



Upper School Grades 6-12

Family-Student Handbook 2022-2023

Our Mission Statement

Catholic Central School is a premier pre-k – 12th grade school that educates the whole child – body, mind, and spirit – with a commitment to the Catholic faith. It’s a community where the educators, families, and parish partner together to develop better individuals. CCS provides a unique opportunity for students seeking a richer, broader, Christ-centered college preparatory education. It’s the future of Catholic education.

347 Old Loudon Road • Latham, NY 12110 • 518-785-6453 • www.catholiccentralschool.org



Dear Students, Parents, and Guardians:

I hope the summer months have been restful, and we are all ready for the beginning of the school year. **The CCS Student Handbook outlines the rules, regulations, and responsibilities of being a student at our school.** It is my hope that our students, parents, and employees can work cooperatively in these areas to ensure a fantastic school year.

The handbook is broken into six (6) sections:

Academic Requirements (pg. 2)

Diocesan Tuition Policy (pg. 9)

Student Regulations (pg. 10)

Electronic Device Policy (pg. 15)

Uniform Policy (pg. 20)

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We all desire a safe, and productive school year at CCS. Familiarizing yourself with the handbook, abiding by the rules, engaging in your studies, and treating all with dignity will ensure that we all enjoy the school year.



ACADEMIC REQUIREMENTS

General Requirements

In keeping with the educational objectives of CCS, all students in grades 6 – 11 must carry six (6) courses, excluding Physical Education. Seniors must take five (5) courses, excluding Physical Education.

At the discretion of the administration and in consultation with parents, a student's schedule may be adjusted due to an individual student's ability, past performance, and grade level.

Students must pay full tuition if they take college courses full or part time off-campus.

Graduation Requirements for the Middle School

Required Courses	Units of Study
Theology	1.5
English	3
Social Studies	3
Math	3
Science	3
Second Language	1
Fine Arts	.5
Health	.5
Physical Education	1.5

Any student who fails one or two core subjects (Theology, English, Social Studies, Math, Spanish, or Science) must attend summer school for the failed subject(s). Since there is no summer school for Theology, any student who fails Theology must meet the objectives designed by a committee consisting of the student's teacher, guidance counselor, and administration.

Any student in grade 8 who fails three core subjects will not participate in the graduation ceremony, and may not enroll as a 9th grade student.



Graduation Requirements for the High School

Required Courses	Regents Diploma	Advanced Regents Diploma
	Credits	Credits
Theology	4	4
English	4	4
Social Studies	4	4
Math	3	3
Science	3	3
Second Language	1	3 *
Health	½	½
Fine Arts	1	1
Physical Education	2	2
Business	1	1
Electives	3 ½	1 ½

* Students may be exempt from the Language other than English requirement by acquiring five (5) units of credit in Business or Fine Arts.

Theology is required for all four years of high school. Students demonstrating 30 hours of physical activity per semester may opt out of physical education with the approval of guidance and administration.

Regents Exams

The NYS Board of Regents requires that students demonstrate competency in basic subject areas before a diploma is issued. Students are required to take the regents exam for all courses that offer the test. All students must take and pass the following Regents exams.



Required High School Regents Examinations

(All Regents exams require a score of 65 or higher)

Regents Diploma	5 required Regents exams as follows: 1 math, 1 science, 1 social studies, ELA, and 1 Pathway Assessment*
Advanced Regents Diploma	<p>a. Traditional Combination: ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science, 1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>b. Pathway* Combination (other than STEM): ELA, 1 social studies, 3 mathematics, 2 science (1 must be life science and 1 must be physical science), and either 1 Pathway (other than science or mathematics) or meet the requirements for the CDOS Commencement Credential = 7 or 8 Assessments</p>
	<p>c. STEM (Mathematics) Pathway* Combination: ELA, 1 social studies, 4 mathematics, 2 science (1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>d. STEM (Science) Pathway* Combination: ELA, 1 social studies, 3 mathematics, 3 science (1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>In addition, a student must either pass a locally developed course, Checkpoint B LOTE examination or complete a 5-unit sequence in the Arts or CTE.</p>

*Pathway Assessment Options: All students must pass the following 4 required Regents exams: 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam, and the English language arts Regents exam. In addition, all students must choose 1 of the following options: Pass an additional math Regents exam in a different course; Pass an additional science Regents exam in a different course, or Pass an additional social studies Regents exam in a different course.

Language Other than English Requirement

All CCS high school students must fulfill one of the following options:

- Pass a Checkpoint A Spanish Proficiency Examination in grade eight
- Pass a Language Other than English course in grade nine
- Complete 5 courses in an alternative Pathway



Advanced Placement Exams:

All students in Advanced Placement courses must take the exam. These exams have additional costs for the student, which should be taken into consideration when registering for classes.

Course Levels & Weighting

The following “levels” are used to compute final averages, and class ranks. Courses are “weighted” according to their level of difficulty:

- Level 3 – Advanced Placement/University in the High School, CCS approved College Courses (1.10)
- Level 2 - Honors Courses (1.05)
- Level 1 - Regents-Level, and elective Courses (1.00)

Class Rank

Class rank is first determined at the end of the Junior year by adding the cumulative total of all marks and dividing by total credits. The final class rank is calculated at the conclusion of the fourth quarter of the Senior year. These cumulative totals are arrived at by using the final average in each subject multiplying by the quality weight (level 3 - 1.10, level 2 - 1.05, and level 1 - 1.00) and dividing by total credits. College courses taken outside of Catholic High will *not* be included in ranking/average and will not appear on the transcript. Grades from the University in the High School, HVCC, and Maria College classes taken during the school day and the Crusader to Saint Program WILL be included in ranking/average as level 3 courses and will be on our transcript. Weighted and unweighted averages will appear on the permanent record card.

Course Registration and Adjustment

Students will attend an advisory meeting with their guidance counselor after the conclusion of the first semester to select courses for the next school year. The following applies to course selection and adjustment:

- Consultation with teachers, guidance personnel, and parents/guardians is very important before final course selections are made.
- Special attention should be paid to prerequisites, past performance, and teacher recommendations.
- Students may be unable to register for a course if the course section has already reached the maximum number of students.
- School districts that provide textbooks to our students require textbook orders to be placed by June 1. Therefore, course selections will be finalized before this date.
- Once the school year begins, it is hoped that students have been placed in proper courses relative to their ability. Requests to drop a full-year course will not be considered after the 2nd full week of the school year. Requests to drop a half-year course will not be considered after the 2nd full week of the course. Likewise, students will not be able to gain admission to a full-year course after the end of the 2nd full week of the school year. Students will not be able to gain admission to a half-year course after the 1st full week of the course.
- Students who are eligible to move from a Regents Level course to an Honors/Advanced Placement Level course MUST achieve an overall 95% in the Regents level class preceding the Honors course they would be entering for their final average.
- A student who is currently enrolled in an Honors/Advanced Placement Level course MUST maintain an 85% final average in order to continue onto another Honors/Advanced Placement Level course in that subject.
 - Only a member of the guidance staff or an administrator may adjust a student’s schedule.



Policies Regarding Exams and Summer School

Any student who fails a course required for graduation must repeat that course in summer school. If a student fails a Regents exam but passes the course, he/she may go to summer school *or* take the exam in August as a “walk-in.” If a student fails the Regents exam in August, they must take that course over during the school year. Only 1 course credit will be granted for completion of a course with its corresponding Regents exam.

If a student passes both the course and the Regents exam but wishes to raise the grade of the exam, he/she may take the August Regents exam as a “walk-in.” The request to take the exam in August must be made to the Guidance Department by the end of the first week in July.

Grades from all courses and/or exams taken during the school year and during the summer will be recorded on the Permanent Record Card of the student. Summer school grades will not be calculated into the student’s average.

Grading

Report cards are issued four (4) times a year. CCS would like to remind parents, guardians, and students that grades are available in real-time 24 hours a day /7 days a week through the Student Information Management portal. As such, report cards will not be mailed home.

Teachers are required to write an Academic Intervention Plan (AIP) for any student whose average drops below 65%. AIP's will require students to attend Advisory Periods.

Numerical grades are used to evaluate the students’ understanding of the subject matter.

- A grade of 65 or above is considered passing.
- No mark below 55 may be placed on the report card during the first two quarters.
- The actual third and fourth quarter grades will be placed on the report card.

FACTS Parent Portal

One of the objectives of the Parent Portal (also known as “Parent Access”) is to promote parent involvement by making communication between parents and the school possible, manageable, and productive. Parent Access provides both parents and students web access to the student’s most current information relating to attendance, homework assignments, grades, and teacher comments.

Through the Parent Portal, you can view the information about your child’s classes at any time. You will be able to view real-time information, including attendance, grades, and detailed assignment descriptions. Usernames and passwords will be provided to parents at the beginning of each school year. **A link to the portal can be found on our official website and our district code is CCS-NY.**

Honor Roll

An honor roll will be published each quarter and will include those students who have an average of 95.00 and above (High Honors) and 90.00 – 94.99 (Honors). *No student with a failing grade or with a comment indicating “disruptive behavior” will be included on the honor roll.* As a reminder, certain classes have different weights and therefore, will affect the GPA (for example, Physical Education is a half credit course).



Guidance Center

School Counselors are available to assist students with:

- Academic, personal and social issues.
- Schedule issues
- College selection and applications
- Career information
- Referral to outside mental health agencies

The Guidance Counselors may utilize services within the Catholic School Office in responding to the needs of the students. These needs may be in the areas of sexuality, substance abuse, etc. Information regarding scholarships and financial assistance for college is made available periodically. Before a student will be allowed to drop or change a level of a course, the guidance counselor will consult with the teacher, parent/legal guardian and student. Parents must authorize such a request by signing an add/drop form and submitting it to the guidance office.

Policy for student transfers from other schools with number grades/letter grades

- Numerical grades for HS level courses will be included in student's un-weighted averages.
- Letter grades will *not* be changed to numerical grades.
- Honors and AP/UHS courses, or equivalent, will be weighted only if we offer these courses at CCS.
- If a transfer student takes a college course as a substitute for an HS course, it will be counted as a weighted grade only if our students have the same opportunity.
- Students will only be included in our rank if they entered CCS by the start of their sophomore year.

Buckley Amendment

The Buckley Amendment states that non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. It is the custodial parent's responsibility to inform the administration of such arrangements.

Academic Dismissal Policy

A student failing three or more Core Courses (Theology, English, Mathematics, Social Studies, Science, and Second Language) will not be allowed to return to Catholic Central School for the next academic year, regardless of summer school attendance.

Student Handbook (Academic and Behavior Contract)

All students are required to sign a Student Handbook contract each year. Failure to meet the requirements of said contract may result in your immediate removal from CCS.



DIOCESE OF ALBANY TUITION POLICY

Tuition is payment for services rendered and, as such, is the primary source of revenue for the school. The principal, in consultation with the local School Board, determines the tuition of the respective school. In order to effectively administer the school, prompt payment of tuition is necessary to assure an adequate cash flow for the school. The Diocesan School Board has adopted the following Tuition Policy.

In cases of extenuating circumstances, the principal will work with individual families to make arrangements for payment of tuition that will meet the needs of the family and the school. The Diocesan School Board recognizes that situations do arise that necessitate changes in the agreed upon schedule. The specific agreement will be worked out with the principal and finance committee of the local School Board.

Tuition Agreement: A written tuition agreement will be prepared for all families, which indicates the names of students covered by the agreement, the name of the person responsible for paying the tuition, the total combined tuition for the student(s) listed, and if a payment plan is requested, the number and amount of scheduled payments. The responsible party must sign and date the agreement. (Effective 1/99)

For families electing payment plans: Prior to the opening of school in September, tuition payments as indicated in the tuition agreement must be current. If payments are not current, admission will be denied. The principal will create one written arrears agreement between the family and the school which details a plan for bringing tuition current. Default on any payment in the agreement will result in suspension. **After the opening of the school.** Payments more than 1 month in arrears. A delinquency notice will be mailed indicating sanctions will be imposed if the account remains delinquent. A late fee will be assessed. Payments more than 2 months in arrears. A letter will be sent to parents or guardians indicating that payment must be received within two weeks. If the payment is not received, or if arrangements for payment are not made with the principal, the student(s) will be suspended from classes. Participation in any extracurricular activity (interscholastic sports, drama, class activities, etc.) will be denied. The parent or guardian is required to meet with the principal and create a written tuition arrears agreement stipulating the schedule for bringing tuition to a current basis. Defaulting on the written agreement will result in suspension. Any tuition in arrears. Report cards will be held and admission to midterm or final examinations will be denied. At the end of the school year, graduating students will not be allowed to participate in graduation ceremonies. Diploma will be held until all tuition is paid. For returning students, registration for the following school year will be suspended. Students will not be allowed to begin practice for fall sports. Admission on the opening day of school will be denied until all prior year tuition is paid or a written tuition arrears agreement is in place. Release of student records requested by parents will be denied until all tuition is paid



STUDENT REGULATIONS

School Day

Homeroom begins at 7:45am, students in grades 6-8 who arrive prior to this time should report to the gym for morning care. Students in Grades 9-12 who arrive prior to 7:45am should report to Room 312 until homeroom begins. The school day ends at 2:50 pm, with students required to leave by 3:00 pm. At 8:30 am all students are required to be in their assigned first period class and prepared for the day's activities.

Students are required to sign out before leaving school and sign in upon returning. Students who become ill during the school day must report to the Health Office. The school nurse will make a determination as to whether or not a student should be sent home. If so, the nurse will contact a parent/legal guardian in order to make arrangements for the student to be picked up from school.

Cancellation / Delay of School

Announcements regarding cancellation or delay of the school day will be made through our emergency notification system. CCS also makes such announcements by radio announcements or TV channels.

Register of Attendance – Excused and Unexcused Absences

For the purpose of maintaining a register of attendance, the Student Information Management System will be used to keep an electronic record of each pupil's presence, absence, tardiness, and early departure. For the purposes of determining which pupil absences, tardiness, and early departure will be recorded as excused or unexcused, the following examples are provided:

Excused absence, with appropriate documentation, shall include but are not limited to:

- Sickness (if more than 2 consecutive days, a doctor note is required)
- Sickness or death in the family
- Doctor's appointment (a note from the doctor's office required)
- The requirement to be in court
- Approved high school or college visits (a note from the college required)
- Educational program
- Family emergency

Unexcused absences shall include:

- Truancy
- Family-Approved (e.g., vacations)
- Suspended (declined alternate instruction)
- Undocumented absences by parent/guardian



Register of Attendance – Coding System

The chart shown below displays the coding system applied within the attendance function of the Student Information Management System.

Category	Code--Excused	Code--Unexcused
Absent	AM (medical/sick/drs note) AF (family emergency) AL (legal appt) AE (educational program or college visit) HE-Absent half-day excused AC (at a college taking courses) SP-Senior Privilege AD (death in the family)	AO (family approved) AU (truant) AS (suspended) ISS (in school suspension) OS (out of school suspension) HU--absent half-day unexcused AP-parent call
Tardy	TM (medical/sick/drs note) TF (family death/illness/emergency) TL (legal appt) TE (educational program or college visit)	TO (family approved) TU (truant)
Early Dismissal	DM (medical/sick) DF (family death/illness/emergency) DL (legal appt) DE (educational program or college visit) DS (sports team event) SP-Senior Privilege	DO (family approved) DU (truant) DP (parent call)

Attendance/Grade Policy/Retention

Students are expected to attend school on a daily basis. Pupils who are unable for whatever reason, except family vacations, to attend school on a given day may arrange with their teachers to make up any missed work. It is the responsibility of the pupil and parent to consult with their teachers regarding missed work. Teachers are not required to give make-up tests or assignments for absences due to vacations. In addition, no assignments will be given in anticipation of a vacation.

The Student Information Management System reports the total number of absences regardless of the type. It is the responsibility of the student and parent to keep track of attendance problems. Through the Student Information Management System. The following formula will be used to determine earned credit:

Course Length	Automatic Failure
Full Year	25 absences
Half Year	15 Absences



Incentives/Discipline

Disciplinary action will focus upon unexcused absences (except for vacations), tardy to class, and tardy to school. The following are possible consequences: lunch detention, after-school detention, parent conferences, and in-school suspension.

Parent Notification

Parents are expected to notify the school of an absence or tardiness within two days of an absence/tardiness. Parents must submit a written excuse providing a specific reason(s) for the absence/tardiness. In the case of early dismissal, the parent must submit a note to the school office in advance, if possible, and must indicate a reason for the early departure upon signing the student out in the school office. Based upon the reason provided, the early dismissal will be recorded as excused or unexcused.

Reviewing Pupil Attendance

At the end of each school year, the administration will conduct an annual review of attendance data and will inform families if their student is unable to re-enroll for the next school year.

Tardiness to School

Students who are not present in their assigned first-period class are tardy and must report to the front desk to sign in.

Supervision

All unsupervised students must be out of the school building by 3:00 pm. Unless they are supervised, students may not have the use of school facilities during evenings or on weekends.

Cars

Students who drive a vehicle to school must have a valid driver's license. Students must park in the North Parking Lot only. Students may not go to their cars during the school day. If it becomes necessary to do so, they must obtain permission from administration.

Tardiness to class/ Cutting class

Students are required to report to all scheduled classes/activities on time. The teacher should mark a student tardy if the student is not on time for class.

Health Service

Students who become ill during the school day should secure a pass to the nurse's office from the classroom teacher. The school nurse will determine whether a student should be sent home. The nurse will contact the parent/legal guardian of the student to make arrangements for the student to be picked up from school.

Students who claim to be sick and spend a class period in the bathroom without the knowledge or permission of the nurse or an administrator will be considered as "skipping" that class or study hall. If the student is too sick to alert the nurse, then he/she should send someone else to get help.

If it is necessary for a student to be given medication during school hours, NYS requires that the following guidelines be met:



The medication must be brought to the Health Office, where it can be kept safely in a locked medicine cabinet.

Drugs and Alcohol

The use of alcoholic beverages, or illegal drugs is not permitted in school, on school property, or at school-sponsored activities. This includes riding to and from school functions in a school-sponsored vehicle. Any alcohol, illegal substances, or related paraphernalia in possession of a student or his/her belongings will also be considered a violation. If students are found in violation of the policy, it will result in immediate expulsion.

Smoking/Vaping/Use of Tobacco Products/Devices

Smoking/vaping and the use of ALL tobacco products are prohibited on school property including any school building, any place an individual is visible from the school and at any school-sponsored event or activity. Possession of tobacco products by students on school property is also prohibited and shall be considered a violation of the policy. Any student who violates this policy will be suspended and or expelled.

Harassment/Hazing

Our goal is to maintain a learning and working environment free of harassment on the basis of race, color, religion, gender, national origin, age, sexual orientation, or disability. Such harassment constitutes discrimination and, as such, violates the school's policies.

Harassment is verbal or physical conduct that threatens, denigrates, or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that has the purpose or effect of creating an intimidating, hostile, or offensive environment, OR has the purpose or effect of unreasonably interfering with an individual's performance, OR adversely affects an individual's opportunities.

Harassing conduct includes but is not limited to the following: epithets, slurs, negative stereotyping, hostile acts that relate to color, race, gender, national origin, age, or disability, written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is circulated within or placed on walls, bulletin boards, social media or elsewhere on the school's premises.

Bullying

Bullying can take many forms, including but not limited to physical, verbal and psychological abuse on or off school property. CCS also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, Snapchat, Instagram, Facebook, Tik Tok, text messaging and other social media when such use interferes with the operation of the school or infringes upon the general health, safety, and welfare of our students or employees. Possible consequences for bullying are suspension, or expulsion. If there is reasonable suspicion that reported behavior may be unlawful, a police agency will be notified.

Sexual Harassment of Students or Employees

Catholic Central School is committed to safeguarding the right of our students to learn, and our staff to teach in an environment that is free from all forms of sexual harassment and intimidation. Based on the premise that every student is entitled to be treated with dignity and respect, recognizing that



sexual harassment is a violation of law, the CCS prohibits and condemns all forms of sexual harassment at school sponsored events, programs and activities by employees and students, school volunteers, and non-employees such as volunteers, visitors, contractors and vendors; during or before and after the school day; or on school grounds. Violations will result in suspension or expulsion.

Items Prohibited by School Policy

Any student found using or possessing a weapon or weapons on or around school grounds will be subject to immediate expulsion. Any student found using or possessing fireworks, pyrotechnics (including stink bombs), or similar devices on or around school grounds will be subject to immediate expulsion.

Lockers

Catholic Central School is co-tenant of lockers and desks and reserves the right to search them at any time without notice. Administration reserves the right to cut off a lock if need be. Lockers should be kept locked at all times and students should not share their lock combinations. Students should plan for their classes accordingly, and go to their lockers only during the times when this is permitted.

Property (School and Personal)

The administration of CCS believes strongly in respect for the property of others. Stealing and destruction of property is not tolerated. Administration will *not* investigate possibilities of theft if the student locker in question was not locked. Vandalism and writing on walls, lockers, desks etc. is considered a serious matter and will be followed with serious disciplinary action, including expulsion.

Photographing Students

Students may be photographed without using names for the purposes of school publicity. Parents/guardians who do not wish their children photographed must communicate their wishes in writing to the Principal.

Working Papers

Applications for working papers may be obtained from the Nurse's Office.

Cheating

Although society often condones cheating as long as one doesn't get caught, we at CCS adhere to the principle that it is morally wrong. Cheating includes: copying homework, copying another's electronic files, downloading from the Internet (and claiming it as your own), plagiarism, taking/giving answers for tests and quizzes, etc.



ELECTRONIC DEVICE POLICY

Cell Phone Policy

Students are not allowed to use their cell phones during the school day unless directed to by a staff member under that staff member's direct supervision, and for instructional use only.

- Students may use electronic devices during lunch.
- **Video Game Systems, including handheld units, are prohibited and should be left at home.**
- Due to the need to maintain privacy and confidentiality within certain areas of the school building, students may *not* use electronic devices at any time for any reason in the following locations: Bathrooms, Locker Rooms, Offices (Main Office, Guidance Office, Nurse's Office, etc.).

Students found in violation of the CCS Electronic Device Policy or students using electronic devices for inappropriate communication or behavior will receive disciplinary consequences ranging from detention to expulsion. In such instances, devices will be confiscated and turned into the Main Office. Failure to hand over the device to the requesting CCS staff member will result in additional disciplinary consequences. Parents may be required to pick up confiscated devices from the Main Office.

Schools of the Roman Catholic Diocese of Albany Internet Safety/Technology Acceptable Use Policy

The Schools of the Roman Catholic Diocese of Albany (Our Schools) provide technology resources to students, faculty, and staff to promote educational excellence through an integrated academic, spiritual, and extra-curricular program. We expect that our schools operate according to the mission, views, understandings, and beliefs of The Schools of the Roman Catholic Diocese of Albany.

The Schools of the Roman Catholic Diocese of Albany Acceptable Use Policy applies to all technology and Internet resources including, but not limited to: device computers, desktop computers, mobile devices (i.e., Smartphone, tablets, etc.), video and audio equipment, information storage devices, and cloud-based applications. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes per this policy. Any user who violates this policy or any applicable local, state, or federal law, faces the loss of technology privileges, risks school disciplinary action and may face legal prosecution.

With access to the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families must be aware that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason, and as required by the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], technology protection measures (or "Internet filters") shall be used to block or filter Internet content or other forms of electronic communications at school. Filters also limit access to any social networking or personal website, email, blog, or chat room through which minors may easily access or be presented with obscene or indecent material; may easily be subject to unlawful advances, or inappropriate communication with adults, or may easily access other material that is harmful to minors. Our Schools have taken precautions to control access to controversial materials and have instructed students in the proper use of the Internet, electronic mail, and software. Our Schools are not responsible for materials acquired by the student online, for violations of copyright



restrictions, users' mistakes, or negligence of any kind incurred by users.

All technology systems, information stored on them, and work performed are governed by this Technology Acceptable Use Policy and are subject to school supervision and inspection whether they reside on school-owned computers or devices brought on campus by students. Our Schools reserve the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, stored on devices brought onto campus, or stored on its systems (including connections made from sites visited) to law enforcement officials or others, without prior notice. As the primary educators of their children, parents are expected to discuss acceptable use of technology with their children and monitor the use of the computer accordingly.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signatures at the end of this handbook are legally binding and indicate the party (parties) who signed has (have) read the Terms and Conditions carefully and understand(s) their significance.

General Terms and Conditions

Acceptable Internet Use – The use of the Internet and school accounts must be consistent with the educational objectives of The Schools of the Roman Catholic Diocese of Albany. Students are to report any misuse of the network to a faculty member. Misuse consists of intentional access to any Internet site deemed inappropriate by the faculty at the school. Misuse also includes any conduct in and out of school that reflects negatively upon the reputation of the school. Misuse includes any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Transmission of any material in violation of Our Schools' policies or any U.S. or state regulation is prohibited.

The use of the technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and other disciplinary action. In the classroom environment, the faculty member in charge will deem what is inappropriate use, and his or her decision is final.

Netiquette – Students are expected to abide by the generally accepted rules of network etiquette.

1. Be polite. Do not use inappropriate language. Students are representatives of our school community. A student may be alone at a computer, but what is written or posted can be viewed globally.
2. Students will not send or post information which disparages the reputation of any school in The Roman Catholic Diocese of Albany, any of its faculty, staff, or students.
3. Students will not email, IM, post to websites or blogs, or text message any inappropriate graphics, images, or pictures.

Use of Social Media – The Schools of the Roman Catholic Diocese of Albany respect the right of students, faculty, staff, and alumni to use a variety of social media to learn, communicate, and connect. As a community committed to Catholic values, academic excellence, and our students' safety, we expect that all members of our community will meet the standards written below in their use of social media. The schools expect that students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of The Schools of the Roman Catholic Diocese of Albany.

Social Media is defined as any web-based or mobile technologies that turn communication into a



dialogue. Social media takes on many different forms, and uses a variety of technologies, including but not limited to: blogs, Internet forums, wall postings, wikis, podcasts, picture sharing, email, instant messaging, music-sharing, Internet telephony, etc. To promote respectful discussion within this forum, students, faculty, and staff are expected to abide by the generally accepted rules of network etiquette. You must be polite, courteous and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs and discussion boards often foster debate of an issue, and users are expected to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, assume that social media participation will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Consider how much personal information to share, with the understanding that anyone can link this information to your name and publish it on the Internet. Students are always urged to exercise extreme caution when participating in any form of social media or online communications, both within the school community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire school community and, as such, are subject to the same behavioral standards set forth in the Student/Family/Faculty Handbook (Handbook).

In addition to the regulations found in the Handbook, students are reminded that their behavioral expectations must align with the Mission and Philosophy of the school, and the Roman Catholic Diocese of Albany, which affirm the teachings, moral values, and ethical standards of the Catholic Church. Students are expected to abide by the following:

- To protect the privacy of the school, students, and faculty, students may not create digital video recordings or pictures of the school community members either on campus or at off campus school events for online publication or distribution that convey inappropriate or illegal behavior.
- Students may not use social media sites to publish information or remarks deemed to be disparaging or harassing toward school community members or that convey illegal or inappropriate activity.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon members of our community.

Failure to abide by this Policy, as with other policies at our school, may result in disciplinary action as described in the Handbook or as determined by the administration of the school.

Online Courses – All policies governing this Acceptable Use Policy extend to students who take online courses through our schools' partnerships with local colleges. Acceptable use covers the range of behaviors appropriate for all online courses and any additional components facilitated by our schools but not hosted on our school servers. Misuse includes, but is not limited to: deleting, copying, modifying, or forging others emails or homework; accessing others' email without their permission; using profane, abusive, or impolite language; disguising one's identity, impersonating other users, or sending anonymous email messages; threatening, harassing, or making false statements about others. The improper use of an email account, messenger client, and/or the threaded discussion area of Blackboard may result in removal from the course without refund. Inappropriate use will lead to disciplinary and/or legal action.



Copyright – Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is illegal, against the mission of The Schools of the Roman Catholic Diocese of Albany, and will result in disciplinary action.

Security – If a student identifies a security problem on the Internet, he or she must notify a faculty member (teacher or administrator) immediately. Students will not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log onto the Internet as anyone else will result in the cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

Privacy – Students should not reveal or post his/her home address or personal phone number or that of any member of the school to anyone on the Internet at any time. Electronic mail is not guaranteed to be private. Students should not send anything that he/she does not want others to read.

Vandalism/Hacking – Vandalism or hacking will result in the cancellation of privileges. Vandalism includes, but is not limited to, destruction of hardware, software, and peripherals, the creation or uploading of any computer viruses, and the downloading of unauthorized games. This includes, but is not limited to, attempts at gaining unauthorized access, willful damage to computers and peripherals, or changing on-line materials without permission.

Digital & Mobile Devices – Digital and mobile devices that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of The Schools of the Roman Catholic Diocese of Albany. Taking pictures, videos, or recordings of faculty members or students without their knowledge is a violation of this policy. The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action.

Cyber-bullying & Cyber-harassment – Cyber-bullying and cyber-harassment are not tolerated. Cyber-bullying is defined as willful and repeated harm inflicted through the use of any electronic device. Cyber-harassment involves threatening or harassing messages or posts which torment an individual. Students found to be engaged in cyber-bullying and/or cyber-harassment are in violation of the Technology Acceptable Use Policy and the Student Code of Conduct. Swift and appropriate will be taken, including but not limited to notifying local law enforcement.

Gaming – Gaming on campus is prohibited unless under the specific direction of an instructor for educational purposes. Students found gaming without faculty approval and supervision will face appropriate disciplinary action.

Confidentiality - The school reserves the right to inspect and examine communications system used by our students at any time. When sources outside the school request an inspection of any communication system or files, the school will treat information as confidential unless any one or more of the following conditions exist: when approved by the appropriate school official(s) to which the request is directed; when authorized by the owner(s) of the media; when required by federal, state or local law; when required by a valid subpoena or court order.

Note: When notice is required by law, court order, or subpoena, students will receive prior notice of such disclosures. Viewing information in the course of normal system maintenance does not constitute disclosure.

Sanctions - Violations of the terms and conditions of this Agreement shall subject users to loss of



computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

With the expanded inclusion of electronic information gathering and dissemination in curriculum and New York State Education mandates, CCS has transitioned to a 1 to 1 Chromebook initiative.

To enable each student to have an educational electronic device with them in school as more courses integrate technology usage into the curricula, CCS has created a 1 to 1 Chromebook policy, allowing students to use their own personal Chromebook in the classroom, retain the information on their device, and be able to continue with their studies at home with the material on their devices.

Guidelines

Students who use Chromebooks or any other electronic device at CCS must register onto the CCS wireless student network, and by doing so accept the following agreement.

“The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device. The student is responsible for the proper care of their personal device, including any repair costs, replacement, or any modifications needed to use the device at school. The school reserves the right to inspect a student's device if there is reason to believe that the student has violated either Diocesan or CCS computer usage policies, administrative procedures, school rules, or other misconduct while using their personal device in the building. Violations of any policy, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. The student complies with the teachers' request to shut down the computer or close the screen. Personal devices shall be charged prior to bringing it to school and shall be capable of running off their own battery while at school. The student may not use the device to record, transmit or post photos or videos of a person or persons on campus unless directly related to a teacher-assigned project and with the permission of the person or persons being recorded. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher. The student should only use their device to access relevant material related to teacher-assigned assignments. The student will use the CCS Student Wireless Network. Use of 3G and 4G wireless or wired connections is not allowed. As a student, I understand and will abide by the above policy and guidelines and the Albany Diocese Computer Use Policy. I further understand that any violation of these policies may result in the loss of my network and/or device privileges as well as other disciplinary action.”



UNIFORM POLICY

In preparation for the school day, students are to report to homeroom period in compliance with the dress code.

	Ladies	Gentlemen
T-Shirts	Plain, white, short-sleeved	Plain, white, short sleeved
Polo Shirt	CCS Polo Shirt	CCS Polo Shirt
Quarter-zip (Mandatory from October 1 through April 1)	Navy blue	Navy blue
Shoes Students may wear black sneakers No boots, or flip flops.	Black Shoes (must have back /closed toe) Boots, Moccasins and slippers are not allowed	Black Shoes (oxfords, loafers, etc. – Not black boots) Boots, Moccasins and slippers are not allowed
Skirt	Gray Pleated (Skirts should not be rolled) (The skirt must be <i>no shorter</i> than approximately 2 inches above the knee) (Tights may be worn under the skirt)	---
Belt	---	Black
Pants Pants must be worn at the waist with a black belt.	Navy Blue or Gray	Gray
Socks (must be dress socks, NO athletic socks)	Knee-High, Solid colors NO LOGOS OF ANY KIND (black, gray, white, blue) Black Leggings are also accepted as a substitute	Solid colors NO LOGOS OF ANY KIND (black, gray, blue)

Please Note: Skirts, pants, quarter zips and polo shirts are to be purchased from Student Styles. Student Styles can be reached at (518) 220-9244.



Students in Grades 6-12 are not required to change for PE, but must wear sneakers in order to receive participation credit for the day.

Without a quarter-zip, the polo shirt must be tucked into the skirt/pants. No long sleeve T-shirts are to be worn with short sleeve polo shirts.

When a quarter-zip is worn, the polo shirt should not be visible below the bottom of the quarter zip.

Earrings may only be worn in the ear (Ear gauges, nose rings, and piercings other than in the ear are prohibited). The administration reserves the right to determine the acceptability of earrings.

All students must be clean-shaven.

Hair must be neatly trimmed and of an acceptable length, color and culturally appropriate style. The administration reserves the right to determine acceptable length, color, and style. Students may dye their hair only natural colors. Hair styles must not be distracting to the academic experience of other students.

Dress Code Violations

Students not conforming to the dress code will be sent home and disciplined appropriately.

It is recommended that parents contact the school administration before purchases are made in the areas of hair color or shoes that may not comply with the dress code.

Dress Down Days

Dress Down Days are announced days when students may “dress down” and do not have to wear their school uniforms. These days are announced in advance and students need to observe dress code guidelines, which include

- The top must be a shirt with sleeves, and the shirt must extend to the waist. It may not display any messages that have a sexual connotation or promote violence, drugs, or alcohol.
- Shorts are allowed but they may not be too tight or too short.
- No hats may be worn by any students.
- Yoga Pants, leggings or Jeggings are permitted. However, they should be appropriate for school, not transparent, undergarments not visible, etc.
- The administration reserves the right to determine the acceptability of dress-down clothing.

Consequences for Violations of Rules, Regulations, and Policies

Students are subject to progressive disciplinary consequences ranging from detention to suspension.

The administration reserves the right to interview a student any time his/her actions warrant it, and to invoke any disciplinary penalties based on the circumstances. Repetition of an infraction will lead to the imposition of discipline. Repetition of infractions will lead to long-term suspension or expulsion. The principal is the final recourse in all disciplinary matters.

The education of your child is a partnership between the parent and Catholic Central School. If,



in the opinion of school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from CCS.

Parents and students need to understand that what a student does, even if it occurs on the student's "own" time, outside the school day and property, reflects on Catholic Central School. Students should understand that they are members of a faith and educational community and they have a responsibility to conduct themselves appropriately. Students involved in conduct whether inside or outside CCS that is detrimental to the reputation of CCS will face disciplinary action.



EXTRACURRICULAR ACTIVITIES

Students who participate in extracurricular interscholastic activities representing CCS should be aware that it is the intent of CCS to provide these activities as beneficial learning experiences. These activities are an extension of the regular educational program and are optional.

Participation

Student participation in extracurricular/interscholastic activities is a privilege not a right. Student participants must conduct themselves as responsible young adults displaying such virtues as courtesy, cooperation, and honesty while refraining from acts of behavior and/or language that are incompatible with the purpose, goals, and mission of CCS.

Attendance

Any student who arrives at school after 10:30am, may not participate in a practice, rehearsal, game or any activity sponsored by CCS either after school and/or in the evening of that day. This rule does not apply to those students in the “Crusader to Saint” Program. A Friday absence excludes a student from participating in weekend activities. Permission to participate may be given by the Principal in unusual circumstances.

Students who are suspended (in-school or out of school) will forfeit participation in any school related activity for the duration of the suspension.

Student participants will be expected to ride to and from away activities on CCS approved transportation unless another arrangement has been approved by administration. Students who intend to ride home after an away activity with their parent/legal guardian must have their parent/legal guardian notify the moderator/coach in writing before the activity.

Middle and High School Dance Standards and Regulations

Catholic Central School has created the following policies and procedures to promote a safe and healthy environment at school dances. As a Catholic institution, we strive to conduct extracurricular events that are appropriate for adolescent students and are consistent with Christian values.

1. No students will be admitted after 30 minutes after the start of an event for High School dances unless arrangements have been made with a CCS administrator prior to the day of the dance and they will end promptly at 10:00pm.
2. All students will remain tobacco, drug, and alcohol-free at dances.
3. Student vehicles may be searched while on the school premises or at a designated off campus dance site at any time. The driver and passengers will be held accountable for the possession of any unauthorized or illegal substances in the vehicle.
4. Students who wish to bring a student from another school must have a *Guest Authorization Form* completed and signed by an administrator from the guest’s school prior to the date of the dance. Forms will not be accepted at the dance.
5. College students and those who have already graduated from high school that are 19 years old and younger with a signed guest authorization form by both parents/guardians are permitted to attend the CCS Class Night (Prom), but may not attend school dances.
6. The following dancing guidelines are for all to know and abide by. Violators will be asked to leave the dance and will not be permitted to attend another CCS dance until meeting with a CCS administrator. The following are prohibited. No body contact that could be classified as sexually provocative. No inappropriate touching. No public displays of affection



Policies Regarding Attendance and Participation in Extracurricular Activities

- Any student who arrives at school after 10:30am may not participate in a practice, rehearsal, game or any activity sponsored by CCS either after school and/or in the evening of that day. This rule does not apply to students participating in the “Crusader to Saint Program” A Friday absence may exclude a student from participating in weekend activities. Permission to participate may be given by the Principal in unusual circumstances.
- Students who do not dress/participate in gym class may not participate in a practice, rehearsal, game, or any activity sponsored by CCS either after school and/or in the evening of that day. Permission to participate may be given by the Principal in unusual circumstances.
- Suspensions and Detentions: Students who are suspended (in-school or out of school) will forfeit participation in any school-related activity for the duration of the suspension. Detentions received by the student must be served on the assigned day. The student should attend the activity after the detention, and the coach/moderator will determine the penalty for missing that portion of practice.
- Unexcused Absences: These are typically those absences from an extracurricular activity that is for personal benefit, which could have been scheduled for a different time, including family vacations.
- Exceptions to the attendance requirement must be approved by the Administration prior to participation.

“Exception” delineation:

1. Funeral
 2. Documented medical appointments (with a note)
 3. Pre-arranged college visitations
 4. School-related absences
 5. Acts of God
 6. Extenuating Circumstances as determined by the Administration
- Student participants will be expected to ride to and from activities on CCS approved transportation. Students who intend to ride home after an away activity with their parent/legal guardian must have their parent/legal guardian notify the moderator/coach in writing before the activity.

Policies Regarding Academic Performance and Participation in Extracurricular Activities

- A student will be declared ineligible to participate in extracurricular/interscholastic activities when the student receives two (2) or more failing grades at the time of any quarterly report card or ineligibility report. Students will remain ineligible until the time of the next report card or ineligibility report. Students may resume participation at the time of the report card or ineligibility report if they are no longer failing two or more subjects. Exceptions to this policy will be considered on a case by case basis.

Policies Regarding Student Behavior and Participation in Extracurricular Activities

The following behavioral standards are expected of all CCS students:



- Students are to not be involved in any public activities that reflect poorly upon themselves, others, or Catholic Central School.
- Possession or use of all forms of tobacco is prohibited.
- Hosting or participating in an activity at which alcohol, or drugs are present is prohibited.
- Engaging in illegal activities on or off of the school campus is prohibited.

The Principal has the right to amend this handbook at any time during the school year. Notification of any changes will be communicated to faculty, parents/legal guardians, and students as soon as possible.

SENIOR PRIVILEGES

Seniors at Catholic Central School traditionally have been granted additional privileges and responsibilities by the school administration based upon their maturity level and status within the community.

Beginning in 2022, Seniors may arrive late to school or leave early for the day if they have a Study Hall only. Seniors must report on time and stay on campus for all other courses including Physical Education. This privilege extends only to our Senior Class Students.

As of 9/16/22 Seniors of the Class of 2023 have also earned:

- **Outdoor separate dining privileges during Lunch, provided no litter or trash is left behind.**
- **Spiritwear Fridays - Seniors may dress down wearing Spiritwear or School Colors.**

Further privileges may be requested in writing from the administration throughout the course of the school year.

- Seniors must make a formal request via letter to the administration of the privileges they seek.
- From that point, a meeting will be held with representatives from the Senior Class to hear arguments in favor of their requests.
- Following that meeting the administration will make policy and communicate it to the student body.



Administrative Staff



Rev. Brian Kelly
Pastor
Brian.Kelly@rcda.org



Austin Matteo
Dean of Discipline/Athletic Director
amatteo@catholiccentralschool.org



Lily Spera
Principal Lower School
lspera@catholiccentralschool.org



Ginny Bariteau
Admissions Director/Alumni Relations
gbariteau@catholiccentralschool.org



Kelly Sano
Lower School Administrative Assistant
ksano@catholiccentralschool.org



Mary Chandler
Upper School Administrative Assistant
mchandler@catholiccentralschool.org



Richard Harrigan
Interim Upper School Administrator
rharrigan@catholiccentralschool.org



Dominika Fanning
School Counselor/Director of Guidance
dfanning@catholiccentralschool.org



Riley McGraw
Director of Student Life
rmcgraw@catholiccentralschool.org



Mike Tolan
Director of Development
mtolan@catholiccentralschool.org

Website

<https://www.catholiccentralschool.org>

Diocese of Albany Catholic Schools Website:

<https://www.higherpoweredlearning.org/>

FACTS Tuition Management

<https://online.factsmgmt.com/signin/3GJBV>

FACTS Parent Portal

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

FACTS Parent Portal District Code:

CCS-NY



FACULTY & STAFF EMAIL ADDRESSES

Ginny	Bariteau	gbariteau@catholiccentralschool.org	Director of Enrollment
Renee	Bouchey	rbouchey@catholiccentralschool.org	Chemistry & Physics
Mary	Chandler	mchandler@catholiccentralschool.org	Upper School Secretary
Maura	Clough	mclough@catholiccentralschool.org	Biology, Life Science, Physical Science
Dominika	Fanning	dfanning@catholiccentralschool.org	Guidance
Carol	Fitzgerald	cfitzgerald@catholiccentralschool.org	Math 6 & 7
Lori	Giuliano	lgiuliano@catholiccentralschool.org	Earth Science, Environmental Science
Amanda	Hannah	ahannah@catholiccentralschool.org	ELA 6-8, ELA II
George	Hannah	ghannah@catholiccentralschool.org	Accounting, Personal Finance, Econ, Business
Thomas	Horn Jr.	thorn@catholiccentralschool.org	Religion 8, Theology 10 & 11
Alexis	Hughes	ahughes@catholiccentralschool.org	ELA I, ELA III, ELA 12, College Comp
Dolores	Kania	dkania@catholiccentralschool.org	Spanish I-IV
Michael	Kujan	mkujan@catholiccentralschool.org	Religion 7, Theology 9 & 12
Theresa	Leggett	tleggett@catholiccentralschool.org	A2, Geometry, Math 8 *through 11/1
Teresa	Maguire	tmaguire@catholiccentralschool.org	Algebra I, Math 12, Calc, Pre-Calc
Terence	Murphy	tmurphy@catholiccentralschool.org	Printmaking, Studio in Art, Art 8, Adv Drawing, Advanced Art Courses
Nicholas	Novotny	nnovotny@catholiccentralschool.org	Social Studies 6-8, Gov't, US History 11
Annmarie	Rizzo	arizzo@catholiccentralschool.org	World History I & II, AP US History, AP World
Mike	Tolan	mtolan@catholiccentralschool.org	Director of Advancement
Courtney	Trembley	ctrembley@catholiccentralschool.org	PE, PE 7/8, Health
Juli	Ganesh	juli.ganesh@nccsk12.org	Special Ed - North Colonie
Lily	Spera	lspera@catholiccentralschool.org	Lower School Principal
Richard	Harrigan	Rharrigan@catholiccentralschool.org	Interim Upper School Administrator
Austin	Matteo	Amatteo@catholiccentralschool.org	Athletic Director/ Dean of Discipline
Riley	McGraw	RMcGraw@catholiccentralschool.org	Director of Student Affairs



Student / Parent Declaration

We have received a copy of the CCS Student Handbook for the 2022-2023 school year. We agree to observe all rules, regulations and policies as outlined in the CCS Student Handbook.

Student Name (Printed) Grade

Student Signature Date

Parent(s) Name(s) (Printed)

Parent(s) Signature(s) Date

Parent

Revised: September 2022

