

**ALLENTOWN CENTRAL CATHOLIC HIGH
SCHOOL
ALLENTOWN, PA**



**STUDENT/PARENT HANDBOOK
2019-2020**

“I can do all things through Christ who strengthens me.” Philippians
4:13

Dear Students and Parents,

Every student and parent/guardian is required to read and become familiar with the Allentown Central Catholic High School student handbook. This handbook has been developed to ensure consistency of expectations and procedures for our school, to help our students grow in the virtue of obedience, and not to stifle their personalities or rights. St. Benedict, in his book, *The Holy Rule of St. Benedict*, wrote, "For the love of God a man (must) subject himself to a Superior in all obedience," and "if hard and distasteful things are commanded...he accept them with patience and even temper" (Benedict, Saint, Abbot of Monte Cassino).

We firmly believe that a strong home and school partnership, along with consistent communications, will help our children achieve in a safe and positive school environment.

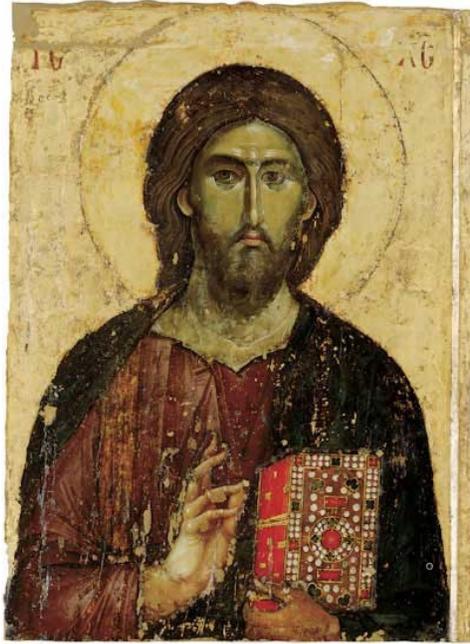
The essential principles guiding this *Code of Conduct* are loving our God, our neighbors and ourselves. In this way, we treat each other with the respect and reverence we also expect. Anything that disrupts the educational process, or anyone who distracts us from our Mission of a Christ-centered Catholic education, will be addressed in a prompt, fair, and consistent manner.

Any questions or suggestions about the Code of Conduct are most welcome and can be addressed to the Allentown Central Catholic High School Administration.

The focus of the future should be on Christ, community service, and academic and personal excellence. We are pleased to have the opportunity to work with your children. The importance of teaching and learning cannot be overstated. It is our privilege and our challenge as educators to strive continually to provide quality education in our classrooms.

God bless you,

The Allentown Central Catholic High School Administration



CATHOLIC SCHOOLS AND A SHARED VISION AND UNDERSTANDING

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

- ✓ The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
- ✓ Catholic schools are distinctive religious education institutions operated as extensions of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parishes and Diocese.
- ✓ Attending a Catholic school is a privilege, not a right.
- ✓ The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life.
- ✓ In all questions involving faith, morals, faith teaching and Church law, the final determination rests with the Diocesan Bishop.
- ✓ **As a parent/guardian of a student enrolled in Allentown Central Catholic High School, I share this vision and understand the Catholic identity of this school. I pledge to support this identity and to be governed by the handbook of Allentown Central Catholic High School.**

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CODE OF CONDUCT

The Code of Conduct outlines our expectations for a student of Allentown Central Catholic High School.

WHAT DOES IT MEAN TO BE A V-I-K-I-N-G?

➤ VIRTUOUS

- **Demonstrating: Faith, Hope, Love, Fortitude, Courage, Prudence, Temperance and Justice**
- **Not cheating or tolerating those who do**
 - **Cheating/Academic Dishonesty** includes but is not limited to copying tests, quizzes or homework, plagiarism, sending test answers or other test information, using cheat (crib) sheets/notes whether written, printed or stored in electronic or other information devices.
 - Cheating is a serious and immoral action. **Students found cheating will have their parents called by the teacher and will receive a 0 for the assignment (test, quiz, homework, exam, etc.) in addition to the consequences outlined on page 16.**
 - Students using electronic devices not approved by the subject teacher during a test will be held accountable for cheating.
 - Students who submit written homework or classwork with identical answers will be held accountable for cheating.
 - “Working together” with another student(s) on an assignment does not warrant the construction of and submission of identical answers for that assignment. Unless a teacher directs or specifies otherwise, all work is to be done on one’s own merit.
 - Some incidents of cheating are even more serious such as, but not limited to, sharing test information with another, text messaging another for answers or other test information, stealing tests or answer keys, changing grades in grade books or computers, and manipulation of electronically graded answer sheets.
 - If cheating is witnessed, no tolerance dictates the incident be reported to teachers and administration.

➤ INTEGRITY

- **Having Character by being Honest, Moral, Responsible, Ethical, and Fair**
- **PUNCTUAL**
 - **On time for Class**
 - Students have 4 minutes to traverse the building between classes.
 - Students are allowed to carry backpacks between classes, therefore, 4 minutes should not present a challenge.
 - **On time for School**
 - School begins at 8:04 AM – All students must be in homeroom, in proper uniform, by the time the second bell rings to begin homeroom (**see Attendance Policy pgs. 23-27**).

○ **HONORABLE**

▪ **Uses technology responsibly and appropriately**

- A student who uses a cell phone to record or video tape any school employee (teacher, staff, etc.) without his/ her permission and then posts it on any social media (Facebook, Instagram, YouTube, etc.) will be liable for any or all of the following: suspension, legal action, or expulsion.
- A student who, for any reason, must contact a parent/guardian during the school day is to do so from the Main Office or the Health Room.
 - **A parent who comes to pick up a student as the result of a text message or unauthorized call does not exempt his/her son/daughter from the infraction.**
- Students feeling ill during the school day are to report to the nurse, or in her absence, the Main Office. Since cell phones are to be turned off at all times, students are NOT permitted to use them or other devices to contact a parent/guardian prior to reporting to the nurse. When necessary, the nurse will contact a parent/guardian.

▪ **Adheres to the Cell Phone Policy**

▪ **Only uses appropriate/authorized websites**

- **Digital Out of Bounds:** Being on non-authorized web sites during class time. These include but are not limited to YouTube, Facebook, Twitter, Instagram, Snapchat, etc. Also includes not having Bluetooth turned on during class as instructed.
- **As directed by teachers.**

➤ **KIND**

○ **Exhibiting Empathy, Caring, Compassion, Respect, and God's Love toward others**

○ **RESPECTFUL**

▪ **To the property of Central Catholic High School and of others**

- **Vandalism** can be defined as Knowingly desecrating, vandalizing, defacing or otherwise damaging:
 - any church, school, educational facility, community center, municipal building, courthouse facility, State or local government building or vehicle or juvenile detention center.
 - any personal property located in any facility set forth in this subsection.
- The Allentown Central Catholic High School Administration strongly advises students to keep lockers locked at all times.
 - Inappropriate decorations may not be placed inside or outside any locker at any time.
 - Periodically during the course of the school year students will be required to clean their lockers and remove all decorations.

****The school reserves the right to search any student's locker at any time.****
****Allentown Central Catholic High School is not responsible for items taken from inside the locker OR of personal items not stored inside the locker, if the locker is not locked with the school issued lock.******

- Also includes **Littering** and **Stealing**
 - **Littering:** The purposeful throwing or dropping of paper and other garbage items onto the floor anywhere inside the school.
 - **Stealing:** the taking of another person's or the school's property without permission.

- **To one another, teachers, administrators and staff**
 - Includes, but is not limited to, the use of obscene language, Blasphemy, taking the Lord's name in vain, and use of sexually explicit vulgarity or gestures.
 - Willfully failing to follow a school policy or an administration approved classroom procedure.
 - **Two levels of disrespect exist:**
 - **Level I:** Includes but is not limited to conduct that disrupts the learning environment and/or the school routine.
 - **Level II:** Extreme Disrespect: Abusive, threatening language and/or gestures, reckless conduct toward staff and students.
 - Disrespect includes, but is not limited to, the following behaviors:
 - **Simple and/or Aggravated Assault on Student or Staff**
 - **Battery**
 - **Fighting**
 - **Sexual Harassment**
 - **Hallway and Stairway Misconduct**
 - **Harassment/Bullying**
 - **Mass Misconduct**
 - **Racial/Ethnic Intimidation**
 - **Assembly Misconduct**
 - **Disobedience toward faculty, staff and administrators**

➤ **INTELLIGENT**

- **Using the gifts God gives you; Wisdom in your choices**
- **"Thinking before you act"**

➤ **NOBLE**

- **Showing care for the community; demonstrating leadership; having high moral principles**
- **Being kind to others** (See “Respectful” on pg. 6)
- **Treating others as you wish them to treat you** (See “Respectful” on pg. 6)
- **Not tolerating cruelty to others** (See “Respectful” on pg. 6)
 - **Tolerating** disrespectful behavior towards others or others’ property is equivalent to **performing** disrespectful acts.
 - If disrespectful behavior is witnessed, **no tolerance dictates that teachers, staff or administration are notified immediately.**

➤ **GENEROUS**

- **Selflessly serving others; Using your time, treasures & talents**
 - Striving for excellence in community service; going above and beyond.
- **Being helpful** (see “Spiritual Life” on pgs. 73-74)
 - Clean up cafeteria tables when finished eating lunch.
 - Pick up papers on the floors in the hallways and classrooms.

➤ **SPIRIT-FILLED**

- **Living your faith in all aspects of your life; Showing positive school spirit** (see “Spiritual Life” pgs. 73-74)
- **VIKING PROUD**
 - **Wears the uniform properly**
 - **Avoids Dress code violations**, purposeful noncompliance with the student dress code outlined on pages 29-35 of this Handbook.
 - The current school year’s Allentown Central Catholic ID badge and lanyard must be worn at all times, every day, including Spirit Dress Days, during the school day.
 - Recognizes that the school issued ID tag is a safety measure taken by the school, therefore, does not deface the ID tag nor the ID Tags of other students.
 - **Attentive**
 - Focuses attention on class/classwork.
 - Only uses technology in class when instructed to do so.
 - **Represents the school, at all times, with pride**
 - Wears uniform properly outside of school while en route to or from school.
 - Practices good sportsmanship during academic and athletic competitions.
 - Does not argue with referees, umpires or other game officials.

EXPLANATION OF CONSEQUENCES:

The Discipline Office has a variety of measures available for use as it responds to student misbehavior. Counseling, detention, activity/social suspension, in-school suspension, out-of-school suspension, probation, community service and expulsion are among some of the consequences of violations of the Code of Conduct. Please be advised that the Discipline Office may use discretion in regard to the determination of the number of detentions and other consequences that may occur as a result of inappropriate student behavior.

In addition, at any time deemed necessary by the administration, a student may be issued a Student Behavioral Contract tailored to the specific discipline and/or academic circumstances. Our goal is to provide an orderly and safe environment where teachers can teach and students can learn as well as encourage student growth.

Allentown Central Catholic High School reserves the right to sever, at any time, its connection with a student whose influence is found to be injurious to the standards, morals, and scholarship of the student body or whose conduct is prejudicial to the good name of the high school even if such conduct occurs off school premises or when school is not in session. This handbook does not create or imply the existence of a contract or contractual obligation on the part of Allentown Central Catholic High School or the Diocese of Allentown. Furthermore, the interpretation and application of this handbook is the sole responsibility of the school's administration. That administration reserves the right to address any situation in any means it deems necessary to ensure student safety.

DETENTION:

Detention is the primary tool used by the Discipline Office as a response to student misbehavior and violations of the rules and/or regulations found in this handbook.

After school jobs or activities (games, meetings, performances, etc.) are NOT excuses for missing detention.

SCHOOL DETENTION:

- a. Held Monday through Friday from 2:55 PM – 3:55 PM; exceptions include, but are not limited to, most early dismissal days and faculty meeting days.
- b. Assigned students and the room number will be found on the daily absentee sheet.
- c. Students must be in school uniform for weekday detention.
- d. Students are not permitted to sleep, to close their eyes or complete homework during detention.**
- e. After their interview with the Discipline Office, students who have been issued detention(s) are required to serve or begin serving their detention(s) within the next two days that detention is scheduled.
- f. Students receiving multiple detentions are required to serve them on consecutive days that detention is scheduled starting with the first day they pick within the two day window.
- g. Lateness to detention within five minutes will result in one additional weekday detention.
- h. Lateness to detention beyond five minutes will result in three additional weekday detentions.
- i. Students will have a weekday detention rescheduled if and only if, a parent contacts the Discipline Office no later than 1:00 p.m. on the detention day and the reason is deemed acceptable by the Discipline Office (usually only doctor appointments or the student cannot get a ride home).**
- j. Additionally, students will have detention rescheduled if they are absent from school, are sent home ill during the school day by the school nurse or the Main Office, or the school nurse reports that they were in the Health Room until dismissal and are too ill to attend detention.
- k. Students permitted to reschedule a weekday detention are not eligible to attend or participate in any extra-curricular activity, game, performance, practice, or meeting prior to 4:30 p.m. on that day.
- l. Students permitted to reschedule due to an approved appointment must submit official verification of their attendance at the appointment (including date and time of the appointment) to the Discipline Office on the next school day. Failure to do so may result in the student being held accountable for cutting detention.

m. Detentions will appear on Sapphire parent portal.

PROGRESSION OF DETENTIONS/UNITS:

1. The Sapphire parent portal shows the detentions each student has received and when they were scheduled. However, each detention has been assigned a unit value. **Each weekday detention equals one unit.**
2. When students reach **ten** units in any marking period, they are ineligible for the Honor Roll for that marking period.
3. **Upon accumulation of twenty one units of detention**, a parent will be contacted and a parental and student interview will be scheduled.
 - Students will be issued a behavioral contract, placed on probation, and placed on activity/social suspension for a period of two to four weeks.
 - The contract will be signed and dated by the student, the parent(s), and the school administration.
 - Failure to follow the terms of the contract may result in immediate disenrollment from school.
4. Should a student reach 21 units in two marking periods, consecutively or otherwise, they will be dismissed from school until a parent meeting can be scheduled with the administration.
 - Their status as a student will be reviewed by the discipline review board consisting of the Principal, Assistant Principal, Chaplain, and one teacher.
5. If the accumulation of 21 units occurs toward the end of the school year, the student may be issued a discipline contract in which to begin the next school year.
 - The behavioral contract will be tailored to the specific discipline circumstances of each student and may include terms that are carried over to the next school year or throughout the individual student's career at Allentown Central Catholic.

SUSPENSIONS

Students may be placed on suspension if the Discipline Office determines that it is the best interest of the good order of the school to do so.

There are 3 types of Suspension that the Discipline Office may use:

1. ACTIVITY/SOCIAL SUSPENSION

- Students placed on activity/social suspension will not be permitted to attend or participate in any extra-curricular activities for the period of time they are on activity/social suspension.
 - **N.B. Activity/Social Suspension is mandated for certain discipline situations (e.g. alcohol/drug violations, discipline probation, etc.).**
- Students on activity/social suspension may have the length of the suspension increased if they continue to have discipline violations while on the suspension.
- Activity/social suspension will usually increase one week per detention issued while on activity/social suspension. This suspension includes "Home" and "Away" activities.
- At the discretion of the administration, students who complete Activity/Social Suspension are liable to have it reinstated at any time if their behavior becomes problematic.

2. IN-SCHOOL SUSPENSION:

- A Student placed on in-school suspension will be assigned to a specific area of the school where work, tests, etc. may be provided.
- The student will not be permitted to attend classes during the length of the suspension.
- The student will not be permitted to go to the cafeteria during the suspension, therefore, must bring a "packed" lunch each day of suspension.

- The student is responsible for all class work covered while on suspension.
- In addition, a student may be placed on in-school suspension at any time if it is determined it is in the best interest of the good order of the school to do so.

3. OUT-OF-SCHOOL SUSPENSION:

- A student placed on out of school suspension may not attend classes or attend/participate in any school activities or practice while on suspension.
- His/her parents must schedule a meeting with the Vice Principal before the student will be permitted to return to school.
- The student is responsible for all class work covered while on suspension.

Offense	Definition	Notes	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Manipulating the school issued iPad		Including but not limited to downloading unapproved or inappropriate apps, videos and/or pictures, taking of inappropriate pictures or videos, and ANY attempt at hacking or jailbreaking the iPad.	1 WKD *iPad is locked out and needs to be reset	4 WKD *iPad is locked out and needs to be reset	Loss of device for 3 days *iPad is locked out and needs to be reset	Loss of device for 5 days *iPad is locked out and needs to be reset
Internet/Computer Violation	Misuse of technology throughout the school day, including during class time		2 WKD Administrative discretion	4 WKD Administrative discretion	1 day ISS Administrative discretion	2 days ISS Administrative discretion
Digital Out of Bounds	Being on an unauthorized App or web site during class Not having Blue Tooth turned on in class		3 WKD	4WKD	1 day ISS	2 days ISS
Computer Misconduct	Intentional misuse of school computers, iPads, and software/hardware	Includes sending threatening messages, unauthorized entry into a file including pornographic material, altering software programs, vandalizing software components	2-5 days OSS Administrative discretion Referral to police	5-10 days OSS Administrative discretion Referral to police	Expulsion from the school Referral to police	
Dress Code Violation	Any violation to the dress codes outlined on pages 18-23 of this handbook	One weekday detention is assigned after a student has been reminded 2 times by a teacher or administrator. Students perpetually out of dress code will not be reminded.	1 WKD	1 WKD	1 WKD	1 WKD
Spirit Wear Day violation	Student not wearing spirit wear	Spirit wear must be visible, not covered with other clothes	Loss of ability to participate in the next casual/spirit day	Loss of ability to participate in the casual/spirit days the remainder of the school year	Administrative discretion	Administrative discretion
Misuse of ID	Wearing the ID of another student; defacing the ID in any way		1 WKD	1 WKD	1 WKD	1 WKD
Chewing Gum			1 WKD	1WKD	1WKD	1 WKD
Public Displays of Affection			1 WKD	2 WKD	2 WKD	3 WKD
Littering			1 WKD	2 WKD	4 WKD	1 days ISS
Playing Cards/Gambling			5 WKD	1 day ISS SAP referral/evaluation	2 days OSS	3-5 days OSS

Offense	Definition	Notes	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Disobedience to teachers, administrators or staff members	Willfully failing to follow a school or teacher policy or an administration approved classroom procedure.		2 WKD	3 WKD	4 WKD and two weeks of social suspension	2 days ISS and 2 weeks social suspension
Disrespect toward teachers, administrators, staff members or other students.	Student behavior that is contemptuous, rude, defiant, discourteous, or otherwise illustrates a lack of regard for authority	Level I Includes but is not limited to conduct that disrupts the learning environment and/or the school routine.	2 WKD	3 WKD	4 WKD and two weeks of social suspension	2 days ISS and 2 weeks social suspension
Disrespect toward teachers, administrators, staff members or other students		Level II Extreme-Disrespect Abusive threatening language and or gestures, reckless conduct toward staff and/or student	2 days OSS Two weeks social suspension Removal from school until reentry meeting with parents is established.	5 days OSS Two weeks social suspension Removal from school until reentry meeting with parents is established.	Administrative discretion	Administrative discretion
Mass Misconduct		Includes, but is not limited to, talking, sleeping, doing homework, etc. during Mass	2 WKD	4 WKD	1 day ISS and two weeks of social suspension	2 days ISS and two weeks of social suspension
Assembly Misconduct			2 WKD	3 WKD	4 WKD and two weeks of social suspension	Administrative discretion
Detention Misconduct			3 WKD	4 WKD	1 day ISS and two weeks of social suspension	2 days ISS and 3 weeks of social suspension
Cafeteria Misconduct			2 WKD	3 WKD	4 WKD and suspension from Caf for 1 week	1 day ISS and suspension from Caf for 2 weeks
Hallway/ Stairway Misconduct			1 WKD	2 WKD	3 WKD	4 WKD
Harassment/ Bullying Racial/Ethnic Intimidation Sexual Harassment Cyber-Bullying			Student will be removed from school until reentry meeting with parents is established and completed. 2 days ISS Social suspension until all aspects of discipline plan is satisfied. Referral to police.	Expulsion from school.		

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense	
Fighting			<p>Student will be removed from school until reentry meeting with parents is established and completed.</p> <p>2 days ISS</p> <p>Social suspension until all aspects of discipline plan is satisfied.</p> <p>Referral to police</p> <p>**possible expulsion.</p>	<p>Student will be removed from school until reentry meeting with parents is established and completed.</p> <p>3 days ISS</p> <p>Social suspension until all aspects of discipline plan is satisfied.</p> <p>Referral to police.</p> <p>**possible expulsion</p>			
Vandalism		Under \$100	<p>2 days ISS</p> <p>Restitution</p>	<p>3 days ISS</p> <p>Restitution</p>	<p>4 days ISS</p> <p>Restitution</p> <p>2 weeks social suspension</p>		
Vandalism		Over \$100	<p>Immediate 5 days OSS</p> <p>Social suspension until all aspects of discipline plan is satisfied</p> <p>Administrative discretion</p> <p>Referral to police</p>				
Weapons possession/ Contraband		Including but not limited to any knife, cutting instrument, cutting tool, firearms or replicate of a firearm, and any other tool, instrument, or implement capable of inflicting bodily harm.	<p>5- 10 days OSS</p> <p>Referral to police</p> <p>*Possible expulsion</p>				
Simple/Aggravated Assault on Student			<p>5-10 days OSS</p> <p>Referral to police</p> <p>*Possible expulsion</p>				
Simple/Aggravated Assault on Staff							
Battery							
Arson							
Bomb Threat			<p>5-10 days OSS</p> <p>Referral to police</p> <p>*Possible expulsion</p>				

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Terroristic Threat			5-10 days OSS Referral to police *Expulsion			
Reckless Endangerment			4-10 days OSS Referral to police	4-10 days OSS Referral to police	Expulsion Referral to police	
Cheating (Includes plagiarism)			4 WKD Zero credit for assignment Parent/Guardian contacted by teacher	2 days ISS Zero credit for assignment Parent/Guardian contacted by teacher	3 days ISS Zero credit for assignment Parent/Guardian contacted by teacher	Administrative Discretion *Possible expulsion
Forgery			4 WKD Parent/Guardian contacted by teacher	1 day ISS Parent/Guardian contacted by teacher	2 days ISS Parent/Guardian contacted by teacher	Administrative Discretion *Possible expulsion
Theft			2 days ISS Referral to police per administrator discretion Social suspension	5 days OSS Referral to police per administrator discretion Social suspension	Expulsion Referral to police per administrator discretion	
Robbery			5-10 days OSS Referral to police			

GLOSSARY:

The definitions and explanations that follow are a guideline. They are provided in an attempt to explain some of the most common infractions, consequences, and situations that occur during the school year. Any explanations needed during the year that are not included here will be made by the Administration as needed. It is imperative that the student and his/her parents become familiar with these definitions and explanations so that everyone is aware of his/her responsibilities.

- **Cutting Class:** Unexcused absence from class, study hall, lunch, Discipline Office appointment, Guidance Office appointment, Health Room appointment, or any co-curricular and/or extra-curricular activity (such as, but not limited to, AM or PM school Masses or assemblies, field trips, student retreats, etc.).
- **Detention Cut:** Unexcused absence from weekday detention. **A job after school or extra-curricular/athletic activity will not be accepted as a reason for missing any detention.**
- **Excessive Absence:** More than **20 late to schools OR 20 absences** excused or unexcused.
 - **The school will require a physician's note to cover all absences/tardiness or a notice of illegal absence will be filed with the student's district of residence.**
- **Late to Class (without a valid pass from a teacher)** Lateness not exceeding five minutes will incur one weekday detention.
 - Extreme lateness, five or more minutes, will incur three weekday detentions.
 - The Discipline Office will determine at what point lateness becomes cutting.
- **Lateness to Detention:** Lateness not exceeding five minutes will incur one weekday detention.
 - Extreme lateness, five or more minutes, will incur three weekday detentions.
 - The Discipline Office will determine at what point lateness becomes cutting.
- **Late to School- Unexcused:** Learning the responsibility of arriving to school on time is an integral part of Allentown Central Catholic's standard of excellence, which prepares students for success.
 - Consequently, we view chronic tardiness as a serious problem and thus guidelines have been established as can be found on **pg. 24** of this handbook.
- **Out of Bounds:** Students in unoccupied classrooms, school offices, cafeteria (except as scheduled), stage, auditorium (except as scheduled), locker room (except as needed for gym classes), weight/ wrestling room (except when scheduled for gym classes or extra-curricular activities), faculty lounges, planning rooms, faculty dining room, lavatories (except between classes or with proper permission), training room, equipment room, etc. without permission are out of bounds.
 - **Students leaving the Media Center or Cafeteria without permission/pass are out of bounds.**
 - Students who have 8th period dismissal are to be out of the building or in a teacher/staff supervised area with permission within four minutes after the bell to begin period 8 has rung. Anyone in the hallways, etc. after that time may be considered out of bounds.
 - Students with early dismissal may be considered out of bounds if they are unsupervised in Rockne Gym, the locker rooms, or the weight/wrestling room even if such students have after school athletic activities in these areas.
 - Each teacher will have a sign out sheet in each classroom for students receiving permission to leave the classroom. Before leaving, students must fill in the information asked for on the sign out sheet. ***If the students are out of the direct path between the two points, they will be referred for detentions for being out of bounds. Students who have signed out of class should return in a timely manner.***
 - The equipment/tech room above the stage is out of bounds at all times.
 - During lunch periods, a student scheduled for the cafeteria who uses a lavatory other than those located in the cafeteria will be considered out of bounds or cutting.

- Students found outside the buildings without appropriate permission will be considered to be out of bounds or cutting.
- **Truancy/Illegal Absence:** Unexcused absence from school or failure to report to two or more classes without appropriate permission and will result in disciplinary action and possible notification of the police. Additionally, unexcused absence from scheduled co- curricular and/or extra-curricular activities (such as, but not limited to student retreats, field trips, etc.) may result in student removal from these activities. cf: Extreme Lateness to School
- **Dress code violations:** Purposeful noncompliance with the student dress code outlined on **pgs. 28-34** of this Handbook.
- **Misuse of ID/ID Violation:** The current school year's Allentown Central Catholic ID badge and lanyard **must be worn at all times, every day**, including Casual/Spirit Dress Days, during the school day.
 - The picture and information on the front of the student ID must not be covered or altered in any manner.

****The ACCHS ID tag is safety measure utilized by the school to identify all persons who belong in school on any given day. It is something that must be taken seriously by all.****

****Use of another student's ID or a previous year's ID is forbidden. If students exchange IDs, both students are in violation of this policy. Additionally, giving an ID to another student is a violation. Any misuse of an ID violation will result in two weekday detentions.****
- **Arson:** Intentionally starting a fire or causing an explosion or aided in starting a fire or causing an explosion.
- **Assault-Simple on Student or Staff:** Attempting to
 - Cause or intentionally, knowingly or recklessly cause bodily injury to another;
 - Causes bodily injury to another with a deadly weapon;
 - By physical menace, to put another in fear of imminent serious bodily injury
- **Assault-Aggravated on Student or staff:** Attempting to
 - Cause serious bodily injury to another or cause such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life;
 - Cause or intentionally, knowingly or recklessly cause serious bodily injury to any of the officers, agents, employees or to an employee of an agency, company or other entity engaged in public transportation, while in the performance of duty
 - Cause or intentionally or knowingly cause bodily injury to a teaching staff member, school board member or other employee, including a student employee, or any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school
- **Assembly Misconduct:** Failure to act in a manner appropriate for the assembly and/or to act in a manner which is disruptive, distracting, disrespectful, or creates a disturbance which will result in three weekday detentions.
- **Battery:** The intentional touching of another in an angry manner or the intentional use of force or violence against another. Grabbing someone's arm, pushing or punching a person or striking a victim with an object are all crimes of battery.
- **Bomb Threat:** The communication, either directly or indirectly, to:
 - Commit any crime of violence with intent to terrorize another;
 - Cause evacuation of a building, place of assembly or facility of public transportation; or

- Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Students causing false alarms or using phones to make terroristic threats are liable for immediate expulsion and criminal prosecution. Lost academic instructional time will be made up even if graduation and/or end of year dates must be changed.

- **Cafeteria Misconduct:** Failure to follow the moderator’s directions, inappropriate behavior, failure to clean up the individual eating area, and/or failure to properly dispose of trash is not permitted.
- **Cheating/Academic Dishonesty:** Includes but is not limited to copying tests, quizzes or homework, plagiarism, sending test answers or other test information, using cheat (crib) sheets/notes whether written, printed or stored in electronic or other information devices.
 - Cheating is a serious and immoral action. **Students found cheating will have their parents called by the teacher and will receive a 0 for the assignment (test, quiz, homework, exam, etc.), in addition to the consequences outlined on page 16.**
 - Students using electronic devices not approved by the subject teacher during a test will be held accountable for cheating.
 - Students who submit written homework or classwork with identical answers will be held accountable for cheating. “Working together” with another student(s) on an assignment does not warrant the construction of and submission of identical answers for that assignment. Unless a teacher directs or specifies otherwise, all work is to be done on one’s own merit.
 - Some incidents of cheating are even more serious such as, but not limited to, sharing test information with another, text messaging another for answers or other test information, stealing tests or answer keys, changing grades in grade books or computers, and manipulation of electronically graded answer sheets. Such situations will be referred to the Administration and consequences may include, but are not limited to detention(s), in-and/or out-of-school suspension, social/activity suspension, expulsion, and criminal prosecution.
- **Chewing Gum:** It is a violation of the discipline code to chew gum in school at any time.
- **Computer Misconduct:** The intentional misuse of any school computer hardware/software in any fraudulent or destructive manner, including but not limited to, sending a harmful or threatening message, unauthorized entry into a file including pornographic material, altering a software program, or vandalizing software components.
- **Detention Misconduct:** Failure to act in a manner appropriate for detention and/or to act in a manner which is disruptive, distracting, or disrespectful or creates a disturbance. In addition, failure to follow the specific detention regulations stated in the detention section of this handbook.
- **Disobedience toward teachers, administrators and staff:** Willfully failing to follow a school policy or an administration approved classroom procedure. The Discipline Office will make all determinations as to the number of detentions and other consequences of student disobedience.
- **Disrespect toward teachers, administrators, staff and students:** Showing discourteous behavior toward a teacher, staff member, or other student. This also includes, but is not limited to, the use of obscene language, Blasphemy, taking the Lord’s name in vain, and use of sexually explicit vulgarity or gestures.
 - Two levels of disrespect exist:
 - Level I:** Includes but is not limited to conduct that disrupts the learning environment and or the school routine.

Level II: Extreme Disrespect: Abusive, threatening language and or gestures, reckless conduct toward staff and students.

- **Eating Outside the Cafeteria:** Students are not permitted to eat or drink anything at any time in any part of the buildings, except the cafeteria without faculty/staff permission.
- **Fighting:** An extreme form of disrespect that is totally unacceptable in a Catholic school setting.
 - If the instigator of a fight can be determined, the consequences will be applied to that person.
 - If the instigator cannot be determined, all involved parties will incur the consequences. The consequences of fighting in school, at school activities, or on school property, etc. are:
 - Up to three Saturday detentions may be assigned.
 - An indefinite activity/social suspension may be assigned.
 - Three days out of school suspension may be assigned.
 - Expulsion may occur.
 - A referral to the Allentown Police Department (or the local police department with jurisdiction) for criminal investigation and/or prosecution may result.
 - Students congregating at a fight and/or encouraging others to fight may be liable for the consequences of fighting.
- **Hallway and Stairway Misconduct:** Behavior that is disruptive, distracting, disrespectful, or creates a disturbance to students and teachers in the hallways or on the stairs.
- **Harassment/Bullying:** See pgs. 46-47
- **Littering:** The purposeful throwing or dropping of paper and other garbage items onto the floor anywhere inside the school
- **Locker Violation:** The Allentown Central Catholic High School Administration strongly advises students to keep all personal items in their lockers when not in use and secure their lockers with school issued locks.
 - Only school issued locks are permissible. Unauthorized locks will constitute *prima facie* evidence of a locker violation, which may subject the locker to search and its contents to seizure.
 - Inappropriate decorations may not be placed inside or outside any locker at any time. They will be removed and the student assigned the locker is subject to discipline consequences to be determined based on the nature of the inappropriate decorations.
 - In addition, periodically during the course of the school year students will be required to clean their lockers and remove all decorations.

****The school reserves the right to search any student's locker at any time****

****Allentown Central Catholic High School is not responsible for items taken from inside the locker OR of personal items not stored inside the locker, if the locker is not locked with the school issued Lock*****
- **Mass Misconduct:** Failure to behave in a manner appropriate for Mass and/or to act in a manner which is disruptive, distracting, disrespectful, or creates a disturbance.
- **Playing Cards:** Playing cards **is not permitted** in the school.

- **Public Displays of Affection:** Any physical activity between individuals that is morally inappropriate and/or inappropriate in a Catholic school environment.
 - Inappropriate public displays of affection at any time in the school building or at a school sponsored activity are not tolerated.
 - Public displays of affection always involve mutual consent.
 - Simple hand holding is a minor violation subject to at least one weekday detention. More serious violations will incur greater consequences
 - **The prohibition of public displays of affection is particularly important at school dances.**

- **Racial/Ethnic Intimidation:** The attempt to cause reasonable fear and/or substantial emotional distress of another with malicious intention toward the race, color, religion or national origin of another individual or group of individuals.

- **Reckless Endangerment:** Recklessly engaging in conduct which places or may place another person in danger of death or serious bodily injury.

- **Robbery:** A person is guilty of robbery if, in the course of committing a theft, they:
 - threaten another with or intentionally put them in fear of immediate serious bodily injury.
 - inflict bodily injury upon another or threaten another with or intentionally puts them in fear of immediate bodily injury.

- **Stealing:** the taking of another person's or the school's property without permission.

- **Sexual Harassment:** A person is guilty of harassment when, with intent to harass, annoy or alarm another, the person:
 - Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts/threatens to do the same
 - Follows the other person in or about a public place(s)
 - Engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose
 - Communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures
 - Communicates repeatedly in an anonymous manner
 - Communicates repeatedly at extremely inconvenient hours

- **Terroristic Threat:** A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:
 - Commit any crime of violence with intent to terrorize another.
 - Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

- **Vandalism:** Knowingly desecrating, vandalizing, defacing or otherwise damaging:
 - any church, school, educational facility, community center, municipal building, courthouse facility, State or local government building or vehicle or juvenile detention center.
 - any personal property located in any facility set forth in this subsection. All damage/vandalism is to be reported to the Administration. Students will be required to make appropriate restitution. The Discipline Office will determine other consequences.

- **Weapons Possession/Contraband:** Possession of any item which is or may be considered to be injurious to the health, safety, reputation, or good order of the school or any student or staff member.
- Contraband includes, but is not limited to, items such as weapons, mace, pepper spray, beepers, look-a-like weapons, B.B. or Pellet Guns, etc.
 - A weapon is any instrument that may be used to cause bodily harm. The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearms, or replicate(s) of a firearm, and any other tool, instrument, or implement capable of inflicting bodily harm.
 - **Possession of a firearm or any weapon renders a student liable for immediate expulsion from school and criminal prosecution.**
 - **Students are liable for expulsion in any contraband situation**

POLICIES:

ATTENDANCE POLICIES AND PROCEDURES

The Assistant Principal's Office coordinates all student attendance policies and procedures. It is essential that all students and their parents become familiar with and follow these policies and procedures exactly.

During the first week of school, every student must complete and return the white sheet that reads, "Diocese of Allentown Emergency Information". This document must be completely filled out and signed by both parents and guardians. Please include extension numbers and cell phone numbers in the phone information. **(Note: By signing this paper the student and parents/guardians acknowledge they have read this handbook. Continued attendance at Allentown Central Catholic High School is impossible without returning this paper as directed.)** Notification of change of address, change of phone number, or change of parents' work phone numbers must be made whenever such occurs. Failure to return the completed white, "Diocese of Allentown Emergency Information" document or failure to notify the school of changes of address or phone number may result in disciplinary action.

If parents are going to be away from home and are giving another adult permission to act in their behalf, the school must be informed of this in writing. Please include the dates applicable, the name of the person who will be responsible for the child (ren), that person's home and work phone numbers, and what decisions that person may make (e.g. permission to be absent, late, to leave early, medical decisions, etc.) This information should be given to the school at least 24 hours in advance so that we may contact you if we have any questions.

1. ABSENCE:

Parents must phone school **by 9:00 AM each day** of the absence unless the school is informed the absence will be extended.

CALL: (610) 437-4601, EXTENSION 3.

When the machine directs you to do so, leave your child's name, section, the reason for the absence, your name, and your daytime phone number. This extension may be called 24 hours a day. Do not use this extension for any reason other than reporting absences.

If you leave other messages at this extension, they are likely not to be delivered as requested since these messages are retrieved at various times during the school day.

An absence note is required when the student returns to school. Use the forms sent home prior to the start of school. Extra forms are available in the Main Office.

If an absence note is not supplied the day the student returns to school, he/she will be considered truant until the note is brought in

Parents of any student whose absence has not been properly reported will be contacted for verification of the absence.

A doctor's certificate is required for an absence of more than three days.

State Law requires students who accumulate an inordinate number of absences, excused or unexcused, to repeat the year. In addition, upon violation of the state attendance laws, fines of up to \$300 can be levied against parents or the student with the student also losing driving privileges for 90 days to 6 months.

Students absent more than 20 days or with significant lateness may be liable for summer school to make up missed school time. Repetitiveness of a poor attendance record could result in dismissal.

Any student who has been absent from school is not eligible to participate in or attend any extra- curricular school activity, game, or practice held on that day.

Any student arriving after 11:00 AM is considered absent for the day. Students must arrive to school no later than 9:30 AM to be eligible to participate in any extra-curricular activity, game, or practice on that day, except with a doctor's note

Allentown Central Catholic's administration, in accordance with the Diocese of Allentown and PA Department of Education, does not condone or recognize in any way the practice known as *senior skip/cut day*. Students who are absent on such days will be considered truant from school and receive the disciplinary consequences of truancy.

2. LATENESS TO SCHOOL:

When a student arrives late to school, he/she must report to the Attendance Office to receive an admittance slip.

- **Tardiness to school will be unexcused even though the parent brings the student to school/calls the school. Examples may include but are not limited to the following:**
 - Oversleeping or resting for an after-school event
 - Car problems
 - Missing a bus
 - Being stopped by trains
 - Cannot find a parking spot
 - Traffic (Exceptions are given when a major route to school that your child potentially takes is blocked for some reason such as a motor vehicle accident)

- **Tardiness to school that will be excused by a school administrator may include, but are not limited to, the following:**
 - Their school bus arrives late to Allentown Central Catholic
 - Serious illness or death in immediate family
 - Student illness with doctors note
 - Student has a doctor/dentist/professional appointment (A note or phone call from parent or a professional note from doctor/dentist/professional will be required to verify)
 - Family emergencies (approved by Assistant Principal/Principal)

****All students will be given 4 "free" unexcused lateness before the following consequences are implemented:**

- Students accumulating 5 unexcused lateness to school will be assigned 1 after- school detention.
- 6th Offense: 2 after-school detentions
- 7th Offense: 4 after school detentions
- 8th Offense: 6 after school detentions
- 9th Offense: 1 day ISS
- 10th Offense: 2 days ISS
- 11th Offense: 3 days ISS
- 12th Offense/subsequent offenses: 3-10 days OSS

**** Students involved in activities (games, performances, etc.) who are late to school on the activity day or the day after the activity will be declared ineligible if it is determined that the lateness is not legitimate.**

**** Any student who leaves school before 11:30 AM is considered absent and is ineligible on that day.**

**** Students who arrive at school after 9:30 AM are not eligible to participate in any extra-curricular activities, games, or practice on that day, except with a doctor's excuse.**

****Any student who arrives at school after 9:00 AM on an Early Dismissal Schedule is considered absent for the day and is not eligible to participate in any extra-curricular activities, games, or practices on that day.****

Calls received or notes presented after the student's arrival are NOT acceptable to excuse lateness. In both situations the Attendance Office must deem the reason acceptable for the lateness to be excused.

After receiving the admittance slip, the student is to report directly to homeroom or class.

Any lateness that does not follow this procedure will result in disciplinary action.

If a school bus arrives late, all the students must report to the Discipline Office before reporting to homeroom or class.

3. APPOINTMENTS: EARLY DISMISSAL/LATE ARRIVAL:

Parents should make sincere efforts to schedule appointments after school (dismissal is normally 2:50 PM). If this is impossible, the following procedure must be followed:

- ✓ It is preferred that the official Early Dismissal Request Form be presented to the Attendance Office **one day in advance of the appointment**. Use the forms sent home prior to the start of school. Extra forms are available in the Main Office. When this is not possible, the Early Dismissal Request Form must be presented to the Attendance Officer prior to the start of homeroom the day of the appointment. The request must be made in writing, ***not via the telephone***.
- ✓ Upon completion of step 1, the student will be given an Appointment Verification Form. This form states the time the student is to be excused from class.
- ✓ The student is expected to return to school after the appointment. He/she must report to the Attendance Office with the Appointment Verification Form signed and properly completed by the doctor, dentist, etc.
- ✓ If the student is unable to return to school or the appointment has not concluded by dismissal, the student must return the Appointment Verification Form the next day he/she is in attendance at school.
- ✓ Failure to return to school after an appointment or failure to return an Appointment Verification Form may result in a student being held accountable for cutting/truancy.
- ✓ Students arriving late to school as a result of an appointment must submit a Late Arrival Form signed and properly completed by the parent/guardian and the doctor/dentist, etc.
- ✓ Students arriving at school after the absentee list addendum has been published must follow procedure #3 under "Lateness to School".

N.B. In essence, the student is authorized to miss school only for the duration of the appointment and reasonable travel time. It is the student's responsibility to document such. Please be advised that all requests for an early dismissal will be verified with a phone call to a parent and/or guardian.

In addition, if a student leaves for an appointment during the school day and returns to school later that day and the total time in the building is less than four hours, the student is considered absent and is not eligible to participate in any extra-curricular activities, games, or practices on that day.

4. VACATIONS/TRIPS:

The administration encourages parents to make sincere attempts to schedule vacations during the summer months and at other school vacation times. When this is not possible, the following procedure must be followed:

The student must obtain the appropriate form from the Attendance Office.

The form is to be filled out properly in ink only by the student and signed by each of the student's teachers (major and minor subjects), and his/her parents.

The completed form must be returned to the Attendance Office at least two days before the vacation or trip begins.

The administration reserves the right to excuse or not to excuse the individual student. The student's academic progress, ability, etc. will be a strong determining factor.

Parents and students must be aware that the responsibility for missed work assignments, tests, etc. lies with the student and not with the teachers.

No student will be excused during the two-semester examination periods.

5. COLLEGE VISITATIONS:

The Guidance Department coordinates this program. A green college visit form must be completed and returned to the Guidance Department no later than the day before the scheduled visit.

Seniors are reminded that the October PSAT testing day is a senior holiday to be used for college visitation.

6. ILLNESS DURING SCHOOL:

The Commonwealth of Pennsylvania requires that the Allentown School District provide Allentown Central Catholic with a school nurse three days a week. In the absence of a school nurse, the Main Office Secretary handles students who become ill during the school day.

A student who becomes ill during the school day must get a Health Room/Nurse's Office pass from the teacher with whom he/she is rostered at that particular period. (passes will NOT be given to a student within the last 5 minutes of a class. The student must ask the next period teacher for a pass to the nurse)

The nurse will decide whether the student is to be sent home or not. The nurse will contact the parents if the student is to be sent home. In addition, the nurse will inform the Vice Principal when a student is sent home.

If the student is returned to classes, the nurse will notify the Attendance office as to the time spent in the infirmary.

If a student reports to the Health Room and the nurse is not there, the student is to report to the Main Office immediately. The Main Office Secretary will contact the parents when appropriate.

Sanitary hygiene products are available from the school nurse, in the Guidance Office, and the Main Office.

**** If a student leaves school due to illness without securing the appropriate permission, he/she will be liable to disciplinary action. It is possible that a student could become ill and need to use a lavatory before he/she is able to get to the nurse or the Main Office. Such students must report to the nurse or the Main Office as soon as they leave the lavatory to account for the time they spent in the lavatory and to see if they need medical attention. Students who are ill in a lavatory and go to their next class or leave the building without reporting to the nurse or the Main Office will be subject to disciplinary action for cutting or out of bounds. ****

Students feeling ill during the school day are to report to the nurse, or in her absence, the Main Office. Since cell phones are to be turned off at all times, **students are NOT permitted to use them or other devices to contact a parent/guardian prior to reporting to the nurse.** When necessary, the nurse will contact a parent/guardian.

Any student who texts a parent requesting to be picked up prior to going to the Nurse will receive disciplinary consequences for unlawful cell phone use.

Parents needing to contact students during the school day are to call the Main Office at **610-437-4601, ext. 0**. Please remember: **If a parent text messages or calls a student outside of the cafeteria and the phone is on or the student answers/responds to the message during the school day, the student is liable for disciplinary consequences.**

Students sent home ill at any time during the school day or in the Health Room at the end of the school day are not eligible to attend or participate in any after-school activities, games, performances, or practices on that day.

In order to obtain permission to use traditional over-the-counter cough drops (Halls, Luden's, and the like), the student must present a written request from a parent to the Vice Principal's office each day before the beginning of homeroom. The approved request must be shown to each teacher upon entering the classroom.

7. EXTENDED ABSENCE DUE TO INJURY/ILLNESS:

In the event a student becomes ill and will be absent from school for an extended period of time, please note that the student, not the teacher, is responsible for ensuring that all missed work is completed.

The student will have the number of days missed to make up the work after returning to school (i.e. if your child missed 10 days of school, they will have 10 school days to complete any missed assignment upon returning to school).

DRESS CODE

Students must be in proper dress code **WHEN THEY ENTER THE BUILDING** until dismissal.

- ✓ Students not in compliance with the dress code will be in violation of the discipline code and will receive detention(s). Dress code violations usually incur weekday detention.
- ✓ Students with multiple dress code violations (e.g. shirt or blouse out and an earring violation) will receive one weekday detention for each violation. Repeated violations or extreme violations may incur more severe consequences.

Should an accident or emergency arise that forces a student to be out of uniform, the following procedures must be followed:

- ✓ The student is to report to the Discipline Office before the first homeroombell.
- ✓ The student must have a phone call prior to the student's arrival at school or a note upon the student's arrival at school from his/her parent(s) explaining why the student is out of uniform.
****An after school appointment, a lost or forgotten uniform, or an unwashed uniform are not acceptable reasons to be out of uniform.****
- ✓ The student must be dressed appropriately for school, i.e. traditional business-type clothing suitable for the serious atmosphere of a school.
- ✓ If a student has a problem with pants on a given day, he must still wear the required shirt and tie.
- ✓ If he has a problem with his shirt, he must still wear the required pants and tie, etc.
- ✓ A student dressed inappropriately will be placed on in- school suspension until his/her parents bring appropriate clothes to school.
- ✓ When all of the above directives have been fulfilled, the student may be given permission to be out of uniform for the day. Non-compliance will result in detention(s).
- ✓ Permission to modify the dress code for medical reasons will be given, **if and only if, the student presents documentation from a doctor which includes the reason for the need, the specific starting and ending dates for the need, and the specific dress code items that need to be modified.** "Until further notice" is not an acceptable ending date. If the excuse dates need to be extended after the initial ending date, the student must present new documentation from the doctor. If a medical dress code modification is granted, the only permissible modifications are:
 - Allentown Central Catholic gym shorts in lieu of the uniform pants if the doctor requires shorts
 - Blue or black solid warm up/sweat pants in lieu of the uniform pants (no words on the seat of the pants)
 - If ties need to be removed, it is permitted to wear only the Allentown Central Catholic uniform dress shirts or the Allentown Central Catholic uniform poloshirt
 - Unless an exception has been secured by the moderator from the administration, dress for an approved field trip is the normal school dress code.
 - Occasionally, Allentown Central Catholic students are asked to represent our school at various extracurricular school, parish, or community events. When asked to be in uniform, students must be in compliance with school dress code on those occasions.

BOYS:

PANTS: All boys must wear the official grey school pants **which must be purchased from the Flynn & O’Hara Uniform Company.**

- Boys must wear their pants at their waists, not at their hips.
- It is not permissible to cut the pants leg seams.
- A solid brown or black leather dress belt with a small, plain silver or gold buckle must be worn properly around the waist.

SHIRTS: During the 1st and 4th quarters, the official Green Dry Fit Polo shirt purchased from Flynn and O’Hara may be worn. During the 2nd and 3rd quarters, a solid white oxford cloth, long or short sleeve, button-down shirt which may be purchased anywhere **MUST** be worn.

(An oxford shirt has button down collars as opposed to a plain white dress shirt**)**

- Shirts are to be kept properly tucked in at all times; rolling up the shirrtails is not permitted.
- Collar buttons must be buttoned at all times.
- Long-sleeved shirt sleeves may be rolled up if a student is too warm, unless they have tattoos.
- Short shirt sleeves, including polo shirts, are not permitted to be rolled up.
- Only solid white T-Shirts are permitted to be worn under the shirt. T-shirts with designs, logos, words, etc. are not permitted to be worn under the shirt.
- Long sleeved T-shirts are not permitted to be worn under short sleeve shirts.

NECKTIES: All boys must wear a dress necktie, which may be purchased anywhere, when wearing the white oxford shirt

- Neckties must not extend below the belt.
- The top button of the shirt must be closed and the necktie pulled up to the top of the collar.

SHOES: The preferred shoe for both boys and girls is a solid, brown or black, leather dress shoe which **does not go above the ankle.**

- **Moccasins of any type are not permitted.**
- Solid brown, black, or tan one-color without design boat shoes (such as Sperry) are permitted.
- Boots, sandals, athletic shoes, canvas shoes (such as Toms), backless shoes or half-back clogs, hikers, work shoes, flip-flops, slipper, soft-soled or no-sole shoes, etc. are not permitted.
- Shoelaces must be black or brown. Multi-colored shoelaces are not permitted.

**** Note: Any shoe deemed unsafe by the administration due to its condition and/or type will not be permitted****

SWEATERS: The official school V-Neck sweater which must be purchased from the Flynn & O’Hara Uniform Company or the official ACCHS quarter-zip purchased from the school directly **MUST** be worn during the 2nd and 3rd quarters.

- If a student is cold during the 1st and 4th quarters, the official school sweater or quarter zip must be worn. **No other sweaters, sweatshirts or quarter zips are permitted.**
- It is not permissible to cut the “V” in the V-Neck sweater.
- **The collar of the quarter zip must be unzipped**
- Carrying the sweater or tying it around one’s waist or shoulders is not permitted.

SOCKS: Socks, not shorter than ¼ length socks, must be worn at all times: solid grey, black, or white ONLY.

HAIR: Hair is to be kept stylishly neat and clean.

- Excessively long (over the top of the ears, over the shirt collar, and/or in the eyes) hairstyles are not permitted.
- Unusual and/or distracting hairstyles are not permitted.
- Unnatural hair colors are not permitted.
- It is not permitted to shave lines, designs, words, numbers, etc. into hair.
- Sideburns may not extend below the earlobes.
- Ponytails, tails of any type and braids of any type are not permitted.
- Shaved heads or partially shaved haircuts are not permitted.
- Hair bands, designed to hold longer hair back and the like are not permitted.

FACIAL HAIR: Boys are to be **clean shaven at all times**.

- Beards and moustaches are not permitted.
- **Only a note from a dermatologist indicating a specific skin condition that prohibits a boy from shaving daily is an acceptable excuse.** The boy will be expected to shave at minimum weekly, even with a dermatologist note. These notes must be updated yearly.

JEWELRY/EARRINGS:

- No more than two or three bracelets may be worn on each wrist.
- Students wanting to wear promotional bracelets must receive administration approval prior to wearing these bracelets.
- No more than one ring on each hand is permitted.
- One religious medal of a reasonable size on a silver or gold chain is permitted to be worn inside or outside the shirt. Other neck jewelry is not permitted at any time.
- Boys are not permitted to wear earrings or ear-cuffs even if they are covered with a bandage.
- Visible body piercing jewelry is not permitted. Exceptions will not be made for new piercings even if they are covered by a bandage.
- It is not permitted to wear, affix, or store earrings, pins, or other jewelry, or stickers anywhere on the shirt.
- Wallet chains, etc. are not permitted.

TATOOS: Tattoos are **not permitted to be visible** at any time from the time a student enters the building until he or she exits the building.

- If a student has a tattoo that is visible or may become visible at these times, it must be covered.
- Failure to comply will be construed by the school as disobedience, disrespect and a dress code violation.

CAPS/HOODS: Caps, hats, bandanas, or pulled up hoods are not permitted to be worn in the building at any time.

MAKE-UP: Boys are not permitted to wear nail polish or any type of make-up at anytime.

CONTACTS: Unusual or unnatural colored (Wild Eyes/Crazy Eyes) contact lenses are not permitted.

GROOMING: All clothing worn in school is required to be clean, pressed, and not torn.

- Students are never permitted to write, draw, etc. on their hands, arms, legs, etc. If they do, they will be sent from class to remove the ink, etc. We will offer them hand sanitizer to use. Failure to remove the ink, etc. will result in disciplinary consequences.

STUDENT ID: The current Allentown Central Catholic ID badge and lanyard must be worn at all times during the school day. The picture and information on the front of the Student ID must not be covered or altered in any manner.

- Replacement of Student IDs: If a student forgets or loses their ID, they should report to the Finance Office immediately. Each student is allotted one free replacement ID. If any further replacements are needed, a fee of \$5 will be incurred by the student payable to Allentown Central Catholic at the time the replacement is issued. If the student does not have the \$5 available, they must bring the money by the next school day. Failure to replace or pay for an ID will result in detentions being issued.
- Replacements for damaged lanyards are available in the Finance Office at a cost of \$3.00. Students are responsible for maintaining their ID and lanyard in good repair.

GIRLS:

KILTS: All girls must wear the official plaid kilt which must be purchased from the Flynn & O'Hara Uniform Company.

- **All kilts must be worn to the top of the kneecap. Any kilt that cannot be lengthened in accordance with the school mandate to touch the top of the kneecap must be replaced.**
- Boxer shorts, spandex shorts, etc. are not permitted to be visible if they are worn under the uniform Kilt.
- **Kilts are not permitted to be rolled.**

SLACKS: At any time during the school year, girls will be permitted to substitute the official gray slacks, **which must be purchased from the Flynn & O'Hara Uniform Company,** for the kilt.

- It is not permissible to cut the slacks leg seams.
- A solid brown or black leather dress belt with a small, plain silver or gold buckle must be worn properly around the waist.

****Please note, ANY girl written up 3 times for kilt length (more than 1 inch above the knee) or rolling the kilt will lose the privilege of wearing the kilt and MUST purchase the gray uniform slacks from Flynn O'Hara to be worn for the duration of the year.****

SHIRTS: During the 1st and 4th quarters, the official Green Dry Fit Polo shirt purchased from Flynn and O'Hara may be worn. During the 2nd and 3rd quarters, a solid white oxford cloth, long or short sleeve, button-down shirt which may be purchased anywhere MUST be worn.

(An oxford shirt has button down collars as opposed to a plain white dress shirt**)**

- Shirts are to be kept properly tucked in at all times.
- Rolling up the shirrtails is not permitted.
- Collar buttons must be buttoned at all times.
- Only the top button of the shirt may be unbuttoned
- Long-sleeved shirt sleeves may be rolled up if a student is too warm, unless they have tattoos.
- Short shirt sleeves, including polo shirts, are not permitted to be rolled up.

- Only solid white T-Shirts are permitted to be worn under the shirt. T-shirts with designs, logos, words, etc. are not permitted to be worn under the shirt.
- Long sleeved T-shirts are not permitted to be worn under short sleeve shirts.

SHOES: The preferred shoe for both girls and boys is a solid, brown or black, leather dress shoe which **does not go above the ankle.**

- Moccasins of any type are not permitted.
- Solid brown, black, or tan one-color without design boat shoes (such as Sperry) are permitted.
- Boots, sandals, athletic shoes, canvas shoes (such as Toms), backless shoes or half-back clogs, hikers, work shoes, flip-flops, slipper, soft-soled or no-sole shoes, etc. are not permitted.
- Shoelaces must be black or brown. Multi-colored shoelaces are not permitted

****Note: Any shoe deemed unsafe by the administration due to its condition and/or type will not be permitted.****

HOSIERY: All girls wearing kilts must wear solid white, navy blue or green, non-sheer knee socks or navy blue or green tights.

- **Navy blue or Green tights MUST be worn during the 2nd and 3rd quarters. Tights with holes or runners may not be worn and must be replaced**
- Sheer stockings or knee highs, including colored and/or patterned, are not permitted.
- Knee socks must be pulled up completely.
- Socks, not shorter than ¼ length socks, must be worn at all times by girls wearing the uniform slacks

SWEATERS: The official school V-Neck sweater which must be purchased from the Flynn & O’Hara Uniform Company or the official ACCHS quarter-zip purchased from the school directly **MUST** be worn during the 2nd and 3rd quarters.

- If a student is cold during the 1st and 4th quarters, the official school sweater or quarter zip must be worn. **No other sweaters, sweatshirts or quarter zips are permitted.**
- It is not permitted to cut the “V” in the V-Neck sweater.
- Carrying the sweater or tying it around one’s waist or shoulders is not permitted.

HAIR: Hair is to be kept stylishly neat.

- Unusual and/or distracting hairstyles are not permitted.
- Unnatural hair colors, streaks, or highlights are not permitted.
- It is not permitted to shave lines, designs, words, numbers, etc. into the hair.
- Shaved heads or partially shaved haircuts are not permitted.
- Cornrows are not permitted

JEWELRY/EARRINGS:

- No more than two bracelets or watches may be worn on each wrist.
- Students wanting to wear promotional bracelets must receive administration approval prior to wearing these bracelets.
- No more than two rings on each hand is permitted.
- One religious medal of a reasonable size on a silver or gold chain is permitted to be worn inside or outside the blouse. Other neck jewelry is not permitted at anytime.

- Hoop or dangling earrings are not permitted.
- Visible body piercing jewelry is not permitted. Exceptions will not be made for new piercings even if they are covered with a bandage.
- It is not permitted to wear, affix, or store earrings, pins, or other jewelry or stickers anywhere on the blouse.
- Wallet chains, etc. are not permitted.

TATTOOS: Tattoos are **not permitted to be visible at any time** from the time a student enters the building until he or she exits the building.

- If a student has a tattoo that is visible or may become visible at these times, it must be covered.
- Failure to comply will be construed by the school as disobedience, disrespect and a dress code violation.

CAPS/HOODS: Caps, hats, bandanas, or pulled up hoods are not permitted to be worn in the building at any time.

MAKE-UP: Glitter make-up and/or glitter hairspray are not permitted.

CONTACTS: Unusual or unnatural colored (Wild Eyes/Crazy Eyes) contact lenses are not permitted.

GROOMING: All clothing worn in school is required to be clean, pressed, and not torn.

- Students are never permitted to write, draw, etc. on their hands, arms, legs, etc. If they do, they will be sent from class to remove the ink, etc. We will offer them hand sanitizer to use. Failure to remove the ink, etc. will result in disciplinary consequences.

STUDENT ID: The current Allentown Central Catholic ID badge and lanyard must be worn at all times during the school day. The picture and information on the front of the Student ID must not be covered or altered in any manner.

- Replacement of Student IDs: If a student forgets or loses their ID, they should report to the Finance Office immediately. Each student is allotted one free replacement ID. If any further replacements are needed, a fee of \$5 will be incurred by the student payable to Allentown Central Catholic at the time the replacement is issued. If the student does not have the \$5 available, they must bring the money by the next school day. Failure to replace or pay for an ID will result in detentions being issued.
- Replacements for damaged lanyards are available in the Finance Office at a cost of \$3.00. Students are responsible for maintaining their ID and lanyard in good repair.

WARM WEATHER OPTIONS

During the first and fourth quarters, it is permissible to wear the official Allentown Central Catholic green dry fit polo shirt purchased from Flynn & O’Hara. No other polo shirt is permitted to be worn. If a student chooses not to purchase the official polo shirt, he/she must be in the normal school uniform (i.e., white oxford shirt and tie for boys; white oxford shirt for girls). All polo shirts must be properly tucked in at all times. All other normal dress code rules and regulations apply during the Warm Weather Option period.

DRESS CODE FOR STUDENTS ON TRIPS AND FOR IN-SCHOOL CEREMONIES

Please adhere to the following guidelines regarding appropriate dress on occasions where students are on field trips or participating in school ceremonies (if ACCHS spirit wear is not an option) such as but not limited to National Honor Society Inductions, Model UN and Student Council Inductions:

- Boys should wear shirts, ties, dress pants and the appropriate shoes as per the school policy.
- Girls should wear *modest*, professional business attire. The following clothes are strictly prohibited:
 - Low cut blouses or shirts
 - Tight, form-fitting skirts, pants or dresses
 - Short skirts (skirts/dresses may not be shorter than the school uniform)
 - Spaghetti straps without a jacket or sweater
- Student attire will be inspected prior to departure from school. A male and female administrator and/or teacher directed by the administration will be charged with the task.
- Students who fail to adhere to these standards will not be allowed to participate in the event.

PHYSICAL EDUCATION DRESS CODE

The dress code for Physical Education classes includes sneakers, the official Allentown Central Catholic Physical Education T-shirt, shorts or sweatpants. Violation will result in one weekday detention.

CASUAL/SPIRIT DRESS DAYS:

The following regulations apply on Administration approved and announced Allentown Central Catholic Casual/Spirit Days:

- Students are permitted to wear casual pants (including clean and **not ripped** jeans and sweatpants). **Yoga pants or similar tight-fitting pants are not permitted.**
- Students are permitted to wear Allentown Central Catholic polo shirts, T-shirts, long sleeve shirts or sweat shirts (hood down) and ACCHS sweatpants. **ACCHS Shirts must be visible and not covered by a non-Allentown Central Catholic shirt.**
- **ACCHS Sweatpants may be worn in lieu of an ACCHS shirt**
- Students are permitted to wear sneakers. However sandals, backless shoes, flip-flops, and bedroom slippers are not permitted.
- Mini-skirts (skirts shorter than the uniform kilt) or other immodest attire are not permitted for girls.
- Tank tops or other sleeveless attire are not permitted for either boys or girls.
- Shirts/blouses that expose the midriff (stomach/waist) are not permitted for either boys or girls.
- Neither boys nor girls are permitted to wear caps, hats, bandanas, or pulled up hoods.
- Student IDs are required on Casual/Spirit Dress Days.

ACCEPTABLE USE POLICY AND MISCONDUCT OFFENSES/CONSEQUENCES

DIOCESE OF ALLENTOWN ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL ACCEPTABLE USE POLICY

For

USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC INFORMATION AND COMMUNICATIONS

Please read the following carefully before signing the document. This is a legally binding document.

SECTION ONE: GENERAL, COMPUTING POLICY

Overview

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. Access to the School’s electronic communication systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

1) Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL computers and/or the network systems, without the express, written consent of ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL.
- h) Copying programs licensed ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL for personal use.
- i) Abusing and disrupting electronic equipment and/or systems.

2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping Email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is now available to employees and students of ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL. This access is being offered as part of a collaborative project involving ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL and ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL (ISP). We are pleased to bring this access to ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- * electronic mail communication with people all over the world;
- * access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases,
- * public domain and open source software of all types;
- * information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- * online learning communities where academic collaboration and discussion are encouraged;
- * institutions of higher academic learning where students may earn college credits which will satisfy academic requirements towards bachelorette degrees.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project. ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL will educate all students about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS TERMS and CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages.

- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

4) Electronic Mail (Email)

Whenever you send electronic mail, your name and user ID are included in each message You are responsible for all electronic mail originating from your user ID. Therefore:

- a) Unauthorized attempts to access another person's Email or similar electronic communications or to use another's name, Email or computer address or workstation to send Email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the Email
- c) The school/institution reserves the right to access Email to retrieve school/institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to send harassing, obscene and/or other threatening email otherwise known as "Cyberbullying" to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

5) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an email message to ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

6) Updating Your User Information

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

7) Services

Diocese of Allentown and ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL make no warranties of any kind, whether expressed or implied, for the service it is providing. ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any

information obtained via the system is at your own risk. ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted by ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL, 301 N. 4th St., Allentown, PA 18102-3098 on June 1, 2011

The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.

CELL PHONE USE AND VISIBILITY POLICY:

The possession and silent use of cell phones by students is permitted in compliance with the Allentown Central Catholic Discipline policies. Usage **MUST** be consistent with the regulations of the Diocese of Allentown Acceptable Use Policy (pgs. 35-39). Usage **MUST NOT** be disruptive to the educational process, create a safety hazard, or violate PA State Laws. This policy represents a good faith attempt of Allentown Central Catholic to incorporate modern technology into the educational and social habits of our students.

DESIGNATED ZONES:

1. **RED ZONE → RESITRICTED AREAS** → Cell Phone use is **STRICTLY FORBIDDEN**
→ Restrooms, locker rooms, main office, Classrooms, Media Center
2. **YELLOW ZONE → REGULATED AREAS** → Areas in which teachers or staff can place restrictions/limitations on cell phone use; Students must ask permission before using cell phones
→ **Gymnasium & Auditorium (except during Mass, Adoration and Confession times or other assemblies), Nurse's Office; Counseling Office**
3. **GREEN ZONES → PERMITTED AREAS** → Appropriate Cell Phone use is permitted (This does NOT include phone calls or face time conversations)
→ **Cafeteria, hallways (in between classes only)**

GENERAL GUIDELINES:

1. In the best interest of safety for all, students should refrain from walking while using their cell phone. Students using a cell phone in a Green Zone should be standing still, out of the flow of traffic. Students **WILL NOT** be excused if he/she is late to their next class period for being on their cell phone.
2. Each student would have sole responsibility for a cell phone brought to school. Allentown Central Catholic is not liable for lost, stolen, or damaged cell phones. Students are encouraged to keep their devices in a locked locker when not in use.
3. It is recommended that skins (decals) in keeping with Christian values and other custom touches be used to physically identify the student's device from others. Additionally, protective cases are recommended.
4. As required by the Children's Internet Protection Act, ACCHS has filtering technology and other protective measures. However, if a student is not using the Allentown Central Catholic wireless network to access the internet, it is not possible to keep them from viewing inappropriate material or websites. It is the responsibility of each student to follow the rules outlined by our Acceptable Use Policy and Internet Safety Policy.
5. Violation of the Cell phone policy by **ANY** student will result in the student facing consequences as outlined on pg. 12 of this handbook.

UNACCEPTABLE USES:

1. Photographing, recording or videotaping of anyone without their consent.
2. Communication in any form that is abusive, threatening, demeaning, profane or otherwise inappropriate for school.
3. Using cell phone to engage in cheating, plagiarism, or other forms of academic dishonesty.
4. Using cell phones to contact parents about an illness without reporting to the school nurse first. Students feeling ill during the school day are to **report to the school nurse or, in her absence, the Main Office**
5. Creating social media accounts using the school name and logo that is not officially affiliated with Allentown Central Catholic High School.
6. Making/receiving phone calls or participating in facetime conversations, even in acceptable areas.

Allentown Central Catholic defines online conduct as the use of electronic communications in an official or personal capacity that is consistent with our values and standards of conduct. It is important for students to know that once they have logged onto a social media platform, they still represent ACCHS.

Students must recognize that they are a representation of ACCHS simply because they wear the school uniform, sports uniform or spirit wear. Therefore, students of ACCHS who share pictures, videos, texts or other information on social media that misrepresents our values and standards of conduct are subject to disciplinary action taken by school officials or legal authorities as applicable. Depending on the nature of the offense, school officials will contact local law enforcement and will comply with what is required.

COMPUTING AND INTERNET ACCESS

All students and their parents/guardians are expected to read and be familiar with the Allentown Central Catholic Acceptable Use Policy for the use of Computers, Network, Internet, Electronic Information and Communications found on pages 35-39 of this handbook

TUITION COLLECTION POLICY:

The following explains the Tuition Collection Policy **effective July 1, 2015.**

- Allentown Central Catholic High School makes every effort to provide an affordable, quality, Christ - centered education to our students. The cost to educate each student exceeds the total tuition and fees that are assessed to each student's account. This means every student is granted a discounted tuition. In addition, scholarships, financial aid, and institutional aid are awarded to students based on need and available resources.
- The majority of the School's income comes from student tuition and fees. The School cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met in a timely manner. Therefore, it is imperative that each family pays all tuition and fees (collectively, "Tuition") per the terms of the FACTS payment plan the family selected.
- Recognizing various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a "Past Due" letter that cannot bring the account current must contact the School's Finance Department to request a Payment Agreement to satisfy its financial obligation.

30 Days Past Due:

- A "Past Due" letter will be sent to any family with Tuition more than 30 days past due.
- A copy of the Tuition Collection Policy will be enclosed with the letter.
- A late fee of \$25.00 will be added to the student's account.

45 Days Past Due:

- A "Past Due" letter will be sent to any family with Tuition more than 45 days past due.

60 Days Past Due:

- A "Past Due" letter will be sent to any family with Tuition more than 60 days past due.
- The student will not be permitted to participate in any School events or extra-curricular activities (including, but not limited to, prom, sports, clubs, band, musical/play, etc.).
- A late fee of \$25.00 will be added to the student's account. This late fee is in addition to the \$25.00 added at the 30 days past due time.

90 Days Past Due:

- A "Past Due" letter will be sent to any family with Tuition more than 90 days past due.
- The parent portal will be put on "hold". This means the family will be unable to access current marking period grades or prior semester grades.
- The disenrollment process will begin. This means the student will not be permitted to attend classes after the last day of the current marking period.
- A late fee of \$25.00 will be added to the student's account. This late fee is in addition to the \$25.00 fees added at the 30 and 60 days past due times.

Disenrollment Process:

- Any student that has an outstanding balance that extends beyond 90 days will be dis-enrolled from the School at the end of the current marking period.

- A disenrollment letter will be mailed to the family via certified and regular mail. The letter will state the amount owed and payment date to avoid disenrollment. The letter will state the last date the student will be permitted to attend classes unless the stated amount is paid.
- The student must turn in all classroom materials (including, but not limited to, text books, classroom equipment, etc.) and student identification card to the Finance Office on the last day of classes.
- Payment for the full student account balance must be secured from the family or an equitable Payment Agreement must be established to satisfy the student account balance before the disenrollment process can be terminated.

TUITION/FEES:

- All tuition and fees, including fundraising, shown on the student's account must be in good standing per the terms of the Tuition Collection Policy (see attached Policy). Failure to follow the Policy will affect student participation, as per the terms of the Policy.
- Any incidental fees assessed by the School to a student must be paid in a timely manner. Failure to pay incidental fees may prohibit the student from participating in various activities or services and can lead to disciplinary action.
- Any student that has a student account balance not in good standing will be restricted from participating in extra-curricular activities that involve significant expense or overnight travel. This policy includes, but is not limited to the following activities: religious retreats, band trips, club trips, field trips, athletic events, etc.
- Financial Aid may be offered to families based on the student adhering to the following guidelines:
- Families who have financial need. All families must setup a FACTS student account and apply for financial aid by submitting all necessary income tax information through the FACTS tuition management website to be considered for financial aid.
- Student(s) will maintain a 2.0 or higher average.
- Student(s) will maintain a good discipline record. A good record is defined as less than 20 detentions in a school year.
- Student(s) will maintain their status as an active member of their church.

TRANSCRIPTS, GRADUATION AND POST GRADUATION POLICY:

Diocesan Policy states no student will be permitted to graduate with his/her class, or receive a diploma or transcript if any outstanding balance remains on his/her student account. Once the student account balance is paid in full, the diploma and transcripts will be released.

Payment Agreement:

- If a family needs to enter into a Payment Agreement that deviates from the standard payment plans offered through the FACTS tuition payment system to satisfy a student account balance, the School may offer to establish a Payment Agreement with the family. This will be at the discretion of the School and will take into account the balance, financial ability of the family, the remaining months until the school year is completed, and any extenuating circumstances facing the family. Except in extraordinary situations, the Payment Agreement is to establish a plan to have the full account balance paid by the end of the current school year. If the family breaches the Payment Agreement, the disenrollment process stated above will be initiated.
- Past Year Student Account Balance:
- If, as of the first day of school, a family has a prior year outstanding student account balance or has breached an existing Payment Agreement, the student will be denied the right to attend classes. The outstanding balance includes the registration/course selection fee for the current year. If the student arrives at the School, the

parent/guardian will be called to pick up the student. The student will be permitted to begin School once the student account balance is paid in full.

- In addition to all of the above, the School reserves all rights, at law or in equity, to collect any past-due Tuition

DRUG AND ALCOHOL POLICY

The following are prohibited for students of Allentown Central Catholic High School:

- ✓ Distributing or sharing drugs and/or alcoholic beverages and/or counterfeit drugs.
- ✓ Buying drugs and/or alcoholic beverages and/or counterfeit drugs.
- ✓ Possessing drugs and/or alcoholic beverages and/or counterfeit drugs.
- ✓ Using drugs and/or alcoholic beverages and/or counterfeit drugs.
- ✓ Being under the influence of drugs and/or alcoholic beverages.
- ✓ Possessing drug paraphernalia, vape pens, Juuling devices and e-cigarettes.
- ✓ Being present at parties, gatherings, or in autos when others are using.

Any Allentown Central Catholic student who is involved in any one or more of the above activities while on school property, at activities sponsored by the school, and/or traveling to and from school or school activities is subject to the conditions stipulated in discipline tables at the back of the handbook.

Additionally, it is naïve and disingenuous to suggest that a student's behavior outside of school does not influence his/her behavior and success in school and can provide a negative or positive influence on other students. There is an inextricable nexus between our students' off campus activities and the general welfare and orderly conduct of the school community.

To create an atmosphere genuinely conducive to educational excellence and provide for the spiritual and moral formation of our young people, we must make a bona fide attempt to discourage the abuse of alcohol, tobacco, and other drugs. To protect our students, and the entire school community, from the effects of illicit drug abuse is a legitimate extension of our educational mission, even when such abuse occurs off campus or when school is not in session.

These lofty goals are reflected in Diocesan Policy. **Board of Education Policy #5131 regarding in school offenses and Policy #5131.1** regarding off premises prohibition address these issues.

Even public school systems have similar prohibitions, which have been upheld by the courts:

Fenton v. Stear, 4233 F. Supp. 767 (W.D. Pa. 1976)

Bush V. Dassel-Lakato Bd. Of Educations, 745 F. Supp. 562 (D. Minn. 1990)

J.S. v. B.A.S.D., 794 A2d.936 (Pa. Cmwlt. Ct. 2002)

We cannot call and treat one another as brothers and sisters in Christ during school and then become callously indifferent to each other at the sound of the dismissal bell. Our school, through this policy, is primarily concerned with the health and well-being of our students. Our first concern is to get appropriate professional care for our students who may engage in at risk behaviors. Even suspensions, detentions, and expulsions are intended as remedial and medicinal. These help our students realize the significant dangers created by illicit drugs.

Any student involved in a drug and/or alcohol-related incident, whether the situation occurs in school, out of school, off campus or when school is not in session, may be placed on activity/social suspension for two to four weeks. The student is also liable for in-school suspension or expulsion.

Any student involved in a second drug and/or alcohol incident at any time during his/her Allentown Central Catholic career is liable to be expelled from Allentown Central Catholic High School even if such conduct occurs off school premises.

Any student selling or distributing drugs and/or alcohol is liable to be expelled from Allentown Central Catholic High School. The school administration will require information regarding the source of the illicit substance provider.

A student involved in a drug and/or alcohol situation, as well as other "At Risk" behaviors will be referred to the Student Assistance Program Team for possible additional recommendations and suggestions to assist him/her and his/her parents in dealing with their concerns. S.A.P. Teams are required in high schools in Pennsylvania. This is an intervention, not a treatment program. A referral is made to help a student, not to penalize him/her. The S.A.P. Team is not an extension of the Discipline Office. Peers, as well as parents and school personnel, may anonymously refer students who, in their opinion, exhibit at risk behavior. Referrals may be given to any team member or placed in the locked suggestion boxes located inside and outside the Guidance Office, inside the Media Center and the Chapel. The referral is kept confidential.

A student found to be at risk or in violation of the Central Catholic Drug and Alcohol Policy is required to follow the recommendations of the S.A.P. Team and/or any agency to which he/she may be referred. Failure to do so may result in suspension of the student from school until cooperation is documented. For a description of the S.A.P. process please refer to Section F General Information and Procedures.

At the discretion of the Administration, local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and the students' belongings.

A reminder: Allentown Central Catholic High School reserves the right to sever, at any time, its connection with a student whose influence is found to be injurious to the standards, morals, and scholarship of the student body or whose conduct is prejudicial to the good name of the High School even if such conduct occurs off school premises or when school is not in session.

DRUG AND ALCOHOL RELATED OFFENSES:

Please refer to the table on **pgs. 53-55** for offenses and consequences.

HARRASMENT/BULLYING:

Diocesan Policy #5139, Adoption Date: March 21, 2013. Approval Date: May, 2013

Purpose

The Secretariat for Catholic Education (Office of Education) for the Diocese of Allentown is committed to providing a caring, friendly, safe and respectful environment for all students, employees, volunteers, and visitors of our schools. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyber bullying) are unacceptable behaviors and are prohibited in our schools. Bullying, Cyber-Bullying, harassment, intimidation or hazing constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing Catholic environment. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian identity of the school and deprives the student of a safe and caring learning environment.

The purpose of this policy is to guide the schools of the Diocese of Allentown in our goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior with "Zero Indifference". Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying.

Definitions

For purposes of this Policy, the following definitions shall apply:

Bullying – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

- ✓ Creates a hostile educational environment which
- ✓ Substantially interferes with a students' education benefits, opportunities, or performance
- ✓ Causes physical or emotional harm to the individual or damage to their property
- ✓ Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property
- ✓ Including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, stalking, and relationship undermining.

For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.

Cyber-Bullying –Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- ✓ Wire
- ✓ Radio
- ✓ Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications
- ✓ Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

- ✓ Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Harassment, hazing, intimidation – acts, words or other behaviors, by an individual or group against another individual or group characterized by:

- ✓ Intent to harm.
- ✓ Intensity and duration over a period of time.
- ✓ An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
- ✓ Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships.
- ✓ A level so severe, persistent, or pervasive that an intimidation or threatening education environment is created or the orderly operation of the school is substantially disrupted.

Name-calling – the use of language to defame, demean or degrade individuals or groups.

Prohibitions

Bullying, harassment, hazing, intimidation and name-calling are prohibited:

- ✓ On school grounds owned, leased or used by a school;
- ✓ On property immediately adjacent to school grounds;
- ✓ At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- ✓ At a school bus stop;
- ✓ On a school bus or any other vehicle owned, leased or used by the school
- ✓ Through the use of technology or an electronic device owned, leased or used by a school or any personal devices.
- ✓ Bullying, harassment, hazing, intimidation and name-calling are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the individual.
- ✓ Infringe on the rights of the individual at school.
- ✓ Materially and substantially disrupt the education process or the orderly operation of a school.

SUICIDE AWARENESS AND PREVENTION POLICY



ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL
301 NORTH FOURTH STREET
ALLENTOWN PA 18102

TITLE: SUICIDE AWARENESS and PREVENTION POLICY

RESPONSIBLE CONTACT: Director of Pupil Services

RESPONSIBLE OFFICE: Counseling office

EFFECTIVE DATE: August 25, 2015

REVISION DATES: August 25, 2015

PURPOSE FOR POLICY - Allentown Central Catholic HS adopts this policy in acknowledgment of the school's commitment to maintaining a safe school environment: to protect the health, safety and welfare of our students; and to safeguard against the threat or attempt of suicide among our student population. The impact of students' mental health on their academic performance and the effect of mental issues and suicide on students and the entire school community are significant. Therefore, in order to ensure the safety and welfare of our students, ACCHS **will work** to educate staff and students on the actions and resources necessary to prevent suicide and promote mental well-being.

STATEMENT OF POLICY -

According to the Center for Disease Control and Prevention and NASP:

- Suicide is the Third Leading Cause of Death in the United States among those ages **10-24**.
- Resulting in about 4,600 deaths each year.
- More teenagers and young adults die from suicide than die from cancer, heart disease, HIV/AIDS, birth defects, stroke, pneumonia and influenza, and chronic lung disease combined.
- Based on Pennsylvania's Bureau of Health statistics , in Pennsylvania alone, 200 people ages 10-24 died at their own hands in 2012.
- Five times as many males die from suicide than females but females attempt suicide two to three times more than males.
- The probability of suicide increases in both males and females as they grow older, with adolescents between the ages of 15-19 at a higher risk than younger children.
- Top three methods used in suicides of young people:
 1. Firearm (45%)
 2. Suffocation (40%)
 3. Poisoning (8%)

Suicidal Behavior Terminology:

- **Suicidal ideation:** Thinking about or planning for suicide.
- **Suicide-Related Communications** : Suicide Threat/Plan
- **Suicide Attempts:** A self-inflicted potentially injurious behavior with a nonfatal outcome for which there is evidence of intent to die.
- **Suicide:** A fatal self-inflicted act with the explicit or inferred intent to die.

As of June 2014 Pennsylvania's Department of Education adopted Act 71 which mandates that all public, charter, cyber, and vocational- technical schools must establish a suicide awareness and prevention policy.

STAFF DEVELOPMENT

Training Effectiveness:

Professional staff training in suicide prevention after initial training will be revisited on a regularly scheduled basis.

Additional professional development in risk assessment and crisis intervention will be provided to school counselors, mental health professionals, school nurses and any individual that would be reasonably expected to assess at-risk individuals.

School staff will receive training to better understand the intersection of suicide prevention and intervention and other responsibilities related to student safety (ie: bullying; sexual harassment, etc.).

This training will include: documentation of incidents, case evaluation, investigations and interventions.

EARLY IDENTIFICATION and REFERRAL

Early identification of individuals with one or more suicidal risk factors is vital to suicide prevention efforts.

RISK FACTORS: Personal or environmental characteristics that are associated with suicidal behavior include but are not limited to (also considered characteristics that make it more likely that individuals will consider, attempt, or die by suicide).

1. Behavioral Health Issues/Disorder, specifically but not exclusively:
2. Depression
3. Bipolar disorder or other mood disorder
4. Substance abuse or dependence
5. Previous suicide attempts
6. Self-injury (cutting, etc.)
7. Hopelessness/low self-esteem
8. Loneliness/social alienation/ isolation/ lack of belonging
9. Poor problem solving or coping skills
10. Impulsivity/risk taking/ recklessness
11. Adverse/stressful life circumstances
12. Gender identity/sexual orientation
13. Homelessness
14. Interpersonal difficulties or losses
15. Disciplinary or legal problems, including school disciplinary issues
16. Bullying (victim, perpetrator, or witness)
17. School or work issues
18. Physical, sexual, or psychological abuse
19. Exposure to family or peer suicide
20. Family characteristics - lots of conflict, few activities
21. Family history of suicide or suicidal behavior

22. Family mental health problems, including alcoholism
23. Divorce/death of family
24. Parent-child conflict

WARNING SIGNS are evidence based indicators that someone may be in danger of suicide, either immediately or in the future. These signs may mean that a youth is at-risk for suicide, particularly for youth who have attempted suicide in the past. Risk is greater if the warning sign is new and/or has increased and if it seems related to an anticipated or actual painful event, loss, or change. Finally, the presence of more than one of the following warning signs may increase a youth's risk for engaging in suicidal behaviors.

1. **Suicide notes.** These are a very real sign of danger and should be taken seriously.
2. **Threats.** Threats may be direct ("I want to die." "I am going to kill myself") or, unfortunately, indirect ("The world would be better without me", "Nobody will miss me anyway").
3. **Final Arrangements.** This behavior may take many forms. In adolescents, it might be giving away prized possessions such as jewelry, clothing, journals, or pictures.
4. **Efforts to hurt oneself.** Self-mutilating behaviors occur among children as young as elementary school age.
5. **Inability to concentrate or think rationally.** Such problems may be reflected in children's classroom behavior, homework habits, academic performance, household chores, even conversation.
6. **Changes in physical habits and appearance.** Changes include inability to sleep or sleeping all the time, sudden weight gain or loss, disinterest in appearance and hygiene.
7. **Death and suicidal themes.** These might appear in classroom drawings, work samples, journals or homework.
8. **Plan/method access.** A suicidal child or adolescent may show an increased focus on guns or other weapons, increased access to guns, pills, etc. and/or may talk about or allude to a suicide plan.
9. **Sudden changes in personality, friends, behaviors.** Changes can include withdrawing from normal relationships, increased absenteeism in school, loss of involvement in regular interests or activities, and social withdrawal or isolation.

INTERVENTION:

The following procedures will be followed in response to expressed suicide thoughts or intentions:

1. The staff member who learns of the expressed thoughts or intentions will locate the individual and arrange for or provide constant adult supervision.
2. The above-mentioned staff member will immediately inform principal or designee.
3. The Principal or Director of Pupil services will involve the school nurse or other staff as deemed appropriate.
4. The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student and gathering appropriate supportive documentation from teachers or others who witnessed the expressed suicide thought or intention.

The Principal or Director of Pupil Services will:

1. Contact the parent or guardian, apprise them of the situation, and make recommendations.
2. The parents will be required to remove the student from school to obtain a mental health evaluation by a medical professional to determine the level of services needed and whether the student can be admitted back to school. (See Attached Mental Health Evaluation Medical Release Form).
3. Recommendations should be in writing and parent contact-documented.
4. If the student is currently in counseling efforts should be made (with releases obtained) to share information with the treatment provider.

Procedures for facilitating a student's return to school:

1. Prior to the student returning to school, schedule a meeting between designated school staff and parent or guardian to discuss possible arrangements for support services and to create an individual re-entry plan.
2. Parents must provide school with completed Mental Health Evaluation Medical Release Form.
3. The student's counselor serves as a liaison between the student, family, teachers, and mental health provider.
4. Monitor the student's progress.
5. If the student is unable to attend school for an extended period of time, determine how to help them complete course requirements, including considering a modified schedule.

Response to Suicide or Suicide Attempt on Campus:

IF A STUDENT IS IN IMMEDIATE DANGER:

1. Ensure the safety of student: Staff member must remain with the student.
2. Notify Administration and/or school counseling staff.
3. Administration should call 911, if necessary. Ask that police or emergency response be made without sirens.
4. Administration will contact school counselors and Campus Ministry staff
5. Talk calmly with the person until appropriate personnel arrive
6. When trained personnel arrive, defer to their judgement on the course of action to be taken.
7. Contact parents per the evaluators recommendations.

The school's response to a student suicide should include the following:

- a. Confirm the facts.
- b. Mobilize a crisis response team (ie: Diocesan Flight Team)
- c. Identify at-risk students.
- d. Inform students through personal communications, particularly the victim's classmates/team mates. Never notify students in a large assembly or by a school wide announcement.
- e. Support and monitor affected students.
- f. Provide appropriate outlets for grieving.
- g. Engage the community (ie: partner schools, clubs, sports teams, religious organizations)

INDIVIDUALS AFFECTED BY POLICY: Students and staff

FORM OR LINK, IF REQUIRED:

Summarization of At-Risk Behavior Administrative Policies

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/ Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
A student volunteers information about personal use of alcohol and/or other drugs and seeks help	The student is informed of services available and referred to SAP team and guidance office	As deemed appropriate by the circumstances of the situation	Yes	Not applicable	Depending on the situation	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered.	Not applicable
A student is referred to SAP by a student, staff member, family member or other member of the community. It may or may not be a substance concern	The student is informed of services available and referred to SAP team and Guidance Office	As deemed appropriate by the circumstances of the situation	Yes	Not applicable	Depending on the situation	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Not applicable
The student has a medical emergency that may be related to substance abuse or the student is suspected of being under the influence of alcohol or other mind altering drugs IN SCHOOL	Dial 911 Contact the nurse. If warranted, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is required. Referral to SAP team	The Principal or AP will search the student, his/her locker, desk and other possessions. The Principal, AP and/or designee will investigate the incident	Yes	Provide information to medical staff to aid in the identification and treatment of emergency	Yes Submit data and materials to police for analysis and request a police report	Yes Submit data and materials to police for analysis and request a police report	Results of the administrative, medical and/or police investigation will determine disciplinary action
A teacher receives communication about possible student(s) involvement in at risk behaviors	Contact administration	The Principal And/or A.P. will interview the students in question	Yes	If applicable, provide information to medical staff to aid in the identification and treatment of emergency	Depending on the situation	If applicable: Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Pending the results of the administrative investigation

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
The Student or parent indicates that a child is being bullied or harassed	Contact administration	The Principal and AP will interview the student(s) in question. Students will fill out incident reports	Pending the results of the investigation	Collection of evidence such as, but not limited to phones, emails, texts, tweets	Depending on the situation	Referral to the pupil service's team	For the offender, pending the results of the administrative investigation
A student possesses quantities of alcohol or other mood altering substances with the intent to distribute or sell.	Staff member will contact Principal or AP who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible.	The Principal or AP will search the student, his/her locker, desk, and other possessions. The Principal or AP and/or designee will investigate the incident	Yes	Yes Submit data and materials to police for analysis and request a police report	Yes Submit data and materials to police for analysis and request a police report	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility.	Student will be considered for expulsion.
A student possesses, uses or is under the influence of alcohol, other mood altering substances, or is suspected of the same or is in possession of drug paraphernalia or "look-alike" substances at school or any school activity on or off school property **First Offense**	Staff member will contact Principal or AP who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible. Treat as medical emergency if warranted. If not, refer to note under "Notification of Parents". If treated, the student will be transported to a medical facility at parent/guardian expense. A signed release Referral to SAP team	The Principal or AP will search the student, his/her locker, desk, and Other possessions. The Principal or AP and/or designee will investigate the incident	Yes. Parents are responsible for transporting their children home unless they are placed under arrest by local police.	Provide information to medical staff to aid in the identification and treatment of emergency	Yes Submit data and materials to police for analysis and request a police report	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Based on the nature and severity of the offense and at the discretion of the principal or AP, a minimum of 3 SMD will be imposed along with Social Suspension. Student may not return to school for at least one day. Administration will contact parents for a conference regarding student status and re-entry.

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
<p>A student possesses, uses or is under the influence of alcohol, other mood altering substances, or is suspected of the same or is in possession of drug paraphernalia or “look-alike” substances at school or any school activity on or off school property</p> <p>**Second Offense**</p>	<p>Staff member will contact Principal or AP who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible.</p> <p>Treat as medical emergency if warranted.</p> <p>If treated, the student will be transported to a medical facility at parent/guardian expense.</p> <p>A signed release for medical information pertaining to the incident is required.</p> <p>Referral to SAP team</p>	<p>The Principal or Assistant Principal will search the student, his/her locker, desk, and other possessions.</p> <p>The Principal or AP and/or designee will investigate the incident</p>	<p>Yes</p>	<p>Provide information to medical staff to aid in the identification and treatment of emergency</p>	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Implement SAP support strategies.</p> <p>Student is given a referral for a behavior health assessment by a licensed D&A facility.</p> <p>Student reentry plan is administered</p>	<p>Student will be considered for expulsion.</p>
<p>The student has a medical emergency that may be related to substance abuse, or the student is suspected of being under the influence of alcohol or other mind altering drugs AT ANY SCHOOL ACTIVITY OFF SCHOOL PROPERTY.</p>	<p>Dial 911</p> <p>If warranted, the student will be transported to a medical facility at parent/guardian expense.</p> <p>A signed release for medical information pertaining to the incident is required.</p> <p>Referral to SAP team</p>	<p>The Principal or Assistant Principal will search the student, his/her locker, desk, and other possessions.</p> <p>The Principal or AP and/or designee will investigate the incident</p>	<p>Yes</p>	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Implement SAP support strategies.</p> <p>Student is given a referral for a behavioral health assessment by a licensed D&A facility</p>	<p>Based on the nature and severity of the offense, and at the discretion of the Principal or AP a minimum of 3 SMD will be imposed along with social suspension.</p> <p>Student may not return to school for at least one day.</p> <p>Administration will contact parents for a conference regarding student status and re-entry</p>

CLUBS, EXTRACURRICULAR ACTIVITIES, NHS AND STUDENT COUNCIL

GUIDELINES FOR ESTABLISHING A CLUB AT ACCHS

For the purposes of this policy, clubs shall be those groups that are approved by the ACCHS administration and are conducted entirely or partly outside the regular school day; are evidenced by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who freely elect to participate. Students interested in forming clubs should first review the requirements set below. Next, obtain a “Club Proposal Sheet” from the Vice Principal’s Office and answer the points listed here in writing. Once the necessary information has been placed on the “Club Proposal Sheet”, the administration will review the proposal and convene with the interested student(s)

- The club must be open to any ACCHS student who wishes to participate.
- The club must be beneficial and necessary to the enrichment of the School Community.
- The club must be sustainable over time; and in order to establish a club you must identify 15 current students who will be members (in writing).
- The club must have an advisor, a full-time teacher.
- Its purpose, mission and guiding principles must align with the mission of ACCHS.
- The mission statement must include information about the club’s purpose and guiding principles.
- The club must have by-laws which explain how the club’s leadership will be constructed.
 - Selection of president
 - Selection of club officers
 - Timeline for the selection of new officers
- By-laws explain leadership/membership responsibilities
- Identify a location(s) for club meetings.
- If the club is going to collect dues, it must account for the collection and expenses of funds.

NATIONAL HONOR SOCIETY:

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society. Instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council based upon a student’s outstanding performance in scholarship, service, leadership, and character. This is not an election nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll. Allentown Central Catholic emphasizes leadership, service, and character to a greater degree than do many other schools.

To be considered for selection to the NHS, a student must adhere to the following criteria:

- Student must be a Junior with a GPA of 3.45 or higher
- Student and a parent/guardian must attend the selection orientation meeting
- Student will complete the “Activity Information Form” and follow the selection process as explained at the selection orientation meeting.

NATIONAL HONOR SOCIETY SELECTION PROCEDURE:

- Students' academic records are reviewed to determine scholastic eligibility. Academic Qualifications: Quality point average of 3.45 as set by an Ad Hoc Committee of the Department Chairpersons of the school and approved by the Principal. Students must have attended the school for at least 1 year and are eligible only in their junior year. Maintenance of set QPA is mandatory to remain in good standing if other criteria are met.
- Students who are eligible academically are notified and told that for further consideration for selection to the NHS chapter:
 - i. Each student must attend the informational meeting with the Principal and the National Honor Society advisors.
 - ii. Each student must complete the Student Activity Information Form and
 - iii. They must submit letter of recommendation, one of which must be from their pastor or parish priest
- Faculty members who have taught or worked with the student are invited to judge the candidates on the attributes of leadership, service and character. The faculty is provided with a description of these attributes as delineated by the national association. Faculty must vote using the criteria of: highly recommend, recommend, recommend with reservation, or not recommend. Additional comments are encouraged to describe better the rationale for the teacher's comments.
- All information is then carefully processed. Points are assessed based on the information submitted by the student and faculty.
- The final scores are presented to the Faculty Council made of 5 members appointed by the Principal. Candidates are discussed individually and a vote is taken. The results are presented to the Principal for review.

N.B. The above procedures are consonant with the guidelines as established by the national association. The selection process is monitored very carefully with due consideration for appropriate confidentiality and the feelings of the candidates. The moderators of this selection process will handle these matters with the delicate manner that such requires.

NATIONAL HONOR SOCIETY TUTORING PROGRAM:

A Student Choice Format:

In the event that a student at Allentown Central Catholic is in need of academic help, the following procedure is to be followed to secure an NHS tutor.

- Any time between 7:45 and 8:00AM, a student should report directly to an NHS homeroom and be assigned an NHS tutor. (The homeroom teacher will mark the student absent. An NHS moderator will verify the presence of these students in an NHS homeroom by filling out a special attendance form.)
- Upon arriving in an NHS homeroom, the Vice-President of NHS will pair the student with an NHS tutor on an as needed basis.
- The tutoring will take place from the time of arrival until the end of homeroom at the location assigned by an NHS moderator.
- These requests for tutoring will be short term, based on academic need for reinforcement, support after returning from an extended absence, or due to a pending test. The tutoring sessions are not for study skills or memorization coaching. Requests for tutoring may be made consecutively or randomly as needed throughout the school year by following this procedure.
- The responsibility for requesting a tutor will be initiated by the student.
- Teachers are encouraged to remind students of the availability of the service. Teachers will receive a notice of students in their classes who utilize the NHS tutoring service on a weekly basis.
- This service will be available on all school days, unless otherwise noted.

EXTRA-CURRICULAR ACTIVITIES:

- All qualified students may try out for membership on sports teams and in extra-curricular activities.
 - The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted.
 - The decision of the coach, in conjunction with the athletic director, or the decision of the moderator, in consultation with the principal, is final.
 - Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious.
 - Parents are encouraged to help their children understand that not everyone will be selected.
- Allentown Central Catholic High School will conform to current PIAA standards regarding academic eligibility for athletics.
- When transportation is provided by the school, all students must travel to and from the extracurricular activity on the school bus with the coach or activity moderator.
 - Exceptions to this requirement must be requested in writing and submitted to the coach or moderator for their approval in advance.
- When the school does not provide transportation or the student misses provided transportation due to school obligations, i.e. tutoring, detention, make-up work, etc., it is the parents' sole responsibility to make their own arrangements for transportation to practice or competitions for the student.
- If a student has been detained at school for any reason which causes him/her to miss school provided transportation to an extra- or co-curricular activity, parents assume all responsibility and liability for the transport of the student to the activity.

STUDENT COUNCIL:

Any student wishing to run for Central Committee (seniors only), class officer, or student council representative must present his/her name to the Student Council Advisor.

- The names of all these students will be submitted to the faculty for evaluation.
- After the faculty evaluations have been tabulated the Departmental Advisory Board will decide the final slate of candidates.
- The Student Council Advisor will show the Student Council by-laws to any interested student

VIKING MENTORS/AMBASSADORS:

Any student wishing to represent Central Catholic as a Viking Mentor or Ambassador must present his/her name to the Development Director or Viking Mentor Advisor.

- The names of all these students will be submitted to the faculty for evaluation.
- Three (3) or more unacceptable ratings from faculty members for any student renders him/her ineligible to become a Viking Mentor/Ambassador.

GENERAL INFORMATION AND PROCEDURES

ACADEMIC/REPORT CARDS/HONORS:

Refer to the Program of Studies Booklet. All students are eligible for honor rolls based on grades received in their selected courses regardless of level of difficulty. Honor Rolls are announced each marking period. All students are eligible for Honor Rolls if they meet the following criteria:

<i>Summa Cum Laude</i>	-	<i>General Average of major subjects 95.0 and a minimum grade of 90 in all major subjects.</i>
<i>Magna Cum Laude</i>	-	<i>General Average of major subjects 90.0 to 94.99 and a minimum grade of 85 in all major subjects.</i>
<i>Cum Laude</i>	-	<i>General Average of major subjects 85.0 to 89.99 and a minimum grade of 80 in all major subjects.</i>

****Honors will not be awarded to any student receiving ten or more detentions****

ASSEMBLIES:

Assemblies will normally be held in the morning after homeroom or Period 2. However, some special assemblies will be held in the afternoon. All assemblies are mandatory for all students. If an assembly is held in the afternoon, those juniors and seniors without a class period 8 must report to the assembly with their homeroom. They are not permitted to leave school early. Each homeroom will be assigned specific seats for each assembly. Roll will be taken at each assembly.

A social/reception may be held for seniors and/or major award winners and their families after these ceremonies. Brothers and/or sisters are permitted to attend if they do not have a test and have notified their teachers two days prior to the assembly. Failure to follow this policy may be considered cutting.

ATHLETIC COLLEGE RECRUITING VISITS:

To coordinate the college recruiting of student-athletes the following format has been implemented:

1. All college recruiters will be directed to the Main Office upon their arrival at Allentown Central Catholic.
2. The Head Coach or Athletic Director will then be notified of their arrival, serve as a liaison during their visit, and be present at all meetings whenever possible.
3. Students will be excused from class only with the permission of their classroom teacher. No permission should be given if a test or review lesson is scheduled.
4. Upon permission of the classroom teacher, the student will meet with the recruiter at the Main Office.
5. All meetings will be kept to a 15-20 minute limit to allow for the student to return to class.
6. In cases where the visit exceeds the time constraint and runs into the next scheduled class, the student must obtain permission from the teacher of his next class before continuing with the visit.

****No student is permitted to miss any portion of class without first receiving permission from his/her classroom teacher. Students may be considered cutting class if they violate this policy.****

BIBLE POLICY:

Students are to have their own school-issued copy of the Holy Bible with them in school at all times either in their possession or in their locker.

- Students are issued a bible as freshmen and are expected to keep that bible for the duration of their time at Allentown Central Catholic.
- Bibles are to be kept in good condition and are not to be defaced in any way. Notations and markings in the bible are to be of an educational or spiritual nature.
- Highlighting or underlining of specific passages is permitted as well as notations that may benefit the students in their study of the bible or in prayer.
- The students' names must be on the inside front cover of their bible. The students' names may appear on the page borders so that the names can be seen when the book is closed
- The names are to be written a maximum of two times. Any other marking or notations not meeting these guidelines will deem the bible defaced.
- When a teacher sees a bible that is defaced the teacher will take the bible from the student and will give it to the Chaplain or Vice Principal. The student will then be expected to pay \$15 for a new copy of a school-issued bible. Discipline consequences will be determined at the discretion of the Chaplain and Disciplinarian.

BUCKLEY AMENDMENT:

Allentown Central Catholic abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

- In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child.
- If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of that portion of the court order which limits the non-custodial parent's right to information.

DELIVERIES:

Allentown Central Catholic will **not** accept deliveries of balloons, flowers, food, etc. for students. The delivery person will be instructed to return these items to the business. Students also may not receive deliveries anywhere on school premises.

CAFETERIA PERIODS:

1. Students must arrive in the cafeteria within **8 minutes** after the bell has rung and remain there until the end of the period.

N.B. Students are permitted extra time (see point #1) for arrival at the cafeteria. This allows ample opportunity to go to lockers and arrive at the cafeteria without being late. However, students are not permitted to use this additional time to loiter in the halls, lavatories, or locker rooms. Students going to lunch must be out of the lavatories and locker rooms and moving to the cafeteria by the usual four minute passing time bell. Violators may be considered out of bounds orcutting.

2. Students are not permitted to go to the food line or microwaves until Grace before Meals and the Sign of the Cross have been completed.
3. Upon entering the cafeteria, students are to remain standing at the tables. The moderator will ask everyone to be quiet and put phones away. **Once they are quiet, the prayer will be said.**
4. When Grace and The Sign of the Cross are completed, not before, students may be seated and begin eating or drinking and the moderator will direct the students by class to report to the food line/ machines.

5. Students are not permitted to play games to determine who disposes all the trash accumulated at a table.
6. No later than five minutes before the dismissal bell, students must clean up their own eating areas.
7. Chewing gum is not permitted anywhere in the building, including the cafeteria.
8. Students in the cafeteria are permitted to use only the lavatories adjacent to the cafeteria and have to sign in with the permission of the moderator. No more than four students will be allowed to use the lavatories at one time.
9. Students are not permitted to have food delivered to the school nor are they permitted to leave school to purchase food.
10. Throwing or tossing any item anywhere in the cafeteria is not permitted or tolerated.
11. The school dress code is in effect in the cafeteria.
12. Eating or drinking outside the cafeteria without faculty/staff permission is not permitted.
13. Students are not permitted to borrow money from other students in the cafeteria.
14. Students leaving the cafeteria early for medical reasons must have documentation from the Vice Principal's office and may use a student helper only if stated on the documentation.
15. If a teacher wishes to meet with a student on his/her lunch period, a pass signed by the teacher with the date, period, and location of the meeting must be presented to the cafeteria moderator as soon as the student enters the cafeteria. **Students leaving the cafeteria without following this procedure may be considered to be out of bounds or cutting.**
16. Students wishing to use the Media Center on lunch periods must obtain a pass from the Media Center moderator **BEFORE** the lunch period. Students **ARE NOT** allowed to leave the cafeteria and go to the Media Center without a pass.

EARLY DISMISSAL FOR JUNIORS AND SENIORS:

1. Juniors and seniors without classes or appointments with administrators, teachers, or counselors scheduled during Period 8 are permitted to leave school after Period 7 concludes.
2. When you legitimately leave school, do not loiter in the halls, the school grounds, or in the parking area. Detentions will be issued to juniors and seniors who loiter in the building if they have early dismissal. Band and/or Music rooms, Rockne Gym, Masson Auditorium, the locker rooms, training room, and the weight room are off limits to students with early dismissal.
3. Teachers may choose to use this time to schedule make-up tests, etc. Failure to show for such scheduled appointments will result in disciplinary action for cutting.
4. On days assemblies or other school activities are scheduled after Period 8, juniors and seniors without classes at Period 8 are required to remain in school during Period 8. They will be told where to report and roll will be taken. Failure to report will be considered cutting.

ELEVATOR:

Students with a medical condition requiring use of the elevator must present a written request on a physician's stationery or prescription form. The time period (*starting date and ending date*) for the need of the elevator must be included on the request (*until further notice is not acceptable*). If the medical condition persists beyond the ending date, a new physician request must be submitted with another ending date.

- Students will be permitted to use the elevator as long as medically necessary and documented by a physician.
- A \$10.00 deposit is required to get an elevator key. This deposit will be refunded when the key is returned. Please note: Only the student with documented medical condition will be permitted to use the elevator.
- 1 Student helper (book carriers, etc.) is permitted to use the elevator with the injured student. Lost elevator keys will result in a \$300 charge for the cost of changing the elevator keys and locks. Students using the elevator without the medical clearance may be held accountable for being out of bounds.

FIRE DRILLS

The repeated ringing of the fire alarm bell signals a fire drill.

- Each room in the building has emergency exit directions prominently posted. Take time to become familiar with these directions and follow them during all fire drills.
- Teachers and staff will direct the students to areas far enough away from the buildings to allow emergency equipment access.
- Once outside and away from the building, students must assemble with the teacher whose class they left and roll will be taken. If the evacuation takes place during an assembly, students are to assemble with their homeroom teacher/sub for roll. Students in offices are to assemble with the person they were with in the office.
- Students causing false alarms or using phones to make terroristic threats are liable for immediate expulsion and criminal prosecution.

GENDER IDENTITY

Allentown Central Catholic believes that the body and soul are intimately united and dependent upon each other. We believe that the sexes are complementary and that as “male and female he made them”. Our given biological sex is part of the divine plan. The Church teaches that sexual identity is “a reality deeply inscribed in man and woman,” it constitutes but is more than one’s biological identity, and a person “should acknowledge and accept his sexual identity”. One’s biological sex and gender expression are not to be separated, but should be seen in harmony, according to God’s plan. As such, behaviors that are contrary to our Catholic morality and the expectations of this school include expressing a gender that is discordant with one’s biological sex.

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex at birth is understood as operating outside of the teachings of the Catholic Church. Any student found to be in violation may be denied admission or may be asked to leave the school.

Allentown Central Catholic recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God’s plan. The school advocates that young people, while working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God’s natural plan. The school’s pastoral and counseling services are available to all members of the school community.

MISSION INTEGRITY:

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church. Any person whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school’s primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

FACILITIES USE POLICY:

Chaste behavior and modesty in dress and behavior is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual’s biological sex at birth.

DRESS CODE/UNIFORM CODE:

In order to maintain uniform appearance throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

GRADE POSTING:

Except for major projects, teachers will post the results of an assessment or assignment no later than one week after the assessment was given or the assignment was due.

INCLEMENT WEATHER DIRECTIVES:

The Sapphire automated phone call system is used to call students' homes in the event of any early dismissal or late start due to inclement weather, school closing, or other important announcement. It is vital that the school has accurate information on file for every student enrolled in school. The home phone number entered on the student's application and updated yearly on the blue Information Card is the number that will be called when the One Call system is activated. It is crucial that the school is informed in writing of any changes. Questions concerning this system or the student's biographical information should be directed to the Director of Technology at 610-437-4601 ext.105.

Appropriate announcements will be made on WFMZ-TV 69/100.7 WLEV. If inclement weather causes busing public school districts to pick up students early, all students who drove to school and their passengers and all students who are not bused will be dismissed when the first students leave our building. Remaining public school district bused students will be dismissed at the time each public school district told us to dismiss the students bused by the district. If school closes early due to inclement weather, students are required to return home on their school district bus or by the same method of transportation they arrived at school.

If Allentown Central Catholic is open or delayed and the public school district that buses you here has made a different decision, students may follow that school district's busing decision or transport themselves to Allentown Central Catholic for our opening time.

****A reminder: students who must take a public school district bus to Allentown Central Catholic must follow the decision of the public school district. Students will not be recorded as late or absent if the school buses are running later or not at all to Allentown Central Catholic.****

When school has a delayed opening due to inclement weather, students may be issued unexcused lateness violations and detentions due to traffic, road conditions, and the like. The two hour delay is held to allow everyone ample opportunity to arrive at school safely and on time. Please plan your departure times from home accordingly.

INSURANCE:

Each student is covered by school insurance carried by the school. Insurance coverage is for injury occurring during the hours and days when school is in session and/or while attending or participating in school sponsored and supervised activities on or off school premises. Benefits are payable for the first \$100.00 of covered expenses without regard to other insurance. Thereafter, benefits are payable for covered expenses above \$100.00 that are not recoverable from another plan, if such exists, providing medical expense benefits to the applicable maximum. Claim Forms are available in the Main Office.

LABS:

1. Students are not permitted to use or experiment with laboratory equipment or chemicals unless immediate and direct teacher supervision is present.
2. An atmosphere suitable for schoolwork is essential. Remember, respect for rights of others is primary and responsibility toward others - students and staff alike - is in order at all times.

N.B. Act 1992-88 contains a provision to the School Code granting students the right to refuse to dissect or otherwise harm or destroy animals as a part of any course of instruction. The science teachers will explain this policy to their students.

MEDIA CENTER:

1. The hours of the Media center are 7:45 am – 4:00 pm daily, unless noted otherwise.
2. The maximum number of students permitted in the media center at any given time throughout the day is 20, including VHS students. The exception is 8th period for students who are waiting for after school activities to begin.

**** The Media Center Moderator reserves the right to deny a student entry into the Media Center due to being too full****

3. All students must sign in upon arrival to the Media Center. This applies to before and after school also.
4. If students wish to spend a portion of their lunch period in the Media Center, they must obtain a pass from the Media Center moderator in the morning, prior to the lunch period beginning.
5. The Media Center is for scholastic activities only. It is not a place for socialization.
6. There is NO eating or drinking in the Media Center
7. All students are expected to abide by the policies outlined in Code of Conduct, be respectful of the Media Center moderator and be compliant with their directives.
8. All students are expected to be engaged in academic activity to maintain an atmosphere conducive to learning/concentration, being mindful of their classmates' right to learn.
9. Students who wish to leave the Media Center to go to the bathroom, their locker or for any other reason, must ask the Media Center moderator for permission and sign out on the Daily Corridor Pass Log. They must sign back in upon their return.
10. If a student wishes to leave the Media Center and not return during a given period, they must ask for a pass from the Media Center moderator.
11. Before leaving the Media Center, students must leave it in as good or better condition than when they arrived. This includes policing the area they used for trash, returning chairs to their original locations, and pushing chairs in all the way. If a student used a computer, they must sign off but do NOT power the machine down.
12. Students who are free 8th period may stay in the Media Center to read or do course work. If they decide to stay, they must remain in the Media Center until the end of the day.
13. Printed pages are limited to 5 per student. There is a monetary fee for all printed pages made.

LOCKERS:

1. Each student is assigned a locker. Students are not permitted to change lockers without administrative authorization.
2. Students are not permitted to do anything to alter a locker. Students damaging lockers will be required to pay for any repairs.
3. Lockers always remain the property of the school and are subject to administration inspection at any time without reason or notice given.

4. If a student forgets his/her combination, we cannot guarantee that the combination will be looked up immediately even if the student has lunch, needs an assignment, etc. for his/her next class.
5. Students are strongly encouraged to keep their lockers locked at all times.
6. Students are required to report any damaged or malfunctioning lockers to the VicePrincipal.
7. **The school does not assume responsibility for locker contents, especially if the locker is not locked.**
8. Inappropriate decorations may not be placed inside or outside any locker at any time. They will be removed and the student assigned the locker is subject to discipline consequences. In addition, periodically during the course of the school year, students will be required to clean their lockers and remove all decorations.
9. At the discretion of the Administration, local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and the students' belongings.

N.B. Although some teachers permit students to store personal items in their classrooms during the school day rather than lock them in their lockers, the school cannot assume any responsibility for the security of these items. Since more than one teacher may use the same room, the rooms may be unlocked when one teacher leaves and the other has not arrived. Also substitute teachers or teachers using a room after the student received permission to leave his/her belongings cannot be reasonably expected to know what items belong to what student. It is also possible for a student's belongings to be locked in a room (even overnight) when the teacher leaves.

LOCKER ROOM:

Except for those students changing for a Physical Education class or an athletic contest, locker rooms are off limits to all students during the school day. Physical Education students and students participating in after- school activities are required to give their valuables to their teacher/coach/moderator for safe keeping until the end of class. **The school assumes no liability for any valuables left in the locker room at any time.**

- ✓ Students with passes to use a lavatory are required to use the one outside the locker room. Do not use the locker room lavatories.
- ✓ Students in the locker room at unauthorized times will be held accountable for being out of bounds.

MARRIED STUDENTS:

Married students are not permitted to attend a Catholic High School in the Diocese of Allentown.

Matrimony – The Sacrament of Matrimony, along with many other serious requirements, mandates a commitment that a full-time high school student is unable to fulfill. As such, an Allentown Central Catholic High School student may not be married. Public announcement of engagement is also prohibited, and the student will not be allowed to participate in Graduation exercises. (Diocesan Policy 5138.1)

MEDICATION:

The policy of the school in conjunction with the State Health Department forbids any school personnel to give medicine of any type to students. All requests for medication during the school day must be addressed to the School Nurse. We have had a few incidents where students fell ill during the school day because they were not taking prescribed medications at the proper times or in the proper dosages. Please monitor your child's medications through the School Nurse.

PARKING LOT REGULATIONS:

1. Parking is available "by permit only" in the school parking lot. A limited number of parking permits are available.
2. Permits are provided for \$100.00. Applications for permits are available in the Finance Office.
3. Permits must be displayed on the back of the rear view mirror.
4. Students who drive cars without permits will not be allowed into the lot.

5. Parking in the “reserved” (yellow) spaces is limited to faculty and staff only. Reserved spaces are those located along the Jute Street fence.
6. Parking in the Allentown Central Catholic parking lot is “at your own risk”. Allentown Central Catholic will not assume any responsibility or liability for cars or their contents. Valuables should not be left in plain view- store them in your trunk. Furthermore, use of Allentown Central Catholic’s parking lot gives your consent that a vehicle may be searched without reason or notice given.
7. New permits must be secured each school year. Permits are non-transferable. If such occurs, both parties will lose parking privileges. If a vehicle is replaced, the Finance Office must be notified so that the records can be updated. Vehicles without permits or with permits not registered to that vehicle will be ticketed and/or towed.
8. Vehicles blocking the access lanes will be ticketed and/or towed.
9. Everyone using the Parking Lot is required to drive safely and slowly. Failure to do so, will result in disciplinary action and the possible revocation of the parking permit. The speed limit in the parking lot is 5 mph.
10. On Tuesday and Thursday vehicles must be moved by 3:00 PM for Band Practice.
11. All vehicles not in compliance with Allentown Central Catholic’s parking regulations will be ticketed and/or towed.
12. Students are subject to multiple detentions if they change clothes in their cars or in the parking lot at any time.
13. In addition to detentions, students changing clothes in cars or the parking lot prior to or after school activities, games, performances, etc. may be declared ineligible for a number of activities, games, or performances as determined by the Discipline Office.

ROSTERS:

- ✓ Students must carry an official copy of their roster at all times.
- ✓ Students without rosters must report to the Main Office for an official copy of their roster.

SCHEDULED CLASSES:

1. When students are scheduled for class, they will not be released for independent study work in any other area of the building.
2. Once a period has begun, no student is permitted to be in a corridor, lavatory, etc. without authorization.

SCHOOL BUS TRANSPORTATION INFORMATION:

If a public school district is within ten miles of Allentown Central Catholic and if that public school district provides bus transportation to its school, the Commonwealth of Pennsylvania requires the public school district to provide bus transportation for residents of its district who attend Allentown Central Catholic.

Each public school district is responsible for the safe operation of its buses and the establishment of appropriate schedules and routes.

In order to insure the safe transport of all students, Allentown Central Catholic will cooperate with the public school districts and/or their contracted bus transportation agencies.

Be advised that student misconduct, which compromises the safe operation of a bus, is a serious violation of the Allentown Central Catholic Discipline Code. Students who misbehave on a school bus may be temporarily suspended from the bus. Extreme or repeated cases of bus misconduct may result with permanent expulsion from the bus.

If a student wishes to ride a bus of a school district in which he/she does not reside, permission must be secured from the Transportation Official of that district. **Neither Allentown Central Catholic nor the bus drivers have the authority to grant non-resident students permission to ride any bus.** Furthermore, any student who needs to be dropped off at a non-assigned bus stop must secure permission from the school district’s transportation office.

SEARCH AND SEIZURE POLICY:

As stated elsewhere in this handbook, **lockers are the property of Allentown Central Catholic and as such are subject to inspection at any time without reason or notice given.** In addition, student's personal effects (handbags, gym bags, backpacks, cell phones, etc.) may be searched when there is a reasonable cause to do so. (cf: U.S. Supreme Court Decision - New Jersey vs. T.L.O., 1985). If any illegal or dangerous objects, materials, substances, etc. are discovered, they will be seized and appropriate disciplinary action will be taken and the police may be notified.

Additionally, at the discretion of the school's administration, local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and students' belongings.

SEXUAL RESPONSIBILITY AND PREGNANCY

The Catholic Tradition upholds Gospel Values proclaiming the sanctity of sexuality and its proper expression within the Sacrament of Matrimony. Allentown Central Catholic students are bound to live in accord with these Values and Traditions as they pertain to sexual morality. The policy regarding student pregnancy follows:

- With the formal written and continuing approval of their physician and a written parental release, expectant students will be permitted to attend classes as long as the attending physician permits.
- When both expectant parents are enrolled at Allentown Central Catholic the following elements of the policy apply to both parties. If only one party (mother or father) is enrolled at Allentown Central Catholic the policy applies to that student:
 - As soon as the pregnancy is reported, she/he will meet with the appropriate school and/or religious representatives who will explain the policy and its procedures.
- At the discretion of the school principal and administrative team, and after consultation with the appropriate diocesan authorities, agencies and the parent(s)/guardian(s) of the student(s), the following may be enforced:
 - The withdrawal of the privilege of participation and membership in extracurricular activities (e.g. athletics, band, chorus, clubs.)
 - The withdrawal of the privilege of participation in school-sponsored social functions.
 - Students will be ineligible for any elected or appointed school office or honor (e.g. student council, National Honor Society, team captains) for a period of one calendar year from the date of the official notification of the pregnancy.
 - Suitable and regular prenatal, maternity, and post-natal care is required in order to retain the status of a student at the school.
 - The regular school dress code will continue to be in effect until such time as the pregnancy requires the adoption of maternity clothes. The maternity clothing is to approximate the school uniform as follows:
 - A plain yellow or white maternity blouse.
 - Plain green, blue, khaki or gray maternity slacks or skirt.
- After the birth of the child:
 - The return of the student is dependent upon a physician's official written permission.
 - Students are to arrange for the care of the child outside of the school facility.
 - Only with the explicit permission of the Principal or Vice-Principal will the parent(s) be allowed to bring the infant on campus during school hours or to school functions (e.g. dances, Prom).
- Allentown Central Catholic High School commends those students who have chosen to protect the life of their unborn child. We will seek to provide for the wellbeing of the parenting students and their unborn child.

- It is Allentown Central Catholic's intention to promote the Gospel of Life in the midst of a culture of death. All human life is a precious gift of God and must be respected. Upon receipt of information that a student has procured or assisted another in procuring an abortion, the school principal will promptly arrange to meet with the student and his/her parent(s). If the school principal determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g. Diocese of Allentown Project Rachel, Catholic Social Agency, School Chaplain, etc. The school principal will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling or other circumstance warrants, the school principal should consult with the Office of Education concerning possible dismissal of the student or other appropriate action. The school principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible and communicate it only to those individuals at the school, at counseling services, and at the Secretariat for Catholic Education who have a reason to know.

SIGNS AND POSTERS

Individuals, clubs or teams wishing to advertise or inform the school of an event with any type of signage (including but not limited to posters, flyers, signs), displayed anywhere in school must first complete a permission form and then obtain the approval of the principal or vice principal with a signature. Permission forms can be found in the vice-principal's office. The length of time for signage will be one week.

STUDENT ASSISTANCE PROGRAM (SAP):

SAP is a state-mandated program designed to help parents and students remove barriers to learning and school success so that students can achieve, remain in school, and advance. The core of the program is a professionally trained team, including school staff and liaisons from community Drug and Alcohol and Mental Health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the parent and the student. If the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services in the community.

STUDENT RE-ENTRY POLICY:

The purpose of this policy is to have specific guidelines and protocols in place for students who are returning from treatment/care ranging from a school mandated assessment to out of school in-patient or out-patient long-term treatment.

Step 1: Student leaves school for assessment/treatment program

- ✓ Re-entry form is provided, in person or mailed, to parent/guardian.
 - Form includes licensed professional sign-off to return to school and notes for the school to assist in successful re-entry/student care

Step 2: SAP (if not already started) is started with parental permission

Step 3: Re-Entry Team Meeting

- ✓ Team includes: Director of Guidance (SAP Coordinator), SAP Case Manager, Guidance Counselor, Director of Studies, Vice Principal/ Disciplinarian, School Nurse, and Chaplain
- ✓ Meeting includes: Studies Director (S.D.) arranging assignments/homework and teacher notification, S.D. consideration given to change in student schedule to avoid bad influences, consider need for additional meetings/services like N.A., A.A., or Big Brothers/Big Sisters, Attendance Secretary notification, and initial draft of Individual Re-entry Plan

Step 4: (If necessary) Establish contact with Treatment Program (with proper permissions)

Step 5: Contact Family about Re-entry Meeting

- ✓ Note who will be present at this meeting (a condensed version of the Re-entry Team, 4-5 persons max.) and the purpose of the meeting

Step 6: Student Re-Entry Meeting with Student, Family, and Re-entry Team

- ✓ Re-entry Form received and reviewed
- ✓ Two-person Re-entry Team established (SAP caseworker and a teacher/staff of the student's choosing)
 - Two-person Team is responsible for a weekly check-in
- ✓ Help student address questions about re-entry to school and help ease student's over-all concerns.
- ✓ Studies Director has weekly meeting to address academic concerns, offering tutoring support, and work to establish a learning ready environment.
- ✓ Address possible lunch plan and other meeting places of concern. Ensure student does not feel overwhelmed upon return.

Step 7: Re-entry Plan with student and family input and after obtaining written agreement is implemented.

Step 8: Student's teacher receive a relevant condensed version of the re-entry plan pertaining to academic performance and concerns.

STUDENT DANCE AND PROM REGULATIONS:

1. Allentown Central Catholic dances are open only to Allentown Central Catholic students. Students must show a current Allentown Central Catholic student ID card to be admitted to any dance. Outside guests are never permitted.
2. No student will be admitted to any dance one hour after the dance has started.
3. All students seeking admission to an Allentown Central Catholic dance must submit to alcohol- detecting breath test.
4. Once a student leaves the dance he/she will not be readmitted.
5. Students are not to loiter in the parking lot before, during, or after any dance. The parking lot will be patrolled by the police and/or teacher-chaperones.
6. To attend the Prom each student must have:
 - a. Completed their Christian Service Project and annual Retreats.
 - b. Be current in all financial responsibilities.
 - c. Freshmen and sophomores may attend, but only at the invitation of a junior or senior.
 - d. Juniors and seniors may invite a guest from outside our school, with the exception of any former Allentown Central Catholic student who had been asked to disenroll. A guest from outside Allentown Central Catholic, even of legal age, must agree to the rules governing the prom especially, but not limited to, the prohibition of tobacco, alcohol or drugs and sexual responsibility. The Allentown Central Catholic student assumes responsibility for the conduct and cooperation of his/her guest.
 - e. Prom tickets will be distributed to parents after they have attended a Substance Abuse Awareness Program.
 - f. No refunds can be given.
 - g. The Prom is a formal affair, therefore, young men must wear tuxedos and be clean shaven and young ladies are required to wear gowns that are ladylike and modest. Bare midriffs are not permitted.
 - h. Prom couples may only be a male and a female.

In order to honor the sanctity of the human body as taught by the Catholic Church, all students and their guests attending an Allentown Central Catholic event must comply with an Allentown Central Catholic decency standard with regard to their manner of dance. Dancing that is inappropriate and/ or overtly sexual in nature, such as, but not

limited to, grinding or freak dancing, is prohibited. Disregard of this policy will result in removal from the event and may result in disciplinary action.

STUDENT TRANSCRIPT PROCESS/ REGULATIONS:

1. Current student transcript requests must be made in person in the Guidance Office by filling out a transcript request form. The Guidance Office has the addresses of all college Admissions Offices. ***IF A TRANSCRIPT IS TO BE SENT TO AN ADDRESS OTHER THAN THE ADMISSIONS OFFICE, PLEASE NOTE THAT ON THE REQUEST FORM.***
2. Students are responsible for knowing the deadline for transcripts to be sent to a college and should allow proper time for the transcript process to be completed.
3. The entire transcript process can take two/three weeks from the time the request is submitted, processed in the Guidance Office, mailed through US Mail service, received by the college, and processed into the college's system.
4. When a transcript request is made, all materials required to be sent to the college in addition to the transcript (counselor forms, school reports, essays, etc.) must be submitted at the time of the request. ***SENDING MATERIALS PIECE BY PIECE TO COLLEGES CAUSES INFO TO BE MISFILED AT THE COLLEGE.***
5. Upon receiving a transcript request, students will be given a pink receipt before leaving the Guidance Office as proof of their request. Once transcripts have been mailed by the Guidance Office, students will receive a yellow receipt in homeroom as proof of the Guidance Office's completion of their process.
6. It is the responsibility of the student to check with the college's Admissions Office to make sure that a transcript has been received by contacting the Admissions Office. Call the Admissions Office directly; do not solely rely on the college's online system. Please use the information on the CCHS receipts you will receive to inform the Admissions Office of the date the transcript was mailed. ***AGAIN, THE ENTIRE TRANSCRIPT PROCESS CAN TAKE TWO/THREE WEEKS FROM THE TIME THE REQUEST IS MADE, IS PROCESSED IN THE GUIDANCE OFFICE, MAILED THROUGH US POSTAL SERVICE, RECEIVED BY THE COLLEGE AND PROCESSED INTO THE COLLEGE'S SYSTEM***
7. Please be aware that from the time a student applies to a college a file has been started for that student in the college Admissions Office. After a week or two passes, many Admissions Offices will send out computer generated letters/emails to all students who have applied and from whom they have not received a transcript. Due to this procedure, many students will receive letters/emails stating that their transcript has not been received after their request has been made and processed by the Guidance Office. ***PLEASE ALLOW FOR CROSSOVER TIME IN THE MAIL ESPECIALLY IF THE DATE OF THE LETTER/EMAIL FROM ADMISSIONS OFFICE AND THE DATE ON THE STUDENT'S REQUEST RECEIPT ARE ONLY DAYS APART.***
8. If after allowing the proper amount of time for the transcript process to be completed, the college's Admissions Office still does not have the transcript an additional transcript will be sent ***FREE OF CHARGE.***
9. There is a fee of \$3.00 per transcript due at the time of the request. Cash or checks are acceptable forms of payment for transcripts. Checks should be made payable to: ***ACCHS.***
10. There is no fee for transcript requests for scholarships, NCAA Eligibility, academic programs, athletic recruiting, or applying to Penn State University.

TAILGATING BEFORE AND AFTER SCHOOL:

Students who wish to tailgate before or after school must adhere to the following guidelines in an effort to promote safety and courtesy for students, faculty and neighborhood residents.

1. Use of any type of flammable agents, including but not limited to propane, charcoal, gasoline, gasoline-powered generators and lighter fluid is prohibited.
2. Be considerate of our neighbors in terms of the noise produced by the event. During early morning hours, most of our neighbors are asleep. Please be courteous and mindful of that fact. **TAILGATING MAY NOT BEGIN BEFORE 6: 30 A.M.**

3. Be considerate of the number of spaces being utilized for the event. Faculty and fellow classmates who park in the lot cannot lose their parking privileges due to the event.
4. Individuals sponsoring the event are responsible for clean-up, including but not limited to equipment and trash removal before leaving the parking lot for the start of school or heading home at day's end. Should clean-up efforts be insufficient or non-existent, the offending parties will be held accountable.

TELEPHONE CALLS:

Parental communication with individual administrators, teachers, and counselors is a very important part of the educational process. With that in mind, Allentown Central Catholic has established a policy which requires teachers to attempt to return all phone calls within two school days. Allentown Central Catholic will convey only emergency phone messages from parents/guardians to students. Students may use the office phones with permission in emergency situations only.

TUTORING: Please refer to the NHS portion of Section E.

VALEDICTORIAN/SALUTATORIAN:

The Principal after consulting with the Administrative Team and faculty invites two students to make an address at commencement. This invitation may be, but is not limited to, the students with the highest G.P.A. A student's discipline record, leadership, and character will aid the Principal in choosing the commencement speakers.

VISITING COLLEGE REPRESENTATIVES:

Students wishing to meet with college representatives visiting Allentown Central Catholic must obtain a permission slip, which must be presented to the subject teacher(s) whose class(es) will be missed, from the Guidance Department.

- Teachers have the right to refuse permission if they are testing or feel it is in the student's best interest not to miss class at this time.
- Students are responsible for any work missed.

VISITORS:

Alumni and other adult visitors will be permitted by appointment only.

VO-TECH PROCEDURES:

Allentown Central Catholic recognizes the needs and special difficulties that sometimes arise for the Vo-Tech student; therefore, the following procedures have been established:

1. PM Vo-Tech Students (at Allentown Central Catholic in AM; at Vo-Tech in PM)
 - a. Report to assigned homeroom as scheduled.
 - b. Leave last scheduled class at 10:50AM.
 - c. Sign-out in person in the Guidance Office before leaving school.
2. AM Vo-Tech Students (at Vo-Tech in AM; at Allentown Central Catholic in PM)
 - a. Report directly to the Guidance Office after disembarking from bus. Roll, announcements, etc. will be given to you at this time.
 - b. Remain in the Guidance Office until dismissed.

WAIVER – PARENT/GUARDIAN PERMISSION-CONSENT, RELEASE:

For and in consideration of benefits to be derived from the furtherance of the education programs of the Diocese of Allentown, the parent/guardian of any student(s) at Allentown Central Catholic High School in Allentown, PA do hereby consent, authorize and grant permission to the Diocese of Allentown and Allentown Central Catholic High School, its agents, employees or duly authorized representatives to take photographs, motion pictures, videos or audio tapes of said student(s) and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, videos or audio tapes or any duplication or facsimile thereof for the purpose of instruction and/or promotion of Allentown Central Catholic High School.

In granting such permission, I hereby relinquish and give to the Diocese of Allentown and Allentown Central Catholic High School all right, title and interest I may have in the finished pictures, negatives, reproductions or copies, and further waive any and all right to approve the use of such photographs, motion pictures, videos or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

WEIGHT ROOM:

Use of the weight room and the equipment is permitted only when the room is supervised by the appropriate teacher/coach. Students are never permitted in the weight room unless proper supervision is present. Students are not permitted in this area during class periods even if a teacher/coach is present.

WORKING PAPERS:

Any student wishing to obtain working papers, which are required for part-time employment, must report to the School Administration building of the school district in which he/she resides. A parent or guardian must accompany the student. A proof of birth and a social security number are required.

SPIRITUAL LIFE

Christian Service Project

Each year each student is required to participate in Christian service for the local community or his/her parish. Christian Service is a witness to the Gospel message of Jesus Christ. The Christian Service Project attempts to instill in each student the importance of this call of Jesus Christ to serve the poor, needy, and the Body of Christ in general. The Chaplain will record the hours completed and reported by each student. All community service forms need to be submitted to Fr. Searles in the Chaplain's Office no later than April 5 each year. If a student has difficulty finding a place for Christian Service, he/she should contact the Coordinator of Service.

If a student completes his/her service during the summer, his/her forms should be turned in to Fr. Searles upon returning to school in August/September. In addition, service hour forms must be handed in one calendar month after the completion of the service. If the service is done on multiple days, the paper can contain the multiple dates, however, it must still be handed in one calendar month after the final date listed on the paper.

Students who neglect to complete their service hours and return the necessary paperwork to Father Searles in the Chaplain's Office by the April 5th deadline will be put on **activity/social suspension until the required hours have been submitted.**

- Students not documenting completion of their service hours by the end of the school year will receive ten hours of detention that will be scheduled after the end of the academic year.
- Students will not be permitted to attend the prom until their service hours have been documented.
- In addition, students may not receive their end of the year report card, and seniors may not participate in graduation ceremonies and have diplomas held until their service hours are documented.

The following are the required number of hours:

- for Seniors - 20 hours
- for Juniors - 15 hours
- for Sophomores - 10 hours
- for Freshmen - 5 hours

Service Hour Policy for Transfer Students:

Any student who transfers to Allentown Central Catholic High School after the first day of school will have a modified expectation for service hours. Please consult the chart below. If a student has completed service hours at their previous school for the current school year those hours can be transferred, a letter of verification must be sent from the sending school to the Chaplain's Office. All questions should be directed to the Chaplain/Director of Campus Ministry.

Class Year	Standard Hours	Transfer in Quarter 1	Transfer in Quarter 2	Transfer in Quarter 3	Transfer in Quarter 4
Senior	20	20	14	7	0
Junior	15	15	10	5	0
Sophomore	10	10	6	3	0
Freshman	5	5	3.5	1.5	0

RETREAT PROGRAM:

Retreats are an opportunity for students to spend time dedicated to deepening his/her relationship with God, who is Father, Son and Holy Spirit. Each student is required to participate in 2 retreats each year prior to May 1st. All students must attend one school sponsored retreat (40 Hours) and one school/non-school sponsored retreat. For their second retreat, students are given the opportunity to choose in what retreat they would like to participate. Students may attend a parish youth group retreat, a parish mission, a private retreat at a retreat center, any event offered by the Office of Youth and Young Adult Ministry of the Diocese of Allentown, or one of the many retreats that are offered through the Office of Campus Ministry.

Students who neglect to complete their retreats and return the necessary paperwork to Father Searles in the Chaplain's Office by the May 1st deadline will be put on **activity/social suspension until the required retreat requirements have been submitted.**

- Students not documenting completion of their retreats by the end of the school year will receive ten hours of detention that will be scheduled after the end of the academic year.
- Students will not be permitted to attend the prom until their retreat requirements have been documented.
- In addition, students may not receive their end of the year report card, and seniors may not participate in graduation ceremonies and have diplomas held until their retreat requirements are documented.

Retreat Policy for Transfer Students:

Students at Allentown Central Catholic High School are expected to participate in two retreats, 40 Hours and an elective retreat. Transfer students who transfer to ACCHS prior to the celebration of 40 Hours in December will be expected to complete the full expectation. Students who transfer to ACCHS during the 3rd quarter will only be expected to attend an elective retreat. Any student who transfers during the 4th quarter will not be expected to attend a retreat in the current year. If a student has completed a retreat at their previous school for the current school year the retreat can be transferred, a letter of verification must be sent from the sending school to the Chaplain's Office. All questions should be directed to the Chaplain/Director of Campus Ministry.