



# CHARLOTTE CATHOLIC HIGH SCHOOL

7702 Pineville-Matthews Road • Charlotte, North Carolina 28226

Phone: 704-543-1127

Attendance Voice Mail: 704-716-2418 • Attendance Fax: 704-716-2419

[www.charlottecatholic.org](http://www.charlottecatholic.org)

## 2018 - 2019 STUDENT HANDBOOK & PLANNER

**Principal: W. Kurt Telford**

**Assistant Principal: Maria M. Leahy**

**Assistant Principal: Angela M. Montague**

Realizing that every situation cannot be anticipated, the Charlotte Catholic High School administration, Mecklenburg Area Catholic Schools, and the Diocese of Charlotte reserve the right to determine consequences for actions and behavior not included in this handbook.

### THIS PLANNER BELONGS TO:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**HOMEROOM TEACHER:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

## VISION STATEMENT

Our Charlotte Catholic High School community seeks to inspire Christ-filled lives that are nourished by prayer, charity, and the sacraments, as well as committed to social justice and the dignity of all life, always recognizing the pursuit of academics as a revelation of God's truth.

## MISSION STATEMENT

Charlotte Catholic High School is an educational community centered in the Roman Catholic faith, which teaches individuals to serve as Christians in our changing world.

## CHARLOTTE CATHOLIC HIGH SCHOOL BELIEFS

1. Prayer, worship and reflection are essential in fostering the spiritual and moral development of our students, faculty and staff.
2. Individuals should model and integrate the teachings of Jesus in all areas of their lives in order to nurture faith and inspire action, especially in the areas of service and charity.
3. Teachers should set high academic expectations of performance while providing appropriate resources and challenges for all students.
4. Our school should be a supportive, healthy and encouraging environment that recognizes the dignity, needs and uniqueness of all.
5. Every member of our community should have opportunities to participate in, contribute to, and support Charlotte Catholic High School.

## ADMINISTRATIVE STAFF

Principal .....	W. Kurt Telford
Assistant Principal .....	Maria M. Leahy
Assistant Principal .....	Angela M. Montague
Dean of Students .....	Randy B. Belk
Chaplain .....	Father Jason Barone
Campus Minister .....	Mary Jayne Dawson
Technology Director .....	Beth Acitelli
Registrar .....	Jennifer Cramer
Director of Advancement.....	Sally McArdle
Business Manager.....	Bob Richardson
Receptionists .....	Amy Rodriguez and Judy Wittman
Attendance Coordinator .....	Carla Brodowicz
Assistant to Dean of Students.....	Elizabeth Ryan

## STUDENT SERVICES

Counselors .....	Lisa Bryant Cathy Grady Jennifer Murlless Sandy Needham Sarah Petrushik Kara Rauch
Learning Support Teachers .....	Donna Birch Maureen Cherry Molly Olson

## TABLE OF CONTENTS

Administrative Staff .....	2
Points of Contact.....	3
Parental Responsibility.....	4
Student Performance Responsibilities.....	4
Campus Ministry .....	4
Student Services / Academic Policies .....	4-8
Admissions.....	8
School Policies & Procedures .....	9-13
Student Leadership .....	13-15
Activities .....	15
General Policies & Regulations.....	16-17
Parent Information .....	18

## POINTS OF CONTACT

**Please refer to the following list to determine where to seek assistance with specific questions.**

Course Level Placement	Individual Class Teacher, Department Head
Student Academic Performance	Individual Class Teacher, Counseling, Assistant Principal
Student Schedule	Counseling Department
Student Behavior	Individual Class Teacher, Dean of Students
Student Well-being	Counseling Department
Spiritual & Religious	Chaplain
Student Health	School Nurse
Student Athletic Activities	Individual Sport Coach, Director of Athletics
College and Career	Counseling Department
Attendance	Attendance Office, Dean of Students
Athletics	Director of Athletics
Student Computers	Technology Director
Band	Band Director
School Finances	Business Manager
School Tuition	MACS Office

### ADMINISTRATIVE POSITION

Principal  
 Assistant Principals  
 Dean of Students  
 Director of Athletics  
 Campus Ministry  
 Chaplain  
 Director of School Nurses  
 Learning Support  
 Technology Director  
 Band Director  
 Business Manager  
 MACS Tuition

### DEPARTMENT

Business/Technology  
 Counseling  
 English  
 Fine Arts  
 Mathematics  
 Physical Education/Health  
 Science  
 Social Studies  
 Theology  
 World Language

### ADMINISTRATIVE CONTACT

Kurt Telford  
 Maria Leahy and Angela Montague  
 Randy Belk  
 Kevin Christmas  
 MJ Dawson  
 Father Jason Barone  
 Kathie Holder  
 Donna Birch, Maureen Cherry and Molly Olson  
 Beth Acitelli  
 Timothy Cook  
 Bob Richardson  
 Mary Lenex

### DEPARTMENT CHAIRS

Shawn Panther  
 Jennifer Murlless  
 Lincoln Sigwald  
 Timothy Cook  
 Libby Lerner  
 Kevin Christmas  
 Carolyn Hilderbrand  
 Shawn Panther  
 Sister Agnes Cousins  
 Carmen Garmilla

## PARENTAL RESPONSIBILITIES

Parents should be aware that tuition does not cover the total cost of educating each child. The balance is paid through parish support and through the voluntary efforts of the school's four supporting organizations. Parents are not only encouraged, but also expected to invest their time, talent and treasure in support of the CCHS Foundation, the Parent Teacher Organization, and the Athletic Association. Parents who are alumni are also invited to participate in the activities of the Alumni Association.

## PARENTAL CONCERNS

We strongly encourage all parents to refrain from using social media to discuss sensitive issues about the school, administration, staff, parents and other families or community members. Any concerns regarding personnel, educational programs or facilities should be directed to the appropriate school official.

## STUDENT PERFORMANCE RESPONSIBILITIES

The following are student performance responsibilities:

1. Meets and participates in assigned classes in the location and at the time designated.
2. Plans a program of study that, as much as possible, meets his/her individual needs, interests, and abilities.
3. Helps to create a classroom environment that is conducive to the learning of all students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of the teacher.
5. Encourages other students and oneself to set and maintain standards of classroom behavior.
6. Assumes responsibility for his/her own learning through classroom participation, including asking for assistance when needed.
7. Strives to implement by action the diocesan policies and the school's philosophy of education, policies, instructional goals and objectives.
8. Takes responsibility for one's own out-of-classroom activities, e.g. during lunch, activity period, during the assigned day, as outlined in the handbook.
9. Assumes responsibility for participating in activities relating to his/her own spiritual development and to the spirit of the school.
10. Assumes responsibility for participating in extra-curricular activities related to clubs, organizations, and homerooms.
11. Takes all necessary and reasonable precautions to protect other students, equipment, materials, and facilities.
12. Assists the administration and teachers in implementing all policies and/or rules governing student life and conduct.
13. Strives to maintain and improve learning competence.
14. Represents the mission, philosophy and spirit of Charlotte Catholic on and off campus at all times.

## CAMPUS MINISTRIES

Campus Ministry seeks to create a faith community that reflects our Catholic Christian call to serve by witnessing to the teachings of Jesus Christ. This faith begins with the family and extends to the Charlotte Catholic High School community as it nurtures the total personal and spiritual growth of each individual.

Campus Ministry calls individuals to "responsible participation in the life, mission and work of the faith community" (A Vision of Youth Ministry, USCC, 1976) and provides an environment for young people to become empowered as disciples of Jesus Christ as they witness their faith through serving others.

The Campus Ministry Team consists of the Campus Minister, Service Coordinator, Faculty and student Peer Ministers who coordinate many opportunities for the school community to practice and explore their faith.

## STUDENT SERVICES / ACADEMIC POLICIES

### COUNSELING

Charlotte Catholic High School has six professional school counselors, qualified to give guidance and counseling in both academic and personal areas.

Students are encouraged to seek out counselors for assistance with: academic planning; interpretation of standardized tests; college admission planning; and dealing with personal, emotional and social issues. The counselors work with students, teachers and families to assist students in their personal growth, helping them to reach their potential as individuals. When necessary, counselors refer students to other professionals for assistance in meeting their personal and academic needs.

## LEARNING SUPPORT PROGRAM

The Learning Support Program provides support for students who experience academic difficulty. Students are eligible for the Learning Support Program if they have up-to-date Psycho/Educational Testing (within the last three years). Students with health conditions who require classroom accommodations may also be considered for assistance with current physical documentation (this must be updated at the beginning of each school year). Please contact the Learning Support Department to begin the referral process, or if you have any questions.

The goals of the Learning Support Program are as follows:

1. To assist the school community in identification of students needing additional educational support. These needs include mild learning disabilities, learning concerns and attention disorders.
2. To assist students in developing strategies for academic success.
3. To support teachers in providing appropriate and successful instruction to students who can be successful at Charlotte Catholic High School. Student Accommodation Plans may be provided for students with a current diagnosed learning concern.
4. To support parents who are seeking information, support and/or services for their child who requires additional assistance.

## SCHEDULE CHANGES

- **Drop/Add** is the first several days of a semester; for the first semester it ends the Friday before Labor Day weekend. Drop/Add is for students who no longer wish to take a **chosen elective**. If there is space available in an alternate choice, they may be able to change the class during this time.
- **Drop/Add second semester is for semester elective classes.** A student in a year long class may not drop that class for a different second semester class.
- **Requests for specific teachers are not allowed.** The only exception to this is if the student has had a particular teacher in a prior school year at CCHS. Then, **upon request during the drop/add period at the start of the school year**, a change to allow for a different learning experience may be possible. (This does not apply to siblings experiences).
- **Requests for time preferences for specific classes cannot be accommodated.**
- **Level Change Requests** must be discussed with student's current teacher.
- **A Level Change Form** signed by the teacher, student and parent, and approved by the Department Chair, is required for a counselor to change a level of a course for a student. These forms are available from teachers.

## COLLEGE APPLICATIONS • TRANSCRIPTS • RECOMMENDATIONS

- Detailed instructions for these areas can be found on the counseling page of the CCHS website.
- Transcripts must be requested online via Naviance and require pre-payment of the transcript fee.
- Mid-year transcripts will be automatically sent to all colleges to which a senior applies unless the college indicates a different procedure to follow.
- To assist the counselors in writing letters of recommendation to those schools that request them, all juniors are asked to answer a series of detailed questions about themselves, and parents are asked to provide some information. This information is completed in Naviance.
- Letters of recommendation will not be written without completed Naviance information and students have waived their right to access recommendations for college applications.

## 2018-2019 TESTING CALENDAR

August 25.....	SAT & Subject Tests at CCHS
October 6.....	SAT & Subject Tests at CCHS
October 10.....	PSAT for Freshmen, Sophomores & Juniors
November 3.....	SAT & Subject Tests at CCHS
December 1.....	SAT & Subject Tests at CCHS
March 9.....	SAT & Subject Tests at CCHS
May 4.....	SAT & Subject Tests at CCHS
May 6-17.....	AP Exams

The SAT and ACT are administered at various sites. All necessary registration information is available at [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org). Students are encouraged to observe registration deadlines carefully.

## AP COURSE SELECTION

Courses labelled "AP" are Advanced Placement courses designed to prepare students for the College Board Advanced Placement examinations. They are the equivalent of college level courses, and taking the AP examination is required. Each college maintains their own policies regarding AP credits. Regardless of specific college policy, CCHS requires all students taking an AP class to sit for the exam. Only students registered for AP classes will be able to take the AP examinations at CCHS.

The AP examination carries an additional fee which is set by the College Board. This fee must be paid to CCHS before August 30, 2018. Students who fail to pay will be removed from the AP class. Students with a financial hardship can set up a payment plan. Please discuss this with Mrs. Montague as soon as possible but no later than August 30, 2018.

In order to enroll in an AP course, a student must be placed in the course according to departmental guidelines. **Enrollment in AP courses is not automatic.** Student performance, assertiveness in class, maturity, level of commitment in prerequisite classes, performance on standardized tests, possible entrance evaluations and teacher recommendations are factors considered for most classes. All deadlines must be met for a student to be considered.

All applicants may not be afforded a place in AP classes. A student may petition an appeal regarding placement. The appeal must be filed by the student to his/her counselor between March 1 and May 1. A placement decision will be determined before the end of the school year. New information (improved grades, updated standardized tests, etc.) will be asked by the appeals committee to indicate what factors have changed to be considered in the placement decision.

## HONORS COURSE SELECTION

While certain prerequisite criteria must be met to enter honors classes, a student's assertiveness, responsibility, maturity and level of responsibility will also be evaluated and are considered equally important for student entry and success.

All applicants may not be afforded a spot in an honors class. A student may petition an appeal regarding placement. The appeal must be filed by the student to his/her counselor between March 1 and May 1. A placement decision will be determined before the end of the school year. New information (improved grades, updated standardized tests, etc.) will be asked by the appeals committee to indicate what factors have changed to be considered in the placement decision.

## SEMESTER EXAMINATIONS

Exams should not be rescheduled except for documented medical reasons or family emergencies. All make-up examinations must be completed as soon as possible. A student with an unexcused absence will not be allowed to make-up the examination and will receive a zero (0) for the examination grade.

Juniors may be exempt from second semester examinations if they make at least an "A" in both third and fourth quarters. For semester classes, seniors may be exempt from semester exams in those courses if they make at least a "B+" in both first and second quarter. Seniors may be exempt from second semester exams if they make at least a "B" in both third and fourth quarters. Juniors will lose exemptions for the second semester due to suspension or thirteen (13) tardies to school in the second semester. Seniors will lose exemptions due to suspension or thirteen (13) tardies to school in first or second semester. Juniors and Seniors may also lose exemptions due to excessive absences.

## TESTING PROCEDURES

Students should not have more than two tests a day. When a third test is assigned, it is the responsibility of the student to inform his/her teacher that he/she already has two tests scheduled. Also, **the student is responsible for providing verification of the other two assigned tests within 24 hours of the third test assignment.** After this process has been completed, the teacher who assigned the third test will either reschedule the test for the whole class or make mutually satisfactory arrangements with the student who has a conflict.

## MAKE-UP WORK

All make-up work is the responsibility of the student. Students who miss class due to tardiness or appointments must see their teachers that day to either turn in work which was due, to make up a test or quiz which was missed, or to schedule a date/time for taking a missed test. Students should contact their teachers via email to receive make-up work when absent for the day. All make-up work should be completed as soon as possible. If the work is not completed, a failing grade will be recorded. Extended absences will be handled individually.

## GRADING SYSTEMS AND HONORS

**First Honors:** A student is awarded First Honors when he/she earns an unweighted 3.70 for any quarter or semester.

**Second Honors:** A student is awarded Second Honors when he/she earns an unweighted 3.50 for any quarter or semester.

**Cougar Award:** A student is awarded the Cougar Award when he/she earns First Honors for each and every quarter and first and second semesters for any particular school year.

## GRADING SCALE FOR ALL CLASSES

	Weighted	Un-weighted		Weighted	Un-weighted		
A+ =	100 – 97	5.0	4.0	C+ =	79 – 77	3.3	2.3
A =	96 – 93	5.0	4.0	C =	76 – 73	3.0	2.0
A- =	92 – 90	4.7	3.7	C- =	72 – 70	2.7	1.7
B+ =	89 – 87	4.3	3.3	D+ =	69 – 68	2.3	1.3
B =	86 – 83	4.0	3.0	D =	67 – 66	2.0	1.0
B- =	82 – 80	3.7	2.7	D- =	65	1.7	0.7
				F =	< 65	0.0	0.0

## COURSES FAILED

Any student failing a required subject for a semester must pass it in a Charlotte Catholic High School approved program prior to the start of the next school year.

## NATIONAL HONOR SOCIETY

The National Honor Society is a highly regarded honor group consisting of students in grades 11 and 12. In order to be selected, a student must have a **3.9 cumulative grade point average or higher** as well as demonstrated excellence in leadership, service, character and citizenship. An induction ceremony is held in the spring to honor new members. A student who has been assigned an in-school or out-of-school suspension is not eligible for membership during the year of the suspension.

To meet the minimum requirements for leadership, students must hold an elected or appointed office or be active in two or more organizations or clubs.

The minimum requirement for service is to be involved in at least one on-campus or off-campus service project each year. Additionally, students are expected to put service to others above self-interest.

Character is based on the qualities of integrity, cooperation, courtesy, industry, determination and concern for others. Students are expected to uphold principles of honors and morality both inside and outside of school.

## RECORDS

“As provided in the regulations of the Department of Education, the accuracy, privacy, and confidentiality of all student records shall be preserved in accordance with Section 438 of the General Education Act of the Family Educational Rights and Privacy Act of 1974, PL 93-3801” (Diocese of Charlotte Board of Education Policy 5140).

School records pertaining to the individual pupil are to be used only for the promotion of the welfare of the pupil and are not to be made available to any outside person or agency, unless it is clear that such person or agency will use the records to the advantage of the pupil or his/her family or unless such outside individual or agency has a legal right of access to the records. Copies of the academic record may be obtained only by personal contact or upon written request and written permission of the student (18 years of age and older) and/or his/her parents.

It is the responsibility of divorced parents to furnish the school with a notarized copy of the custody section of the divorce decree. Schools voluntarily comply by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Access to the students' records is limited to the superintendent, the professional staff of the school, the parent or guardian of the pupil, a court of competent jurisdiction, and to such other persons as the parent, guardian, or principal may authorize in writing.

Official records are the property of the school until all outstanding tuition and fees are paid. Under these circumstances, schools may retain the student's records. Transcripts must never be issued to an unnamed school. Under no circumstances may a school accept a student from another school without receiving a proper transfer or some other appropriate notification from the sending school.

## EXPECTATIONS OF STUDENT BEHAVIOR IN THE LIBRARY

### Library Rules

- The library is the place to read, research, study, or find a book.
- Be considerate of others who are working.
- Use a quiet voice.
- No food or drinks.
- Appropriate language only.
- The library is not to be used as a social gathering place.
- No musical devices without headphones may be used in the library.
- The school dress code will be enforced in the library.

## Library Passes

Students not accompanied by a teacher need to:

- Present a pass from their teacher.
- Sign into the library, writing legibly, using both first and last names.

## Lunch Period

- Students will eat lunch first and then come to the Library for the remainder of the period.
- No food/drink in the library.

Treat all people and the environment with respect – maintain an academic environment at all times. Do your part to keep the library clean by cleaning up after yourself, pushing in your chair, and throwing away your trash.

All books, etc. must be checked out with a Librarian. Students are responsible for the return of items borrowed and REIMBURSEMENT FOR LOST OR DAMAGED MATERIALS. All financial obligations must be cleared before exams each semester.

## HOMEROOM SYSTEM

The main purpose of the homeroom system is to provide an opportunity for each student to have a faculty advisor. The homeroom teachers move through the four years with the class, assist the students in proper course selection, and registration.

## ATTENDANCE

Attendance means being in school, on time, and where one is supposed to be for the duration of the school day. After 10 days of extended absence, parents will be asked to meet with the Dean of Students to develop a plan of action. Credit will not be given for courses if the student is absent more than 10 class periods per course during each semester. With the Principal's approval, students with passing grades who lost credit because of excessive absences may validate credit if the absences were caused by extended illness and verified by a letter from a doctor. **Students may also be required to serve recovery time for excessive absences or unexcused absences. Students' attendance is placed on PlusPortal daily.**

## EXCUSED AND UNEXCUSED ABSENCES

The school discourages students being absent from class. Teacher contact time is important for students' learning. An excused absence is granted for personal illness or serious family emergencies. The administration does not condone student loss of class time due to personal holidays or trips. Although we do not condone loss of time for trips, prior notification is required in order that these absences be considered excused. If we do not receive prior notification, these days may be counted as unexcused.

Tuancy results in an unexcused absence and disciplinary action including, but not limited to, loss of exam exemptions and suspension.

In case of a student's absence from school, a parent must call the school between 8:00 and 9:30 a.m. When the student returns, he/she must present a note written and signed by a parent stating the reason for and the date(s) of the absence. These notes must be turned in to the attendance office if the student has been absent or is arriving to school late. **If a student is late to school or absent from school, and a note from a parent is not received within five days, recovery time will be assigned on the third occurrence.**

Written requests for early dismissal or a pass (doctor or dental appointments) must be presented to the attendance office prior to homeroom on the day of the appointment. The student will be given a pass/early dismissal slip that he/she will present to the teacher at the time of dismissal.

Upon a student's return to school following an early dismissal or pass, he/she must report to the attendance office and obtain an admission slip.

## TARDIES

**Students are required to arrive at school on time and be in their homeroom by 7:40 a.m. Students arriving after 7:40 a.m. are recorded "tardy". On the fifth tardy in a quarter, the parent will be mailed a tardy letter and the student will be assigned one week of lunch duty. On the tenth tardy in a quarter, the parent will be mailed a second tardy letter and the student will be assigned one hour of after-school detention. On the fifteenth tardy in a quarter, the parent will be mailed a third tardy letter and the student will be assigned one hour of after-school detention.**

**A senior who is tardy thirteen (13) times in any semester will lose all exam exemptions for that semester. A junior who is tardy thirteen (13) times in the second semester will lose all exam exemptions for the second semester. A student who is tardy to school sixteen (16) times for the year will lose their parking privilege for the remainder of the school year and possibly the following year. An accumulated list of students' tardies will be kept on file in the office.**

**Students arriving after 7:40 a.m.** must report to the attendance office for admission slips.

Students are also expected to arrive to class on time. Four (4) minutes are allowed for class change. Students arriving late to class should have a written excuse from the person detaining him/her. All other tardies to class will be unexcused and the teacher will enforce his/her policy regarding unexcused tardies to class.

## WITHDRAWALS/TRANSFERS

Parents should notify the principal in writing at least one week prior to the student's last day of attendance.

## COLLEGE DAYS

During the junior or senior years, students will have a total of four days to visit colleges and universities. These days are not counted as absences. These days may not be taken for any reason other than visiting a college to find out if the student wants to attend it. A college day request form (pink form) may be obtained from the attendance office and must be filled out and signed by parents, student, teachers and dean of students in advance of the proposed visit and returned to dean of students. The deadline for taking a college day during the senior year is May 1. A blue college day form must be filled out and signed by the college official at the time of the college visit. This form must be returned to the office when the student returns to school.

## ADMISSIONS

Students will be accepted in Charlotte Catholic High School according to the following classifications:

1. Students currently attending the school (CCHS).
2. Siblings of students attending CCHS who are participating Catholic students attending any regional Catholic school.
3. Children of parishioners teaching in that particular parish school or regional school(s).
4. Participating Catholics attending a regional Catholic elementary school.
5. Participating Catholic siblings of any student attending a regional Catholic school.
6. Participating Catholics of a Mecklenburg County Parish.
7. Participating Catholics of a parish outside of Mecklenburg County.
8. Siblings of non-participating Catholics or non-Catholic students attending CCHS who are attending a regional Catholic elementary school.
9. Non-participating Catholics attending any regional Catholic elementary school.
10. Non-participating Catholics or non-Catholics not attending a regional Catholic elementary school.

In all cases involving Catholic students, their pastor must certify that they are participating Catholics.

## RE-ADMISSION POLICY

*(Approved by CCHS Board on January 6, 1982)*

Re-admittance to Charlotte Catholic High School will be granted to former students on a "space available" basis under the following categories:

1. **Voluntary Withdrawal**
  - a. **Medical problems** - Students forced to withdraw from school due to medical problems will be allowed to re-enter at the beginning of the next full term subject to satisfactory medical assurance. The student's name will be placed at the head of any existing waiting list.
  - b. **Withdrawal for financial reasons** - Students forced to withdraw temporarily because of family financial problems may return at the beginning of the next full school year. The student's name will be placed at the head of any existing waiting list.
  - c. **Relocation** - Students who voluntarily withdraw because of a parent's relocation will be re-admitted when and if the family returns to the immediate Charlotte vicinity.
  - d. **Remaining in the area** - Students will be re-admitted at the beginning of the next full term subject to any existing waiting list for the class or classes he or she requires. Re-admittance in such cases will be allowed only once.
2. **Disciplinary Dismissal**
  - a. **Forced Withdrawal** - Students who have been forced to withdraw because of disciplinary reasons may re-apply after 365 days, providing there is sufficient evidence that the reason for the disciplinary action has been corrected. Such student, if re-admitted, would be on a probationary basis; that is, subject to immediate expulsion from the school with the first major infraction of school rules.
  - b. **Expulsion** - Students who have been expelled will not be allowed to re-apply to Charlotte Catholic High School at any time.

## SCHOOL POLICIES & PROCEDURES

### DISCIPLINE

Charlotte Catholic High School expects that discipline will be the joint responsibility of the classroom teacher, the administration, the student, and the parents. Without proper discipline in school and the home, education cannot go on. A concerted effort on the part of all teachers and students toward teaching/learning self-discipline is the basic goal of good discipline.

Students should behave in a manner that will be a credit to the school at all times. Students shall refrain from any behavior disruptive to school routine and shall refrain from possessing or using any articles considered hazardous to the safety of others. Students in any way bringing disrepute to the school will be subject to disciplinary action.

Each teacher is responsible for the discipline in his/her class. In serious cases or when necessary, the teacher will consult the assistant principal or dean of students who will discuss the matter with both the student and his/her parents. Non-conformity to school regulations subjects the student to disciplinary action.

## ALCOHOL AND DRUGS

The school recognizes all federal, state, and local laws with regard to alcoholic beverages and drugs. The school will not tolerate the use of prohibited drugs or the use of alcoholic beverages by any student on the school campus or at school-sponsored events off-campus. Any student apprehended using alcohol and/or drugs, in possession of alcohol and/or drugs, or under the influence of alcohol and/or drugs will be suspended or expelled. **If a student is caught attempting to falsify a drug test, the test will be treated as a positive and will lead to an in-school suspension, out-of-school suspension or expulsion.** Also refer to the Charlotte Catholic High School Drug and Alcohol Policy that is issued annually. **Any student selling alcohol and/or drugs on campus or at school-sponsored events off-campus will be forced to withdraw or will be expelled. Any student buying alcohol and/or drugs on campus or at school-sponsored events off-campus may be suspended, forced to withdraw, or may be expelled.**

## AUTHORITY TO SEARCH

**Lockers and Desks:** The principal or designee has the authority to search a student's locker or desk at any time. A student's locker and desk are the property of the school.

**Personal Possessions:** The principal or designee has the right to search student's clothing, including book bags and handbags, if there is reasonable cause to believe that a student may have a prohibited item in his/her possession.

**Automobiles:** The principal or designee has the right to search vehicles on the school grounds, if there is reasonable cause to believe that a prohibited item may be in the vehicle. The school administration reserves the right to involve legal authorities in a search. If a prohibited item is found, the student may be subject to arrest, suspension and/or expulsion.

## CHEATING, STEALING, PROPERTY DAMAGE, AND / OR VANDALISM

Cheating, stealing, and/or vandalism are in direct opposition to all that CCHS represents. They will not be tolerated. Every member of the school community is bound to encourage attitudes and behavior that will eliminate any motive and/or attempts to cheat, steal or vandalize. Cheating, stealing and vandalizing are violations of the Honor Code. Please refer to Honor Code procedures. If an individual is responsible for damages to school property due to improper behavior or to vandalism, he/she must pay for the necessary repairs as well as submit to disciplinary actions, including suspension, expulsion, and/or being denied the privilege of participating in graduation ceremonies. **Any student stealing a quiz/test from a teacher and distributing it to other students will be forced to withdraw from Charlotte Catholic High School.**

## STUDENT REQUIRED USE AND INTERNET SAFETY POLICY (RUP)

Charlotte Catholic High School provides every student with a MacBook Air, a Google branded school email account, in-school access to the Internet, access to network resources such as printers, projectors, distribution lists and subscriptions, and appropriate software based upon course enrollment. Charlotte Catholic High School (CCHS) also provides Apple Care and Accidental Insurance coverage for each MacBook Air. This policy provides guidelines and information about the limitations CCHS imposes upon use of these resources. Students are expected to exercise good judgment and to utilize technology with integrity. Any violation of Required Use and Internet Safety Policy will result in disciplinary action to include detention or suspension or forced withdrawal or expulsion. Realizing that every situation cannot be anticipated, the Charlotte Catholic High School administration, Mecklenburg Area Catholic Schools, and the Diocese of Charlotte reserve the right to determine consequences for actions and behavior not included in this Required Use Policy.

### Terms of the RUP

CCHS Students WILL ADHERE to the following guidelines every time the CCHS issued MacBook Air is used at home and/or school.

- Keep passwords private and will not attempt to discover passwords of other users.
- Make available for inspection by an administrator or teacher, upon request, any messages or files sent or received at any internet location. Files stored and information accessed, downloaded or transferred on school-owned technology are not private.
- Use appropriate language in all communications, avoiding profanity, obscenity and offensive or inflammatory language.
- Report to responsible school personnel (administrator, counselor, or teacher) any incident of cyberbullying.
- Observe rules of netiquette while conducting oneself in a responsible, ethical and polite manner.
- Exercise extreme caution when sharing personal information.

- Follow copyright laws and only download or import music, files, software, or widgets with legal permission.
- Back up data/files regularly.
- Will not interfere with computer hardware or software, including settings that permit school personnel to monitor your computer while you are on campus.
- Will not attempt to override, bypass, or otherwise change the internet content filtering software. This includes but is not limited to use of proxy servers, hotspots, or use of TWCWiFi or similar connections. During school hours, only CCHS WiFi connection is permitted. All other connections will be considered an attempt to bypass our content filtering system and will be subject to disciplinary action.
- Will not sync personal smart devices (iPhone, Android, tablet, etc) to school owned MacBook Air. Once smart device data is synced to the CCHS issued MacBook Air, there is no expectation of privacy related to the files which have been synced.

#### **e-mail specific policies**

- Every student will be issued a school email account under the @cchsemail.org domain.
- Students are asked to check the @cchsemail.org account at least once each school day. School related messages sent from administration will utilize the @cchsemail.org account. You are expected to read those informational emails.
- @cchsemail.org accounts are for school related activities, including PlusPortal, Naviance, Google Drive access, subscriptions to class software, access to electronic text books, communication between fellow students, etc. Only school related business should be conducted within this account.
- Do not provide school email address to any retail or social media website, company, or third party without permission from faculty member.
- Students will not set up personal email accounts on school owned devices.
- Only school related attachments should be sent on the @cchsemail.org account.
- Chain letters of any kind are prohibited. A chain letter is one that asks you to pass along information to another via forwarding the email.
- Spam is prohibited. Spam is defined as a bulk message sent to people who otherwise would not choose to receive it.
- Use of published email addresses belonging to student body, faculty, staff, and families to distribute chain letters or spam is prohibited.
- Students are prohibited from accessing anyone else's email account.
- No inappropriate email is allowed including obscene, derogatory, or harassing messages.

#### **Audio and Video**

- During class, use of headphones to listen to music is permitted at the discretion of the supervising teacher.
- Use of the CCHS issued MacBook Air to watch movies, subscription television such as Hulu or Netflix, or DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with permission of all parties being recorded.
- Any recorded audio or video may not be posted in a public location, such as YouTube or Vimeo, without written permission of all parties.
- Video messaging through FaceTime, Skype, Google+ Hangouts, etc. is prohibited during the school day unless directed to do so by the supervising teacher.

#### **Games and Gaming**

- The school reserves the right to remove any game from a school computer if it is seen as inappropriate or impeding the educational purpose of the computer.
- No game played over the school network is permitted. This includes P2P or server client games such as Fortnite, Call of Duty, Steam, and internet games or gaming platforms where you compete against others.
- No game involving violence, use of weapons, adult content, or inappropriate language is permitted on the CCHS issued MacBook Air.

#### **MacBook Air**

- Students must have a 13" MacBook Air cover for their computer. The use of a cover is required and is not an option. A cover is provided by Charlotte Catholic.
- Student will exercise reasonable care of device and charger.
- Device must be carried and transported correctly. Computer lid should be closed when the computer is in motion.
- The student name tag must be visible on the MacBook Air at all times. No other stickers should be applied directly to the MacBook Air.
- The MacBook Air should be shut down and restarted at least once a week following the proper sequence: Apple Logo ⇨ Restart. The computer power button should never be held down to shut down computer, as doing so will eventually result in hard drive failure and loss of your data.
- Device will accompany student to school every school day. In the event you forget your computer at home and need a device for class, an iPad will be made available to you for a daily fee of \$5.00.

## **Network Access**

- Students must not attempt to access any server or network other than what is public. This includes the school guest network.
- Students may not utilize proxy servers, bit torrents, etc to avoid network security settings.
- Students may not use the network to make online purchases or orders.

## **File Sharing**

- File sharing involves sharing of files between computers, as in P2P games or airdrop.
- File sharing is prohibited on campus and off campus unless a specific assignment is given by a faculty member that calls for file sharing such as group work on a Google Doc.
- No file sharing software is to be downloaded to your CCHS issued MacBook Air. Even when not actively sharing files, the download of the software creates a file sharing connection. Examples of file sharing software are: Shareaza, BitTorrent, Kazaa, Bearshare, and Limewire. If file sharing software is found on your computer, a \$25 re-imaging fee will be assessed.

## **Deleting Files**

Do not delete any files or folders you do not recognize or did not create. Deletion of system files may render your computer useless. In the event this occurs, a \$25 re-imaging fee will be assessed. It is always better to ask for help prior to deleting files.

## **Photos, Screensavers, and Wallpapers**

Inappropriate or copyrighted material may not be kept on the CCHS issued MacBook Air in a picture format. Inappropriate or copyrighted material may not be used as a screensaver or wallpaper.

If photos of weapons, pornographic material, inappropriate language, drugs, alcohol, gang related symbols, etc are found on your CCHS issued MacBook Air, even through cached internet files, disciplinary action will be taken. A \$25 re-imaging fee will be assessed to rid the computer of any inappropriate content.

## **Acceptable Use of the Internet**

The Internet is to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives and the student behavior guidelines of Charlotte Catholic High School. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following: violating copyright laws, reposting (forwarding) another person's communications without the author's prior consent, using threatening or obscene material, distributing material protected by trade secret, utilizing the Internet for commercial purposes, seeking unauthorized access to any resource (hacking into other computers or files on the Internet or network), downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the school's designated computer specialist, and/or providing political or campaign information.

## **Privileges**

Inappropriate use of the internet may result in suspension or expulsion from Charlotte Catholic High School.

## **Security**

Attempts to login to the system as any other user or to share any password will result in disciplinary action. If you identify a security problem, you must notify the system administrator immediately.

## **Vandalism**

Vandalism will result in cancellation of user privileges and may result in a suspension or expulsion from Charlotte Catholic High School. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

## **CELL PHONES / TABLETS / SMART DEVICES**

Cell phones/personal electronic devices are not to be used in the classroom without teacher approval. All phones/personal electronic devices are to be placed on silent mode at the beginning of the school day. If a phone/personal electronic device is seen or heard in the classroom after the school day begins, that item will be taken and turned into the Dean of Students. The first offense will result in one week of lunch duty. The second offense will result in one hour, after-school detention. For each offense thereafter, a parent will be required to pick up the cell phone/personal electronic device.

At the teacher's request, all phones/personal electronic devices will be placed in the cell phone box in the classroom during tests or quizzes. If a student is found using the phone/personal electronic device in any way during a test or quiz, the phone/personal electronic device will be taken, the student will be suspended and will receive a zero on the test/quiz. In addition, combined with prior offenses listed above, the first offense will result in one week of lunch duty, the second offense will result in one hour, after-school detention, and for each offense thereafter a parent will be required to pick up the cell phone/personal electronic device.

## DETENTION

Students are assigned detention during lunch, after school, and/or Saturday or school holidays for infractions of school rules and regulations. Detention is determined by faculty members as well as administration.

## FORGING

Forging a signature is contrary to what the school represents. If a student forges a signature, the parents will be called and the student will be disciplined; such discipline could lead to suspension.

## HAZING / INTIMIDATION

Hazing or intimidating of students or CCHS faculty/staff in any form is not permitted. Violators will be punished because hazing not only endangers safety to one's life, but it also indicates lack of respect for another individual. Violators will be disciplined according to the seriousness of the offense; such discipline could lead to suspension or expulsion. This rule applies to all extra-curricular activities sponsored by CCHS. This includes activities of clubs, sports, classes, etc.

## ITEMS THAT ARE BANNED

Students may not bring into the school building items such as, but not limited to, toys, knives (including pocket and Swiss army), pepper spray, mace, matches, lighters, weapons or any other items that may distract from the learning environment or be harmful to others in the learning environment. Knives (including pocket and Swiss army), pepper spray, mace, matches, lighters, weapons, or other items that may cause harm to another person are banned from campus, and all school-sponsored events, on or off campus. Any of the items above-mentioned will be taken from the student, the parent may be called, and the student will be subject to disciplinary action that may include detention, suspension or expulsion, depending upon the situation.

## OFF-LIMIT AREAS

During the course of the school day, students are not permitted to be in cars or in the parking lot. The first offense may result in afternoon detention or parent conference depending on the severity of the offense.

**School is a closed campus.** During lunch, students are permitted in the cafeteria, the commons area, the picnic area, or in the library. They are not to disturb classes. Violations may result in afternoon detention.

## SMOKING / TOBACCO PRODUCTS / ELECTRONIC CIGARETTES

Students are not permitted to possess, smoke, or use any type of tobacco product or electric cigarettes on campus or at school-sponsored events. A student using any tobacco product or electric cigarette in the classroom will be asked to withdraw. Students will receive in-school suspension for smoking or using any of the above-mentioned products on campus other than in the classroom, on school sponsored trips, or at school sponsored events off-campus. Students will receive suspension for possession of any of the above-mentioned products. Possession or use of tobacco products on campus, school trips, or school sponsored events off-campus will result in the student being drug tested at least once at a cost of \$35 to the parents, and the student will be required to complete an educational class about the health hazards of tobacco products or electric cigarettes. The cost of the program will be paid by the parents.

Repeated use or possession may result in forced withdrawal or expulsion.

## IN-SCHOOL DETENTION OR SUSPENSION

### OUT-OF-SCHOOL SUSPENSION, FORCED WITHDRAWAL OR EXPULSION

While the role of education is to help students grow intellectually, spiritually, emotionally, and physically, it becomes necessary at times to remove students from the formal learning environment. This occurs as a serious measure when students have violated the rules of the school to such a degree that their rights as members of the school community may be jeopardized.

**When a student serves a detention or suspension, the following actions will be taken:**

1. Parents will be notified immediately and arrangements will be made regarding the in-school detention, in-school suspension or out-of-school suspension.
2. A conference with the parents may be required for an in-school detention, in-school suspension or out-of-school suspension.
3. **On the day of an in-school detention, the student may or may not be allowed to participate in or attend any school-sponsored function, on or off campus. On the day of an out-of-school suspension the student will not be allowed to participate in or attend any school-sponsored function, on or off campus.**
4. During an in-school detention or in-school suspension, the student will be required to do all the work that he/she is missing. **During an out-of-school suspension the student will receive a zero on all work missed.**
5. For each day of an in-school detention, in-school suspension or out-of-school suspension, the student may have two hours of detention after school.

6. The student may lose the privilege to any examination exemptions for the school year for an in-school detention or an in-school suspension. **Any student receiving an out-of-school suspension will lose the privilege exemption for the school year.**
7. For an in-school detention or in-school suspension any student who holds a school office may be removed from office. **For an out-of-school suspension any student who holds a school office will be removed from office.**
8. Once a student serves an in-school detention, in-school suspension or an out-of-school suspension, any serious violation of the school rules or regulations may lead to expulsion.

Any serious violation of the school rules or regulations may lead directly to expulsion. If a student's presence becomes disruptive to the learning environment, suspension/expulsion may occur. A student's inappropriate behavior on campus or at off-campus school activities may lead to expulsion. **Refer to Alcohol and Drugs, pages 9 & 10 under SCHOOL POLICIES AND PROCEDURES, for penalties regarding the selling or buying of alcohol and/or drugs.**

## STUDENT LEADERSHIP

### LEADERSHIP POSITION

Students holding elected offices of student body, clubs, classes, etc. are responsible for consistently conducting themselves in a manner that is reflective of their office and of the Christian values upheld by the CCHS community. Any student whose behavior results in suspension may be removed from office. Also, if a student fails one or more courses for any marking period during the school year, he/she may not run for or hold an office of the student body, club, class, etc. until the next marking period provided that the student is in compliance regarding the passing of courses.

### STUDENT COUNCIL

The Student Council is composed of three elected representatives from each class. The executive council consists of a secretary, treasurer, first vice-president, second vice-president, and president, all of whom are elected by a majority vote. One faculty advisor is also on the council.

Following are the duties of the officers, representatives, and advisors:

1. **President** is to act as presiding officer over the meetings.
2. **First Vice-President** assists the President and takes the place of the President in his/her absence.
3. **Second Vice-President** is the President of the Interclub Council as well as an active member of the Student Council.
4. **Treasurer** is responsible for all the student funds of the school and works in conjunction with the treasurers of the classes and clubs.
5. **Secretary** will handle all telephone business, correspondence, and recording of the minutes.
6. **Representatives** are to take back to their class the actions of the Student Council and bring to the council the problems and concerns of the classmates.
7. **Advisors** will supervise all council functions, advise on appropriate action, and present the work of the council to the faculty and administration.

The purpose of the Student Council is to act as a link between the students and the faculty and administration. The council's responsibilities are to work with all problems brought to them either by students, teachers, or administrators. In addition to these problems, the Student Council provides service projects for the entire student body each year at Christmas time. The work of the Student Council varies each year.

### HONOR CODE

The Christian philosophy of Charlotte Catholic High School is the basis for our Honor Code. The Honor Code represents the spirit of decency and fair play, which is an essential quality of a good citizen. It places in the hands of each student the responsibility for honorable conduct as a way of life. A student who attends CCHS must be willing to accept this responsibility. All students are expected to work within the framework of this Honor Code.

We believe that personal honor and integrity, honesty, and respect in thought, word, and deed towards individuals and institutions are essential qualities of a student at Charlotte Catholic High School.

### ***PRINCIPLES***

The Honor Code is based upon these principles:

1. A student's word is his or her bond.
2. A student respects the integrity of personal and school property.
3. A student has respect for intellectual and academic honesty.
4. A student's conduct is always that of responsibility, loyalty, and consideration.

## **ARTICLE 1**

Violations of the Honor Code shall consist of:

1. The theft or destruction of another person's or the school's property.
2. The lying to any member of the school's faculty or staff.
3. Any attempt to give or receive assistance in any way or form in connection with academic work for credit which is to represent the student's own effort.

## **ARTICLE 2**

1. The phrase "I pledge my honor" written at the end of any scholastic work done for credit is an abbreviation of the statement. "I pledge my honor that I have neither given nor received aid on this test or paper."
2. On all examinations, this statement must be written out in full.
3. Any student not signing the pledge to his or her paper will be notified by the faculty member correcting the test paper, and then, if unable to sign the pledge, he or she will be reported to the Honor Council.

## **ARTICLE 3**

A student who has violated the Honor Code can be reported to the Honor Council by another student. Before being reported, the student should be notified and given one complete school day to turn himself/herself in to the Honor Council.

## **ARTICLE 4**

1. The Honor Council, without altering in any way the provisions of this Honor Code, may take whatever measures it deems necessary to perpetuate the Honor Code.
2. Any decision recommending suspension or dismissal will be referred to the principal.
3. Decisions made by the Honor Council may be appealed to the principal.

## **ARTICLE 5**

1. The Honor Council shall be composed of the dean of students, appointed faculty members, and appointed students.
2. The Honor Council shall meet as necessary and with the principal's approval to hear cases involving a breach of the Honor Code.

## **ARTICLE 6**

The effectiveness and success of the Honor Code lies in the cooperation of the student body. It is left up to the discretion of the individual as to whether or not he or she shall report an offender to the proper school officials.

## **CLASS OFFICERS**

Each class will elect a president, vice-president, secretary, treasurer, and three Student Council representatives.

## **OFFICIALS AND FUNCTIONS**

**President** presides over class meetings and promotes all student activities in the class.

**Vice-President** chairs class programs and takes the place of the president in his/her absence.

**Secretary** carries on class correspondence, makes phone calls to class members when necessary, and keeps class records.

**Treasurer** accounts for all class monies and turns monies into the treasurer of the Student Council.

**Student Council Representatives** represent the class at all Student Council meetings.

**Student Interclub Council Representatives**, chosen by the Interclub Council president and faculty advisor, represent the class at Interclub Council meetings.

## **PROCEDURE FOR ELECTION**

1. Self-nomination must be in writing.
2. Vote is by secret, printed ballot.
3. Run-offs when there are more than two candidates.
4. Drop the candidate(s) with the least number of votes.
5. Drop any candidate(s) whose added votes do not equal the candidate with the next largest number of votes.
6. Any candidate receiving an absolute majority at any time will be declared the winner.

## **PROCEDURE FOR REPLACEMENT OF OFFICER**

In the event that the president needs to be replaced, the vice-president will fill the vacant position. In the event that an officer needs to be replaced, nomination and election procedures will begin immediately.

## ACTIVITIES

The school administration shall be responsible for controlling all athletic contests and all other school activities. All requests for school activities must be submitted in writing to the administration for approval.

### ATHLETICS

Charlotte Catholic High School is a member of the North Carolina Athletic Association. We participate in the Southern Carolina Conference. In addition to the State regulations for athletic programs, the following rules are followed by the coaches and athletes at CCHS.

During any school year, a student who fails one or more courses for any marking period may not participate in a sport until the next marking period unless the student completes 3 hours of tutoring in those classes each week. Prior approval by administration is needed in selecting a tutor. The student will be allowed to participate in practice and sports contest the following week if tutoring is completed. The student will need to continue the tutoring until the end of the season or until the student passes the courses for the following marking period. Non-compliance for two weeks will result in the student being dismissed from the team.

Also, a student must maintain a 2.0 grade point average for each marking period to be eligible unless the student completes 3 hours of tutoring in the courses with a grade less than a C average. Prior approval by administration is needed in selecting a tutor. The student will be allowed to participate in practice and sports contest the following week if tutoring is completed. The student will need to continue the tutoring until the end of the season or until the student has a 2.0 grade point average the next marking period. Non-compliance for two weeks will result in the student being dismissed from the team.

The marking periods shall be defined as the First Quarter Grades, First Semester Grades and Third Quarter Grades. In the event that a spring sport extends beyond the last day of school, the Second Semester Grades shall be used to determine eligibility.

If a student-athlete uses drugs, alcohol or tobacco products during his/her athletic season, the following consequences will apply:

1. The first offense shall be suspension from playing in games/matches. The number of game/match suspensions will be determined by the administration.
2. If there is a second offense during the same school year, the student-athlete will be ineligible to play sports for the remainder of the school year.

### CLUBS

The faculty advisors coordinate the scheduling of activities for various clubs at CCHS. A list of active clubs at Charlotte Catholic High School may be obtained from the Campus Ministry Office.

### SERVICE REQUIREMENT POLICY

Freshmen are not required to submit service hour reports until their second semester. They are required to submit ten (10) service hours during second semester, and five (5) of the service hours must be parish service. **Upperclassmen are required to submit ten (10) service hour reports per semester, and at least five (5) of the twenty (20) total service hours must be parish service hours.**

For freshmen (beginning second semester), sophomores, non-exempt juniors and non-exempt seniors – Every semester, the Service Requirement will count as 20% of the Midterm Exam Grade or Final Exam Grade.

To calculate the Midterm Exam Grade or Final Exam Grade, the following formula must be applied:

$$\text{Midterm Exam Grade \% or Final Exam Grade \%} \times 0.8 + \text{Service Rubric \%} \times 0.2 = \text{Midterm Exam Grade or Final Exam Grade}]$$

#### Exempt status for seniors and juniors –

Seniors will keep their exemption from the Midterm Exam if they receive a “B+” or higher on the First Semester Rubric. Second semester juniors will keep their exemption from the Final Exam if they receive an “A” or higher on the Second Semester Service Rubric.

### DANCES, ATHLETIC EVENTS AND PARTIES

School dances and parties must be approved by the administration. All students are to enter the designated area for the dance, event, or party when they arrive on the premises. **Students who leave the areas designated for the dance, event, or party may not return to that function.** All dances or parties, except the Junior-Senior Prom, must be terminated by 11:30 P.M. All rules and regulations concerning alcohol and drugs apply.

For certain dances, students are permitted to bring a guest provided that a guest form be filled out and submitted to the dean of students by the assigned deadline.

## GENERAL POLICIES & REGULATIONS

### NON-DISCRIMINATION POLICY

Schools and Schools of Religion in the Diocese of Charlotte, mindful of their primary mission as effective instruments of the educational ministry of the Church, and witnesses to the love of Christ for all persons, shall not discriminate on the basis of race, color, sex, age, national or ethnic origin in the employment of personnel and the administration of educational policies, admissions policies, loan programs, athletic and other school-administered programs.

The Diocese affirms its commitment to minister to the handicapped. Students who are handicapped in any way will be accepted if the school program and educational facilities are able to meet effectively the needs of the student.

Our schools promote the Pro-Life stance of the Catholic Church regarding unborn children. Christian love and compassion shall be our parameters in relation to any student who participates in an abortion.

### DRESS CODE

The dress code at Charlotte Catholic High School is designed to encourage neatness, good order, and discipline among students. In this regard, all students are expected to be neat, clean, and properly groomed at all times. Students are expected to observe the school dress code from the time they arrive in the morning until the conclusion of the school day. **Continual violations of the dress code policy may lead to an in-school detention, in-school suspension or an out-of-school suspension.**

The uniform is defined as follows:

1. **The official uniform suppliers of Charlotte Catholic are Lands' End, Addlogos and BrandRPM.**
2. **All boys' shirts and girls' blouses must be purchased from Lands' End. All shirts and blouses must have the approved logo. No long-sleeve shirts may be worn under short-sleeve uniform shirts. All shirttails shall be neatly tucked in at all times. An appropriate dress tie may be worn.**
3. **Sweaters and vests must be purchased from Lands' End. All sweaters and vests must have the approved logo. Jackets must be purchased from Addlogos. Sweatshirts may be purchased from Addlogos or BrandRPM. All sports teams' jackets and sweatshirts must be approved. A uniform shirt must be worn under the sweatshirt or jacket.**
4. **All slacks, pants, capri pants, and walking shorts must be purchased from Lands' End. All slacks, pants, capri pants, and walking shorts must have the approved logo. Pants may not be rolled up.**
5. Boys' hair shall not touch the shirt collar. No hairstyle may extend below the earlobe on the side or eyebrows in front. Boys may not wear ponytails, headbands or bushy hairstyles at school or at any school event. Also, unconventional cuts, styles, or unnatural colors are not permitted
6. Boys should be clean-shaven, no facial hair, and sideburns may be no longer than the earlobe.
7. Radical haircuts/styles/unnatural colors are not permitted for any students.
8. Boys are not permitted to wear earrings or any other piercings.
9. Girls are permitted to wear earrings but no other piercings.
10. Students are not permitted to wear hats or bandannas in school buildings.
11. Shoes must be clean and worn on campus at all times. Dirty or torn sneakers will not be permitted. All shoes must have a back strap to secure the shoe to the heel or be a closed toe shoe without a back strap. If boots are worn, pants may not be tucked inside the boots.
12. Frayed, patched, faded, or torn clothing shall not be permitted.
13. Only uniform jackets, sweatshirts, sweaters and vests are to be worn inside the building during school hours.
14. Students with injuries that require wearing braces or boots must wear uniform pants if possible. If uniform pants can not be worn, the student must wear long sweat pants. The request to wear different pants should be made to the Dean of Students.

**If a student is not in proper dress code, the student will not be permitted to attend class.**

### DRESS CODE FOR DRESS DOWN DAYS

**Students will be allowed to wear jeans, uniform-style pants of any brand or color, and sweatpants. Torn or frayed clothing is not allowed. If a student chooses to wear uniform-style shorts or gym shorts, they must be no shorter than the top of the knee. Leggings, jeggings, pajama pants and other skin-tight material are not permitted. Skirts and dresses are allowed as long as they are no shorter than the top of the knee. Any appropriate top is permitted and all footwear is allowed. If there is ever a question about the appropriateness of your outfit, please see an administrator to ask for approval before wearing the outfit.**

## **DRESS CODE FOR SENIORS ON LAST DAY OF SCHOOL WEEK**

Seniors are allowed to wear senior t-shirt, Kairos t-shirt or senior retreat t-shirt. Seniors are allowed to wear jeans or uniform style pants or shorts of any color. Shorts should be of appropriate length. Any style shoe is allowed. Torn or frayed pants, sweatpants, athletic shorts, leggings or yoga pants are not allowed. Sweatshirts and jackets follow normal uniform dress.

## **FIELD TRIPS**

Participation in field trips is a privilege not a right of the student. Field trip forms and overnight forms, when they apply, must be properly completed by the parent/guardian.

## **LOCKERS**

Lockers are the property of the school and are subject to open inspection at any time. Lockers are assigned to students. The school may not be held responsible for a student's personal property. The student is responsible for the upkeep of the locker that he or she is borrowing for the year.

## **MEDICATION**

Medications given during school hours by school personnel should be kept to a minimum. Every effort should be made so that medications can be given at home before and/or after school. Medications will be given to students that need medication to sustain attendance, students that have chronic health problems, or students with a special need. To receive prescription medicines that are scheduled for an extended period of time (more than 2 weeks) will require a completed Medication Authorization Form A signed by a physician.

The Mecklenburg Regional Catholic School Board has adopted a medication administration policy to ensure students safely receive medications dispensed by school personnel. All medications taken during school hours require written authorization and original containers. For long-term prescription medications (2 weeks to 1 year) use of Form A is required. For short-term prescription medications (1 day to 2 weeks) use Form B. Forms A and B are available in the school office. For over-the-counter medications, parents are to write complete instructions for dispensing and sign the instructions. All prescription medications accompanied by a Form A must be submitted to school nurse by the parent or guardian only. All medications are to be turned into the school nurse upon arrival to school and are to be administered by the school nurse.

## **PARKING PRIVILEGES**

For safety and security, CCHS requires a parking permit on each student car on campus. An \$80.00 parking fee will be charged each year.

A student who is tardy to school **sixteen (16) times for the year** will lose their parking privilege for the remainder of the school year and possibly the following year. An accumulated list of students' tardies will be kept on file in the office.

Students are not to move cars after they are parked until the dismissal bell. **No one is to be at or in parked cars during lunch or class periods.**

## **PERSONAL PROPERTY**

The school may not be held responsible for students' personal property.

## **RESIDENCE OF STUDENTS**

Students must live at home with their parents or guardians; that is, they must reside in the family home. In case of extenuating circumstances, the administration may decide that it is permissible for a student to reside with another approved family, e.g., a senior whose family is transferred to another city. In any circumstance, it is the administration that makes the decision.

## **SCHOOL RESPONSIBILITY**

With the rise in text-messaging, e-mails, cell phones and parties at individual homes, it is necessary to clarify the responsibility of the school with regard to discipline associated with any problems.

Charlotte Catholic High School is responsible for the safety of your child while he or she is in school or at a school-sponsored event. If there is an incident involving a threat, danger or illegal activity involving your child outside of the school or a school-sponsored event, it is the responsibility of the parent to bring the threat, danger or illegal activity to the attention of the parents of the child involved and also to report it to the proper legal authority.

The school and/or employees are not responsible or liable for any issues or problems that occur outside of the school and/or school-sponsored events.

## **SCHOOL COLORS AND MASCOT**

The school colors are Columbia blue, white, and red. The mascot is the Cougar.

## **STUDENT VISITORS**

A student requesting to bring a visitor to school must have his/her parents complete a Visitor Request Form that can be obtained from the Dean of Students. This completed form must be signed by the Dean of Students and teachers and then returned to the Dean of Students one day prior to the visit. Students from local school districts are not permitted to visit.

## **PARENT INFORMATION**

### **SCHOOL ORGANIZATIONS**

#### **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization (PTO) is the official organization that promotes cooperation between the home and the school. A "couple" or a "single parent" appointed by the administration of CCHS, serves as president of the PTO. This couple or parent appoints grade parents to assist them in aiding the administration in planning programs, communicating to parents, advising the administration when called upon, and acting on other requests made by the administration. Monies raised through dues and other means are used to purchase equipment and materials for parent and student programs sponsored by the PTO.

#### **CCHS FOUNDATION**

The CCHS Foundation was incorporated in 1974 to advance the educational development of Charlotte Catholic High School. Its Board of Directors, a group of parents, past parents and business leaders, provides financial and planning expertise to guide the school in its development efforts. The Foundation gives CCHS parents and other friends of CCHS an opportunity to invest in educational programs, classroom equipment, cultural enrichment, and tuition assistance to families with financial need. The Building Fund provides capital for expansion of physical facilities.

#### **CCHS ATHLETIC ASSOCIATION**

The Athletic Association provides total volunteer and financial support for the school's interscholastic sports program. All CCHS parents are automatically members of the Athletic Association, and are encouraged to take part in its activities. Its members serve the school through various fundraising projects and by volunteering to work at interscholastic sports events.

#### **CCHS ALUMNI ASSOCIATION**

The Alumni Association encourages the continued involvement of the CCHS graduates in the school community. Social and athletic activities for alumni, as well as spiritual enrichment opportunities, are planned and carried out under the leadership of the Alumni Board of Directors. The Association also supports special school projects through contributions to its Alumni Fund.

#### **REPORTING TO PARENTS**

The grading period will be quarterly. Students and parents may check grades on PlusPortal at any time during the school year.