



Grade 6-12

Family Handbook

2025-2026

Our Mission Statement

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

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



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Staff Welcome

Dear Students, Parents, and Guardians:

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

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

Sincerely,

Your Leadership Team



Mr. Ritch Harrigan
Principal



CATHOLIC CENTRAL CATHOLIC COMMUNITY PARENT/STUDENT HANDBOOK 2025-2026

History

Our beginnings.....Catholic Central School began as Catholic Central High School in 1923 under the leadership of Bishop Edmund F. Gibbons. The school was housed at the Old Troy Hospital on Eighth Street in downtown; which was built in 1868 and operated by the Sisters of Charity of Saint Vincent dePaul. The building was sold to the Albany Diocese in 1922 and converted into Catholic Central High School's first school building. This location served as the home for THE CRUSADERS until 1953 when it moved to 116th Streets and Seventh Avenue in North Troy. A few years later, in 1957, and a few miles away, in the hamlet of Latham, St. Ambrose School opened as a parochial grammar school under the care of the Sisters of the Presentation of the Blessed Virgin Mary. Both establishments continued independently for over 60 years until, in 2023, they were merged into the Capital Region's first pre-K through 12th grade Catholic School.

Alma Mater

*Arranged by Sister May Ellen John, CSJ
Sister Annunciata Murphy, CSJ*

Here's to our own CCHS, Here's to our colors grand.
Purple and White our banners bright, Loyal to Thee we stand.
C is for Courage staunch and true, courage to dare and do;
C is for Constancy in the right, steadfast and all that is true;
8H is for Honor and everything, Sacrifice taught by S
May we prove true to your high ideals
Our Own Dear CCHS

Here's to our own CCHS, Faithful to you we'll be.
Symbol of all that's dear to us, in memory we'll turn to thee.
C is for Courage staunch and true, courage to dare and do;
C is for Constancy in the right, steadfast and all that is true;
H is for Honor and everything, Sacrifice taught by S
May we prove true to your high ideals
Our Own Dear CCHS

School Motto

The motto of Catholic Central education is “One Campus, One Mission”. We are the premier Pre-K through 12th grade Catholic School in the Capital District.

Foreword

The handbook contains information that will be of value to all of the students and families at Catholic Central School. Many questions will arise during the school year and we hope this document will assist you in answering those questions. The handbook provides expectations, guidelines, and rules that ensure students are provided a positive learning experience. The Catholic Central School Community is enduring and critical to our ongoing success.
CCS is the present and future model of Catholic Education.



CATHOLIC CENTRAL CATHOLIC COMMUNITY PARENT/STUDENT HANDBOOK 2025-2026

Please use this as a source of information. Administration, faculty and staff are always available to provide further information and clarification on anything related to the handbook.

Students and faculty will review the handbook annually in order to make revisions and additions in meeting the continuing needs of all Catholic Central School Students.

CCS is a model of Catholic education where its community of students, educators, parents, alumni and parishioners gather together to support its "One Campus, One Mission" vision.

Since Catholic Central is the school of your choice, parents and students alike should recognize that registration of a student is considered an agreement to accept and comply with these guidelines as a norm of conduct. The administration is the responsibility of the principal(s); appointed by the Bishop of Albany and who work under the supervision of the Superintendent of Catholic Schools. The administration of Catholic Central School reserves the right to make necessary changes, additions or deletions to that which is set in the handbook. Parents and students will be notified in writing (letter, email or newsletter) of any changes as soon as possible.

Overview

The academic program at Catholic Central School (CCS) meets the curriculum standards of both the NYS Department of Education and the Catholic Diocese of Albany. A challenging curriculum is differentiated to meet the individual needs of each student; in addition, Catholic Central offers an academic support program, for both intervention and enrichment, in the areas of Mathematics and English Language Arts.

Religious Education

CCS is a Catholic school and is open to children of all faiths. Although some students may not follow the teachings and practices of the Catholic Church, it is required that all CCS students participate in the religious education and programs at the school. Students are asked to be reverent and respectful when attending Mass or other religious gatherings during the school year. * Universal PreKindergarten students will not participate in religious education.

Admissions Policies

Catholic Central School does not discriminate on the basis of race, sex, religion, national origin, age (in accordance with the law), and/or disability, if, with reasonable accommodations on the part of the school, the students' needs can be met.

Students Rights and Responsibilities

CCS has an obligation to educate students in the rights and responsibilities of citizenship while exercising their religious obligation and practicing the rich tradition of our Catholic Faith. Everything we need to succeed resides within our community and the behavior of all community members. Catholic Central students are called into action; bringing the faith that is nurtured here out into the greater community.



Students should understand appropriate behavior is a choice and it is directly related to character. Discipline is the positive direction of behavior toward established standards of conduct based on reason, judgment and the rights of others; following the ideas of Jesus. Discipline is self-directed and self-controlled and necessary to ensure academic success. Character and Faith are central to our identity as Crusaders and students should harbor that faith in both personal and academic discipline. The CCS community strives for academic excellence for all students in our community. In doing so, students should:

- show respect for themselves and other
- be regular and punctual in attendance
- be self-controlled, participatory, reasonably quiet and non-disruptive in classrooms and during our liturgical celebrations
- strive for mutually respectful relationships with teachers, administrators and staff
- keep language and gestures respectful and free of profanity or obscenities
- respect private, personal, school and church property
- work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement
- ask questions when they do not understand and seek help in problem solving before disciplinary action becomes necessary
- follow dress code upon arrival, during and after school hours
- accept responsibility for their actions
- be knowledgeable about and abide by rules and expectations of the Catholic Central School and Community. This includes all extracurricular activities and events
- hold themselves to the highest standards of conduct, character and sportsmanship while representing CCS

Academic Requirements

General Requirements

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

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

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



Graduation Requirements for the Middle School

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

Grade 6-8 NYS Assessments

<u>6th Grade Assessments</u>	<ul style="list-style-type: none">• New York State English Language Arts Exam• New York State Math Exam• Iowas
<u>7th Grade Assessments</u>	<ul style="list-style-type: none">• New York State English Language Arts Exam• New York State Math Exam• Iowas
<u>8th Grade Assessments</u>	<ul style="list-style-type: none">• New York State English Language Arts Exam• New York State Math Exam• New York State Science Exam• Iowas• Proficiency Examination in Spanish• New York State Regents Examinations in Algebra I NGLS and Living Environment for students on the accelerated/honors path



Graduation Requirements for the High School

Required Courses	Regents Diploma	Advanced Regents Diploma
Theology (CCS)	4 credits	4 credits
English	4 credits	4 credits
Social Studies	4 credits	4 credits
Math	3 credits	3 credits
Science	3 credits	3 credits
Second Language	1 credit	3* credits
Health	$\frac{1}{2}$ credit	$\frac{1}{2}$ credit
Fine Arts	1 credit	1 credit
Physical Education	2 credits	2 credits
Electives	3 $\frac{1}{2}$ credits	1 $\frac{1}{2}$ credits

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

Religion Requirement

Theology is required for all four years of high school. As a Catholic school faith is central to our identity as Crusaders. It is a core value for us to gather together with students, faculty, staff, family and community members to celebrate the Holy Sacrifice of the Mass. Throughout the school year each class will be empowered to lead a special Mass, where students take on ministerial roles. It is crucial that students learn about the beliefs, traditions and practices of the Roman Catholic Church.

Physical Education Requirement

All grade 6 - 12 students are required to participate in Physical Education. PE engages students in health-promoting physical activity in addition to teaching them knowledge and skills necessary for lifelong physical activity. Exceptions for high school students may be considered based on extracurricular athletic activities. Information regarding exceptions can be found in the Athletic Code of Conduct, found at the end of this document.

World Language Requirement

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

- Pass a Checkpoint A Spanish Proficiency Examination in grade eight
- Pass a Language Other than English course in grade nine



- Complete 5 courses in an alternative Pathway (Fine Arts)

Regents Exams

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

Required High School Regents Examinations

All Regents exams require a grade of 65 or higher to be considered passing.

REGENTS DIPLOMA	ADVANCED REGENTS DIPLOMA Please refer to notes below
<p>Students must earn a passing grade on four Regents exams:</p> <p>One in each content:</p> <ul style="list-style-type: none"> • Math • Science • Social Studies • ELA <p>In addition, they must complete one or more Regents exam in:</p> <ul style="list-style-type: none"> • Math • Science • Social Studies • World Language • Arts Pathway • CTE (not offered at CCS) 	<p>Total of 7 or 8 Exams with a grade of 65% or higher:</p> <ul style="list-style-type: none"> • English • Global Studies • US History • Math (Algebra I, Geometry, Algebra II) • Science (at least one in life science and one in physical science) • World Language (completion of the 3 language credit sequence and Checkpoint A/B exams)

NOTES:

A local diploma is an option in accordance with NYS Department of Education guidelines for a student with disabilities only.

*A student who completes a five-unit sequence in Career & Technical Education, Art or Music may earn an Advanced Regents Diploma and be exempt from the World Language requirement. Career & Technical Education includes courses in technology education and vocational studies. Pathways available for students at CCS are Art and Music currently.

**To earn an Advanced Regents with Honors Diploma, a student must achieve an average of 90% on Regents examinations taken.

Advanced Placement Exams:

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



Policies Regarding Exams and Summer School

Any student who fails a course required for graduation must repeat that course in summer school. If a student fails a Regents exam but passes the course, he/she may go to summer school or take the exam in August. If a student fails the Regents exam in August, they must take that course over during the school year. Only 1-course credit will be granted for completion of a course with its corresponding Regents exam. If a student passes both the course and the Regents exam but wishes to raise the grade of the exam, he/she may take the August Regents exam. August Regents Exams are administered through the students' respective residing districts, not CCS. Grades from all courses and/or exams taken during the school year and during the summer will be recorded on the Transcript. Summer school grades will be calculated into the student's average.

Since there is no summer school for Theology, any student who fails Theology must meet the objectives designed by a committee consisting of the student's teacher, school counselor, and administration.

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

Eligibility and Academics (Updated for 2025-26)

At Catholic Central School School, student participation in extracurricular activities is a privilege. Students earn these privileges by being in good standing with their attendance, behavior and academics. Ineligibility is defined as restriction from participation in extracurricular activities and school related events for a 5-week period, see 5-week period dates [Grade Reporting Timeline and Procedures 25-26](#). The following criteria are used to determine whether a student is eligible:

Attendance:

Students who have acquired 5 or more unexcused absences to school, assessed at either the quarter midpoint, or end, are not eligible to participate in extracurricular activities for the following five weeks.

Behavior:

Students who have been involved in any disciplinary infraction which results in an ISS, or OSS, are assigned a period of ineligibility for 20-days following the date of the incident.

Achievement:

Students who are failing 2 or more classes, assessed at either the quarter midpoint, or end, are not eligible to participate in extracurricular activities for the following five weeks.

Students who have lost their eligibility, except those who have received an out-of-school suspension, will be offered the opportunity to earn back their privileges through a variety of means, including but not limited to:

- Students who have acquired 5 or more unexcused absences from school in a five week period will be referred to 3 restorative detentions during the advisory period. If a student actively participates in, and regularly attends, the student may earn back eligibility.
- Students who are ineligible as a result of discipline referral(s) may request to work with Dr. Kujan to develop a community service plan. At the completion of the plan, the student may earn back eligibility. Students who have received an out-of-school suspension will not be offered this opportunity.



- Students who are ineligible as a result of failing 2 or more classes may work with their teachers/counselor to develop and implement an Academic Recovery Plan. Upon successful completion of the plan, the student will provide the school counselor with documentation from their teacher(s) indicating they are passing their class(s). At that time, the student may earn back eligibility.

Field Trips

Teachers may supplement classroom instruction with trips to educationally relevant sites. Field trips are viewed as privileges afforded to students; they are not a right. Students may be denied participation in a field trip if they fail to meet academic or behavioral expectations, related to the class participating in the trip or any other class that would be missed as a result of attending the field trip. Students are expected to be in full uniform for all field trips; unless permission has been granted for other attire by administration. Proper permission forms must be completed, signed and returned in advance of the trip for student attendance. Verbal permission over the phone will NOT suffice, all documentation must be submitted in writing.

Course Levels & Weighting

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

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

Class Rank

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

Course Registration and Adjustment

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

- Consultation with teachers, guidance personnel, and parents/guardians is very important before final course selections are made.
- Special attention should be paid to prerequisites, past performance, and teacher recommendations.
- Students may be unable to register for a course if the course section has already reached the



- maximum number of students.
- School districts that provide textbooks to our students require textbook orders to be placed by June 1st. Therefore, course selections will be finalized before this date.
- Once the school year begins, it is hoped that students have been placed in proper courses relative to their ability. Requests to drop a full-year course will not be considered after the 2nd full week of the school year. Requests to drop a half-year course will not be considered after the 2nd full week of the course. Likewise, students will not be able to gain admission to a full-year course after the end of the 2nd full week of the school year. Students will not be able to gain admission to a half-year course after the 1st full week of the course.
- Students who are eligible to move from a Regents Level course to an Honors/Advanced Placement Level course MUST achieve an overall 95 in the Regents level class preceding the Honors course they would be entering for their final average.
- A student who is currently enrolled in an Honors/Advanced Placement Level course MUST maintain an 85 final average in order to continue onto another
- Honors/Advanced Placement Level course in that subject.
- Only a member of the guidance staff or an administrator may adjust a student's schedule.

Grading Reporting Practices

All of the electronic grade books, available to all students and parents in FACTS, will be updated and accurate by the end of the school day each Friday afternoon. We will send an electronic communication to all students and parents each Friday reminding them to check FACTS, and to contact teachers directly with any questions.

Because we provide weekly grading information, we will no longer send the ineligibility letter to students and parents. We will, however, send written communication at the 5-week point in each marking period to any student who is failing 2 or more classes at that point. We will also continue to pull the weekly ineligibility report to ensure we are working with the students on a regular basis identifying interventions to improve progress before the 5-week progress report is released.

Numerical grades are used to evaluate the student's understanding of the subject matter.

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

Here is a link to our marking periods and dates for releasing report cards and honor rolls: [Grade Reporting Timeline and Procedures 2025-2026](#).

FACTS Parent Portal

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

Through the Parent Portal, you can view the information about your child's classes at any time. You will be able to view real-time information, including attendance, grades, and detailed assignment



descriptions. Usernames and passwords will be provided to parents at the beginning of each school year. A link to the portal can be found on our official website and our district code is CCS-NY.

Students will also be provided with their own log-in credentials so that they may track their own academic progress.

Honor Roll

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

Guidance Center

School Counselors are available to assist students with:

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

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

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

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

Buckley Amendment

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



Academic Dismissal Policy

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

Student Handbook (ACADEMIC and ATHLETIC ACKNOWLEDGEMENT)

All students are required to sign a Student Handbook/Athletic Acknowledgement form during the beginning of each school year. All forms must be signed and returned to the Dean of Discipline or Athletic Director by the indicated date. Failure to do so may result in student suspension from athletic events/teams and/or school detention(s).

DIOCESE OF ALBANY TUITION POLICY

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

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

Tuition Agreement

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

For families electing payment plans

Prior to the opening of school in September, tuition payments as indicated in the tuition agreement must be current. If payments are not current, admission will be denied. The principal will create one written arrears agreement between the family and the school which details a plan for bringing tuition current. Default on any payment in the agreement will result in suspension. After the opening of the school. Payments more than 1 month in arrears. A delinquency notice will be mailed indicating sanctions will be imposed if the account remains delinquent. A late fee will be assessed. Payments more than 2 months in arrears. A letter will be sent to parents or guardians indicating that payment must be received within two weeks. If the payment is not received, or if arrangements for payment are not made with the principal, the student(s) will be suspended from classes. Participation in any extracurricular activity (interscholastic sports, drama, class activities, etc.) will be denied. The parent or guardian is required to meet with the principal and create a written tuition arrears agreement stipulating the schedule for bringing tuition to a current basis. Defaulting on the written agreement



will result in suspension. Any tuition in arrears. Report cards will be held and admission to midterm or final examinations will be denied. At the end of the school year, graduating students will not be allowed to participate in graduation ceremonies. The diploma will be held until all tuition is paid. For returning students, registration for the following school year will be suspended. Students will not be allowed to begin practice for fall sports. Admission on the opening day of school will be denied until all prior year tuition is paid or a written tuition arrears agreement is in place. Release of student records requested by parents will be denied until all tuition is paid.

EXPECTATIONS & CONDUCT

The development of self-disciplined behavior must be a cooperative effort on the part of the Student, Parent/Guardian and All School Staff and Personnel. The CCS community will not be a successful one without everyone participating and doing their part to ensure an orderly environment that promotes discipline, direction and motivation allowing for student success.

What Parents Can Expect of the CCS Community

- School Personnel will communicate regularly with parents/guardians concerning their child/children(s) academics.
- Students will be respected as individuals and will be challenged to grow academically, spiritually and socially by experiencing a variety of instructional activities or techniques.
- Students will have the opportunity to take part in all activities or programs on an equal basis and administrators, teachers and staff will promote and maintain an environment of respect and dignity for all students.
- Students will be recognized for their contributions to the school and CCS Community.
- School personnel will respect the role of parents/guardians and appreciate the values being taught to them outside the school community.
- Students and parents will be informed of the teachers classroom expectations and will be informed of all academic and behavioral situations that may arise.
- Students will have the opportunity to attend school in a safe, supportive environment with competent and well-prepared teachers, serving as role models.

To the Student

Catholic Central Students should instinctively strive for academic excellence. In doing so, students are expected to be punctual, present and in good academic standing on a regular basis. Catholic Central is a community and therefore has rules to regulate the behavior of its community members to insure a safe environment. Rules and regulations are NOT intended to be restrictive or insignificant. They are necessary to make the CCS community successful and productive for all members.

The rules, regulations and policies at Catholic Central are designed to help students develop Catholic ideals, attitudes and good habits of behavior that will make them a responsible, reliable individual. Students who fail to follow the rules and violate the rights of the CCS community should be the ones concerned about punishment. *Rules and regulations are not matters open for debate or discussion. They are intended to insure a safe environment for the entire school community.* Correction should be viewed as remedial in nature, not demeaning or discriminating.



To the Parent(s)/Guardian(s):

Our goal at Catholic Central is to provide a safe learning environment that will allow your child/children to reach their full potential in the spiritual, academic, athletic and social aspects of their lives. To achieve this goal, your understanding, cooperation and support are of the utmost importance to the administration, faculty, staff and entire CCS community.

Parents are expected to ensure their child/children attend school and school functions dressed in conformity of the schools dress and grooming code. Students' physical appearance becomes an important part of character development. Students should take pride in their appearance and be reminded when in uniform, they are not just 'a student wearing a uniform'. They are students representing the entire CCS community.

Parents are expected to explain their child's/children's absence from school, to meet their financial obligations in a timely manner and to be honest and supportive in dealing with the administration and staff at CCS. Parents are reminded that sending their child/children to Catholic Central is of their own volition and if they are unable to abide by the parental obligations or are not supportive of the CCS policies, they are free to seek another school alternative for their child/children.

Catholic Central School reserves the right to dismiss a child for any reason, behavior or action(s) related to parental support that discredit the Mission of the Catholic Central School Community. Such behavior/action may include rude or abusive behavior/language toward members of the administration, staff or faculty in the academic or athletic setting; dishonesty in dealings with school officials as related to attendance and/or arriving to school in a timely manner as well as repeated failure to support and comply with administration's enforcement of school policy (such as dress or grooming code).

School Day

Homeroom begins at 7:55am. Students who arrive prior to that time should report to room 315 and wait for homeroom teachers to arrive.

- NO OUTSIDE FOOD OR BEVERAGES WILL BE ALLOWED.
- NO FOOD OR DRINK will be allowed in any other classroom at any time throughout the school day.

The school day ends at 2:50 pm and students are required to leave by 3:00 pm. Students who have after-school activities/athletics sanctioned by CCS will be directed to a classroom, which will be supervised by a staff member.

Students are expected to attend all classes for which they are scheduled. When half or more of the class period is missed, the student will be marked absent. If the class absence is deemed a class cut further disciplinary action will be taken.

Attendance

Regular attendance in school is a precursor to academic success, and being on time, and present in



instruction, is a life skill that reflects a high level of responsibility, organization, and college/workplace readiness.

Anytime that your child is absent from school, it is important that you report this absence to MS/HS Main Office, on the same day, at 518-785-6453. Conversely, you may report absences via email to ksano@catholiccentschool.org.

Each morning, the school day begins promptly at 7:55 am. Students should plan to be in their homerooms at that time. At 8:07 am all students are required to be in their assigned first-period class and prepared for the day's activities.

Tardies (to school)

Students must be in full uniform compliance and in their homeroom by 7:55 am. Anyone arriving after 7:55 am must sign in on the I-Pad at Mrs. Sano's front office. After signing in, students will be given a pass permitting them to the appropriate class/homeroom.

Students who arrive at school late due to doctor appointments or other circumstances must also sign in at the supervisory desk and be given a pass permitting them to class.

A parent note/email is required for each tardy and should be brought or emailed to Mrs. Sano at ksano@catholiccentschool.org.

After an adjustment period at the opening of the school year, beginning on Monday, September 23rd, students who arrive at school late without a written excuse from a parent/guardian in hand will be assigned a detention during their Advisory period for the same day.

Please note that students who do not attend their assigned advisory detention will be subject to further progressive discipline, as well as other interventions.

Students are required to sign out before leaving school and sign in upon returning at the Main Office. If students have appointments during school hours the Main Office must be notified by phone or email regarding the student's dismissal. For safety reasons, teachers will not allow students to be dismissed based on the student's word alone. Students who become ill during the school day must report to the Health Office. The school nurse will make a determination as to whether or not a student should be sent home. If so, the nurse will contact a parent/legal guardian in order to make arrangements for the student to be picked up from school.

Late Arrival/Early Release (SENIORS ONLY)

A privilege granted to CCS Seniors is Late Arrival or Early Release. Parent permission is required and students must be in good academic standing in order to be eligible.

- School and disciplinary obligations will have priority over this privilege.
- The administration reserves the right to deny or rescind the privilege and students may NOT change their schedules to accommodate a Late Arrival or Early Release



Tardies (to class)/Cutting class

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

- Every 3 unexcused lates to class will result in lunch detention.
- Chronic Lateness will result in further disciplinary action such as after school detention or in-school suspension.

Cancellation / Delay of School

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

Register of Attendance – Excused and Unexcused Absences

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

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

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

Unexcused absences (AU) shall include:

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

Register of Attendance – Coding System

The chart shown below displays the coding system applied within the attendance function of the FACTS SIS.

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

Attendance/Grade Policy/Retention

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

Incentives/Discipline

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

Parent Notification

Parents are expected to notify the school's Main Office of an absence or tardiness within the same day of an absence/tardiness. Parents must submit documentation providing a specific reason(s) for the absence/tardiness, if the student exceeds 2 consecutive days of absence. In the case of early dismissal, the parent must submit a note to the school office in advance, if possible, and must indicate a reason for the early departure upon signing the student out in the school office. The Main Office must be notified by phone or email regarding the student's dismissal. For safety reasons, teachers will not allow students to be dismissed based on the student's word alone. Based on the reason provided, the early dismissal will be recorded as excused or unexcused.



Reviewing Student Attendance

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

Cars

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

- Seniors with late arrival will lose the privilege if tardies become a pattern.

Health Service

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

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

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

The medication must be brought to the Health Office to be kept in a locked medicine cabinet.

Drugs and Alcohol

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

Smoking/Vaping/Use of Tobacco Products/Devices

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

Harassment/Hazing

Our goal is to maintain a learning and working environment free of harassment on the basis of race,



color, religion, gender, national origin, age, sexual orientation, or disability. Such harassment constitutes discrimination and, as such, violates the school's policies.

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

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

Bullying

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

Sexual Harassment of Students or Employees

Catholic Central School is committed to safeguarding the right of our students to learn, and our staff to teach in an environment that is free from all forms of sexual harassment and intimidation. Based on the premise that every student is entitled to be treated with dignity and respect, recognizing that sexual harassment is a violation of law, the CCS prohibits and condemns all forms of sexual harassment at school-sponsored events, programs, and activities by employees and students, school volunteers, and non-employees such as volunteers, visitors, contractors, and vendors; during or before and after the school day; or on school grounds. Violations will result in suspension or expulsion.

Items Prohibited by School Policy

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

Lockers

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



permitted.

Property (School and Personal)

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

Photographing Students

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

Working Papers

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

Cheating

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

Expulsion

Expulsion is the permanent removal of a student from CCS. This may be incurred by a single serious act or a continued disregard for the school's code of conduct. The principal expels a student only with the authority granted by the superintendent of schools for the Diocese of Albany. Students who are expelled from the school are not allowed to return to the campus for any reason, including activities and athletic events.

Reasons for which a student may be expelled include, but are not limited to, the following:

- Endangering the safety or welfare of staff or students.
- Defiance of the authority of a teacher or administrator.
- Willful damage to school property.
- Serious infraction by a student on probation.
- Stealing and/or possession of stolen goods.
- A history of suspensions.
- Sale, use, or possession of any controlled substance or paraphernalia associated with controlled substances.
- Possession of a weapon in school or at a school-sponsored event.
- Fighting.
- Any gang-like behavior or activity.
- Criminal behavior that is inconsistent with the mission and philosophy of this Catholic school.



Fighting Between Students

Fighting between students usually results in the suspension of all students who engaged in the fight regardless of the reason and regardless of who started it. The suspension can last from one to five days. A serious physical altercation may result in expulsion.

ELECTRONIC DEVICE POLICY

Use of Electronic/Communication Devices

Positive uses of technology are recognized at Catholic Central and can be an important part of the instructional environment. However, certain devices can represent a significant disruption to the school and learning environment. **Catholic Central School has a bell to bell Cell Phone policy.** Cell Phones or other electronic devices at any time during prohibited school hours (7:55 am - 2:50 pm). Students who fail to comply with this policy will be subjected to disciplinary action. Cell phones must remain in student backpacks and cannot be kept in their pockets.

Examples of electronic “items” not to be used during school hours and the corresponding consequence(s) may include, but are not limited to:

Cell phone, Apple watch/Fit-bit watch, Headphones/earbuds, bluetooth devices or other communication devices that disrupt the educational process in the classroom, hallways or spiritual environments and their use is banned during school hours.

FIRST OFFENSE:

- STAFF CONFISCATES THE ITEM(S)- item held for remainder of the day
- Notation made in FACTS - staff/teacher contacts parent/guardian
- Student picks up item(s) from administration

SECOND OFFENSE:

- STAFF CONFISCATES THE ITEM(S) - item held for remainder of the day
- parent/guardian picks up the item(s)
- student not allowed device use for 30 school days (including lunch)
- item MUST handed in to administration daily for 30 school days

ANY OFFENSE THEREAFTER:

- STAFF CONFISCATES THE ITEM(S)
- PARENT/GUARDIAN NOTIFIED
- ITEM(S) PROHIBITED FOR THE REMAINDER OF THE SCHOOL YEAR
- will be treated as insubordination with additional disciplinary actions
- Exceptions may be made on a case by case basis by administration

NOTE: video gaming systems, including hand-held units are prohibited and should be left at home

Due to the need to maintain privacy and confidentiality within certain areas of the school building, students may NOT use electronic devices at any time for any reason in the following locations: Bathrooms, Locker Rooms, Offices (main office, guidance office, nurse's office, etc.)



These guidelines provide a framework for our disciplinary measures, which may be modified to meet the specific circumstances of any situation. Repeated or serious violations of this policy may result in more severe consequences, ranging from detention to expulsion.

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

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

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

With access to the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families must be aware that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason, and as required by the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], technology protection measures (or "Internet filters") shall be used

to block or filter Internet content or other forms of electronic communications at school. Filters also limit access to any social networking or personal website, email, blog, or chat room through which minors may easily access or be presented with obscene or indecent material; may easily be subject to unlawful advances, or inappropriate communication with adults, or may easily access other material that is harmful to minors. Our Schools have taken precautions to control access to controversial materials and have instructed students in the proper use of the Internet, electronic mail, and software. Our Schools are not responsible for materials acquired by the student online, for violations of copyright restrictions, users' mistakes, or negligence of any kind incurred by users.

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

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



General Terms and Conditions

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

Sanctions - Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

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

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

Guidelines

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



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

UNIFORM POLICY

In preparation for the school day, students are to report to homeroom period in FULL COMPLIANCE with the dress code. Students are expected to take pride in their appearance. CCS reserves final judgment in all dress code matters. Parents/guardians and students cannot debate the decision.

	Ladies	Gentlemen
T-Shirts	Plain, white, short-sleeved (under polo)	Plain, white, short-sleeved (under polo)
Polo Shirt	white polo shirt with school logo	white polo shirt with school logo
Quarter-zip (Mandatory from October 1 through April 1)	Navy blue with school logo	Navy blue with school logo
Shoes	Black Shoes (must have back and closed toe) Black sneakers are permitted at this time. Not Permitted:	Black Shoes (must have back and closed toe) Black sneakers are permitted at this time. Not Permitted:



	Boots, flip-flops, UGG clogs, moccasins, crocs	Boots, flip-flops, UGG clogs, moccasins, crocs
Skirt	Gray Pleated <ul style="list-style-type: none"> • Skirts should not be rolled • The skirt must be no shorter than approximately 2 inches above the knee • Tights may be worn under the skirt 	---
Belt	—	Black
Pants	Gray (must be worn at the waist with a belt)	Gray (must be worn at the waste)
Socks	Knee-High in a solid colors (black, gray, white, blue) Black Tights may also be worn. Not Permitted: Athletic socks (example: Nikes)	Solid colors (black, gray, blue) Not Permitted: Athletic socks (example: Nikes)

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

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

Without a quarter-zip, the polo shirt must be tucked into the skirt/pants. No long-sleeved T-shirts are to be worn with short-sleeved polo shirts. T-shirts worn under polos must be plain white with no visible logos or writing. No sweatshirts may be worn under or over the uniform (even those with CCS logos).

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

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



All students must be clean-shaven.

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

Dress Code Violations

Violation of the dress code: students will not be allowed in class unless they are in full compliance with the school's dress code. Students will have the opportunity to have items brought to them from home and can return to class once in compliance, unless issued a pass from the office or administration.

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

FIRST OFFENSE:

- Student will be given ONE warning

SECOND OFFENSE:

- Parent/Guardian will be contacted for item(s) to be brought to the student from home
- Student will lose dress down eligibility for 30 days.

ANY OFFENSE THEREAFTER:

- Student will lose dress down for an additional 30 days OR remainder of the school year.
- The incident will be treated as insubordination with additional disciplinary action as deemed necessary

Dress Down Days

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

- Clothing must at all times cover undergarments, midriffs and cleavage so that none of these things are visible to others. The top must be a shirt with sleeves - covering the shoulder (NO strapless or backless tops and the shirt must extend to the waist.)
- It may NOT promote and/or endorse the use of alcohol, tobacco, cannabis or illegal drugs and or encourage other illegal or violent activities
- Shorts are allowed but they may not be too tight or too short (they must reach the mid-thigh)
- NO HATS may be worn by any student (except for "Themed" Dress Down days)



- Yoga pants, leggings or jeggings are permitted. However, they should be appropriate for school, not transparent, undergarments not visible, etc.

Sports/Team Dress Down:

On team dress down days students are to dress in accordance to the directions given by their Team Captain, Coach or Athletic Director. Students are representing CCS at all times, both on and off the field/court. It is a privilege, not a right to be a part of an athletic team and students are expected to adhere to what it means to be a true Crusader.

- Students who have not followed dress code regularly or who have had prior dress code infractions (2 or more within a marking period) will not be allowed to participate in the team dress down.
- The administration reserves the right to determine the acceptability of dress down clothing.
- Students failing to follow dress down regulations will be subject to the same penalties listed in the uniform code violations.

Consequences for Violations of Rules, Regulations, and Policies

Students are subject to progressive disciplinary consequences ranging from detention to suspension. No single set of guidelines can provide a means of anticipating the variety of disciplinary situations that occur. It is the responsibility of teachers and administrators to investigate each incident on an individual basis and determine the appropriate course of action. Teachers and principals will always attempt to handle and resolve all situations by having a discussion with the student(s) involved, contact parents as needed and restrict the students privileges when necessary. Depending on the nature of the situation, the frequency of the occurrence and the student's history, the administration will decide the appropriate action for the behavior.

The administration reserves the right to interview a student any time his/her actions warrant it, and to invoke any disciplinary penalties based on the circumstances. The principal is the final recourse in all disciplinary matters.

The education of your child is a partnership between the parent and Catholic Central School. If, in the opinion of school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from CCS.

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

EXTRACURRICULAR ACTIVITIES

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

Participation



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

Attendance

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

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

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

Middle and High School Dance Standards and Regulations

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

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



Policies Regarding Attendance and Participation in Extracurricular Activities

- Any student who arrives at school after 10:30 am may not participate in a practice, rehearsal, game, or any activity sponsored by CCS either after school and/or in the evening of that day. This rule does not apply to students participating in the "Crusader to Saint Program". A Friday absence may exclude a student from participating in weekend activities. Permission to participate may be given by the Principal in unusual circumstances.
- Students who do not dress/participate in gym class may not participate in a practice, rehearsal, game, or any activity sponsored by CCS either after school and/or in the evening of that day. Permission to participate may be given by the Principal in unusual circumstances.
- Suspensions and Detentions: Students who are suspended (in-school or out-of-school) will forfeit participation in any school-related activity for the duration of the suspension. Detentions received by the student must be served on the assigned day. The student should attend the activity after the detention, and the coach/moderator will determine the penalty for missing that portion of practice.
- Unexcused Absences: These are typically those absences from an extracurricular activity that is for personal benefit, which could have been scheduled for a different time, including family vacations.
- Exceptions to the attendance requirement must be approved by the Administration prior to participation.
 - "Exception" delineation:
 - Funeral
 - Documented medical appointments (with a note)
 - Pre-arranged college visitations
 - School-related absences
 - Acts of God
 - Extenuating Circumstances as determined by the Administration
 - Student participants will be expected to ride to and from activities on CCS-approved transportation. Students who intend to ride home after an away activity with their parent/legal guardian must have their parent/legal guardian notify the moderator/coach in writing before the activity.

Policies Regarding Student Behavior and Participation in Extracurricular Activities

The following behavioral standards are expected of all CCS students:

- Students are to not be involved in any public activities that reflect poorly upon themselves, others, or Catholic Central School.
- Possession, use or sale of all forms of tobacco, Vape/E-cigarettes, cannabis or other drugs/drug paraphernalia is prohibited.
- Hosting or participating in an activity in which alcohol or drugs are present is prohibited.



- Engaging in illegal activities on or off of the school campus is prohibited.
- Students do NOT have the privilege of “ordering in” during lunch periods. Delivery services such as DoorDash, GrubHub, etc. should not be called, as it is a privilege that is granted to the Senior Class only (they are not permitted to buy for other students) for Friday lunches.
- All students have been issued a lunch card and have the ability to purchase lunch at school if needed. ONLY parents/guardians are permitted to bring food to students who have forgotten lunch. Lunch should be dropped off to the main office and it will be given to the student before their lunch period.
- Any purchases sent/delivered to school will be held in the office and the student may up at the end of the school day.

SENIOR PRIVILEGES

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

Privileges for seniors will be granted at the discretion of administration following their first senior meeting. To obtain privileges seniors must put all requests in writing and submit them to administration in a timely manner.

COMMUNITY SERVICE REQUIREMENTS

All students in grades 6-12 are expected to perform at least ten hours of documented community service every school year (between July 1 and May 31). We encourage our students and families to reach out and find ways to safely get involved in serving the needs of our local community. Local volunteer opportunities may be found at non-profit organizations, schools (including CCS), churches (including St. Ambrose), etc. Activities that do not count toward the required hours of community service include extra-curricular activities, babysitting, any family business/event/chores/activity, any for-profit business, and walking pets. Also, those students who have jobs may not decline their salary and “volunteer” for certain hours in order to complete their service requirements. Service hours may be reported using either this [paper form](#) or this online [Google form](#). If you have difficulty finding service opportunities, please reach out to our upper school campus minister, [Dr. Michael Kujan](#).

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



Appendices

Appendix A: Important Links

Website

<https://www.catholiccentschool.org>

Diocese of Albany Catholic Schools Website:

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

FACTS Tuition Management

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

FACTS Parent Portal

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

FACTS Parent Portal District Code:

CCS-NY

Appendix B: Administrative Staff



Rev. Brian Kelly
officersrevfrsai@gmail.com



Mrs. Ginny Bariteau
Admissions Director/Alumni Relations/
Asst. Athletic Director
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Mr. Richard Harrigan
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Mrs. Kristen Campito
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Mrs. Kelly Sano
Administrative Assistant
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Mrs. Dominika Fanning
Director of Counseling
dfanning@catholiccentralsc





Appendix C: Athletic Code of Conduct

Section I -Athletic Philosophy

Catholic Central School understands that interscholastic athletics are an integral part of the educational process. The combination of academics and athletics enhances the quality of students' lives and expands their options for learning and personal growth. Athletics provides an educational opportunity where students can learn important life skills and values beyond those learned in an academic classroom. The purpose of athletics is to develop lifelong skills for students in character, leadership, respect and sportsmanship. Through participating in competitive programs in the Colonial Council and regional play, we can provide students opportunities to compete successfully at every level of play. Students are encouraged to participate in our programs and will receive support from all coaches and staff at CCS.

Modified/Freshman Philosophy

At the 7th, 8th and 9th grade level a student can participate in modified sports which provide the student with their first exposure to interscholastic sports. While some students may participate in community sports, we should provide this opportunity for all students at this level. There are certain characteristics that distinguish modified sports from other levels. Modified sports may have slightly different rules to accommodate participants' growth levels and abilities. This is to ensure safety for all students. Modified sports is designed to be a learning experience and teaching program where participants gain exposure to athletics. The goal is to learn about the game and about sportsmanship, rather than focusing solely on a successful record. It is typical to see all team members participating, not just the ones who have developed better skills. Athletics at CCS should offer an opportunity to every student, not just those who have had the opportunity to participate in community sports. Practices at the modified level should be considered vital to a successful team and athlete. All athletes are expected to go to all practices scheduled by the coach. By following the rules and embracing the philosophy of modified sports, participants get the full benefit of their athletic experiences. They can also learn valuable life lessons such as responsibility to team members, organizational and time management skills as well as cooperating to achieve a common goal. These life skills can carry over into other parts of a student's life.

Junior Varsity Philosophy

The Junior Varsity level is intended for the athlete who demonstrates the potential of continued development into a productive Varsity athlete. The athletes on the JV teams may be from the 7th, 8th, 9th, 10th or 11th grades. At the Junior Varsity level, the athlete is expected to have a full commitment to the team and continued self-development. An increased emphasis on physical conditioning. The player should be at a higher level of skill development, and should possess a better understanding of the strategies of team play. Athletes should work to achieve a balance between continued team and player development and striving for success. Practices at this level should be considered to be vital to a successful team and athlete. All athletes are expected to attend every practice that is scheduled by their coach. The Junior Varsity level should prepare the athlete for the Varsity level with the highest level of dedication and play.



Varsity Philosophy

The varsity level is the culmination of all levels of our athletic program. Athletes should be aware of their role, informed of their role and their importance on the team. While contest and practice participation is vital during the season, it does not guarantee the amount of playing time on the varsity level. The athlete must have a higher level of advanced skills and commitment to be on the varsity level. Such commitment is needed to conduct a successful varsity program. Practices at the varsity level should be considered vital to a successful team and athlete. Athletes are expected to attend every practice scheduled. The varsity coach, who is the leader of his or her individual sport, determines the instruction and strategy for each program. Preparing to succeed, striving for success in each contest, exhibiting sportsmanship and working to reach a team's maximum potential in each sport is the overall goal of a varsity program.

Athletic Offerings

Fall	Winter	Spring
Soccer VG, MOD B	Bowling Co-ed	Softball VG, JVG, ModG Baseball VB, Mod B
Cross Country VG,VB, ModB, Mod G	Basketball VB,JVB VG, JVG	Track VB, Mod B VG, Mod G
Volleyball VG, JV Girls	Indoor Track VB,VG, Mod 9 B/G	Flag Football VG
Golf VB, VG		

Section II - Academic Standards

1. Participation in interscholastic athletics should have a positive impact on student academic performance. The primary objective of all academic and extracurricular programs of CCS is to provide a variety of successful educational opportunities and experiences to students.
2. All students, including those participating in extracurricular activities, are expected to maintain academic excellence as a top priority. Students who are failing one or more academic classes will be placed on academic ineligible status for one week. Students may not participate in practice or contests during this time. If the student improves their grades, they will be allowed to participate the following week. Academic eligibility reports are generated on Monday mornings.
3. Physical education class participation - student athletes are required to participate in regularly scheduled Physical Education classes. Failure to participate can result in suspension for a game or practice for that day. Proper footwear is required.



4. Students who participate in 2 or more varsity sports may be exempt from physical education classes. If a student is exempt but does not participate in two scheduled varsity sports, they must make up their physical education class.

Section III - Administration of This Code

Behavioral Expectations for Student-Athletes 7th-12th Grade

The Athletic Code of Conduct is aligned with the Catholic Central School's Code of Conduct and all student-athletes are expected to follow all rules of conduct listed.

Catholic Central School has a long standing set of expectations for conduct on school property and at school functions. The Athletic Code of Conduct also includes conduct off school property for behavioral expectations.

These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Athletic Code of Conduct is aligned and labeled by Infraction Level per Catholic Central's Code of Conduct.

EXPECTATIONS	VIOLATIONS	CONSEQUENCES
The student-athlete will be respectful of all coaches, teammates, opponents, officials, teachers, other students and guests of the school.	Disrespectful behavior by student-athlete toward coaches, teammates, opponents, officials, teachers, other students, and guests of the school. This may include, but is not limited to, ejection from a contest.	One (1) contest suspension following infraction may be determined by the principal, athletic director and coach. Subsequent infractions may result in additional disciplinary action.
The student-athlete will arrive on time each day.	Unexcused arrival to school by student-athlete after 9:05AM.	Ineligible for practice of contest for that day/evening. Exceptions must be approved by the administration. Ex: funeral, documented medical appointments (with a note), pre-arranged college visits, school related absences, etc.
The student-athlete will attend all scheduled	Unexcused absence by student-athlete from	One contest suspension following the infraction.



practices, contests, team meetings and all pre-and post-season contests unless excused by the coach.	scheduled practices, contests and team meetings.	
The student-athlete will properly care for the team uniform, all team equipment, school facilities and bus equipment.	Misuse or intentional damage to team uniform, team equipment or school facility by student-athlete.	One (1) contest suspension infraction, and restitution for damaged equipment and/or uniform.
The student-athlete will ride school transportation to and from all away contests unless the CCS athletic release form signed by their caregiver is approved by their coach or Athletic Director.	Student-athlete uses non-district transportation to or from an away contest without prior approval.	One (1) contest suspension following infraction.
The student-athlete will obey the Catholic Central Code of Conduct	<p>A) Student-athlete behaves in a such a way that the result is in-school suspension</p> <p>B) Student-athlete behaves in such a way (other than behavior specified elsewhere in the Athletic Code of Conduct) that results in an out of school suspension.</p>	<p>A) In-season: One(1) contest suspension following the first infraction resulting in in-school suspension; 20% of contests for second in-school suspension. Suspension is based on 20% allowable contests per student-athlete's sports season(s)</p> <p>Out-of-season: If a student-athlete is willing to accept a community service project and/or activity, the amount of hours and service will be determined by the principal and/or AD. The community service consequence can be assessed only one time in a student-athlete's career at CCS.</p>



		<p>B) In-Season: Suspension from 20% of contests following first infraction resulting in in-of-school suspension; 40% of contests following second out-of school suspension</p> <p>Out-of-Season: If a student-athlete is willing to accept a community service project and/or activity, the amount of hours and service will be determined by the Principal and/or Athletic Director. The community service consequence can be assessed only one time in a student-athlete's athletic career at CCS</p>
<p>The student-athlete will abstain from using alcohol, vaping, tobacco products, and illegal drugs/substances and from the use/misuse of legal or illegal performance enhancing drugs. A student-athlete will not possess, sell or illegal or unauthorized prescriptions drugs/substances, alcohol, vaping, tobacco products or performance enhancing drugs. The expectation applies both, in and out of the sports season. (For example: behavior at the Homecoming Dance is included even if you are not playing a fall sport; the suspension carries over to the student-athletes next sports season.)</p>	<p>Student-athlete uses alcohol, vaping, tobacco products, legal or illegal performance enhancing drugs.</p> <p>Providing/hosting a venue, facility, or place where a student-athlete provides alcohol, vaping, drugs, marijuana or other controlled substances.</p>	<p>First offense: Suspension from 50% of maximum contests allowed per that sport season. If student-athlete does not serve the entire suspension, it carries over to the next sports season.</p> <p>Student-athlete may be suspended from participation in athletics for 100% of the current sport season. If the student athlete does not serve the entire suspension, the remainder carries over to the next sport season for that athlete.</p>



<p>A student-athlete shall not attend or remain at any gathering at which possession and/or use of harmful or illegal substances, such as alcohol, by other students is taking place. A student-athlete shall make every reasonable effort to safely remove themselves from the situation as soon as possible. An example of such a gathering, but not limited to, are underage alcohol parties/gatherings.</p>	<p>A student-athlete attends a gathering (e.g., party) where possession and/or use of a harmful or illegal substance by another student(s) is taking place</p>	<p>Suspension from 50% of the maximum allowable contests. A standing committee comprised of, but not limited to, the principal, athletic director and coach will conduct an impartial investigation, then render a recommendation to the school superintendent</p> <p>Note: If it is determined that the student-athlete safely removed themselves from the situation as soon as possible, consequences may be reduced..</p>
<p>The student-athlete will obey all local, state and federal laws.</p> <p>The student-athlete will obey all Behavioral Expectations in the CCS Code of Conduct.</p>	<p>If the student-athlete is in violation of any local, state or federal law</p>	<p>If CCS has a reasonable basis to conclude that the student-athlete has violated a local, state or federal law (reasonable basis may include but not to be limited to, information obtained from police reports, discussion with law enforcement personnel, discussions with witness or other sources then the Athletic Director will have an independent reasonable basis to proceed with the student-athlete, their caregiver and coach prior to determining whether a suspension should be imposed.</p> <p>Determination of suspension will be made by the principal, athletic director and/or coach.</p> <p>If it is determined that the student-athlete is in violation of a local, state or</p>



		federal law, consequences may range from a 20% loss of contest privileges for the remainder of the school year. (fall, winter and spring athletic seasons).
The student-athlete will begin and complete the commitment to the team.	Student-athlete quits the team	The student-athlete will have an exit interview with the athletic director and/or coach. If a student quits a team/program, they will not receive any post-season certificates, letter awards or pins from the Athletic Office.
A student-athlete shall demonstrate respectful behavior out-of-school and/or in the community.	A student athlete demonstrates disrespectful behavior out-of school and/or in the community.	A game/contest suspension and or community service will be determined by the athletic director, principal, and/or coach.
Coaches may and will be encouraged to have sports specific team handbook rules, expectations and guidelines. Student-athletes must abide by the team handbook.	In the event that a coach/team has a handbook, the student must abide by the team handbook.	All team handbooks will be complimentary in nature and not contradictory to the Athletic Code of Conduct. Coaches will consult with the Athletic Director in reference to rule(s) violation(s) and disciplinary consequence. All team handbooks are to be approved by the Athletic Director.

1. A violation of Section III of the Athletic Code of Conduct will result in disciplinary action outlined in Section III - Behavioral Expectations: Teams & Individual Standards, Expectations, Violations and Consequences.
2. Upon receipt of information, or upon having knowledge of or reasonable belief or suspicion of a violation of Section III of this Code, a coach or other school district employee shall immediately bring such matters to the attention of the principal and/or athletic director.
3. If it is determined that a violation has occurred, the principal or designee, with consultation of,



but not limited to the athletic director, dean of discipline, and or coach(s) shall assess the appropriate penalty or restorative community project or event and provide written and/or verbal notification of such to the student(s), the caregiver(s), coach(s) and athletic director. The principal or designee will make the final decision. If the student-athlete confesses to a Code of Conduct violation, additional consideration of a consequence may be applied.

4. Caregivers wishing to appeal such decisions and disciplinary actions, may do so by application to the principal and/or athletic director. The principal or designee shall decide such appeals at their discretion. The Disciplinary Appeal Application form is located on the CCS athletic website; click on "Code of Conduct", then click on the forms or they can be picked up in the athletic office. The principal or designee will render a decision on such appeal after investigation and consultation with all parties involved.

COMMUNICATION PROCESS - CHAIN OF COMMAND

As students become involved in the Catholic Central School athletic programs, they will be provided with the opportunities to experience some of the most rewarding moments of their lives. It is important to understand that there are times when things do not go the way a player or caregiver might have hoped. When such situations arise, communication between coach and player/caregiver becomes extremely important and all are required to follow the chain of command in an effort to reach an acceptable resolution:

1. As a first step in addressing a concern, the player is expected to be their own advocate and speak directly with the coach.
2. If the player's concern is not resolved to their satisfaction, the student-athlete's caregiver may make arrangements to meet the coach.
3. In the event that an acceptable understanding cannot be reached with the coach, the student-athlete's caregiver may contact the Athletic Director for further discussion and/or investigation.
4. If the resulting decision is still not acceptable, the student-athlete's caregiver has the right to appeal to the building principal.

Some examples of topics appropriate to be discussed with the coach include, but not limited to:

- Player's role on the team and/ or behavior/attitude
- Treatment of your student-athlete
- How the player might improve skills
- Discipline that results in the denial of a player's participation

Assuming the Chain of Command has been followed to this point, the student-athlete's caregivers should make an appointment to speak with the coach at a mutually agreed time.

The Department of Athletics suggests that communication from the student-athlete's caregiver with a coach occurs at a time other than directly after a contest or practice. These can be emotional times for both the student-athlete's caregiver and the coach and meetings of this nature do not promote solutions.



SECTION IV - CITIZENSHIP/RESPECT

1. Students serving a penalty of suspension from class or school for any reason shall not be eligible to participate in interscholastic contests during the period of suspension or the contest immediately following such suspension, whichever comes first.
2. Repeated suspensions from class, school or participation in interscholastic athletics shall result in suspension from participation in the interscholastic athletic program for a period of up to one (1) year, at the sole discretion of the principal after appropriate consultation with the coach, athletic director and caregiver(s) of the student-athlete. Caregiver(s) wishing to appeal such decisions may do so by application to the superintendent of schools.

Athletic Organization

1. Athletic Press Conference: Will be for student-athletes that have signed or are signing with a Division I, II, or III college/university and any community college. All student-athletes must provide written verification and/or a signing letter from the coach.
2. Participation Sectional/Postseason Contests: Participation in all post-season games/contests will be determined by the Varsity coach with final approval from the athletic director.
3. End of Year Banquet: The end of year banquet will be determined by the athletic director and administrative team.
4. Senior Night or Day Ceremonies Senior recognition ceremonies and celebrations are defined as a time when a program or team can recognize and thank seniors who have participated in an interscholastic program. Please follow these guidelines to ensure consistency among programs and to respect our opponents, spectators and officials.
 - The ceremony can start anytime but should conclude 15 minutes prior to the start of the contest to allow warm-up time. The ceremony should last no longer than 15 minutes.
 - Athletes will only be announced with parents, step-parents or immediate caregivers which will be escorted in front of spectators to be recognized.

Section V - Health and Safety

1. Participation in interscholastic athletics can result in injuries ranging from minor scrapes or bruises to trauma, fractures, paralysis, concussions or any serious injury that can lead to permanent disability or death.
2. Catholic Central School attempts to provide safe conditions for participation in interscholastic athletics. Coaches are required to have first aid and CPR/AED certification.
3. Students who participate in interscholastic athletics and their caregivers have a responsibility to notify coaches or the athletic director of any hazardous condition known to them involving athletic fields, gymnasiums, equipment or other facilities.



4. Coaches will submit an accident report form to the school health office within 24 hours of an injury to a student-athlete and contact the parent.
5. Caregiver(s) of students injured as a result of participation in interscholastic athletics must notify the school health office.
6. Upon return to the interscholastic program from an injury, a student must submit a written release from a physician to the school's health office.
7. All student-athletes, before the start of each athletic season(fall, winter, spring) ,must be cleared to participate by the Health Office.

Section VI - Transportation Acknowledgement and Authorization Form

All student-athletes will be transported to and from athletic practices and contests in vehicles provided by Catholic Central School. There may be times, however, when it is necessary for a caregiver to transport their student-athlete(s) or a student-athlete to transport themselves to or from a practice or contest. A Transportation Acknowledgement and Authorization Form must be completed and provided to the coach before transportation may occur. Sometimes student-athletes may drive a fellow student to and from practice. The Transportation Acknowledgement and Authorization form must be completed by each caregiver. The form may be obtained from the coach and/or on the Athletic Website under "Athletic Forms".

Roman Catholic Diocese of Albany Diocesan High School Sportsmanship Code of Conduct

Introduction

The following Sportsmanship Code of Conduct is intended to provide a framework of expectations for the behavior of all persons involved in any Roman Catholic Diocese of Albany(RCDA) High School Athletic Program. The Code of Conduct outlines expectations for coaches, athletes, spectators and volunteers. The guiding principle behind the enforcement is that the behavior of everyone involved in RCDA diocesan high school athletics should contribute to the positive environment for all student athletes who participate in our programs. All coaches, athletes, spectators and volunteers are expected to conduct themselves according to these standards of behavior. The Code of Conduct is to serve as behavioral guidelines for all to follow. Appropriate consequences will follow unacceptable conduct as outlined in this document.

Coaches

Acceptable Standards of Coaching Behavior Include:

- Set a good example for athletes and fans to follow, exemplifying the highest moral and ethical behavior
- Respect the judgment of the officials, abide by game rules;
- Treat opposing coaches, athletes and spectators with respect; shake hands after the game;
- Instruct athletes in sportsmanship and have them display good sportsmanship;



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- Coach in a positive manner, reflecting Christian values

Penalties

- In any instance where a coach's conduct is called into question, the principal and athletic director will investigate the claims and determine the outcome, including consequences for the coach.
- Any coach ejected from a game because of unsportsmanlike conduct must meet with both the principal and athletic director prior to returning to their coaching responsibilities.
- Any coach that does not abide by the Diocesan Safe Environment Program which includes a Volunteer Application, Virtus Training, Criminal Background Check, Standard Code of Conduct, and Technology and Social Media Policy may be suspended for the rest of the season.

Athletes

Acceptable Standards of Athlete Behavior includes:

- Treat opponents with respect; shake hands after the game;
- Respect the judgment of officials and abide by the rules of the game;
- Accept seriously the responsibility of representing the school by displaying positive behavior at all times
- Play in a positive manner, reflecting Christian values

Policies Regarding Attendance/Behavior and Participation in Extracurricular Activities

- Social Media or online communications
 1. Students utilizing social media are encouraged to always exercise caution when participating in any form of social media or online communications both within their school community and beyond.
 2. Students who participate in online interactions must remember that their posts reflect upon the entire school community and, as such, are subject to the same behavioral standards set forth herein.
 3. To protect the privacy of students and faculty, students may not, under any circumstances create, post or distribute digital still photos, digital videos or audio recordings of school community members without the knowledge and consent of those being recorded or photographed.
 4. Students may not use social media or online communications to publish disparaging or harassing remarks about their school's community members, rivals or any individual, organization, or entity.
- Hazing
 1. Acts of hazing are strictly prohibited
 2. Hazing refers to any conduct or methods of intimidation which willfully or recklessly



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endangers the physical or mental health of any student or other person, or which is reasonably likely to cause harassment, intimidation, physical, emotional or psychological harm, including embarrassment or loss of human dignity to another person.

- Bullying/Harassment
 1. Acts of bullying or harassment are strictly prohibited.
 2. Bullying and harassment refer to the creation of a hostile environment by conduct or by any type of threat, intimidation or abuse, including cyberbullying (use of social media or any online or electronic communication).
- Refer to Section III of the code of conduct for situations and consequences

Penalties:

- In any instance where an athlete's conduct is called into question, the coach and athletic director will investigate the claims and determine the outcome, including consequences for the player.
- In more serious violations, the school principal will participate in the investigation, determination and assignment of consequences.
- Any athlete ejected from a game because of unsportsmanlike conduct must meet with the coach and athletic director prior to participating in any team activities.
- Any athlete who intentionally harms another player, participant or official may be suspended from play for the remainder of that season and may be disqualified from athletic participation for the balance of that school year.

Spectators

Acceptable Standards of Spectator Behavior include:

- Remember that the athlete is playing for their enjoyment, not yours;
- Respect the decisions made by the officials;
- Be a role model by positively supporting teams and by not shouting instructions or criticism to athletes, coaches or officials. Do not coach from the stands;
- Make no derogatory comments or gestures to athletes, coaches, other spectators, officials or league administrators

Penalties:

- Participating teams and their coaches are responsible for the conduct of their spectators.
- Any spectator who displays poor sportsmanship may be removed from the facility by an official, their team coach, a league official or the host gym's person-in-charge.
- Any spectator who interferes with an athletic activity may, at the discretion of the school, league, or the Diocese, be barred from attendance at subsequent activities.

Game Clock and Scorebook Volunteers

Acceptable Standards of Scoring Volunteer Behavior include:

- Remain neutral and only interact with referees upon request (e.g. - game rule situations;



number of team fouls, etc.);

- Do not interact with either team unless requested to do so (e.g. - coach asks for the number of timeouts left, how many fouls by a player, etc.);
- Do not coach from the scorer's table;
- Make no derogatory comments or gestures to athletes, coaches, parents, officials, or league administrators.

Penalties:

- Participating teams and coaches are responsible for the conduct of their volunteers.
- Any volunteer who displays poor sportsmanship may be removed from the facility by an official, their team coach, a league official, or the host gym's person-in-charge.
- Any volunteer who interferes with a school activity may, at the discretion of the school, league, or the Diocese, be barred from volunteering or attending subsequent school activities.

Enforcement

The athletic program, under supervision of the School Administration and Diocesan Catholic School Office, shall enforce this code. Complaints regarding violations of this code shall first be brought to the attention of the athletic director. Coaches, athletes, or spectators may be barred from participating in or attending school activities for their actions.

These expectations outlined herein, including all school sponsored events. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning.

It is expected that the school administration will document any previous infractions and corrections. The athletic director and school administration reserve the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning.



Student/Parent Declaration

After reading the information in the Parent/Student Handbook, complete the section below and return this page to school.

My child(ren) and I have read and reviewed the Catholic Central Parent/Student Handbook. We understand the contents and agree to abide by them.

Student #1 Name

Student #1 Grade

Student #2 Name

Student #2 Grade

Student #3 Name

Student #3 Grade

Student #4 Name

Student #4 Grade

Parent Name

Date

Parent Signature



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