



Parent & Student Handbook



2026 - 2027

Table of Contents

Table of Contents	1
Catholic Central High School Handbook Guidelines	7
Notice of Disclaimer	7
Message from the President/Principal	8
Mission Statement	9
History of Catholic Central High School	9
Organizational Structure	9
Rights and Responsibilities of Parent(s)/Guardian(s)	10
Bell Schedules	11
Channels of Communication	12
Faith Development	13
Catholic Identity	13
Charism	13
Honor Code	13
Religious Activities	14
Service Hour Policy	14
Service Hours Required to Participate	14
Academic Policies and Procedures	15
Academic Probation	15
First Quarter of Academic Probation	15
Second Quarter of Academic Probation	15
Academic Remediation	16
Purpose of Homework	16
Bi-weekly grade reviews & Directed Study	16
Academic Standards	16
Field Trips	17
Grading	17
Semester Grade Break Down	17
Grade Replacement	17
Graduation Criteria	17
Homework Policy	18
Purpose	18
Administrators will	18
Teachers will	19
Students will	19
Families should	20
Honor Roll	20

Honors, Advanced Placement, and Concurrent Enrollment	20
Method of Computing Grade Point Average	20
Honors Cords for Graduation	21
Non-Catholic Central Courses	21
Parent-Teacher Conferences	21
Pass System	21
Report Cards	22
Required Courses	22
Schedule Changes	22
Semester Assessments	23
Study Hall Guidelines	23
Teacher-Student Conferences	23
Testing	23
Valedictorian and Salutatorian Honors	23
Virtual Learning Plan	23
Attendance Policies and Procedures	24
Attendance	24
Excessive Absences will be handled by Administration	25
Cafeteria	25
Leaving/Checking Out of the Building	25
Tardies	25
Truancy	26
Admissions Policies and Procedures	27
Admissions	27
Intellectual:	27
Religious:	27
Social:	27
Physical:	27
Nondiscriminatory Admission	27
Children with Exceptional Educational Needs	28
Residence Requirement	28
Private School Choice Programs: Racine Parental Choice Program (RPCP) & Wisconsin Parental Choice Program (WPCP)	28
Appeals Process for RPCP/WPCP Application Rejection	28
Athletic, Co-Curricular, and Extracurricular Policies and Procedures	29
List of Co-Curricular & Extracurricular activities offered at CCHS:	29
Philosophy	29
Athletic Training and Injury Procedures	30
Eligibility for Co-Curricular Participation	30

Other requirements for initial Eligibility in Co-Curricular Activities	31
Student Eligibility and Name, Image and Likeness (NIL) Policy	31
Dual Sport Participation	32
Commitment and Participation Standard	32
Topper Power	32
Awards:	33
Equipment:	33
School Operation Policies and Procedures	34
Assemblies	34
Bulletin Boards	34
Child Custody	34
Development and Endowment	34
Donations to Third Parties	35
Dress Code	35
Policy on Shorts	35
Dress Code Sanctions	36
Dress-Up Days	36
JEANS, OF ANY COLOR, SWEATSHIRTS, ATHLETIC WEAR OF ANY TYPE, GYM SHOES AND TEE SHIRTS ARE NOT ALLOWED FOR DRESS-UP DAYS.	36
Email Communication	36
Emergency Closing	36
External/Internal Communications	37
Food Service	37
Fundraising	38
Gambling	38
Law Enforcement	38
Locks/Lockers/Bags	38
Locker Room Policy	39
Lost and Found	39
Missing Equipment	39
Open Records Law and Our School	39
Parental Notification of Alleged Sexual Misconduct	40
Safety Policies and Procedures	40
Search Policy	41
Parent/Child Reunification	41
Student Records	41
Classification	42
Transfer of Student Records	43
Receiving Student Records	43

Tuition Payment Policies	43
Registration	44
Tuition Policy	44
Overview	44
Tuition Collection Policy	44
Payment Methods:	45
FACTS Contact Information:	
Phone: 866-441-4637	
Hours: Monday–Thursday, 7:30 AM–7:00 PM CST; Friday, 7:30 AM–5:00 PM CST	
Website: https://online.factsmgt.com	45
Delinquent Tuition Policy	45
Mid-Year Review	45
Spring Review	45
Senior Accounts	45
Returning Students	46
Tuition Billing for Mid-Year Student Transfers	46
Students Entering During the Year	46
Students Withdrawing During the Year	46
Tuition Assistance	47
Fee Refund Policy	47
Communication and Assistance	47
Bus Riders	48
Vehicles	48
Visitors	48
Student Behavior and Disciplinary Policies and Procedures	49
Bully and Harassment Policy	49
Reporting Procedure	49
Anti-Bias Practices	50
Hazing	50
Off-Campus School Functions Behavior and Fan Code of Conduct	50
Cell Phone Policy: Away for the Day	51
Why is this Policy Necessary?	51
Policy Details for Students	51
Exceptions to the Policy	52
Consequences for Violations	52
Cheating/Plagiarism	52
Dances: Behavior/Guidelines	52
General Dance Guidelines	53
Discipline	53

Detention	54
Detention Procedure:	54
Appeal right of students	54
Dismissal from Class	54
Displaying affection	55
Probation, Suspension, and Expulsion	55
Probation	55
Suspension	55
Expulsion	56
Expulsion Procedures	56
Appeal	57
Alternatives to suspension and expulsion	57
Drugs/Alcohol/Tobacco	57
Negative Behavior	59
Positive Behavior	59
School Reputation	59
Vandalism	59
Student Services Policies and Procedures	61
Academic Advising	61
College/Career Information	61
Classroom Instruction	61
Individual Counseling	62
Speak Up, Speak Out (SUSO)	62
IPad Acceptable Use & Care Policies and Procedures	63
iPad and Computer Acceptable Use Policy	63
Computer/iPad/Internet Acceptable Use Policy	63
Authorized/Responsible Use	63
iPad Care Guidelines	64
Software Use Guidelines	64
Network Use Guidelines	65
Internet Use Guidelines	65
Warrant Against Damages	66
Wisconsin Law	66
Receiving Your iPad and iPad Check-in	66
Receiving your iPad	66
iPad Return Policy	66
iPad Return	66
Taking care of your iPad	67
General Precautions	67

Carrying iPads	67
Screen Care	67
Using Your iPad at School	68
iPads Left at Home	68
Charging your iPad's Battery	68
iPad Undergoing Repair	68
Locked Screen and Home Screen Wallpaper Photos	68
Sound, Music, Games or Apps	68
Printing	68
Home Internet Access	69
Managing Your Files & Saving Your Work	69
Saving to the iPad	69
Network Connectivity	69
Software on iPads	69
Originally Installed Apps	69
Inspection	69
Procedure for reloading apps	69
Software Upgrades	70
Protecting and Storing Your iPad	70
iPad Identification	70
Storing Your iPad	70
iPads Left in Unsupervised Areas	70
Lost or Stolen iPad	70
Repairing or Replacing Your iPad	70
Self-Insured Coverage	70
School-Insured Coverage	71
Reporting Device Operating Problems	71
Cost of Repairs	71
Acceptable Use & iPad Care and Use Permission Form	71
Parent & Student Disclaimer and Agreement Form	73

Catholic Central High School Handbook Guidelines

All of Catholic Central High School's policies and sanctions are written in the Parent-Student Handbook. All members of the community are **required** to read this handbook. Your signature on the Student/Parent Agreement Form acknowledges that you have read the Parent-Student Handbook and agree to follow all school guidelines and policies and further agree to uphold the Honor Code.

Catholic Central High School is a fully licensed, nonprofit (501c3) institution and is accredited through Cognia.

Notice of Disclaimer

Every effort is made to treat members of the Catholic Central High School community with respect and fundamental fairness. The Parent-Student Handbook cannot, obviously, cover every possible situation. Other special rules and regulations are applicable and enforced in specific areas as needed. Additionally, the [Archdiocese of Milwaukee Parish and School Policy Manual](#) will be conferred as appropriate. The administration has the right to amend the Parent-Student Handbook at any time. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Contents of this document are subject to the interpretation of the Catholic Central High School administration. All decisions made by the Catholic Central High School administration with regard to this handbook, its contents and its enforcement will be considered final. The rules specified in this handbook are applicable to all students in attendance at Catholic Central High School.

This handbook applies to all parent(s)/guardian(s) and students of Catholic Central High School (hereafter frequently referred to as CCHS)

Message from the President/Principal

Dear Catholic Central Parents, Guardians, and Students,

Welcome to the 2026-2027 academic year. As we begin another year rooted in our Catholic faith and dedicated to educational excellence, we invite our entire school community to reaffirm our shared commitment to the intellectual, spiritual, and personal growth of every student who walks through our doors.

At Catholic Central High School, high academic standards are at the heart of our mission. We believe that rigorous academics, paired with faith-filled values, prepare our students not just for college and future careers, but for a life of purpose and leadership. We expect our students to push past comfortable limits, take pride in their coursework, practice academic integrity, and pursue intellectual curiosity every day.

Excellence requires a full commitment from all of us. For students, this means actively engaging in the classroom, taking ownership of your learning, and getting involved in extra-curricular activities, athletics, and ministry. For parents and guardians, it means partnering with our faculty and staff, reinforcing expectations at home, and actively participating in the life of the school. When we all invest our time, energy, and spirit into Catholic Central, our entire culture thrives.

A successful learning environment depends on a foundation of safety, dignity, and mutual respect. Catholic Central is committed to maintaining a secure physical and emotional space where every student feels valued, supported, and free to learn. Kindness, inclusion, accountability, and Christ-like integrity are non-negotiable expectations for every member of our campus community, both in the classroom and online.

Our collective goal is clear: to ensure Catholic Central High School remains the premier private high school in our region. Achieving this vision is a shared endeavor. When administration, teachers, parents, and students work together in open communication and common purpose, we create an environment where extraordinary things happen.

Please review this handbook carefully, as it outlines the policies, standards, and expectations designed to help our community flourish. Thank you for your continued trust, partnership, and dedication. Let us make the 2026-2027 school year our finest yet. Go Hilltoppers!!!

Blessings for a wonderful school year,

Nicholas J. Kelly
President-Principal
Catholic Central High School

Mission Statement

Catholic Central High School is dedicated to providing a Catholic education through the teachings of Jesus Christ, while offering respect to all faiths. With a student-centered approach to learning, we develop students' abilities and creative talents. We are a passionately committed college preparatory institution, implementing a rigorous holistic, academic curriculum, while instilling life-long Catholic values. Catholic Central is a diverse, family-like community built upon Faith, Knowledge, and Tradition.

History of Catholic Central High School

Blessed Mary Theresa Gerhardinger, with unshaken trust in God's providence, dared to establish the School Sisters of Notre Dame congregation in 1833. She used as the inspiration of her congregation the rule and charisms of St. Augustine. Mother Mary Caroline Friess entered her congregation in 1840, and her leadership potential, her great love for children, and her many other gifts were recognized immediately by Blessed Theresa. Mother Caroline was appointed as "General Vicar of the Order of School Sisters in North America" at 26 years old. In response to the needs that the Sisters encountered, they established hundreds of schools for children across the United States and later in Canada. The Schools Sisters of Notre Dame had a particular call to serve rural communities, such as Burlington, Wisconsin, and St. Mary's school was born in 1920.

One wood-burning stove, one rickety table, a three-legged chair, and a stool. That was the set up for the first day of school at St. Mary's (later Catholic Central). With nothing more than the unshakable faith and missionary enthusiasm of Sr. Michael of the School Sisters of Notre Dame (SSND) and Fr. Treeck of St. Mary's parish, the little school grew from a two-year business program into a prestigious, college-preparatory high school serving seventeen area parishes and additional communities by forming students in the Catholic *faith*, arming them with rigorous, academic *knowledge*, and steeping them in more than 100-year *tradition* of excellence.

Organizational Structure

CCHS is supported by 17 partner parishes in Kenosha, Racine and Walworth Counties: Holy Cross in Bristol, Holy Cross in Wilmot, St. Alphonsus in New Muster, St. Andrew in Delavan, St. Benedict in Fontana, St. Charles Borromeo in Burlington, St. Francis de Sales in Lake Geneva, St. Francis Xavier in Brighton, St. John the Baptist in Paris, St. John the Evangelist in Twin Lakes, St. Joseph in Lyons, St. Mary Immaculate Conception in Burlington, St. Mary of the Assumption in Dover, St. Patrick in Elkhorn, St. Peter the Apostle in East Troy, St. Robert Bellarmine in Union Grove, and St. Thomas Aquinas in Waterford.

CCHS is governed by a corporate Board of Directors. Members of the Board of Directors represent the 17 partner parishes listed above. This body is charged to implement the philosophy, purpose and goals of the organization, and to develop long range plans to support sound fiscal practices and viability.

CCHS is part of the system of schools in the Archdiocese of Milwaukee and reports regularly to the administrators of the Office of Schools and to the Superintendent of Schools.

Rights and Responsibilities of Parent(s)/Guardian(s)

The Catholic Church recognizes and acknowledges the role of the parent(s)/guardian(s) to be the primary educators of their child. As such, CCHS partners with parent(s)/guardian(s) in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parent(s)/guardian(s) in the education of their child. Inherent in the parent(s)/guardian(s)'s choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parent(s)/guardian(s) are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parent(s)/guardian(s) are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward school staff.

CCHS will take corrective actions if parent(s)/guardian(s) do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include termination of the enrollment of the parent(s)/guardian(s) child/children. This is in accordance with [Archdiocesan policy 1312](#)

Canon 22.6.2. *Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; Christian parents are to care for the Christian education of their children according to the teaching handed on by the Church.*

Canon 793.1. *Parents as well as those who took their place are obliged and enjoy the right to educate their offspring: Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.*

Canon 793.2. *Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.*

Canon 796.1. *Among educational means the Christian faithful should greatly value schools, which are of principal assistance to the parents in fulfilling their education task.*

Canon 796.2. *It is incumbent upon parents to cooperate closely with the schoolteachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.*

Canon 774.1. *Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.*

Canon 774.2. *Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.*

Bell Schedules

Regular Day A&B

	Start Time	End Time
Period 1	7:50 AM	9:12 AM
Period 2	9:16 AM	10:38 AM
Lunch	10:42 AM	11:08 AM
Period 3	11:12 AM	12:34 PM
Period 4	12:38 PM	2:00 PM
Enrichment	2:04 PM	3:05 PM

Early Release Day A&B

	Start Time	End Time
Period 1	7:50 AM	9:00 AM
Period 2	9:04 AM	10:14 AM
Lunch	10:18 AM	10:44 AM
Period 3	10:48 AM	11:58 AM
Period 4	12:02 PM	1:12 PM
Enrichment	1:16 PM	2:15 PM

Straight 8 Day

	Start Time	End Time
Period 1A	7:50 AM	8:32 AM
Period 2A	8:36 AM	9:18 AM
Period 3A	9:22 AM	10:04 AM
Period 4A	10:08 AM	10:50 AM
Lunch	10:54 AM	11:20 AM
Period 1B	11:24 AM	12:06 PM
Period 2B	12:10 PM	12:52 PM
Period 3B	12:56 PM	1:38 PM
Period 4B	1:42 PM	2:24 PM
Enrichment	2:30 PM	3:05 PM

Half Day A&B

	Start Time	End Time
Period 1	7:50 AM	8:48 AM
Period 2	8:52 AM	9:50 AM
Period 3	9:54 AM	10:52 AM
Period 4	10:56 AM	11:54 AM

Final Exams

	Start Time	End Time
Period 1	7:50 AM	9:12 AM
Period 2	9:27 AM	10:49 AM
Lunch	10:53 AM	11:25 AM
Period 3	11:29 AM	12:51 PM

Multiple School Mass Day A&B

	Start Time	End Time
Period 1	7:50 AM	9:03 AM
Enrichment	9:07 AM	9:40 AM
Mass	9:45 AM	10:45 AM
Lunch	10:49 AM	11:14 AM
Period 2	11:18 AM	12:31 PM
Period 3	12:35 PM	1:48 PM
Period 4	1:52 PM	3:05 PM

Sacrament of Reconciliation Day A&B

	Start Time	End Time
Reconciliation	7:50 AM	8:51 AM
Period 1	8:55 AM	10:17 AM
Lunch	10:21 AM	10:47 AM
Period 2	10:51 AM	12:13 PM
Period 3	12:17 PM	1:39 PM
Period 4	1:43 PM	3:05 PM

Channels of Communication

Communication should always begin with the person(s) directly involved with the situation that concerns you. Contact and discuss the situation with that person(s) first. If that discussion does not result in a satisfactory resolution, please proceed in the following manner.

If the concern is about:

	Academics	Athletics	Attendance	Discipline
Step 1	Teacher	Head Coach	Office Manager	Teacher
Step 2	Academic Dean	Athletic Director	Academic Dean	Academic Dean
Step 3	President/Principal	President/Principal	President/Principal	President/Principal

Faith Development

Catholic Identity

CCHS draws from the rich heritage of Catholic faith, the charisms of our founding patronesses, the SSND, and the Catholic parishes that support the school. CCHS upholds and promotes the dignity of every human person. Faithful Catholic education at CCHS is directed toward the formation of the whole person in view of his/her ultimate destination which is eternal life and the Blessed Trinity. CCHS strives to inspire and guide young people to this end by providing the opportunity to develop students' moral, spiritual, intellectual and physical qualities and to encounter the living God in the sacramental life of the Church.

CCHS is committed to the Gospel, to the teachings of Jesus Christ, to the doctrine of the Catholic Church, and the founding charisms of the SSND. Students, staff, parent(s)/guardian(s), coaches, and volunteers of CCHS, whether Catholic or not, have a duty to uphold the teachings of the Catholic Church and the mission of the school both on and off campus.

The person who is trustworthy in very small matters is also trustworthy in great ones. (Luke 16:10)

Charism

Dedicated to the charism of our founding patroness, the SSND, we strive to uphold their mission to aspire to embody 1.) Blessed Mary Theresa Gerhardinger's longing for oneness of all in God through the Eucharist, 2.) St. Augustine's desire to form a community of one heart and soul grounded in the Trinity, and 3.) Mother Caroline Freiss's courageous leadership in offering an innovative response to the needs of a new world.

Honor Code

There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings of the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit.

(1 Corinthians 12:4-7)

As a member of the community, students, families, employees, and volunteers – I pledge to respect our CCHS community:

- To act with self-respect, personal, and academic integrity
- To respect the dignity of every person
- To strive to live out the seven principles of Catholic Social Teaching:
 - Dignity of the Human Person.
 - Call to Family, Community, and Participation.
 - Rights and Responsibilities.
 - Preferential Option for and with People who are Poor
 - Dignity of Work and the Rights of Workers
 - Solidarity
 - Care for God's Creation

Religious Activities

Religious activities, which include theology classes, school liturgies, required service hours, counseling and retreat days, are provided to help promote Catholic Identity and to aid in the faith formation of students attending CCHS. Retreats activities are planned for each of the four years at CCHS, providing off-campus time for personal reflection and group activities addressing various questions in personal, interpersonal, and faith development. Opportunities for prayer and reflection, especially focusing on the various components of the liturgical year, are provided in all-school liturgies and through Theology class.

Service Hour Policy

At CCHS, we strive to form students in our *faith*. One important way to become immersed in the faith traditions of the Church is through *service*. Therefore, the expectation of **a minimum of 100 documented hours of service** (25 hours per year) is a **requirement** of our students.

Service hours and the type of service rendered need to be submitted to the office with a short reflection and will be recorded in the academic record management system at CCHS.

Possibilities for community service are endless. Our Faith In Action Team (FIAT) advisor will provide numerous opportunities throughout the school year, such as: Topper Auction volunteers (December), Catholic Schools Week service (January), and a Lenten service drive (March). Service opportunities at Aurora Memorial Hospital and at our neighboring Catholic grade schools are abundant. In addition, service in home parishes, senior centers or homeless shelters/food pantries are also accepted. Hours must be recorded, signed by the service supervisor, and submitted to the school office. Other clubs such as NHS, Student Council, or others that have minimum service hour requirements to fulfill their membership responsibilities. Hours achieved about the club requirement may be used toward the 25-hour annual requirement.

Students who have been called to serve on summer mission trips, or as camp counselors for 25 hours or more, may submit these service hours as their requirement for the coming school year.

Failure to meet the annual 25 hour service requirement may result in restriction from school activities until the service requirement has been fulfilled.

Service Hours Required to Participate

	Homecoming Activities	Prom	Senior Privilege	Graduation Ceremony
Freshmen				
Sophomores	25	25		
Juniors	50	50		
Seniors	75	75	75	100

Academic Policies and Procedures

Academic Probation

“The Church’s clear teaching, constantly reiterated by the Holy See, affirms that parents are the first educators of their children. Parents have the original, primary, and inalienable right to educate their offspring in conformity with the family’s moral and religious convictions. They are educators because they are parents. At the same time, the vast majority of parents share their education responsibilities with other individuals and institutions, primarily the school.” (The Holy See’s Teaching on Catholic Schools, 2006)

CCHS affirms the Holy See’s teaching that we are truly partners with parent(s)/guardian(s) in the education of their children. As partners, it is expected that parent(s)/guardian(s) will diligently oversee their student’s academic progress through tools such as PowerSchool, attend parent/teacher conferences, and other meetings pertaining to the overall progress and achievement of their children spiritually, academically, and behaviorally. Students are expected to participate fully in the life of the school and be devoted to applying their best effort to their homework, studies, athletics, and co-curricular activities.

A student whose mid-semester (quarter) Grade Point Average (GPA) is below a 2.0 and/or is failing one or more classes, will be evaluated and possibly placed on academic probation. If a student is placed on probation, parent(s)/guardian(s), and student will be notified and will be required to meet with the Academic Dean and/or School Counselor. An Individual Improvement Plan will be developed which will establish guidelines to bring the student’s overall GPA back above the 2.0 minimum. Said plan for educational improvement may include, but not be limited to after school academic support, assigned resource, directed study, tutoring, academic support with a learning support teacher, or parent(s)/guardian(s) provided independent support. The parent(s)/guardian(s) are expected to monitor the student’s progress through PowerSchool. An Individualized Improvement Plan is binding and will be evaluated and possibly adjusted every two weeks. Students who fail to comply with the goal of the Individualized Improvement Plan may be asked to withdraw from school due to the lack of academic progress.

First Quarter of Academic Probation

At the end of the first quarter of probation, the Academic Dean, in consultation with the School Counselor will:

1. In cases where quarter GPA is at or above 2.0, terminate the student’s academic probation.
2. In cases where academic progress is shown, but the student does not meet a 2.0 GPA, the academic probation status will be extended for one additional quarter.

Second Quarter of Academic Probation

After two consecutive quarters of academic probation, another meeting with the School Counselor and/or Academic Dean will be required for the parent(s)/guardian(s) and the student. Upon recommendation of the School Counselor, in consultation with the student’s teachers, the Principal, and/or Academic Dean will:

1. In cases where the GPA is at or above 2.0, terminate the academic probation.
2. In cases where a student’s progress is not at/or above a GPA of 2.0 after two quarters of academic probation or the student has shown little or no progress in raising the GPA toward the 2.0 minimum, a special meeting will be held with the student, parent(s)/guardian(s), and staff to determine future progress of the student. Special arrangements will be made, as determined by the Academic Dean and the School Counselor for the student with certified educational challenges.

Academic Remediation

Purpose of Homework

Homework is defined as the time spent outside the school hours and/or the classroom to complete tasks associated with a particular class. The purpose of homework is to provide students with the opportunity to demonstrate mastery of a skill or concept, reinforce ideas, deepen understanding, or learn new content on a surface level. Homework should be purposefully planned, assigned, explained, and evaluated so that students appreciate its value and place within a course of instruction.

If a student is missing two (2) late assignments in one class:

- The teacher will assign the student to Resource to complete those assignments and provide any extra help needed.

Bi-weekly grade reviews & Directed Study

Directed Study is designed to improve student academic performance through a monitored and supportive system during the school day. Supervised by teaching staff, students receive tutorial support and academic assistance. The staff will assist students in Directed Study with supplemental/support activities to improve student work quality, completion, and understanding to keep grades above a "D+."

- CCHS administration will run bi-weekly grade checks starting the second full week of each semester. Any student earning a current course grade of a "D+" or below when these grade checks are run will be directed to study with the teacher in the class(es) they are struggling with.
- Referrals for consideration for Directed Study placement can also be made by teachers, the Administration Team and/or parent(s)/guardian(s).
- Student placement in directed study will be reviewed at each bi-weekly grade check. Bringing grades up to a "C-" or better will result in the student being released from Directed Study.
- If a student has multiple "D's or F's" in subject areas, they will be placed in the core subject areas such as: English, Math, Social Studies, Science, or Religion first. Once the student has successfully raised their grade to a "C-" or better in one core subject, they will be reassigned to the next core subject area. Once all core subject areas have been raised to a "C-" or better, the student will be placed in other subject areas for further Directed Study as needed.
- There is an expectation that teachers are allowed to grade their student's missing work before a student will be released from Directed Study. Simply turning in work does not guarantee a student's release from Directed Study. There is no "instant fix."
- Students placed in a Directed Study hall may not participate in clubs or other activities during resource until all grades are remediated. This is at the discretion of the CCHS Administration.

Academic Standards

CCHS has adopted the Wisconsin Academic Standards in all curricular areas possible. These standards can be found at:

<https://dpi.wi.gov/standards>

CCHS's theology curriculum is aligned with the Archdiocese of Milwaukee and the United States Conference of Catholic Bishops.

These standards can be found at: <https://www.archmil.org/ArchMil/offices/Catechesis/High-School-Theology-Curriculum.pdf>

Field Trips

Field trips are a vital part of the curriculum at CCHS. Any student who is not up to date with homework, assignments, tests, or has any missing work for that class, may not be allowed to participate on a field trip. Parental/guardian permission is required to take part in a field trip, and participation in a field trip is at the discretion of the faculty organizer after considering faculty comments for a student on the field trip permission form. Students are required to adhere to all due dates assigned. This is not treated as an absence. For further information, see policies 3282, 6155, and 6153.1 in the [Archdiocese of Milwaukee Parish and School Policy Manual](#).

Grading

Semester Grade Break Down

As of the 2026-27 school year, semester grading will be as follows:

First Quarter Grade	40%
Second Quarter Grade	40%
Semester Exam	20%
Semester Grade	100%

Grade Replacement

1. A student may enroll in any equivalent course at CCHS or from an accredited institution.
2. The equivalent course must receive prior approval in writing from the President/Principal, Academic Dean, and School Counselor.
3. A student may replace up to two "F" grades with the new grade.
4. The first two grades of "F" will be removed from the student's transcripts and thus will no longer affect the student's GPA, and only new grades will apply.
5. Any "F" received in addition to the two replaceable grades will be left on the report card.

Graduation Criteria

To remain eligible for graduation and earn a CCHS Diploma, a student should maintain a 2.00 GPA and have no major disciplinary incidents. A student must have a minimum of twenty six (26) credits to graduate. Graduation will be based on the pupil's academic performance, passing of the civics, test, and the successful completion of the following mandatory credit requirements:

- 4.0 Credits English
- 4.0 Credits Theology

- 3.0 Credits Mathematics
- 3.0 Credits Science
- 3.0 Credits Social Studies
- 1.5 Credits Fitness & Wellness
 - Students who complete two full seasons of a CCHS sport will receive 0.5 physical credit toward graduation requirements
- 1.0 Credits Fine Arts
 - Qualifying courses include: performing arts (band, choir, piano/guitar), visual arts, foreign languages
- 0.5 Credits Health
- 0.5 Credits Personal Finance

Students should consult the CCHS Course Guide for specific course descriptions, prerequisites, and course fees. Course fees do not apply to Racine Parental Choice Program (RPCP) & Wisconsin Parental Choice Program (WPCP) students.

Make sure to check the course requirements of the college and universities that are of interest in career planning. Some institutions may have specific requirements that go beyond the credits required for CCHS graduation.

Students are required to perform 25 hours of documented service per year, for a total of 100 service hours, prior to graduation.

In order to participate in the graduation ceremony, the student must have successfully completed all graduate requirements, including the payment of the \$50 graduation fee, and have earned all credits required to graduate from CCHS. Only the President/Principal may grant an exception to this policy.

Seniors that violate a school policy may be withheld from participation in the graduation ceremony by School Administration. This policy is in effect up through graduation day. The privilege to participate in the graduation ceremony is granted to students by the administration. The President/Principal, Academic Dean, and School Counselor annually select the Valedictorian and Salutatorian based on character, service, leadership, and scholarship. Upon the completion of each school year, the Academic Dean and School Counselor review each student's academic progress. Starting with the class of 2028, all Wisconsin high school students will need to complete a half-credit personal financial literacy course to graduate. This new requirement was signed into law in December 2023 under [Act 60](#). By reviewing student grades and passing the civics test, the President/Principal verifies that a student has met all graduation requirements and is eligible to be granted a diploma from CCHS.

Homework Policy

Purpose

Homework is defined as the time spent outside of school hours and/or the classroom to complete tasks associated with a particular class. The purpose of homework is to provide students with the opportunity to demonstrate mastery of a skill or concept, reinforce ideas, deepen understanding, or learn new content on a surface level. Homework should be purposefully planned, assigned, explained, and evaluated so that students appreciate its value and place within a course of instruction.

This policy sets forth guidance for faculty, administration, parent(s)/guardian(s), and students.

Administrators will

- Ensure homework policies are shared with staff, students, and parent(s)/guardian(s).

- Promote coordination, consistency, and articulation among teachers within grades, teams, and departments.
- Monitor the implementation of curriculum standards into homework assignments.
- Support and/or develop programs and practices that assist students in completing homework.
- Make homework a topic of parent(s)/guardian(s) and faculty meetings
- Encourage practices that take into consideration homework during extended holidays and testing periods.

Teachers will

- Explain each assignment and how it fits into the course of instruction.
- Publish in their syllabi when major projects, assignments, tests, and quizzes will be administered within each unit of study.
- Provide meaningful and engaging work that is supportive of the curriculum.
- Use homework to assess students' understanding of concepts, skills, and ideas.
- Use Schoology to post assignments, instructions, due dates, point values, and rubrics.
- Post assignments, or change to assignments, in Schoology as soon as possible but not later than the end of the school day on which they are assigned.
- Have assignments due at the beginning of class rather than late into the night.
- Take into consideration, when assigning homework, extended holiday, and testing periods.
- Not assign homework as punishment.
- Consider the value of the homework being assigned: What purpose does it serve in the curriculum?
- Refer to homework content in class and use in-classroom assignments to reinforce its value.
- Provide prompt feedback on homework, correct errors, and reviewing concepts.
- Consider allowing students to revise and resubmit assignments.
- Use in-class work time to answer questions, clarify requirements, and monitor student's progress.
- Grant extensions for homework assignments according to policy outline in the course syllabus.
- Vary and differentiate assignments when possible.
- Adhere to the CCHS policy on grading late work and Academic Remediation.
- Encourage and model daily reading for pleasure.
- Communicate with parent(s)/guardian(s) when students are falling behind in required work that is assigned.

Students will

- Produce work that represents their best effort and their understanding of concepts or skills.
- Submit homework on time unless an extension has been arranged according to the policy outlined in the course syllabus.
- Seek clarification of specific assignments in advance of the due date.
- Efficiently use in-class work time to complete homework and ask questions for that particular class.
- Follow the format for homework as outlined by the teacher and in accordance with the CCHS Style Guide.
- Develop and adhere to an individual system of tracking homework assignments and due dates, seeking assistance in doing so when needed.
- Use technology and the internet as tools for supporting work and not for completing work that does reflect individual understanding of the concept or skill. **Students may not use AI to complete assignments or tests without the expressed permission of their teacher.**
- Complete homework individually unless otherwise directed by the teacher.
- Use study halls and down-time to ensure timely completion of assignments.
- Read daily for pleasure.
- Communicate with their parent(s)/Guardian(s), teachers, and School Administration when they need help with homework.

Families should

- Establish a study area away from distractions, with good light and space for studying to the extent possible.
- Remain current on all communication from the school regarding student life and activities both inside and outside of the classroom to plan completion of homework.
- Ensure students have the materials needed to do assignments.
- Help students stay organized and manage their time.
- Support the faculty and administration’s efforts to improve the quality of the student work.
- Impress upon students the importance of turning in homework on time and putting forth his/her best effort.
- Expect and support experiential learning outside of the classroom.
- Notify the school of any absences in advance when possible and monitor Schoology and PowerSchool to keep abreast of student progress and/or regression.
- Emphasize the importance of daily reading by encouraging students to read independently.

Honor Roll

Eligibility will be determined by academic and behavioral performances. All courses count toward Honor Roll. Honor Roll will be published for the first and second semesters.

Qualifications:

1. High Honors: 3.5 and above GPA.
2. Honors: 3.0 – 3.49 GPA

Honors, Advanced Placement, and Concurrent Enrollment

Honors, Advanced Placement (AP), and Concurrent Enrollment courses are offered to qualified students, providing opportunities for engaging enrichment and college credit. Honors courses are geared to provide enrichment to students with advanced skills. Expectations in these courses are greater than in standard courses; therefore, grades are weighted in such courses. AP courses are also considered honors courses, but they are geared for students who plan to take AP tests in the spring.

CCHS and Marquette University have partnered to create a Concurrent Enrollment Program (CEP). This program allows qualified high school students to learn Marquette’s college curriculum and qualified high school instructors to teach Marquette’s curriculum at the high school’s campus during the high school’s regular hours while concurrently earning high school and college credit.

All courses designated as Honors, AP, or Concurrent Enrollment in the course guide will be weighted for determining GPA, according to the following system:

Method of Computing Grade Point Average

METHOD OF COMPUTING GRADE POINT AVERAGE					
STANDARD			AP/HONORS/CONCURRENT		
A+	100-98	4.0	A+	100-98	5.0

A	97-93	4.0	A	97-93	5.0
A-	92-90	3.67	A-	92-90	4.67
B+	89-87	3.33	B+	89-87	4.33
B	86-83	3.0	B	86-83	4.0
B-	82-80	2.67	B-	82-80	3.67
C+	79-77	2.33	C+	79-77	3.33
C	76-73	2.0	C	76-73	3.0
C-	72-70	1.67	C-	72-70	2.67
D+	69-67	1.33	D+	69-67	2.33
D	66-63	1.0	D	66-63	2.0
D-	62-60	0.67	D-	62-60	1.67
F	59 and below	0	F	59 and below	0

Honors Cords for Graduation

“High Honors” requires a 4.00 GPA average or above, cumulative over seven (7) semesters. These students will wear a Gold Cord at Graduation. “Honors” requires a 3.50 GPA – 3.99 GPA average, cumulative over seven (7) semesters. These students will wear a Blue and Gold Cord at Graduation. Senior students working to earn honors cords for graduation will have until the end of first semester their senior year to get a 3.50 – 3.99 cumulative GPA for Honors or 4.0 cumulative GPA for High Honors.

Non-Catholic Central Courses

Sophomores, juniors, and seniors are permitted to take certain elective courses at a variety of educational institutions if:

1. The course is not offered by CCHS,
2. The course is recommended or approved by the President/Principal or School Counselor,
3. The course fits into the student’s school year schedule,
4. The school accepts the student,
5. The student has a grade point average above 2.0, and
6. Course fees will be the responsibility of the parent(s)/guardian(s).

Parent-Teacher Conferences

Parent-teacher conferences will be held at the midpoints of the fall and spring semesters. During this time, teachers will be available for a brief conference. Students are welcome to attend. Should your needs go beyond this, or you would like a conference at another time during the school year, you may contact a teacher and set up an individual conference at a mutually agreed upon time.

Pass System

A student wishing to leave any class or study hall to consult a teacher, or the office should obtain a pass from the teacher. If it is necessary for the student to be out of class or study hall for an extended time, the student is to obtain a pass from the teacher the

student wishes to consult with prior to the start of class. **NO TEACHER SHOULD BE INTERRUPTED WHILE CONDUCTING A CLASS.** No student should be in the hallways during class time without a pass.

Report Cards

Report cards are issued two times a year. Only semester grades become part of the permanent record. Students' grades are accessible at any time through PowerSchool. Parent(s)/guardian(s) are encouraged to contact the teacher for a conference whenever there is a need or desire to have one.

Required Courses

Students must meet CCHS course and credit requirements for graduation. A student who fails a required course must take it in the next possible semester. A summer or evening class from an accredited institution other than CCHS may be substituted for credit recovery with prior approval from the School Administration and School Counselor. Students who fail an elective course and who need the credit may repeat the course or substitute another elective upon approval of the School Administration and School Counselor. Based upon placement test results, a student may be advised to take a certain course.

Seniors who lack credits at the end of their senior year (if they lack only 0.5 or 1.0 credit) make it up during the summer following graduation at an accredited institution with the prior approval of the School Administration and School Counselor. They can participate in the graduation ceremony but will not receive their diploma at that time. The diploma will be awarded when CCHS has received verification of the successful completion of this course. Seniors lacking more than 1.0 credit will not participate in the graduation ceremony.

Schedule Changes

Each student has the ultimate responsibility for his/her schedule. He/she will be assisted in this effort by the School Counselor. The teacher recommendations, the talents, and the needs of the student will be considered before a final approval of the course schedule is given

A student who wishes to change his/her schedule must request to do so before the fifth day of classes; students must submit a parent(s)/guardian(s) approved "Schedule Request Form" to the School Counselor before any request will be granted. No student will be allowed to drop a class after the fifth day unless recommended by the teacher and School Counselor. If no recommendation is made, a student will receive a withdrawal on his/her permanent transcript and receive an "F" for that class.

**Please note that class changes will only be made for graduation purposes.*

Class Change Procedures – **BEFORE** the fifth day of classes, students and parent(s)/guardian(s) must have conversations with the School Counselor to approve class changes.

Semester Assessments

Semester assessments will take place during the last three days of each semester. Attendance for the final exams is mandatory. Exceptions will only be considered under extreme circumstances and must have prior approval by the administration. CCHS does not consider vacation as a valid excuse for missing final exams.

Study Hall Guidelines

Study halls provide students with time for doing homework, independent study, and beneficial reading. Since a quiet study atmosphere is to be maintained, students will come prepared with work. Permission to leave a study period to work in an alternate teacher's classroom must be obtained from the teacher requesting that students come to their classroom to work before study period begins.

Teacher-Student Conferences

In hopes of solving problems on the level at which they occur, students, and teachers are encouraged to arrange conferences. Parent(s)/guardian(s) will be notified and are welcome to participate in the conference.

Testing

The School Counselor administers achievement tests, career inventories, and placement tests. Individual test scores are considered the property of the student and are treated confidentially. CCHS may be a testing center at various times of the year for the ACT and SAT Assessment.

Valedictorian and Salutatorian Honors

Students at CCHS in regular courses are graded on a 4-point "unweighted" scale. Students in Honors and AP courses at CCHS are graded on a "weighted" 5-point scale. Weighted grades are figured into the GPA. Valedictorian and Salutation will be chosen based off of their Cumulative weighted GPA after the Fall semester of their senior year. A student must have attended CCHS for at least six (6) semesters (and all of Junior and Senior year) to be eligible for Valedictorian or Salutatorian. In the event that students share the same weighted GPA, it will be broken down to the thousandth/ten-thousandth place values until a valedictorian is determined. If this process results in an outstanding tie, student unweighted GPA will be used as a tiebreaker.

Virtual Learning Plan

The normal educational operation of CCHS is in person. However, in the event of a health crisis such as COVID-19 pandemic (or another emergency), the school is fully capable of switching immediately to online/virtual instruction with our current technological infrastructure. Classes will be conducted utilizing our Google platform, Schoology, and PowerSchool functions. Students are already provided with an iPad for daily instructional use. A virtual learning calendar will be created and all curriculum content and information will be communicated regularly to students and parent(s)/guardian(s).

Attendance Policies and Procedures

Attendance

Attendance is essential to the progressive growth and development of students. [Archdiocese of Milwaukee Policy 5112 on Student Attendance](#) supports the belief that learning is a direct result of experience and participation. To effectively engage in learning, a student needs to be present and interacting with others; receiving guidelines and instruction, and contributing to the overall knowledge of all the students in the class. Therefore, the policies and procedures regarding attendance are to be followed by all CCHS students. Whenever a student is absent from school, he/she is responsible for accessing any work or assignments electronically (other than assessments) that he/she may have missed. If the absence was excused, a student will have the number of days missed to make up work assigned during the absence. Vacations taken on school days, including exams days, are highly discouraged. It is recommended that doctor/dentist/other appointments be scheduled after school.

Calling in an absence: If a student will be absent for all or part of the day, a parent/guardian must call the school office before 8:00 AM on the day of the absence at (262) 763-1510. This requirement applies even if the student is 18 years or older.

Note: The student will be considered truant until an absence is excused through proper notification by a parent/legal guardian. In addition, it is requested that parent(s)/guardian(s) going out of town notify the school office of the adult authorized to act as legal guardian in their absence.

Late arrivals: Students arriving late for any part of the school day must report to the main school office upon their arrival to get an admit slip. No student having been absent is to be readmitted to classes without following this procedure.

Excused absences: A student will be excused for sanctioned absences as follows:

- **Illness or Family Emergencies:** The parent(s)/guardian(s) must call the school office by 8:00 AM on the day of the absence. If the student is absent due to prolonged illness greater than two consecutive days, a physician's note is required upon returning.
- **Health Screening & Testing:** All parent(s)/guardian(s) are strongly encouraged to maintain their student's health and to conduct a health screening each day before the student comes to school.
- Physician's authorization and instructions regarding extended absences due to long-term or chronic conditions must be updated each quarter and filed with the School Administration.
- **Scheduled doctor/dentist or other appointments during the school day:** Students may leave school at an appointed time with parent/guardian communications with the school office by 8:00 AM. A **signed doctor's note must be present to the school office** upon the student's return in order for the appointment to be excused. If no signed note is returned, the student may not participate in any sport or other extracurricular event on the day of the appointment absence, and the absence will be considered unexcused.
- **Vacation/Extended Absence:** All parent/guardian-sanctioned absences count toward the 10-day maximum that the state of Wisconsin allows for parental discretion reasons ([Wisconsin State Statute 118.15](#)). Parent(s)/guardian(s) must **notify the school office at least one week in advance** when the planned absence will extend three or more days.
- **Administrative Approval:** School administration in agreement with the child's parent(s)/guardian(s) may approve an absence as excused.

Excessive Absences will be handled by Administration

In accordance with [Wisconsin State Statute 118.15\(3\)\(c\)](#), any child excused in writing by his or her parent or guardian before the absence. The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph.

Upon the fifth absence (excused or unexcused), School Administration and/or School Counselor will communicate with the student and parent(s)/guardian(s) regarding the prolonged absence and the effect on the student's academic success. At this time, a first notice of truancy will be sent, and a conference may be required in order to create an attendance plan under which a student may successfully complete their coursework.

After the tenth absence an in person meeting with School Administration will be required and a second notice regarding habitual truancy shall be sent when a student has been absent excused or unexcused for ten or more days in the school year.

Administration holds the right to remove a student from a class when the student has fallen so far behind in coursework that the student no longer has a reasonable chance of mastering the course content. Students removed from a course for these reasons will be assigned to a study hall. Upon withdrawal from the course, the student may receive a Withdrawn-No Credit (W-NIC) for the grading period. This grade will affect the student's GPA and appear on the official transcript.

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his/her program upon termination of his/her illness or condition. The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time for which it is valid not to exceed 30 days.

Other exceptions to the absence policy are, a student who has a written medical, dental appointment, funeral of a family member or close friend, or a court date excuse signed by a physician/dentist/parent/guardian or court officer.

Cafeteria

All students must report to the cafeteria for their assigned lunch period. CCHS does not have an open lunch policy, so students may not leave the school grounds at this time. Students are not allowed to go off campus during lunch period.

Leaving/Checking Out of the Building

Attendance is taken at the beginning of each period of the school day. Students are to be in their assigned room at all times unless formally excused. Students will not be allowed to leave the building without a call to the parent(s)/guardian(s) or a signed note from their parent(s)/guardian(s). Parent(s)/guardian(s) will be contacted by phone to authorize the dismissal in case of emergency. In non-emergencies, parent(s)/guardian(s) are to provide the student with a written note authorizing the dismissal for appointments that cannot be made during off-school hours. Upon returning, students **MUST** check in at the office and present necessary documentation (i.e. signed doctor's note) in order to participate in sports or extracurricular activities after school.

Tardies

If a student is tardy to school, the student **MUST** report to the Main Office and obtain a tardy slip. The tardy slip is presented to the teacher of the first class attended. A student is considered tardy when they are not in class when the bell rings. On the third and subsequent tardy to any class period, students may be assigned detentions. Excused tardies include medical reasons or emergencies. Traffic issues, car issues, or oversleeping are not excused tardies. Excessive tardiness may lead to additional disciplinary action, including, but not limited to: academic probation and expulsion.

Truancy

Truancy is failure to attend school or a single class without the knowledge or permission of a parent(s)/guardian(s) and/or the staff. Detention and/or in-School suspensions may be given for truancy. Students will not be allowed to make up work missed because of truancy. Repeated truancy may result in suspension or expulsion (see [Probation, Suspension, and Expulsion Policy](#)).

All parent/guardian-sanctioned absences count toward the 10-day maximum that the state of Wisconsin allows for parental discretion reasons ([Wisconsin State Statute 118.15](#)).

Admissions Policies and Procedures

Admissions

CCHS will accept students who meet the following admissions criteria: 1.) Submit a valid application, 2.) Take a placement exam, 3.) Meet all academic criteria for admissions, 4.) Are able to complete a general academic program, and 5.) Agree to accept and follow the school's mission and policies. The student agrees to the following applications of this mission:

Intellectual:

1. The student strives to reach his/her maximum creative and intellectual potential.
2. The student strives to make use of instruction and study time.
3. The student fulfills the CCHS curriculum requirements and adheres to the individual course requirements and policies.

Religious:

1. The student strives to formulate and practice his/her own religious beliefs and ideals as experienced within the Catholic foundation of CCHS
2. The student exhibits an attitude of cooperation and concern for all members of CCHS with respect to the Catholic Social Teachings.
3. The student is involved in the school's various religious activities including: service hour requirements, mass attendance, and the academic study of religion.

Social:

1. The student displays respect for people, property, and the environment.
2. The student demonstrates appreciation for the school's cultural offerings.
3. The student takes an active role in the school's functions and activities.
4. The student learns constructive use of time management.
5. The student develops wholesome relationships through a variety of activities.

Physical:

1. The student recognizes and respects the physical abilities and limitations of self and others.
2. The student strives to maintain his/her best physical and mental condition.

Nondiscriminatory Admission

In accordance with federal law, CCHS shall be nondiscriminatory in admissions of students. CCHS does not discriminate based on race, color, national origin, ethnicity, gender, religion, or disability in the admission of its students.

Children with Exceptional Educational Needs

CCHS welcomes children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled only if the school's available resources meet the student's special needs.

Admission to CCHS, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administration in consultation with the School Counselor. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs.

Parent(s)/guardian(s) must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parent(s)/guardian(s) to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessment may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations may be referred to the local public school to determine whether the child is eligible for services.

Residence Requirement

All CCHS students, regardless of age, are required to reside with their parent(s) and/or guardian(s).

Private School Choice Programs: Racine Parental Choice Program (RPCP) & Wisconsin Parental Choice Program (WPCP)

All incoming students in 9th grade, and students transferring from either public school or home-schooling to CCHS in grades 10 – 12 may apply to either the RPCP or WPCP during an open application period when the school is accepting Choice applications. Students that participate in the RPCP or WPCP in grade school may also apply to CCHS during that time.

Appeals Process for RPCP/WPCP Application Rejection

Under CCHS's appeals process, a rejected RPCP or WPCP application will have five business days from the date of their notice of rejection to provide written evidence to the Choice Administrator that the applicant was improperly rejected. The evidence must include income and residency documentation. RPCP/WPCP students continuing in the program are not required to provide proof of income. The Choice Administrator shall respond to the applicant's appeal within five business days of receipt of the appeal notifying him/her of the acceptance or rejection of the appeal.

Athletic, Co-Curricular, and Extracurricular Policies and Procedures

List of Co-Curricular & Extracurricular activities offered at CCHS:

Baseball	Basketball (Boys/Girls)	Book Club	CCTA Musical
Card Games	Cooking Club	Cross Country (Boys/Girls)	Downhill Skiing (Boys/Girls)
Dance	Faith in Action Team (FIAT)	Faith in Mind (FIM)	Football
Golf (Boys/Girls)	HOPE Squad	Math League	National Honor Society
Soccer (Boys/Girls)	Softball	Student Council	Student Connectors
Softball	Tennis (Girls)	Topper Power	Track & Field (Boys/Girls)
Trap Shooting (Boys/Girls)	Volleyball (Boys/Girls)	Wrestling (Boys/Girls)	Yearbook

Philosophy

Catholic Central High School sponsors co-curricular activities to provide high school students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Although it is understood that the main purpose for attending school is to obtain an education, co-curricular programs are also supported as a valuable part of the total educational experience.

Participation in co-curricular activities is a privilege, not a right, and carries with it additional responsibilities. The standards outlined in this code will help to ensure that the involved students serve as a credit to themselves, their families, their school, and the community. ***The code is in effect 12 months per year and applies to all 9-12 athletes, co-curricular participants, managers, & statisticians.***

It is recognized that personal problems can act as a deterrent to the health and well-being of students and their ability to participate in co-curricular activities. The code establishes appropriate standards of conduct for all student participants, provides fair and equitable consequences for code violations, and recommends counseling, where appropriate, for students who are found in violation of the code.

2026-27 Athletic Fees	1 Sport Athlete	2 Sport Athlete	3 Sport Athlete
Fall	\$125	\$225 (\$100 for second sport. Winter, Spring total)	No additional cost for a third sport.
Winter	\$125	\$225 (\$100 for second sport. Spring total)	No additional cost for a third sport.
Spring	\$125	\$225 (\$100 for second sport)	No additional cost for a third sport.

Athletic Training and Injury Procedures

The athletic training room is available before practices and contests and after school for injury evaluation, treatment, rehabilitation, and preventative care. Student-athletes are expected to report injuries promptly, follow treatment plans, and use the facility appropriately. Equipment may not be removed without permission from the athletic trainer.

Student-athletes must report all athletic-related injuries to their coach and/or athletic trainer within 48 hours. Injuries discovered after leaving school should be reported as soon as possible the following day.

Athletic trainers may refer student-athletes to a physician when additional medical evaluation is necessary. Any student-athlete who seeks treatment from a physician must provide appropriate medical documentation before returning to participation or receiving further treatment.

In the event of an emergency, parents/guardians will be contacted immediately. If necessary, emergency medical services may be activated at the discretion of the athletic trainer. Communication between athletes, parents, coaches, physicians, and athletic trainers is essential to ensure proper care and safe return to participation.

Eligibility for Co-Curricular Participation

A. All co-curricular participants and a parent/guardian must sign an agreement each year.

1. Signing the ***CCHS Parent and Student Handbook*** is required of all students who want to participate in any of the activities listed above. Signing the ***Parent and Participant Agreement*** indicates that parent and participant have *knowledge and understanding and are in agreement* with the standards set forth to afford the privilege of participation. **Failure to sign the Parent and Participant Agreement will immediately disqualify a student from participating in all co-curricular activities.**
2. The co-curricular Code undergoes regular review. Any changes made to the co-curricular Code will be in effect after School Board approval and the acceptance meetings at the beginning of each new school year. Therefore, students and parents must sign a new ***Parent and Participant Agreement*** each year.
3. During the 2026-2027 school year, a meeting will be held in August to review the co-curricular code. The school expects the student-participant and the parent to attend this meeting. If an adult is unable to attend, a web-based video of the meeting will be available for viewing. **A signed Parent's and Participant's Agreement must be on file prior to the start of practice for any contest or event participation.**
4. Advisors/Coaches have their own set of rules specific to the sport they coach. Any rules established by the coach must be in writing and distributed to every participant. Rules may be acquired anytime from the head coach of the particular sport. Rules and consequences may include but are not limited to those distributed. **Coaches/advisors have authority to administer consequences for violations of any team rules.** Copies of these rules must be filed by the coach/advisor with the Athletic Director, before the season begins. Student cooperation, which conforms to any rules designed by the coach, is required to maintain eligibility in that specific activity. The rules in the sport are to be followed just as the code of conduct is followed. Questions on these rules should be first directed at the coach and secondly, the Athletic Director.
5. Coaches are expected to provide a list of all participants prior to the start of the season, and follow up with an updated roster following the conclusion of tryouts (and/or by the 3rd week of the season.)

Other requirements for initial Eligibility in Co-Curricular Activities

1. **Athletic Co-Curricular Activities:** All athletes wishing to participate in/on an athletic team or program must complete and have on file with the Athletic Director the following documents **prior to their first practice:**
 - a. Emergency/WIAA Physical Information Form (Physical/Alternate Year Cards) with updated medical needs
 - b. Signed WIAA Eligibility Form
 - c. Signed WIAA/DPI Concussion/Cardiac Arrest Parent and Athlete Agreements
2. **Prior to Beginning a Co-Curricular activity or starting the next season:** Students who have outstanding school obligations (registration, activity, lost equipment/uniforms, etc.) may not participate in or start until all fees/fines and/or obligations are taken care of, including the subsequent sports registration fee.

Student Eligibility and Name, Image and Likeness (NIL) Policy

To preserve and protect the eligibility of all student-athletes participating in interscholastic activities, CCHS adheres to the guidelines established by the Wisconsin Interscholastic Athletic Association (WIAA) regarding Name, Image, and Likeness (NIL).

STUDENT ELIGIBILITY REQUIREMENTS:

- Students must comply with all academic, attendance, and behavioral standards outlined in this Co-Curricular Code and NIL activities may not interfere with these expectations.
- Participation in school athletics or activities must not be used as a platform for professional, commercial, or promotional purposes unless specifically allowed under NIL policies.

NIL ELIGIBILITY CRITERIA:

Students may receive compensation for the use of their name, image, or likeness (NIL) only under the following conditions:

- The compensation must be directly related to NIL activities and not for athletic performance or achievement.
- NIL agreements must not include use of school logos, school uniforms, or intellectual property belonging to the school or district.
- Students may not miss school or school-sponsored events to fulfill NIL obligations.
- Students must not enter into NIL agreements that conflict with district values, team rules, or state/federal law.
- NIL deals must be disclosed in writing to the school athletic compliance officer within 7 days of signing.

PROHIBITED NIL ACTIVITIES:

Students may not engage in NIL-related activities that:

- Promote alcohol, tobacco, vaping, gambling, adult content, or any other products/services deemed inappropriate for minors.
- Conflict with school team or district sponsorships and contracts.
- Create a disruption to the educational environment or team unity.

OVERSIGHT AND COMPLIANCE: Failure to comply with these guidelines may result in disciplinary action, including suspension from team activities or ineligibility. The district reserves the right to review NIL agreements and seek guidance from legal counsel or the WIAA to ensure student eligibility is maintained and/or revoked.

Dual Sport Participation

Catholic Central High School allows dual sports participation. The following are procedures and expectations for any student athlete wishing to participate in two sports within the same season.

The student athlete:

1. Has permission from coaches of both sports.
2. Has identified a “priority” sport. (i.e. – the sport that will take precedence with regard to practices, contests, etc.) The student-athlete must be present for 100% of the priority sports competitions during the competitive season.
3. Communicates, at least one week in advance (with the approval of coaches), any variations/changes to a practice and/or competition schedule.

Documentation from coaches of both sports and the student athlete needs to be submitted to the Athletic Director prior to the start of either season for final approval.

A student athlete who is dropped from one squad for disciplinary reasons shall be ineligible in another sport for that same season. However, any student who is cut or quits may participate in another sport during the same season with mutual consent of the coaches.

Commitment and Participation Standard

Participation in Catholic Central is a privilege, not a right. Student - athletes are expected to demonstrate full commitment to their team, their coaches, and their school community. This includes but is not limited to consistent attendance at practices, games, meetings, team functions, end of season survey completion and adherence to team expectations.

Failure to meet these standards may result in disciplinary action, including suspension or removal from the team. Decisions regarding removal from a team for lack of commitment will be made at the discretion of the head coach in consultation with the athletic director.

The athletic department reserves the right to determine, on a case-by-case basis, whether a student-athlete's actions or levels of commitment align with the values and standards of the program.

Topper Power

Catholic Central High School believes that strength and conditioning is an essential component of athletic development and an important extension of our commitment to helping students achieve their fullest potential. Through structured training, student-athletes develop strength, speed, power, mobility, discipline, confidence, and resilience while reducing the risk of athletic injury.

As part of this commitment, all student-athletes are expected to participate in Topper Power, Catholic Central's strength and conditioning program offered during the school's enrichment period. Participation in Topper Power is considered a non-negotiable of athletic development and team preparation.

Any student-athlete who is academically eligible and in good standing with regard to behavioral expectations is expected to attend and actively participate in Topper Power sessions as directed by the Athletic Department and coaching staff.

Exceptions may be granted by the Athletic Director for medical reasons, academic interventions, or other circumstances approved by School Administration.

By participating in athletics at Catholic Central High School, student-athletes acknowledge the importance of strength and conditioning as a foundational component of their physical development, athletic performance, injury risk reduction, and long-term success both in sport and in life.

Awards:

At Catholic Central High School, for any student to be eligible for recognition, the season must be completed in good standing. This means that the athlete must finish the sports season started unless there are extenuating circumstances. Definition of not “finishing the season in good standing” examples include, but are not limited to, being removed from the team or quitting at any point before, during or after the season, having outstanding code violations, outstanding equipment, or violations of team rules. Also, the athlete cannot have any violation of the following: alcohol, drugs, or tobacco. It is the responsibility of the individual coach to determine what member of their team will letter based on the guidelines set forth in conjunction with the athletic department. It is expected that the coaches will inform their squad before the first contest as to what the requirements will be to earn a letter.

Equipment:

All student-athletes are required to return their issued athletic uniforms, clean and in good condition, to their respective coach or the Athletic Department no later than 15 days following the conclusion of their sport season's final competition. Failure to return the uniform within this initial 15-day period will result in a late fee of \$50 being charged to the student's parent/guardian account. Uniforms not returned 30 days after the season's conclusion will be considered lost, and the full replacement cost of the uniform will be assessed and charged to the parent/guardian account. This policy ensures proper inventory management and timely preparation for subsequent seasons.

For more information, please contact:

Athletic Directory - Joe Schiessl

joeschiessl@cchsnet.org

(262) 763-1509

School Operation Policies and Procedures

Assemblies

Special assemblies are scheduled periodically to extend classroom learning for the entire student body through guest speakers and/or special programs related to the school's curriculum. Pep assemblies are coordinated by the Athletic Director or designee, as a special opportunity to express support and encouragement to the coaches, players, and managers of the various teams, and to commemorate our student achievements. Students will follow any teacher directives for seating. The personal integrity of each member of our community is critical to CCHS. At all times it is expected that community members act, react, think, and speak aligned with Catholic social teachings, and strong moral principles.

Bulletin Boards

All students should respect materials placed on the bulletin boards. School Administration or club advisors must approve all material posted by students on any bulletin board.

Child Custody

CCHS shall communicate with the parents of a child in a divorce action according to the directives of the court. When School Administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to [Wisconsin State Statute 767.24](#) (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wisconsin [State Statute 118.125](#) unless one parent has been denied period of physical placement with the child by the court order under [Wisconsin State Statute 767.24\(4\)](#), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with [Wisconsin State Statute 118.125](#).

Development and Endowment

The involvement of parent(s)/guardian(s), students, alumni, and community members in the life and financial stability of the school is welcome and encouraged. The Internal Revenue Service (IRS) has rendered its annual ruling exempting from Federal Income Tax all educational, charitable, and religious institutions which are operated, supervised, controlled by, or in connection with the Roman Catholic Church in the United States, territories, or possessions as long as the names of the institution appear in the Official Catholic Directory. This ruling reaffirms the exempt status of CCHS. It also assures donors of deductions for contribution to such institutions. As long as a tax-exempt status is maintained, the institutions are not required to file federal income tax returns. Donors to CCHS may deduct the amount of contributions for bequest, legacies, devices, transfers, or gifts. CCHS adhere to all state of Wisconsin and IRS policies regarding fundraising and volunteerism as set forth in the [Archdiocese of Milwaukee Parish and School Policy Manual](#) #3280 and #3281.

Yearly development efforts include but are not limited to: Annual Fund Appeal, grant-writing, Topper Auction, alumni and community relations, Annual In-pew Solicitation, Grandparents/Special Person Day, and various other fundraisers. Individuals interested in donating, or who wish to get involved, should contact Ms. Georgean Selburg, Executive Director of Admissions & Development at: gselburg@cchsnet.org.

Donations to Third Parties

Because CCHS is a high school in the Archdiocese of Milwaukee, it supports and teaches Catholic moral values, CCHS upholds, therefore, that Catholic principles be applied when deciding whether to accept a request for CCHS to fund, support or participate in any activity or organization not affiliated with CCHS.

Dress Code

The purpose of the CCHS dress code is as follows:

1. Certain standards of appearance adhere to the student's sense of self-discipline and personal pride.
2. Student appearance influences attitudes toward learning, the school, teachers, and fellow classmates.
3. Expectations of good taste, common sense, and appropriateness are not always clear. Without guidelines, students may be embarrassed or inconvenienced.

CCHS Administration has the right to make regulations concerning dress and appearance considered appropriate to the academic environment. School Administration reserves the right to restrict fad fashions that are inappropriate as well as to interrupt what is considered to be in good taste. The following indicates what is considered acceptable dress at CCHS:

- Any article of clothing that is torn, ragged, or distracting to others will not be tolerated.
- No skin may be showing at the midriff, no cleavage, and no visible underwear at any time.
- Halter, midriff, tube and tank tops and muscle shirts, sleeveless tops, spaghetti straps, off-should style clothing or shirts/blouses of sheer material are not permitted.
- Shorts/skirts/dresses/capris must be at least fingertip length with arms at side.
- Slacks or pants that are overly tight, not worn at waist level, or drag on the ground are not permitted.
- Clothing that displays print offensive in nature is not allowed. Offensive print included words, statements, or graphics referring to sexual activity, profanity, obscenity, illegal substances, alcohol, politics, violence or racial/ethnic slurs.
- Clothing promoting alcohol, tobacco or other illegal substances, or promoting illegal activities is not permitted.
- Yoga pants, sweatpants, athletic shorts/pants, running suits, army fatigues/camouflage pants, underwear as outerwear, pajama-style pants are not allowed.
- Leggings will be permitted to be worn as long as the accompanying top covers the crotch and buttocks area at all times.
- Coats and outerwear are not allowed to be worn while in the building during the school day, and should be stored in lockers.
- Any visible pierced jewelry, including tongue, other than in the ears or a small nose stud piercing, is not allowed.
- Distracting ear gauges are not allowed. Gauges must be less than one inch in diameter.
- Bandanas or hats are not allowed.
- Distracting hair coloring is not allowed.

Policy on Shorts

- Shorts must be at least fingertip length on all sides with arms at the sides.

- Shorts must not be overly tight or revealing such as biker shorts or spandex.
- Cut offs are not allowed.

Dress Code Sanctions

Students violating the dress code will be referred to the office. A progressive sequence of consequences will take place when the dress code is violated. Students may be required to put on a proper shirt to cover the dress code violations.

1. First and Second offense will be assigned a lunch detention.
2. A Third offense or more will result in an Enrichment Period or After School Detention and parent/guardian contact.
 - a. Students will not be allowed to attend Topper Power or Clubs that day.

Dress-Up Days

Respectful and modest dress is required. Girls must wear dresses or skirts longer than fingertip length, dress, or dress pants. Tops such as sweaters, shirts, or blouses, must cover the shoulders. Boys must wear dress pants, dress shirts with a tie or sweater.

JEANS, OF ANY COLOR, SWEATSHIRTS, ATHLETIC WEAR OF ANY TYPE, GYM SHOES AND TEE SHIRTS ARE NOT ALLOWED FOR DRESS-UP DAYS.

The following activities are considered dress-up activities. Additional events may be added to this list at the discretion of the Administration of CCHS:

1. Any Mass or prayer service;
2. Guest Speaker/Awards Assemblies;
3. Rotary Lunches (for senior students)
4. Any speaking engagements for students

Email Communication

Learning and maintaining proper email etiquette is important because it is often the primary means of communicating with colleagues and professionals either in a school or working setting. Proper and respectful composition of emails reflects a person's integrity and gives credence to the information that is being conveyed.

At CCHS, the expectation is that all email communication from parent(s)/guardian(s), faculty, students, and staff will be timely, courteous and polite, and in compliance with the [Archdiocese of Milwaukee Parish and School Policy Manual](#) #4441.2 & #7103 . Disrespectful communication will not be tolerated and may result in disciplinary actions.

A full email etiquette guideline is taught to all students. Students may not send a large group, all class, or all school emails without prior approval of a teacher, advisor, or administrator.

Emergency Closing

If CCHS closes for an emergency, families are notified in a number of ways which may include (depending on the availability): email, text alert, and/or local news. In most cases, CCHS follows the decision of the Burlington Area School District concerning the

cancellation of school due to inclement weather. Listen to or watch the Milwaukee TV stations for cancellation of school and school activities. A 2-hour delayed start may be put in place instead of a complete cancellation. All CCHS communications regarding weather will be sent through **(School Messenger)**. If you have not done so already, please text “Y” or “Yes” to 67587 to opt in to all of our school messages.

External/Internal Communications

New avenues should continually be sought to improve relations and communications with all segments of the school and to expand contacts with audiences not typically reached. The School Administration may make use of media as deemed necessary and in compliance with the [Archdiocese of Milwaukee Parish and School Policy Manual](#) #4441 & #4441.1, such as the internet, social media, radio, television, and video, to inform the community about the operation of the school in a manner reflective of mission and goals.

In order to ensure the integrity and quality of the information being delivered, only designated school representatives shall maintain external communication channels on behalf of the school. School Administrators or designated staff must approve communications, such as announcements, posters, flyers which may be sponsored by an outside organization but directed to their school community.

To protect the privacy of students, staff, and families, CCHS has established policies regarding the release of names, addresses, phone numbers, and images of students, faculty, staff, and school families. For inclusion in directories, permission is not required. However, CCHS must notify parent(s)/guardian(s) of eligible students about directory information and allow a reasonable time to request the school not disclose directory information about them.

All official pictures and recordings taken at events and activities of the school by staff/volunteers remain the property of CCHS. All pictures and recordings should be accounted for and protected from use by any unauthorized person or organization. Media recordings of school activities can be subpoenaed as evidence in a lawsuit. Unauthorized websites, blogs, social network sites, direct mailings, and use of the school's name and/or logo are not permitted. School communications may not be used for partisan political messages or paid advertising. Association, representation, or endorsement of or by any political candidate, party or campaign, whether actual, inferred, or implied is prohibited.

Food Service

We are very blessed to have a wonderful CCHS and Burlington Catholic Schools (BCS) Hot Lunch Program. This program uses a scanner system to charge students for a hot lunch, salad bar, or milk consumed each day. Each day, during homeroom, a lunch count is taken for the program. It is very important that your student is on time each day to ensure an accurate lunch count. Lunch menus will be posted monthly on the CCHS website.

An eFunds system provides families the convenience of funding your student's account at home, online. Freshmen students or transfer students should have been mailed information regarding the setup of an eFunds account with an individual ID number. If you attend BCS as an 8th grader, the account is already set up and will be rolled over to CCHS.

Once the eFunds account is set up, make sure you maintain a positive monetary balance. You can be alerted through eFunds when your student's account reaches a certain low threshold, so that the account can be replenished before it reaches a negative balance. Please refer to the new *Unpaid Meal Charge Policy for Catholic Central and Burlington Catholic Hot Lunch Program* for information on accounts that chronically maintain a negative balance.

The eFunds link to log on is:

<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55560>

This link can be found on the CCHS website.

*Note: You must have an eFunds account set up, activated, and funded **BEFORE** the school year begins.*

Fundraising

To help keep tuition costs down, fundraising has become a yearly reality of Catholic schools. Students, parent(s)/guardian(s), and friends are invited to participate in CCHS activities to help support the school. The Development Director and President/Principal must approve all school sponsored fundraising activities/events. Prior to approval, the Development Office and Business Manager will check the proposed activity for conflict with other events/dates. Any money collected in school for school activities is put into the school account.

Gambling

Gambling is not allowed in the school at any time. Students are allowed to play cards/games at appropriate times when approved by School Administration.

Law Enforcement

CCHS cooperates with the police in all ways. School Administration will work closely with local law enforcement to provide a safe, secure, and conducive environment for all students.

Locks/Lockers/Bags

At the beginning of the school year, students are assigned lockers for their school needs. Students are expected to use only their assigned lockers and keep them in good order and locked with the lock in the correct position. CCHS provides locks to students. Students will be charged a \$5.00 replacement fee for missing, lost, or damaged locks. Only CCHS issued locks are permitted; all others will be removed and discarded. Students may not tamper with other students' locks or lockers. School officials have the right to open and inspect student lockers and student bags.

Students are expected to keep backpacks in their lockers throughout the school day. Small drawstring bags will be permitted in the classroom during the school day.

It is the responsibility of each student to lock and maintain their lockers. CCHS is not responsible for lost, stolen, or damaged items.

At no time should a student interact, enter, or disrupt another student's locker. If a student is caught entering or tampering with another student's locker they will receive consequences at the School Administrators' discretion.

Locker Room Policy

Cell Phone and Electronic Device Use - The use of cell phones, cameras, video recording devices, or any electronic device capable of taking photographs, recording video, or transmitting information is strictly prohibited in all locker rooms, restrooms, and changing areas. This policy exists to protect the privacy and dignity of all students.

Any student found using, possessing, photographing, recording, or transmitting content from a locker room or changing area will be subject to disciplinary action, which may include suspension or removal from co-curricular activities, in addition to any school disciplinary consequences.

Locker Security and Personal Belongings - Student-athletes are responsible for securing all personal belongings. Lockers must remain locked whenever they are unattended.

Items left unsecured, stored outside of lockers, or found on the floor, benches, or other common areas may be confiscated by school personnel. Confiscated items that are not claimed within a reasonable period of time may be donated, discarded, or otherwise disposed of at the discretion of the Athletic Department.

Catholic Central High School is not responsible for lost, stolen, or damaged items that are left unsecured or unattended.

Respect for Facilities - Student-athletes are expected to keep locker rooms clean and orderly. Vandalism, misuse of facilities, horseplay, or behavior that creates an unsafe or disrespectful environment will result in disciplinary action and may include financial responsibility for damages.

See [Search Policy](#) Below

Lost and Found

The loss of money or valuables should be reported to the office immediately. Articles found are to be brought to the office. Lost articles will be held in the office for thirty (30) days, before being donated or disposed of. The school is not responsible for articles lost if left unattended.

Missing Equipment

Any person who checks out equipment, books, or materials is responsible to return them, or reimburse the school for replacement costs. Please refer to the specific extracurricular guidelines for policies regarding the loss of uniforms or equipment issued during participation in any activities.

Open Records Law and Our School

Catholic Central High School is a private school and is not a government body or an “authority” as defined under Wisconsin’s Public Records Law (Wis. Stat. ch. 19 subch. II). Unlike public school districts, which are generally required to make many of their records available for public inspection upon request, Catholic Central High School is not subject to these open records requirements. As a private institution, we maintain discretion over the disclosure of internal records, personal matters, and

other institutional documents, except where disclosure is otherwise required by specific statute, regulation, court order, or the terms of a program in which the school participates (such as reporting obligations under parental choice programs).

This means that school records such as staff personal files, internal communications, board meeting minutes, and administrative documents are not subject to public records requests in the way they would be at a public school.

Separately, please note that under [2025 Wisconsin Act 57](#), Catholic Central High School, like all Wisconsin schools, is required to provide same-day notification to parent(s)/guardian(s) in the event of a credible report of certain sexual misconduct by a school staff member. This notification requirement applies regardless of the school's status under open records law.

Parental Notification of Alleged Sexual Misconduct

CCHS administration shall ensure timely, transparent, and appropriate communication with parent(s) or guardian(s) when there is reasonable cause to suspect sexual misconduct involving a minor in compliance with the [Archdiocese of Milwaukee Parish and School Policy Manual](#) #7104. All actions taken under this policy shall comply with Wisconsin law, uphold the dignity of the human person, and reflect the Archdiocese of Milwaukee's commitment to the protection of children and youth. This policy is adopted in compliance with [2025 Wisconsin Act 57](#) and applies to all Archdiocesan schools and parish-based educational programs and to all clergy, employees, and volunteers acting in an official capacity, for any report or allegation involving sexual misconduct directed toward a minor, regardless of when or where the conduct is alleged to have occurred.

For the purposes of this policy, sexual misconduct includes verbal or physical conduct of a sexual nature involving a minor, as defined by Wisconsin law. Reasonable cause means a determination based on credible information, observable behavior, or statements made by a student or witness. Absolute certainty is not required to establish reasonable cause.

Notification shall be made to the parent or guardian as soon as practicable and in strict compliance with Wisconsin law. In no case shall notification occur later than 5:00 p.m. on the same school day on which reasonable cause is determined, or by 12:00 noon on the following calendar day if the determination occurs after school hours.

Notification shall be made through direct personal communication with the parent or guardian, either in person or by telephone. A voicemail message may be left when direct contact cannot be made.

Written or electronic communication may be used to supplement, but not replace, the required direct notification.

Safety Policies and Procedures

In cooperation with the Burlington Area Law Enforcement, Emergency Medical Services, Fire Departments, public and parochial schools including Gateway Technical College, CCHS adheres to the Safety and Emergency policies set forth in the ***Campus Crisis and Communication Emergency Plan***. This plan was jointly developed by the organizations listed here and adopted in the spring of 2018. The plan is reviewed and updated annually. Administration holds the right to update and change these plans at any time in the best interest of the safety of our school community.

Search Policy

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, School Administration with or without local law enforcement assistance reserves the right to search personal property, including but not limited to lockers, persons, vehicles, bags, automobiles, or any other personal belongings brought onto school property. CCHS reserves the right to search all items/bags prior to class retreats/over night extracurricular events.

School Administration reserves the right to work with local law enforcement to bring in K-9 teams to perform random searches/training for the safety of our buildings and grounds.

Parent/Child Reunification

In the event of a large-scale emergency, parent(s)/guardian(s) are encouraged **NOT** to initially respond to the school during a crisis situation, but rather to wait for prompt notification of how, where, and when to respond. This notification will come via our automated messaging system **School Messenger** and via local TV and radio media.

This will allow city, county, and school officials to assess the situation and activate the school's crisis plan. Please remember that during a hard lock-down of a school(s), no one will be allowed to enter or leave the building.

Should there be an emergency (national, local, or school) parent(s)/guardian(s) are asked to:

- Cooperate with safety and school officials.
- Wait for notification of how, when, and where to respond. This notification will come via our automated messaging system **School Messenger**, or local TV/radio stations.
- The location of the reunification site will be announced. Please be aware that the location (both on and off campus) is subject to change depending on the nature of the emergency.
- Proper identification will be required at the reunification site (driver's license, passport, or military ID)

Do not park in the main access area to the school or reunification site or fire lanes. If required, we may have staff act as traffic control personnel; please follow their directions.

**Please know that only emergency contacts listed in your child's school information will be allowed to sign out your child. If you wish to authorize additional individuals or daycare centers to pick up your child in the event of an emergency, please see that the changes are made at your child's school ASAP. Students will not be released to friends, neighbors, siblings, etc. Unless they are listed on our Authorization for Release of Student form.*

Student Records

CCHS has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development.

These records may be maintained in hard copy form, digitally, or in a combination of the two. The school shall follow federal, state, and archdiocesan guidelines to develop local policies and procedures governing the collection, verification, store, and access to these records.

CCHS's policies and procedures include:

- Maintain digital records that are accessible, accurate, authentic, reliable, legible, and readable throughout the records life cycle.
- Document policies, assign responsibilities, and develop appropriate mechanisms for creating and maintaining digital records throughout the record life cycle.
- Maintain confidentiality or restrict access to digital records, limiting access to those persons authorized by law, the Parish and School Policy Manual, or established local policy.
- Utilize information systems that accurately reproduce the records they create and maintain.
- Describe and document records created by informational systems.
- Document authorization for the creation and modification of digital records and ensure that only authorized persons create or modify the records.

After a student has graduated, transferred, or terminated his/her education, the cumulative records will be maintained permanently.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parent(s)/guardian(s) of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent(s)/guardian(s) shall, upon request, be provided with a copy of the records.

An adult student and/or parent(s)/guardian(s) of minor students may have full access to, and the right to challenge the accuracy of, the data collected. If parent(s)/guardian(s) disagree, they may add parent(s)/guardian(s) of the minor should have access to student data without a subpoena or written permission of the parent(s)/guardian(s).

The school must maintain education records for each student. Information on student records ranges from basic factual data to extremely sensitive reports. Different kinds of records require different handling and scheduling for security, access, and maintenance. See Records Retention Guideline for Parish & School Records for specific retention periods.

Classification

The school will maintain records as part of a cumulative file for each student. These records include but are not limited to:

- Progress Reports
- Standardized Testing
- Attendance Data
- Report Cards
- Class Attendance
- Physical Health Records
- Behavior Records
- Psychological Tests
- Discipline Records
- Personality Evaluations
- Student Record Notes
- Other Student Records

Further information about student records can be found in the Milwaukee Archdiocesan School Policy #5125.

Transfer of Student Records

It shall be the responsibility of the school to transfer all official school records relating to a specific pupil upon receipt of one of the following:

- A written request from the student's parent(s)/guardian(s) that he/she/they intends to enroll the student in another school or district.
- A written request from the school or district in which the pupil has enrolled.
- A court document that the pupil has been placed in a secured correctional facility, child-caring institution or group home.

All pupil records must be transferred to the new school.

It shall be the responsibility of the school to obtain school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

Delay in sending or requesting student records is harmful to both the educational welfare of the student and the educational planning of the receiving teacher(s).

Schools participating in the Choice program are required by state law to send student records to another school or district within five (5) working days of receiving written notice from the pupil or parent(s)/guardian(s) of a minor student that the student intends to enroll in the other school

All records to be transferred should be mailed in the receiving school and not carried by parent(s)/guardian(s) or adult students.

The following Student Records must be sent to the receiving school:

- Copy of Permanent Record
- Copy of the Last Student Report Card
- Copy of Immunization Record

Receiving Student Records

It shall be the responsibility of the school to obtain official school records (Academic, Medical and Disciplinary) for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school. The following procedures apply when records are received:

- Start a new permanent record for transferring students.
- Place records from sending school with new permanent records in the student's folders.
- Keep on file student records, which are part of the local health or public school system.

CCHS will not withhold the transfer of official records for unsatisfied financial obligations.

Tuition Payment Policies

CCHS's Board of Directors has adopted the following policies regarding payment of fees and tuition.

Registration

A non-refundable registration fee of \$100 will be collected at the time of registration.

Registration is **NOT** complete and course selection schedules are not issued until your \$100 registration fee is paid. The final part of completing your registration will be signing up with *FACTS* Management Company prior to the upcoming school year and completing the PowerSchool Information Update.

Parent(s)/guardian(s) of both the RPCP and the WPCP students do not need to pay the \$100 fee or register with *FACTS* Management Company.

No student will be allowed to start a semester unless a payment plan is in place.

Tuition Policy

Overview

Catholic Central High School (CCHS) relies on student tuition to meet the school’s annual budget needs. Through the combined efforts of the Development Office, Endowment Auction, Round Table, and parish support, CCHS raises approximately **\$800,000** each year toward a **\$2.7 million** operating budget. The remaining balance is covered through tuition, which is a vital part of the school’s financial stability.

Families who are members of a supporting parish by **September 1st** receive a **\$1800 tuition credit**. Please note: If a parish notifies CCHS that a family is not actively contributing their time, talent, and treasure, that parish support will be withdrawn, and the **\$1800 credit will be added back** to the family’s tuition account.

Tuition Collection Policy

CCHS partners with **FACTS Management** to handle all tuition payments. For a nominal enrollment fee, families may choose from a variety of payment schedules:

Payment Option	Schedule	FACTS Fee
Option 1	1 payment (paid in full by August 1)	\$5
Option 2	2 payments (August 1 & January 1)	\$15
Option 3	4 payments (August, November, January, April)	\$50
Option 4	10 monthly payments (August - May)	\$50
Option 5	12 monthly payments (July - June)	\$50

Payment Methods:

- Payments can be made via **automatic withdrawal (ACH)** from checking or savings accounts (preferred), or through **mailed invoices** via **FACTS Management** at no additional charge.
- **Credit card payments** are also accepted through FACTS (a **2.75% convenience fee** applies).

FACTS Contact Information:

Phone: **866-441-4637**

Hours: Monday–Thursday, 7:30 AM–7:00 PM CST; Friday, 7:30 AM–5:00 PM CST

Website: <https://online.factsmgmt.com>

Families experiencing financial hardship must contact the **Principal or Business Office (262-763-1510 ext. 408)** at least **two weeks before** the payment due date. Missed payments must still be made up by the end of the school year.

Fees:

- Returned checks or insufficient funds: **\$15 processing fee** (plus any bank fees)
- Late payments: **\$40 FACTS late fee**

Delinquent Tuition Policy

CCHS depends on timely tuition payments to meet financial obligations. To ensure financial viability, all payments must be made on schedule.

Mid-Year Review

- Accounts **more than two payments or 60 days past due** will be reviewed **before Christmas Break**.
- Families with accounts at risk will receive a **certified letter** notifying them that their student **cannot return for the second semester** unless:
 - The account is brought current, or
 - A **written payment arrangement** is made with the Principal and Business Office **by January 1st**.

Spring Review

- Accounts that remain **more than two payments or 60 days past due** will be reviewed again **before Spring Break**.
- Certified letters will be sent to parents/guardians whose accounts remain at risk.

Senior Accounts

If a senior student's account is in arrears and deemed unlikely to be collected:

- The student **will not participate in graduation**
- The student **will not receive CCHS scholarship funds**.

Unless a written and approved payment plan is made with the President/Principal and Business Office, **graduation participation will be denied.**

Returning Students

Before each new semester or school year, accounts with outstanding balances will be reviewed. Families with delinquent accounts may receive a **certified letter** indicating that their student **may not return** until the balance is paid or arrangements are made in writing.

If collection efforts are unsuccessful, **delinquent accounts will be turned over to CCHS’s attorney** for legal action.

Tuition Billing for Mid-Year Student Transfers

Students Entering During the Year

<u>Enrollment Date</u>	<u>Tuition Charged</u>
Before end of 1st Quarter	100% tuition + registration fee
Before end of 2nd Quarter	75% tuition + registration fee
Before end of 3rd Quarter	50% tuition + registration fee
During 4th Quarter	25% tuition + registration fee

Students Withdrawing During the Year

<u>Withdrawal Date</u>	<u>Tuition Billed</u>
Before end of 1st Quarter	25% tuition
Before end of 2nd Quarter	50% tuition
Before end of 3rd Quarter	75% tuition
During 4th Quarter	100% tuition

If a student is **asked to leave CCHS**, tuition is billed as follows:

- **50% of annual tuition** if during the first semester
- **100% of annual tuition** if during the second semester

Tuition assistance applies only to students enrolled for the **entire school year** and will be **forfeited** if a student withdraws or is dismissed. For families with multiple students, tuition will be adjusted as members enter or leave CCHS.

Refunds are calculated based on **the parental portion of tuition** (before assistance) minus payments made. Refunds are issued only for **actual cash payments**, not for financial aid, scholarships, Scrip credits, or discounts.

Final payment for departing students must be made by **cash or cashier's check**. Personal checks are accepted **at the Principal's discretion**.

Tuition Assistance

The tuition assistance process is separate from admission and registration. All awards are based on the expectation that the student will attend for the full academic year.

Families receiving aid must remain current with tuition payments.

Criteria:

- Families must complete financial aid forms annually, following published deadlines.
- Families must be current with tuition deposits, down payments, and transportation fees.

If a student withdraws after tuition assistance is granted, the family will be responsible for their full tuition share prior to assistance being applied.

Fee Refund Policy

Catholic Central is committed to careful stewardship of the resources entrusted to us in service of our students and families. In order to plan responsibly for staffing, materials, and program costs, the following refund guidelines apply:

- The **Enrollment Registration Fee** of **\$100** is **non-refundable** and applies to **all students enrolled at Catholic Central**.
- **Graduation Fees** are **non-refundable** once paid.
- **Athletic Fees** are **non-refundable** after the **start of the first practice** of the athletic season. Furthermore any student unable to continue a season due to an injury will not be refunded. If the athletic season is canceled by CCHS due to low enrollment 100% of the athletic fee will be refunded as long as no practices or meetings pertaining to the season have taken place. If any practices or meetings have taken place then only 50% will then be refunded.
- All other **activity or course participation fees** are **non-refundable** after the **first five (5) school days** from the start of the activity or course.
- Bus Fee refunds will follow the same refund allocation as tuition
- For external exams, such as AP Exams or American Math Competition, refund policies will be in line with the refund policy recommendations of the authoring organizations.
- No automatic refunds will occur; to receive a refund, the parent/guardian must contact the school office and request a refund. All refunds will be made by check/original form of payment to the requestor.

We appreciate your understanding and partnership as we work together to provide a strong and faith-filled educational experience for every student.

Communication and Assistance

The Business Office is available to answer questions regarding tuition, fees, or payment plans. We encourage families to reach out early if they anticipate difficulty meeting financial obligations so that we may respond with compassion and support.

Bus Riders

A bus schedule will go out in the middle to late August. Once routes are finalized, a bus contract will be sent to all parent(s)/guardian(s) of bus riders. If your bus contract is not received in the Business Office by October 1st with your first payment, your child/children will no longer be able to ride the bus. You will receive a letter from the business office with an effective date. After commencement of the 2nd semester, you will receive an invoice for the final invoice of your bus fee. If payment is not received by the specified date, your child/children will no longer be able to ride the bus. If you are experiencing financial difficulties, you must communicate with the President/Principal and Business Office and special payment arrangements will need to be made.

Vehicles

During the school day, no vehicle may be parked on the playground, in the hospital parking lot (except in our designated area), or in front of the field gate. Violators may be towed at their expense. After a student arrives and parks a vehicle, the vehicle may not be driven or occupied until dismissal from school. Detentions may be given for failure to follow this directive, though in case of emergency, permission for use may be granted by the office.

Visitors

CCHS has closed campus with all outside doors locking at 7:50 AM each school day for the safety of its students and staff. Though we desire to be as welcoming to guests as possible during the school day, the following policy is designed for the safety of our school during the regular school day as its propriety.

Parent(s)/guardian(s) are always welcome and encouraged to visit our school. Parent(s)/guardian(s) may also observe their children's classes provided that the observation is scheduled in advance, or the parent(s)/guardian(s) has received permission from the President/Principal to observe the class. Classroom visitation should be scheduled at least twenty-four (24) hours in advance of the visit for consideration of teacher lesson planning and/or tests. The School Administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the education process is not disrupted and as an added security measure.

All visitors must report and sign-in with the Main Office upon entering the building and must wear the visitor's pass in a visible location during their visit. Other than parent(s)/guardian(s), only prospective students are allowed to visit CCHS during the school day. Prospective student visitors should arrange their visit at least three (3) days in advance through the Admissions Office. Parent(s)/guardian(s) of a prospective student may make arrangements through the Admissions Office for a tour or visit.

Parent(s)/guardian(s) may be denied the opportunity to observe a class if the School Administration has determined that the parent(s)/guardian(s) presence has, is having, or may have a negative impact on the educational process. Special events to include guests to our school are part of the regular school calendar. These include Back-to-School Night, Grandparents' or Special Persons' Day, Assemblies, and Honors' Convocation.

Student Behavior and Disciplinary Policies and Procedures

Bully and Harassment Policy

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that CCHS maintain an environment free of any form of harassment, bullying, or intimidation. The school consistently and vigorously addresses bullying and harassment so that there is no disruption to the learning environment and learning process.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidation environment. Bullying and harassment behaviors are prohibited in all school buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but not limited to, every activity under school supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior.
- Verbal threats or intimidating language, teasing or name-calling, racist remarks.
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion.
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet.

All staff members and school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action up to and including detention, suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school staff. The person who has been notified of the incident must immediately report this information to the President/Principal or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to [Wisconsin State Statute 48.981](#). According to Archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

Anti-Bias Practices

All people are sons and daughters of a loving God and share equally in God's unconditional love. All formational programs for children and youth are to reflect this loving, inclusive experience.

Formational programs are to be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum and is evidenced by statements in various handbooks.

Formational personnel shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/or exclusive language or behavior are to be articulated in handbooks for faculty, students, and parent(s)/guardian(s).

Hazing

CCHS does not permit hazing or related behavior among students. Hazing is defined as: "harassing, intimidating, or coercing another student with the purpose or result of embarrassment, disturbance, or humiliation."

Off-Campus School Functions Behavior and Fan Code of Conduct

Students are reminded that at all off-campus school functions they are representatives of the school, and the school will be judged by their conduct and appearance. The same norms and guidelines that apply at functions on campus apply as well for those away from school. Good sportsmanship is especially important at all athletic events. It is the belief of the member schools of the Midwest Classic Conference that athletic competition should be a positive educational experience for the fans as well as for the athletes. As a Catholic high school, CCHS believes that certain behaviors are inconsistent with a positive, Catholic educational experience.

The following are WIAA Guidelines for Students Attending Athletic Contests:

- No smoking, liquor, or controlled substance - A person that has been drinking before the games will be denied attendance.
- Throwing anything on the floor will lead to expulsion from the game.
- Interrupting the game by running on the floor will lead to removal from the game.
- Cheerleaders should work together so that both cheerleader groups are not on the floor at the same time. Derogatory cheers are forbidden.
- Noisemakers are forbidden (examples: bells, horns, whistles, kazoo's).
- Damage to school and stadium property can lead to disciplinary action by the school plus payment for all damages.

- Fighting or any form of harassment before, during, and after games is forbidden.
- Groups that come to a game for the purpose of initiation into some school club or group can be denied admission.
- All cheering should be of a positive nature.
- Host school rules are in effect, as well as CCHS rules.
- Stealing uniforms, balls, or other school equipment will lead to disciplinary action by the school.
- Any physical signs of a derogatory nature are forbidden.
- No signs are to be posted or carried. Bare chests are prohibited.

Penalties for misconduct or violations of the above may result in suspension from participation in activities or suspension from school. The meet manager, Athletic Director, and/or School Administrator(s) have the authority to remove anyone (student(s)/adult(s)) who is demonstrating negativism (obscenity, belittling the officials, players, pushing people in the stands, etc.).

Cell Phone Policy: Away for the Day

To create a focused and healthy learning environment and to be in compliance with [2025 Wisconsin Act 42](#), CCHS implemented a new cell phone policy as of the 2025-26 school year called **Away for the Day**. This policy requires that all personal electronic devices, including cell phones and smartwatches, must be turned off and put away from the first bell to the last.

Research shows that excessive cell phone use can distract from learning, lead to academic challenges, and negatively affect student well-being. By removing these distractions, we hope to increase student engagement and create more opportunities for students to build strong relationships with their peers and teachers.

Why is this Policy Necessary?

- **Focus:** Students learn best when they are fully present and engaged in class. The presence of a cell phone, even when not in use, can be a major distraction that pulls focus away from learning.
- **Relationships:** Being connected to learning in the classroom means being connected to one another. Cell phones can create a barrier to the interactions and connections essential for building a strong learning community.
- **Safety:** While we acknowledge that families may want students to have a phone for safety reasons, we have found that unrestricted social media access and cell phone use during school hours can be detrimental to school safety and our community.

Policy Details for Students

- **During Class:** Students must place their cell phones in a designated pouch in each classroom. Teachers will provide instructions on where to find these pouches.
- **Passing Periods:** Students may carry their phone during passing periods, but it must remain powered off and out of sight.
- **Restricted Areas:** Phones are never allowed in bathrooms or locker rooms. Any device with a camera is strictly prohibited in these areas. If a student is found using a camera in these areas, the device will be confiscated, and parent(s)/guardian(s) and local authorities will be contacted.
- **Emergency Drills:** Phone use is prohibited during lockdowns and fire drills.
- **Unauthorized Recordings:** Taking pictures or videos of others without their permission is not allowed in any school setting, including on the bus. Students who violate this rule will face disciplinary action.
- **Headphones & Earbuds:** Headphones and earbuds may not be worn at any point during the school day.

- **Parent Communication:** If a parent needs to reach a student during the school day, they must call the main office. We will make sure they get the message. Parent(s)/guardian(s) also have the option to email your child on their school issued device. For non-emergency messages, students may check their phone after the final bell.

Exceptions to the Policy

- **Off-Campus Activities:** Rules for field trips, off-campus activities, and extracurricular events will be determined on a case-by-case basis and will be communicated to students and parent(s)/guardian(s) before the event.
- **Medical Necessity:** If a student needs their phone to monitor a medical condition, such as diabetes or epilepsy, they may be granted an exception. Please contact the school administration to create a health plan or get approval.
- **Essential Needs:** If there is another essential need for your child to have their phone, please contact the school administration for approval.

Consequences for Violations

- **First Offense:** The student will be referred to the office, and the phone will be held there until the end of the day. Administration will reinforce the policy with the student and contact parent(s)/guardian(s).
- **Second & Third Offenses:** The student's parent(s)/guardian(s) will be required to pick up the phone from the office.
- **Fourth Offense:** Administration will create a plan with the family for the student to either store their phone in the office each day or leave it at home.

We believe that working together on this policy will benefit all students at CCHS. Please review this with your student before the start of the school year. If you have any questions, please contact the school administration.

Cheating/Plagiarism

Cheating is considered as copying or providing material for homework or tests. Plagiarism is the unauthorized use of the language and thoughts of another author and the representation of them as one's own. This includes the use of Artificial Intelligence tools/programs, without the explicit permission of the teacher. It is considered cheating and will be handled in the same manner.

1. In the first offense, a detention is assigned, no credit is received for the work, and a contact is made by the teacher to parent(s)/guardian(s) and School Administration. At the teacher's discretion, the student may be required to redo the assignment for partial credit.
2. In a second offense, an in-school suspension is assigned, no credit is received for the work, and a meeting will take place with parent(s)/guardian(s), teacher, School Administration. At the teacher's discretion, the student may be required to redo the assignment for partial credit.
3. Any additional offense will be dealt with appropriately by the School Administration, with all options available including expulsion.

Dances: Behavior/Guidelines

CCHS sponsors dances to enhance the social development of students, foster wholesome friendships, provide healthy entertainment in a secure environment and, at times, to raise funds for student activities. Students are always welcome to attend the dance without a date.

General Dance Guidelines

- Generally, dances are held from 7:00 p.m. - 10:00 p.m. Doors close 30 minutes after the start of the dance and reopen 30 minutes before the end. While the doors are closed students may not leave the dance without parental permission **and** will not be readmitted after leaving.
- Students may not enter areas of the school building considered off-limits during the dance nor use any entrances that are not for student use during the dance.
- Gym bleachers are off-limits to dance attendees.
- Unless otherwise noted, dances are closed to non-CCHS students except for Homecoming, the Sadies Hawkins, and Prom.
- Guests must have on file a current **"Dance Guest Request Form"** to attend a dance.
- Guests must be no more than one year removed from high school and not over 20 years old.
- High school picture I.D. required.
- CCHS and its property are **Drug/Alcohol/Tobacco-Free**.
- No student is asked to leave the dance without prior awareness of, or contact with, parent(s)/guardian(s). He/she is kept at school until a parent(s)/guardian(s) arrives or they verbally approve release of the student from the dance. If neither of these occurs, the student is kept at school until the end of the dance.

The following guidelines have been established for appropriate dancing, clothing, and behavior at dances:

- **Inappropriate dancing** – Student dancing should be free of movement/dancing that is dangerous or sexually suggestive in nature. If a student or guest is stopped for inappropriate dancing, his or her I.D. will be taken by a chaperone as a first and final warning. If the student or guest is stopped again, he or she will be asked to leave the dance using the procedure explained above.
- **Inappropriate clothing** – Students are expected to dress appropriately. Clothing considered overly revealing, offensive, dangerous, or contrary to our Catholic principles will have to be remedied. If the problem cannot be remedied, he or she will be asked to leave the dance using the procedure explained above.
- **Inappropriate behavior** – Vulgar language, pushing/shoving, and other acts of inappropriate behavior are not permitted at CCHS dances. Students and/or guests who violate this guideline will be asked to leave the dance using the procedure explained above.
- **Suspected use of drugs, alcohol, or possession of a weapon** – Students and guests are to refrain from possessing or using drugs, alcohol, tobacco, and weapons anywhere on the premises, including vehicles on school property. If a chaperone or dance supervisor suspects or knows that a student or guest has violated this guideline, police or other emergency officials will be called and parent(s)/guardian(s) will be notified. CCHS reserves the right to require students to be tested by a breathalyzer. This may occur as students enter the dance or at any other time. Refusal to submit to the breathalyzer test is cause for removal from the dance, school suspension and a potential expulsion hearing.

Students who violate dance guidelines will be reported to the School Administration for review and possible sanctions. Guest behavior will be reported to his or her school for review and possible sanctions.

Discipline

The school's discipline plan shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- School Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequences for misbehavior should reflect the age and development stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose
- Parent(s)/guardian(s) and students are partners in effective discipline plans and shall receive a school Parent-Student Handbook annually that outlines expectations and consequences for behavior.

Detention

The detention system is designed to deal with less serious inappropriate behavior. The following are examples of the type of infractions that would receive a detention (this is not a complete list, and other infractions may receive a detention): tardiness, class rule infractions, hallway violations, disrespect, cell phone use, and dress code violations.

Detention Procedure:

1. Detention(s) will be served either over the lunch period or for 30 minutes upon completion of the school day in a designated area.
2. Students are required to serve the detention on the next available detention date.
3. Students **MUST** make their own arrangements to get home after the detention.
4. Conflicts with activities, sports, jobs, or transportation are not acceptable excuses to miss serving a detention.
5. Students who miss serving a detention will receive one additional detention. A second infraction will result in an in-school suspension.
6. Detention will be held after school on Mondays, Tuesday, Thursday, and Fridays, depending on the schedule.
7. Students will be expected to do homework or other tasks as assigned.

Appeal right of students

A detention must be appealed to the School Administration before the date it is to be served.

Dismissal from Class

A student may be asked to temporarily leave a classroom. The student may or may not receive a detention at this time. Students who become disrespectful in class, or receive two detentions during the same class period, will be asked to leave class until the problem can be resolved later by them and their teacher. The student is to report to the main office for the remainder of the class period, and

detention or in-school suspension may result. If a student is dismissed three times during the course in a semester, dismissal from the class may become permanent. In these cases, an “F” will be assigned for the course.

Displaying Affection

There shall be no inappropriate public display of affection on school grounds. This includes, but is not limited to kissing, hugging, or other forms of physical contact.

Probation, Suspension, and Expulsion

Whenever a student’s conduct is such that it demonstrates a repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others.
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, alcohol, or any other products/substances that are listed in the [DrugAlcohol/Tobacco](#) section of the Parent-Student-Handbook.
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes.
- [Vandalism](#).
- Fighting, physical or verbal harassment, assault, or behavior intended to cause harm or fear.
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidation messages.
- Hazing or hazing-type initiations.
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another.
- A pattern of behavior (e.g. neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available.

Probation

A student may be placed on probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to the school are considered on probation for a minimum of one school year.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in questions, and its impact on others.

Suspensions from attendance at classes or school as determined by the School Administrator must include:

- An investigation by the School Administration prior to any suspension.
- Notice verbally or in writing to the student and parent(s)/guardian(s) listing the reason for the suspension and offering a meeting with School Administration within a reasonable period of time.
- An opportunity for the students to attend a meeting with School Administration which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reason for the intended suspension. Parent(s)/guardian(s) may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent(s)/guardian(s) prior to sending a student home from school.
- Notification of the conditions of the suspension, including removal from school activities or events while suspended.

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigation purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the President/Principal.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parent(s)/guardian(s) shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parent(s)/guardian(s) and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 faculty/staff members representing various departments. The student will be afforded the opportunity to select one of the committee members. The committee composition should be such as to ensure objectivity.
- The hearing committee makes a recommendation to the President/Principal. The recommendation will be to:
 - Expel.
 - Suggest other disciplinary actions in lieu of expulsion.
 - Exonerate the student of any wrongdoing.
- Before the hearing is held, the parent(s)/guardian(s) and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

- School officials receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parent(s)/guardian(s) are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- If the decision to expel the student is made, parent(s)/guardian(s) are notified in writing of the action within 24 hours..
- The right to appeal is made known to the parent(s)/guardian(s).

Appeal

The student or his/her parent(s)/guardian(s) may within five (5) school days following the notification of the expulsion appeal the decision to the school President/Principal in writing with rationale for appeal. The President/Principal will review the facts and investigate if correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the President/Principal will refer the issue back to the expulsion committee with a recommendation about which step of procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the Archdiocesan level.

The CCHS Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

Please note: A student or parent(s)/guardian(s) exhibiting disrespectful or inappropriate behavior and/or attitude toward a school administrator during an appeal meeting or expulsion hearing will not be tolerated. Should this occur, the meeting will be immediately concluded, and the appeal will be denied.

CCHS reserves the right to terminate a student's enrollment at any time, for any action or behavior on or off school premises which occurs at any point throughout the calendar year, including vacations, that is considered to be unethical, contrary to acceptable Christian/moral standards or behavior, or of the school is at the discretion of the School Administration and supersedes any other disciplinary procedure or action outlined in the Parent-Student Handbook.

Alternatives to suspension and expulsion

At the discretion of the President/Principal, the school will have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment.

Drugs/Alcohol/Tobacco

CCHS seeks to provide a drug-free environment for students. Any involvement with tobacco, alcohol, and controlled substances is harmful to a young person's physical, emotional, spiritual, and intellectual development. CCHS students are expected to remain free of tobacco, alcohol, and controlled substances at all times. Violations of this standard will result in parental notification and will put the student at risk of disciplinary action. In addition, students may be required to participate in therapeutic activities ranging from educational seminars to formal professional treatment. Use of substances by a student can simply display a poor choice, or in some cases, a need for intervention and professional assistance.

E-Cigarettes and Vaping: Any use or possession of an electronic cigarette or vaporizer is a violation of this policy. CCHS considers these devices drug paraphernalia and possession of one on campus or at a school activity may result in significant disciplinary consequences.

Alcohol and Other Drug Abuse (AODA): Any use of alcohol, controlled substances, contraband, constitutes an abuse of that substance. Items included but is not limited to: cannabis, marijuana, hemp, THC products and/or their derivatives, speed, cocaine, LSD, psilocybin (mushrooms), club drugs, (MDMA/Ecstasy, Methamphetamine, GHB, Ketamine) and unauthorized prescription drugs such as: OxyContin, Valium, and Ritalin. Reliable information indicating that a student has possessed, used, or distributed these substances should be referred to the administration, who may notify other school administrators, as necessary.

Testing: Testing for alcohol or controlled substances is the prerogative of the CCHS school administration under three circumstances:

1. Testing may occur when a student is suspected to have violated the school's AODA policy,
2. Testing may occur when a student is on probation from a previous AODA violation, and;
3. Testing may occur at social events such as dances or athletic events. On these occasions, testing could occur randomly and without suspicion. The inherent risks increase under these circumstances and CCHS considers these events important AODA safety concerns. The test method will be determined by the administration.

Note: Regarding testing, the administration will decide upon the best test method, and students are required to immediately, without prior notification, provide an adequate sample for testing, including, but not limited to a hair sample, a saliva sample, a breath sample, a sweat sample, a urine sample, or a combination of these methods. CCHS will determine where and when the test(s) are performed, whether on campus, or at a test site. Results of the tests will be shared with parent(s)/guardian(s) after the test. Finally, if a student refuses a test, this will be considered conclusive proof of being under the influence of alcohol or controlled substances, or for having violated the terms of probation. This included instances when a parent(s)/guardian(s) refuses to allow their child to be tested. The student will be liable for all appropriate school sanctions, including possible expulsion.

Consistent with the School's philosophy of education, prevention, and intervention, CCHS has adopted the following policy:

1. On the **FIRST OFFENSE** the student will receive an in-school suspension. The student and parent(s)/guardian(s) are required to meet with the School Counselor and/ or School Administration. Outside participation in substance abuse counseling will be at the expense of the parent(s)/guardian(s) and will reduce the suspension by fifty percent. A student involved in extracurricular activities will be restricted as stipulated in the appropriate extracurricular code(s). If a student is not involved in extracurricular activities at the time of the infraction, the student will be restricted from extracurricular events as determined by School Administration. Failure to comply with the first offense requirement will subject the student to second offense consequences.
2. On a **SECOND OFFENSE** the student will receive an out-of-school suspension. Then student and parent(s)/guardian(s) are required to meet with the School Counselor and/or School Administration. A professional assessment will be required for alcohol/drug/tobacco use by a school-approved agency. A student currently involved in extracurricular activities will be restricted from said activity as stipulated in the appropriated extracurricular code(s) If a student is not involved in extracurricular activities at the time of the infraction, the student will be restricted from extracurricular events for the remainder of the school year. Failure to comply with the second offense requirement will subject the student to third offense consequence.
3. On the **THIRD OFFENSE** the student shall be expelled from CCHS. All drug/alcohol/tobacco offenses are cumulative through the student's tenure at CCHS.
4. Offenses accumulate over the duration of a student's enrollment at CCHS.

NOTICE: CCHS cooperates fully with the local police regarding any violations of the Drug/Alcohol/Tobacco Policy. Serious violations of this policy, including sale or transfer of illegal drugs, or hemp based derivatives may result in automatic expulsion at the discretion of School Administration.

Negative Behavior

Inappropriate behavior, both physical and verbal, will not be permitted on school property or at school sponsored functions. Such behavior includes, but is not limited to verbal abuse, battery/fighting or similar behavior, possession and/or intent to use any article as a weapon to threaten or injure others, and possession or use of potentially dangerous, illegal or disruptive articles or missiles such as fireworks in any form, smoke bombs, stink bombs and squirt guns. All weapons, pepper spray, and other items that could cause injury to students or staff will be confiscated and reported to local authorities.

Unlawful student assemblage, group acts of violence, disruption, vandalism, actions by students to interfere materially or substantially with the operations of the school, or interference with the functioning of school personnel or any student or group of students is prohibited. Violators may be subject to suspension and/or expulsion.

Inappropriate displays of affection, both physical and verbal, are not condoned.

Positive Behavior

Students are expected to be polite, respectful, and truthful. They are expected to be people with values and standards. Each is to treat others with human dignity and adhere to the principles of the school.

Students shall practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety, and welfare of students and staff. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. They are also expected to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others. Special school activities (Pep Rallies, Assemblies, Masses, etc.) also warrant respectful and responsible behavior. Appropriate cheering and applauding, proper participation, and respect for the physical safety of others is essential.

School Reputation

Positive concepts of discipline are built on a belief in the dignity of each person. A central goal of the school is to help students develop self-discipline. Self-direction, rather than external control, is the aim of true discipline. A climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline. Students attending a Catholic school are representatives to the civic community of the school they attend and the Archdiocese that sponsors the school. Any behavior on the part of the student, in or out of school, which causes negative or adverse publicity for the school, may be a cause for disciplinary sanctions including, but not limited to, suspension and expulsion.

Vandalism

Parent(s)/guardian(s) of students shall be responsible for the vandalism done by their children. Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator. The school administrator is directed to:

- Identify the student(s) involved.
- Call together persons, including parent(s)/guardian(s), needed to study the causes.
- Decided upon disciplinary action and/or assessment of costs against the parent(s)/guardian(s) of student(s) under 18 or against the student(s), if 18 or over
- Take any constructive actions needed to prevent future vandalism.

Student Services Policies and Procedures

Academic Advising

The School Counselor assists students in scheduling classes, devising a four-year academic plan, meeting graduation requirements, monitoring academic progress, facilitating parent meetings, and providing assistance in seeking and applying for college scholarships. Students and parent(s)/guardian(s) are encouraged to schedule appointments if they have questions or concerns about their child's academics.

Parent(s)/guardian(s) and students can expect the following conferences with the counselor:

8th Grade Registration: Incoming freshmen with their parent(s)/guardian(s) will meet one-on-one with the School Counselor to ensure a smooth transition into high school, along with discussions of appropriate freshman classes.

Freshman Planning Conferences: Freshman students will meet with the School Counselor to discuss and create future goals. A four-year plan will be created to help support the student's goals and graduation requirements.

Sophomore Exploration: Sophomore students can expect a check-in meeting with the School Counselor during the 2nd semester of this year. Together the student and School Counselor will revisit the student's four-year plan and discuss his/her academic development over the past year.

Junior Visit: This is an important year for both students and their parent(s)/guardian(s). Parent(s)/guardian(s) and students can expect an individual conference with the School Counselor where an action plan will be created that will assist with the student's postsecondary plans and graduation requirements. The purpose is to help parent(s)/guardian(s) and students understand the college search process, the ACT test, Financial Aid, and to make sure students know what they need to do to prepare for their senior year.

Senior Wrap-Up: Senior students can expect to meet with the School Counselor during the first weeks back to school to ensure that students understand the college application process, college essays, scholarships, letters of recommendation, and to establish a senior timeline. The purpose is to assist students in the next and final steps of their senior year.

College/Career Information

The School Counselor maintains resources with career and college information. This department schedules visitations by college representatives, organizes field trips, sponsors financial aid speakers, and publishes scholarship news. Parent(s)/guardian(s) and students are encouraged to meet with the School Counselor in regard to college selection and career counseling.

Classroom Instruction

The school counselor works with all students on grade-level appropriate instruction in various areas of social-emotional development. Classroom lessons take place during the enrichment period and will include work on topics such as: executive function, building healthy relationships, resilience, conflict management and self-care. Students will engage in classroom lessons on a quarterly basis.

Individual Counseling

The School Counselor assists each student in developing his/her full potential in terms of success in high school and preparation for a career and/or higher education. Student services include counseling, advising, testing, instructing, and referring. If a student is having difficulty in school, the student is encouraged to meet with the School Counselor. All conversations are kept confidential unless a student's health or safety would be jeopardized.

Speak Up, Speak Out (SUSO)

CCHS prioritizes the safety of our school community, and that's why we use "Speak Up, Speak Out". When you, a friend, or CCHS' community needs help, you can make it happen by reporting a tip! The Speak Up, Speak Out Resource Center will respond quickly and confidentially to make sure we can get help to you or to someone who is hurting, struggling or in danger.

Click below or go to the Student Resources page [here](#) to submit a confidential report. You may also make a report using your smartphone by downloading the SPEAK UP, SPEAK OUT app from the Apple Store or Google Play, you may Text "SUSO" to 738447, or by calling 1-800-MY-SUSO-1 to speak to a live, trained SUSO analyst.

Test messages to 1-800-MY-SUSO-1 will not be received, To place Telecommunications Relay Service (TRS) calls, dial 711.

[REPORT A TIP](#)

iPad Acceptable Use & Care Policies and Procedures

iPad and Computer Acceptable Use Policy

The focus of the iPad program at Catholic Central High School (CCHS) is to provide 21st Century tools and resources to our students. Seamless integration of technology throughout the educational program is required to maintain excellence in education. Increasing access to technology is vital for the future, and one of the learning tools of these 21st century students is the iPad tablet. The individual use of the iPad is a way to empower students to maximize their full potential and prepare them to be dynamic leaders both in college and the workplace.

Learning results from the continuous dynamic interaction among students, teachers, parents and the extended community. Technology immersion does not diminish nor replace the vital role of the teacher. In fact, it transforms the classroom into a student centered environment where the teacher is the facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies and procedures within this document apply to all iPads, iMacs, and PC's used at CCHS, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Computer/iPad/Internet Acceptable Use Policy

This policy defines and describes CCHS's commitment to ensure the legal, ethical and appropriate use of technology resources at CCHS. This policy applies to all users of CCHS's technology resources. It applies to all software and hardware owned, leased or subscribed to by CCHS. It also applies to all personally owned equipment that connects to CCHS's network.

Authorized/Responsible Use.

1. CCHS will require all students and parent(s) or official guardian(s) to accept in writing the provisions set forth in the iPad and computer Acceptable Use Policy (AUP) by signing and submitting the Acceptable Use Permission Form. The student will not be given an iPad or computer account until this form is received. The AUP is a guide. Prohibited behaviors and consequences are not intended to be exhaustive. Users are to use good judgment and their Catholic standard of ethics to guide their behaviors. CCHS reserves the right to sanction any behavior deemed inappropriate by the administration.
2. Technology users are responsible for proper use of a computer/iPad and associated resources. Users will be financially responsible for damages to computers/iPads and associated resources caused by negligent, improper, or malicious use.
3. Computer/iPad users should have no expectation of privacy in the use of computer/ iPad and internet resources provided by Catholic Central High School. Computer files and data contained are the property of Catholic Central High School.
4. Student data files will not be routinely monitored by CCHS personnel. However, access to technology is a privilege not a right. If a student gives any administrator, teacher or staff member cause to believe that they may be participating in prohibited behavior, that student's data files may be searched without student knowledge or permission.
5. Prohibited Activities:
 - a. Accessing CCHS's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, harassing, intimidating, discriminatory, pornographic or otherwise inconsistent with CCHS's stated rules and policies as defined in the Student Handbook and/or in the Faculty Handbook.
 - b. Use which violates federal or state law.

- c. Unauthorized access (or attempted access) to administrative files, other user files or protected or private computer resources.
 - d. Activities that disrupt normal computer/network use and services including but not limited to propagation of viruses and/or use which ties up network resources so as to limit the access of others.
 - e. Damaging or altering school technology equipment or supplies.
 - f. Unauthorized use of technology resources for financial, commercial or political gain.
 - g. Users may not attempt to circumvent any protective schemes installed on the computers or network at CCHS.
 - h. Inappropriate use of the camera that is not educational and may be personally harmful to peers and Catholic Central faculty.
6. Enforcement and Sanctions
- a. All members of the community are expected to assist in the enforcement of this policy. Violations of this policy may result in a variety of disciplinary actions, which may include the loss of a computer, telephone or network access privileges or dismissal for employees and Requirement to Withdraw for students. Some violations may constitute criminal offenses as defined by local, state and federal laws, and CCHS may initiate or assist in the prosecution of any such violations to the full extent of the law.
 - b. Any suspect violation of this policy should be reported immediately to the Principal of CCHS.

iPad Care Guidelines

- 1. iPad batteries are required to be charged and ready for school each day.
- 2. Each student is required to have their iPad in their case at all times.
- 3. iPads that malfunction or are damaged must be reported to the CCHS Pad Lab. CCHS will be responsible for repairing the iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired at the student's expense.
- 4. iPads that are stolen must be reported immediately to the CCHS office. Families are responsible for filing a report with the local Police Department.

Software Use Guidelines

The following applies to all software and data at Catholic Central High School, whether owned by the school or owned by a vendor and licensed to the school. Failure to abide by any of these guidelines will result in a disciplinary action.

- 1. The computer/iPad user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation.
- 2. The unauthorized copying of any software and iPad apps licensed or protected by copyright is illegal. All software and iPad apps available for student use are protected by licensing agreements and may not be copied for any use by any user.
- 3. Users may not attempt to modify any software or iPad apps installed by CCHS, including Jail breaking the iPad Operating System (OS). Users may not install software on any CCHS computer without the permission of the CCHS Technology Coordinator.
- 4. Users may not install software on any CCHS computer without the permission of the CCHS Technology Coordinator.
- 5. Users may not install protective devices or software (e.g.: encryption) to prevent CCHS officials from examining data contained in student files.
- 6. No personal email accounts may be set up on the iPad, only school sanctioned email addresses may be used.

7. Users may use programs such as iMessage/Email/FaceTime to communicate with other peers and faculty of Catholic Central only for educational purposes.
8. Location Services will be used on the iPad as a feature of many applications to help student learning, but only if it benefits them educationally.

Network Use Guidelines

All users of the school's computing network must adhere to the following rules. They apply to computer/iPad hardware, data, apps and programs connected electronically to school network regardless of the location of the computer/iPad.

Users may only use their own computer user ID and password. They may not use another individual's computer ID and/or password, nor can they allow their own computer password and ID to be used by any other individual. Users are responsible for the security of their password. Users may not try to obtain another individual's computer password or log-in name.

Users may not attempt to disguise the identity of the computer log-in name and/or password that is being used.

Users may not attempt to circumvent data protection schemes or seek security loopholes. Students may not read, monitor, copy, change, or delete another user's files without the permission of the owner. Users may not connect any non-CCHS owned computer/iPad to the CCHS network without authorization from the CCHS Technology Coordinator.

Internet Use Guidelines

Internet use at Catholic Central High School is intended to serve only the educational needs of students as they relate to their courses or activities at Catholic Central. Non-school related e-mail and social networking sites such as Facebook, You Tube, Twitter, etc. will be blocked.

1. Recreational "browsing" or use for any purpose unrelated to academic or school activities during school hours is prohibited. Recreational use is permitted outside of school hours.
2. Teachers will determine appropriate computer/iPad usage for their classrooms. Students must adhere to all classroom rules and restrictions. Student use of the internet is restricted to sites related to the assignment specified by the teacher.
3. iPads are not to be used in the lunchroom, locker rooms or in unsupervised areas. Liquids are especially damaging to electronic equipment. iPads must be secured away from food and drinks. iPads should always be secured. Students should respect their iPad as they would their wallet or purse.
4. When students are not using their iPads, they should be stored in their **locked** locker.
5. Students will not identify themselves by age, sex, or location in any communication over the Internet, nor are they allowed to exchange addresses or phone numbers over the Internet.
6. If personal student information is required to open a school related account or to complete a valid assignment, the teacher will guide students through the disclosure process. Any request for information that has not been validated by the teacher, is to be reported immediately to that teacher.
7. Students using the internet are not allowed to view or download inappropriate or unlawful information. This includes, but is not limited to any pornographic material, material that is lewd or suggestive, alcohol or drug related, material which disparages a particular race, gender, religion or nationality, or material considered excessively violent in nature. Students are expected to demonstrate positive digital citizenship.

Warrant Against Damages

Catholic Central High School makes no warranties of any kind for the computer, iPad, network, and Internet services provided by the school. The school will not be responsible for any loss or damages suffered from loss or delay of data, non-deliveries or service interruptions. Use of any information obtained via the Internet is at the user's risk.

Wisconsin Law

Summary of Antibullying Policy – [Wisconsin State Statute 118.46](#)

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

Student-to-student behaviors characterized as bullying per the adopted definition, provided it takes place at school, during a school-sponsored activity, on school buses, or through the use of school equipment in the case of cyber bullying. Additionally, a student bullying an adult staff member, using the same criteria. An adult school staff member bullying a student or another staff member. Catholic Central High School does not allow bullying at any time and students who are caught will be disciplined appropriately.

Receiving Your iPad and iPad Check-in

Receiving your iPad

iPads will be distributed during the summer prior to the school year at "iPad Orientation." There will be an information meeting for all parents/guardians of Freshmen and new students entering Catholic Central High School (Date TBD). Students will be able to pick up their iPad on the scheduled Orientation dates (dates TBD). The parent and student must sign the CCHS Computer/iPad Acceptable Use Policy (AUP), which includes the Student Pledge, sign the iPad Protection Plan in order to attend the August orientation and pick up the iPad.

iPad Return Policy

iPads will be returned for service at the end of the school year. These will be scheduled by The Pad Lab staff. iPads should be expected back to the student at the beginning of the next school year. The signed AUP and iPad Protection Plan form will also need to be completed on a yearly basis. If a student transfers out of CCHS during the school year or at the end of the school year, the iPad will be returned as part of the textbook return process. Parents will be charged the current value of any unreturned iPad or iPad accessory.

iPad Return

Individual school iPads and accessories must be returned to the CCHS Pad Lab upon withdrawal from CCHS for any reason on the date of withdrawal. If the iPad is not returned within 7 days of withdrawal, you will be charged for the full cost of the iPad, charger,

and cables. The student will be responsible for any damage to the iPad, consistent with the CCHS's iPad Protection Plan, and must return the iPad and accessories to the CCHS Pad Lab in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

Taking care of your iPad

Students are responsible for the general care of the iPad they have been issued. iPads that are broken or fail to work properly must be taken to the CCHS Pad Lab for evaluation.

General Precautions

Since the iPad is school property, all users will follow this policy and the CCHS Acceptable Use Policy for Technology.

- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- iPads should not be exposed to extreme temperatures (i.e. left in a car, sun exposure).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unlocked locker, unlocked car, locker rooms, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for each school day.
- Do not use an iPhone charger in place of the iPad charger- you will cause issues and could even burn out your cable.

Carrying iPads

Each student will be provided a protective case for their iPad to protect their iPad for normal wear and tear and provide a suitable means for carrying the iPad within the school. The guidelines below should be followed:

- iPads should always be within the protective case.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the iPad when the case is closed.
2. Do not place anything near the iPad that could put pressure on the screen.
3. Do not place anything in the carrying case/backpack that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth.
5. Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
6. Only a stylus designed for an iPad may be used.

Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school prayers, messages, announcements, independent reading, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, the teacher will refer the student to the office for disciplinary action.

Charging your iPad's Battery

It is required that the student bring their iPad to school fully charged each day. Students need to charge their iPad each evening. A fully charged iPad should have enough battery life to complete a normal school day.

iPad Undergoing Repair

When a student leaves their iPad for repair in the CCHS Pad Lab, students will receive a loaner iPad, depending upon availability.

Locked Screen and Home Screen Wallpaper Photos

Inappropriate media may not be used as a locked screen or home screen wallpaper photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or other inappropriate pictures will result in referral to the office.

Sound, Music, Games or Apps

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is not allowed on the iPad. Students playing games without permission will be subject to discipline. All CCHS-provided Apps must remain on the iPad at all times. Data Storage will be through apps on the iPad and emailed/saved to a server or cloud location (a.k.a. Google Docs).

1. No games of any sort are allowed on the iPad during school hours.
2. No Virtual Private Networks (VPNs) access of any kind.
3. No social media apps are allowed during school hours, which include: Facebook, Twitter/X, Instagram, Snapchat, TikTok, Tumbler, etc.

Printing

CCHS is encouraging a paperless environment. Teachers will give instruction for submitting assignments. There are times when a student may need a printed copy. In these situations, students should talk to their teacher about which printer to use and instructions on how to print to that printer.

Home Internet Access

Students are allowed to set up wireless networks on their iPad. This will assist them with iPad use while at home. Printing at home will require a wireless (iOS 5) compatible printer and proper settings. Although access rights at home are different than at school, students must still abide by all the rules and regulations of the iPad Care and Use Handbook and Acceptable Use Policy both on campus and off campus.

Managing Your Files & Saving Your Work

Saving to the iPad

Students may save their work on the iPad. It is recommended students either store their documents to their Google Drive account, or email documents to their accounts for storage. Students should connect Notability to Google Drive in case the iPad does crash. All work that is backed up to Drive can easily be restored if this happens.

Network Connectivity

CCHS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, CCHS will not be responsible for lost or missing data.

Software on iPads

Originally Installed Apps

The Apps originally provided for students are to remain on the iPad in usable condition and be easily accessible at all times. From time to time, CCHS may add apps for use in a particular course.

Inspection

Students may be selected at random to provide their iPad for inspection. At this time, if any student is found with any inappropriate apps, pictures, etc. disciplinary actions will be taken.

1. **First Offense** - the app will be removed and a detention will be issued.
2. **Second Offense** - the app store will be removed and a detention will be issued.
3. **Third Offense** - an In-School Suspension will be issued (subject to the discretion of school administration).

Procedure for reloading apps

If technical difficulties occur or inappropriate apps are discovered, the iPad will be restored to factory settings and students will be referred to the office for discipline. CCHS does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image of the iPad.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students are required to install all available updates for their school apps and iPad iOS.

Protecting and Storing Your iPad

iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number or CCHS label.

Storing Your iPad

When students are not using their iPads, they should be stored in the locked hallway locker. CCHS provides each student with a combination for their hallway locker. Mechanical issues with the locking of this locker are to be reported immediately to the office. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless whether they need it or not. iPads should NOT be stored in a student's vehicle at school or home.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, unlocked classrooms, restrooms, and hallways. If an iPad is found in an unsupervised area, it will be taken to the CCHS Pad Lab or the Office. A student will be disciplined upon their second offense.

Lost or Stolen iPad

If an iPad has been misplaced/lost or stolen, it is the student's responsibility to report the issue to the school office so the proper action can be taken. From the day the student receives their iPad until the return date, they are solely responsible for the device. If for any reason the device is unrecoverable then a replacement fee will be charged.

Repairing or Replacing Your iPad

Self-Insured Coverage

Students or parents may wish to take full responsibility for the iPad, not to exceed \$499.00, if you are using your own personal insurance to protect the iPad in case of theft, loss or accidental damage, please consult with your insurance agent for details about your personal coverage.

School-Insured Coverage

This year Catholic Central will be offering an insurance plan through Worth Ave. Group, to all staff and students. For more information on this program please click on the link for Optional iPad Insurance.

Reporting Device Operating Problems

Any problem with software / hardware/ accessories should be reported immediately to the school office. A temporary replacement will be provided until the problem is repaired.

Cost of Repairs

Students will be held responsible for **ALL** damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost of repair exceed the cost of purchasing a new device, the student will pay the full replacement value. Lost items such as cables will be charged the actual replacement cost. Before a device can be sent in for repair, a down payment of \$100 must be paid or a payment plan must be set up with the school.

Acceptable Use & iPad Care and Use Permission Form

Return of this form is mandatory for every student enrolled in Catholic Central High School. This form must be signed and returned prior to an iPad or a User ID and password are issued to a student. This policy covers all use of technology at CCHS, including the Drop-In Lab and Learning Resource Center.

Accessing CCHS's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, harassing, intimidating, discriminatory, pornographic or otherwise inconsistent with CCHS's stated rules and policies as defined in the Student Handbook and/or in the Faculty Handbook.

Please read the previous pages of the ***iPad and Computer Use Policy*** as well as the ***iPad Care and Use Policy***. After reading, please discuss these policies with your son/daughter. If you have any questions, please feel free to contact the CCHS Technology Coordinator or CCHS Principal.

This permission will remain in force through the current school year unless revoked by the school for disciplinary reasons.

1. I will take good care of my iPad.
2. I will never leave my iPad unsecured.
3. I will never expose my iPad to excessive heat or cold.
4. I will never loan out my iPad to other individuals.
5. I will know where my iPad is at all times.
6. I will charge my iPad's battery daily.
7. I will keep food and beverages away from my iPad since they may cause damage to the device.
8. I will not disassemble any part of my iPad, including Jail Breaking the iPad or attempt any repairs as this may void the Apple Care Warranty.
9. I will protect my iPad by only carrying it while in the case provided by CCHS.
10. I will use my iPad in ways that are educationally appropriate and meet all CCHS expectations, which include but are not limited to camera use, iMessage, Email, Applications, etc.

11. I will not text from my iPad while at school.
12. I will not place decorations (such as stickers, markers etc.) on my iPad. I will not deface the serial number iPad sticker on any iPad.
13. I understand that my iPad is subject to inspection at any time without notice and remains the property of Catholic Central High School.
14. I will follow the policies outlined in the iPad and Computer Use Policy and the iPad Care and Use Handbook while at school, as well as outside the school day.
15. I will notify the school and file a police report in case of theft, vandalism and other acts covered by insurance.
16. I will be responsible for all damage or loss caused by neglect or abuse, including Jail Breaking the iPad.
17. I agree to return the CCHS iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad and Computer Use Policy; iPad Care and Use Handbook and the Student Pledge for iPad Use.

I have received the following items:

☐ iPad (32 GB wi-Fi)

☐ iPad Case

☐ Wall Charger with Cable

Student Name (Please Print):

Student Signature & Date:

Parent/Guardian Name (Print Please):

Parent/Guardian Signature & Date:

Students no longer enrolled at Catholic Central High School must return their iPad and corresponding accessories by the last enrolled date. If not returned by the appropriate date, parent(s)/guardian(s) will be charred the current value of the iPad and corresponding accessories.

Parent & Student Disclaimer and Agreement Form

The signatures below confirm that the Catholic Central High School Parent-Student Handbook has been received and reviewed by both the parent(s)/guardian(s) and student. The signatures below further indicate that the parent(s)/guardian(s) and student are aware of and agree to the information, procedures, guidelines, policies, rules, and consequences included in this handbook.

If the Parent-Student Handbook Agreement Form is not signed and or acknowledged by the end of the first week of the school year, it will be assumed you and your student have read and agreed to all stated rules and regulations.

Parent/Guardian’s Name (PLEASE PRINT):

Parent/Guardian’s Signature:

Student’s Name (PLEASE PRINT):

Student’s Signature:

Date:

Grade:
