

CHARLOTTE CATHOLIC HIGH SCHOOL

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2009-2010 STUDENT ASSIGNMENT BOOK

Principal: Gerald S. Healy

Assistant Principal: Steven H. Carpenter

Assistant Principal: Angela M. Montague

CHARLOTTE CATHOLIC HIGH SCHOOL HANDBOOK 2009-2010

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 ASSIGNMENT BOOK BELONGS TO:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____

HOMEROOM TEACHER: _____ GRADE: _____

**CHARLOTTE CATHOLIC HIGH SCHOOL
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.

BELIEFS

1. We believe individuals should model and integrate the teachings of Jesus in all areas of conduct in order to nurture faith and inspire action, especially in the areas of service and volunteerism.
2. We believe academic excellence is a priority as teachers set high expectations of performance while providing appropriate resources and academic challenges for all students.
3. We believe prayer, worship and reflection are essential elements which foster spiritual and moral development of our students, faculty and staff.
4. We believe in cultivating a supportive, healthy and challenging environment which recognizes the dignity, needs and diversity of all individuals.
5. We believe opportunities should be provided for parents and the local community to participate in and support Charlotte Catholic High School.

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ADMINISTRATIVE STAFF

Principal	Gerald S. Healy
Assistant Principal	Steven H. Carpenter
Assistant Principal	Angela M. Montague
Dean of Students	Randy B. Belk
Campus Minister	Mary Jayne Dawson
Director of Development & Alumni Affairs	Jennifer Johnson
Administrative Assistant/Bookkeeper	Linda Stephenson Tracey Tolbert
Administrative Assistant/Secretary to the Principal	Cissy Bevington
Registrar	Alice Kerry
Receptionist	Carolyn McGroarty Judy Wittman
Attendance Coordinator	Elizabeth Ryan

STUDENT SERVICES

Guidance Counselors	Christopher Causebrook Cathy Grady Karen Grauman Maryangela Morgan Sandy Needham
Learning Support Coordinator	Mary Ellen Rauch
Learning Support Teacher	Donna Birch

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.

PARENTAL RESPONSIBILITY

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.

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 the 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.
15. Each year, students are required to attend a class retreat that is offered by our Campus Ministry office.

GUIDANCE DEPARTMENT CALENDAR 2009-2010

October 10	SAT and Subject Tests at CCHS
October 14	PSAT/MSQT for Freshman, Sophomores and Juniors
November 7	SAT and Subject Tests
December 5	SAT and Subject Tests
January 23	SAT and Subject Tests at CCHS
March 13	SAT at CCHS
May 1	SAT and Subject Tests at CCHS
May 3 - 14	Advanced Placement Examinations
June 5	SAT and Subject Tests at CCHS

The SAT is administered at various local sites. All necessary registration information is available in the Guidance Office. Students are encouraged to observe registration deadlines carefully.

CAMPUS MINISTRY

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

GUIDANCE SERVICES

Charlotte Catholic High School has five professional guidance counselors, qualified to give guidance and counseling in both academic and personal areas. The role of the guidance counselor is to provide students with assistance in college selection and to help students resolve problems related to their academic achievement.

Students are encouraged to seek out the guidance counselor in matters pertaining to their studies, high school course selections, interpretation of aptitude and achievement tests, college admission requirements, college applications, selection of college majors, scholarship availabilities and financial aid. Students are also encouraged to seek out the guidance counselor to help resolve those personal, emotional, and social difficulties, which interfere with their adjustment to school and their capacity to enjoy the full benefit of the education offered them.

The guidance counselor works with students, teachers, and families to assist students in their personal growth, helping them to reach their potential as persons.

The guidance counselor coordinates the standardized testing program. When necessary, the guidance counselor refers students to other professional persons for assistance in meeting their personal and academic needs.

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.

LEARNING SUPPORT PROGRAM

The Learning Support Program provides support for students who experience academic difficulty. Students are eligible to receive assistance if they have previously been served in the Learning Support Program in a MACS school or if they have completed the referral process to receive help at the high school. Please contact the Learning Support teacher to begin the 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.

Academic Policies

ADMISSIONS POLICY

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.

READMISSION 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. Student's name will be placed at the head of any waiting list existing.
- b. **Withdrawal for financial reasons** - Any student forced to withdraw temporarily because of family financial problems may return at the beginning of the next full school year. Student's name will be placed at the head of any existing waiting list.
- c. **Relocation out of Charlotte** - Students who voluntarily withdraw because of a parent's relocation will be readmitted when and if the family returns to the immediate Charlotte vicinity.
- d. **Remaining in the Charlotte area** - Student will be readmitted 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 Expulsion**

Students who have been asked to leave the school because of disciplinary reasons may re-apply at the beginning of the following academic year providing there is sufficient evidence that the reason for the disciplinary action has been corrected. Such students, if readmitted, would be on a probationary basis; that is, subject to immediate expulsion from the school with the first major infraction of school rules.

3. **Students Who Have Failed Out of School**

Students who have failed out of school and satisfactorily improved their academic performance at another school will be considered for re-admittance subject to the decision of the school administration.

It is recommended that this policy incorporate an appeal process for parents. Parents whose children have been denied readmission may appeal in writing to the superintendent.

With the exception of students leaving for financial or medical reasons, all students seeking readmission will be placed on an existing waiting list behind those Catholic students on the list.

This policy is intended to provide guidelines for the school administration and recognizes that there will be, from time to time, administrative decisions required.

COURSES FAILED

Any student failing a required subject for a semester must pass it in a Charlotte Catholic High School approved program.

COLLEGE APPLICATIONS, TRANSCRIPTS, RECOMMENDATIONS, SCHOLARSHIPS

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. In addition, each student is asked to request evaluation forms to be completed by three teachers.

Colleges encourage on-line applications. If the student applies on-line, it is his/her responsibility to give his/her counselor any forms required by the college and to request an official CCHS transcript. These will be sent directly to the college, with a letter of recommendation if requested. The cost of an official transcript is \$5.00, which can be paid in cash or a check payable to CCHS. No transcript can be released if the student's account with the school is delinquent. Because of the volume of applications processed, the counselors must be given **ten working days** to complete this process.

If the student is completing a paper application, we encourage him/her to give the completed application to the counselor, so that everything can be mailed in one envelope. The cost of the transcript and the lead-time required is the same as for an on-line application.

Most scholarship opportunities available through the guidance office are offered on a "self nomination" basis. Deadlines are clearly communicated, and must be strictly adhered to. Information about scholarships is published in the daily bulletin and the bi-monthly senior scholarship newsletter, which is available on www.edline.net.

EXAMINATIONS

A fee of \$10.00 will be charged for each approved make-up examination. 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. All make-up examinations must be completed as soon as possible and within three days after returning to school. The teacher workday following exams will be counted as a regular make-up day and will be considered as one of the three days.

Seniors may be exempt from the second semester examinations if they make at least a "B" in both third and fourth quarters. They may be exempt from first semester examinations if they make at least a "B" in both first and second quarter in semester classes. Seniors may lose exemptions due to suspension, excessive tardies or excessive absences.

MAKE-UP WORK

All make-up work is the responsibility of the student. All make-up work for absences 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.

LIBRARY

The library is a place to read, to study, to do research, or to use computers for class work. Quiet and respect for other students and classes will be expected at all times. Students are asked to talk in a low voice when in the library.

The library is not a lounge or a gaming location. Students are **not permitted** to eat or drink in the library. Students not abiding by the above regulations will not be allowed to remain in the library. Students who repeatedly disobey the rules will lose privileges for a day, week, quarter, or semester.

Before school, morning break, and after school, students may use the library without obtaining a pass. During class time, students will need to have a pass, sign in at the front desk, and collect a tag or a number to use a computer. During lunches, the library will be for study hall only, and students will need permission to use the library. Students are required to sign up with the librarian anytime during the day for lunchtime access.

When using computers in the library, students are to follow all diocesan and school rules regarding computer usage. Please refer to the "Diocesan Acceptable Use Policy". When entering the library, students must sign up and collect a number allowing them to use the computer. The computers are here for classroom and project use only; **no gaming**.

All books, reference books, and magazines may circulate throughout the year. Special permission from the librarian is needed to use the audiovisuals and the technology equipment. Students are responsible for the return of the items and for reimbursement for lost or damaged materials.

The library provides copies for 10 cents a printed page. Payment at the time of service is asked. All financial obligations must be cleared before exams each semester.

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

The following numerical equivalent scale is used for all courses:

	<u>Weighted</u>	<u>Un-weighted</u>		<u>Weighted</u>	<u>Un-weighted</u>
A+ = 100	5.0	4.0	C+ = 84	3.3	2.3
A = 94 – 99	5.0	4.0	C = 78 – 83	3.0	2.0
A- = 93	4.7	3.7	C- = 77	2.7	1.7
B+ = 92	4.3	3.3	D+ = 76	2.3	1.3
B = 86 – 91	4.0	3.0	D = 71 – 75	2.0	1.0
B- = 85	3.7	2.7	D- = 70	1.7	0.7
			F = 69 or below	0.0	0.0

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 3.75 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 during junior or senior year is not eligible for membership.

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.

When a student transfers to another school, the principal must forward the necessary records after a release is signed by the parent. 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.

SCHEDULE CHANGES

Registration for courses is final. However, the guidance counselor may authorize schedule changes for necessary academic reasons only during the designated drop/add period. A student who wants to change a class should go to the guidance counselor who will advise the student and confer with the teacher(s) concerned. The guidance counselor will require written parental permission.

Schedule changes sometimes become necessary during the course of a school year after academic evaluation has been made by the teacher. This is an on-going process. If a student is granted permission to drop a course after the designated two-week drop/add period, he/she will receive a W.

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.

School Policies and Procedures

ATTENDANCE

Attendance means being in school, on time, and where one is supposed to be for the duration of the school day. Credit will not be given for courses if the student is absent more than 10 class periods per course during each semester. With principal 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.**

EXCUSED/UNEXCUSED ABSENCES

The school discourages students being absent from class. Teacher contact time is important for students' learning. **Only those absences that arise from necessity will be excused with a note.** 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**. This slip must be **signed by each teacher** whose class the student missed.

CAREER DAYS

Seniors are encouraged to spend the day "on the job" with a person whose profession they are considering. Seniors may take two days between October 1 and March 30, one day per semester. These days are not counted as absences, and may not be taken for any other reason than to spend a full day (minimum of seven hours) with a person at their place of employment, to learn more about that profession. Parents are encouraged to assist their child in arranging a career day; the counselors also have resources and information about persons willing to sponsor a student. A yellow career day request form may be obtained from the office and must be filled out and signed by parents, student, teachers and dean of students **in advance of the proposed career day** and returned to the office. A yellow career day form must be filled out and signed by the sponsoring professional on the day of the work place visit. This form must be returned to the office when the student returns to school.

COLLEGE DAYS

Seniors are given three days in which to visit the colleges of their choice. These days are not counted absences. One of them may be taken during the junior year, if desired, and the other two during the senior year, or all three may be taken during the senior year. 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 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 the office. **The deadline for taking a college day during the senior year is May 15.** 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.

TARDIES

Students are required to arrive at school on time and be in their homeroom by 7:45 a.m. Students arriving after 7:45 a.m. are recorded "tardy." A senior who is tardy more than ten (10) times in any one quarter will **lose all exam exemptions for the semester**. A student who is tardy to school more than **twenty (20) 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 7:45 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.

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. Also refer to the Charlotte Catholic High School Drug and Alcohol Policy that is issued annually.

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.

COMPUTER AND INTERNET USAGE

Charlotte Catholic High School is very fortunate to have three state-of-the-art computer labs for student use. In order to maintain proper use and to prevent abuse of the labs, the following are the rules, regulations and procedures for computer and internet usage:

1. Students should only login the computer with permission of the teacher. At the end of every class period, students should be sure to log-out of the computer.
2. Every student will be given a password. This password is to be kept confidential. Students should not give their password to anyone else and should not let anyone else use their password. Students will be held accountable for any damages incurred regardless of who accesses the computer using their password.
3. Many different software packages have been loaded in the computers so that different classes may access the instructional material needed. Software packages should not be accessed without teacher approval.
4. Students and parents will be responsible for paying Charlotte Catholic High School for corrective services. There will be a \$150.00 per hour service charge for any corrective service needed with a minimum charge for one hour. In addition to this charge, if it is necessary for additional parts or technology support, the expenses incurred will be charged to the student.
5. Over and beyond the service charge, students may be subject to disciplinary actions that may include detention, suspension or even expulsion.

Charlotte Catholic High School offers Internet access for students, teachers and staff. The Internet, an electronic highway connecting thousands of computers, computer networks and individual subscribers around the world, offers information and resources previously unavailable to our school.

The goals of the Internet access are:

1. To support the Charlotte Catholic High School curriculum standards.
2. To enhance learning opportunities by focusing on information retrieval, searching strategies, research skills, and critical thinking.
3. To promote life-long learning.

Access includes:

1. Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of other sources.
2. Telecommunications with individuals and groups around the world.
3. Public domain and share-ware software.

Because the Internet provides access to computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that Charlotte Catholic High School cannot control the content of the information available. Some of the information is controversial and sometimes offensive. However, the valuable information and interaction accessible on this worldwide network far outweigh the possibility that users may find inappropriate material. Charlotte Catholic High School does not condone the use of such materials.

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) person 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.

Netiquette Rules: Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

1. Be polite; rudeness is never acceptable.
2. Use appropriate language. Do not swear or use vulgarities or any other abusive or inappropriate language.
3. Do not reveal your personal address or telephone number or those of anyone else.
4. Do not disrupt use of the network.
5. Assume that all communications and information accessible via the network is private property.

Privileges: The use of the Internet is a privilege, not a right. Inappropriate use will result in limitation or cancellation of user privileges. Also, inappropriate use may result in suspension or expulsion from Charlotte Catholic High School.

Disclaimer: Charlotte Catholic High School is not responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the Internet.

Security: Security on any computer system is high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share any password will result in cancellation of user privileges. If you identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Note that electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.

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.

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 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. **Cell phones are not to be used during the school day and will be taken from the students if seen by a teacher during the regular school day. The first offense will result in one week of lunch duty; the second offense will result in one-hour after-school detention and each offense thereafter a parent will be required to pick up the cell phone.** Headphones can be used in the classroom with teacher approval.

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

Students are not permitted to possess, smoke, or use any type of tobacco product on campus or at school-sponsored events. Parents will be notified and students will be given in-school suspension for smoking or using any other type of tobacco products. Students will receive detention for possession of tobacco products and parents will be notified. Repeated possession or use will result in suspension/expulsion.

SUSPENSION/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 are temporarily suspended.

When a student is suspended, the following actions will be taken:

1. Parents will be notified immediately and arrangements will be made regarding the suspension.
2. A conference with the parents may be required.
3. A student is suspended (in-school or out-of school) for a designated length of time. During that time, the student may or may not be allowed to participate in or attend any school-sponsored function, on or off campus.
4. During the suspension, the student will be required to do all the work that he/she is missing.
5. For each day of 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.
7. Any student who holds a school office and is suspended may be removed from office.
8. Once a student is suspended, 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. Any student selling alcohol/drugs will be immediately removed from school. Serious violations and expulsion will be determined by the administration.

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.

INTERCLUB COUNCIL

The purpose of the Interclub Council (ICC) is to coordinate all school co-curricular activities that have been approved by the administration. The ICC is composed of several members from each class, faculty moderator, and a chairperson who is the second vice-president of the Student Council.

The ICC is a "clearing house" for the various functions and fundraisers on campus. The ICC is responsible for the campus calendar, which is the vehicle of communication to the CCHS community of the various events on campus, including sports events to fundraisers.

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 Queen City Conference. In addition to the State regulations for athletic programs, the following rule is 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, provided at that time he/she is in compliance regarding the passing of his/her courses.

Also, a student must maintain a 2.0 grade point average for each marking period in order to be eligible. The student will be suspended from athletics effective the next school day after report cards are distributed. The suspension from athletics is in effect until the first school day after the distribution of report cards for the next marking period.

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.

CLUBS

The Interclub Council coordinates the scheduling of activities for various clubs at CCHS. A list of active clubs at Charlotte Catholic High School may be obtained from the Interclub Council.

SERVICE HOURS

Freshmen are required to complete ten hours of service during their second semester. Sophomores, Juniors and Seniors are required to complete ten hours of service during their first semester and ten hours of service during their second semester. Guidelines for service hours are given to each student through his/her Religion classes.

DANCES, ATHLETIC EVENTS AND PARTIES

School dances and parties must be arranged with the Interclub Council and 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 and Regulations

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.

The uniform is defined as follows:

1. The official uniform supplier for shirts and sweatshirts will be Addlogos.
2. Boys' shirts and girls' blouses must be purchased from the uniform supplier. All shirttails shall be neatly tucked in at all times. An appropriate dress tie may be worn.

3. Turtlenecks and Polo shirts must be purchased from the uniform supplier. All shirttails shall be neatly tucked in at all times.
4. Sweaters, sweatshirts, vests, and blazers must be purchased from the uniform supplier. A uniform shirt or uniform turtleneck must be worn under the sweater, sweatshirt or vest.
5. All slacks, Capri pants, walking shorts, and pants must be **Docker** style. All pants, Capri pants, slacks, and walking shorts must be **plain** (no extra pockets, designs or extra stitching). Slacks, Capri pants, pants, skirts, or walking shorts must be solid black, tan khaki, or navy and may be of corduroy fabric or a cotton blend fabric. Skirts may not be shorter than the top of the knee. Walking shorts must not be shorter than the top of the knee. Slacks, Capri pants, pants, skirts, and walking shorts must be worn at the waistline.
6. Walking shorts and Capri pants may not be worn on formal assembly days and Mass days.
7. 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 or bushy hairstyles at school or at any school event. Also, unconventional cuts, styles, or colors are not permitted
8. Boys should be clean-shaven, no facial hair, and sideburns may be no longer than the earlobe.
9. Radical haircuts/styles/colors are not permitted for any students.
10. Boys are not permitted to wear earrings.
11. Students are not permitted to wear hats or bandannas in school buildings. Bandannas may not be worn at any Charlotte Catholic High School event.
12. 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.
13. Frayed, patched, faded, or torn clothing shall not be permitted.
14. Only approved jackets/coats are to be worn inside the building during school hours.

If a student is improperly attired and needs to be sent home to change, the parents will be notified. Uniform supplier shirts and sweatshirts will be available for students to buy when students are not in proper dress code. Students or parents may choose to buy the proper shirt at this time from the school. If a shirt is not bought the student will be sent home or the parent will be required to bring the proper shirt. Until the dress code problem can be solved the student will remain out of class. If a student becomes a chronic violator of the dress code a meeting with the student's parents will be required.

Additions to the policy may be made and implemented by the administration as needed.

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/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 insure 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 by the parent or guardian only. All other medications are to be turned into the office upon arrival to school and are to be administered by school personnel.

PARKING PRIVILEGES

For safety and security, CCHS requires a parking permit on each student car on campus. A \$20.00 parking fee will be charged each year.

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/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 office. This completed form must be signed by the dean of students and teachers and then returned to the office 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.

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.

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 Edline at any time during the school year.