

Revised
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Catholic Central HIGH SCHOOL

HOME OF THE HILLTOPPERS!



Parent-Student Handbook 2018-19

Catholic Central High School
148 McHenry Street
Burlington, WI 53105
(262) 763-1510
www.cchsnet.org

Faith, Knowledge & Tradition

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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 AdvancEd.

The purpose of the Catholic Central Student/ Parent Handbook is to provide a common and agreed upon instrument for ensuring that our school is committed to educational excellence, safety, justice, and fostering a Catholic culture based on faith, charity, and personal responsibility. All policies not covered specifically in this handbook will follow the procedures set forth in the Archdiocese of Milwaukee Policies and Procedures Manual found at this link: <https://www.archmil.org/CentersofExcellence/DOCsPDFs/Schools-Policy-Handbook/ParishandSchoolPolicyManual2017-18.pdf>

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.

CHARISM

Dedicated to the charisms of our founding patronesses, the School Sisters of Notre Dame, 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 Catholic Central High School 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.

PERSONAL INTEGRITY

Above all academic and athletic endeavors, the measure of an individual rests on one's moral character. The personal integrity of each member of our community is critical to Catholic Central High School. At all times it is expected that community members act, react, think and speak aligned with the Catholic Social Teachings, and strong, moral principles. Trust, sensitivity and respect are values of the Catholic Central community. If we are to live out the SSND charism to form a community of one heart and soul, we must learn how to live with, accept and respect others. Any behaviors that contradict the Catholic Social Teachings as stated above, including intimidation, harassment, humiliation, or demeaning or insulting another human being are unacceptable in our community. Theft, infliction of physical or verbal abuse, property damage, use of illegal substances, inappropriate electronic communication, intimidation, sexual misconduct or any behavior that affects the well-being of a member of our community are also unacceptable behaviors. Catholic Central community members will not engage in discrimination or harassment against any individual or group based upon personal animosity, age, gender, race, color, national origin, religion, sexual orientation or disability. All community members agree to behave with honor while in school, and while out in the greater community, especially when representing Catholic Central High School.

ACADEMIC INTEGRITY

In all actions- in and out of the classroom- students are held to a standard of integrity and responsibility. Academic integrity is central to the spiritual and moral development of the individual. Academic dishonesty is an act committed by a student to distort the marking of assignments, tests, examinations and other forms of academic assessment and evaluation. Academic dishonesty is neither accepted nor tolerated by the school. Anyone found guilty of academic dishonesty is liable to severe academic sanctions. Here are some examples of academic dishonesty:

- Engaging in any form of plagiarism or cheating
- Handing in an assignment that was not authored, in whole or in part, by the student
- Submitting the same assignment in more than one course, without the express, written consent of the teachers concerned
- Using resources to distort or misrepresent one's work
- Persons who have committed or attempted to commit (or have been complicit or accomplices to) academic dishonesty will be penalized as outlined in this handbook.

APPLICATIONS

Catholic Central High School (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 admission, 3) Are able to complete a general academic program, and 4) 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 or her maximum creative and intellectual potential.
2. The student strives to make use of instructional and study time.
3. The student fulfills the CCHS curriculum requirements and adheres to individual course requirements and policies.

RELIGIOUS:

1. The student strives to formulate and practice his or 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 or her best physical and mental condition.

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 School Sisters of Notre Dame had a particular call to serve small rural communities, such as Burlington, Wisconsin, and St. Mary's school was born in 1920.

One wood-burning stove, one rickety card 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 unshakeable faith and missionary enthusiasm of Sr. Michael of the SSND and Fr. Van 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 the excellence of our almost 100 year *tradition*.

ACADEMIC ADVISING

The Counselor assists students in scheduling classes, devising a four-year academic plan, meeting graduation requirements, monitoring academic progress, tutoring, parent meetings, and providing assistance in seeking and applying for college scholarships. There will also be academic help available during all study halls and Resource. Students and parents are encouraged to schedule appointments if they have questions or concerns about their child's academics.

Parents and students can expect the following advising conferences with the counselor:

8th Grade Registration: Incoming freshmen and their parent(s) will meet one-on-one with the 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 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 counselor during the 2nd semester of this year. Together the student and counselor will revisit the student's four-year plan, and discuss his/her academic development over the past year by looking at past grades and the student's ACT ASPIRE results.

Junior Visit: This is an important year for both students and their parents. Parents and students can expect an individual conference with the 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 parents 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 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.

ACADEMIC PROBATION

For those students whose quarter is below 2.0 GPA, the student will be placed on academic probation for the start of the next quarter. Parents, guardians and students will be notified and will be required to meet with the school administration. An Individualized Improvement Plan will be developed which will establish guidelines to bring the student's overall GPA back above the 2.0 minimum required for extracurricular participation. Said plan for educational improvement may include, but not be limited to: after school academic support, tutoring by a National Honor Society student volunteer, academic support with a learning support teacher, or parent provided independent tutoring. Each teacher will submit at least one progress report to evaluate the student's academic progress during the probation period. The parents or school may request biweekly progress reports. An Individualized Improvement Plan is binding and will be evaluated, and possibly adjusted, every two weeks. Students who fail to comply with the goals of the Individualized Improvement Plan may be asked to withdraw from school due to 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 Counselor will:

1. In cases where the quarter Grade Point Average (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 Counselor and/or Academic Dean will be required for the parents/guardians and student. Upon recommendation of the 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 student, parents/guardians and staff to determine future progress of the student. Special arrangements will be made, as determined by the Academic Dean and Counselor for students with certified educational handicaps.

ACADEMIC STANDARDS

Catholic Central High School has adopted the Wisconsin Academic Standards in all curricular areas possible. These standards can be found at: <https://dpi.wi.gov/standards>

Catholic Central High School'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>

ACTIVITIES

All students are encouraged to become involved in at least one extracurricular program. If a student's grades are affected by participation in extracurricular activities, teachers may request that the student not participate (e.g. sports, musical, forensics, etc). Participation in athletics, clubs, and extracurricular activities is a privilege. Failure to abide by the Drug/Alcohol/Tobacco Policy as well as the Co-Curricular Code of Conduct may result in disciplinary consequences. In addition, each activity may establish codes of conduct.

ADMISSIONS REQUIREMENTS

Catholic Central High School can successfully educate students who meet the following requirements:

1. At least a 7th grade level of comprehension in reading and math as determined by an entrance exam administered by CCHS.

2. Willingness to receiving religious instructions and participating in school religious events.
3. Freedom from excessive rehabilitation or special needs, i.e. speech, hearing, physical, learning, or emotional handicaps.
4. Willingness to abide by the rules and regulations of Catholic Central High School.
5. Family commitment to paying tuition and fees.

AFFILIATED ORGANIZATIONS

This policy designates an “Affiliated Organization” as a group of parishioners, school parents and/or students or group sponsored by Catholic Central High School, which is participating in the mission of the school, uses the name of the school for identification, and is not organized separate from the school - specifically sponsored by Catholic Central High School. Organizations such as Parent Groups, Athletic Associations, Student Councils, Drama Club, language clubs, Ski Club, fundraising clubs/groups, etc., using the Catholic Central High School name, logo, acronym or variations thereof, must be approved by the Catholic Central High School Board annually through the school Principal.

Affiliated organizations enjoy all of the benefits of Catholic Central High School, including insurance coverage and tax-exempt status. Non-affiliated organizations do not enjoy those benefits.

All affiliated organizations must provide financial reports to the Catholic Central High School Board of Directors on a periodic basis as determined by the Board.

Affiliated organizations that maintain physical custody of funds must adhere to the internal control practices established by the Catholic Central High School Board of Directors.

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.

ATHLETICS

Catholic Central Athletics are based and built around the following words of our Lord, Jesus Christ:

“Which is the first of all the commandments?” Jesus replied, “This is the first: ‘Hear O Israel! The Lord our God is God alone! You shall love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength.’ This is the second: ‘You shall love your neighbor as yourself.’ – Mark 12:28-31

“This is my commandment: love one another as I love you.” – John 15:12

Philosophy/Mission Statement:

Participation on Catholic Central’s athletic teams is an integral part of the Hilltopper experience, and it is a privilege which should elicit great pride in both the student and his or her family. Our number one goal as a school is to provide a sound academic and Catholic moral foundation for all of our students. Athletic activities provide unique opportunities for our students to learn how to apply these Catholic

virtues and values in a competitive environment, as they prepare for their own futures in our competitive society.

As students, families, employees, volunteers and members of the general Catholic Central family, we are committed to conducting ourselves in a manner consistent with Catholic social teachings and the philosophies and policies of Catholic Central High School. By leading lives inspired by our Catholic values, we are preparing all members of our Catholic Central community to affect positive change in our world, both today and tomorrow.

Catholic Central Sport Offerings:

Fall	Winter	Spring
Football	Girls Basketball	Track & Field
Girls Volleyball	Boys Basketball	Girls Soccer
Cross Country	Dance Team	Girls Softball
Girls Tennis	Boys Swim Co-op	Boys Baseball
Girls Swim Co-op		Golf
Dance Team		Trap Shooting Co-op

Catholic Central currently competes against 8 other schools and is a part of the Metro Classic Conference.

Metro Classic Conference		
Catholic Central	St. Thomas More	St. Catherine
St. Joseph	Dominican	The Prairie School
Martin Luther	Racine Lutheran	Shoreland Lutheran

For more information, please contact:

Athletic Director – Tom Aldrich	taldrich@cchsnet.org	262-763-1510 ext. 406
Asst. to the AD – Patti Spiegelhoff	pspiegelhoff@cchsnet.org	262-763-1510

ATTENDANCE

Attendance is essential to the progressive growth and development of students. Archdiocese of Milwaukee Policy 5113 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 Catholic Central High School students. Whenever a student is absent from school, he or she is responsible for accessing any work or assignments electronically (other than assessments) that he or 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 exam 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 / legal 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 parents / guardians 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 parents / guardians must call the school office by 8:00 AM on the day of the absence. If the student is absent due to prolonged illness, a physician's note is required within a week of the return date.
- **Physician's authorizations and instructions regarding extended absences due to long-term or chronic conditions must be updated each quarter and filed with the Dean of Students.**
- **Scheduled doctor /dentist or other appointments during the school day:** Students may leave school at an appointed time with parent /guardian communication with the school office by 8:00 AM. A **signed doctor's note must be presented 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 sports or other extra-curricular 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. Parents/guardians must **notify the school office at least one week in advance** when the planned absence will extend three or more days.

Excessive Absences will be handled appropriately by Administration and Leadership Team.

SIX DAY ABSENCE POLICY

Teachers will notify the attendance office of absences for each of their classes. The attendance office will contact parents whose child has an unresolved absence. Upon the third absence during a grading period, the teacher will communicate with the student and parent concerning the number of absences.

Upon the fifth absence, the teacher and the attendance office will communicate with the student and parents through another phone contact specifying the conditions under which a student may remain in class. At this time a parent-teacher conference will be required in order to determine the conditions under which a student may successfully complete a class.

Upon the classroom teacher's recommendation and administrative agreement, a student can be removed from a class when the student has been absent for six days or violated the conditions stated in the letter, or 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 shall receive a Withdrawn-No Credit (W-NC) for the grading period. This grade will affect the student's grade point average and appear on the official transcript.

Exceptions to the six-day 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. A student assigned an out of school suspension will have those days count toward the six-day policy.

BELL SCHEDULES

Regular Day (43 minute classes)

HR	7:35 – 7:43
1	7:47 – 8:30
2	8:34 – 9:17
3	9:21 – 10:04
4A	10:08 – 10:51
4B	10:08 – 10:53
LunchA	10:54 – 11:19
LunchB	10:56 – 11:19
Resource	11:22 – 11:50
5	11:54 – 12:37
6	12:41 – 1:24
7	1:28 – 2:11
8	2:15 – 2:58

Practice starts at 3:30.

Wednesday (35 minute classes)

HR	7:35 – 7:43
1	7:47 – 8:22
2	8:26 – 9:01
3	9:05 – 9:40
4	9:44 – 10:19
5A	10:23 – 10:58
5B	10:23 – 11:00
LunchA	11:01 – 11:26
LunchB	11:03 – 11:26
6	11:29 – 12:04
7	12:08 – 12:43
Reflection	12:43 – 12:46
8	12:50 – 1:25
PD	1:35 – 3:15

Mass Day (39 minute classes)

HR	7:35 – 7:43
1	7:47 – 8:26
2	8:30 – 9:09
3	9:13 – 9:52
Mass	9:55 – 10:50
Lunch	10:53 – 11:18

4	11:21 – 12:00
5	12:04 – 12:43
6	12:47 – 1:26
7	1:30 – 2:09
8	2:13 – 2:52

Practice starts at 3:30.

All Campus Mass 8:30 (39 minute classes)

HR	7:35 – 7:43
1	7:47 – 8:26
Mass	8:30 – 9:25
2	9:30 – 10:09
3A	10:13 – 10:52
3B	10:13 – 10:54
LunchA	10:55 – 11:20
LunchB	10:57 – 11:20
4	11:23 – 12:02
5	12:06 – 12:45
6	12:49 – 1:28
7	1:32 – 2:11
8	2:15 – 2:54

Practice starts at 3:30.

Early Release 12:19 (27 minute classes)

HR	7:35 – 7:43
1	7:47 – 8:14
2	8:18 – 8:45
3	8:49 – 9:16
4	9:20 – 9:47
5	9:51 – 10:18
6A	10:22 – 10:49
6B	10:22 – 10:51
LunchA	10:52 – 11:17
LunchB	10:54 – 11:17
7	11:20 – 11:47
Reflection	11:47 – 11:50
8	11:54 – 12:21

Topperpalooza (20 minute classes, except 1st hr)

No Homeroom

1	7:35 – 7:57 (+2 min.)
2	8:01 – 8:21
3	8:25 – 8:45

4	8:49 – 9:09
5	9:13 – 9:33
6	9:37 – 9:57
7	10:01 – 10:21
8	10:25 – 10:45

S1 & S2 Finals 1-3, 4-6 (80 minute classes)

1/4	7:45 – 9:05
2/5	9:15 – 10:35
Lunch	10:40 – 11:10
3/6	11:15 – 12:35

S1 & S2 Finals 7-8 (80 minute classes)

7	7:45 – 9:05
8	9:15 – 10:35

BULLETIN BOARDS

All students should respect materials placed on bulletin boards. The administration or club advisor must approve all materials posted by students on any bulletin board.

BULLYING POLICY

Catholic Central High School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, targets, and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

BULLYING BEHAVIOR CAN BE:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
3. Indirect/Relational Aggression (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in all schools, 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 are not limited to, every activity under school supervision.

PROCEDURES FOR REPORTING/RETALIATION

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school principal, dean of students, or counselor. Any other person, including a student who is either a target of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school principal, dean of students, counselor or another trusted adult of the school.

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 and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving a report of bullying shall immediately notify the school employee assigned to investigate the report. The following school employees have been identified as the investigator:

1. Principal.
2. Dean of Students.
3. Counselor.

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

PROCEDURE FOR INVESTIGATING REPORTS OF BULLYING

The person assigned by the district to conduct an investigation of the bullying report shall, as soon as reasonable but within no more than one school week, interview the person(s) who are the target(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

SANCTIONS AND SUPPORTS

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action including, but not limited to: suspension, expulsion and/or referral to law enforcement officials, for possible legal action as appropriate, or human services. Pupil services staff will provide support and a follow up with the identified target.

DISCLOSURE AND PUBLIC REPORTING

The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior.

CAFETERIA

All students must report to the cafeteria for their assigned lunch period. Catholic Central High School 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 the lunch period.

CALENDAR 2018-2019



Parent / Student Year – Long Calendar 2018 – 2019

As of 06/05/2018

AUGUST 2018						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
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30						

OCTOBER 2018						
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28	29	30	31			

NOVEMBER 2018						
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DECEMBER 2018						
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30	31					

JANUARY 2019						
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27	28	29	30	31		

FEBRUARY 2019						
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MARCH 2019						
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30	31					

APRIL 2019						
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28	29	30				

MAY 2019						
S	M	T	W	TH	F	S
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26	27	28	29	30	31	

- Jul. 30 Freshman Picnic / Beach Party
- Aug. 6 Summer forms are due
- Aug. 19 Welcome Mass/Back to School
- Aug. 20 Freshman Orientation/ iPad Handout / Pictures
- Aug. 21 First day all students
- Aug. 24 Teacher Inservice
- Aug. 26 NHS Induction - 2:00 pm
- Aug. 31 Holiday/Labor Day Weekend
- Sept. 3 Holiday/Labor Day
- Sept. 7 All Campus Mass 8:30
- Sept. 17-21 Spirit Week
- Sept. 22 Homecoming Dance
- Sept. 27 Picture Retakes
- Oct. 4-5 Teacher Inservice
- Oct. 10 PRAT Testing - all Soph / Jr.
- Oct. 17 Open House
- Oct. 19 Teacher Inservice
- Oct. 20 Solez for Education Walk
- Oct. 24 Parent/Teacher Conferences 4 - 7 pm
- Oct. 25 Grandparent's Day
- Oct. 26 Early Release 12:21
- Nov. 1 All Saints' Day Mass 10:00
- Nov. 9 8th Grade Testing
- Nov. 10 8th Grade Testing
- Nov. 21-23 Thanksgiving Break
- Dec. 1 Topper Dinner & Auction
- Dec. 6 A Christmas Carol - 7 pm
- Dec. 7 A Christmas Carol - 7 pm
- Dec. 8 A Christmas Carol - 2 pm & 7 pm
- Dec. 9 A Christmas Carol - 2 pm
- Dec. 11 Christmas Visual and Performing Arts Show
- Dec. 18 Semester 1 Final Exams - Hours 1, 2, 3; Lunch served; ER 12:35 pm
- Dec. 19 Semester 1 Final Exams - Hours 4, 5, 6; Lunch served; ER 12:35 pm
- Dec. 20 Semester 1 Final Exams - Hours 7, 8; No lunch served; ER 10:35 am;
- Dec. 21 Teacher Inservice / End of Semester 1
- Dec. 24 - Christmas Break
- Jan. 2 Start Semester 2

- Jan. 10-13 Modal UN to Ann Arbor, MI
- Jan. 18 Teacher Inservice
- Jan. 27 - Catholic Schools' Week
- Feb. 2
- Jan. 30 Burlington Catholic Schools Mass 10:00
- Jan. 30 Incoming Freshman Enrollment 5:30 - 7 pm
- Jan. 31 Incoming Freshman Enrollment 5:30 - 7 pm
- Feb. 11 Incoming Freshman Enrollment 5:30 - 7 pm
- Feb. 13-14 Retreats
- Feb. 15 Teacher Inservice
- Feb. 20 WI State ACT Testing - all Jrs.
- Feb. 21 WI State ACT Work Keys - all Jrs.
- Mar. 1 Topperpolooms I - ER 10:45 am
- Mar. 2 WSMA Solo and Ensemble
- Mar. 6 Ash Wednesday Mass 10:00
- Mar. 8 Teacher Inservice
- Mar. 13 Parent/Teacher Conferences 4 - 7 pm
- Mar. 15 Early Release 12:21
- Mar. 22-25 Gettysburg Trip - Juniors
- Mar. 25-29 Spring Break
- Apr. 4 Mass at St. Charles 8:30
- Apr. 5 Topperpolooms II - ER 10:45 am
- Apr. 11 CCHS Musical Perform 7 pm
- Apr. 12 CCHS Musical Perform 7 pm
- Apr. 13 CCHS Musical Perform 2 pm & 7 pm
- Apr. 14 CCHS Musical Performance 2 pm
- Apr. 19-22 Easter Break
- Apr. 25 WI State ACT Aspire Testing - all Frosh. and Soph. - afternoon
- Apr. 26 WI State ACT Aspire Testing - all Frosh. and Soph. - morning
- May 4 WSMA Stats @ UW Parkside
- May 6-17 AP Testing
- May 9 Spring Visual and Performing Arts Show
- May 10 Prom - ER 12:21 pm
- May 21 Semester 2 Final Exams - Hours 1, 2, 3; Lunch served; ER 12:35 pm
- May 22 Semester 2 Final Exams - Hours 4, 5, 6; Lunch served; ER 12:35 pm
- May 23 Semester 2 Final Exams - Hours 7, 8
- May 23 Senior Mass - 10:45 am
- TRD Honors Convocation
- May 24 Teacher Inservice / End of Semester 2
- May 24 Graduation

LEGEND	
Green	Mass Day - Mass at 9:55 at St. Mary's unless indicated
Yellow	Wed. Development - dismissal at 1:22 pm
Blue	Holiday - No School
Orange	Teacher Inservice/Day of Non-Attendance for Students
Gray	Early Release (ER) - dismissal as indicated
Pink	Semester Final Exams
Sky Blue	Retreats

CATHOLIC IDENTITY

Catholic Central High School draws from the rich heritage of the Catholic Faith, the charisms of our founding patronesses, the School Sisters of Notre Dame, and the Catholic parishes that support the school. Catholic Central High School upholds and promotes the dignity of every human person. Faithful Catholic education at Catholic Central High School is directed toward the formation of the whole person in view of his or her ultimate destination which is eternal life in the Blessed Trinity. Catholic Central High School 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.

Catholic Central High School is committed to the Gospel, to the teachings of Jesus Christ, to the doctrine of the Catholic Church, and the founding charisms of the School Sisters of Notre Dame. Students, staff, parents, 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)

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. It is considered cheating and will be handled in the same manner.

1. In a first offense, a detention is assigned, no credit is received for the work, and a contact is made by the teacher to parents/guardians and 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 parents, teacher, Principal and/or Dean of Students. 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 administration, with all options available including expulsion.

CHILD ABUSE POLICIES AND PROCEDURES

All children have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child. The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened. A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made. In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been

threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

CHILD CUSTODY

Catholic Central High School 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. Alternately, 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 Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 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 Wis. Stat. 118.125.

COLLEGE/CAREER INFORMATION

The 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. Parents and students are encouraged to meet with the school counselor in regard to college selection and career cruising.

COUNSELING

The 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 Counselor. All conversations are kept confidential unless a student's health or safety would be jeopardized.

DANCES

Dances are school-sponsored events and are fully chaperoned by staff and parent volunteers. All in attendance are expected to cooperate with the chaperones, comply with all Catholic Central High School policies, and dance appropriately.

1. "Grinding" or other inappropriate activity will not be allowed at our school dances.
2. Once a student leaves a dance, they may not re-enter without the permission of the Catholic Central High School staff member in charge. No refunds are given.
3. All school rules are in effect at all school dances. Random drug/alcohol testing may be administered at any time.
4. The Junior Prom is for juniors and seniors.
5. Freshmen and sophomores may attend if invited by an upperclassman.
6. Freshmen students desiring to attend the prom must get administrative and parental approval.

7. Only Junior and senior students may purchase tickets to the prom.
8. Grade school students are not allowed to attend any high school dances.

NOTE: A separate dance contract is required for Prom. Guest permission forms for students not attending CCHS are required for each dance attended.

DEVELOPMENT AND ENDOWMENT

The involvement of parents, 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 Catholic Central High School. It also assures donors of deductions for contributions 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 Catholic Central High School may deduct the amount of contributions for bequests, legacies, devises, transfers, or gifts. Catholic Central High School adheres to all state of Wisconsin and IRS policies regarding fundraising and volunteerism as set forth in the Archdiocesan Policy Manual #3280 and #3281.

Yearly development efforts include but are not limited to: The annual Topper Auction, alumni events, 5K run / walk, raffles, annual appeal, and trivia nights. Individuals interested in donating, or who wish to get involved, should contact Ms. Georgean Selburg, Chief Development Officer at: gselburg@cchsnet.org

DISCIPLINE SYSTEM

DETENTIONS

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, dress code violations

DETENTION PROCEDURE

1. Detentions will be served from 3:05 – 3:30 pm 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, Tuesdays, Thursdays, and Fridays, depending on the schedule.
7. Students will sit in silence during detention.

APPEAL RIGHTS OF STUDENTS

A detention must be appealed to the Dean of Students and/or the Principal 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 at a later time 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 same 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.

DONATIONS TO THIRD PARTIES

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

DRESS CODE

The purpose of the Catholic Central High School 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 has an effect upon 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.

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

- 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-shoulder style clothing or shirts/blouses of sheer material are not permitted.
- Shorts/Skirts/dresses/capris must be at least fingertip length with arms at sides.

- 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 includes words, statements, or graphics referring to sexual activity, profanity, obscenity, illegal substances, alcohol, violence or racial/ethnic slurs.
- Clothing promoting alcohol, tobacco or other illegal substances, or promoting illegal activities is not permitted.
- Spandex, leggings, (includes skin-tight jeans or jeggings), yoga pants, sweatpants, athletic shorts/pants, running suits, army fatigues/camouflage pants, underwear as outerwear, pajama-style pants are not allowed.
- 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

1. Shorts must be at least fingertip length on all sides with arms at sides.
2. Shorts must not be overly tight or revealing such as biker shorts or spandex.
3. 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 violation.

1. First offenses will be assigned a lunch detention.
2. A second offense will result in a detention and parent contact.
3. A third offense warrants an in-school suspension.

DRESS-UP DAYS

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

JEANS, SWEATSHIRTS, ATHLETIC WEAR OF ANY TYPE, 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 Catholic Central High School:

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

DRUGS/ALCOHOL/TOBACCO

In an effort to recognize the serious consequences to the health and welfare of students, the use of alcohol, drugs, smoking or smokeless materials will be considered violations of school policy. Students may not use alcohol, drugs, smoking or smokeless materials. Use of these materials in any form is prohibited. Random drug/alcohol testing may be administered at any time. If a student is found in POSSESSION of, or under the INFLUENCE of, any drug/alcohol or tobacco related product the following steps will be taken (on or off campus):

1. On the FIRST OFFENSE the student will receive an in-school suspension. The student and parent/guardian are required to meet with the Guidance Counselor or an AODA trained staff member. Outside participation in substance abuse counseling will be at the expense of the parent/guardian, and will reduce the suspension by fifty percent. A student involved in extracurricular activities will be restricted as stipulated in the appropriate extra-curricular code(s). If a student is not involved in extracurricular activities at the time of the infraction, the student will be restricted from extra-curricular events as determined by the Administration. Failure to comply with the first offense requirements will subject the student to second offense consequences.
2. On a SECOND OFFENSE the students will receive an out-of-school suspension. The student and parent/guardian are required to meet with the Guidance Counselor or AODA trained staff member. 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 appropriate extra-curricular code(s). If a student is not involved in extracurricular activities at the time of the infraction, the student will be restricted from extra-curricular events for the remainder of the school year. Failure to comply with the second offense requirements will subject student to third offense consequence.
3. On a THIRD OFFENSE the student shall be expelled from Catholic Central High School. All drug/alcohol/tobacco offenses are considered cumulative through the student's tenure at Catholic Central High School.

NOTICE: Catholic Central High School cooperates fully with the local police regarding any violations of the Drugs/Alcohol/Tobacco Policy. Serious violations of this policy, including sale or transfer of illegal drugs, may result in automatic expulsion at the discretion of school administration.

EMERGENCY CLOSING

If Catholic Central High School closes for an emergency, families are notified in a number of ways which may include (depending on availability): email, text alert, local news. In most cases, Catholic Central High School follows the decision of the Burlington Area School District concerning the cancellation of school due to inclement weather. Listen to WTMJ (620) 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.

EXTERNAL/INTERNAL COMMUNICATIONS

Catholic Central High School will NOT release any individual student, parent, or staff or member's personal information, such as; images, names, addresses, academic standing and phone numbers, for inclusion in directories, brochures, websites, or any other medium without the individual's (and in the

case of minors from their parent or guardian) written permission. Release of Information Forms (#1112) will be distributed for signature/s and filed for use during the school year. Each year, new forms asking permission for release of information will be required for signatures.

EXTRA-CURRICULAR ACTIVITIES

Information pertaining to eligibility and participation in extracurricular activities can be found in the specific guidelines for that activity, which is distributed to all students and their parents/guardians for reading and signature prior to the student beginning any form of participation in the chosen sport or activity. For information regarding an athletic program, contact the Athletic Director. For information regarding individual clubs or activities, contact the individual in charge of the activity or club.

FIELD TRIPS

Field trips are a vital part of the curriculum at Catholic Central High School. Any student who is not current with homework, assignments, tests, or has any missing work for that class, may not be allowed to participate on a field trip. Parental 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.

FOOD SERVICE

We are very blessed to have a wonderful Catholic Central and St. Mary 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, on line. Freshmen students or transfer students should have been mailed information regarding the setup of an eFunds account with an individual ID number. If you attended St. Mary's Grade School as an 8th grader, the account is already set up and will be rolled over to Catholic Central.

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 St. Mary 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 Catholic Central website

Mr. Matt DeLorme is the contact for eFunds for our school. He can be reached at

mdelorme@cchsnet.org

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, parents, and friends are invited to participate in Catholic Central High School activities to help support the school. The Development Director and Principal must approve all school sponsored fundraising activities/events. Prior to approval, the Development Office and Business Manager will check the proposed activity for conflicts 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.

GRADE REPLACEMENT

1. A student may enroll in any equivalent course at Catholic Central High School or from an accredited institution.
2. The equivalent course must receive prior approval in writing from the Principal, Academic Dean, and 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 Catholic Central High School 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, teacher recommendations, 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 Social Studies
- 3.0 Credits Science
- 1.0 Credit Fitness & Wellness
- 0.5 Credit Health
- 0.5 Credit Personal Finance
- 1.0 Credit Fine Arts (beginning with the Class of 2022; 0.5 Credit for 2019, 2020, 2021)

Students should consult the Catholic Central High School Course Guide for specific course descriptions, prerequisites, and course fees. Course fees do not apply to Wisconsin Parental Choice Program students.

Make sure to check the course requirements of the colleges 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 graduation requirements and have earned all credits required to graduate from Catholic Central High School. Only the 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 Principal, Academic Dean and 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 Counselor review each student's academic progress. By reviewing student grades, teacher recommendations and passing of the civics test, the Principal verifies that a student has met all graduation requirements and is eligible to be granted a diploma from Catholic Central High School.

GRIEVANCE PROCEDURE

The primary goal of Catholic Central High School is to treat the parent or guardian of a student as fairly as possible when a grievance arises. It should be kept in mind that Catholic Central High School is a private school and not subject to the same rules as public schools; the grievance procedure is not intended to be a "trial" as contemplated by a court system; and rules of evidence do not apply.

A grievance occurs when there is an unresolved issue between the parent or guardian of a student enrolled at Catholic Central High School and an employee at Catholic Central High School. Before any formal grievance can be initiated, the parent must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian must initiate a grievance process providing information regarding the issue, steps taken to address the matter, and specific recommendations for resolution. The Principal will schedule a meeting of all parties to work toward reconciliation. If the employee with whom there is an issue happens to be the Principal then the grievance can be initiated by the process stated below.

If mutual resolution does not occur, the parent may formulate in writing the parent's or guardian's specific complaint and the steps taken to resolve it by delivering such writing to the President of the School Board of Directors of Catholic Central High School within ten (10) days from the failure of the resolution involving the Principal. The President shall notify shall the Principal and the parent or guardian as to a date, time and place of the hearing before the Grievance Committee. The Principal shall deliver a written statement reporting on the Principal's investigation and conclusions with respect to the unresolved issue.

At the hearing, the Chairperson of the Grievance Committee first reads aloud the parent's or guardian's written statement and the Principal's report. Thereafter, the parent or guardian and Principal make separate and private presentations to the Grievance Committee to review the decision of the Principal. The Grievance Committee may ask questions of the parent or guardian or Principal in these private and separate sessions. The Grievance Committee may also review documentary evidence in a confidential and private setting without the parent or guardian or Principal present.

After hearing the case, the Grievance Committee determines the outcome of the grievance and decides on the most appropriate disciplinary action. The Grievance Chairperson shall notify both parties within

twenty four (24) hours of that decision. The Grievance Committee shall prepare written findings and conclusions within seventy two (72) hours after the hearing. The decision by the Grievance Committee is final.

HARASSMENT

Harassment refers to unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale, interfering with an employee's or student's work performance, or creating an intimidating, hostile or offensive working or educational environment.

Catholic Central High School is committed to providing a place where people can thrive Catholic Central High School thinks it is in the best interest of each individual and of the Catholic Central community that we dedicate ourselves to creating an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment, exploitation, intimidation, illegal discrimination and retaliation. These behaviors are demeaning to all persons involved; they are unacceptable conduct, and will not be tolerated.

Catholic Central High School expects all students, employees and members of the school community to conduct themselves in an appropriate and professional manner, with respect for the personal dignity of fellow students, employees and visitors. Respect for an understanding of the differences among people is an important dimension of Catholic education that continues throughout a lifetime.

Examples of harassment or prohibited behavior include:

VISUAL CONTACT

Suggestive looks, leering, or staring in another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, or any social media postings or outlets.

WRITTEN CONTACT

Sexually suggestive or obscene letters, notes, invitations, or drawings. This also includes computer or phone generated messages, text messages, e-mails, or Internet postings. Also included is the sending of sexual pictures through personal communication devices or through Internet sources and email. Display or circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religious, age, disability or other legally protected status.

VERBAL THREATS AND HARASSMENT

Sexually suggestive or obscene comments, threats (even if made in jest), jokes including those about racial and gender specific traits, any sexual propositions, as well as comments about another student's body.

PHYSICAL CONTACT

Any intentional pats, squeezes, touching, punching, pinching, repeatedly brushing up against another's body, assault, or blocking free movement of any person.

Options for responding if you believe you've been harassed:

1. DIRECT COMMUNICATION

If you feel that you have (or someone you know has) been a target of harassment, it may be possible for you to approach this individual expressing your concerns as honestly and directly as you can and request an end to the conduct. In situations involving faculty or other individuals in authority, the student or parent should contact the administration immediately.

2. SEEK ADVICE

If you do not wish to communicate directly with the person whose behavior troubles you, or if direct communication does not work, you may consult a teacher, the Academic Dean, the Guidance Counselor the Principal.

3. FILE A FORMAL COMPLAINT

If direct communication does not resolve the problem or was not pursued, you may also initiate a formal complaint about the incident. Students should report a complaint, preferably in writing, to a teacher, the Academic Dean, or Principal.

- Keep all unwelcome, email, text or other correspondence you have received.
- Write down an account of what has happened, noting the date and place of each incident.
- Keep the names of other people who have witnessed the harassing behavior in case you need to ask them to verify your account of what occurred.

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 [Wis. Stat. 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.

CATHOLIC CENTRAL ACTIONS REGARDING POSSIBLE HARASSMENT OR DISCRIMINATION:

If Catholic Central High School receives a complaint of harassment, or otherwise has reason to believe that harassment may have occurred, it will take steps to ensure that the matter is promptly investigated and addressed. Catholic Central High School is committed, and required by law, to take action if it learns of potential harassment even if the aggrieved party does not wish to formally file a complaint. Care will be taken to protect the identity of the person with the complaint and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation and take appropriate responsive action. If harassment or discrimination is found to have occurred, Catholic Central High School will take appropriate disciplinary action and corrective action.

Any individual who violates this policy by engaging in the prohibited conduct - harassment, discrimination or retaliation - will be subject to appropriate disciplinary action. This may include, but is not necessarily limited to, the following:

1. Warnings
2. Exclusion from activities

3. Suspension
4. Expulsion

HAZING

Catholic Central High School 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.” Anonymous reporting can be made through the Anonymous Alerts system.

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.

Honor Roll status may be affected if a student:

1. Receives two negative comments regarding below average effort per semester.
2. Receives two or more detentions per semester.

Qualifications:

1. High Honors: 3.5 and above.
2. Honors: 3.0 - 3.49.

HONORS, ADVANCED PLACEMENT AND CONCURRENT ENROLLMENT

Honors, Advanced Placement, 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. Advanced Placement courses are also considered honors courses, but they are geared for students who plan to take Advanced Placement tests in the spring.

Catholic Central High School and Cardinal Stritch University have partnered to create a Concurrent Enrollment Program (CEP). This program allows qualified high school students to learn Stritch’s college curriculum and qualified high school instructors to teach Stritch’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, Advanced Placement, or Concurrent Enrollment in the course guide will be weighted for determining Grade Point Average, according to the following system:

METHOD OF COMPUTING GRADE POINT AVERAGE:

STANDARD			AP & HONORS			CONCURRENT		
A	100-94.5	4.00	A	100-94.5	5.00	A	100-94.5	5.00
A-	94.4-92.5	3.67	A-	94.4-92.5	4.67	A-	94.4-92.5	4.67

B+	92.4-90.5	3.33	B+	92.4-90.5	4.33	B+	92.4-90.5	4.33
B	90.4-87.5	3.00	B	90.4-87.5	4.00	B	90.4-87.5	4.00
B-	87.4-85.5	2.67	B-	87.4-85.5	3.67	B-	87.4-85.5	3.67
C+	85.4-83.5	2.33	C+	85.4-83.5	3.33	C+	85.4-83.5	3.33
C	83.4-79.5	2.00	C	83.4-79.5	3.00	C	83.4-73.0	3.00
C-	79.4-77.5	1.67	C-	79.4-77.5	2.67	D	72.9-69.5	2.00
D+	77.4-75.5	1.33	D+	77.4-75.5	2.33	F	Below 69.5	0.00
D	75.4-72.5	1.00	D	75.4-72.5	2.00			
D-	72.4-69.5	0.67	D-	72.4-69.5	1.67			
F	Below 69.5	0.00	F	Below 69.5	0.00			

HONORS CORDS FOR GRADUATION

“High Honors” requires a 4.00 GPA average or above, cumulative over 7 semesters. These students will wear a Gold Cord at Graduation. “Honors” requires a 3.50 - 3.99 GPA average, cumulative over 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 of their senior year to get a 3.50-3.99 cumulative GPA for Honors or 4.0 cumulative GPA for High Honors.

LAW ENFORCEMENT

Catholic Central High School cooperates with the police in all ways. A school official will sit in on conferences involving the police.

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 or a signed parental note. Parents/Guardians will be contacted by phone to authorize the dismissal in case of an emergency. In non-emergencies, parents/guardians 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 (signed doctor’s note) in order to participate in sports or extracurricular activities after school.

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. Catholic Central High School provides locks to students. Students will be charged a \$5.00 replacement fee for missing, lost or damaged locks. Only Catholic Central 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 locker during the school day. Backpacks are not allowed out during the school day.

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. The school is not responsible for articles lost or left unattended.

MEDICATION POLICIES AND PROCEDURES

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

1. Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
2. A written statement from the prescribing physician which:
 - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.
 - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
3. A written statement from the parent/legal guardian: •
 - Authorizing school personnel to give the medication in the dosage prescribed by the physician.
 - Authorizing school personnel to contact the physician directly.

This is in accordance with archdiocesan policy 5141.5.

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 extra-curricular guidelines for policies regarding the loss of uniforms or equipment issued during participation in any activities.

NON-CATHOLIC CENTRAL COURSES

Sophomores, juniors, and seniors are permitted to take certain elective courses at a neighboring school if:

1. The course is not offered by Catholic Central High School,
2. The course is recommended or approved by the Principal, Academic Dean, and Counselor,
3. The course fits into the student's school year schedule,
4. The school accepts the student, and
5. The student has a grade point average above 2.0.

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.

PERSONAL ELECTRONICS AND IPAD ACCEPTABLE USE

Catholic Central High School is a one-to-one iPad school. All students will be issued an iPad, iPad case, and a wall charger with cable for instructional use. All students are required to read and abide by the *iPad Care and Use Handbook*. In addition, an *iPad and Computer Use Permission Form* must be signed by each student, and a parent or guardian. Students are expected to 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 of the school day. The iPad is subject to inspection at any time without notice and remains the property of Catholic Central High School. Students are responsible for all damage or loss caused by neglect or abuse, and must return the CCHS iPad, case and power cords in good working condition. The permission form can be found here: <http://cchsnet.org/assets/technology-computeruseragreement.pdf>

All other electronic material, without specific consent by a faculty or staff member, is inappropriate for the classroom. No camera phones are to be used in school, including the locker room area. Students will not be allowed to use cell phones during the school day. Any unauthorized use of a cell phone during the school day will result in the phone being confiscated until the end of the school day, and the student will be assigned discipline. All cell phones are to be turned off during the school day.

1. In a first offense, the device is taken to the office and may be picked up after school.
2. In a second offense, the device is taken to the office and picked up after school, a detention is assigned, and a contact is made to parents/guardians by a leadership team member.
3. At the third offense, the device is taken to the office and picked up after school, a detention is assigned, a contact is made to parents/guardians by a leadership team member, and the student may no longer be allowed to have possession of a cell phone on school grounds during the school day. If the student brings a cell phone onto school grounds during the school day, he/she is required to drop off the cell phone before school and pick it up after school in the main office. Failure to do so will result in further disciplinary action.

PROBATION, SUSPENSION, AND EXPULSION

1. Probation – A conditional enrollment during a trial period.

2. Suspension – A temporary termination of enrollment until stipulated conditions are met. There are two types of suspensions:
 - A. In-School Suspension
 - B. Out-of-School Suspension
3. Expulsion – A termination of enrollment permanently or for an extended period of time.

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records.

Final decision to expel a student rests with the principal

NEW STUDENT PROBATIONARY STATUS

1. **ALL STUDENTS ARE ON A PROBATIONARY STATUS DURING THEIR FIRST YEAR OF ATTENDANCE AT CATHOLIC CENTRAL HIGH SCHOOL.**
2. During the probationary period, the school shall determine whether or not it can meet the needs of the student. As such, the school reserves the right to require a parent/guardian to withdraw from the working partnership with the school and withdraw their child. The decision of the school principal is final.

SUSPENSION/EXPULSION:

Suspension may be an immediate consequence for serious violations of school rules. If a student is suspended because of a serious violation, the parents/guardians will be contacted by administration. The student will also be placed on probationary status. If the same offense is repeated within a two (2) month period, the student may be expelled from school. A student may be expelled at any time due to a grave transgression. The administration determines the gravity of the offense and imposes appropriate sanctions. Types of infractions which may result in suspension/expulsion are as follows:

1. Destruction or defacing of school property.
2. Vandalism of school or individual property. Vandalism includes any and all forms of computer hacking.
3. Harassment of staff/students.
4. Serious insolence, defiance, disrespectful challenging of authority.
5. Theft.
6. Pranks or "jokes" which cause disruption to the school day, or destruction/damage to school property.
7. Fighting
8. Violations of the drug/alcohol/tobacco policy.
9. Selling or providing real or simulated drugs.
10. Weapons in school or at school functions. Weapons may be defined as any item used in a threatening manner towards another individual or towards property of the school.
11. Serious transgressions which may not be listed but which are determined by the school to be of a sufficiently serious nature to warrant expulsion.

This list is not all-inclusive, and other offenses which ARE OF A SERIOUS NATURE MAY FALL INTO THIS CATEGORY ALTHOUGH NOT SPECIFICALLY LISTED.

SUSPENSION

1. Responsibility for suspending a student resides with the principal.
2. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
3. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
4. In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In-school suspension conditions are to be determined by the building principal. In-school suspension students remain the responsibility of the school.
5. Out-of-school suspension is considered a rarity and is the responsibility of the principal. A maximum of five days 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. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.
6. Homework assignments are expected to be completed when a student is suspended

EXPULSION

This procedure is based upon Archdiocese Office of School's policy number 5144. The distinct mark in the exercise of disciplinary authority shall be fairness. The result of applying a doctrine of fundamental fairness in expulsion proceedings is to provide an adequate opportunity for the student and/or parent to express his/her side of the issue. At Catholic Central High School the following expulsion procedure will be followed:

1. An expulsion hearing will be held unless waived by parent/guardian.
2. The Archdiocesan Superintendent of Schools will be notified before the expulsion hearing takes place.
3. Parents/guardians shall be notified in writing at least five days before the hearing is to take place.
4. The expulsion hearing committee will be made up of 3-5 Catholic Central High School Board of Director's members chosen by the Principal, from a pool of at least six, determined by the board before the fall semester.
5. Expulsion hearings are confidential; as such, no recordings will be made of the hearing.
6. The panel will consider all testimony and will attach the appropriate weight to it.
7. The Administration of Catholic Central High School will present their evidence first. Only the panel may question the Administration.
8. The Student or parents/guardians will present their evidence last. Only the panel may question the student or parents/guardians.
9. No cross-examination of either side will be allowed.
10. Both sides will then be asked for a closing comment.
11. Upon completion of the testimony, everyone will be asked to clear the room so that the panel may deliberate on the matter.
12. Both parties will receive written notification of the recommendation of the panel within 72 hours of the hearing and telephone notification as reasonably soon as possible.
13. The hearing committee will have three choices for recommendation to the Catholic Central High School Principal:

- Not expel (other disciplinary suggestions should accompany this recommendation)
- Allow the student to voluntarily withdraw from school in lieu of expulsion.
- Expel

14. The final decision rests with the Principal. Parents/guardians have the right to appeal the decision to the full school board.

NOTE: Once the hearing begins the student may not have the right to voluntarily withdraw, in lieu of expulsion, unless that is the recommendation of the committee.

PROCEDURE FOR APPEALING A SUSPENSION OR EXPULSION

Catholic Central High School Board of Directors Grievance Policy outlines the process for Parent/Legal Guardian appeals, grievance and/or complaints concerning school personnel. The Grievance Policy is outlined in the Catholic Central High School Student-Parent Handbook. The first step in any grievance

RE-ADMISSION

After a period of one full year's absence, an expelled student may apply for re-admission. This application is subject to acceptance/denial by the Administration. Administration will review the student's performance during the absence and consult with the Catholic Central High School faculty. If accepted, the student will be automatically placed on probation for one semester and be required to sign a behavioral contract with the Dean of Students. During the semester of probation the student must meet at least five times with the Dean of Students to evaluate student re-adjustment to Catholic Central High School. At the end of the probation period, upon administrative recommendation the following action may be taken:

1. Terminate the period of probation.
2. Extend the period of probation for one semester.
3. Require the student to withdraw from Catholic Central High School.

RECORDS RELEASE

Catholic Central High School keeps on file a permanent record for each student. This record contains grades, credits, test scores, etc. No information may be released to an outside agency without the written consent of the student and/or parent/guardian of minors. Students may request a release of this information by signing a form and paying a transcript fee. Wisconsin Parental Choice Program students do not pay a transcript fee.

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 Catholic Central High School. Retreat activities are planned for each of the four years at Catholic Central High School, 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.

REPORT CARDS

Report cards are issued two times a year. Only semester grades become part of the permanent record. Student grades are accessible at any time through *PowerSchool*. Parents/guardians are encouraged to contact the teachers for a conference whenever there is a need or desire to have one.

REQUIRED COURSES

Students must meet Catholic Central High School 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 Catholic Central High School may be substituted for credit recovery with prior approval from the Principal, Dean of Students, and Guidance Counselor.

Students who fail an elective course and who need the credit may repeat the course or substitute another elective upon approval of the Principal, Dean of Students, and Guidance 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 may (if they lack only 0.5 or 1 credit) make it up during the summer following graduation at an accredited institution with the prior approval of the Principal, Dean of Students, and Guidance Counselor. They can participate in the graduation ceremony but will not receive their diploma at that time. The diploma will be awarded when Catholic Central High School has received verification of the successful completion of the course. Seniors lacking more than 1 credit will not participate in the graduation ceremony.

RESIDENCE REQUIREMENT

All Catholic Central High School students, regardless of age, are required to reside with their parents and/or guardians.

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, Catholic Central 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.

SCHEDULE CHANGES

Each student has the ultimate responsibility for his/her schedule. He/she will be assisted in this effort by the 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 or her schedule must request to do so before the fifth day of classes; students must submit a parent approved "Schedule Request Form" to the counselor before any requests will be granted. No student will be allowed to drop a class after the fifth day unless recommended by the teacher and Counselor. If no recommendation is made, a student will receive a withdrawal on his or her permanent transcripts 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 parents must have conversations with the Counselor to approve class changes.

SEMESTER ASSESSMENTS

Semester assessments will be comprehensive and will count between ten (10) to twenty (20) percent of the semester grade.

SENIOR PRIVILEGE

Seniors who have a study the last period of the day, with permission from their parent/guardian, may leave after seventh period as a Senior Privilege. To maintain their Senior Privilege, a senior:

- May not receive two (2) or more detentions per semester.
- Must have a 3.0 Cumulative GPA.
- Must maintain 90% attendance for the semester.
- May not receive more than three (3) tardies per semester.
- Must leave the school grounds after 7th hour.

Failure to maintain any of these standards may result in loss of Senior Privilege for the remainder of the school year.

SERVICE HOUR POLICY

At Catholic Central High School, 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 **graduation requirement** of our school.

Service hours and the type of service rendered will be recorded in Career Cruising, our transcript and academic record management system at CCHS, and in addition to fulfilling our graduation requirement, will be available to students for job applications, college admission applications and scholarship opportunities throughout their high school career.

Possibilities for community service are endless. Our Faith In Action Team (FIAT) advisors will provide numerous opportunities throughout the school year, such as: Soles for Education Walk (in October) Rake and Run (in October) 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, St. Charles and St. Mary, 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 Key Club, NHS or Student Council have minimum service hour requirements to fulfill their membership responsibilities. Hours achieved above the club requirement may be used toward the 25 hour annual requirement.

Lastly, 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. (For example, summer service in June of 2017 may be applied to the 2017-18 school year).

If you have any questions about a particular activity that may or may not meet the service requirement, please see a FIAT advisor *before* the service has been completed, to receive approval for the service activity.

Prayerfully consider your gifts and talents, and discern where you are called to serve others. Then, “*Do whatever He tells you.*” John 2:5 – Motto of the SSND

STUDENT COUNCIL

All powers of the Student Council are delegated by the school administration and assist the administration in fulfilling the goals of the school. The Student Council is composed of representatives from each class and includes an executive body composed of president, vice-president, secretary, treasurer, and additional officer positions. Incoming juniors and seniors with one year’s experience in the Student Council may run for the office of president or vice-president.

The purposes of Student Council are:

1. To promote school morale; to assist in the orderly direction of certain school activities;
2. To promote a forum for student expression;
3. To encourage participation in community affairs; and
4. To promote the general welfare of the school.

STUDENT RECORDS

Catholic Central High School 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. As such, Catholic Central High School abides by archdiocesan policy #5125.

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 the student come to their classroom to work before study period begins.

TARDIES

If a student is tardy to school, the student **MUST** report to the 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.

TEACHER-STUDENT CONFERENCES

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

TELEPHONES

The telephone in the office is for school business only. Students will only be summoned to the phone in cases of emergency. Phone messages from parents/guardians will be delivered to students in a timely fashion. See Personal Electronics.

TESTING

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

TRUANCY

Truancy is failure to attend school or a single class without the knowledge and permission of a parent/guardian and or staff. In-School suspensions are 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 suspension/expulsion policy and accumulation of demerits).

TRANSFER POLICY

Catholic Central High School will consider accepting credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Catholic Central High School's academic standards. Students must submit an official transcript from their prior school before enrolling in order for credits from the previous school to be considered. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the Principal.

All students who meet the admissions eligibility criteria will be admitted to the school. Families seeking enrollment in the school will be registered upon completion of all registered materials.

Families enrolling at Catholic Central High School through the Wisconsin Parental Choice Program are registered in accordance with the regulations established by the Department of Public Instruction.

All students are on probation during their first year of attendance.

Prior to the conclusion of the first and/or second semester, school personnel will review student academic and behavioral performance, in order to determine if the school has the ability to meet the needs of a student. If it is determined that the student requires greater assistance to meet his/her academic or behavioral needs than can be reasonably accommodated, the parents/guardians of the student will be asked to withdraw their child's enrollment from the school. Families will be advised to contact the local public school district to obtain information on the services they provide for students

with special academic or behavioral needs.

TUITION PAYMENT POLICIES

Catholic Central High School's Board of Directors has adopted the following policies regarding payment of fees and tuition.

REGISTRATION

A non-refundable tuition deposit of \$100 will be collected at the time of registration, which will be applied to your tuition. Also at the time of registration, we also collect \$400 per student for the tuition down-payment. This tuition down payment is refundable if the school is notified in writing prior to May 1st of the application year, prior to the upcoming school year that your child will not be attending Catholic Central High School.

A tuition deposit and registration fee is not required of Wisconsin Parental Choice Program students.

Registration is NOT complete and course selection schedules are not issued until your \$100 tuition deposit is paid, along with the \$400 for the tuition down payment and your signed course selection sheet is returned. The final part of completing your registration for freshman families will be signing up with *FACTS* Management Company by March 2nd, of the application year, prior to the upcoming school year and for all returning families, completing the *Facts* Management preference letter and returning that with your \$500 tuition deposit and down-payment, along with the signed course selection sheet. This needs to be done no later than March 2nd of the application year, prior to the upcoming school year, so that we may complete our budget process.

Parents of Wisconsin Parental Choice Program students do not need to register with the *FACTS* Management Company.

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

TUITION

Through fund-raising efforts, Catholic Central High School, along with its Development Office, Endowment Auction, Round Table and Parish support raise approximately half-a-million dollars, (over a \$1.9 million budget), to enable the school to operate each year. The remaining costs result in a tuition charge, which is an essential portion of the school's educational budget.

If you belong to one of our member parishes by September 1st, a \$750 credit will be reflected on your tuition. **Please note that if you do not generously give back to your parish of your time, talent and treasure, you may be notified by your parish that they will not support your child financially at CCHS. In the event that this occurs, we will be forced to charge your tuition account the additional \$750.**

TUITION COLLECTION POLICY

FACTS Management is the company that Catholic Central High School has chosen to manage its tuition management payment program. For a nominal fee, parents can choose from quarterly to monthly

payment plans, with a payment date of the 1th or 15th of the month. If you chose to pay your tuition in full, no enrollment fee will apply, but we still ask that you enroll with *FACTS* Management and select the one payment option. Credit cards are also accepted for tuition payments and can be arranged through *FACTS* Management as well. (A 2.75% convenience fee will apply.)

With *FACTS* Management, you have the option of choosing a monthly invoice to be mailed to you or have the payment automatically deducted (ACH) from your checking or savings accounts, which we would prefer. Additionally, payments can be made online at no charge. *FACTS* Management welcomes parent phone calls and a payment counselor can be reached Monday through Thursday, from 7:30 am - 7:00 pm central/standard time, and on Fridays from 7:30 am - 5:00 pm. *FACTS* Management’s toll-free telephone number is 866-441-4637, and they also have 24/7 web access at <https://online.factsmgt.com>.

You can also access the *FACTS* Management link through the CCHS website (www.cchsnet.org) under the Parents tab. The following are the options you will have to choose from with *FACTS* when signing up for a payment plan:

	<u>Annual <i>FACTS</i> Enrollment Fee</u>
Option #1: 1 payment (in full by August 1 st)	\$0.00
Option #2: 2 payments (August 1 th & January 1 st)	\$10.00
Option #3: 4 payments (August/November/January/April)	\$35.00
Option #4: 10 monthly payments (beginning in August and ending in May)	\$43.00
Option #5: 12 monthly payments (beginning in July and ending June)	\$43.00

Families who have an unexpected financial crisis will need to contact the Principal and/or business office at 262-763-1510 ext. 408, at least two weeks before a payment is due. Please note that it is still necessary to make up any missed payments by the end of the school year. It is imperative to keep the lines of communication open between the family, school principal and business office.

Checks returned from the bank or an insufficient funds payment will be assessed a \$30 processing fee. You may also incur charges from your financial institution. *FACTS* will charge a \$40 fee for all late payments.

DELINQUENT TUITION

Catholic Central High School is dependent on student tuition to meet the budgetary needs of our school. In order for us to avoid cash flow issues and stay financially viable, we need tuition payments to be made on time.

Accounts that are past due in excess of two payments and/or 60 days are to be reviewed prior to Christmas break. Accounts that are deemed to be in danger of going unpaid are sent certified letters stating that the **student will not be allowed to return to school for second semester until the account is paid up to date** or other arrangement are made in writing with the school principal and business office by January 1st.

Accounts that are past due in excess of two installments and/or 60 days are reviewed again prior to Spring break. Accounts that are deemed to be in danger of going unpaid are sent certified letters notifying the parents. Senior students’ accounts that are in arrears and are deemed to be of questionable collection will incur the following: a letter stating that the student will receive incomplete grades on

their report cards; the senior student will not be allowed to participate in graduation ceremonies nor receive a diploma; and they will not be allowed to receive any college scholarship monies awarded by Catholic Central High School. Unless a certifiable payment plan is arranged with our school principal and business office, delinquent senior student accounts will receive incompletes on their official transcripts. Diplomas will not be issued to senior students nor will the student be allowed to take part in graduation ceremonies if their account remains in arrears.

Accounts of students who are transferring prior to the end of the school year are reviewed prior to releasing records and transcripts. The account must be paid in full or the student will receive incompletes on their official transcripts. Grades will be issued and transcripts will be updated only when the account is paid up to date and/or other arrangements have been made in writing with the school principal and business office.

All accounts are reviewed at the end of the school year prior to release of report cards. Accounts that are delinquent will receive incompletes for their final grades on their official transcripts until the account is paid up to date and/or other arrangements have been made in writing with the school principal and business office.

All accounts are reviewed prior to the start of the new school year. Accounts of returning students that have an outstanding balance and are deemed to be of questionable collection are sent certified letters stating that the student may not be allowed to return for the new school year, until the account is paid up to date and/or other arrangements are made in writing with the school principal and business office.

ATHLETIC AND/OR EXTRACURRICULAR PERMITS

Permits, which allow participation in each season's sports and/or extra-curricular activities, will be issued only to students who are current with their tuition payments, have paid all of the previous year's tuition, have returned their *Facts* Management preference letter, and for new families, are enrolled with *FACTS* Management. If you are more than two payments behind in tuition or have any outstanding fees, your child's Athletic and/or Extracurricular Permit may be put on "hold" until payment is made or a payment plan is established, and your child will not be allowed to participate. The decision as to whether or not a student's Athletic and/or Extracurricular Permit is put on hold is that of the school principal.

If we are unsuccessful in collecting past due tuition, the delinquent account will be turned over to Catholic Central High School's attorney for legal action.

TUITION BILLING FOR STUDENT TRANSFERS

Students entering school will be billed as follows:

- Before the end of first quarter, a full year tuition plus the initial tuition registration and down-payment.
- Before the end of second quarter, 75% full year tuition plus the initial tuition registration and down-payment.
- Before the end of third quarter, 50% full year tuition plus the initial tuition registration and down-payment.
- During the fourth quarter, 25% full year tuition plus the initial tuition registration and down-payment.

Students leaving school will be billed as follows:

- If by choice of student and/or parent, or if moving out of town, tuition is billed to the end of the quarter in which the student is enrolled:
 - 25% of their tuition if before the end of first quarter;
 - 50% of their tuition if before the end of second quarter;
 - 75% of their tuition if before the end of third quarter;
 - 100% of their tuition during the fourth quarter.
- If a student is asked to leave Catholic Central High School, tuition is billed to the end of semester in which the student is still enrolled:
 - 50% full tuition for the first semester;
 - 100% full tuition for the second semester

The above amounts will be calculated excluding any tuition assistance. Tuition Assistance is only awarded to students who will be at Catholic Central High School for the duration of the entire school year. Tuition assistance is forfeited for any student who withdraws or is asked to leave Catholic Central High School.

In families that have several students enrolled at Catholic Central High School, the cost for remaining students will be adjusted whenever a member enters and/or leaves school.

For the purpose of determining whether a refund is due when a student leaves during the school year, it will be deemed that the parental portion is calculated prior to the tuition assistance being applied, less any payments made to tuition. Refunds on overpayments will only be made for actual cash paid to the school, but **never** for financial aid, grants, scholarships, Scrip, discounts and similar forms of credit on an account.

Final payment of past due items for a student leaving the school must be in cash or by cashiers' check. Personal checks will only be accepted at the discretion of the school principal.

TUITION ASSISTANCE

The process of awarding tuition assistance shall be a separate process from admission and registration. All tuition assistance is based on the assumption that your child will attend Catholic Central High School for the duration of the entire school year. We expect all families receiving tuition assistance to remain current with their tuition payments. **If a student withdraws after tuition assistance is awarded, the family will be required to pay their full share of tuition, based on the actual tuition amount prior to any tuition assistance being applied.**

Criteria for financial aid include:

- Families must complete financial aid paperwork annually, according to the guidelines and deadlines indicated on the application forms.
- Families are current with their tuition deposit and down-payment, overall tuition and transportation payments.

TRANSCRIPTS

Transcripts will be issued only for those students whose tuition payments, fees, fines and transportation are paid up-to-date. After graduation, a fee of \$5.00 for each transcript request will be charged.

1. Seniors who are to graduate: Student will receive incompletes for their final grades on their official transcripts, no diploma will be issued, nor will they be allowed to participate in graduation ceremonies until all accounts are paid.
2. Underclassmen: Student will receive incompletes on their official transcripts until all accounts are paid.

RECORDS RELEASE

Catholic Central High School keeps on file a permanent record for each student. This record contains grades, credits, test scores, birth dates, etc. No information may be released to an outside agency without the written consent of the student and/or parent/guardian of minors. Students may request a release of this information by signing a form and paying a transcript fee.

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

BUS RIDERS

A bus schedule will go out in middle to late August. Once routes are finalized, a bus contract will be sent to all parents 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 school principal and business office and special payment arrangements will need to be made.

VALEDICTORIAN AND SALUTATORIAN HONORS

Students at Catholic Central High School in regular courses are graded on a 4-point "unweighted" scale. Students in honors and advanced placement courses at Catholic Central High School are graded on a "weighted" 5-point scale. Weighted grades are figured into the grade point averages. Valedictorian and Salutatorian will be chosen based off of their Cumulative Grade Point Averages after the Fall Semester of their senior year. A student must have attended Catholic Central High School for at least 6 semesters (and all of Junior and Senior year) to be eligible for Valedictorian or Salutatorian.

VEHICLES

During the school day, no vehicle may be parked on the playground, in the hospital parking lot, 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

Catholic Central High School has a closed campus with all outside doors locking at 7:35 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 first priority.

Parents or guardians are always welcome and encouraged to visit our school. Parents or guardians may also observe their children's classes provided that the observation is scheduled in advance or the parent or guardian has received permission from the school Principal to observe the class. Classroom visitations 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 educational 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 or guardians, only prospective students are allowed to visit Catholic Central High School during the school day. Prospective student visitors should arrange their visit at least three (3) days in advance through the Admissions Office. Parents or guardians of a prospective student may make arrangements through the Admissions Office for a tour or visit.

Parents or guardians may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. This has only happened on a very occasional basis and is very rarely enforced.

When parents are denied the opportunity to observe a class they may appeal to the Catholic Central High School Board of Directors.

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.

WISCONSIN PARENTAL CHOICE PROGRAM (WPCP)

All incoming students in grade 9, and students transferring from either a public school or home-schooling to Catholic Central High School in grades 10– 12 may apply to the Wisconsin Parental Choice Program during the open application period when the school is accepting Choice applications. Students that participated in the WPCP in grade school may also apply to Catholic Central High School during that time.

Students residing in a Wisconsin school district, other than in the city of Milwaukee or Racine Unified School District, **must apply for the WPCP between February 1st and April 20th.**

All new applicants must meet the income, residency and attendance requirements listed below in order to qualify for the WPCP:

INCOME ELIGIBILITY

To qualify for the program in a school year, a new student must have a family income equal to or less than 220% of the federal poverty level income limits shown in the table below. If the child's parents/legal guardians are married their income is reduced by \$7,000 when determining income eligibility for the program.

Wisconsin Parental Choice Program
Income Limits 220% of the Federal Poverty Level – 2018-19

Family Size	Yearly Income
1	\$26,532
2	\$35,728
3	\$44,924
4	\$54,120
5	\$63,316
6	\$72,512

For each additional member add \$9,196

Students continuing in the WPCP are not required to meet income requirements. Prior year waiting list students for the WPCP are not required to meet income requirements on the following year application.

Family income includes the income of the student's parent(s) or legal guardian(s) that reside in the same household as the student applicant. If the student's parents/legal guardians are married their income is reduced by \$7,000 when determining income eligibility for the program. Family size includes parents/legal guardians and their children by birth, marriage or adoption that resides in the same household as the student applicant.

All new students to the WPCP, regardless of their grade level, cannot be charged tuition.

PROOF OF RESIDENCY

Applicants must provide documentation that they reside in Wisconsin but outside of the Milwaukee Public School District and the Racine Unified Public School District. Acceptable forms include:

- Current utility bill in the name of one of the parents/guardians at the address on the student application. Bills can include: light, water, gas, electric, cable, and land-line phones. Cellular phone bills are not acceptable.
- Current wage statement in the name of one of the parents/guardians at the address listed on the student application.
- Current property tax bill or lease agreement. Rent receipts are not acceptable.
- Recent government correspondence, such as Supplemental Security Income Wisconsin Works "W2" Cash Benefits, Temporary Assistance for Need Families "TANF", Food Share "Food Stamps", or Housing Assistance Letter.

ATTENDANCE REQUIREMENT

In addition, all students applying for the WPCP must meet one of the following attendance requirements:

1. Have attended a public school in Wisconsin in 2017-18;
2. Were not enrolled in school in 2017-18;
3. Were homeschooled in 2017-18;
4. Applying in 2017-18 for grades kindergarten, first or ninth or;
5. Participated in the WPCP in 2017-18.

All students must meet the prior year attendance and residency requirements every year.

APPEALS PROCESS FOR WPCP APPLICATION REJECTION

Under Catholic Central High School's appeals process, a rejected WPCP application will have five business days from the date of receipt 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. 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 or her of the acceptance or rejection of the appeal.

CATHOLIC CENTRAL HIGH SCHOOL ADMINSTRATIVE STAFF

Bonnie J. Scholz
Principal/School Choice Administrator
(262) 763-1510 x.222
bscholz@cchsnet.org

Theresa Phillips
Academic Dean/Science
(262) 763-1510 x.223
tphillips@cchsnet.org

Karen Schwenn
Admissions Director
(262) 763-1510 x.225
kschwenn@cchsnet.org

Georgian Selburg
Development Director
(262) 763-1510 x.423
gselburg@cchsnet.org

Jane Gabrielson
Guidance Counselor
(262) 763-1510 x.224
jgabrielson@cchsnet.org

Mary Bleser
Business Manager/Administrative Assistant
(262) 763-1510 x.408
mbleser@cchsnet.org

James Anest
Marketing & Communication Director
(262) 763-1510 x.404
jamesanest@cchsnet.org

Tom Aldrich
Athletic Director/Dean of Students
(262) 763-1510 x.406
taldrich@cchsnet.org

Penny Erickson
Technology Director
(262) 763-1510 x.410
perickson@cchsnet.org

Rosa Tadeo
Office Manager
(262) 763-1510 x.221
rtadeo@cchsnet.org

Gretchen Hoffman
Administrative Assistant
(262) 763-1510 x.424
ghoffman@cchsnet.org

Patti Spiegelhoff
Finance Department
Assistant to the Athletic Director
(262) 763-1510 x.408
pspiegelhoff@cchsnet.org

Greg Goldsmith
Maintenance
ggoldsmith@stmb.org

Greg Wilker
Maintenance
iem@att.net

CATHOLIC CENTRAL HIGH SCHOOL FACULTY

Bonny Blake
French
(262) 763-1510 x.405
bonnyblake@cchsnet.org

Nancy Cope
Science
(262) 763-1510 x.415
nancycope@cchsnet.org

Michelle Dean
Science
(262) 763-1510 x.106
mdean@cchsnet.org

Matt DeLorme
Business & Technology Education
(262) 763-1510 x.101
mdelorme@cchsnet.org

Abby Galstad
Performing Arts – Choir/Theater
(262) 763-1510 x.402
abbygalstad@cchsnet.org

Daniel Hafenstein
Performing Arts – Band
(262) 763-1510 x.401
danielhafenstein@cchsnet.org

Margot Hayes
Theology
(262) 763-1510 x.201
mhayes@cchsnet.org

Amanda Hoepfner
Art & Design
(262) 763-1510 x.403
ahoepfner@cchsnet.org

Victor Jabrial
Math
(262) 763-1510 x.303
vjabrial@cchsnet.org

Namyoun Kim
Math
(262) 763-1510 x.301
nkim@cchsnet.org

Karla Marquez
Spanish
(262) 763-1510 x.203
kmarquez@cchsnet.org

Dan Meddaugh
Social Studies
(262) 763-1510 x.423
dmeddaugh@cchsnet.org

Theresa Meyer
English
(262) 763-1510 x.304
theresameyer@cchsnet.org

Karen Middlecamp
Learning Support Specialist
(262) 763-1510 x.305
kmiddlecamp@cchsnet.org

Beth Rydeski
Theology
(262) 763-1510 x.206
erydeski@cchsnet.org

Joe Spierenburg
Fitness and Wellness
(262) 763-1510 x.267
jspierenburg@cchsnet.org

Tom Uhen
Math
(262) 763-1510 x.205
tomuhen@cchsnet.org

Daniel Voboril
Social Studies
(262) 763-1510 x.265
danielvoboril@cchsnet.org

Cindy Yopp
English
(262) 763-1510 x.306
cyopp@cchsnet.org

CATHOLIC CENTRAL HIGH SCHOOL BOARD OF DIRECTORS

Len Wardzala
Chairperson
St. Mary, Burlington
len@genevaonline.com

Mitch Januszewski
First Vice-President
St. John, Twin Lakes &
St. Alphonsus, New Munster
mitchjanuszewski@gmail.com

Dan Maus
Second Vice-President
St. Benedict, Fontana
dm67@me.com

Mike Kelly
Secretary
St. Mary, Burlington
mkelly@lloydphenicie.com

Mark Robinson
Treasurer
St. Francis de Sales, Lake Geneva
markrobinson262@gmail.com

Mark Bittmann
At Large
St. Charles, Burlington
bitts45@yahoo.com

Arnie Arrieta
St. Mary, Burlington
arnoldarrieta@hotmail.com

John Czerwinski
St. Patrick, Elkhorn
jczwinski@alknet.net

Sandra Guerrero
St. Charles, Burlington
rubenguerrero20@yahoo.com

Hilda Jasperson
St. Mary, Dover &
St. Robert Bellarmine, Union Grove
hilda@jaspersonsod.com

Dr. Julie Keen
St. John, Twin Lakes &
St. Alphonsus, New Munster
juliedougkeen@gmail.com

Jeff Kempken
St. Thomas Aquinas, Waterford
jkempken75@gmail.com

Jeanne Krien
St. Thomas Aquinas, Waterford
tjkrien@wi.rr.com

Barbara McCourt
St. Mary, Burlington
barbara.mccourt@live.com

Ellen Meinholz
St. Mary, Burlington
ellenmein64@gmail.com

Jerie Moe
St. Charles, Burlington
jeriemoe@gmail.com

Michelle Nachowicz
Holy Cross, Bristol &
Holy Cross, Wilmot
pmnachowicz@yahoo.com

Dr. Tina Ricci
St. Francis de Sales, Lake Geneva
atricci24@gmail.com

Enrique Rodriguez
St. Andrew, Delavan
rodriguez.enrique40@yahoo.com

Janice Schilz
St. Joseph, Lyons
jschilz117@gmail.com

Karen Wack-Zirbel
St. Francis Xavier, Brighton &
St. John the Baptist, Paris
zirbelk@yahoo.com

FOLLOW US ONLINE



CCHS Main Website: www.cchsnet.org



Blog: topperpride.org



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