



Parent/Student Handbook

Clearwater Central Catholic High School, Inc.

“Where Possibility and Opportunity Meet”

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INTRODUCTION

Clearwater Central Catholic High School is a student-centered educational institution. Each student's personal growth is paramount here at CCC. This Parent/Student Handbook is designed to acquaint you – the families and students – with the philosophy and policies of Clearwater Central Catholic High School, Inc. that will foster your student's personal growth while here at CCC. Furthermore, it serves as the "written agreement" between family and school regarding the expectations CCC has for all students. The school administration reserves the right to amend any policy contained within the handbook at its discretion and updates to the handbook will be made as necessary.

Since this handbook contains the policies and procedures that implement our school philosophy, parents and students are expected to cooperate with and actively support the mission and values of the school as stated here. Parents are expected to support the decisions made by the school in compliance with these policies outlined in the Parent/Student Handbook. The signatures of both you and your student(s) on the Commitment Form indicate your decision to support and uphold the school's vision, mission, philosophy, goals, and expectations as articulated in this handbook. By signing this, you acknowledge your willingness to adhere to everything contained in this handbook and that failure to do so will result in disciplinary consequences.

SCHOOL IDENTITY

Mission

Clearwater Central Catholic High School, Inc., a college-preparatory school in the Diocese of St. Petersburg, is committed to educating the whole person with “minds for truth, hearts for love, and hands for service.” Our unique academic and extensive co-curricular and student-centered program inspires all persons to develop their spiritual, intellectual, moral, physical, and creative potential and to respect the diversity among them and in the world beyond. We further challenge our students to intentionally pursue social justice and live in service to others for the betterment of society.

Vision

True to our founding mission and enriched by our shared core values, Clearwater Central Catholic High School, Inc., a community of faith and lifelong learners, aspires to develop leaders who respect themselves and others, who value service as a gospel calling, and who are inspired to excellence in all endeavors.

Core Values

Living Faith

Embodying Respect

Valuing Service

Inspiring Excellence

Transformed For Life!

Coat of Arms



The crest symbolically represents CCCHS as a shield divided equally into four sections. Each section describes a particular element of our school.

The upper left-hand quarter bears the Coat of Arms of the Diocese of St. Petersburg. The lower left-hand quarter pictures the Chi-rho, an early Christian symbol for Christ. This relates our school to the Roman Catholic Church. The lower right-hand section of the shield shows three C's representing Clearwater Central Catholic, the school's name. The waves represent both the state of Florida and "Sparkling Clearwater." The upper right-hand corner bears the symbol of the Sisters of Notre Dame, a worldwide community of Sisters founded to spread the Kingdom of Christ primarily through the education of youth.

The crest is divided in half by a crossed ban on which is inscribed "Tolle Lege" the Latin for "Take up and read." Below the shield is the name of the school. Above soars an eagle, a symbol for John the Evangelist and our country, America.

International Baccalaureate Program

The International Baccalaureate Organization (IBO) is a non-profit Swiss educational foundation that was established in 1968. The Diploma Program for which it is best known was developed by a group of schools seeking to establish a common curriculum and a university entry credential for geographically mobile students. They believed that an education emphasizing critical thinking and exposure to various points of view would encourage intercultural understanding and acceptance of others by young people. They designed a comprehensive curriculum for the last two years of secondary school that could be administered in any country and recognized by universities worldwide. The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



School Accreditation

Clearwater Central Catholic High School, Inc. is a four-year, co-educational high school in the Diocese of St. Petersburg offering college-preparatory and general studies courses. Clearwater Central Catholic High School, Inc. employs faculty and staff and admits students of any race, national or ethnic origin without discrimination.

Clearwater Central Catholic High School, Inc., established in 1962, is fully accredited by the Florida Catholic Conference (FCC) Accreditation Program (2021) endorsed by Cognia (previously AdvancED). It holds membership in the National Catholic Educational Association (NCEA) and the Florida High School Activities Association (FHSAA).

In May 2006, Clearwater Central Catholic High School, Inc. received approval to join the International Baccalaureate (IB) Program, offering its students an advanced degree in high school education. CCC joins the world's most prestigious secondary schools in certifying its students for university placement, not only in the United States but worldwide. The IB is the only globally recognized high school degree and will prepare CCC students for an internationalized world.

CCC is the only private educational institution in Pinellas County to offer the IB program with a curriculum focused on international education. This includes mastery of a second language, Theory of Knowledge classes that teach students critical thinking, and English Language Arts, Social Studies, Mathematics, Sciences, and Fine Arts classes. In addition, students with an IB diploma will usually receive approximately 30 college credit hours, a significant financial incentive for students who are already motivated to do well academically.

The Administration of Clearwater Central Catholic High School, Inc.

Clearwater Central Catholic High School, Inc. is a separately owned 501(c)(3) corp. The ultimate authority is vested in the Bishop and delegated to a Board of Trustees. The School is managed locally by the President and Principal. The President is the school's Chief Executive Officer, and the Principal is the Chief Operating Officer. The President appoints a local advisory council that is charged with promoting and preserving the mission of Clearwater Central Catholic High School, Inc.

The CCC Leadership Team shall be responsible in a collaborative way for envisioning, defining, and prioritizing the strategic challenges and finding tangible solutions for CCC. It is expected that the CCC Leadership Team shall meet bi-monthly to discuss pertinent issues and viable solutions across the non-academic and academic structure of school life with an eye towards a comprehensive and integrated approach for school leadership. Members of the Team include the President, Principal, Director of Advancement, Director of Finance and Operations, and Assistant Principal. The President may invite others with particular expertise as needed.

Faculty

Our faculty consists of approximately 45 persons. All hold degrees from recognized colleges and universities and have specialized training in their subject fields, most with advanced degrees. The faculty is the core of the academic community which affirms the values of Christian living as a community of faith bound by a commitment to live out the message of the gospel.

Advancement Office

The Office of Advancement has been designed to serve the many constituencies of CCC while providing a forum for all to join in advancing our school's mission through special events, annual giving, major gifts, capital campaigns, planned giving, and alumni relations. In addition, the office promotes the school's visibility and recognition through communications, public relations, and marketing programs. The Office of Advancement also provides administrative support to the school and its support groups in coordinating, feasibility, and managing all fundraising and alumni projects and events.

School Counseling Office

The members of the CCC School Counseling Department work as a team to promote the spiritual, academic, social, emotional and physical growth of our students. The counselors will assist students in the assessment of their individual strengths, weaknesses, and differences, especially as they relate to academic achievement and post-secondary planning. The school counselors handle a variety of student issues such as academic counseling, college admissions and crisis counseling. Families and students are encouraged to meet with the school counselors regarding these issues.

The professional staff have a moral and ethical mandate to ensure the safety of each child. The State of Florida mandates that any professional working directly with children must report any suspicion of abuse, neglect, exploitation or endangerment of a child to the Department of Children and Families. Knowledge of reasonable suspicion of child abuse must be reported to the Florida Abuse Reporting Hotline: 1-800-962-2873.

Parents who do not want their student to see a school counselor for discussion of personal issues should submit a letter stating that fact to the School Counseling Office. Students will still receive academic and college guidance.

All inquiries concerning academic records should be directed to the Assistant to the Dean for Learning and Achievement. Student transcripts are permanent records of the school and require a signed request. Transcript requests will be processed within five business days.

Parents as Partners

As partners in the educational process at Clearwater Central Catholic High School, Inc., we ask parents:

1. To set rules, times and limits so that your child:
2. Gets appropriate amount of sleep
3. Arrives to school on time and is picked up on time
4. Is dressed according to the school uniform policy
5. To actively participate in school activities;
6. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
7. To notify the school with a written note when the student has an excused absence or tardy;
8. To notify the school office of any changes of address or important phone numbers or email addresses;
9. To meet all financial obligations to the school;
10. To inform the school of any special situation regarding the student's well-being, safety and health;
11. To complete and return to school any requested information promptly;
12. To read school notes and newsletters and to show interest in the student's total education;
13. To support the religious and educational goals of the school;
14. To support and cooperate with the discipline policy of the school;
15. To treat teachers and school staff with respect and courtesy in discussing student issues.
16. To monitor student technology/social media use, ensuring it aligns with the CCC Network and iPad Responsible use Policy (iRUP).

Parent's Role

You have the right and responsibility to ensure that a party held in your home will be drug-and alcohol-free. The responsible adult at a teenager's party is required to be visible and aware. Remember, it is illegal to serve drugs, including alcohol, to minors. You are legally responsible for anything that may happen to a minor who has been served drugs or alcohol in your home.

Accordingly, if a student brings drugs or alcohol into your home, you should feel free to remove the substance from the student and contact the student's parents. When parents are going out of town, it is a good idea to notify neighbors and friends who can serve to discourage unsupervised parties at your home during your absence.

Legal Responsibilities

The following is an excerpt of Florida Statute #856.015, Open House Parties. No adult having control of any residence shall allow an open house party to take place at said residence if any alcoholic beverage or drug is possessed or consumed at said residence by any minor where the adult knows that an alcoholic beverage or drug is in the possession of or being consumed by a

minor at said residence and where the adult fails to take reasonable steps to prevent the possession or consumption of the alcoholic beverage or drug. Any person who violates any of the provisions of subsection (2) is guilty of a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083.

Parents and students have the responsibility to monitor the appropriateness of technology and social media use in accordance with Florida State Statute [784.048](#), which supports the physical and emotional safety of all CCC students.

Student Body

CCCHS students now registered come primarily from the Northern Pinellas Deanery parishes of St. Cecelia, Light of Christ, St. Patrick, Our Lady of Lourdes, Espiritu Santo, St. Brendan, St. Catherine of Siena, St. Ignatius, St. Jerome, St. Mathew, St. Justin Martyr, St. Michael the Archangel, and Blessed Sacrament. Some students come from the Southern Deanery as well as parishes in the Pasco, Hernando, Hillsborough and Citrus Deaneries. We also have students coming from public and other private schools. CCC is committed to excellence in educating students of all faiths, ethnic and economic backgrounds and diverse ability levels.

FINANCE AND OPERATIONS

FACTS Tuition

FACTS has been selected to manage tuition collection for CCCHS. FACTS is a comprehensive tuition management service that was specifically designed for efficient and cost-effective tuition collection at Clearwater Central Catholic High School, Inc.

FACTS enrollment forms are available online to families each year along with enrollment/re-enrollment information. The FACTS form can be downloaded from the home page of the CCC website, www.ccchs.org. Only one form is necessary per family (unless parents require two payment plans to pay the students financial obligations) and includes parent contact information, selection of payment option, and bank account or credit card information (for automatic deductions only).

User account ID's and passwords is determined by the owner (person responsible for making payments) of the account to access personal account information on the FACTS secure website, <https://online.factsmgmt.com/signin/3GNNGG>. Parents will be able to make payments, change bank account information, view balances, and find answers to commonly asked questions on this

website. FACTS has a phone line for parents 866-441-4637 should you need to speak with them directly.

All tuition payments (single payment, two payment, ten-month payment options and twelve-month payment option) will be made to FACTS.

Fees

Various fees may be assessed to your account throughout the year. These fees may include but are not limited to AP exam costs, single IB classes, lost lanyard fees, related charges to your student participating in an athletic program, and parent involvement hours. These fees will be added to your account and a notification is sent from FACTS when assessed. It is your responsibility to make sure FACTS has your valid e-mail address and that you read your e-mails from FACTS. Contact the Business Office immediately if you have questions as to these fees and/or wish to spread the fees over the remaining months of your payment plan. Late fees and NSF fees as noted below may be added to unpaid fees.

Disputes and Late Fees

Clearwater Central Catholic High School, Inc. has verified the tuition amount for each student and family account. If you disagree with the amount of tuition owed, you must contact the school's Business Office directly; FACTS is not authorized to modify the amount of tuition due or arrange for alternative payment plans. FACTS tuition service team may call but will e-mail you if you have missed tuition payments or if there has been a problem in processing a payment. An additional fee will be assessed to your account for all late payments. The late fee is \$75.00 for a payment that is more than 5 days late, or an account that is in arrears. There is a \$30.00 fee for all NSF payments. It is your responsibility to make sure FACTS has a valid e-mail and that you read your e-mails from FACTS.

There is a \$50 charge for checks returned by a bank to CCCHS for any reason. Returned checks will not be re-deposited. Reconciliation of returned checks must be made in cash, a cashier's check or money order. If more than one check is returned, all future payments, for any reason, to CCC must be made in cash, a cashier's check or money order.

Financial Obligation

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students

from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

Semester Grades Withholdings (Previously, Exam Permits)

Semester grades withholding notification forms are given to students during homeroom approximately one week before exams. A withholding notification alerts the student and family of outstanding obligations to bookkeeping, educational resources, athletics, non-completed parent service hours, student service hours, or other school departments. This allows the students/families time to clear up the obligations **before semester grades are final**.

Accounts that are not current will result in students not being **permitted to receive credit for courses**. Transcripts will not be made available until all accounts are completely paid.

Any senior who has unfulfilled financial and/or school obligations may not be eligible for exam exemption. Any senior whose financial obligations are not current will not be permitted to take final exams, which precludes him/her from completing the academic year. In such a case, the student will not be permitted to participate in the school's graduation ceremony. When the financial obligations are current, the student will be permitted to take his/her final examinations and, if successful, be awarded a diploma. If a family develops a problem with regard to tuition payments, at any time, please contact the Business Office at 727-308-0957.

Financial Assistance/Scholarships

Clearwater Central Catholic High School, Inc. awards financial assistance based solely on financial considerations. Any family facing financial hardship is encouraged to apply for need-based financial assistance. The school has contracted with FACTS Management to review each application requesting financial assistance. Applications are available online at <http://www.factstuitionaid.com>. All families/students applying for financial assistance must complete the FACTS application along with all the required paperwork by the stated deadline, submit an enrollment contract and pay the enrollment fee to the Admissions Office before they will be considered for financial assistance. Financial assistance is limited, and decisions are made based on the information provided by FACTS Management.

Education Resource Fee

The Educational Resource Fee has many components. Your student will be receiving an iPad Air 10.5" 256GB Wi-Fi only iPad. The iPad is a school-owned device that enhances your child's educational experience in the classroom and is paid for over the four years through this fee. Ownership of the iPad is transferred over to the family once the student graduates from CCCHS. Also included in this annual fee is your student's books/e-books, downloaded apps, assistance with i-Pad, a robust internet connection to name a few. One component is the cost of the i-Pad, Apple Care and Apple Insurance. The school spreads this cost over the number of years a student attends CCC.

Withdrawal from the School– Parents have the financial obligation to pay the remaining balance towards the iPad and insurance when you withdraw your student. Amount will vary depending on time of withdrawal.

Students Not Returning– Parents have the financial obligation to pay the remaining balance towards the iPad and insurance when you do not re-enroll your student:

At the end of the freshman year, if not re-enrolled for sophomore year- \$630.00

At the end of the sophomore year, if not re-enrolled for junior year- \$420.00

At the end of the junior year, if not re-enrolled for senior year- \$210.00

Other Information: Parents are responsible for purchasing the iPad case. **We ask that parents not purchase anything for the iPad until your child has received the iPad; this will ensure you will purchase the correct accessories for the iPad your child has received.** When the time comes to purchase a case, please purchase a case sturdy enough for everyday handling. There is a \$100 insurance fee every time the iPad must be repaired, so it is best to purchase a case that can withstand constant drops, with a maximum report of two times. Also, the insurance is for three years only. A keyboard is not necessary, but your child will find it easier than typing with the on-screen keyboard. The Apple Pencil (\$99) is available at Apple retail stores, as well as many electronic stores, such as Best Buy. While not necessary, the Apple Pencil will benefit your child as many classes require students to complete work right on the iPad.

GENERAL INFORMATION

Bell Schedule

Time	Day 1 - Red Day	Day 2 - Yellow Day
7:45-9:20 (95 min)	Period A	Period E
9:30 - 11:00 (90 min)	Period B	Period F
11:00- 11:40 (40 min)	Lunch	Lunch
11:40 - 1: 10 (90 min)	Period C	Period G
1:20 - 2:55 (95 min)	Period D	Period H - Homeroom 2:05 Dismissal

Campus Map

Due to campus development, the Campus Map is currently being updated.

Contacting Teachers

If a student or parent needs to contact a teacher, please do so via email. All emails are listed on the school website at www.ccchs.org. In case of an emergency, call the main line at (727) 531-1449.

Spiritual Life Participation

The underlying philosophy of CCC is to make Christ and the Catholic Christian tradition a living and viable reality for our community. We strive to make Jesus Christ the center and heart of all we do.

During the year students are invited to discover and focus on their relationship with God and Church through their theology classes. In addition, they participate in Eucharistic Liturgies,

Advent and Lenten Reconciliation, Rosary, Eucharistic Adoration, and Prayer Services. A retreat experience is offered annually for each CCC class.

Attendance at all school and Diocesan retreat days is mandatory. As we value these faith enrichment opportunities highly, any student absent will be subject to consequences determined by the Administration. Campus Ministry offers a peer ministry program responsible for planning and leading retreat experiences, prayer services, and liturgies. Any sophomore, junior or senior may apply to become a peer minister. Applications are available from the Office of Campus Ministry. Inspired by the Gospel message, CCC takes seriously the call to care for their neighbor in need. In light of this, each student is required to do service hours.

Student Drop-off and Pick-up

Students should be picked up and dropped off in the designated areas. We encourage efforts to pick up students at the end of the day in a timely manner. Due to supervision constraints, students that are continually warned about after-school behavior on campus will be required to arrange transportation by a designated time. Administration will determine the pick-up requirement. If further problems persist, disciplinary action will be administered. School zone speed should be observed.

It is the student's responsibility to have parents pick him/her up after extra-curricular activities. (football games, dances, special events, etc.) Parents are expected to arrive within a reasonable amount of time at the conclusion of events. An abuse of this expectation could result in the limiting of activities for the student.

Emergency Information

The school maintains a comprehensive emergency plan for any situation which may arise and conducts tornado and fire drills monthly during the school year. Extreme weather conditions in Florida can develop very suddenly, and occasionally parents may have a question as to whether or not CCC will be open for classes. We urgently request that you do not call teachers or staff at their homes to ask if school will be open. The school will contact the media with information regarding weather-related school closings. In addition, the school will leave a recorded message indicating weather-related school closings in the voice mail system for your use (provided that phones are working). To access this message, please call (727) 531-1449. The information will also be posted on the school website www.ccchs.org.

If it should become necessary in an unexpected emergency situation to dismiss students after they have arrived at school, we will follow this established procedure:

- Students in student-driver carpools and students who drive alone will be permitted to leave.
- Students in adult-driver carpools will phone their driver and will be permitted to leave as soon as their driver arrives at CCC.

- All non-carpool students will phone their parents to arrange to be picked up as soon as possible.
- All students remain under CCC supervision until they are picked up.
- In brief, students will be dismissed to the regular pickup driver/parent as previously arranged by families.

Special Note: Parents who do not want this regular carpool dismissal arrangement, should talk with their son/ daughter to be sure he/she is aware of their particular preference.

Guardianship

If parents are to be out of town, it is important they notify the school office and provide an emergency contact phone number of a person locally responsible for the student. If the student is no longer living at home, the parents must inform the school. If the student is a minor, please notify the school as to the party responsible for the student. CCC students must be residing at their parent's or legal guardian's residence.

ID Cards/Lanyards

Students will be issued a picture identification card and a CCC lanyard at no cost. Lanyards are "breakaway" for safety reasons. Students must wear the ID at all times during the school day. Any student not in possession of their ID will be required to purchase a replacement one. It is the responsibility of the student to immediately replace a lost or defaced ID. Students may not alter their ID's in any way (ex. stickers, writing, breaking or cutting.). Replacement cost for a new ID is \$10.00. Wearing or using another student's ID is falsifying identity and may result in a referral which has consequences of 1-3 demerits. The recommended procedure for ID safekeeping: Wear ID during the day, keep in car and/or with school supplies at end of the day.

Center for Entrepreneurship and Innovation (CEI)

The Center for Entrepreneurship and Innovation is available for student use before school every day from 7:30 a.m. and open after school until 3:30 p.m. on Monday, Tuesday, and Thursday, on Wednesday until 2:15 p.m., and Friday until 3:15 p.m. Students may use the CEI before and after school. Students who wish to access the CEI during the communication period need to acquire a pass from their teacher for use on days when there is not an activity/presentation during the communication period.

Lost and Found

Personal items such as clothes, books, etc., should be placed on the table in the back of the cafeteria. Valuables should be turned in to the main office. Students who have lost anything

should check in the back of the cafeteria or the main office. Lost items will be held for one month. Any unclaimed items will be recycled or given to charity. CCC is not responsible for any stolen, lost or damaged property.

Custodial Rights

If for any reason you have had a “no visitation order” filed against your student’s natural mother or father (or a step parent), the Principal must have appropriate legal documentation on file. This information is necessary so that we might protect your student should the need arise. It is the responsibility of the parent to provide this information to the Principal.

Parent Involvement Program

Philosophy

Clearwater Central Catholic High School, Inc. is built on a tradition of active involvement by the parent community through their commitment to the Parent Involvement Program. The Parent Involvement Program is essential to the life of the school.

Program Guidelines

1. A commitment of thirty (30) volunteer hours per two-parent household and fifteen (15) volunteer hours per single parent household or the monetary equivalent of \$40.00 per hour is required for each family. Payment for unfulfilled volunteer hours, which are due prior to May 1st will be billed on the family’s FACTS agreement to draw on May 16th, 2022.
2. The fee in lieu of service hours for all families is \$1,000 payable by October 1st. After this date, the amount due is \$1,200.
3. Any hours not completed by the first week of May will be billed at the rate of \$40 per hour. Please note that hours not fulfilled or fees paid can result in limited student activities as well as release of student records for transfer or college request.
4. Community service to other non-profit organizations, while charitable, **does not count**, toward the parent service hour requirement. The purchase of tickets to any CCC event, items sold by student classes, clubs or teams, or advertising in publications or banners does not qualify for service hours. The donation of auction items or any CCC fundraising event does not qualify towards the service hour requirement. However, time spent solicitating, preparing, delivering items for CCC fundraising does qualify.
5. The Parent Involvement Program is an online system that records the number of hours completed. All families must enroll and create an account (1 account per family). For more information please go to our website at <http://www.ccchs.org/parent-tools/parent-involvement-information/>.

- a. All volunteer opportunities are posted on the Volunteer Hub website. It is the responsibility of each family to sign up for events via this website and to also keep track of their service hours. The chairperson will verify that the hours were completed. At the present time, parent service hour opportunities may be listed in the CCC Weekly Newsletter, however, it is the parent's responsibility to check Volunteer Hub periodically for updated events.
6. If unforeseen circumstances prevent the volunteer from fulfilling his/her commitment, it is his/her responsibility to find a replacement. Failure to find a replacement for committed hours will result in the parent being billed for \$40 per hour for each hour committed for said event. Failure to show up for an event will also result in the parent being billed for \$40 per hour for each hour committed for said event.
7. All service hour opportunities must be pre-approved by the Parent Involvement Coordinator. No other parent, teacher, coach or staff member may offer service hour opportunities without receiving official approval.
8. Parents, legal guardians and/or other adult family members may complete parent involvement hours pending event approval of Parent Involvement Coordinator. Students may not earn parent volunteer hours.

Inquiries about this program should be directed to the Parent Involvement Coordinator, Sarah Prunoske at sprunoske@ccchs.org. Athletic volunteer inquiries to the Athletic Director, John Gerdes jgerdes@ccchs.org.

Re-Enrollment of Continuing Students

Re-enrollment occurs in the second semester. Details for the process will be communicated through the school newsletter and the CCC website, www.ccchs.org.

Re-enrollment materials as well as the registration fee must be returned by a given date to confirm the student's place for the following year.

A Pastor Approval Form must be submitted each year to verify that the family is active and participating in a Catholic parish. This form is necessary to receive the parish-affiliation tuition rate.

If a family has an outstanding tuition or fee balance, the student cannot be re-enrolled until all obligations have been met. Students may not be permitted to re-enroll for the following school year if they are on academic or disciplinary probation.

Immunization Policy

Catholic Schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of St. Petersburg do not recognize a religious objection to this immunization.

Hutchinson Amendment

Federal law allows military recruiters access to high school students and student information for the purpose of recruiting to the same extent that colleges and universities have access to students and student information. A parent of a high school student, or a student 18 years of age or older, may submit a request to the local educational agency (CCC) that the student's information not be released. More information is available in the School Counseling Office and at <http://www4.law.cornell.edu/uscode/10/503.html>.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a law that protects the privacy of a student's school records. Under this law, parents (of students under 18 years of age) or eligible students (those who are 18 years of age or older) have rights of access to records.

Those rights include:

1. Parents or 18-year-olds may inspect/review educational records of the school. Schools

may charge a fee for copies of those records.

2. Parents or 18-year-olds may petition for changes to perceived inaccurate or misleading statements on school records. Should the record not be changed, parents or 18-year-olds may request formal hearing and have the right to include a statement of circumstances included in the educational records describing the challenged information.
3. Schools must have the written permission of the parents or the 18-year-old student to release any information from educational records. Exceptions include: school officials, schools to which a student transfers, audit officials, financial aid officials, accrediting organizations, courts of law, health and safety officials.
4. Typically, "directory" information (Name, address, phone, date/place of birth, honors/awards, dates of attendance) is made available without consent. Parents or the 18-year-old may request that this information NOT be disclosed.
5. The law states that the school must annually notify parents and 18-year-olds of FERPA rights.

School Support Groups

Vital service is provided to CCC by our two major support groups: the Marauder Athletic Booster Club (MABC) and the Alumni Association.

The purpose of the Marauder Athletic Booster Club (MABC) is to support Clearwater Central Catholic High School (CCCHS) athletic teams by raising funds, providing equipment and sports facility improvements, soliciting memberships, offering activities for members, promoting participation in athletics, encouraging attendance at athletic events, showcasing student-athletes and assisting the Athletic Director, Coaches and Administration

The purpose of the Alumni Association is to serve the CCC alumni community, foster unity among its members, coordinate reunions, and provide long-term support of the school. Contact with the Alumni Association can be made through the Advancement Office.

Shadowing

If a student from outside the CCC community is interested in shadowing a CCC student for purposes of making a decision to attend CCC, that student's parents must contact the Admissions Office. Arrangements must be made at least two days prior to the visit. The visitor must wear a visible visitor pass or nametag as provided by the Admissions Office.

Student Messages/Deliveries

The cooperation of all CCC families in complying with our policy concerning the delivery of messages and miscellaneous items (books, lunches, papers, etc.) to students during school hours is greatly appreciated. All messages or deliveries are to be channeled through the front office. Outside food delivery is not acceptable at any time. Messages of an emergency nature will be

delivered immediately. However, messages between parent and student of a routine nature will be delivered between classes or at the end of the day. Please make arrangements for doctor's appointments ahead of time. Whenever possible, appointments should be scheduled after the normal dismissal time for all students. Students should not be contacted by cell phone or text message during class periods.

Student Travel

The school does not sponsor senior or grade-level trips such as cruises, distant trips, etc. If an activity is considered, it is necessary that parents or other individuals assume the complete responsibility. There are times when a school-related trip is organized during the summer. In this case you would receive official word prior to the trip. If you are aware of a trip organized outside the school year, contact the school to determine if it is CCC sponsored. Per Diocesan policy, trips involving water (cruises) will not be sanctioned.

Asbestos management

The Facilities Director maintains the school's asbestos management plan which is available for review upon request.

ACADEMIC/CURRICULUM

Academic Probation

Academic probation is for a student who, at the end of the mid-semester or the semester, has an unweighted GPA lower than 2.0 and/or has two or more “F’s”. The mid-semester GPA is calculated only using the running total average of formative and summative grades. The semester GPA is cumulative. The administration reserves the discretion to place any student with a cumulative GPA below 2.5 or deficient credit on academic probation. Additionally, students who have excessive class period absences in a grading period may be placed on academic probation until the requirements of the academic probation have been satisfied. Academic probation is of serious concern for it indicates either that a student is not capable of the academic program, that he/she is not choosing to achieve to his/her potential, or that he/she has missed significant instructional/learning time. Once a student is placed on probation, the student will be offered extra attention from the administration, school counselor, teachers, and parents.

Parents of these students will receive a letter indicating that their child has been placed on academic probation. The letter will describe the meaning of this designation and request a conference. A student/parent/teacher conference may be recommended.

The purpose of this conference is two-fold: first, the conference reinforces the seriousness of this probation, outlines the requirements, and challenges the student to accept the responsibility that is his/hers as a student of CCC; secondly, the conference would clearly identify the purpose of academic probation and the cause for lack of achievement (i.e. poor study habits, lack of motivation, learning disability, past deficiencies, lack of balance in schedule, or other current circumstance that has impeded the learning process). An action plan will then be established with consideration given to the following options: learning study skills, recommending peer or professional tutoring, limiting social activity, or changing a student’s academic program. The student may be excluded from athletic participation and extracurricular activities.

Since the purpose of academic probation is to challenge and motivate the student to perform to a higher level academically, a student who is on academic probation may appeal to the administrative team in order to be reinstated into an extracurricular activity. The student must have made a significant improvement in grades at the end of one month of being placed on academic probation in order to be eligible for reinstatement. The student must initiate this process with the aid of his/her school counselor and must strictly follow the check list provided. The request must be made in the form of a letter with the approval of the school counselor. The administrative team will review the student’s request and make a final decision. This decision will include a contract outlining the conditions under which a student may participate in these extracurricular activities. This is the only time during a grading period that a student may submit an appeal.

The Administration reserves the right to place a student on academic probation when circumstances seem to warrant it. In that case, the procedure would be appropriate to the individual case. Academic dismissal occurs when the Administration determines the student cannot succeed at CCC.

Note: Incoming freshmen and transfer students are accepted into the school on a conditional probationary status. The purpose of this standing is to help these students focus on their academic progress. During this period, academic support services through the School Counseling Department and Collaborative Learning Commons will be available to help ensure academic success.

Classification of Students

Freshmen must have successfully graduated from 8th grade.

Sophomores must have completed a minimum of 7 credits in grade 9 and completion of service hours.

Juniors must have completed a minimum of 14 credits by the end of grade 10 and completion of service hours.

Seniors must have completed a minimum of 21 credits by the end of grade 11 and completion of service hours.

Academic Placement

Academic placement is a decision for student placement made by the administration in consultation with our faculty. This decision is based on prerequisites (courses, grades), teacher and department chair recommendations, standardized scores, previous subject area and overall performance, four-year plan sequencing or other exceptional circumstances.

Students must be enrolled in a minimum of 7 credits per year. For course recommendations each academic year, please refer to the course catalog that can be found on the school website, under Academics.

In order to choose the elective courses best suited to a student's needs, the student should go over course descriptions, review requirements for graduation and college entrance, and talk to teachers and school counselors. Parents should make this discussion a priority, and ask questions of students, teachers and counselors. Together, the family can research on-line and through the School Counseling Office the requirements of a particular college or university. Students must take an active role in this process which impacts their future. To that end, each student meets with a counselor individually to discuss requirements, strengths, interests, and GPA. Academic placement recommendations are sent home with the students to facilitate discussion.

Dual Enrollment Program

The Dual Enrollment (DE) Program is a partnership between Clearwater Central Catholic High School and St. Petersburg College that provides the opportunity for students to take college courses on CCC's campus and simultaneously earn high school and college credit. Dual Enrollment courses are college level courses credentialed by the state of Florida as well as the State University System. Students enrolled in these courses have the opportunity to earn high school credit in pursuit of Florida high school graduation requirements while simultaneously earning college credit toward a degree in the Florida State University System. Grades earned from taking college courses at the high school level will become part of the student's college transcript and GPA. Some private colleges as well as schools outside Florida may accept at their own discretion credit for these courses as transfer credits. Courses designated in this catalog as DE are approved by St. Petersburg College (SPC). Faculty instructors must have a master's degree in their field of study and be officially credentialed by St. Petersburg College. Course content, syllabus, textbooks, and semester exams are sanctioned by SPC.

Dual Enrollment (DE) courses require a minimum of 3.0 un-weighted GPA, Saint Petersburg College (SPC) enrollment identification number and passing scores on SAT, ACT, or PERT. All previous documentation needs to be submitted to the School Counseling Office by the specified deadline. Fulfilling eligibility requirements for DE courses does not confirm getting those courses in your schedule this coming year. Precedence to student's core courses and availability will determine placement. Students need to register only once. If they have already taken DE courses it is not necessary to reapply. Qualified students who participate in a DE course earn an additional 1.0 quality point. Quality points are awarded based on an earned grade of "C" or higher in the course.

Email Etiquette

We all want to experience the benefits of email in a way that is effective, efficient, and polite. Listed below are a few courtesies and customs to guide you in your use of email when communicating with teachers.

1. Never say anything to anyone via email that you would not say directly to his/her face.
2. Always use an appropriate subject. Teachers may automatically delete messages they suspect may contain a virus.
3. Assume the messages you send are permanent and public. Don't say anything in an email that you would not want to be made public or forwarded to others.
4. Please keep your emails short and to the point.
5. Remember that email is about communication with other people. When you compose an email message, read it over before sending it and ask yourself what your

reaction would be if you received it.

Email messages that are abusive or inappropriate in tone will be forwarded to the Principal.

Academic Honesty

At Clearwater Central Catholic High School, Inc. we presume the honesty and integrity of our students. We also expect them to abide by accepted policies of academic honesty. This includes a respect for the intellectual property of others, meaning their ideas and writing. While proper learning and research involves the use of the ideas of others, it is vitally important to acknowledge any sources used within an assignment. Proper academic work and research promotes a respect for all those involved.

Collaboration is often encouraged by teachers in the completion of various assignments. This working together enhances learning and teaches skills necessary for success later in life. It is an open and cooperative behavior that does not result in allowing one's work to be copied or submitted for assessment by another.

As a CCC student you are responsible for ensuring that all of the work you submit is authentic and that any sources used are appropriately acknowledged. If you have any doubts please ask for advice.

Semester Project/Exams and Exemptions

Semester Exams for Dual Enrollment Classes

Dual Enrollment students must take final exams as directed by St. Petersburg College. There are no exemptions.

Semester Projects (Semester Exams) for CCC Courses (Semester & Full Year)

Completion of all semester projects (semester exams) is mandatory. Suppose a student is absent due to illness or an extreme family emergency and misses to submit a semester project or is absent on a semester exam day. In that case, a doctor's note must be submitted. With a doctor's note semester project/exams can be rescheduled and made up for full credit.

Suppose a student misses a semester exam for an excused or unexcused absence (i.e. family vacation, activity not sponsored by school). In that case, the student is required to make-up the exam and will receive a "Missing Work Pending (MWP)" (0%) grade until the make-up date determined by the Administration. Semester exams not taken by the date set by the administration will result in a grade of "Missing Work Final (MWF)" (0%) being entered as the exam grade. The student semester grade will be an incomplete (I). Family vacations, college visits, etc., are not valid reasons for a student absence.

Exemptions on Semester Exams for CCC Courses (Semester & Full Year)

As part of the academic requirements, all students must take the required exams. The only exception would be for a senior who has been exempted from taking a second semester exam. Refer to the course syllabi for directives regarding traditional exam and/or alternative assessment policies. Seniors must maintain at least a 90 average for both semesters for a year-long course or at least a 90 average for the second semester grade for a semester long course in order to exempt a final exam. Teachers may choose not to exempt any seniors or to make the exemption requirements more stringent.

Note: Students taking any AP or IB course are required to take the exam/assessments associated with that course as prescribed by AP or IB. These exams cannot be exempted by any student.

Field Trips

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. A field trip is an off-campus activity sponsored and chaperoned by school personnel related to the instructional objectives of a course. CCC requires parents of students participating in a field trip to complete and sign a permission slip provided by the school. A phone call or email will not be accepted in place of the signed form. A faxed permission is acceptable. Students must adhere to the school uniform policy for field trips unless approved by the Dean for Personal Growth.

Grading Policy

The Diocese of St. Petersburg has adopted Standards Based Grading (SBG). SBG is a research based best practice that measures evidence of specific academic criteria directly related to learning standards.

Philosophy

We believe ...

1. Our system of grading should be timely, specific, fair and accurate
2. Grades should be based on a well-defined set of standards
3. Grades should be an accurate measure of a student's ability to demonstrate understanding
4. Students should have a clear understanding of learning objectives
5. Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade
6. Assessments are critical to the teaching and learning process

Purpose of Assessment

An assessment is defined as an instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of assessment may be summarized as follows:

1. To provide information to students regarding their proficiency towards mastery of the standards. In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the students' level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories

Formative assessments: Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a formative assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

Summative Assessments: After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative* or *Summative* based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom.

Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students in regard to their proficiency towards mastery of the standards.
2. To provide information to teachers on the students' level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and to evaluate the effectiveness of school programs.

Semester Grade Calculation

All courses report final grades by semester. The mid-semester grades are reporting progress. All semester grades are calculated utilizing the following breakdown: 80% for the semester as a running total of formative and summative assessments; 20% for the semester exam. For students not taking the semester exam, the overall semester grade will constitute 100% of the final grade.

100% FINAL SEMESTER GRADE		
80% Running Average of Formative & Summative Assessments		20% Semester Project (Semester Exam)
70% Summative Assessments	30% Formative Assessments	

Grade Composition

In order to represent an accurate measure of student performance, the academic semester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the semester grade. They will account for no less than 70% of the semester grade. Formative assessments will account for no more than 30% of the semester grade.

All grading is done using the 100-point scale with reference to proficiency levels (importance of rubrics by levels – i.e. IB rubrics with grade descriptions).

1. The lowest “**earned**” grade for attempted (submitted) assessments is 50.

- Assessments not attempted or not handed in will receive zero points. This includes semester exams.

Grading Scale

At the end of the semester, the mean of all assessments (with appropriate weights) is matched to the table below for a letter grade and the awarding of corresponding quality/grade points on the report card.

Letter Grade	Percentage average (used during transition only)	DP IB Reference Scale*	Proficiency Level	Quality Points
A	90 – 100	5-7	Exemplary	4.0
B	80 – 89	4	Proficient	3.0
C	70 – 79	3	Basic	2.0
D	60 – 69	2	Below Basic	1.0
F	50 – 59	1	No Evidence	0.0

*Based on IB grade descriptions (ibo.org)

Make-Up of Formative and Summative Assessments

Students who are absent are required to make up assessments missed in each class. The student may log on to the portal to check the assessments missed. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as Missing Work Final (MWF). Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Make-Up of a Scheduled Summative Assessment during Absence

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up after his/her return to school. It is the student's responsibility to speak with his/her teacher regarding missed assessments. The teacher and student will determine a date to take the assessment. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed to schedule the assessment completion. In the event

of extended absences, the teacher and student will coordinate when all assessments will be taken.

Retakes

Formative assessments provide feedback to the students to evaluate where they are in the learning process, diagnose any problems, and motivate them to learn. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching. Aligned to this principle, teachers will implement and publicize any re-take policy for formative assessments. This should be included in the course syllabus.

Under normal circumstances, summative assessments should be considered final as they represent the level of mastery the student has achieved. However, based on the analysis of student performance (discrepancies between the formative and summative averages, student needs or other exceptional circumstances) summative assessments can be re-administered under teacher or administrative directives to promote learning and achievement and student retention. Communication, through email, with the instructor by the student is imperative for successful implementation of any plan to address these exceptional circumstances.

Grading Codes

Missing work or failure to meet standards will be coded in the grade book as follows:

Score name	Score code	Value:
Exempt	X	No score
Missing Work – Pending	MWP	0%
Missing Work – Final	MWF	0%
No evidence of meeting target standards	NE	50%
Incomplete	I	No score

1. A score of “**X**” (Exempt) will be entered by the teacher when the student is not required to complete the assignment.
2. A score of “**MWP**” (Missing Work-Pending) will be entered for any student who fails to complete/turn in a formative or summative assessment due to a student absence, as well as under exceptional circumstances. Teachers will assign an alternative due date for students who do not submit their work on time. The grade for this assignment will calculate as a 0% until the student turns in the work by the reassigned date.

A grade of “**MWF**” (Missing Work-Final) will be input for work that may be submitted late- work not submitted by the alternate date and will result in a grade of 0%. At this point the student will no longer be allowed to submit the missing work for a grade

1. Students who fail to provide evidence of targeted learning standards will receive a grade of “NE” (no evidence).
2. At the end of the marking period a score of “I” (Incomplete) may be awarded under extenuating circumstances as a temporary grade to extend the time to gather evidence of learning

Missing Work Policy Matrix

Missing Work	Level 1	Level 2	Level 3	Level 4
Accrues by semester	2 Missing Assignments in 1 class	4 Missing Assignments in 1 class	6 Missing Assignments	8+ Missing assignments
	Email to parent contact by the teacher (notification)	Lunch Detention (.25 demerits)	After school detention/parent notification (.5 demerits)	Referral and possible removal from co-curricular activities, meeting with DLA (1 demerit)

Grade Reports

The school issues official grade reports at the mid-semester and semester. It is the parent’s responsibility to provide the school with their current email address. Parents and students are encouraged to monitor academic progress online through the portal. Teachers are available to parents through email. If a semester grade is F, the student must check with his/her school counselor regarding remediation.

Credit and Advanced Courses

Credit is awarded on a semester basis. Letter grades have the below numerical equivalents, and courses given a letter grade are assigned the corresponding quality point values. Extra weight is given to Advanced Placement, Honors courses, Dual Enrollment and IB. Advanced Placement, Dual Enrollment and IB courses are awarded an additional quality point and Honors courses are awarded an additional one-half quality point. (No Honors, IB, AP or Dual Enrollment weight for D’s and F’s). CCC does not publish students’ rank in class. Concerns about final grades must be brought to the attention of the School Counseling Office within 30 days of issuance.

Credit Recovery

A student will need to make up any failed courses through Florida Virtual School if he/she fails a course at the semester that is:

- required by CCC (i.e. Theology, Physical Science)
- required to advance to the next grade level (i.e. English 9)
- required by the State (i.e. 4 years of English, American Government)
- sequential by nature (i.e. Spanish, Mathematics)
- mandated by Diocesan credit requirement

The student must remediate the credit in the summer immediately following the failure. Failures are not ordinarily made up during the school year. The credit recovery grade does not replace the original “F” grade. The credit recovery grade will be recorded on the transcript; credit will be given. The Administration has the responsibility and the right to handle extraordinary circumstances on an individual basis.

Graduation Requirements

A student will participate in the graduation ceremony only if he/she has met all graduation requirements, including a 2.0 GPA, completion of community service hours and clearance from the school Business Office. For this reason, parents of seniors as well as seniors themselves, must carefully monitor academic progress through the portal and consistent communication with teachers.

Honor Societies

Students meeting the criteria may be selected for National Honor Society, Spanish Honor Society, Mu Alpha Theta Honor Society, National Art Honor Society, International Thespian Honor Society, Rho Kappa Honor Society, Science National Honor Society and English National Honor Society. There will be an application process in the spring of each school year for entry into the honor societies. Criteria includes but is not limited to GPA, service hour requirements and academic integrity. Acceptance is contingent on approval by the Dean for Learning and Achievement and the Dean for Personal Growth.

Network/Internet Access Policy

Clearwater Central Catholic High School (CCCHS), Inc. provides quality academic programs that encourage students to think critically and creatively. To support our academic mission, wired and wireless computer networks and subsequent Internet access are available to the school community. CCCHS students are expected to follow all guidelines stated below and to demonstrate ethical behavior that is of the highest order in using technology devices, facilities,

or infrastructure in our school.

1. Digital transmission of any material in violation of CCCHS, diocesan, local, state, or federal regulation is prohibited during on-campus (instructional and non-instructional) time. This includes, but is not limited to -- sending, accessing, uploading, downloading, distributing/installing copyrighted/trademarked materials, threatening sites, or materials of an offensive, profane, pornographic, or sexually explicit nature.
2. Specific prohibited actions include the transmission, distribution, or sharing of materials intended to harass, demean, intimidate, cyberbully, or “cyber-threaten” any administrator, teacher, staff, student, or CCCHS community member via email, cell phone, SMS text, or MMS picture messaging. Using any anonymous false messaging/communications (misidentified) or use of another’s digital identity (i.e. login/password) is prohibited. Deliberate spamming or phishing of any CCCHS email account is prohibited. Parents and students have the responsibility to monitor the appropriateness of technology and social media use in accordance with Florida State Statute 784.048, which supports the physical and emotional safety of all CCC students.
3. Students may not violate the personal rights of others in any school situation where a reasonable expectation of privacy exists. These locations and circumstances include, but are not limited to, locker rooms, restrooms, and any other area where students or others may change or be in any stage of disrobing or changing clothes. This expectation of privacy includes no passive recording where a device might be left so that students may not be aware that their image and/or voice is being recorded.
4. Active or intended image capture/recording anywhere on campus during school hours, either indoors or outdoors is prohibited without administration approval. Active image capture refers to still or moving images obtained by a photographic device (camera, video, CCTV, webcam, camera-enhanced smart phone, iPad/tablet, or computer of any kind from current or future technologies). In addition, uploading of said images to any social networking site is strictly prohibited.
5. Vandalism of any CCCHS electronic device or resource is prohibited. Vandalism is the malicious/mischievous attempt to destroy data of another user, provider, or the Internet itself, as well as the degrading of any technology equipment or system performance. This includes, but is not limited to, disabling/disconnecting devices, hacking/changing information in any CCCHS administrative database, uploading or creating computer viruses, downloading or installing monitoring software or plug-ins, or changing the desktop/control panel settings of any CCCHS-owned device.
6. Students may not bring external devices, other than a USB flash drive, to copy or download data with-out prior approval from administration. Students may not use wireless devices (wifi or bluetooth connections) to send, intercept, or capture data

from other devices except as permitted by classroom teachers during direct instruction. Students may not bypass the CCCHS firewall through use of a web proxy.

7. The user is expected to only visit authorized sites and entities when accessing the CCCHS network, and make efficient use of time and resources. Students may not use non-academic IM, forums, blogs, or chat rooms. Internet and network computer access at CCCHS is for educational purposes, not for recreation or entertainment (i.e. web-based computer games) nor for non-school related activities. During the school day, Internet access must be class/assignment related--no surfing is permitted. Printing/copying will be limited to academic or school club activities and fair use copyright rules must be followed.
8. The user will exercise good moral judgment when using the Internet and will only use those sources that are in keeping with the mission and goals of CCCHS. Internet sites which go against our Catholic/ Christian teachings will be avoided at all times. Forms of plagiarism, including access/use of term paper sites or other forms of student work is prohibited. Students may be required to submit written work in an electronic format to Turnitin.com by their teacher. Cheating on tests or exams by plagiarism, transmitting/ receiving information or images before, during, or after test/exam administration will result in academic and/ or disciplinary consequences.
9. Students should be cognizant of their personal safety when on the Internet. Students will not reveal their personal address, phone number, passwords for email, Naviance, or any commercial sites. The use of the Internet for financial gain or any form of credit card fraud or electronic forgery (passing or transmitting secure information) is prohibited. CCCHS will not be responsible for any charges related to fee for service access to online resources or services by users.
10. Computers and other CCCHS-owned devices in the library are monitored to keep students safe. Students will be expected to follow any directives given to them by any administrator, faculty, or staff member. Student-owned devices on campus are subject to confiscation and/or inspection at any time. Failure to comply with the above policy may result in cancellation of privileges and students may face disciplinary and/or legal action including, but not limited to, criminal prosecution under local, state, and federal laws.

Student Service Hours

CCC is a faith-based community that believes service is an integral part of each person's spiritual and moral development. Our faith models itself after Jesus who said: "Whoever wishes to become great among you must be your servant. For the Son of Man came not to be served but to serve and give his life as a ransom for man." (Mark 10:43-45). Therefore, we require our

students to complete service hours to help them grow in their appreciation of the importance of service to our world and encourage them to integrate reaching out to others into their daily lives.

1. The number of service hours students are expected to fulfill to be a student in good standing is provided below:
 - a. Sophomore year (prior to starting Junior year): 50 hours of service
 - b. Prior to Graduation: 100 total hours of service
2. Incoming freshmen and transfer students cannot begin documenting hours until after their first day as a CCC student.
3. The school publishes a current list of pre-approved community service agencies on the CCC website, www.ccchs.org under Campus Ministry. Service agencies not on this list must be pre-approved. The following do not meet the CCC service requirements:
 - a. Service done during school hours
 - b. Service providing the student with any type of compensation
 - c. Service mandated by the court
 - d. Service performed for any family member
 - e. Volunteer service at a for-profit business (including doctor or vet's offices and children's day care centers)
 - f. Service done for political campaigns
4. Students may be permitted to do some of their service hours for CCC. In all cases the CCC faculty or staff member must contact the Director of Advancement for prior approval. Failure to receive prior approval will disallow the use of these hours. Assignment and verification of hours is dependent upon prior approval.
5. When a student plans and/or completes his/her service experience, it must be input and documented using ManageBac. Information input into ManageBac is subject to approval by the student's homeroom teacher and/or Religious Studies teacher (ManageBac instructions can be found on Canvas)
6. Juniors are expected to have 50 hrs completed prior to the start of his or her junior year. Failure to complete can result in a delay in starting classes. Seniors must have completed 75 hrs by the end of their first semester to be in good standing. Failure to be in good standing will affect eligibility for Honor Societies induction and issuing of honor cords. Athletics as well as all school related activities can be limited as a result. Seniors and Juniors will not be issued exam permits at the end of each semester if they do not complete their service requirement. In addition, they will not be permitted to attend Prom or Grad Bash. The completion of service hours is a graduation requirement. Therefore, seniors who have not met this graduation requirement will not be permitted to participate in the graduation ceremonies. A diploma will not be awarded until such time that the service hours have been completed.

Periodic checkpoints for student service hour completion are in place throughout the year to ensure that students are on track with requirements. Some check points are merely for turning in verification sheets and some checkpoints are deadlines to be able to participate in certain activities. Deadlines will be communicated to students via Canvas, email and announcements. Students are responsible to keeping up to date with deadlines and their ongoing hours total. Canvas has a multitude of resources and volunteer opportunities. Students may email the service opportunity coordinator at any time to find out their total hours or more information about volunteer opportunities.

SERVICE HOUR COMPLETION TIMELINE

Checkpoint	Suggested # Hours	Required # Hours	# Hours Needed to Earn Participation in...
End of Freshman Year	10	-	-
End of September of Sophomore Year	35	25	Homecoming Dance
First Week of School Junior Year	50+	50	Classes as a Junior
Spring of Junior Year	75+	60	Prom
First Week of School Senior Year	85+	75	Classes as a Senior
January of Senior Year	100	85	Prom and/or Grad Bash
May Senior Year	100+	100	Graduation

Tutoring

Teachers are available for assistance before and after school (until 3:30 PM) most days, it is recommended that these sessions be scheduled in advance to ensure availability. Tutoring conducted off campus is handled privately between the faculty member, students and their parents.

In addition, student members of the National Honor Society.

Valedictorian/Salutatorian Policy

The Valedictorian is that member of the senior class who has maintained the highest cumulative grade point average during his/her high school career. The Salutatorian is that member of the senior class who has maintained the second highest cumulative grade point average during his/her high school career. In the case of student's acquiring the same GPA based on the four-

point scale a new calculation will be done based on the numeric value of each grade (based on 100-point scale).

In order to be considered for the Valedictorian or Salutatorian, a student must be enrolled at CCC for four consecutive years. At all times the CCC administration reserves the right to rule in a discretionary manner.

Withdrawal from Courses

Students may request, within the first ten days of a course, a withdrawal only if he/she was incorrectly placed in the class. After the first ten days, any withdrawal will receive a grade of "WF" and be calculated as an "F" in the grade point average. This policy also applies to a full year course when a student wishes to withdraw at the end of the semester. Withdrawal from electives are not permitted.

ATTENDANCE

FDOE Policy

Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of section 1003.21(1)(a), F.S., provided the child maintains regular attendance the entire school term of either:

(1) One hundred eighty (180) actual school days determined as prescribed by section

1011.60(2), F.S., or

(2) A minimum of one hundred seventy (170) actual school days and the hourly

equivalent of one hundred eighty (180) actual school days, determined as prescribed

below:

(a) Kindergarten: Five hundred forty (540) net instructional hours.

(b) Grades 1-3: Seven hundred twenty (720) net instructional hours.

(c) Grades 4-12: Nine hundred (900) net instructional hours.

Reference: Rulemaking authority 1001.02, 1011.60 (2) FS. Law Implemented 1002.42, 1003.21, 1011.60 FS. History-New 4-21-80, Formerly 6A-1.9512.

Types of Absence

1. Excused Absences

a. Personal Illness and/or Injury

i. Parent letter required for one or two-day absence

ii. Doctor/Professional letter required for absence of more than two days

b. Death in the family

i. Parent letter required for duration of absence

c. College Visits

i. Parent letter required for pre-arranged absence

ii. Pre-arranged absence form must be completed prior to absence

iii. Official, dated letter from college admission department

iv. Up to three days for college visits junior year and up to three days for college visits senior year may be considered for excused if all criteria is met

d. As determined by the Dean for Personal Growth or other administrator

2. School Sanctioned Absence

a. Any absence incurred by a student who is attending an event sponsored or approved by the school administration, including but not limited to, academic competition, athletic competition, student ambassador events will be considered sanctioned and

- not count as an absence.
- 3. Unexcused Absence
 - a. Any student absence not meeting the required criteria to be excused and/or sanctioned. (i.e.: family vacation, activity not sponsored by school, etc.)
- 4. Truant
 - a. Any student absence that is not acknowledged by the parent in writing, via email or phone call, or in person to a school administrator.

General Attendance Guidelines

As we strive to attain college and career readiness for all students at CCCHS, it is important that parents and students recognize the expectation for daily attendance essential to student success. The Florida State Legislature has determined that parents/guardians have the primary responsibility to establish habits of regular attendance and promptness.

Excessive class/period absences

Possible Interventions/Consequences:

1. Student/parent conference with Education Leadership Team
2. Student is placed on Academic Probation for the remainder of the grading period
3. Student may receive an "I" (Incomplete) for a missed class
4. Temporary Student Support Plan may be implemented
5. Assignment to Saturday School to make-up for missed class "contact time"
6. Denied credit for course
7. Restriction of co-curricular activities; including senior events
8. Restriction of senior exam exemptions

Because daily attendance and classroom participation is so important, a failure to comply with the attendance policy can result in the decision to withdraw the student or deny future re-enrollment.

A student may not be permitted to attend a co-curricular activity or school function on the day the student was absent. In an effort to prioritize the importance of daily attendance, all co-curricular activities by a student could be limited by the Administration. The Administration reserves the right to rule on unusual cases in an individual and discretionary way.

Pre-arranged Absence

Recognizing the value of quality time spent in the classroom and the increased importance of a student's grade point average in the college admissions process, the administration of CCCHS

asks families to consider seriously any decision to take students out of school. Paramount in that decision process should be the pressure exerted on students to make up the work missed in a short amount of time. However, if a family feels their need is worthy and they need to request a student absence they should arrange these in the following manner:

1. A request for an absence from school must come from the parent or guardian in writing at least three (3) days in advance and be submitted to the Assistant to the Dean for Personal Growth. The student will receive a form to be filled out indicating the purpose and dates of the absence.
2. The student should then submit the form to each subject area teacher. At that time the student should obtain his or her present grade, comments, recommendations, and assignments from each teacher.
3. After each subject area the teacher signs the form and provides comments with regards to attendance and grades, the student must bring the form to the Assistant to the Dean for Personal Growth prior to the absence. If a teacher provides unfavorable comments, the school will call the parent or guardian to inform them of the student's status.
4. It is the responsibility of the student to make up the work missed. Teachers are not obligated to take extra time for tutorial help when students are making up missed work.
5. No pre-arranged absence will be approved during exam periods.

College Visitation

College visits may not take place during the last week of the quarter, exam weeks, or after May 1st. College visits are considered a pre-arranged absence. (see criteria for pre-arranged absence above).

Truancy

Truancy is any absence from school without the approval of parents or school authorities. Florida State Law requires the school to report the names of any students with more than 15 unexcused absences within a 90 calendar day period to the Department of Motor Vehicles.

Reporting an Absence

Parents are to report absence using the **REPORT STUDENT ABSENCE** tab on the home school website at ccchs.org. Fill out the fields to indicate :

1. Full name of student
2. Parent Name
3. Parent Phone number

4. Parent email
5. Date (s) of Absence, Tardy or Early Dismissal
6. Explanation for absence, Tardy or early dismissal

Doctor’s Note (if applicable) must be presented to the Front Office upon student’s return to school. For all absences a parent note of confirmation is to be submitted to the Front Office upon return to school.

If access to ccchs.org is not available Absences, late arrival and Early Dismissals must be handled by calling the school offices directly at 727-531-1449. Requests for Early Dismissal must be made in advance to alleviate disruption of Instructional time.

Morning Tardy Infractions

Students are expected to arrive at school on time and be seated in their first period classroom when the second bell rings (warning bell at 7:40 AM). Students who arrive after the start of first period (7:45 bell) will be considered tardy to school.

1. If a student arrives to school between 7:45AM-8:30AM, the student will be required to report to the front office, receive an admit slip to enter class, and will be recorded as “tardy”
2. Students who arrive after 8:30 AM will not be permitted to attend their first period class, will report to a designated tardy area, and be considered “absent” for that class period. Students may be admitted after 8:30 AM per teacher request if a summative assessment is being administered. Any summative assessment missed due to an unexcused tardy will be required to be completed the same day.

A morning tardy will be excused upon presentation of a doctor/professional note identifying the student having an appointment that required them to be late. In the case of extreme or unusual circumstance (significant accident on major thoroughfare to school/ unusually bad weather) students will not be counted as tardy. This determination will be made by the Dean for Personal Growth.

Morning tardiness will be documented through the student database (visible in the student and parent portal) and parents will be notified via text. Tardy consequences are calculated on a monthly basis:

Tardy	Level 1	Level 2	Level 3	Level 4
Accrues monthly	1-4 Tardies Text to parent contact from front office (notification)	5 Tardies Lunch Detention (.25 demerits)	8 tardies After school detention/parent notification (.5 demerits)	12+ tardies Referral and possible removal from extra curriculars (1 demerit)

Class Tardy Infractions

Students who are not in class on-time, and do not have a note from an administrator or other faculty/staff member, will be considered tardy unexcused. Unexcused tardiness to class will be considered as a classroom disruption and handled directly by the classroom teacher as it interferes with instructional time. Students who miss graded or ungraded activities due to unexcused tardiness may, or may not, be allowed to make-up these activities at the teacher's discretion. Tardy consequences are calculated on a monthly basis and will be documented in through the student database, in alignment with the tardy matrix.

Clinic Passes

If a student becomes ill during school hours, the following procedures are followed:

1. The student must obtain a pass from the teacher for the clinic. If a student becomes ill between classes, the student must report to the next class teacher to receive the pass. The student will then be permitted to go to the clinic.
2. The student is permitted to remain in the clinic only if it has been decided that they are unable to remain in class for the day and are awaiting a ride home. Parents must pick up the student in the Main Office or fax a signed note allowing the student to go home. If parents cannot be reached only persons on the clinic card may pick up the student or fax a note for them. Students may be released per telephone conversation only if a signed release form is on file in the Main Office.
3. Students will not leave school until parents have granted permission. Students will be required to bring in an absence note when returning to school.
4. Records will be kept of the number of times a student uses the clinic.
5. Parents should inform the school if their student has any special medical problems.
6. Parents are required to notify the school if their student takes doctor prescribed medication. All medication will be taken in the clinic. Students are required to bring the medication to the Main Office at the beginning of the day. Medicine should be in the original container with the required dosage on the label and will be administered by school personnel.
7. Students may not carry any medication, prescription or over-the-counter with them or in their vehicles.

Early Release

Early release passes are issued before the first period for medical appointments which cannot be scheduled at any other time. The student will present a note from the parent stating the reasons for the pass. The student must show the pass and the doctor's verification of appointment upon return to school to obtain an admission slip. For funerals, students must present a parent's note

the day before, if possible.

Once students arrive on campus in the morning, they are not permitted to leave unless they obtain an early release pass from the main office. This is regardless of arrival time.

Co-Curricular Events

Students may not attend or participate in a co-curricular event on a day on which they were absent from school. Participation may also be limited as a result of disciplinary situations.

CODE OF CONDUCT

Purpose

The Clearwater Central Catholic High School “Code of Conduct” is presented as an overview of the school’s behavioral expectations for the students. It is not the intent of the “Code of Conduct” to detail all possible discipline infractions, rather to be a general outline for students, parents, faculty and administration. School disciplinary policies apply to all CCCHS students whenever they are involved in a school-sponsored activity on or off campus, including transportation both ways. Conduct whether inside or outside of school, that may be considered as detrimental to the reputation of the school or the Roman Catholic Church, can result in consequences up to and including expulsion.

The Administration reserves the right to rule on unusual cases in discretionary manner. CCCHS students involved in illegal activities outside the school may also incur disciplinary action by the school administration. If students are involved in illegal matters at school or any school sponsored activities, the administration may be obligated to notify the legal authorities. The school retains the right to amend the Parent/Student Handbook for just cause.

Philosophy

The Clearwater Central Catholic High School “Code of Conduct” is founded on the belief that all individuals are uniquely created in the image and likeness of God. This foundational belief mandates that all students embody respect for their peers, faculty and staff, as well as all other members of the greater community, our school and the environment. We believe that it is the shared responsibility of the student, parents, faculty and administration to work together to create an opportunity for the students to grow as individuals. However, it is recognized that students may, at times, make choices that do not align with the core values of the school.

The platform for working to modify behaviors that do not align with the school’s core values aims

to be one that takes advantage of the positive relationships that are developed between the students, parents, faculty, and administration. In order for this process to be successful it requires open and honest communication between all individuals. Furthermore, it is essential that there is a mutual trust that both the school and family are working for the students' best interests.

Uniform Code Regulations- Academic Professionalism

It is the goal of CCCHS to help prepare our students as individuals for college and professional settings while maintaining unity within our student body. Our core values of Embodying Respect and Inspiring Excellence require students to hold themselves to a higher standard in all aspects of their education, including the presentation of themselves as a CCC student. Clearwater Central Catholic High School students are expected to wear their uniform to portray a positive self-image and convey pride in their personal appearance and school identity pride. All students are expected to be in the full appropriate uniform each day, representing CCC in the highest esteem.

General Appearance

The expectation is for CCC students to arrive on campus looking neat. Shirts should be pressed and wrinkle-free. Shirt tails must be worn inside the uniform shorts or slacks at all times during the day. No part of the uniform should be faded and slacks must be hemmed. Students electing to wear shorts may do so at the purchased length. Shorts may not be hemmed or cuffed.

Shaving: Boys in 9th-11th grade are expected to be clean shaven. Boys in 12th grade may have short, neatly trimmed and well-groomed facial hair. School administration reserves the right to determine the appropriateness of hair styles and facial hair.

Shirts: Oxford shirts must be buttoned on the second button. Button downs must be buttoned on the collar. Long sleeves must be either buttoned at the wrist or twice cuffed to the elbow. Shirts must be tucked in so the belt is visible all the way around the body.

Hats: Hats or bandanas of any kind are not to be worn on campus at any time during the school day.

Hairstyles: Hairstyles should be clean and presentable, not extreme, not attention-getting, not offensive or distracting to others in length, style, or artificial color (artificial means any color not natural such as green, purple, etc.). Hair needs to be out of the eyes. Boys' hair length should be above the shoulders.

Belts: A solid brown, black, navy or white leather belts must be worn by all students and should be the appropriate size. Belts must be worn through the belt loops. All belts must have a buckle in front.

Jewelry: Jewelry should not be extreme, excessive or distracting to others.

Body piercing: Body piercing of any kind is considered to be inappropriate within the uniform code. Students found to be in violation and requiring a surgical procedure for removal will be suspended from school until such time as the procedure is completed.

Tattoos: Students may not have tattoos that are visible outside of the uniform.

Shoes: Uniform shoes can be dress or athletic. The shoe should always reflect a neat and presentable appearance by being kept in good condition, tied (if relevant), and cover the heel of the foot. Folding the heel of a shoe is not permitted and all shoes must be closed toe. Shoes that are not permitted on any school day: flip-flops, sandals, mules, crocs, slippers, moccasins, boots of any kind, heels, wheeled shoes, light-up shoes, and any other nonapproved shoe. The administration reserves the right to rule on the appropriateness of any shoe based on the condition and/or appearance.

Socks: Socks should not be extreme in style or messaging (prohibited messaging includes alcohol, drugs, sexual content or disrespect). Socks must be visible. The administration will rule and deem socks inappropriate based on these guidelines.

Undergarments: Only solid white regular undergarments (including bras) with no writing on them may be worn. Students may wear undershirts, tanks, camisoles, under the oxford shirt. Undergarments may not exceed the dimensions of the uniformed shirt. (Example: Undershirt sleeve may not be longer than the uniform shirt.)

General Guideline

At no time will shirts showing the midriff or exposing the back be permitted as appropriate attire. At no time will skin tight clothing be permitted as appropriate.

Outerwear/Cold Weather Attire

Outerwear can be from Risse Bros or an approved CCC provider. All sanctioned apparel must be RED, with a CCC logo and worn over the uniform. Red is the only approved outerwear color, this includes athletic jackets or sweatshirts if approved by the Athletic Director. Hoods may not be worn during class time. Uniform shirts must be worn with the collar visible under all outerwear. Other than extreme cold-weather days approved by the administration, no other outerwear will be permitted during the school day. Hats, gloves, scarfs or blankets are not permitted.

Uniforms guidelines

Boys:

1. Khaki pants or khaki shorts purchased from Risse Bros.
2. Yellow oxford long sleeve or short sleeve shirt with logo available from Risse Bros.
3. (Seniors Only) red and white pin stripe oxford long or short sleeve with logo available from Risse Bros.

Girls:

1. Khaki pants, khaki shorts or skorts purchased from Risse Bros.
2. Girls' shorts or pants must be purchased from Risse Bros.
3. No shorts may be hemmed or cuffed above fingertip length.
4. Skorts may not be hemmed without approval from the Dean for Personal Growth or be rolled at anytime during the school day
5. All shorts should be appropriate in size and hem should **fall below the finger-tips at all times**. *Girls choosing to wear the boy-style shorts may do so and are permitted to hem the boy-style shorts below fingertip length.
6. Yellow oxford long sleeve or short sleeve shirt with logo available from Risse Bros.
7. (Seniors Only) red and white pin stripe oxford long or short sleeve with logo available from Risse Bros.

Violations of the Uniform Code

A student may never be out of uniform at any time during the school day unless he/she has written permission from the Dean for Personal Growth or in the event of special non-uniform days as approved by the Administration. The Administration reserves the right to send home any student if his/her dress is not within the regulations or is deemed inappropriate. If a student is to be sent home, the parent will be notified beforehand. Students must come to school dressed in their uniform and remain in such until after the dismissal bell.

Uniform violations will be recorded and consequences are cumulative.

Uniform Violations/Adjustments Accrued Monthly	Level 1	Level 2	Level 3	Level 4
	<4 violations	4 Violations	8 Violations	12+ violations
	Violations documented with Dean for Personal Growth	Lunch detention and violation documented in (.25 demerits)	Afterschool detention and parent notification (.5 demerits)	Referral and possible removal from class ISS or extra curriculars (1 demerit)

Non-Uniform Days

On all non-uniform days, boys must be clean-shaven, without earrings, and all students must wear ID's/lanyards.

On occasion, students will have the option of participating in various non-uniform days. If a student chooses not to follow the guidelines for any given day, then full uniform as explained in the handbook is expected. Guidelines for the various types of days are as follows:

Special Activities: Students are permitted to wear their uniform shirt with jeans or shorts as pre-approved by Administration.

Retreat Days: On their annual retreat, students are required to wear a uniform shirt and jeans. Athletic shoes are permitted.

Theme Days: These days typically occur during, but are not limited to, Homecoming, Spring Fling and Christmas. Students will be given specific guidelines as to what to wear and are expected to follow them completely. For example, on “hat day”, students who choose to dress out of uniform would be expected to wear an appropriate hat all day. It is the student’s responsibility to listen to the guidelines and ask questions before they participate in these non-uniform days. Failure to comply with Theme Day rules will result in a detention and loss of privileges. (This is not a uniform violation). Students must shave and wear lanyards. Shoulders must be covered. No tights, yoga pants or leotards. And all shorts must come to the knee.

Classroom Management and Supervision

CCCHS believes that the best way for the students to be successful in meeting the behavioral expectations of the school is to have clearly stated expectations that are fairly and consistently enforced throughout the school. Supervision is coordinated and provided for students throughout the school in order to both ensure the safety of the students as well as give students the best opportunity to make good choices that align with the core values of the school.

Student/Teacher Conferences

Teachers may require students to come before or after school, or during communication period in order to participate in a student/teacher conference. Student/teacher conferences will be required when students are failing to meet behavior expectations in the classroom. The purpose of these conferences is to ensure that the student is aware of the inappropriateness of their choices in the classroom as well as working together with the teacher to find a solution that will promote student success. Student/teacher conferences will be documented by the teacher and may be accompanied by disciplinary action as required by the teacher (classroom detention, etc.). Mandatory student/teacher conferences resulting from misaligned behaviors will be documented through the student database (visible in the student and parent portal) and consequences are cumulative.

Parent Communication

When student behaviors that are misaligned with the school’s core values and expectations continue after a conferencing intervention, teachers will engage in a dialogue about the issues with the student’s parents. It is the expectation of the school that the parent, student and teacher work together to create clear expectations and explore the possibility of further interventions to modify student behavior in the class.

Parent communication will be documented by the teacher and may be accompanied by disciplinary action as required by the teacher (classroom detention, etc.). Mandatory parent communication resulting from repeated behaviors will be documented through the student database (visible in the student and parent portal) and consequences are cumulative.

Disciplinary Interventions and Demerits

Interventions

The faculty and administration of Clearwater Central Catholic High School may employ the use of the following interventions in order to help modify student behaviors that do not align with the core values and expectations of the school.

Detention

Detentions are issued for infractions of the Student Discipline Code listed below. Detentions may be issued by any administrator, faculty, or staff member at CCCHS. Detentions will be documented through the student database (visible in the student and parent portal).

Specific offenses incurring one detention include, but are not limited to:

1. Disturbance in class
2. Inappropriate behavior-assembly/Mass
3. Food/drink in academic area
4. Cell phone/Improper use of other electronic device
5. Disrespect to another student
6. Disrespect to an adult
7. Non-compliance with a request
8. Non-compliance with class rules
9. Inappropriate language

Detention is held during lunch Tuesday, Wednesday and Thursday and after school on yellow Thursdays. Detentions must be served during lunch the day of the received infraction. If a detention is received after lunch or on a day that detention is not in session, students are obligated to report to the next scheduled detention time. Students who fail to attend may receive parent notification, be assigned after school detention, in-school suspension (ISS) or be suspended from extracurriculars. Administration reserves the right to upgrade any detention to an after-school detention pending the severity and/or frequency of the offense.

Referrals

Any faculty or staff member may use the referral process for a student who has engaged in academic integrity infringement, is a continuous disturbance in class, is defiant anywhere on

campus, or is involved in a more serious situation either in or out of the classroom. This process transfers the student behavior problem to the Dean for Personal Growth, and the teacher indicates all previous interventions employed to help resolve the situation. The Dean for Personal Growth determines the appropriate intervention(s) and/or consequence(s) to remedy the situation.

Consequences may include detentions, demerits, parent conferences, implementation of an official Student Behavior Intervention (SBI), in-school suspension (ISS), out-of-school suspension, or probation. Failure of a student to respond may result in the student's dismissal from school. Disciplinary referrals will be documented through the student database (visible in the student and parent portal) and consequences are cumulative.

Suspension

As a result of a serious disciplinary offense, or chronic misbehavior, a student may be suspended from participating in classes as well as all other school activities. For seniors this may include not being permitted to participate in Prom, Grad Bash, Senior Week, and Baccalaureate and/or Commencement ceremonies. The Administration will determine whether suspensions will be served in school or out of school.

When a student returns to school after a suspension, he/she will automatically be placed on disciplinary probation. The student and his/her parents will attend a conference with the Dean for Personal Growth to determine the conditions, duration, and expectations of the disciplinary probation period.

Disciplinary Probation

A student who has accumulated 8 demerits, has been suspended or has committed a serious disciplinary offense may be placed on disciplinary probation. The purpose of this type of probation is to increase the awareness in students and parents of the mutual efforts needed to live out the philosophy and core values of Clearwater Central Catholic High School. This probation period is designed to provide support for students to live within the school's expectations for them. During this period of time, there will be increased communication between the school, student, and family.

The specific conditions of the length of a probationary period will be determined in consultation with any or all of the following: Principal, Assistant Principal, Dean for Learning and Achievement, Dean for Personal Growth, Athletic Director and Campus Minister.

The conditions will be communicated in a conference with the parents, student and a school administrator. Conditions of probation may include counseling and community service. Participation in all co-curricular activities is a privilege at CCCHS and thus may be restricted. Seniors who are involved in serious discipline matters may lose end-of-the-year senior privileges and participation in senior activities such as Grad Bash, Prom, and Graduation.

A student may request an appeal for consideration to participate in activities after one month. The appeal must be made in writing through their school counselor.

Any student reaching 8 demerits (disciplinary probation) in the school year will be required to have an evaluation conference with the Dean for Personal Growth and the parents. Special conditions may be put on the student for eligibility for the coming year. Any student reaching disciplinary probation may be asked to leave the school, be expelled, or be denied re-enrollment for the coming year.

Expulsion

Clearwater Central Catholic High School, Inc. retains the right to expel students. Expelled students may not attend CCCHS sponsored events. Before a student is expelled, the Principal will call together a committee to review the reasons leading up to an expulsion.

The committee will be comprised of the Assistant Principal, the Dean for Learning and Achievement, the Dean for Personal Growth, the student's school counselor and two faculty members. The student and his/her parents may speak in front of the committee. The committee will make a recommendation to the Principal who makes the final approval of the decision. The Principal communicates the decision in writing to parents/guardians.

The student and his/her parents/guardians have the right to appeal the decision. This request must be made in writing to the Principal within five business days of the date of the Principal's letter. Parents/guardians forfeit the right to an appeal if the written appeal is not made within this time frame.

The appeals team is convened within five business days of receipt of the parents/guardians written request. The appeals team is comprised of the Athletic Director, Assistant Principal, Campus Minister, the Director of Student Activities and an additional faculty member as designated by the Administration. Their purpose is to review the decision that resulted in expulsion. The student and his/her parent may not speak in front of the appeals team.

The decision of the appeals team and the action taken will be communicated to the Principal by the Assistant Principal. The Principal of the school retains the right to accept or decline the decision. In the event of a split vote by the appeals team, the Principal will have the final vote. The action will be documented and placed in the student's file with copies mailed to the parents/guardians and the Superintendent of Catholic Schools and Centers of the Diocese of St. Petersburg.

An appeal of the decision of the administration must be made in writing by the student and his/her parents/guardians within ten business days of receipt of the decision of the administration to the Superintendent of Catholic Schools and Centers of the Diocese of St. Petersburg. The decision of the Superintendent is limited to the procedural review of Clearwater Central Catholic High School's enforcement of school policies. The decision of the Superintendent

will be rendered in writing to the student and his/her parents/guardians with a copy sent to the Principal.

The decision of the Superintendent of Catholic Schools and Centers of the Diocese of St. Petersburg in the appeal process is final.

Demerits

Demerits are issued by the Dean for Personal Growth for repeated and/or more serious infractions of the Student Discipline Code. Specific offenses incurring demerits include:

Behavior	Demerits
Academic Infringement (cheating)	1-3
Disrespect toward faculty or students*	1-12
Fighting/Assault/Battery*	1-12
Harassment/Bullying*	3-12
Leaving campus without permission	3-6
Defiance/Insubordination	1-6
Lying	3
Forging Notes/Falsifying Documents	3-9
Falsifying identity/Lanyard Compliance	1-3
Theft/Larceny*	3-12
Swearing/Profanity	1-3
Truancy	3-6
Skipping class	1-3
Vandalism/Defacing school property*	1-12
Use or possession of tobacco/tobacco products	3-6
Use or possession of vaporizer/e-cigarette	3-6
Violation of technology policy*	1-12
Improper access or use of electronic devices*	1-12
Use or possession of alcohol/controlled substances*	3-12

*** Any serious infraction resulting in 12 demerits may be cause for expulsion.**

Student Behavior Matrix

Demerits Accrued Annually	Level 1 <4 Demerits	Level 2 4 Demerits	Level 3 8 Demerits	Level 4 12 Demerits
	Student is in good standing.	<ul style="list-style-type: none"> • Parent/student conference and/or notification with Dean for Personal Growth • Good standing status may be affected. • Possible implementation of Student Behavior Intervention (SBI) 	<ul style="list-style-type: none"> • Disciplinary probation and Student is no longer in good standing (extracurricular involvement may be affected) • Parent/student conference with Education Leadership Team • Behavior Plan re-evaluated • Re-enrollment may be held pending successful completion of school year. 	<ul style="list-style-type: none"> • Student may be expelled or asked to withdraw • Student may not be allowed to re-enroll at CCCHS course of the school year

General Behavior Guidelines

Cafeteria

Students have access to the school cafeteria before school and during lunch. A variety of hot and cold food is available through a private food service company. Students will clean their own area after eating. Any student who fails to act in a responsible manner during lunch is subject to a detention or referral. He/she may be required to eat lunch in a separate area designated by the Dean for Personal Growth. Eating lunch outside the cafeteria is not permitted except as an approved senior privilege. Throughout the entire lunch period students must remain in the McLaughlin Center.

Students are expected to keep the cafeteria and school grounds clean and are responsible for cleaning up after themselves; they are not to leave garbage or debris behind. Failure to do so may result in disciplinary action and/ or being asked to tidy up the grounds.

- Garbage is to be disposed of in the receptacles provided.
- Cafeteria trays are to be returned to the service area.

Students may bring their lunch to school or purchase food at the cafeteria. Students may not order food to be brought in from outside vendors. Students are not permitted to leave school to have lunch with parents or any other persons unless pre-approved by the Dean for Personal Growth. Food or drink in any unauthorized area will be confiscated and thrown away.

Eating/Drinking During the School Day

Students are permitted to have a snack outside of the buildings during the passing time between classes. Students may drink water only throughout the day. Drinks other than water are prohibited from academic buildings at all times. Personal snacks are permitted as communicated by the administration. Vending machines are not approved for use outside of a student's assigned lunch time.

Driver's License Law

In order for a student to be eligible for a driver's license, the student must submit to the Florida Motor Vehicle Department a notarized verification form indicating that the student is in compliance with Florida Statute, section 322.0601. This form verifies that the student has satisfied relevant attendance requirements at CCC. In order to obtain this completed form, the student must make the request from the school secretary 48 hours in advance to permit time to complete and notarize the form.

Recognizing the importance of education and keeping students in school, the Florida Legislature enacted CS/CS/SB 265 relating to the driver's license for students, age 15 to 18, as an incentive for students to stay in school and continue their education. Specifically, if a student withdraws from school and does not attend another high school or home education program or is absent for 11 unexcused consecutive days, 15 unexcused days within a 90-day period, or is absent for a total of twenty 20 unexcused cumulative days, that student's driver's license may be suspended.

Driving Regulations

Driving Policy

Clearwater Central Catholic High School, Inc. is a private property, and as such, the parking lots and other areas of the High School are private property. All students are expected to follow the driving regulations set forth by the State of Florida at all times while operating their motor vehicle on school grounds, going to and from school, and while at school related activities. It should be understood that speeding and/or reckless driving endangers not only the student's life but also those in the area.

Parking Permits

The issuance/purchase of a parking permit only authorizes the parking of a vehicle on campus. It

establishes a designated parking space. Areas where parking is allowed are included in these regulations. A vehicle in any unauthorized area is in violation of these regulations.

Enforcement

Florida state motor vehicle laws are part of the CCCHS Motor Vehicle Regulations governing the use of vehicles on campus. The CCCHS Facilities Department is responsible for enforcement of these regulations. Additionally, Florida state laws pertaining to the operation of motor vehicles can be enforced by the Pinellas County Sheriff's Department and the Florida Highway Patrol. Violations of Campus Motor Vehicle Regulations will be controlled by the authority having jurisdiction.

General Parking Rules

1. Students will park in the East and Southeast parking lots of the campus and will have yellow and red decals.
2. Parking stickers must be placed in the lower left-hand corner of the windshield with the permit number visible.
3. If a student withdraws from CCC before the end of the school year, the parking space becomes the property of CCC and may not be given to another student.
4. The driver of the car must be present to purchase the parking space. Students and parents cannot buy parking spaces for friends.
5. If a student changes vehicles during the school year, he/she must notify the office of the Dean for Personal Growth with the information of this change.
6. If a car is found in the parking lot without a permit or the permit does not match the parking space, the owner will be fined \$5 per violation.
7. Parking is prohibited by the fire hydrant in front of the Cavallaro Gymnasium, in any loading area, any fire lanes or restricted areas.
8. Accumulation of three or more violations by any registered or unregistered vehicle can result in revocation of parking privileges or towing of vehicle at the owner's expense.
9. Certain violations may result in the removal of a vehicle. When the vehicle is removed, the cost of towing is at the owner's expense. A citation will be issued in conjunction with the vehicle being towed.
10. Any vehicle on campus is parked or driven at the risk of the owner. CCCHS assumes no liability for any damages or theft from or to any vehicle on campus.
11. The school is not responsible for damage to vehicles while on campus.
12. Loud stereos are not permitted.
13. Speed limit is 10 mph.
14. Students will be asked to remove offensive bumper stickers or signs.
15. Loitering in parking lot is not permitted.
16. Students are not permitted in the parking lot during the school day.

Complaints of reckless or irresponsible driving will result in a conference with the Dean for Personal Growth and the parents will be contacted. Documentation of the violation will be placed in

the student's file. Consequences will follow and may include the suspension of the student's driving privileges for a period of time designated by the Dean for Personal Growth.

Lockers

Students may obtain a locker upon individual request. Students must use school issued locks so that all locks will be accessible by a school key. Maintenance of the locker and lock is the student's responsibility. Students are required to keep their lockers locked. Students may be assessed a locker damage fee or locker clean out fee. Students can be subject to disciplinary referrals for failure to clean out lockers.

Lockers belong to CCC and should be treated with care. The school is not responsible for stolen items. Lockers are subject to search. All problems with lockers will be referred to the Dean for Personal Growth.

Cell Phones/Earbuds

Students will be permitted to use their cell phones and ear buds at lunch or outside during passing time. Cell phones should not be out or on during classroom or in the halls. Teachers have a designated location for students to place cell phones during class time. It is the student's responsibility to ensure that their cell phone is turned off and put away during the restricted times. Any earbuds or cell phones that are found in use during class time may be confiscated by classroom teacher and remitted to the Dean for Personal Growth. Confiscated cell phones may not be dismantled, batteries may not be removed, when being taken by the teacher or any school personnel. Cell phone violations are accumulated per semester: Students who have repeated cell phone violations may lose the privilege of carrying their cell phone during the school day.

Other Electronic Devices

iPods, pagers, personal data assistants, or other electronic devices including MP3 players, CD players and headphones (unless required by teacher for classroom instruction) are not conducive to a serious learning environment and their use is prohibited during the school day. If a student is in possession of any of these items they will be confiscated and must be picked up from the front office at the end of the day. Multiple occurrences will result in the student receiving a detention.

Prohibited Items

It is prohibited to carry, use, or store weapons, or other dangerous objects in a school building, on school grounds or in vehicles. Included in this are imitation weapons such as toys that may appear to be real, lighters, matches, guns, knives, chains, clubs, mace, pepper spray or explosives, including fireworks. Students violating this policy will be subject to disciplinary action by the CCC Administration.

Public Displays of Affection

Kissing, clinging, and other displays of romantic affection are not appropriate to the academic setting. A second reminder in this regard may result in a parental call, conference, or disciplinary action.

Search and Seizure Policy

The school Administration makes every attempt to maintain a school environment that is safe and conducive to learning. Whenever the school has reasonable suspicion, the Administration reserves the right to search student automobiles, lockers, book bags, backpacks, purses, water bottles, socks, pockets or effects and to confiscate any contraband item. Also subject to search would be any computer, iPad, software program, external data storage, e.g. flash drive, phone or CD.

Searches will always be facilitated by an Administrator and could include another adult witness. Drug-sniffing dogs may be employed in the search. In addition, the Pinellas County Sheriff's Department may be notified in the event that a crime has been committed.

Security

The security of student belongings can be assured only if there is cooperation by all students. Students are required to purchase locks from the school in order to lock athletic, PE and hall lockers. Personal belongings, textbooks, and other valuables left in unattended gym bags or on top of lockers are not secure. Student drivers are required to lock their automobiles. The school is not responsible for any lost or damaged property.

Students whose lockers are not secured may be required to face disciplinary consequences. Non-school locks are subject to removal. Students are required to place their names in textbooks. Students in PE classes or after-school sports activities should lock their belongings in the provided locker. Students who have been the victims of a theft on the school grounds should report the incident to the Dean for Personal Growth immediately.

Vandalism

In addition to demerits, any student involved in vandalism at CCC or any other school campus is responsible for full and immediate restitution.

Special Policies and Procedures

Academic Integrity Policy

Anything that compromises the integrity of student work being their own is considered academic

infringement. It includes, but is not limited to: copying someone else's work, letting someone copy your work, looking at a test, quiz or exam of another student, attempting to communicate during an assessment, having cheat sheets or written information, using a cell phone or any form of technology, looking at a quiz, test or exam materials prior to their administration, giving information regarding an assessment to another student who is scheduled for that same evaluation at a later time, failing to give credit or any form of plagiarism. Students found to be in violation of this policy will receive an "NE" for the test or work and receive up to three (3) demerits. Students are required to submit original work to earn credit. Parents will be notified.

Diocesan Harassment Policy

Clearwater Central Catholic High School, Inc. strives to establish a Christian, professional and supportive education community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at CCC, condemn any form of harassment. Concerns should be reported directly to the school/center administrator. All credible allegations will be addressed according to the Diocesan policy.

Purpose

This policy intends:

1. that each individual is free from physical, psychological or verbal intimidation and harassment in the school setting;
2. that each individual involved in schools maintain and further develop attitudes and behaviors which express respect for others and are reflective of each person's God-given dignity;
3. to encourage a heightened sensitivity toward behaviors that others may find offensive and intimidating, whether these behaviors refer to race, religion, color, gender, sexual orientation, national origin, age, marital status, familial status, veteran status or disability.

This policy is not intended to limit the expectation of staff, children, students, and volunteers to engage fully in the traditions of teaching, celebrating, participating in and being formed by the Catholic faith, including but not limited to curriculum, catechesis, the Sacraments, other liturgies, worship services and ministries.

Explanation of Harassment

Harassment can result from a single incident or from a pattern of behavior involving verbal, written or physical conduct or communication. Harassment encompasses a broad range of behaviors, which could include, but are not limited to:

1. Physical, mental or verbal abuse.
2. Insults, jokes, or derogatory slurs based on one or more of an individual's protected status(es) .

3. Unwelcome sexual advances or touching.
4. Implicit or explicit requests for sexual favor.
5. Unwanted sexual comments (serious or humorous).
6. Unwanted sexually suggestive telephone calls, letters, e-mail, etc.
7. Comments or jokes based on issues of modesty and developing social awareness.
8. Unwanted forced involvement in activities (e.g., physical, religious, etc.).
9. Coercion of religious styles or personal beliefs upon a participant.
10. Intimidation in front of a group or forced personal sharing in groups.
11. Inappropriate media or music use which would violate this policy.

Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible, but will be consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Reporting Procedures

When an individual believes he/she is being harassed or feels uncomfortable with the actions or comments of another, or observes harassment of another person, the individual must report his/her concerns in writing as follows:

1. Individuals involved with schools must report their concerns to the Principal. It is desirable that the Principal, as an administrative authority, is informed of any allegations, but the investigation must be conducted, nonetheless, as promptly as possible in accordance with designated procedures. The investigation will not be delayed due to the inability to make immediate contact with administrative authorities.
2. If any individual is uncomfortable reporting to the above persons, the report should be made to the Superintendent of Catholic Schools.

Investigating Procedures

1. Once a report of offensive comments or actions is received, it will be promptly and carefully investigated. Cooperation by all individuals involved in a complaint is necessary to conduct the investigation properly and equitably. The preceding section on "Reporting Procedures" provides information as to how the initial report is presented for investigation.
2. The confidentiality of each individual involved with the investigation or complaint will be observed, provided it does not interfere with the ability to investigate the allegations or take corrective action.
3. Individuals who engage in behavior which violates this policy are subject to disciplinary action, up to and including expulsion, dismissal, discharge, and any legal consequences for this behavior.
4. Individuals should recognize that knowingly and willfully bringing false accusations of harassment or discrimination can have serious effects on innocent individuals and may subject such individuals to expulsion, dismissal, discharge, and any legal consequences

for this behavior.

5. Retaliation against individuals who in good faith file a complaint of harassment or participate in the complaint is prohibited. Any person who feels he/she has been subjected to retaliation under policy should report such conduct as outlined above in the "Reporting Procedures."

Falsifying School Records and Documents

Falsifying school records or documents is considered serious. This would include tampering with a teacher's gradebook or computer, as well as any school record or form, including report cards or weekly reports.

Family Assistance/Drug Testing

Rationale

Clearwater Central Catholic High School, Inc. is committed to educating young people to become leaders in the world of today and tomorrow. In many cases this is calling our students to make choices that are counter-cultural. We want to give students the information they need to make choices based on accurate knowledge, and rooted in faith and gospel values. At the same time, we recognize the peer pressure that exists in the adolescent years making it more and more difficult for young people to remain faithful to their beliefs and values.

As a Catholic school we are committed to providing a safe, drug-free campus. We have a Substance Abuse Policy that is specific in content and consequences. Its focus is to eliminate drug use on campus. However, at this time we feel the need to extend this policy beyond the campus. We do this because when students are under the influence of drugs, the educational process and the safety of the school community are compromised. The purpose of this program is to identify, aid, and assist students to refrain from drug use at any time.

Procedures

12. Clearwater Central Catholic High School, Inc. is committed to a program for random drug testing.
3. All CCC students are eligible for testing. Student names will not be used by the lab; students' ID numbers will be used for identification purposes.
4. CCC will randomly choose students over the course of a year for testing. The days and times of the testing will also be at random.
5. An oral fluid drug test will be conducted on campus with supervision.
6. The test will include a full adolescent profile providing results on a variety of widely used drugs by young people.
7. The lab will notify the Principal of the results. In the Principal's absence, the lab will contact the Assistant Principal. The Principal will notify the parents of any student who tests positive.
8. The Principal will call those parents and their child to come to school for a follow-up

conference. The main purpose of the conference is to provide support for the child to change his/her behavior. Drug Intervention counseling will always be mandated. There will be no disciplinary action taken for the first positive test.

9. Parents will be asked to sign a release of confidentiality agreement allowing confirmation to the school that the student has engaged in counseling and agreed to comply with a recommended plan for treatment.
10. Any student who tests positive will automatically be part of random testing for the remainder of the current school year.
11. Any student who tests positive a second time at any time during his/her high school years will be asked to leave the school.
12. There is no fee for this drug testing.
13. Failure to comply with any of the above steps will result in withdrawal from CCC.
14. Any student who appears to be under the influence of any chemical substance, or with reasonable suspicion, may be drug tested at any time.

Substance Abuse Policy

A student may not possess or be under the influence of any alcoholic or other chemical substance at school functions on or off campus, on buses, or in motor vehicles. Any violations deemed egregious by the Administration can result in expulsion. Other violations of this policy can be subject to the following:

1. Student must complete an early intervention substance abuse education program. Failure to do so may result in dismissal from CCC.
2. Student will not be permitted to attend any after-hours school-sponsored activities for a period of three months. Activities will include, but are not limited to, athletic events, dances, Homecoming activities, and other special events.
3. Student must complete eighteen (18) hours of school service as determined by the Principal and/or Dean for Personal Growth.
4. Student will receive four (4) demerits.
5. The student will be placed on disciplinary probation.
6. Repetition of such an offense during the time the student is enrolled at CCC may result in his/her dismissal from CCC.

Students involved in extra-curricular activities are considered role models and school leaders; therefore, there are further consequences in cases involving substance abuse.

The transmission or selling of chemical substances on campus or at school-sponsored activities off campus may result in immediate dismissal from CCC.

The substance abuse policy applies equally to the sale, use, or transfer of counterfeit chemical substances as well.

Drug paraphernalia will not be permitted on campus. If found in a student's possession, it will be confiscated immediately, and the student's parents will be informed of the violation. Students

violating this policy may be subject to disciplinary action by the CCC Administration. Appropriate legal authorities may also be contacted.

The Administration reserves the right to solicit the resources of the Pinellas County Sheriff's Department and its specially-trained drug-detecting canine unit.

Unauthorized Distribution of Materials

Any student distributing written or graphically explicit material on school grounds without permission from a school official may be subject to disciplinary action by the administration of CCC.

Pregnancy

We support the Catholic Church's teaching on premarital sex, contraception, and abortion. We hold a pro-life position and present these teachings in theology classes. The school will endeavor to bring the couple involved together with their parents, school counselors, administration and other pastoral and professional figures in pursuit of a workable solution that will enable the students to continue study at CCC. In every case, professional counseling of both the boy and the girl is strongly recommended as they face critical life decisions. The girl may remain in school until she is advised by her physician (or it is decided by the school) that it is no longer advisable to do so. Married students may not attend CCC.

STUDENT ACTIVITIES

CCC is proud to offer a variety of co-curricular clubs, organizations and honor societies to further enrich the lives of our students. All students are encouraged to get involved and take advantage of the opportunity to use and share the gifts and talents they've been given.

Student Council

Each grade level has a respective council, freshman through senior. Councils are comprised of approximately 8-10 homeroom representatives and 4 officers. Homeroom representatives interview for their position. Officers are elected by their classmates after campaigning and giving a speech in front of their class. Appointments are made at the end of the school year for sophomore, junior and senior councils. Freshman appointments are made at the beginning of the school year.

Participation Requirements

All members of the student council must maintain a 3.0 Cumulative Grade Point Average, be in good disciplinary standing (as verified by the Dean for Personal Growth), and be willing to carry out the Constitution of the Student Council. Executive Council candidates may be members of

any class. Current grade point average and behavior record of each candidate will be verified before running. Time will be provided for candidates for elected office to address the school or their classes in an assembly or communication period. At least three days of campaigning will be provided. In the election process, each candidate must receive fifty percent of the vote to be elected. Should no candidate be elected, a run-off election will take place between the top two candidates. Candidates for Homeroom Representative will be asked to meet with a board of faculty members and/or executive council members, to determine their qualifications for the position. 10% of the class will be chosen to represent each class council. Election results are verified by the Educational Lead Team.

Student Activities Policy

The following are general guidelines for school sponsored events:

- Start/finish times are announced so students can arrange rides immediately after the event.
- CCC students are responsible for any guest that is not a CCC student.
- Once students leave any event, they cannot return.
- Appropriate behavior is expected at all events. Students who are misbehaving will be asked to leave and the parents will be notified.

Prom & Homecoming Dance Policy

Dances are very special times for students (especially Homecoming and Prom), and it is the school's concern that they be safe, economically-feasible, alcohol-free and drug-free celebrations. Parents of students who have not arrived at the dance by a certain time will be notified. Also, students will not be permitted to leave the dance before a certain time determined by the Administration. We strongly discourage the rental of hotel rooms, condominiums or limousines in conjunction with these dances.

Student Fundraising

Student organizations, classes and clubs are under the guidance of the Director of Student Activities. Through the student activity fee, dollars are distributed to each organizations' student activity account. This distribution is generally based on need, the number of active members, level of activity and/or involvement, and is determined by the Principal after consultation with the Director of Student Activities and the Business Office.

Additional fundraising by these organizations directed to raise monies to support their own group or any charity must first be channeled through the Director of Student Activities and the Director of Advancement with final approval by the Principal. A fundraiser pre-approval form must be filled out and given to the Director of Student Activities before any request will be

considered.

All fundraising activities must have final approval by the Principal. Once approved, the Director of Student Activities will set a calendar at the beginning of each semester for each activity. All new fundraising efforts by organizations must be approved by the Principal at the beginning of each semester.

The following guidelines must be adhered to when requesting approval for any fundraising events, including bake sales, raffles, beamers, activities, etc.

1. Written pre-approval by the Director of Student Activities and Director of Advancement is required for all fundraisers.
2. Complete a fundraiser pre-approval form and turn in to Principal.
3. Final non-approval or approval will be made by the Principal.

ATHLETICS

CCC, a member of the Florida High School Athletic Association (FHSAA), has the following sports programs:

BOYS SPORTS - Football, soccer, basketball, wrestling, baseball, golf, tennis, track, cross country, and swimming.

GIRLS SPORTS - Soccer, basketball, volleyball, softball, golf, tennis, track, cross country, swimming, beach volleyball and lacrosse.

Students participating in athletics must conform to the following:

1. Complete all paperwork for FHSAA & CCC including acknowledgment and compliance with the CCC Athletic Department Code.
2. Meet all eligibility requirements set down by the FHSAA and CCC.
3. Provide a certified birth certificate, consent for participation, and a physical form to the Athletic Director. The FHSAA states that a physical is valid 365 days from date completed.

Schedules and information on athletic programs are available from the Athletic Director.

Athletic Course Credit

All students at CCCHS earn a passing grade in Personal Fitness for .5 credits. Students will be allowed to earn .5 credit physical education **waiver** after participation in an entire season of a varsity or junior varsity sport. Students will not be awarded the waiver if they do not complete the season in good standing. Credit waiver will be awarded as a P.E. elective pass/fail. This credit can be used to fulfill the 1.0 PE graduation requirement.

Students must attend and participate in practices and competitive events. Attendance will be kept daily by coaches and submitted to the Athletic Director.

Athletic Participation

Frequently, participation on an athletic team at Clearwater Central Catholic High School, Inc. is a commitment embarked upon through the tryout process. Coaches go to great lengths to ensure sufficient time and opportunity for each student to demonstrate his or her skills to the coaching staff of a particular sport. CCC is confident that each coach maintains an unbiased opinion during the selection process. When a limited number of students is allowed on a roster, the tryout process is employed as the fairest way to field the most capable athletes.

Inherent in the process is the need to inform some students that they have not qualified for the team. If not chosen, an athlete should be of the attitude that he or she will do whatever is necessary to improve his or her skills and try harder the next time. Parents are expected to support the coach, abide by his or her decision and encourage their child to set a goal for the next season and assist them in attaining it.

Those who are selected to be members of any team are expected to give one hundred percent and demonstrate true sportsmanship on and off the field. They are valued representatives of CCC and should exhibit those Catholic values we expect of them. Parents of team members must follow the same guidelines. This must be a total effort by all parties to continue to make the CCC athletic programs the success that they are.

During the season a parent may feel that there may be a situation that requires a conference with a coach. If appropriate, please encourage your child to discuss the situation with his/her coach first. If the child feels uncomfortable in such a meeting, the Athletic Director will sit in and facilitate it. The following procedures should be used when seeking a meeting with a coach:

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director to set up a meeting.
3. Do not attempt to confront a coach before or after a contest or practice. This can be an emotional time for both the parent and the coach and meetings of this nature rarely promote a resolution to the problem.

If the meeting with the coach does not provide a satisfactory resolution, the next step would be to set up an appointment with the Athletic Director. If this meeting does not provide resolution, contact the Dean for Personal Growth.

Athletic Playing Time

With selection on a team, the athlete must recognize the obligations he or she has as a team member. High school competition is played on a different level than recreational or club teams. Performance on other teams does not ensure or deny playing time or a position on our school team. Decisions to play and assessment of athletic ability are left solely to the appointed coaches and these decisions must be afforded respect, both by the athletes and their parents.

Cheerleaders

The expectations, policies, and regulations that apply to athletes also pertain to cheerleaders. In addition, there are separate written expectations that outline specific guidelines for the CCC cheerleading squad.

Fundraising for Athletics

Prior to any advertising, announcements, or other commitment all fundraising initiatives must be submitted to the Athletic Director in writing on the Fundraising Pre-Approval Form. Approval must be received prior to beginning any fundraising activity. The Athletic Director will submit the form to the Director of Finance and Operations, Director of Advancement, Principal and President for review to ensure that the event does not conflict with other revenue generating events or activities. All fundraising activities must be consistent with advancing the mission of CCC. Upon approval/non-approval by the President, you will receive notice of the decision from the Athletic Director.

Fundraising initiatives that require a prior outlay of school funds must have prior approval from the Athletic Director and Business Office.

All funds must be placed on deposit in the Marauder Athletic Booster Club account through the Business Office.

No sport or booster group may have a bank account separate from those administered by the Business Office of the school. Any activity done without prior consent will result in the loss of funds.

Grade Requirements for Athletes

Clearwater Central Catholic High School, Inc. adheres to the FHSAA policy regarding athletic eligibility. The GPA for eligibility is an un-weighted 2.0. However, CCC also enforces its own Academic Probation Policy regarding student participation in extracurricular activities. For the sake of reinstatement to an athletic program, an athlete may appeal the CCC academic

probation after a period of four weeks in the next grading quarter. This appeal must be coordinated with the student's school counselor and presented to the Administrative Council. Student athletes who are ineligible may not participate or practice during the period of ineligibility.

Grades earned at CCC during the regular school year will be used to compute a student's GPA to determine grade eligibility for participation in activities. Grades earned in credit recovery will be considered to meet eligibility requirements.

Hazing

Hazing and other acts of initiation of students during athletic or extra-curricular events are not condoned by CCC, and are strictly forbidden. Before school activities and events, students will be advised of the school's policies in an attempt to ensure the safety of all participants as well as maintain the personal dignity of each student and the reputation of the school. Students and/or coaches found to be guilty of such activities are subject to serious disciplinary consequences.

Required Parent Meeting

Parents of athletes will be required to attend an organizational meeting with the coaches, Athletic Director, and school Administration. Information important to the parents will be discussed. Meeting times and places for each sport will be announced.

School Absences and Athletic Participation

A student may not attend practice or game the day of an absence. A student missing more than three (3) classes is considered absent for a full day. If a student is absent from or tardy to school on a day following an athletic event without a serious reason, participation in future games may be limited.

The Administration reserves the right to rule on unusual cases in an individual and discretionary way.

School Suspension

If a student-athlete is suspended from school, he or she may not participate or practice during the suspension period. This policy includes both in-school and out-of-school suspensions. If the suspension results in disciplinary probation; suspension or dismissal from athletics may result.

Team Dismissal/Withdrawal

If a student-athlete is dismissed or withdraws from a team, he or she may not participate or practice with another school team for the duration of the dismissed/withdrawal team's season and the next sports season.

Team Uniforms

Athletes practicing or in athletic contest must wear appropriate practice gear or uniforms. Girls may not be in sport bras only and boys may not be bare chested at practices and events.

Unsportsmanlike Conduct

Penalties Assessed the Student-Athlete

Student-athletes who commit unsportsmanlike acts before, during or after a contest will be subject to the following suspension levels as determined by the designee of the Athletic Director.

Level 1 Suspension

A student-athlete who commits an unsportsmanlike act or a flagrant foul for which he/she is ejected from the contest will be ineligible to compete for the remainder of that contest and for a minimum of the next two (2) contests, at the same level of participation in the sport of the suspension and in any interscholastic athletic contest in any sport, at any level, during the period of suspension, in all sports except football. For football, the student will be ineligible for a minimum of one (1) football game, at the same level of participation, and any interscholastic athletic contest in any sport during the period of suspension. If the unsportsmanlike act or flagrant foul occurs in the last contest of a season, the student will be ineligible for the same period of time as stated above in the next sport in which the student participates; or

Level 2 Suspension

A student-athlete who receives a second Level 1 Suspension or commits an unsportsmanlike act, as defined above will be ineligible to compete in any interscholastic athletic contest in any sport, at any level, for a period of up to six (6) weeks; or

Level 3 Suspension

A student-athlete who receives a second Level 2 Suspension or commits an egregious unsportsmanlike act, as determined in the sole discretion of the Athletic Director, will be ineligible to compete in any interscholastic athletic contest in any sport for a period of up to one (1) year; or

Level 4 Suspension

A student-athlete who receives three (3) or more Level 2 Suspensions or commits an egregious unsportsmanlike act, as determined in the sole discretion of the Athletic Director, will be

ineligible to compete in any interscholastic athletic contest in any sport for the duration of the student-athlete's high school career.

It is the responsibility of the local school authorities to ensure this policy is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This policy applies to all regular season and State Series contests

Penalties Assessed the School

In the event that more than three (3) students from the same school have been charged with any suspension level, as defined above, in any one sport, beginning with the fourth suspension, the school will be immediately placed on administrative probation in that sport for one or more years, and will be assessed a minimum financial penalty of \$100 per suspension in that sport for the remainder of that sport's season.

On the first Level 2 suspension or higher, as defined above, of a student in any sport, a written warning shall be issued to the school that each subsequent suspension, at Level 2 or higher, in any sport will subject the school to a minimum financial penalty of \$250 per occurrence. Beginning with the next suspension of a student, at Level 2 or higher, the minimum financial penalty of \$250 will be assessed.

Participation by one or more student-athletes in an altercation in the bench area, or by leaving the bench and entering the court or playing field (i.e.-bench-emptying) or by leaving their designated position on the court or playing field to engage in an altercation will subject the school to a minimum \$100 per student monetary penalty.

Financial Penalties

Any penalties the school is assessed by the FHSAA for student-athlete misconduct will be the responsibility of the parents. Student-athletes will not be permitted to participate until all obligations have been satisfied.