

1Catholic Central High School
Student Handbook



STUDENT ATTENDANCE PROCEDURES

ABSENCE

Regular punctual attendance is a significant factor in successful academic achievement. **All students are expected to come to school on time, prepared and ready to learn. Students must attend all scheduled classes.** Sleeping in, staying at home to study, working in the Cafeteria on a project for another class, shopping, hair appointments, and the like are not considered valid reasons for absence. Please plan family vacations around the school calendar and arrange medical or dental appointments outside of school hours, if possible.

It is the responsibility of each student to make up any work missed during their absence.

NOTIFICATION OF ABSENCE

When a student legitimately misses school, their parent or guardian must notify the school by leaving a message with the Catholic Central Attendance Office (519-256-3174) on or prior to the day of the absence, if at all possible, but at the very least before 8:20 a.m. the next morning upon their return to school. The attendance line is available 24 hours per day. ***Only a parent or guardian can excuse an absence, even if the person in question is on our contact list.***

If a call is not possible, a note with a parent's or guardian's signature may be submitted to the Attendance Office upon the student's return prior to 8:20 a.m. The Attendance Office is open every morning at 8:00 a.m.

Notes and phone messages may be randomly checked for validity. ***Fraudulent calls or notes will result in automatic suspension.*** No student recorded as absent for a period may be in the school without clearance from the Attendance Office.

Clearing of absences is the student's responsibility. Students who have not cleared their absence upon their return to school will receive a detention or suspension. Further, they will be considered truant for the period of their absence.

If a student is absent for more than three consecutive days, the student must submit documentation (e.g., doctor's note, appointment card, etc.) validating the absence. Chronic (habitual) absenteeism cannot be cleared by a parent or guardian and the board's attendance officer will be notified.

LATES

The school day commences at 8:20 a.m. Students must be in their classes at the assigned start time as the first bell will ring at 8:15 am. In any period, a student arriving after the bell is considered late. Students are advised to carry with them their books for both of their morning classes, deposit them in

their lockers at lunch, and then carry their books for both of their afternoon classes. Students considered chronically late for a particular period will be recorded, questioned, and counseled by the classroom teacher. Further, students will be disciplined according to the Catholic Central *Chronic Late Policy*:

Chronic Late Policy

Lates 1-4	The classroom teacher will issue consequences to the student.
Late 5	Teacher is to issue a Chronic <u>Late Policy form</u> which is to be signed by a parent / guardian and is to be returned by the next day. If not returned, the teacher will contact the parent / guardian.
Lates 6 and 7	Teacher informs the parents, and the office. The student may be issued a detention and / or other intervention as deemed appropriate by the administration.
Late 8	Teacher completes a <u>VP Referral Form</u> . Teacher informs the office by P.A. and sends the student to the Attendance Office immediately, at which time the student may be suspended by the Vice Principals and interventions will likely be put in place.
Late 9+	The student will be dealt with through progressive discipline. Parent meetings may be requested. Persistent defiance of school policies may result in withdrawal from Catholic Central High School and involvement with the board's attendance counsellor.

A student who is legitimately late (e.g., because of appointments or school activities) should report directly to the Attendance Office with the note in order to receive an Excused Late *Admit to Class* slip.

Students reporting to period 1 past 8:35 a.m., or more than 5 minutes late for any other class must report to the Attendance Office for an *Admit to Class* slip.

DEPARTURES FROM AND ARRIVALS TO SCHOOL

Students leaving the school for any reason **must sign out through the Attendance Office. *Students are not permitted to leave the school without the prior approval of a parent or guardian.*** Failure to sign out of the building using the proper procedures will result in detention. If at all possible, a call should be received or a note presented to the Attendance Office before 8:20 a.m. the day of the early departure.

In the case of illness or other emergency situations during the school day, the student must notify the Attendance Office before leaving the campus. Students are not permitted to be in the bathroom, cafeteria, outside, the hallways, campus ministry, the learning commons area, etc., because of illness. Students will be considered truant and will be consequence as such.

Students returning from appointments or otherwise arriving at school after the commencement of classes **must sign in through the Attendance Office to receive an *Admit to Class* slip, even if a**

parent or guardian has called in the absence.

DETENTIONS

Detentions may be assigned by the teacher for minor infractions of school or classroom policies, and served under their supervision at a designated time. The School Administration may assign detentions for chronic or more serious policy violations, which include (but are not limited to):

- truancy;
- being excessively or chronically late for a period;
- leaving the classroom without permission;
- being in an unauthorized area;
- disruptive behaviour or horseplay;
- failure to sign in or out of the building properly;
- failure to do the work assigned by the teacher;
- failure to follow the instructions of the teacher;
- failure to report back to the classroom in a timely manner;
- disrespectful behaviour, including inappropriate language or gestures;
- failure to serve a teacher-issued detention;
- vandalism;
- failure to validate an absence with a note or call;
- failure to comply with the school uniform policy.

Office detentions will be served on Tuesdays and Thursdays at lunch AND after school in the cafeteria for Homework Completion. A progressive discipline model will be followed for students failing to serve either detention.

Uniforms are required to be worn at all times during the school day, including the lunch period. ***Students who are not appropriately dressed as outlined in the school uniform policy may be sent home to change.***

All uniform items are sold through Freeds of Windsor. These items are NOT to be altered in ANY way once they have been purchased from Freeds. **All students are to be in proper uniform on the first day of school.**

Items such as the WinCity sweatshirts / t-shirts are considered spirit wear and can only be worn on spirit wear days but are NOT considered part of the uniform at Catholic Central.

UNIFORM POLICY

The following Catholic Central clothing items comprise the school uniform. Students are permitted to wear these items only.

Pants/Shorts

- Grey or Blue Dress Pant
- Grey or Blue Walking Short
- Skorts

Buttoned Shirts

- White Long- or Short-Sleeved Straight-Cut Shirt (*must be buttoned, but may be worn untucked*)
- White or Grey Long- or Short-Sleeved Dress Shirt

T-Shirts

- White T-shirt (*any plain white T-shirt is acceptable, so long as it is solid white, with no writing, patterns, logos, etc. They can be purchased anywhere, however Freeds of Windsor does sell them*)

Other Tops

- CCH Monogrammed Golf Shirt
- CCH Monogrammed Sweatshirt
- CCH Monogrammed Crewneck Sweaters

The Catholic Central School Store also sells a navy Nike-style hoodie and ash zipped hoodie as sweaters that are considered part of the school uniform and are available for sale during the school year.

Students who have purchased the black Comet Under Armour sweater will be allowed to wear it as school uniform; however these are no longer available for purchase.

All other items are considered spirit-wear and worn on designated days.

UNIFORM GUIDELINES

The following guidelines are listed with the purpose of identifying the most common issues regarding the uniform. This list is not exclusive, and the **Catholic Central Administration reserves the right to address other issues not listed here as they see fit.**

- All uniform items should be **worn as purchased**, and not altered in shape or length. Pant legs cannot be slit and must be appropriately hemmed. Waist bands should not be rolled down. Shorts should not be rolled up.
- All shirts should not be unbuttoned with more than two buttonholes. Students are responsible for mending any shirts missing buttons.
- Only **PLAIN WHITE** T-shirts or turtlenecks may be worn as undergarments **as long as these undergarment sleeves are not longer than the uniform blouse or shirt worn over top.**
- Non-uniform clothing may not be worn in the classroom. Hats and other head apparel are not to be worn inside the school. Thus, all non-uniform clothing should be left in the student's locker during the school day. Failure to do so may result in the item's confiscation by the classroom teacher or the School Administration.
- Students may not wear accessories that undermine the integrity of the school uniform. All uniform use is at the discretion of the School Administration
- ***Spirit wear (i.e., team sweaters, jerseys, leadership/grad T-shirts, gym T-shirts, etc.) cannot be worn unless it is so indicated by the School Administration for special occasions.*** Team uniforms/jerseys are not to be worn on game days without the **explicit approval** of the School Administration prior to the event. Athletic clothing may only be worn during the student's physical education class.
- Socks or stockings are to complement the school uniform in style (e.g., no fishnet) and colour.
- Campus Ministry has a limited number of uniform items that students in dire need may borrow. **Any student borrowing an item of clothing from Campus Ministry must leave an item of value (such**

as identification or another personal item) as a deposit. When the student returns the borrowed item, their collateral will be returned.

Some courses have unique requirements as outlined in the course syllabus distributed on the first day of the course. The following list is not exclusive to other course apparel requirements:

Healthy Active Living

All physical education classes require the purchase of a school phys ed uniform. These uniforms may be purchased from the student's physical education teacher. Students without a phys ed uniform will be subject to the same discipline as those students not abiding by the school uniform policy.

No jewelry is to be worn in any physical education class.

Technical Studies

No open-toed footwear is allowed in the *Building Construction* class. Safety goggles must be worn in all classes located in the shop area.

Hairnets or server hats must be worn whenever preparing or serving food in the Food Services room. No open-toed footwear is allowed in the kitchen. Low platform shoes are required; high heels are not allowed. In addition, the local Board of Health does not allow cooks or servers to wear nail polish.

NON-UNIFORM DAYS

During the school year, there will be non-uniform days designated by the School Administration, when students will be allowed to wear clothes other than the school uniform.

Guidelines regarding hats and headwear, chains, collars and other accessories are still enforced on these days.

Students are expected to be clean and modestly dressed in a manner appropriate for a Catholic school (i.e., no bare midriffs or sleeveless undershirts). Students cannot wear apparel that suggests inappropriate messages (such as language, violence, sex, drugs, or alcohol). Students failing to abide by these guidelines may be sent home by the School Administration in order to change into something more appropriate.

Covid Protocols

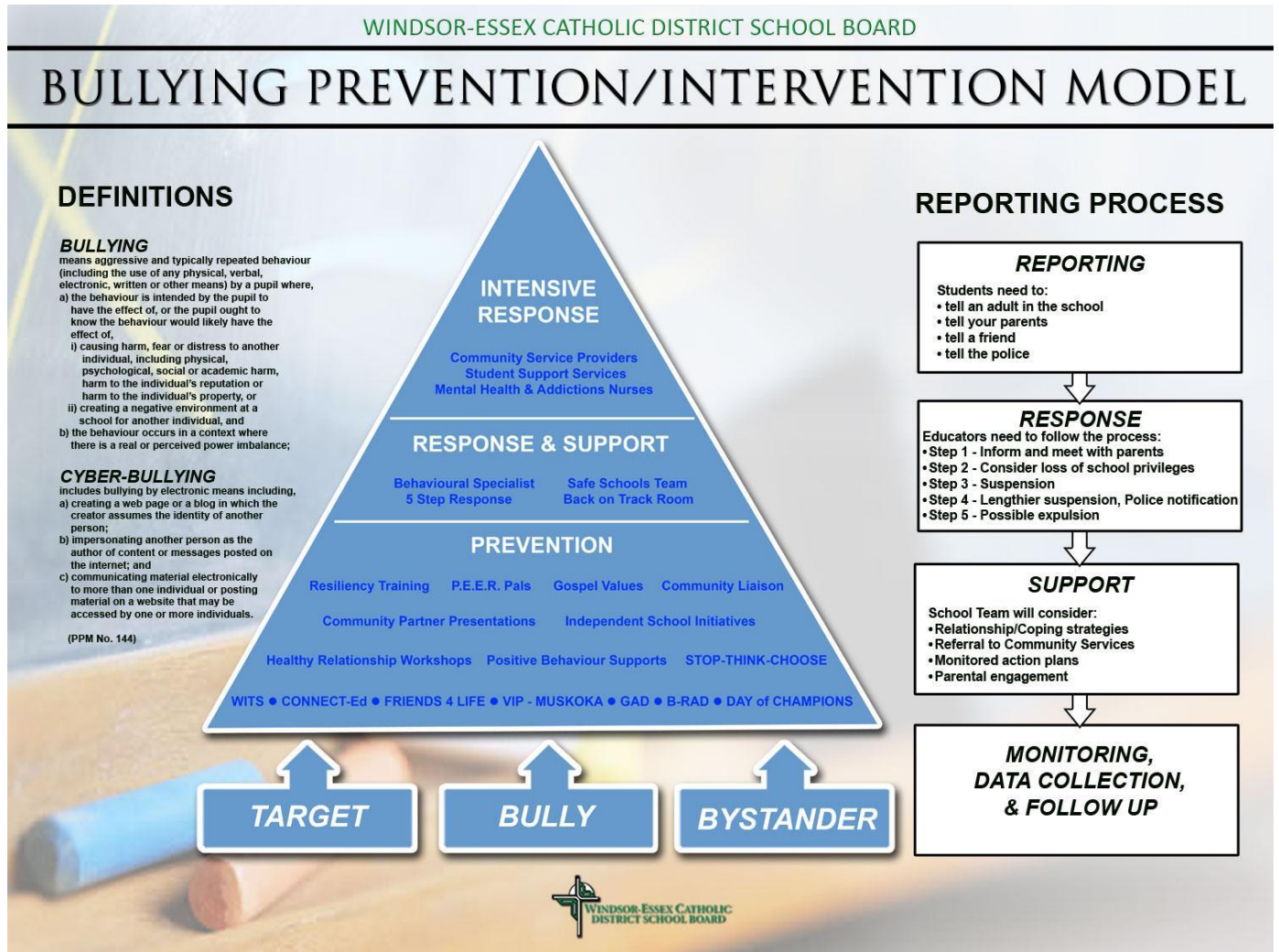
MASKS:

Masks are helpful in controlling the spread of infection at a community level by reducing viral spread by an infected person through droplets (source control).

Effective immediately and until further notice, all students in grades JK-12 are required to wear non-medical or cloth masks that cover their nose, mouth and chin while waiting for Board provided transportation, on Board provided transportation, indoors in school, including in hallways and during class. The Board reserves the right to amend it's mask standard at any time in the interest of student and staff safety.

Students not wearing masks may be subject to school/Board disciplinary measures.

Students who seek an exemption from the mask requirements on the basis they are medically fragile or have pre-existing medical conditions must provide a doctor's note affirming that wearing a face mask could exacerbate their condition and be harmful to them. In such cases the board shall provide reasonable and appropriate accommodations in accordance with the Ontario Human Rights Code.



Frequently Asked Questions

I WAS ABSENT FROM SCHOOL?

A parent or guardian must notify the school by leaving a message with the Catholic Central Automated Attendance Line (519-256-3174) on or prior to the day of the absence, if at all possible, but at the very least before 8:30 a.m. upon their return to school. The attendance line is available 24 hours per day. *Only a parent or guardian can excuse an absence.*

I AM LATE FOR SCHOOL BECAUSE I HAD A MEDICAL/LEGAL/ GOVERNMENT APPOINTMENT?

A parent or guardian must notify the school by leaving a message with the Catholic Central Automated Attendance Line (519-256-3174) on or prior to the day of the LATE. Alternatively, a parent or guardian may issue a note for their child. This note must be presented to the attendance secretary upon the return to school.

I MUST LEAVE SCHOOL EARLY FOR A MEDICAL/LEGAL/ GOVERNMENT APPOINTMENT?

A parent or guardian must notify the school by leaving a message with the Catholic Central Automated Attendance Line (519-256-3174) on or prior to the day of the APPOINTMENT. Alternatively, a parent or guardian may issue a note for their child. This note must be presented to the attendance secretary PRIOR TO 8:30 am, THE DAY OF THE APPOINTMENT.

I AM ABSENT ON THE DAY OF A SCHEDULED EXAM?

I will arrange with my parents to see my Physician and obtain a Medical Certificate **at my or my parent's expense**. I, or my parents, will report to the Attendance Office with the Medical Certificate within 24 hours of the exam missed. Administration will arrange for a rewrite of the exam on the rewrite day.

I HAVE BEEN IN THE GUIDANCE OFFICE, THE CAMPUS MINISTRY, THE CO-OP OFFICE OR SEEING SOMEONE IN ADMINISTRATION. HOW DO I GET BACK TO CLASS?

I will take the slip that I am given and report immediately to the Attendance Office to clear my attendance.

I NEED TO USE THE PHONE?

I will ask the office for permission first

I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?

I will go to talk to my Counsellor in Student Services, or I will go to the Campus Ministry. In the event that no one is there, I will immediately report to the Attendance Office for my next step.

I FIND A COURSE (OR COURSES) TOO DIFFICULT OR TOO EASY?

I will talk to my subject teacher and then I will talk to my counsellor in Student Services and or the Resource Teacher. I understand courses may only be changed for the first month of each semester. I also understand that **I must follow my timetable** until such time as I am permitted to drop the course from my schedule

I LOST MY LOCK OR MY STUDENT CARD?

I must purchase a new lock for \$10.00 at the Main Office. I must report to the Main Office to report my student card stolen and to obtain a new one at a cost of \$5.00.