Dear Students and Parents,

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

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

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

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

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

God bless you,

The Allentown Central Catholic High School Administration
CATHOLIC SCHOOLS AND
A SHARED VISION AND
UNDERSTANDING

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

- The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
- Catholic schools are distinctive religious education institutions operated as extensions of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parishes and Diocese.
- Attending a Catholic school is a privilege, not a right.
- The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school’s life.
- In all questions involving faith, morals, faith teaching and Church law, the final determination rests with the Diocesan Bishop.
- As a parent/guardian of a student desiring to enroll in Allentown Central Catholic High School, I share this vision and understanding of the Catholic identity of this school. I pledge to support this identity and by enrolling my child, I commit myself to uphold all the principles and policies that govern Allentown Central Catholic High School.
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It is the hope of the Allentown Central Catholic High School Administration and Faculty that our students grow in personal responsibility, spiritually, academically, and socially. Our entire thrust as a school will be aimed toward accomplishing this goal. This handbook is designed to provide ready access to the important rules and regulations that support and direct the school goals.

A. CODE OF CONDUCT

The Code of Conduct exists for those few students who show disregard for the requirements of school citizenship and good order. The Discipline Office has a variety of measures available for use as it responds to student misbehavior. Counseling, detention, activity/social suspension, in-school suspension, out-of-school suspension, probation, and expulsion are among some of the consequences of violations of the Code of Conduct. Please be advised that the Discipline Office must use discretion in regard to the determination of the number of detentions and other consequences that may occur as a result of inappropriate student behavior.

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

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

1. DETENTION:

Detention is the primary tool used by teachers and the Discipline Office as a response to student misbehavior and violations of the rules and/or regulations found in this handbook. There are three types of detention used: private detention, school weekday detention, and school Saturday detention.

2. PRIVATE DETENTION:

This is an after school detention issued by a teacher or moderator who observes minor inappropriate student behavior, including violations of individual teacher classroom policies, and has chosen not to make a formal referral at this time. Private detention will be a minimum of one-half hour and a maximum of one hour. Teachers are required to give students 24 hours notice of any private detention(s). After school jobs or activities are not excuses for missing a private detention. Cutting private detention will result in one Saturday detention.

3. SCHOOL WEEKDAY DETENTION AND SCHOOL SATURDAY DETENTION:

There are two types of school detention, weekday detention and Saturday detention that are mandated consequences in response to formal notification of inappropriate student behavior. Students referred for detentions will be required to sign the teacher’s Detention Form. The teacher or student will list the student’s name, homeroom section, offense, and one word description of the violation. The student must initial the form in the space provided. Signing the Detention Form is not an admission of guilt. Students will be given the opportunity to discuss the situation when interviewed in the Discipline Office. Failure to sign the
Detention Form may be considered disobedience and result in additional disciplinary action. Detentions will appear on the students’ report card and the parent portal.

4. WEEKDAY DETENTION

a) Weekday detention will be held on Monday through Friday; exceptions include, but are not limited to, most early dismissal days and faculty meeting days. Weekday detention begins five minutes after dismissal and lasts for one hour. Assigned students and the room number will be found on the daily absentee sheet.
b) Students must be in school uniform for weekday detention.
c) While in weekday detention, students may work independently and quietly on academic coursework, read an appropriate book or article. Students are not permitted to sleep or to close their eyes. Failure to comply with these regulations will result in additional disciplinary action including the ability to use the electronic device.
d) After their interview with the Discipline Office, students who have been issued detention(s) are required to serve or begin serving their detention(s) within the next two days that detention is scheduled or the detention rooms are not full. Students receiving multiple detentions are required to serve them on consecutive days that detention is scheduled or the detention rooms are not full starting with the first day they pick within the two day window. If the detention rooms are full, the two day window begins with the next available day.
e) Lateness to detention within five minutes will result in one additional weekday detention.
f) Lateness to detention beyond five minutes will result in three additional weekday detentions.
g) Cutting weekday detention will result in one Saturday detention for each missed weekday detention.
h) Students will have a weekday detention rescheduled if and only if, a parent contacts the Discipline Office no later than 1:00 p.m. on the detention day and the reason is deemed acceptable by the Discipline Office (usually only doctor appointments or the student cannot get a ride home). Additionally, students will have detention rescheduled if they are absent from school, are sent home ill during the school day by the school nurse or the Main Office, or the school nurse reports that they were in the Health Room until dismissal and are too ill to attend detention.
i) Students permitted to reschedule a weekday detention are not eligible to attend or participate in any extra-curricular activity, game, performance, practice, or meeting prior to 4:30 p.m. on that day.
j) Students permitted to reschedule due to an approved appointment must submit official verification of their attendance at the appointment (including date and time of the appointment) to the Discipline Office on the next school day. Failure to do so may result in the student being held accountable for cutting detention.
k) Students will not be permitted to reschedule for after-school jobs, or any extra-curricular activity, game, performance, practice, or meeting.
l) Students will not be excused early from detention.
m) Detentions will appear on the parent portal.
n) Students accumulating seven weekday detentions will serve one Saturday detention as the seventh detention.
o) After serving a Saturday detention for accumulating seven weekday detentions, students will serve another Saturday detention should they reach seven weekday detentions again. Please refer to the Saturday detention section of this handbook.
p) Some very serious violations of the discipline code mandate immediate Saturday detention(s). Please refer to the Saturday detention section of this handbook.

5. SATURDAY DETENTION

a) Saturday detention is three hours beginning at 7:00 a.m. and concluding at 10:00 a.m.
b) Students assigned to Saturday detention will spend the time doing in-school community service. This service may include, but is not limited to, non-confidential clerical/office work, setting up, taking down, or moving tables or chairs, scraping gum, classroom housekeeping, weeding the landscape beds in the front of the school, or other light housekeeping duties.
c) Credit for school required service hours will not be given for service performed during Saturday detention.
d) A $25.00 dollar fine will also be imposed per student for each Saturday detention.
e) Students scheduled for Saturday detention will receive a Saturday Detention Notification Form to be taken to the Finance Office. When the fine has been paid, the Finance Office will return the form marked paid to the Discipline Office. Students who have not paid the fine in the Finance Office or whose parents have not made payment arrangements with the Finance Office by period 1 on the Thursday before the assigned Saturday
detention will not be permitted to serve the Saturday detention. In addition, an additional Saturday detention and an additional $25.00 fine will be assigned.

f) Students assigned to Saturday detention must follow the school spirit day dress code and wear their student ID.

g) Students assigned to Saturday detention must attend the next scheduled Saturday detention.

h) A maximum of ten students will be assigned to an individual Saturday detention teacher moderator.

i) In any week, the cut off time for a student to be assigned a Saturday detention that same week will be the end of the school day the Wednesday of that week.

j) Students who do not do the required school community service during Saturday detention will be placed on four weeks activity/social suspension.

k) Students who do not report for Saturday detention will be rescheduled for the next available Saturday detention. In addition, they will receive an additional Saturday detention and an additional $25.00 fine. Absence from Saturday detention must be verified by parents via email, telephone or hand-written note the Monday immediately following the scheduled Saturday to avoid a penalty for SMD cut.

l) Students failing to attend Saturday detention two consecutive times will be required to meet with the principal, the vice principal and a parent/guardian to discuss the consequences that will be applied.

m) Students serving three Saturday detentions will be placed on activity/social suspension for four to eight weeks and will receive a behavioral contract.

n) Students serving five Saturday detentions will be reviewed by the principal, vice principal, and chaplain to determine if they will be dis-enrolled from Allentown Central Catholic.

6. PROGRESSION OF DETENTIONS/UNITS:

a) The parent portal shows the detentions each student has received and when they were scheduled. However, each detention has been assigned a unit value. Each weekday detention equals one unit, and each Saturday detention equals seven units. When students reach ten units in any marking period, they are ineligible for the Honor Roll for that marking period. Additionally, please read the next paragraph regarding accumulation of twenty one units of detention.

b) Upon accumulation of twenty one units of detention (weekday and Saturday combined), a parent will be contacted and a parental and student interview will be scheduled. Students will be issued a behavioral contract, placed on probation, and placed on activity/social suspension for a period of two to four weeks. Should a student reach 21 units in two marking periods, consecutively or otherwise, they will be dismissed from school until a parent meeting can be scheduled with the administration. Their status as a student will be reviewed by the discipline review board consisting of the Assistant Principal, Chaplain, Director of Guidance and one teacher.

c) The behavioral contract will be tailored to the specific discipline circumstances of each student and may include terms that are carried over to the next school year or throughout the individual student’s Allentown Central Catholic career. The contract will be signed and dated by the student, the parent(s), and the school administration. Failure to follow the terms of the contract may result in immediate disenrollment from school.

7. INFRACTIONS AND DETENTIONS:

A table of infractions and related disciplinary action is posted at the back of this handbook. The school administration reserves the right to administer appropriate detentions and/or other consequences for infractions not listed there. The consequences for drug and alcohol violations, fighting, contraband, damage/vandalism, disrespect, disobedience, public display of affection, stealing, or any situation not expressly covered in the Code of Conduct will be determined after considering the input from the referring teacher and discussion with the student.

8. DEFINITIONS AND EXPLANATIONS:

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

❖ ATTENDANCE OFFENSES: TO CLASS, SCHOOL, AND DETENTION

1. **Cutting Class:** Cutting is the unexcused absence from class, weekday detention, Saturday detention, study hall, lunch, Discipline Office appointment, Guidance Office appointment, Health Room appointment, or any co-curricular and/or extra-curricular activity (such as, but not limited to, AM or PM school Masses or assemblies, field trips, student retreats, etc.).

2. **Detention Cut:** Detention cut is unexcused absence from weekday, Saturday, or private detention. A job after school or extra-curricular activity will not be accepted as a reason for missing any detention.

3. **Excessive Absence:** Will be enforced after a student has reached 20 late to schools OR 20 absences excused or unexcused. The school will require a physician’s note to cover all absences or a notice of illegal absence will be filed with the student’s district of residence.

4. **Late to Class (without a valid pass from a teacher):** Lateness not exceeding five minutes will incur one weekday detention. Extreme lateness, five or more minutes, will incur three weekday detentions. The Discipline Office will determine at what point lateness becomes cutting.

5. **Lateness to Detention:** Lateness not exceeding five minutes will incur one weekday detention. Extreme lateness, five or more minutes, will incur three weekday detentions. The Discipline Office will determine at what point lateness becomes cutting.

6. **Late to School- Unexcused:** Unexcused lateness to school is a violation and incurs the following consequences:
   
   i. Late to homeroom: one weekday detention.
   
   ii. Missed homeroom; late to period 1: three weekday detentions for first offense five weekday detentions for second offense; one Saturday detention for third offense and every offense thereafter.
   
   iii. Late to 2nd period: one Saturday detention.
   
   iv. Late to 3rd period: two Saturday detentions.

   Generally, student lateness is considered unexcused if the lateness is caused by circumstances under the control of the student. For example, not leaving home in time to account for traffic congestion or railroad crossing delays, failure to set an alarm clock, staying up late to work on school assignments, inability to find a parking spot, long lines at a drive-thru window, and the like are not acceptable reasons to be late to school. Cf: Attendance Policies and Procedures.

7. **Out of Bounds:** All unoccupied classrooms, school offices, cafeteria (except as scheduled), stage, auditorium (except as scheduled), locker room (except as needed for gym classes), weight/wrestling room (except when scheduled for gym classes or extra-curriculars), faculty lounges, planning rooms, faculty dining room, lavatories (except between classes or with proper permission), training room, equipment room, etc. are out of bounds. Students who have 8th period dismissal are to be out of the building or in a teacher/staff supervised area with permission within four minutes after the bell to begin period 8 has rung. Anyone in the hallways, etc. after that time may be considered out of bounds. Students with early dismissal may be considered out of bounds if they are unsupervised in Rockne Gym, the locker rooms, or the weight/wrestling room even if such students have after school athletic activities in these areas.

   Each teacher will have a sign out sheet in each classroom for students receiving permission to leave the classroom. Before leaving, students must fill in the information asked for on the sign...
If the students are out of the direct path between the two points, they will be referred for detentions for being out of bounds. Students who have signed out of class should return in a timely manner.

The equipment/tech room above the stage is out of bounds at all times. The “back stairs” (the Rockne stairs that connect the 400s and the gym) below the lower gym landing are always out of bounds. During lunch periods, a student scheduled for the cafeteria who uses a lavatory other than those located adjacent to the cafeteria will be considered out of bounds or cutting. Students found outside the buildings without appropriate permission will be considered to be cutting.

8. **Saturday Morning Detention Cut:** Detention cut is unexcused absence from weekday, Saturday, or private detention. A job after school or extra-curricular activity will not be accepted as a reason for missing any detention.

9. **Truancy/Illegal Absence:** Truancy is the unexcused absence from school or failure to report to two or more classes without appropriate permission and will result in disciplinary action and possible notification of the police. Additionally, unexcused absence from scheduled co-curricular and/or extra-curricular activities (such as, but not limited to student retreats, field trips, etc.) may result in student removal from these activities. cf: Extreme Lateness to School.

❖ **DRESS CODE VIOLATION:**

1. **Dress code violations** usually incur weekend detention. Students with multiple dress code violations (e.g. shirt or blouse out and an earring violation) will receive one weekend detention for each violation.

2. **Misuse of ID:** The current school year’s Allentown Central Catholic ID badge and lanyard must be worn at all times every day, including Spirit Dress Days, during the school day. The picture and information on the front of the student ID must not be covered or altered in any manner.

   Use of another student’s ID or a previous year’s ID is forbidden. If students exchange IDs, both students are in violation of this policy. Additionally, giving an ID to another student is a violation. Any misuse of an ID violation will result in two weekday detentions.

❖ **DRUG AND ALCOHOL POLICY**

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

   1. Distributing or sharing drugs and/or alcoholic beverages and/or counterfeit drugs.
   2. Buying drugs and/or alcoholic beverages and/or counterfeit drugs.
   3. Possessing drugs and/or alcoholic beverages and/or counterfeit drugs.
   4. Using drugs and/or alcoholic beverages and/or counterfeit drugs.
   5. Being under the influence of drugs and/or alcoholic beverages.
   7. Being present at parties, gatherings, or in autos when others are using.

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

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

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


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

Any student involved in a drug and/or alcohol-related incident, whether the situation occurs in school, out of school, off campus or when school is not in session, may be placed on activity/social suspension for two to four weeks. The student is also liable for in-school suspension or out-of-school suspension or expulsion. In addition, the student will be issued three Saturday detentions. Any student involved in a second drug and/or alcohol incident at any time during his/her Allentown Central Catholic career is liable to be expelled from Allentown Central Catholic High School even if such conduct occurs off school premises.

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

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

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

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

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

❖ DRUG AND ALCOHOL RELATED OFFENSES:

Please refer to the table at the back of the handbook for offenses and consequences.
ELECTRONIC DEVICE VIOLATIONS:

1. Use of Electronic Device (Not Cell Phone): Student has device out without teacher permission and or anywhere in the school between 8 a.m. and 2:50 p.m.

2. Illegal Cell Phone Use: Student has cell phone out without teacher permission and or anywhere in the school between 8 a.m. and 2:50 pm. Student has accessed an inappropriate website including but not limited to pornography, violence and subversive materials.

MISCONDUCT OFFENSES

1. Arson: Intentionally starting a fire or causing an explosion or aided in starting a fire or causing an explosion.

2. Assault-Simple on Student or Staff: A person is guilty of assault if he
   i. Attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another;
   ii. Negligently causes bodily injury to another with a deadly weapon;
   iii. Attempts by physical menace to put another in fear of imminent serious bodily injury

3. Assault-Aggravated on Student or Staff: A person is guilty of assault if he
   i. Attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life;
   ii. Attempts to cause or intentionally, knowingly or recklessly causes serious bodily injury to any of the officers, agents, employees or to an employee of an agency, company or other entity engaged in public transportation, while in the performance of duty
   iii. Attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member or other employee, including a student employee, or any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school

4. Assembly Misconduct: A person is guilty of misconduct if they
   i. Fail to act in a manner appropriate for the assembly and/or to act in a manner which is disruptive, distracting, disrespectful, or creates a disturbance which will result in three weekday detentions.

5. Battery:
   i. The intentional touching of another in an angry manner or the intentional use of force or violence against another. Grabbing someone's arm, pushing or punching a person or striking a victim with an object are all crimes of battery.

6. Bomb Threat: A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a treat to:
   i. Commit any crime of violence with intent to terrorize another;
   ii. Cause evacuation of a building, place of assembly or facility of public transportation; or
   iii. Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Students causing false alarms or using phones to make terroristic threats are liable for immediate expulsion and criminal prosecution. Lost academic instructional time will be made up even if graduation and/or end of year dates must be changed.
7. **Cafeteria Misconduct:** Failure to follow the moderator’s directions, inappropriate behavior, failure to clean up the individual eating area, and/or failure to properly dispose of trash is not permitted.

8. **Cheating/Academic Dishonesty:** Cheating is a serious and immoral action. Students found cheating will have their parents called by the teacher, will receive at least two Saturday Morning Detentions, and will incur any academic consequences explained in the individual teacher’s course policies and regulations that had been sent home and signed by the student and his/her parents. Cheating includes, but is not limited to copying tests or homework, plagiarism, sending test answers or other test information, using cheat (crib) sheets/notes whether written, printed or stored in electronic or other information devices. Students using electronic devices not approved by the subject teacher during a test will be held accountable for cheating. Students who submit written homework or classwork with identical answers will be held accountable for cheating. “Working together” with another student(s) on an assignment does not warrant the construction of and submission of identical answers for that assignment. Unless a teacher directs or specifies otherwise, all work is to be done on one’s own merit.

Some incidents of cheating are even more serious such as, but not limited to, sharing test information with another, text messaging another for answers or other test information, stealing tests or answer keys, changing grades in grade books or computers, and manipulation of electronically graded answer sheets. Such situations will be referred to the Administration and consequences may include, but are not limited to detention(s), in-and/or out-of-school suspension, social/activity suspension, expulsion, and criminal prosecution.

Each teacher is required to speak directly with the student and a parent prior to making a discipline referral. Furthermore, the date and time of the parental conversation must be included on the discipline referral.

9. **Chewing Gum:** It is a violation of the discipline code to chew gum in school at any time. Gum chewing incurs one weekday detention.

10. **Computer Misconduct:** A person is guilty of misconduct if they:
   i. Intentionally misuse any school computer hardware/software in any fraudulent or destructive manner, including but not limited to sending a harmful or threatening message, unauthorized entry into a file including pornographic material, altering a software program, or vandalizing software components.

11. **Detention Misconduct:** A person is guilty of misconduct if they:
   i. Fail to act in a manner appropriate for detention and/or to act in a manner which is disruptive, distracting, or disrespectful or creates a disturbance which will result in three additional weekday detentions. In addition, failure to follow the specific detention regulations stated in the detention section of this handbook will result in three additional weekday detentions.

12. **Disobedience toward teachers, administrators and staff:** A person is guilty of disobedience if they:
   i. Willfully fail to follow a school policy or an administration approved classroom procedure. The Discipline Office will make all determinations as to the number of detentions and other consequences of student disobedience.

13. **Disrespect toward teachers, administrators, staff and students:** A person is disrespectful if they:
   i. Show discourteous behavior toward a teacher, staff member, or other student. Teachers are encouraged to correct the use of obscene language overheard in the halls, etc. that is not intentionally discourteous. Blasphemy, taking the Lord’s name in vain, and
use of sexually explicit vulgarity or gestures may result in additional detentions and consequences. Two levels of disrespect exist:

**Level I:** Includes but is not limited to conduct that disrupts the learning environment and or the school routine.

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

14. **Eating Outside the Cafeteria:** Students are not permitted to eat or drink anything at any time in any part of the buildings, except the cafeteria without faculty/staff permission. This prohibition includes the mornings before homeroom period and the afternoons after dismissal.

15. **Fighting:** Fighting is an extreme form of disrespect that is totally unacceptable in a Catholic school setting. If the instigator of a fight can be determined, the consequences will be applied to that person. If the instigator cannot be determined, all involved parties will incur the consequences. The consequences of fighting in school, at school activities, or on school property, etc. are:
   i. Up to three Saturday detentions may be assigned.
   ii. An indefinite activity/social suspension may be assigned.
   iii. Three days out of school suspension may be assigned.
   iv. Expulsion may occur;
   v. A referral to the Allentown Police Department (or the local police department with jurisdiction) for criminal investigation and/or prosecution may result.
   vi. Students congregating at a fight and/or encouraging others to fight may be liable for the consequences of fighting.

16. **Hallway and Stairway Misconduct:** Behavior that is disruptive, distracting, disrespectful, or creates a disturbance to students and teachers in the hallways or on the stairs.

17. **Harassment/Bullying:** The following is taken from Diocesan Policy #5139, Adoption Date: March 21, 2013. Approval Date: May, 2013

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

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

   **Definitions**
   For purposes of this Policy, the following definitions shall apply:
Bullying – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

Creates a hostile educational environment

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

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

Cyber-Bullying – Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:
• Wire
• Radio
• Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

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

Harassment, hazing, intimidation – acts, words or other behaviors, by an individual or group against another individual or group characterized by:
• Intent to harm.
• Intensity and duration over a period of time.
• An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
• Inflicting physical or emotional harm or discomfort or damage to the person’s reputation and/or relationships.
• A level so severe, persistent, or pervasive that an intimidation or threatening education environment is created or the orderly operation of the school is substantially disrupted.

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

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

- On school grounds owned, leased or used by a school;
- On property immediately adjacent to school grounds;
- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school;
- Through the use of technology or an electronic device owned, leased or used by a school or any personal devices.

Bullying, harassment, hazing, intimidation and name-calling are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in questions:

- Create a hostile environment at school for the individual.
- Infringe on the rights of the individual at school.
- Materially and substantially disrupt the education process or the orderly operation of a school.

17. **Id Violation:** The current school year’s Allentown Central Catholic ID badge and lanyard must be worn at all times every day, including Spirit Dress Days, during the school day. The picture and information on the front of the student ID must not be covered or altered in any manner.

Use of another student’s ID or a previous year’s ID is forbidden. If students exchange IDs, both students are in violation of this policy. Additionally, giving an ID to another student is a violation. Any misuse of an ID violation will result in two weekday detentions.

18. **Littering:** Any student found littering in or around the school will be in violation of the Discipline Code. Littering incurs one weekday detention.

19. **Locker Violation:** The Allentown Central Catholic High School Administration strongly advises students to secure their lockers with school issued locks. Only school issued locks are permissible. Unauthorized locks will constitute prima facie evidence of a locker violation, which may subject the locker to search and its contents to seizure; cf: Lockers. Inappropriate decorations may not be placed inside or outside any locker at any time. They will be removed and the student assigned the locker is subject to discipline consequences to be determined based on the nature of the inappropriate decorations. In addition, periodically during the course of the school year students will be required to clean their lockers and remove all decorations. The school reserves the right to search any student’s locker at any time.

20. **Mass Misconduct:** Failure to behave in a manner appropriate for Mass or other liturgy and/or to act in a manner which is disruptive, distracting, disrespectful, or creates a disturbance will result in five weekday detentions.
21. **Playing Cards:** Playing cards are not permitted in the school. Students caught with playing cards will receive a weekday detention.

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

23. **Racial/Ethnic Intimidation:** A person commits the offense of ethnic intimidation if, with malicious intention toward the race, color, religion or national origin of another individual or group of individuals they attempt to cause reasonable fear and/or substantial emotional distress of another.

24. **Reckless Endangerment:** A person commits a misdemeanor if he recklessly engages in conduct which places or may place another person in danger of death or serious bodily injury.

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

Stealing is the taking of another person’s or the school’s property without permission. The Administration will make all determinations as to the consequences of stealing which may include, but are not limited to, restitution, detention(s), in- and/or out-of-school suspension, activity/social suspension, expulsion, and criminal prosecution.

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

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

28. **Vandalism:** A person commits the offense of institutional vandalism if he knowingly desecrates, vandalizes, defaces or otherwise damages:
   i. any church, school, educational facility, community center, municipal building, courthouse facility, State or local government building or
29. **Weapons Possession:** Contraband is possession of any item which is or may be considered to be injurious to the health, safety, reputation, or good order of the school or any student or staff member. The Discipline Office will make all determinations as to the consequences of these situations. However, students are liable for expulsion in any contraband situation. Contraband includes, but is not limited to, items such as weapons, mace, pepper spray, beepers, look-a-like weapons, B.B. or Pellet Guns, etc.

A weapon is any instrument that may be used to cause bodily harm. The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearms, or replicate(s) of a firearm, and any other tool, instrument, or implement capable of inflicting bodily harm. Possession of a firearm or any weapon renders a student liable for immediate expulsion from school and criminal prosecution.
B. **ACTIVITY AND SOCIAL SUSPENSION**

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

1. **IN-SCHOOL SUSPENSION:**
   Student placed on in-school suspension will be assigned to a specific area of the school where work, tests, etc. may be provided. The student will not be permitted to attend classes during the length of the suspension. The student is responsible for all class work covered while on suspension. In addition, a student may be placed on in-school suspension at any time if it is determined it is in the best interest of the good order of the school to do so.

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

Students must be in proper dress code *WHEN THEY ENTER THE BUILDING*. Students not in compliance with the dress code will be in violation of the discipline code and will receive detention(s).

Dress code violations usually incur weekday detention. Students with multiple dress code violations (e.g., shirt or blouse out and an earring violation) will receive one weekday detention for each violation. Repeated violations or extreme violations may incur more severe consequences. Should an accident or emergency arise that forces a student to be out of uniform, the following procedures must be followed:

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

❖ **BOYS**

1. **PANTS:** All boys must wear the official blue, grey or khaki school pants which must be purchased from the Flynn & O’Hara Uniform Company. Boys must wear their pants at their waists, not at their hips. It is not permissible to cut the pants leg seams. A solid brown or black leather dress belt with a small, plain silver or gold buckle must be worn properly around the waist.
2. **SHIRTS**: All boys must wear a solid light blue or solid white oxford cloth, long or short sleeve, button-down shirt which may be purchased anywhere. Shirts are to be kept properly tucked in at all times. Rolling up the shirttails is not permitted. Collar buttons must be buttoned at all times. Long-sleeved shirt sleeves may be rolled up if a student is too warm, unless they have tattoos. Short shirt sleeves, including polo shirts, are not permitted to be rolled up. Only solid white T-shirts are permitted to be worn under the shirt. T-shirts with designs, logos, words, etc. are not permitted to be worn under the shirt. Long-sleeved T-shirts are not permitted to be worn under short sleeve shirts.

3. **NECKTIES**: All boys must wear a dress necktie, which may be purchased anywhere. Neckties must not extend below the belt. The top button of the shirt must be closed and the necktie pulled up to the top of the collar.

4. **SHOES**: The preferred shoe for both boys and girls is a solid, brown or black, leather dress shoe which does not go above the ankle. Moccasins of any type are not permitted. Solid brown, black, or tan one-color without design boat shoes (such as Sperry) are permitted. Boots, sandals, athletic shoes, canvas shoes (such as Toms), backless shoes or half-back clogs, hikers, work shoes, flip-flops, slipper, soft-soled or no-sole shoes, etc. are not permitted. Shoelaces must be black or brown. Multi-colored shoelaces are not permitted. Note: Any shoe deemed unsafe by the administration due to its condition and/or type will not be permitted.

5. **SWEATERS**: When a sweater is worn, the official school V-Neck sweater which must be purchased from the Flynn & O’Hara Uniform Company is the only sweater permitted. It is not permissible to cut the “V” in the V-Neck sweater. Carrying the sweater or tying it around one’s waist or shoulders is not permitted.

6. **SOCKS**: Socks, not shorter than ¼ length socks, must be worn at all times, blue, black, white, tan or brown.

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

8. **FACIAL HAIR**: Boys are to be clean shaven at all times. Beards and mustaches are not permitted.

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

10. **TATOOS**: Tattoos are not permitted to be visible at any time from the time a student enters the building until he or she exits the building. If a student has a tattoo that is visible or may become visible at these times, it must be covered. Failure to comply will be construed by the school as disobedience, disrespect and a dress code violation.

11. **CAPS/HOODS**: Caps, hats, bandanas, or pulled up hoods are not permitted to be worn in the building at any time.
12. MAKE-UP: Boys are not permitted to wear nail polish or any type of make-up at any time.

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

14. GROOMING: All clothing worn in school is required to be clean, pressed, and not torn. Students are never permitted to write, draw, etc. on their hands, arms, legs, etc. If they do, they will be sent from class to remove the ink, etc. We will offer them hand sanitizer to use. Failure to remove the ink, etc. will result in disciplinary consequences.

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

16. Replacement of Student IDs: If a student forgets or loses their ID, they should report to the Finance Office immediately. Each student is allotted one free replacement ID. If any further replacements are needed, a temporary ID will be issued at a cost of $2. The temporary ID will be good for that day only. A permanent replacement ID will be printed and available at the end of the day (included in the $5 cost) for the student to pick-up. If the student does not have the $5 available, they must bring the money by the next school day. Failure to replace or pay for an ID will result in detentions being issued. Replacements for damaged lanyards are available in the Finance Office at a cost of $3.00. Students are responsible for maintaining their ID and lanyard in good repair.

❖ GIRLS

1. SKIRTS/KILTS: All girls must wear one of the official plaid or khaki skirts or kilts which must be purchased from the Flynn & O’Hara Uniform Company. All skirts or kilts must be worn to the top of the kneecap. Any skirt or kilt that cannot be lengthened in accordance with the school mandate to touch the top of the kneecap must be replaced. Boxer shorts, spandex shorts, etc. are not permitted to be visible if they are worn under the uniform skirt.

2. SLACKS: At any time during the school year, girls will be permitted to substitute the official khaki slacks, which must be purchased from the Flynn & O’Hara Uniform Company, for a skirt or kilt. It is not permissible to cut the slacks leg seams. A solid brown or black leather dress belt with a small, plain silver or gold buckle must be worn properly around the waist.

3. BLOUSES: All girls must wear a solid yellow or solid white oxford cloth, long or short sleeve, button-down collar blouse which may be purchased anywhere. Blouses/shirts are to be kept properly tucked in at all times. Rolling up the blouse tails is not permitted. Both collar buttons must be buttoned at all times, and only the top button of the blouse may be opened. Long-sleeved blouse sleeves may be rolled up if the student is too warm. Only the top button of the uniform blouse may be kept open. Traditional outerwear and polo shirts, colored T-shirts, etc. are not permitted to be worn over or under the uniform blouse. Long sleeved T-shirts may not be worn under short-sleeved blouses. Any garment worn under the blouse must be solid white without designs, logos, words, etc. Short shirt sleeves, including polo shirts, are not permitted to be rolled up.

4. SHOES: The preferred shoe for both girls and boys is a solid, brown or black, leather dress shoe which does not go above the ankle. Moccasins of any type are not permitted. Solid brown, black, or tan one-color without design boat shoes (such as Sperry) are permitted. Boots, sandals, athletic shoes, canvas shoes (such as Toms), backless shoes or half-back clogs, hikers, work shoes, flip-flops, slipper, soft-soled or no-sole shoes, etc. are not permitted. Shoelaces must be black or brown. Multi-colored shoelaces are not permitted. Note: Any shoe deemed unsafe by the administration due to its condition and/or type will not be permitted.
5. HOSIERY: All girls wearing skirts or kilts must wear solid white, yellow, navy blue, green, or black non-sheer knee socks, stockings, or tights. Sheer stockings or knee highs, including colored and/or patterned, are not permitted. Knee socks must be pulled up completely. Socks, not shorter than ¼ length socks, must be worn at all times by girls wearing the Allentown Central Catholic khaki slacks.

6. SWEATERS: When a sweater is worn, the official school V-Neck sweater which must be purchased from the Flynn & O’Hara Uniform Company is the only sweater permitted. It is not permitted to cut the “V” in the V-Neck sweater. Carrying the sweater or tying it around one’s waist or shoulders is not permitted.

7. HAIR: Hair is to be kept stylishly neat. Unusual and/or distracting hairstyles are not permitted. Unnatural hair colors, streaks, or highlights are not permitted. It is not permitted to shave lines, designs, words, numbers, etc. into the hair. Shaved heads or partially shaved haircuts are not permitted.

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

9. TATTOOS: Tattoos are not permitted to be visible at any time from the time a student enters the building until he or she exits the building. If a student has a tattoo that is visible or may become visible at these times, it must be covered. Failure to comply will be construed by the school as disobedience, disrespect and a dress code violation.

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

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

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

13. GROOMING: All clothing worn in school is required to be clean, pressed, and not torn. Students are never permitted to write, draw, etc. on their hands, arms, legs, etc. If they do, they will be sent from class to remove the ink, etc. We will offer them hand sanitizer to use. Failure to remove the ink, etc. will result in disciplinary consequences.

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

15. Replacement of Student IDs: If a student forgets or loses their ID, they should report to the Finance Office immediately. Each student is allotted one free replacement ID. If any further replacements are needed, a temporary ID will be issued at a cost of $2. The temporary ID will be good for that day only. A permanent replacement ID will be printed and available at the end of the day (included in the $5 cost) for the student to pick up. If the student does not have the $5
available, they must bring the money by the next school day. Failure to replace or pay for an ID will result in detentions being issued.

16. Replacements for damaged lanyards are available in the Finance Office at a cost of $3.00. Students are responsible for maintaining their ID and lanyard in good repair.

❖ WARM WEATHER OPTIONS

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

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

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

Boys should wear shirts, ties, dress pants and the appropriate shoes as per the school policy.

Girls should wear modest, professional business attire. The following clothes are strictly prohibited:
- Low cut blouses or shirts
- Tight, form-fitting skirts, pants or dresses
- Short skirts

Student attire will be inspected prior to departure from school. A male and female administrator and or teacher directed by the administration will be charged with the task.

Students who fail to adhere to these standards will not be allowed to participate in the event.

PHYSICAL EDUCATION DRESS CODE

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

SPIRIT DRESS DAYS:

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

1. Students are permitted to wear casual pants (including clean and not ripped jeans). Yoga pants or similar tight-fitting pants are not permitted.
2. Students are permitted to wear only Allentown Central Catholic polo shirts, T-shirts, long sleeve shirts or sweat shirts (hood down).
3. Students are permitted to wear sneakers. However, boots, sandals, backless shoes, flip-flops, and bedroom slippers are not permitted.
4. Mini-skirts (or other immodest attire) are not permitted for girls. On Allentown Central Catholic Spirit Days, skirts are not permitted if they are shorter than the uniform skirt or kilt.
5. Khaki dress shorts are the only type which may be worn and only on days designated by the administration.
6. Tank tops or other sleeveless attire are not permitted for either boys or girls.
7. Shirts/blouses that expose the midriff (stomach/waist) are not permitted for either boys or girls.
8. Neither boys nor girls are permitted to wear caps, hats, bandanas, or pulled up hoods.
9. All other normal dress code rules and regulations apply on Spirit Dress Days.
10. Student IDs are required on Spirit Dress Days.
D. ATTENDANCE POLICIES AND PROCEDURES

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

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

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

1. ABSENCE:

1. Parents must phone school by 9:00 AM each day of the absence unless the school is informed the absence will be extended.
   CALL: 437-4601, EXTENSION 3.
   When the machine directs you to do so, leave your child’s name, section, and the reason for the absence, your name, and your daytime phone number. This extension may be called 24 hours a day. Do not use this extension for any reason other than reporting absences. If you leave other messages at this extension, they are likely not to be delivered as requested since these messages are retrieved at various times during the school day.

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

3. Attempts will be made to telephone the parents of all students who are absent, including those whose absence was reported by a morning phone call. Parents of any student whose absence has not been properly reported will be contacted for verification of the absence.

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

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

6. Failure to follow the absence procedure may result in a student being marked truant. Students absent more than 20 days or with significant lateness may be liable for summer school to make up missed school time. Repetitiveness of a poor attendance record could result in dismissal.

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

8. Any student arriving after 11:00 AM is considered absent for the day and is not eligible to participate in any extra-curricular activity, game, or practice on that day.

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

Occasionally an emergency may arise that will cause a student to be late to school. The procedure for such situations follows:

1. When a student arrives late to school, he/she must report to the Vice Principal to receive an admittance slip.

2. In order to have the lateness excused, a parent must call school at 610-437-4601, Ext. 102 prior to the student’s arrival at school or upon arrival at school the student must present a Late Arrival Form signed by a parent. Students who arrive late and have not followed either of these options will have their lateness judged unexcused and will receive the appropriate detentions. Calls received or notes presented after the student’s arrival are not acceptable to excuse lateness. In both situations the Vice Principal must deem the reason acceptable for the lateness to be excused. Generally, student lateness is considered unexcused if the lateness is caused by circumstances under the control of the student. Questionable lateness will be verified by a phone call to the parent(s). Note: a lateness caused by a mechanical difficulty with a vehicle is handled differently. cf: 6C which follows.

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

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

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

6. Please be aware of the rules regarding unexcused lateness as explained in the Code of Conduct. Also, please be aware of the following:
   a. Lateness without the appropriate parental phone call or Late Arrival Form at the required time is unexcused.
   b. Oversleeping, missing a bus, traffic, being stopped by trains etc. are unexcused latenesses.
   c. Mechanical difficulty with a vehicle:
      A student who is late to school due to a mechanical difficulty with a vehicle will be excused one time only provided a parent/guardian has telephoned the school prior to the student’s arrival or completed a Late Arrival Form which the student must present to the Vice Principal upon arrival at school. No student will be excused for a second or subsequent lateness due to a mechanical difficulty with a vehicle.
   d. The discipline action that is imposed for unexcused lateness increases, as the amount of time the student is late increases.

Note: Students involved in activities (games, performances, etc.) who are late to school on the activity day or the day after the activity will be declared ineligible for an appropriate number of activities if it is determined that the lateness is not legitimate. Such lateness will be thoroughly and carefully checked; e.g. did the student bring a doctor’s note. Resting for the activity or after the activity is not an acceptable reason for lateness. Any student who leaves school before 12:00 Noon is considered absent and is ineligible on that day. In addition, any student who arrives at school after 11:00 AM is considered absent for the day and is not eligible to participate in any extra-curricular activities, games, or practice on that day. Any student who arrives at school after 10:00 AM on an Early Dismissal Schedule is considered absent for the day and is not eligible to participate in any extra-curricular activities, games, or practices on that day.

3. **APPOINTMENTS: EARLY DISMISSAL/LATE ARRIVAL:**

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

1. It is preferred that the official Early Dismissal Request Form be presented to the Vice Principal one day in advance of the appointment. Use the forms sent home prior to the start of school. Extra forms are available in the Main Office. When this is not possible, the Early Dismissal Request Form must be presented to the Vice Principal prior to the start of homeroom the day of the appointment. The request must be made in writing, not via the telephone.

2. Upon completion of step 1, the student will be given an Appointment Verification Form. This form states the time the student is to be excused from class.
3. The student is expected to return to school after the appointment. He/she must report to the Vice Principal’s Office with the Appointment Verification Form signed and properly completed by the doctor, dentist, etc.

4. If the student is unable to return to school or the appointment has not concluded by dismissal, the student must return the Appointment Verification Form the next day he/she is in attendance at school.

5. Failure to return to school after an appointment or failure to return an Appointment Verification Form may result in a student being held accountable for cutting/truancy.

6. Students arriving late to school as a result of an appointment must submit a Late Arrival Form signed and properly completed by the parent/guardian and the doctor/dentist, etc.

7. Students arriving at school after the absentee list addendum has been published must follow procedure #3 under “Lateness to School”.

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

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

4. **VACATIONS, TRIPS:**

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

1. The student must obtain the appropriate form from the Vice Principal.

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

3. The completed form must be returned to the Vice Principal at least two days before the vacation or trip begins.

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

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

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

5. **COLLEGE VISITATIONS:**

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

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

6. **ILLNESS DURING SCHOOL:**

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

1. A student who becomes ill during the school day must get Health Room/Nurse’s Office pass from the teacher with whom he/she is rostered at that particular period.

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

3. If the student is returned to classes, the nurse will notify the Vice Principal as to the time spent in the infirmary.
If a student reports to the Health Room and the nurse is not there, the student is to report to the Main Office immediately. The Main Office Secretary will contact the parents when appropriate.

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

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

Students feeling ill during the school day are to report to the nurse, or in her absence, the Main Office. Since cell phones are to be turned off at all times (except when teachers give permission in class), students are not permitted to use them or other devices to contact a parent/guardian prior to reporting to the nurse. When necessary, the nurse will contact a parent/guardian. Students in violation of this policy are subject to detentions(s).

Parents needing to contact students during the school day are to call the Main Office @610-437-4601, ext. 0. Please remember: If a parent text messages or calls a student outside of the cafeteria and the phone is on or the student answers/responds to the message at a time in class where teacher permission was NOT given to have devices out (during the school day), the student is liable for disciplinary consequences.

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

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

5. **Extended Absent Due To Injury/Illness:**

1. In the event your child(ren) become ill and will be absent from school for an extended period of time, please note that your child, not the teacher, is responsible for ensuring that all missed work is completed. Your child will have the number of days missed to make up the work after returning to school (i.e. if your child missed 10 days of school, they will have 10 school days to complete any missed assignment upon returning to school).
E. CLUBS, EXTRACURRICULAR ACTIVITIES, NHS AND STUDENT COUNCIL

1. GUIDELINES FOR ESTABLISHING A CLUB AT ACCHS

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

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

2. NATIONAL HONOR SOCIETY:

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

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

--- Student must be a Junior with a GPA of 3.45.
--- Student and a parent/guardian must attend the selection orientation meeting.
--- Student will complete the “Activity Information Form” and follow the selection process as explained at the selection orientation meeting.
For more information on NHS selection procedures please go to the Student Life Section of the ACCHS website.

NATIONAL HONOR SOCIETY TUTORING PROGRAM:

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

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

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

STUDENT COUNCIL:
Any student wishing to run for Central Committee (seniors only), class officer, or student council representative must present his/her name to the Student Council Advisor with a letter of recommendation from his/her pastor. The names of all these students will be submitted to the faculty for evaluation. After the faculty evaluations have been tabulated the Departmental Advisory Board will decide the final slate of candidates. The Student Council Advisor will show the Student Council by-laws to any interested student
F. GENERAL INFORMATION AND PROCEDURES

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

**Summa Cum Laude** - General Average of major subjects 95.0 and a minimum grade of 90 in all major subjects.

**Magna Cum Laude** - General Average of major subjects 90.0 to 94.99 and a minimum grade of 85 in all major subjects.

**Cum Laude** - General Average of major subjects 85.0 to 89.99 and a minimum grade of 80 in all major subjects.

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

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

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

ATHLETIC COLLEGE RECRUITING VISITS:
To coordinate the college recruiting of student-athletes the following format has been implemented:

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

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

BIBLE POLICY:
Students are to have their own school-issued copy of the Holy Bible with them in school at all times either in their possession or in their locker. Students are issued a bible as freshmen and are expected to keep that bible for the duration of their time at Allentown Central Catholic. Bibles are to be kept in good condition and are not to be defaced in any way. Notations and markings in the bible are to be of an educational or spiritual nature.

Highlighting or underlining of specific passages is permitted as well as notations that may benefit the students in their study of the bible or in prayer. The students’ names must be on the inside front cover of their bible. The students’ names may appear on the page borders so that the names can be seen when the
book is closed. The names are to be written a maximum of two times. Any other marking or notations not meeting these guidelines will deem the bible defaced. When a teacher sees a bible that is defaced the teacher will take the bible from the student and will give it to the Chaplain or Disciplinarian. The students will then be expected to pay $15 for a new copy of a school-issued bible. Discipline consequences will be determined at the discretion of the Chaplain and Disciplinarian.

BUCKLEY AMENDMENT:
Allentown Central Catholic abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of that portion of the court order which limits the non-custodial parent’s right to information.

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

CAFETERIA PERIODS:
1. Students must arrive in the cafeteria within 8 minutes after the bell has rung and remain there until the end of the period.
2. Students are not permitted to go to the food line, machines, or microwaves until Grace before Meals and the Sign of the Cross have been completed.
3. Upon entering the cafeteria, students are to remain standing at the tables. The moderator will ask everyone to be quiet and put phones away. Once they are quiet, the prayer will be said.
4. When Grace and The Sign of the Cross are completed, not before, students may be seated and begin eating or drinking and the moderator will direct the students by class to report to the food line/machines. Students are not permitted to play games to determine who disposes all the trash accumulated at a table.
5. No later than five minutes before the dismissal bell, students must clean up their own eating areas.
6. Chewing gum is not permitted anywhere in the building, including the cafeteria.
7. Students in the cafeteria are permitted to use only the lavatories adjacent to the cafeteria and have to sign in with the permission of the moderator. No more than four students will be allowed to use the lavatories at one time.
8. Students are not permitted to have food delivered to the school nor are they permitted to leave school to purchase food.
9. Throwing or tossing any item anywhere in the cafeteria will result in a Saturday Morning Detention.
10. The school dress code is in effect in the cafeteria.
11. Eating or drinking outside the cafeteria without faculty/staff permission is not permitted.
12. Students are not permitted to borrow money from other students in the cafeteria.
13. Students leaving the cafeteria early for medical reasons must have documentation from the Vice Principal’s office and may use a student helper only if stated on the documentation.
14. If a teacher wishes to meet with a student on his/her lunch period, a pass signed by the teacher with the date, period, and location of the meeting must be presented to the cafeteria moderator as soon as the student enters the cafeteria. Students leaving the cafeteria without following this procedure may be considered to be out of bounds or cutting.
15. Students wishing to use the library on lunch periods must follow the procedure explained in #14.
Note: Students are permitted extra time (see point #1) for arrival at the cafeteria. This allows ample opportunity to go to lockers and arrive at the cafeteria without being late. However, students are not permitted to use this additional time to loiter in the halls, lavatories, or locker rooms. Students going to lunch must be out of the lavatories and locker rooms and moving to the cafeteria by the usual four minute passing time bell. Violators may be considered out of bounds or cutting.
CELL PHONE AND ELECTRONIC DEVICE USE AND VISIBILITY POLICIES:

BYOD (Bring Your Own Device) POLICY AND USE

One of the responsibilities of Allentown Central Catholic High School is to teach our students the skills and knowledge needed to be successful when they graduate and enter college or the workplace. In today’s society, our students have increased access to information and digital resources. We have made the decision to allow students to have greater access to information and content rich media by allowing them to bring their own mobile devices to school. We believe this will enhance their education as well as help our teachers integrate 21st century learning into instruction. Central Catholic High School is committed to teaching our students how to live in a way that is ethically and morally acceptable in the eyes of God. These morals and ethics, more than ever, need to be applied to internet and technology use. Teaching about proper use of internet, technology, and social media will be paramount during the implementation of the BYOD initiative.

Students are not required to bring a device to school. Students will have access to school equipment when needed. No child will be left out of instruction for lack of a personal device.

Students will be able to use their devices during their lunch period in the cafeteria however, access to the school’s wireless network is a privilege; therefore students may only use their devices elsewhere when granted permission by a teacher or administrator and for educational purposes only. If a student is found using their equipment without permission or using it inappropriately, the privilege will be suspended and the penalty of a Saturday detention will be applied. These students would still be permitted to have access to a school owned computer when needed for instruction, however, their on-line behavior may be monitored.

Each student would have sole responsibility for the equipment brought to school. Allentown Central Catholic is not liable for lost, stolen, or damaged equipment. Students are encouraged to keep their devices in a locked locker when not in use. It is recommended that skins (decals) in keeping with Christian values and other custom touches be used to physically identify the student’s device from others. Additionally, protective cases are recommended.

As required by the Children’s Internet Protection Act, ACCHS has filtering technology and other protective measures. However, if a student is not using the Allentown Central Catholic wireless network to access the internet, it is not possible to keep them from viewing inappropriate material or websites. It is the responsibility of each student to follow the rules outlined by our Acceptable Use Policy and Internet Safety Policy.

To be permitted to use their own technology in school students must agree to the following conditions:

• The student takes full responsibility for his or her electronic device. The school is not responsible for the security of student owned technology.
• The technology must be in silent mode outside of the cafeteria (unless granted permission for use by a teacher or administrator) and while riding school buses.
• The technology must not be used to cheat on assignments or tests or for non-instructional purposes.
• The student must comply with a teacher request to shut down computer or close the screen.
• The student acknowledges that the school’s network filters will be applied to one’s connection to the internet and will make no attempt to bypass them.
• The school has the right to collect and examine any device that is suspected of causing problems with the network.
• The student realizes that printing from personal technology devices may not be possible at school.

We will be monitoring technology use and conducting surveys to measure the impact of this policy on our school community and your student’s education. We expect the cooperation of all our students and strict adherence to this policy.
Additionally, students feeling ill during the school day are to report to the school nurse or, in her absence, the Main Office. Since cell phones must be turned off and may not be used for any reason anywhere in the building during the school day, students are not permitted to use their cell phones to contact a parent/guardian prior to or in lieu of reporting to the nurse or the Main Office. There are phones in the nurse’s office and the Main Office for students to use if they are directed to call their parents/guardians. If a parent arrives at school to pick up an ill student without having been notified by the nurse to do so or if the parent is aware of the illness when contacted by the nurse, the student has obviously violated the cell policy and will be held accountable with Saturday detention.

**Summary of BYOD Policy:**
- Student may use their devices before 8 a.m. and after 2:50 p.m.
- Devices may be used when a teacher or administrator gives permission.
- Devices (including ear buds) may not be used in any area of the school including, but not limited to the following locations: hallways, restrooms, staircases, media center, gym, classrooms, offices, chapel.

**COMPUTING AND INTERNET ACCESS**
All students and their parents/guardians are expected to read and be familiar with the Allentown Central Catholic Acceptable Use Policy for the use of Computers, Network, Internet, Electronic Information and Communications. This policy is located at the back of the handbook.

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

**ELEVATOR:**
Students with a medical condition requiring use of the elevator must present a written request on a physician’s stationery or prescription form. The time period (starting date and ending date) for the need of the elevator must be included on the request (until further notice is not acceptable). If the medical condition persists beyond the ending date, a new physician request must be submitted with another ending date. Students will be permitted to use the elevator as long as medically necessary and documented by a physician. A $10.00 deposit is required to get an elevator key. This deposit will be refunded when the key is returned. Please note: Only the student with documented medical condition will be permitted to use the elevator. Student helpers (book carriers, etc.) are not permitted to use the elevator. Lost elevator keys will result in a $300 charge for the cost of changing the elevator keys and locks. Students using the elevator without the medical clearance may be held accountable for being out of bounds.

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

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

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

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

If Allentown Central Catholic is open or delayed and the public school district that busses you here has made a different decision, students may follow that school district’s busing decision or transport themselves to Allentown Central Catholic for our opening time. A reminder: students who must take a public school district bus to Allentown Central Catholic must follow the decision of the public school district. Students will not be recorded as late or absent if the school buses are running later or not at all to Allentown Central Catholic.

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

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

LABS:
1. Students are not permitted to use or experiment with laboratory equipment or chemicals unless immediate and direct teacher supervision is present.
2. An atmosphere suitable for schoolwork is essential. Remember, respect for rights of others is primary and responsibility toward others - students and staff alike - is in order at all times.
3. Note: Act 1992-88 contains a provision to the School Code granting students the right to refuse to dissect or otherwise harm or destroy animals as a part of any course of instruction. The science teachers will explain this policy to their students.

LIBRARY:
1. Library services are available daily. Check the sign on the door and the website for the daily hours.
2. Number of Students Allowed: The number of students permitted in the library not counting library assistants and VHS students is 20. The exception is 8th period for students who are waiting for after school activities to begin.
3. **Student Arrival to the Library:** Students should arrive at the library 5 minutes after the bell rings, unless they have a pass from a teacher. If they arrive later than that without a pass, please return them to class.

4. **Sign In:** All students should sign in. There is a sign-in sheet for library assistants, VHS students and library visitors. There should always be a record of who is present in the library.

5. **Behavior:** All students are expected to abide by the policies outlined in Code of Conduct, be respectful of the library moderator and compliant with their directives. All students are expected to be engaged in academic activity, to maintain an atmosphere conducive to learning/concentration being mindful of their classmates’ right to learn.

6. **Students who are free 8th period** may stay in the library to read or do course work. If they decide to stay, they must remain in the library until the end of the school day.

7. **No eating or drinking in the library.**

8. **Making Copies:** limited to 5 per student. More than 5 is 10 cents each (both computer generated and copier).

9. Reference books do not circulate.

10. Students wishing to use the library on lunch periods must refer to and follow the procedures explained in the cafeteria periods section of this handbook.

**LOCKERS:**

1. Each student is assigned a locker. Students are not permitted to change lockers without administrative authorization.

2. Students are not permitted to do anything to alter a locker. Students damaging lockers will be required to pay for any repairs.

3. Lockers always remain the property of the school and are subject to administration inspection at any time without reason or notice given.

4. Only school issued locks may be used on lockers. If a student forgets his/her combination, we cannot guarantee that the combination will be looked up immediately even if the student has lunch, needs an assignment, etc. for his/her next class.

5. Students are required to report any damaged or malfunctioning lockers to the Vice Principal.

6. The school does not assume responsibility for locker contents.

7. Students are strongly encouraged to have a locked lock on their lockers at all times.

8. If a lock other than the one given to the student is placed on his/her locker, this happened because the student assigned the locker did not have a lock on the locker, did not lock the lock properly, or shared the combination with another who did not put the lock on the locker or lock the lock properly. If this happens, the lock will be removed. Students, who lose locks and want to lock their lockers, must buy a new school lock.

9. Inappropriate decorations may not be placed inside or outside any locker at any time. They will be removed and the student assigned the locker is subject to discipline consequences. In addition, periodically during the course of the school year students will be required to clean their lockers and remove all decorations.

10. At the discretion of the Administration local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and the students’ belongings. **Please Note: Although some teachers permit students to store personal items in their classrooms during the school day rather than lock them in their lockers, the school cannot assume any responsibility for the security of these items. Since more than one teacher may use the same room, the rooms may be unlocked when one teacher leaves and the other has not arrived. Also substitute teachers or teachers using a room after the student received permission to leave his/her belongings cannot be reasonably expected to know what items belong to what student. It is also possible for a student’s belongings to be locked in a room (even overnight) when the teacher leaves.**
**LOCKER ROOM:**
Except for those students changing for a Physical Education class or an athletic contest, locker rooms are off limits to all students during the school day. Physical Education students and students participating in after-school activities are required to give their valuables to their teacher/coach/moderator for safe keeping until the end of class. The school assumes no liability for any valuables left in the locker room at any time. Students with passes to use a lavatory are required to use the one outside the locker room. Do not use the locker room lavatories. Students in the locker room at unauthorized times will be held accountable for being out of bounds.

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

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

**PARKING LOT REGULATIONS:**
1. Parking is available “by permit only” in the school parking lot. *A limited number of parking permits are available.*
2. Permits are provided for $100.00. Applications for permits are available in the Finance Office.
3. Permits must be displayed on the back of the rear view mirror.
4. Students who drive cars without permits will not be allowed into the lot.
5. Parking in the “reserved” (yellow) spaces is limited to faculty and staff only. Reserved spaces are those located along the Jute Street fence.
6. Parking in the Allentown Central Catholic parking lot is “at your own risk”. Allentown Central Catholic will not assume any responsibility or liability for cars or their contents. Valuables should not be left in plain view- store them in your trunk. Furthermore, use of Allentown Central Catholic’s parking lot gives your consent that a vehicle may be searched without reason or notice given.
7. New permits must be secured each school year. Permits are non-transferable. If such occurs, both parties will lose parking privileges. If more than one permit is needed, additional permits, with the same number, will be issued provided that the additional vehicles are listed on the application. If a vehicle is replaced, the Finance Office must be notified so that the records can be updated. Vehicles without permits or with permits not registered to that vehicle will be ticketed and/or towed.
8. Vehicles blocking the access lanes will be ticketed and/or towed.
9. *Everyone using the Parking Lot is required to drive safely and slowly. Failure to do so, will result in disciplinary action and the possible revocation of the parking permit.* The speed limit in the parking lot is 5 mph.
10. On Tuesday and Thursday vehicles must be moved by 3:00 PM for Band Practice.
11. All vehicles not in compliance with Allentown Central Catholic’s parking regulations will be ticketed and/or towed.
12. Students are subject to multiple detentions if they change clothes in their cars or in the parking lot at any time.
13. In addition to detentions, students changing clothes in cars or the parking lot prior to or after school activities, games, performances, etc. may be declared ineligible for a number of activities, games, or performances as determined by the Discipline Office.
ROSTERS:
Students must carry an official copy of their roster at all times. Students without rosters must report to the Main Office for an official copy of their roster.

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

SCHOOL BUS TRANSPORTATION INFORMATION:
If a public school district is within ten miles of Allentown Central Catholic and if that public school district provides bus transportation to its school, the Commonwealth of Pennsylvania requires the public school district to provide bus transportation for residents of its district who attend Allentown Central Catholic. Each public school district is responsible for the safe operation of its buses and the establishment of appropriate schedules and routes. In order to insure the safe transport of all students, Allentown Central Catholic will cooperate with the public school districts and/or their contracted bus transportation agencies. Be advised that student misconduct, which compromises the safe operation of a bus, is a serious violation of the Allentown Central Catholic Discipline Code. Students who misbehave on a school bus may be temporarily suspended from the bus. Extreme or repeated cases of bus misconduct may result with permanent expulsion from the bus. If a student wishes to ride a bus of a school district in which he/she does not reside, permission must be secured from the Transportation Official of that district. Neither Allentown Central Catholic nor the bus drivers have the authority to grant non-resident students permission to ride any bus. Furthermore, any student who needs to be dropped off at a non-assigned bus stop must secure permission from the school district’s transportation office.

SEARCH AND SEIZURE POLICY:
As stated elsewhere in this handbook, lockers are the property of Allentown Central Catholic and as such are subject to inspection at any time without reason or notice given. In addition, student’s personal effects (handbags, gym bags, backpacks, cell phones, etc.) may be searched when there is a reasonable cause to do so. (cf: U.S. Supreme Court Decision - New Jersey vs. T.L.O., 1985). If any illegal or dangerous objects, materials, substances, etc. are discovered they will be seized and appropriate disciplinary action will be taken and the police may be notified. Unauthorized locks will constitute prima facie evidence of a locker violation which may subject the locker to search and its contents to seizure. Additionally, at the discretion of the school’s administration local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and students’ belongings.

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

With the formal written and continuing approval of their physician and a written parental release, expectant students will be permitted to attend classes as long as the attending physician permits.

1. When both expectant parents are enrolled at Allentown Central Catholic the following elements of the policy apply to both parties. If only one party (mother or father) is enrolled at Allentown Central Catholic the policy applies to that student:

a) As soon as the pregnancy is reported, she/he will meet with the appropriate school and/or religious representatives who will explain the policy and its procedures.
b) At the discretion of the school principal and administrative team, and after consultation with the appropriate diocesan authorities, agencies and the parent(s)/guardian(s) of the student(s), the following may be enforced:

i. The withdrawal of the privilege of participation and membership in extracurricular activities (e.g. athletics, band, chorus, clubs.)
ii. The withdrawal of the privilege of participation in school-sponsored social functions.
c) Students will be ineligible for any elected or appointed school office or honor (e.g. student council, National Honor Society, team captains) for a period of one calendar year from the date of the official notification of the pregnancy.
d) Suitable and regular prenatal, maternity, and post-natal care is required in order to retain the status of a student at the school.

e) The regular school dress code will continue to be in effect until such time as the pregnancy requires the adoption of maternity clothes. The maternity clothing is to approximate the school uniform as follows:
   i. A plain yellow or white maternity blouse.
   ii. Plain green, blue, khaki or gray maternity slacks or skirt.

2. After the birth of the child:
a) The return of the student is dependent upon a physician’s official written permission.
b) Students are to arrange for the care of the child outside of the school facility.
c) Only with the explicit permission of the Principal or Vice-Principal will the parent(s) be allowed to bring the infant on campus during school hours or to school functions (e.g. dances, Prom).

3. Allentown Central Catholic High School commends those students who have chosen to protect the life of their unborn child. We will seek to provide for the well being of the parenting students and their unborn child.

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

**SIGNS AND POSTERS**

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

**SPIRITUAL LIFE**

**Christian Service Project**

Each year each student is required to participate in Christian service for the local community or his/her parish. Christian Service is a witness to the Gospel message of Jesus Christ. The Christian Service Project attempts to instill in each student the importance of this call of Jesus Christ to serve the poor, needy, and the Body of Christ in general. The Chaplain will record the hours completed and reported by each student. All community service forms need to be submitted to Fr. Hoffa in the Chaplain’s Office no later than Friday April 15, 2016. If a student has difficulty finding a place for Christian Service, he/she should contact the Coordinator of Service.

If a student completes his/her service during the summer, his/her forms should be turned in to Fr. Hoffa by Friday October 23, 2015. In addition, service hour forms must be handed in one calendar month after the completion of the service. If the service is done on multiple days the paper can contain the multiple dates, however, it must still be handed in one calendar month after the final date listed on the paper. Students who neglect to complete their service hours and return the necessary paperwork to Father Hoffa in the Chaplain’s Office by the April 15th deadline will be put on activity/social suspension until the required hours have been submitted. Students not documenting completion of their service hours by the end of the school year will receive ten hours of detention that will be scheduled after the end of the academic year. Students will not be permitted to attend the prom until their service hours have been documented. In addition, students may not
receive their end of the year report card, and seniors may not participate in graduation ceremonies and
diplomas held until their service hours are documented.
The following are the required number of hours:

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

Service Hour Policy for Transfer Students

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

<table>
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<th>Class Year</th>
<th>Standard Hours</th>
<th>Transfer in Quarter 1</th>
<th>Transfer in Quarter 2</th>
<th>Transfer in Quarter 3</th>
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</table>

Retreat Program

Retreats are an opportunity for students to spend time dedicated to deepening his/her relationship with God,
who is Father, Son and Holy Spirit. Each student is required to participate in 2 retreats each year prior to
May 1st. All students must attend one school sponsored retreat (40 Hours) and one school/non-school
sponsored retreat. For their second retreat, students are given the opportunity to choose in what retreat they
would like to participate. Students may attend a parish youth group retreat, a parish mission, a private retreat
at a retreat center, any event offered by the Office of Youth and Young Adult Ministry of the Diocese of
Allentown, or one of the many retreats that are offered through the Office of Campus Ministry. Students who
neglect to complete their retreats and return the necessary paperwork to Father Hoffa in the Chaplain’s Office
by the May 1st deadline will be put on activity/social suspension until the required retreat requirements have been submitted. Students not documenting completion of their retreats by the end of the school year will receive ten hours of detention that will be scheduled after the end of the academic year. Students will not be permitted to attend the prom until their retreat requirements have been documented. In addition, students may not receive their end of the year report card, and seniors may not participate in graduation ceremonies and diplomas held until their retreat requirements are documented.

Retreat Policy for Transfer Students

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

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

STUDENT RE-ENTRY POLICY:

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

Step 1: Student leaves school for assessment/treatment program
- Re-entry form is provided, in person or mailed, to parent/guardian.
  o Form includes licensed professional sign-off to return to school and notes for the school to assist in successful re-entry/student care.

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

Step 3: Re-Entry Team Meeting
- Team includes: Director of Guidance (SAP Coordinator), SAP Case Manager, Guidance Counselor, Director of Studies, Vice Principal/ Disciplinarian, School Nurse, and Chaplain
- Meeting includes: Studies Director (S.D.) arranging assignments/homework and teacher notification, S.D. consideration given to change in student schedule to avoid bad influences, consider need for additional meetings/services like N.A., A.A., or Big Brothers/Big Sisters, Attendance Secretary notification, and initial draft of Individual Re-entry Plan

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

Step 5: Contact Family about Re-entry Meeting
  o Note who will be present at this meeting (a condensed version of the Re-entry Team, 4-5 persons max.) and the purpose of the meeting

Step 6: Student Re-Entry Meeting with Student, Family, and Re-entry Team
  o Re-entry Form received and reviewed
  o Two-person Re-entry Team established (SAP caseworker and a teacher/staff of the student’s choosing)
    ▪ Two-person Team is responsible for a weekly check-in
    ▪ Help student address questions about re-entry to school and help ease student’s over-all concerns.
  o Studies Director has weekly meeting to address academic concerns, offering tutoring support, and work to establish a learning ready environment.
  o Address possible lunch plan and other meeting places of concern. Ensure student does not feel overwhelmed upon return.

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

Step 8: Student’s teacher receive a relevant condensed version of the re-entry plan pertaining to academic performance and concerns.
STUDENT DANCE AND PROM REGULATIONS:
1. Allentown Central Catholic dances are open only to Allentown Central Catholic students. Students must show a current Allentown Central Catholic student ID card to be admitted to any dance. Outside guests are never permitted.
2. No student will be admitted to any dance one hour after the dance has started.
3. All students seeking admission to an Allentown Central Catholic dance must submit to alcohol-detecting breath test.
4. Once a student leaves the dance he/she will not be readmitted.
5. Students are not to loiter in the parking lot before, during, or after any dance. The parking lot will be patrolled by the police and/or teacher-chaperones.
6. To attend the Prom each student must have:
   a. Completed their Christian Service Project and annual Retreats.
   b. Be current in all financial responsibilities.
   c. Freshmen and sophomores may attend, but only at the invitation of a junior or senior. Juniors and seniors may invite a guest from outside our school, with the exception of any former Allentown Central Catholic student who had been asked to disenroll. A guest from outside Allentown Central Catholic, even of legal age, must agree to the rules governing the prom especially, but not limited to, the prohibition of tobacco, alcohol or drugs and sexual responsibility. The Allentown Central Catholic student assumes responsibility for the conduct and cooperation of his/her guest.
   d. Prom tickets will be distributed to parents after they have attended a Substance Abuse Awareness Program.
   e. No refunds can be given.
   f. The Prom is a formal affair, therefore, young men must wear tuxedoes and be clean shaven and young ladies are required to wear gowns that are ladylike and modest. Bare midriffs are not permitted.
   g. Prom couples may only be a male and a female.
7. In order to honor the sanctity of the human body as taught by the Catholic Church, all students and their guests attending an Allentown Central Catholic event must comply with an Allentown Central Catholic decency standard with regard to their manner of dance. Dancing that is inappropriate and/or overtly sexual in nature, such as, but not limited to, grinding or freak dancing, is prohibited. Disregard of this policy will result in removal from the event and may result in disciplinary action.

STUDENT TRANSCRIPT PROCESS/ REGULATIONS:
1. Current student transcript requests must be made in person in the Guidance Office by filling out a transcript request form. The Guidance Office has the addresses of all college Admissions Offices. IF A TRANSCRIPT IS TO BE SENT TO AN ADDRESS OTHER THAN THE ADMISSIONS OFFICE, PLEASE NOTE THAT ON THE REQUEST FORM.
2. Students are responsible for knowing the deadline for transcripts to be sent to a college and should allow proper time for the transcript process to be completed.
3. The entire transcript process can take two/three weeks from the time the request is submitted, processed in the Guidance Office, mailed through US Mail service, received by the college, and processed into the college’s system.
4. When a transcript request is made, all materials required to be sent to the college in addition to the transcript (counselor forms, school reports, essays, etc.) must be submitted at the time of the request. SENDING MATERIALS PIECE BY PIECE TO COLLEGES CAUSES INFO TO BE MISFILED AT THE COLLEGE.
5. Upon receiving a transcript request, students will be given a pink receipt before leaving the Guidance Office as proof of their request. Once transcripts have been mailed by the Guidance Office, students will receive a yellow receipt in homeroom as proof of the Guidance Office’s completion of their process.

6. It is the responsibility of the student to check with the college’s Admissions Office to make sure that a transcript has been received by contacting the Admissions Office. Call the Admissions Office directly; do not solely rely on the college’s online system. Please use the information on the CCHS receipts you will receive to inform the Admissions Office of the date the transcript was mailed. **AGAIN, THE ENTIRE TRANSCRIPT PROCESS CAN TAKE TWO/THREE WEEKS FROM THE TIME THE REQUEST IS MADE, IS PROCESSED IN THE GUIDANCE OFFICE, MAILED THROUGH US MAIL SERVICE, RECEIVED BY THE COLLEGE, AND PROCESSED INTO THE COLLEGE’S SYSTEM.**

7. Please be aware that from the time a student applies to a college a file has been started for that student in the college Admissions Office. After a week or two passes, many Admissions Offices will send out computer generated letters/emails to all students who have applied and from whom they have not received a transcript. Due to this procedure, many students will receive letters/emails stating that their transcript has not been received after their request has been made and processed by the Guidance Office. **PLEASE ALLOW FOR CROSSOVER TIME IN THE MAIL ESPECIALLY IF THE DATE OF THE LETTER/EMAIL FROM ADMISSIONS OFFICE AND THE DATE ON THE STUDENT’S REQUEST RECEIPT ARE ONLY DAYS APART.**

8. If after allowing the proper amount of time for the transcript process to be completed, the college’s Admissions Office still does not have the transcript an additional transcript will be sent **FREE OF CHARGE.**

9. There is a fee of $3.00 per transcript due at the time of the request. Cash or checks are acceptable forms of payment for transcripts. Checks should be made payable to: **ACCHS.**

10. There is no fee for transcript requests for scholarships, NCAA Eligibility, academic programs, athletic recruiting, or applying to Penn State University.

**TAILGATING BEFORE AND AFTER SCHOOL:**

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

1. Use of any type of flammable agents, including but not limited to propane, charcoal, gasoline, gasoline-powered generators and lighter fluid is prohibited.

2. Be considerate of our neighbors in terms of the noise produced by the event. During early morning hours, most of our neighbors are asleep. Please be courteous and mindful of that fact. **TAILGATING MAY NOT BEGIN BEFORE 6:30 A.M.**

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

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

**TUITION COLLECTION POLICY:**

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

Allentown Central Catholic High School makes every effort to provide an affordable, quality, Christ-centered education to our students. The cost to educate each student exceeds the total tuition and fees that are assessed to each student’s account. This means every student is granted a discounted tuition. In addition, scholarships, financial aid, and institutional aid are awarded to students based on need and available resources.

The majority of the School’s income comes from student tuition and fees. The School cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met in a timely manner. Therefore, it is imperative that each family pays all tuition and fees (collectively, “Tuition”) per the terms of the FACTS payment plan the family selected.

Recognizing various circumstances may impact a family’s ability to pay Tuition in a timely manner, all families receiving a “Past Due” letter that cannot bring the account current must contact the School's Finance Department to request a Payment Agreement to satisfy its financial obligation.

**30 Days Past Due.**
1. A “Past Due” letter will be sent to any family with Tuition more than 30 days past due.
2. A copy of the Tuition Collection Policy will be enclosed with the letter.
3. A late fee of $25.00 will be added to the student’s account.

**45 Days Past Due.**
1. A “Past Due” letter will be sent to any family with Tuition more than 45 days past due.

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

**90 Days Past Due.**
1. A “Past Due” letter will be sent to any family with Tuition more than 90 days past due.
2. The parent portal will be put on “hold”. This means the family will be unable to access current marking period grades or prior semester grades.
3. The disenrollment process will begin. This means the student will not be permitted to attend classes after the last day of the current marking period.
4. A late fee of $25.00 will be added to the student’s account. This late fee is in addition to the $25.00 fees added at the 30 and 60 days past due times.
Disenrollment Process
1. Any student that has an outstanding balance that extends beyond 90 days will be dis-enrolled from the School at the end of the current marking period.
2. A disenrollment letter will be mailed to the family via certified and regular mail. The letter will state the amount owed and payment date to avoid disenrollment. The letter will state the last date the student will be permitted to attend classes unless the stated amount is paid.
3. The student must turn in all classroom materials (including, but not limited to, text books, classroom equipment, etc.) and student identification card to the Finance Office on the last day of classes.
4. Payment for the full student account balance must be secured from the family or an equitable Payment Agreement must be established to satisfy the student account balance before the disenrollment process can be terminated.

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

Payment Agreement.
If a family needs to enter into a Payment Agreement that deviates from the standard payment plans offered through the FACTS tuition payment system to satisfy a student account balance, the School may offer to establish a Payment Agreement with the family. This will be at the discretion of the School and will take into account the balance, financial ability of the family, the remaining months until the school year is completed, and any extenuating circumstances facing the family. Except in extraordinary situations, the Payment Agreement is to establish a plan to have the full account balance paid by the end of the current school year. If the family breaches the Payment Agreement, the disenrollment process stated above will be initiated.

Past Year Student Account Balance.
If, as of the first day of school, a family has a prior year outstanding student account balance or has breached an existing Payment Agreement, the student will be denied the right to attend classes. The outstanding balance includes the registration/course selection fee for the current year. If the student arrives at the School, the parent/guardian will be called to pick up the student. The student will be permitted to begin School once the student account balance is paid in full.

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

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

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

VISITING COLLEGE REPRESENTATIVES:
Students wishing to meet with college representatives visiting Allentown Central Catholic must obtain a permission slip, which must be presented to the subject teacher(s) whose class(es) will be missed, from the Guidance Department. Teachers have the right to refuse permission if they are testing or feel it is in the student’s best interest not to miss class at this time. Students are responsible for any work missed.

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

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

1. PM Vo-Tech Students (at Allentown Central Catholic in AM; at Vo-Tech in PM)
   a) Report to assigned homeroom as scheduled.
   b) Leave last scheduled class at 10:50 AM.
   c) Sign-out in person in the Guidance Office before leaving school.

2. AM Vo-Tech Students (at Vo-Tech in AM; at Allentown Central Catholic in PM)
   a) Report directly to the Guidance Office after disembarking from bus. Roll, announcements, etc. will be given to you at this time.
   b) Remain in the Guidance Office until dismissed.

WAIVER – PARENT/GUARDIAN PERMISSION-CONSENT, RELEASE
For and in consideration of benefits to be derived from the furtherance of the education programs of the Diocese of Allentown, the parent/guardian of any student(s) at Allentown Central Catholic High School in Allentown, PA do hereby consent, authorize and grant permission to the Diocese of Allentown and Allentown Central Catholic High School, its agents, employees or duly authorized representatives to take photographs, motion pictures, videos or audio tapes of said student(s) and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, videos or audio tapes or any duplication or facsimile thereof for the purpose of instruction and/or promotion of Allentown Central Catholic High School. In granting such permission, I hereby relinquish and give to the Diocese of Allentown and Allentown Central Catholic High School all right, title and interest I may have in the finished pictures, negatives, reproductions or copies, and further waive any and all right to approve the use of such photographs, motion pictures, videos or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

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

WORKING PAPERS:
Any student wishing to obtain working papers, which are required for part-time employment, must report to the School Administration building of the school district in which he/she resides. A parent or guardian must accompany the student. A proof of birth and a social security number are required.
G. ACCEPTABLE USE POLICY AND MISCONDUCT OFFENSES/CONSEQUENCES

DIOCESE OF ALLENTOWN
ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL
ACCEPTABLE USE POLICY
For
USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC INFORMATION AND COMMUNICATIONS

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

SECTION ONE: GENERAL, COMPUTING POLICY

Overview

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

1) Acceptable Use

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

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

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

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

SECTION TWO: INTERNET ACCESS

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

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

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

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project. ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL will educate all students about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS TERMS and CONDITIONS

1) Acceptable Use

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

a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.

b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.

c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.

d) Do not use the network in any way that would disrupt network use by others.

e) NEVER reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.

f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2) Privileges

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

3) Network Etiquette

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

a) Be polite. Do not send, or encourage others to send, abusive messages
b) Use appropriate language. Remember that you are a representative of your school and district on a nonprivate network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarity or any other inappropriate language. Illegal activities are strictly forbidden.

c) All communications and information accessible via the network should be assumed to be private property.

4) Electronic Mail (EMail)

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

a) Unauthorized attempts to access another person's Email or similar electronic communications or to use another's name, Email or computer address or workstation to send Email or similar electronic communications is prohibited and may subject the individual to disciplinary action.

b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the Email.

c) The school/institution reserves the right to access Email to retrieve school/institution information and records to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.

e) Forgery (or attempted forgery) of electronic mail is prohibited.

f) Attempts to send harassing, obscene and/or other threatening email otherwise known as “Cyberbullying” to another user is prohibited.

g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

5) Security

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

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

7) Services

Diocese of Allentown and ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL make no warranties of any kind, whether expressed or implied, for the service it is providing. ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. ALLENTOWN CENTRAL CATHOLIC HIGH SCHOOL specifically denies any responsibility for the accuracy or quality of information obtained through its services.
The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.
<table>
<thead>
<tr>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
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</thead>
<tbody>
<tr>
<td>Late to Class</td>
<td>Within 5 minutes</td>
<td>1 WKD</td>
<td>1 WKD</td>
<td>1 WKD</td>
<td>1 WKD</td>
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<tr>
<td>Extreme Lateness</td>
<td>5 or more min</td>
<td>3 WKD</td>
<td>1 SMD</td>
<td>2 SMD</td>
<td>3 SMD</td>
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<tr>
<td>Truancy/Illegal Absence</td>
<td></td>
<td>2 SMD</td>
<td>3 SMD</td>
<td>Administrative Discretion</td>
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<tr>
<td>Late to School-Unexcused:</td>
<td>Late to HR</td>
<td>Warning</td>
<td>1 WKD</td>
<td>1 WKD</td>
<td>1 WKD</td>
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<tr>
<td>Missed HR late to 1st period</td>
<td></td>
<td>3 WKD</td>
<td>3 5 WKD</td>
<td>1 SMD</td>
<td>2 SMD</td>
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<tr>
<td>Late to 2nd Period</td>
<td>1 SMD</td>
<td>2 SMD</td>
<td>3 SMD</td>
<td>Admin. Discretion</td>
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<tr>
<td>Late to 3rd Period</td>
<td>2 SMD</td>
<td>3 SMD</td>
<td>Admin. Discretion</td>
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<tr>
<td>Excessive Absence</td>
<td>After 20 late to schools OR 20 absences excused or unexcused</td>
<td>School will require a physician’s note to cover all absences.</td>
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<tr>
<td>Detention Cut</td>
<td></td>
<td>1 WKD</td>
<td>1 SMD</td>
<td>2 SMD</td>
<td>3 SMD</td>
<td></td>
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<tr>
<td>Lateness to Detention</td>
<td>Within 5 minutes</td>
<td>1 WKD</td>
<td>2 WKD</td>
<td>1 SMD</td>
<td>2 SMD</td>
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<td>5 or more minutes</td>
<td></td>
<td>3 WKD</td>
<td>1 SMD</td>
<td>2 SMD</td>
<td>3 SMD</td>
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<tr>
<td>Class Cut</td>
<td></td>
<td>1 SMD</td>
<td>2 SMD</td>
<td>3 SMD</td>
<td>Administrative Discretion</td>
<td></td>
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<tr>
<td>Saturday Morning Detention Cut</td>
<td>1 SMD in addition to the original</td>
<td>2 SMD in addition to the original</td>
<td>Administrative Discretion</td>
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<tr>
<td>Out of Bounds</td>
<td></td>
<td>5 WKD</td>
<td>2 SMD</td>
<td>3 SMD</td>
<td>Administrative Discretion</td>
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# DISHONESTY

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<tr>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Offense</th>
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</thead>
<tbody>
<tr>
<td>Cheating (Includes plagiarism)</td>
<td>1 SMD Zero credit for assignment Parent/Guardian contacted by teacher</td>
<td>2 SMD Zero credit for assignment Parent/Guardian contacted by teacher</td>
<td>3 SMD Zero credit for assignment Parent/Guardian contacted by teacher</td>
<td>Administrative Discretion</td>
<td></td>
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<tr>
<td>Forgery</td>
<td>1 SMD Parent/Guardian contacted by teacher</td>
<td>2 SMD Parent/Guardian contacted by teacher</td>
<td>3 SMD Parent/Guardian contacted by teacher</td>
<td>Administrative Discretion</td>
<td></td>
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<tr>
<td>Theft</td>
<td>3 SMD Referral to police per administrator discretion Social suspension</td>
<td>1 Week OSS Referral to police per administrator discretion Social suspension</td>
<td>Expulsion Referral to police per administrator discretion</td>
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<tr>
<td>Robbery</td>
<td>5-10 days OSS Referral to police</td>
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</table>

**DRUG AND ALCOHOL—Refer to Summarization of At-Risk Behavior Administrative Policies**

**ELECTRONIC DEVICE VIOLATIONS**

<table>
<thead>
<tr>
<th>Offense</th>
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<th>Notes</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
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<th>4&lt;sup&gt;th&lt;/sup&gt; Offense</th>
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</thead>
<tbody>
<tr>
<td>Illegal Cell Phone Use</td>
<td>Student has cell phone out without teacher permission and or in the hallways between 8 a.m. and 2:50 p.m.</td>
<td>1 SMD</td>
<td>2 SMD</td>
<td>3 SMD</td>
<td>4 SMD</td>
<td></td>
</tr>
<tr>
<td>Electronic Device (Not Cell Phone)</td>
<td>Student has device out without teacher permission and or in the hallways between 8 a.m. and 2:50 p.m.</td>
<td>5 WKD</td>
<td>1 SMD</td>
<td>2 SMD</td>
<td>3 SMD</td>
<td></td>
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<tr>
<td>Offense</td>
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<td>Notes</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
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<tr>
<td>Disobedience to teachers, administrators or staff members</td>
<td>Willfully failing to follow a school or teacher policy or an administration approved classroom procedure.</td>
<td>2 WKD</td>
<td>3 WKD</td>
<td>1 SMD and two weeks of social suspension</td>
<td>2 SMD, social suspension</td>
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<tr>
<td>Disrespect toward teachers, administrators, staff members or other students.</td>
<td>Student behavior that is contemptuous, rude, defiant, discourteous, or otherwise illustrates a lack of regard for authority. Level I Includes but not limited to conduct that disrupts the learning environment and or the school routine.</td>
<td>2 WKD</td>
<td>3 WKD</td>
<td>1 SMD and two weeks of social suspension</td>
<td>2 SMD, social suspension</td>
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<tr>
<td>Mass Misconduct</td>
<td></td>
<td>3 WKD</td>
<td>4 WKD</td>
<td>1 SMD and two weeks of social suspension</td>
<td>2 SMD, social suspension</td>
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<tr>
<td>Assembly Misconduct</td>
<td></td>
<td>2 WKD</td>
<td>3 WKD</td>
<td>1 SMD and two weeks of social suspension</td>
<td>2 SMD, social suspension</td>
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<tr>
<td>Detention Misconduct</td>
<td></td>
<td>3 WKD</td>
<td>1 SMD</td>
<td>2 SMD and two weeks of social suspension</td>
<td>Administrative discretion</td>
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<tr>
<td>Cafeteria Misconduct</td>
<td></td>
<td>2 WKD</td>
<td>3 WKD</td>
<td>1 SMD and two weeks of social suspension</td>
<td>2 SMD, social suspension</td>
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<tr>
<td>Hallway Misconduct</td>
<td></td>
<td>2 WKD</td>
<td>3 WKD</td>
<td>1 SMD and two weeks of social suspension</td>
<td>2 SMD, social suspension</td>
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<tr>
<td>Offense</td>
<td>Definition</td>
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<tr>
<td>Harassment/ Bullying</td>
<td></td>
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<td>Student will be removed from school until reentry meeting with parents is</td>
<td>Expulsion from school.</td>
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<td>established and completed.</td>
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<tr>
<td>Racial/Ethnic Intimidation</td>
<td></td>
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<td>3 SMD Social suspension until all aspects of discipline plan is satisfied.</td>
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<td>Referral to police.</td>
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<tr>
<td>Sexual Harassment</td>
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<tr>
<td>Cyber-Bullying</td>
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<td>Fighting</td>
<td>Includes</td>
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<td>Student will be removed from school until reentry meeting with parents is</td>
<td>Student will be removed from school until reentry meeting with parents is</td>
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<td>established and completed.</td>
<td>established and completed.</td>
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<td>2-3 SMD depending on severity.</td>
<td>3 SMD depending on severity.</td>
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<td>Social suspension until all aspects of discipline plan is satisfied.</td>
<td>Social suspension until all aspects of discipline plan is satisfied.</td>
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<td>Referral to police.</td>
<td>Referral to police.</td>
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<tr>
<td>Vandalism</td>
<td>Under $100</td>
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<td>2 SMD Restitution</td>
<td>3 SMD Restitution</td>
<td>3 SMD Restitution</td>
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<td></td>
<td>2 weeks social suspension</td>
<td>2 weeks social suspension</td>
<td>2 weeks social suspension</td>
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</tr>
<tr>
<td>Vandalism</td>
<td>Over $100</td>
<td></td>
<td>Immediate 5 days out of school suspension</td>
<td>Social suspension until all aspects of discipline plan is satisfied</td>
<td>Administrative discretion</td>
<td></td>
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<td>Social suspension until all aspects of discipline plan is satisfied</td>
<td>Administrative discretion</td>
<td>Referral to police</td>
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<tr>
<td>Weapons possession</td>
<td>Including but not</td>
<td></td>
<td>5-10 days OSS</td>
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<td>limited to any knife,</td>
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<td>Referral to police</td>
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<td>cutting instrument,</td>
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<td>cutting tool, firearms</td>
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<td>firearm, and any</td>
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<td>other tool, instrument,</td>
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<td>inflicting bodily harm.</td>
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55
<table>
<thead>
<tr>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>1\textsuperscript{st} Offense</th>
<th>2\textsuperscript{nd} Offense</th>
<th>3\textsuperscript{rd} Offense</th>
<th>4\textsuperscript{th} Offense</th>
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<tbody>
<tr>
<td>Simple Assault on Student</td>
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<td>Aggravated Assault on Student</td>
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<tr>
<td>Simple Assault on Staff</td>
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<td>Aggravated Assault on Staff</td>
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<td>Battery</td>
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<td>Arson</td>
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<td>Bomb Threat</td>
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<td>OSS 5-10 days Referral to police</td>
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<tr>
<td>Terroristic Threat</td>
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<td>OSS 5-10 days Referral to police</td>
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<tr>
<td>Reckless Endangerment</td>
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<td>OSS 4-10 days Referral to police</td>
<td>OSS 4-10 days Referral to police</td>
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<td>Expulsion Referral to police</td>
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<tr>
<td>Computer Misconduct</td>
<td>2 SMD 2 weeks social suspension Restitution where applicable</td>
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<td>3 SMD 3 weeks social suspension Restitution where applicable</td>
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<td>5-10 days OSS Referral to principal Restitution where applicable</td>
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<tr>
<td>Chewing Gum</td>
<td>1 WKD</td>
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</table>

**DRESS CODE VIOLATIONS**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Definition</th>
<th>Notes</th>
<th>1\textsuperscript{st} Offense</th>
<th>2\textsuperscript{nd} Offense</th>
<th>3\textsuperscript{rd} Offense</th>
<th>4\textsuperscript{th} Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress Code Violation</td>
<td>One weekday detention is assigned after a student has been reminded 2 times by a teacher or administrator. Students perpetually out of dress code will not be reminded.</td>
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<td>1 WKD</td>
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<td>Spirit Wear Day violation</td>
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<tr>
<td>Misuse of ID</td>
<td>Wearing the ID of another student</td>
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</tbody>
</table>

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56
# Summarization of At-Risk Behavior Administrative Policies

<table>
<thead>
<tr>
<th>Situational Discipline Category</th>
<th>Immediate Action</th>
<th>Investigation</th>
<th>Notification of Parents/Guardians</th>
<th>Disposition of Substance or Collection of Evidence</th>
<th>Notification of Police</th>
<th>Student Support Strategy</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student volunteers information about personal use of alcohol and/or other drugs and seeks help.</td>
<td>The student is informed of services available and referred to SAP team and guidance office.</td>
<td>As deemed appropriate by the circumstances of the situation</td>
<td>Yes</td>
<td>Not applicable</td>
<td>Depending on the situation</td>
<td>1. Implement SAP support strategies. 2. Student is given a referral for a behavior health assessment by a licensed D&amp;A facility. 3. Student reentry plan is administered.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>A student is referred to SAP by a student, staff member, family member, or other member of the community. It may or may not be a substance concern.</td>
<td>The student is informed of services available and referred to SAP team and guidance office.</td>
<td>As deemed appropriate by the circumstances of the situation</td>
<td>Yes</td>
<td>Not applicable</td>
<td>Depending on the situation</td>
<td>1. Implement SAP support strategies. 2. Student is given a referral for a behavior health assessment by a licensed D&amp;A facility. 3. Student reentry plan is administered.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>The student has a medical emergency that may be related to substance abuse, or the student is suspected of being under the influence of alcohol or other mind altering drugs IN SCHOOL</td>
<td>Dial 911 Contact the nurse  If warranted, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is required. Referral to SAP team</td>
<td>The Principal or Assistant Principal will search the student, his/her locker, desk, and other possessions. The Principal or A.P. and/or designee will investigate the incident</td>
<td>Yes</td>
<td>Provide information to medical staff to aid in the identification and treatment of emergency</td>
<td>Yes Submit data and materials to police for analysis and request a police report</td>
<td>1. Implement SAP support strategies. 2. Student is given a referral for a behavior health assessment by a licensed D&amp;A facility. 3. Student reentry plan is administered.</td>
<td>Results of the administrative and/or medical and/or police investigation will determine disciplinary action.</td>
</tr>
<tr>
<td>A teacher receives communication about possible student(s) involvement in at risk behaviors</td>
<td>Contact administration</td>
<td>The Principal and or A.P. will interview the students in question</td>
<td>Yes</td>
<td>If applicable, provide information to medical staff to aid in the identification and treatment of emergency</td>
<td>Depending on the situation</td>
<td>If applicable: 1. Implement SAP support strategies. 2. Student is given a referral for a behavior health assessment by a licensed D&amp;A facility. 3. Student reentry plan is administrated</td>
<td>Pending the results of the administrative investigation</td>
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</tbody>
</table>

### Situational Discipline Category

<table>
<thead>
<tr>
<th>Immediate Action</th>
<th>Investigation</th>
<th>Notification of Parents/ Guardians</th>
<th>Disposition of Substance or Collection of Evidence</th>
<th>Notification of Police</th>
<th>Student Support Strategy</th>
<th>Disciplinarian Action</th>
</tr>
</thead>
</table>

#### First Offense

A student possesses, uses or is under the influence of alcohol, other mood altering substances, or is suspected of the same or is in possession of drug paraphernalia or "look-alike" substances at school or any school activity on or off school property

Staff member will contact principal or A.P. who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible. Treat as medical emergency if warranted. **If not refer to note under “Notification of Parents”**. If treated, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is required. Referral to SAP team

The Principal or Assistant Principal will search the student, his/her locker, desk, and other possessions. The Principal or A.P. and/or designee will investigate the incident

Yes. Parents are responsible for transporting their children home unless they are placed under arrest by local police.

Provide information to medical staff to aid in the identification and treatment of emergency

Yes Submit data and materials to police for analysis and request a police report

1. Referral to the pupil service's team

For the offender, pending the results of the administrative investigation.

Based on the nature and severity of the offense, and at the discretion of the principal or A.P. a minimum of 3 Saturday detentions will be imposed along with social suspension. Student may not return to school for at least one day. Administration will contact parents for a conference regarding student status and re-entry.
<table>
<thead>
<tr>
<th>Situational Discipline Category</th>
<th>Immediate Action</th>
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<th>Notification of Police</th>
<th>Student Support Strategy</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student possesses quantities of alcohol or other mood altering substances with the intent to distribute or sell.</td>
<td>Staff member will contact principal or A.P. who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible.</td>
<td>The Principal or Assistant Principal will search the student, his/her locker, desk, and other possessions. The Principal or A.P. and/or designee will investigate the incident.</td>
<td>Yes</td>
<td>Yes Submit data and materials to police for analysis and request a police report</td>
<td>Yes Submit data and materials to police for analysis and request a police report</td>
<td>1. Implement SAP support strategies. 2. Student is given a referral for a behavior health assessment by a licensed D&amp;A facility. 3. Student reentry plan is administered.</td>
<td>Student will be considered for expulsion.</td>
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</tbody>
</table>
The student has a **medical emergency** that may be related to substance abuse, or the student is suspected of being under the influence of alcohol or other mind altering drugs AT ANY SCHOOL ACTIVITY OFF SCHOOL PROPERTY.

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Location</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial 911</td>
<td>The Principal or Assistant Principal</td>
<td>School</td>
<td>Yes</td>
</tr>
<tr>
<td>If warranted, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is required. Referral to SAP team</td>
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<tr>
<td>Yes Submit data and materials to police for analysis and request a police report</td>
<td>Yes Submit data and materials to police for analysis and request a police report</td>
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<tr>
<td>Referral to SAP team</td>
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<tr>
<td>The Principal or A.P. and/or designee will investigate the incident</td>
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<tr>
<td>Based on the nature and severity of the offense, and at the discretion of the principal or A.P. a minimum of 3 Saturday detentions will be imposed along with social suspension. Student may not return to school for at least one day. Administration will contact parents for a conference regarding student status and re-entry</td>
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</table>

1. Implement SAP support strategies.
2. Student is given a referral for a behavior health assessment by a licensed D&A facility.

Yes

Submit data and materials to police for analysis and request a police report

Yes

Submit data and materials to police for analysis and request a police report

Yes

Submit data and materials to police for analysis and request a police report

Yes

Submit data and materials to police for analysis and request a police report

Yes