic Program**

Lafayette Central Catholic Jr./Sr. High School has developed a rich tradition over the years in athletic achievement throughout Tippecanoe County and the State of Indiana, of which the entire school and the Lafayette community is extremely proud.

Young men are offered a ten-sport IHSAA sanctioned program including cross country, football, soccer and tennis in the fall; basketball, swimming and wrestling in the winter; and baseball, golf and track in the spring. Young women are offered a nine-sport IHSAA sanctioned program including cross-country, golf, soccer and volleyball in the fall; basketball, and swimming in the winter; softball, tennis and track in the spring. Spirit Squad and Bowling are also recognized sports by the Central Catholic Athletic Department.

### **Athletic Statement**

The goal of the Lafayette Central Catholic Jr./Sr. High School Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character. The purpose is to provide each participant with experiences that will be positive and memorable. This will help him/her to develop the capacity for commitment to a cause, acceptance of responsibility and loyalty towards any chosen endeavor.

This athletic handbook is designed to provide information to both athletes and their parents (or guardians) of the program elements, including specific rules and regulations, that have helped develop the rich tradition of athletic competition at Lafayette Central Catholic Jr./Sr. High School.

Participation in high school athletics is a **privilege** that carries with it varying degrees of honor, respect, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and other specific coaches' rules for their sport. Student-athletes represent their

school, family and community. It is the athletes' duty to conduct themselves in a dignified and respectable manner.

### **Athletic Board of Review**

The purpose of the Athletic Board of Review is to examine the facts concerning an alleged violation, give the student-athlete an opportunity to present his/her side of the case, and in general, to determine whether the alleged violation did, in fact, occur. The appropriate penalty will be assessed as determined by the ***Knight Line*** or ***Athletic Code of Conduct***.

### **Athletic Board of Review Members**

The Athletic Board of Review will consist of all school staff head coaches. The Athletic Director will serve as chairman. A majority of the members present will constitute a quorum. A two-thirds vote of those present is needed to have an athlete suspended. Any appeal is made with the principal.

(Note: The Head Coach of the sport in which the athlete is currently participating will not serve on the Athletic Board of Review in that case.)

### **Athlete Defined**

The Lafayette Central Catholic Jr./Sr. High School athlete is defined as, and includes, all young men and women who represent a Central Catholic team that engages in either interscholastic (IHSAA) or club sports competition. This includes all participants, Managers, Cheerleaders, and Bowling team members.

### **Discretionary Clause**

The principal of the building, in communication with the Athletic Director, has sole discretion on any extenuating circumstances surrounding the events and guidelines stated herein.

### **Eligibility-Indiana High School Athletic Association**

#### **Age**

A student who is or shall be twenty (20) years of age prior to/or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interscholastic athletic competition in that sport.

#### **Amateurism**

You are ineligible if you: 1) play under an assumed name; 2) accept money or merchandise in any way for athletic participation; 3) participate in any camp that is not IHSAA approved; 4) sign a professional contract

#### **Enrollment**

You are ineligible if you did not enroll in school during the first fifteen (15) days of a semester or if you have been enrolled more than eight (8) semesters beginning with grade nine (9).

#### **Grades**

To maintain your eligibility, you must pass a minimum of five (5) full credit subjects in your previous grading period or at semester's end. You must also be currently carrying a minimum of five (5) full credit subjects. The Student-Athlete must also maintain a ***minimum*** Grade Point Average of 1.67 in the quarter before the beginning of his/her sports season and must have a passing grade in religion. If the sports season falls on the conclusion of a semester or quarter grading period and the Student-Athlete fails either to A) Maintain a 1.67 G.P.A. or B) Pass their Religion Course, they will be deemed academically ineligible.

#### **Illness/Injury**

If you are absent five or more consecutive school days or you fail to participate in five (5) consecutive days of scheduled practices you must practice four (4) days prior to participation in a contest. If you miss more than ten (10) consecutive days of scheduled practice, you must practice six (6) days prior to participation in a contest.

#### **Physical Evaluation**

You must have a current IHSAA approved athletic physical form on file with the principal or athletic director before you are permitted to practice.

#### **Transfer**

New students who are transferring into Lafayette Central Catholic from another high school are ineligible until an athletic transfer form from the previous school is completed and ruled on by the IHSAA. This transfer process must be initiated by the new student through the Guidance Office at Lafayette Central Catholic.

### **7th and 8th Grade Athletic Eligibility Rules**

1. In order to be eligible for athletics or cheerleading, a 7th or 8th grade student may not have any failing grades at the end of a 9-week grading period.

2. Students will be evaluated for academic eligibility at the end of each 9-week grading period. The staff (teachers/coaches) will be asked to identify athletes who are failing at the end of the 9 weeks. Eligibility will be determined by the grades earned for that period and will be effective upon the posting of grades for that academic evaluation period (the day nine week and semester grades are due in the office). Semester grades will be used to determine eligibility at the end of each semester.
3. Those students with one or more failing grades at the end of the 9 weeks will be placed on Athletic Probation. Under the conditions of this probation, the student will be able to remain on the team and will be able to practice, but will not be eligible for athletic competition. The probationary period will last two weeks. At the end of those two weeks, the student's grades will be checked again and if the student is passing all classes, the student's probationary status will be lifted. If the student is not passing all classes at the end of the probationary period, then that student will be placed on Level II Athletic Probation. Level II Probation will last two weeks and during that time, the student will not be allowed to practice or participate in any athletic competition. Level II probation will also prohibit a student-athlete from traveling with or being part of his/her team during athletic competition. Additionally, the student athlete will be required to attend junior high study tables Monday through Thursday. Failure by a student-athlete to eliminate all failing grades from their record by the end of the Level II probation will result in suspension from athletic participation (practice & competition) until the next academic evaluation (9-week grading period). NOTE: Intervals of time affecting this policy may be subject to change in times of inclement weather.
4. Incomplete grades at an academic evaluation period will be considered as failing grades for athletic eligibility purposes, until such time as the incomplete has been converted to a formal grade.
5. All new 7th graders are eligible at the start of the school year. Any 7th or 8th grader repeating the grade must meet the requirements in #1 to be eligible at the start of the school year.
6. All 8th graders must meet the requirements in #1 (based on 2nd semester grades from their 7th grade year) to be eligible at the start of the school year.
7. Students have the option of trying out for a team at the beginning of a season and practicing when they are on Athletic Probation (Level I or Level II). If these athletes meet the requirements in #1 at the next academic evaluation, they can begin full participation (including athletic competition). If they still possess failing grades at the next academic evaluation, then they would advance to Level II probation or suspension from athletic participation (as described in #3 above).

## **Code of Conduct**

### **Statement**

The following Lafayette Central Catholic athletic rules are established in conjunction with the Indiana High School Athletic Association Constitution which states:

"Contestants' conduct, in or out of school, shall be such as: 1) not to reflect discredit upon their school or the IHSAA or, 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in a school. It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school."

- also -

"Any contestant or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next interscholastic contest at that level of competition and all other interscholastic contests at any level in the interim, in addition to any other penalties assessed."

### **Enforcement of the Code of Conduct**

The Athletic Director, at the discretion of the principal and per the Athletic Director job description shall enforce all rules and regulations as described in the **Code of Conduct** for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The code will be reinforced by the coach of each sport during the year. Any alleged violation of the Code shall be reported first to the Athletic Director and Principal.

**IMPORTANT....The Code of Conduct is in force twelve (12) months of the year 24 hours a day, seven days a week, for all athletes in grades seven (7) through twelve (12)**

### **Expected standards of conduct for all athletes**

1. The good of the team is first and foremost. In sports where individuals can advance, after team elimination, he/she then becomes most important.



2. No player(s) will ever employ tactics in violation of rules to gain an undeserved advantage. All players will devote themselves to being a true student/athlete.
3. All athletes will care for all school equipment, including team uniforms, as though it was their own personal property. If equipment is "worn-out" through practice, it will be replaced by the school. If equipment is lost or stolen, the athlete is responsible for the replacement costs.
4. All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff of that team.
5. Athletes should not engage in conduct in violation of this Athletic Policy. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained doing these things.
6. Be a positive influence in all you do. Work for the betterment of Lafayette Central Catholic by setting an example and always doing what is right and good.
7. Game/Match Officials deserve courteous respect. Realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams a fair contest.
8. All Lafayette Central Catholic athletes are expected to comply with the standards of our Athletic code of conduct and school rules.

In essence, Lafayette Central Catholic Jr./Sr. High School is not asking its athletes to make sacrifices. Sacrifices imply giving up good things. We are asking our athletes to do the opposite. Live clean, think clean and do those things that make them more competent individuals and team members.

#### **Carry Over Rule**

If a violation of the following rules occurs, the athlete in violation will be required to serve an appropriate suspension from athletic participation. If an initial violation occurs between seasons, or if less than 25% of current in-season contests remain at the time of the violation and the participating athlete cannot fulfill the terms of the resulting athletic suspension within that sport's current season, the suspension carries over in equal percentage amounts until complete to the next sport season(s) in which the athlete has previously participated.

## **ATHLETIC GENERAL INFORMATION**

#### **Attendance Procedures**

Students who arrive past 8:30 am are ineligible for all extra-curricular activities including, but not limited to practices, games, events, meetings, dances, or parties. This includes students who are ill part of the day. The only exceptions to this are absences that are documented by an approved College Visit, government agency, a doctor, or dentist or the death of an immediate family member AND where the student has followed the attendance policies corresponding to that absence.

#### **Awards**

1. Freshman team members will receive a certificate for their participation in his/her chosen sport.
2. Junior varsity team members will receive a certificate for their participation in his/her chosen sport.
3. Varsity letter winners will receive a varsity letter. The student-athlete must actively participate (this does not include dressing for the contest) in at least 50% of the varsity contests to be eligible to receive this award, unless the student-athlete is a senior, in which case they are eligible to receive the award at the discretion of the Head Coach and/or the Athletic Director. The Athletic Director also reserves the right to issue a letter to an athlete who participates in less than 50% of the varsity contests if the athlete's contribution to the team is deemed significant enough to warrant a varsity letter.

**IMPORTANT...If an athlete at any level does not complete the season in good standing, he/she will forfeit any award(s) earned during that season.**

#### **Conflicts Between Activities**

From time to time conflicts may arise between other extra-curricular activities (i.e. Cheer Express, Ballet, Ping Pong Club, Local Thespian Performance, etc.) and Freshman, Junior Varsity, or Varsity practice or contests. It is important to understand the commitment made when deciding which Central Catholic activities to participate in. The priority for attendance must be to attend the Central Catholic events first if committed, and others second. The coach and the student-athlete, in the event of a conflict, must be in communication before the scheduled sport season begins so that

ample notice is given about practice and/or games missed because of another requirement or activity. At this time, a responsible and intelligent decision can be made whether or not participation in the chosen Athletic Program is reasonable. Coaches and Administration encourage participation in other extra-curricular activities, but require adequate notice and a responsible approach in the event of planned conflicts/events. Failure to do so will result in a violation of team rules and subsequent removal from the conflicted Jr. High, Freshman, Junior Varsity, or Varsity sports season.

### **Changing Sports/Quitting Teams**

If an athlete is cut from a team, he/she may join another team or program in that sports season with the approval of the second sport coach. An athlete cannot quit one sport to join another sport until that sports season is concluded (ex. A player cannot quit football to go out for basketball until football season is over.) However, athletes may be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches and the Athletic Director. All questions and extenuating circumstances will be handled by the coaches involved and the Athletic Director.

### **STUDENT athlete Dress CODE**

When going away to activities or attending end of season awards banquets as representatives of Central Catholic the minimum dress requirements are slacks (no jeans or shorts) and a collared shirt, blouse, or dress sweater. Failure to adhere to this dress policy will result in being excused from awards ceremony and/or school discipline (detention, work hour, etc.)

### **STUDENT FAN Dress CODE**

All students are encouraged to attend all athletic events and support our student athletes. We must remember that we are representing our Catholic school and community at these events at home and away. All students are expected to dress with Christian modesty and values. Examples of items that are unacceptable include but are not limited to: (e.g. No shirt (bare-chested), tank tops, halter tops, spandex tops or bottoms, shirts with no sleeves or shirts with cut off sleeves, boxer shorts, PJ pants. The administration reserves the right to use discretion to determine what is appropriate and inappropriate dress is. All "themed" events MUST have prior approval from administration.

### **Use of supplements**

The number of types of nutritional supplements that are available over the counter continues to increase. Some of these supplements are known to be potentially dangerous to the long-term physical health of men and women. Others have no known long-term effects, but are still the subject of research that may some day indicate negative effects. Our position as a school is that we do not recommend that student athletes take nutritional supplements without conferring with a licensed doctor. We urge parents to become informed about the issues surrounding supplement use and that parents be proactive in discussing supplement use with their children. A good place to start for those wishing to find out about the various supplements available and their potential benefits and side effects are [www.fda.gov](http://www.fda.gov), [www.aap.org](http://www.aap.org) and [www.nfhs.org](http://www.nfhs.org).

### **Weight Room**

The weight room is available for use by teams after school with the permission of the athletic director (or designee). No student shall use the weight room facilities without adult supervision. Weight room guidelines must be followed or use of privileges will be suspended. Students and Coaches are responsible for replacing weights and keeping the weight room clean. **There will be no food or drink allowed in the weight room at any time. Also, the music played in the weight room will be consistent with our Catholic values, not contain any profane or obscene lyrics, and will be kept at a reasonable volume.**

### **Guidelines for ineligible student-athletes, spirit squad and bowlers**

It is at the discretion of the Head Coach and the athlete's parents to decide whether or not the athlete continues to be a member of an athletic team. Athletes will be removed from a team if the Head Coach or the athlete's parents wish to do so or after the student-athlete has been deemed ineligible. Upon removal from the team:

1. the student-athlete is allowed to practice with the team.
2. the student-athlete is allowed to attend film sessions, meals, team meetings, etc.
3. the student-athlete is allowed to ride the bus to away games.
4. the student-athlete is allowed to sit with the team to show support on game nights.
5. the student-athlete is NOT allowed to "dress" or participate on game nights.

## **Out-of-season violations/in-season violations**

### **Athletic rules and consequences are cumulative and in effect year-round.**

**For example:** an athlete is caught consuming alcoholic beverages during the summer, which would be his/her first offense. Since the offense occurred out-of-season and is the **first offense**, the athlete would be suspended for a minimum of 25% of the future season(s) contests (Carry Over Rule). If the same athlete is then caught using tobacco, this would be his/her **second offense**, resulting in an athletic suspension for one calendar year.

#### **RULE #1**

Athletes shall not knowingly possess, use, transmit or be under the influence of alcohol, tobacco, or any illegal drug at any time.

#### **CONSEQUENCE:**

**First Offense:** Athlete will be suspended from the current/future athletic team for a minimum of 25% of the season contests. (Carry Over Rule).

**Second Offense:** Athlete will be suspended from athletics for one calendar year from the date of the infraction.

**Third Offense:** Athlete will be suspended from athletics for the duration of his/her enrollment at Lafayette Central Catholic Jr./Sr. High School.

#### **RULE #2**

Athletes shall conduct themselves as good citizens within the community.

#### **CONSEQUENCE:**

**Felony Offense:** Any athlete charged with a felony offense will be allowed continued participation in all athletic events, but if found guilty in the conclusion of the investigation by the proper local, state, or federal authorities, the student will be suspended for an entire school year (365 days) from participation of extra-curricular activities at Lafayette Central Catholic. If the student-athlete does not admit guilt of the said felony, he/she will be suspended pending the conclusion of the investigation by the proper local, state, or federal authorities at which time penalties will be assessed.

**Misdemeanor Offense (other than a minor traffic violation):** Any athlete charged with a misdemeanor offense shall be subject, on the first offense, to athletic suspension for a minimum of 25% of the current/future team season contests (Carry Over Rule). The second or succeeding offense will result in athletic suspension for one calendar year from the date of the infraction.

#### **RULE #3**

Athletes shall not commit acts of disrespect, as defined by the Knight Line or student handbook, vandalism and/or theft.

#### **CONSEQUENCE:**

**First Offense:** Will result in a written letter of reprimand, sent to the parents and to the student, stating the situation in which the student-athlete was disrespectful, and require a change in behavior. This letter will also outline the consequences for the next incident (or "Second Offense") of disrespectful behavior which is detailed below.

**Second Offense:** Will result in automatic suspension from the athletic team for a minimum of 25% of the current/future season contests (Carry Over Rule).

**Third Offense:** Suspension from athletics for one calendar year.

**Fourth Offense:** Suspension from athletics for the duration of his/her enrollment at Lafayette Central Catholic Jr./Sr. High School.

#### **RULE # 4**

Athletes shall display good sportsmanship when in attendance at all extra-curricular and athletic events. Profanity, abusive language, heckling, and inappropriate comments are not permissible at any time.

#### **CONSEQUENCE**

**First Offense:** Will result in a meeting between the violator(s) and the athletic director. A letter of reprimand will be sent to the parents stating the situation in which the student-athlete was disrespectful, and require a change in behavior.

This letter will also outline the consequences for the next incident (or "Second Offense") of disrespectful behavior which is detailed below.

**Second Offense:** Will result in automatic suspension from the athletic team for a minimum of 25% of the current/future season contests (Carry Over Rule).

**Third Offense:** Suspension from athletics for one calendar year.

**Fourth Offense:** Suspension from athletics for the duration of his/her enrollment at Lafayette Central Catholic Jr./Sr. High School.

#### **RULE #5**

Attendance at social events (parties, dances, etc.) is up to the individual athlete and his/her parents. However, all athletes are expected to leave social events **immediately** where the illegal use of drugs/alcohol is present. Failure to do so implies guilt.

#### **CONSEQUENCE:**

**First Offense:** Violators will be subject to athletic suspension for a minimum of 25% of the current/future season contests (Carry Over Rule).

**Second Offense:** Will result in suspension from athletics for one calendar year.

**Third Offense:** Will result in the suspension from athletics for the duration of the his/her enrollment at Lafayette Central Catholic Jr./Sr. High School.

#### **RULE #6**

Specific team rules may be set forth by the coach of each sport team. These rules involving curfew, care, responsibility for uniforms, dress, appearance, conduct at school and athletic events, (which include the heckling of opponents or players on the opposing team and participation in unsportsmanlike cheers degrading an opponent or player), reporting of injuries and illness, and the association and attitude toward team participation, and the penalties for breaking them, will be made known to the athletes and their parents by the coach at the parent meeting conducted at the beginning of that sport's season.

#### **RULE #7**

Any athlete in violation of established Lafayette Central Catholic student rules such as truancy, suspension, classroom disruption, etc. will be disciplined according to those rules. The athlete may also be subject to further disciplinary action as promoted within the current individual team's rules (Rule #6).

#### **Sportmanship/Ejection**

Student-Athletes are expected to conduct themselves in a sportsmanlike manner on and off the field of competition. If a student is in violation of sportsmanlike conduct, the coach, in consultation with the Athletic Director, will levy consequences for this action. According to IHSAA, any athlete ejected will sit out the following game or contest. According to Central Catholic guidelines, the student-athlete and/or coach will also sit out the following game or contest (total of two) for an ejection from a school-sponsored Athletic Event

#### **CONCLUSION**

**The information provided in this Student Handbook is intended to guide students toward a greater understanding of what it means to be a part of an honorable community.**

**We are blessed at Central Catholic Junior-Senior High School to be able to offer a top quality education in a caring, loving atmosphere. The faculty, staff and school community at large work together to create this atmosphere. Students should feel proud to be part of such a community and we invite them to fully participate in all that the school has to offer.**

#### **Daily Morning Offering**

O Jesus, through the Immaculate Heart of Mary,  
I offer You my prayers, works, joys, and sufferings of this day  
in union with the Holy Sacrifice of the Mass throughout the world.

I offer them for all the intentions of Your Sacred Heart:  
the salvation of souls, reparation for sin, and the reunion of all Christians.  
I offer them for the intentions of our bishops and all Apostles of Prayer,

and in particular for those recommended by our Holy Father this month.

St. Joseph, pray for us

St. John Bosco, pray for us

St. Maria Goretti, pray for us

O Mary, conceived without sin, pray for us who have recourse to thee

Amen

### **Daily afternoon Offering**

Look down upon me good and gentle Jesus, while before  
Thy face I humbly kneel and with burning soul pray and beseech thee  
to fix deep in my heart lively sentiments of faith, hope and charity,  
true contrition for my sins and a firm purpose of amendment,  
while I contemplate with great love and tender pity Thy Five Wounds,  
pondering over them within me and calling to mind the words which our  
Thy prophet said of Thee, my Jesus, "They have pierced My Hands and My Feet,  
they have numbered all My Bones."

St. Joseph, pray for us

St. John Bosco, pray for us

St. Maria Goretti, pray for us

O Mary, conceived without sin, pray for us who have recourse to thee

Amen