



Charleston Catholic High School

Charleston Catholic High School 2009-2010 Handbook

1033 Virginia Street East, Charleston, West Virginia 25301

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School ID # 490-205 (use for SAT,ACT and College Applications)

CCHS Web Homepage: www.charlestoncatholic-crw.org

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Charleston Catholic High School Handbook for the 2009-2010 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner.

Print Student Name

Student Signature

Parent Signature

Date

PLEASE RETURN THIS SIGNED PAGE TO YOUR HOMEROOM TEACHER THE FIRST WEEK OF SCHOOL.

The Charleston Catholic website, www.charlestoncatholic-crw.org, has become an important source of information for parents, students, alumni, and interested members of the community. Charleston Catholic adheres to the following Internet/Intranet publishing guidelines:

- Acceptable Student Content – Student content which may appear on the Charleston Catholic website with a signed Internet/Intranet Publishing Permission form on file is limited to (1) student first name, (2) student photos, and (3) student grade level. All other student content, e.g., game statistics, poetry, short stories, art work appearing on the website will require an individual content release signed by student and parent.
- Student Safety – A student's photo and name will not appear on the same page.
- Privacy Protection – At no time will any student's personal information appear on the Charleston Catholic website.

If I do not wish my student's first name, photo or work to appear as described above I will note that on the Handbook Agreement form to be filed with Charleston Catholic High School.

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BELL SCHEDULES

Morning bells ring at 7:45, 7:55 and 8:00 unless otherwise noted.

#1 High School Bell Schedule

1 st - 8:00-8:53	2 nd - 8:57-9:44	3 rd - 9:48-10:35
4 th - 10:39-11:26	Lunch 11:30-12:02	6 th - 12:08-12:56
7 th - 1:00-1:48	8 th - 1:52-2:45	

7/8 Middle School Bell Schedule

1 st - 8:00-8:49	2 nd - 8:53-9:38	Break 9:38-9:50
3 rd - 9:50-10:37	4 th - 10:41-11:26	5 th - 11:30-12:18
Lunch 12:20-12:56	7 th - 1:00-1:48	8 th - 1:52-2:45

Sixth Grade Bell Schedule

LAB 8:05 – 8:20	1 st - 8:20 – 9:00	2 nd - 9:04 – 9:44
3 rd - 9:48 – 10:35	Lunch 10:39- 11:10	5 th - 11:16 – 11:56
6 th - 2:00 – 12:42	LAB 12:46 – 1:00	Break 1:00 – 1:14
7 th - 1:18 – 2:00	8 th - 2:03 – 2:45	

#2 Mass Schedule

1 st - 8:00-8:41	2 nd - 8:45-9:30	MASS 9:30-10:30
3 rd - 10:30-11:11	4 th - 11:15-11:55	Lunch 11:59-12:33
6 th - 12:37-1:17	7 th - 1:21-2:01	8 th - 2:05-2:45

#3 Half-Day Schedule (11:30 Dismissal)

1 st - 8:00-8:30	2 nd - 8:34-8:59	3 rd - 9:03-9:28
4 th - 9:32-9:57 (5 th period for 6 th grade)		5 th /6 th 10:01-10:26
7 th - 10:30-10:55	8 th - 10:59-11:30	

#4 Two Hour Delay

morning 9:45 & 9:55	1st - 10:00-10:30	3rd - 10:34-11:04
4th - 11:08-11:38 (6th Lunch)	5th - 11:42-12:22 (HS Lunch)	
6th - 12:26-1:00 (MS Lunch)	7th - 1:04-1:34	
8th - 1:37-2:07	2nd - 2:11-2:45	

PHILOSOPHY

A. MISSION

In the context of a Christian community, Charleston Catholic High School strives to help students fulfill the potential of their God-given talents and abilities and to guide them in developing themselves in all areas: spiritually, intellectually, physically, aesthetically, and socially. Staff, students, and parents work together to develop a community of shared values based on respect and concern for self and others while at the same time guiding students to use their gifts and values to better the world in which they live.

B. PROFILE

Charleston Catholic is a Catholic co-educational school, grades 6-12, offering a college preparatory curriculum. Located in downtown Charleston, West Virginia, CCHS is dedicated to serving a diverse student population and, as such, provides an environment that nurtures the whole person by integrating faith and life. Consistent with our Catholic tradition, CCHS seeks to develop leaders who are rooted in Gospel values and committed to meeting the challenges of building a just society.

C. VALUES

Core Gospel values characterize our beliefs and influence our policies and actions as Catholic school educators. They include:

Sacredness of Person: Recognizing that all of humanity is made in the image and likeness of God, we view each person as a sacred and a perfect expression of the Creator's love.

Academic Excellence: We are committed to the highest educational development of young people and believe that all who desire to learn can excel.

Respect: Given the sacredness of each person, we regard self and others with great esteem.

Integrity: In all our actions we seek to maintain a moral and spiritual code of conduct that is rooted in Gospel values.

Justice: We are committed to fairness and the promotion of the Christian vision of right relationships between people.

Service: We seek to put the needs of others first and are committed to living the corporal works of mercy.

Community: We are committed to establishing and maintaining the faith-centered collaboration of students, parents, administrators, faculty, staff, alumni, diocese and friends of CCHS.

Honor Code: All student work must be signed by the student stating it is his or own work: "On my honor as a CCHS student I affirm this is my own work."

SCHOOL OPERATIONS

A. SCHOOL OFFICE HOURS

The school office is open between the hours of 7:15 a.m. and 4:00 p.m. when school is in session. Summer hours vary.

B. LENGTH OF SCHOOL DAY

Classes start at 8 a.m. and conclude at 2:45 p.m. Students are permitted on the classroom floors at 7:45 a.m. At 7:55 a warning bell alerts students to be on their way to class. Students arriving at school earlier (no earlier than 7:15 a.m., please) than 7:45 a.m. MUST enter the school by the gym doors and wait in the bleachers. They will be supervised until 7:45 a.m., at which time they may go to their lockers. For safety reasons, students are not to congregate in the front entryway.

C. SCHOOL CLOSINGS DUE TO SNOW OR ICE

When snow or ice may cause school closings or delays, information is posted on our web site, www.charlestoncatholic-crw.org. Additionally, local radio and TV stations will list information specific to Charleston Catholic High School. **CCHS DOES NOT follow any Kanawha County Schools weather-related procedures.** Generally speaking, CCHS's schedule will only be affected by snow and ice, not by flooding or other weather-related situations. Local radio and TV stations will carry announcements regarding CCHS for school closings and delays (**WQBE, V100, WVPR, WCHS, WCHS-TV, WSAZ-TV**).

TWO-HOUR DELAY: When school opening is delayed for two hours, students may enter the building at 9:30 a.m. at the earliest. Classes will start promptly at 10 a.m.

D. EARLY DISMISSAL

Early dismissal days will be identified in parent newsletters. 11:30 a.m. is the typical early dismissal time on half-days.

E. ATTENDANCE

School attendance and the degree to which a student succeeds in school are directly related to one another. Therefore, faithful school attendance is of critical importance. Graduation credits (called "Carnegie Units") relate to number of hours of instruction for each credit earned; thus, attendance and participation must be requirements for granting credit for courses taken.

CCHS students are expected to attend all classes for which they have been scheduled as well as other events and activities occurring during the school day (e.g., liturgies, assemblies, etc.). Students may not leave the school premises during the school day without the explicit permission of the principal. Permission may never be presumed.

F. TELEPHONE

Students may use the office phones only in case of emergency and with permission from the office staff. Personal calls may be made from the phone in the Commons during lunch periods. **Students are not permitted out of class to make phone calls.** Messages to students from parents may be called into the office and should be made only for reasons that cannot be postponed. Students are called to the office to pick up messages during the afternoon announcements. Because of the number of students enrolled, we strongly request and urge that parents make arrangements with their students regarding transportation, appointments, etc., before students leave home. There is no guarantee that students will receive messages that are called into the school. **The use of cell phones is strictly prohibited during school hours from 8:00 a.m. until 2:45 p.m.** Cell phones MUST be turned off from 8:00 a.m. until 2:45 p.m. If a phone is used for any reason during the school day, including answering calls or text messages from parents/guardians, it will be confiscated by a faculty member and turned in to the office. The phone will be returned to the parent/guardian of the student to whom the phone belongs. If the phone is taken a second time in the course of a school year additional consequences, including fines, will apply. (See section School Facilities B).

G. CHANGE OF ADDRESS/TELEPHONE NUMBER

Any change of address or phone number, or other information kept on file by the school, should be reported to the office as soon as possible so that school records may be kept up-to-date.

H. STUDENT RECORDS

The school keeps full and accurate records of each student's attendance and academic progress. These student records are kept

permanently at CCHS. When a student transfers to another school, a transcript of attendance, academic progress, test scores, and health records will be given to the parents to submit to the new school. Community service information is not kept on file once a student leaves CCHS. Students transferring to other schools are encouraged to take their community service folders with them to present at their new schools.

No data shall be released concerning any student without written parental consent. Parents shall have full access to and the right to challenge the accuracy of data on their children's records. No one except authorized school personnel and parents have access to pupil data without either a subpoena or written permission of the student and his/her parent(s) or guardian(s).

Requests for transcripts must be made in the academic advisor's office. Requests should be made at least 2 weeks prior to the date the transcript is needed.

Non-custodial parents who wish to receive copies of their children's progress reports, report cards, and newsletters should provide 12 self-addressed stamped envelopes to the school office by the beginning of August.

I. ANNOUNCEMENTS

Announcements are made after 8 a.m. opening exercises (prayer and pledge) and again at 2:42 p.m. All announcements must be approved by the principal and must be in the office by 7:50 a.m. for morning announcements and 2:00 p.m. for afternoon announcements. Copies of morning announcements are included on the daily absence reports. Students are expected to be respectful and attentive during the prayer and announcements.

J. MEDICATION

Any student taking medication, prescription or over-the-counter, during school hours must report this to the school office. Students taking prescribed medication during school hours must have a Diocesan form on file in the school office. **Medication is to be given to the office staff who will dispense it at times designated on the permission slip.** All medications in the office will be returned to students at the end of the year. Medications are not kept from year to year. Parents are advised to caution their children about sharing medication.

K. PROOF OF ENROLLMENT FORMS

In order to secure drivers' licenses and permits, students are required to provide proof of school enrollment. These state-mandated forms are available in the school office. Students must request these forms from

the school secretary **at least two days in advance**. **Forms are not issued during summer months.**

L. COLLEGE VISITS

Juniors and seniors are encouraged to visit colleges to help in the college selection process. Juniors and seniors wishing to visit colleges during a scheduled school day will not be penalized for attendance purposes if they do not exceed a total of **2 days for seniors and 2 days for juniors**.

In order to be approved, requests for college visits must be submitted in writing (form in academic advisor's office) **at least 48 hours prior to the visit for approval by the academic advisor and principal**. **Visits must be completed by May 1.**

M. ADMISSIONS

Charleston Catholic High School does not discriminate on the basis of race, creed, color, national origin, disability, or gender in the consideration of eligible students for admission. Complete admissions information can be found on our website: www.charlestoncatholic-crw.org .

Students must fulfill requirements for promotion to and placement within each grade level. Prior to action being taken on acceptance or promotion of students, each student's file is examined for credit status. The principal, academic advisor, and admissions committee will determine credit for all high school courses taken at other schools. Students are placed in classes on the basis of the school admissions test, achievement on standardized tests, past academic performance, available space, and recommendations.

Tuition assistance is available for needy Catholic students through the Diocese of Wheeling-Charleston. Applications for these grants are available in the school office each spring. Other families needing financial assistance are encouraged to contact their parishes or churches.

N. VOLUNTEERS

Volunteers are an integral part of our Charleston Catholic community. We appreciate the time, energy, and talents you share with our students. In compliance with the Diocesan mandate to create a safe environment for our students, all adults working with students in any capacity are required to complete a three-fold sexual abuse awareness training. Details can be found on our website: www.charlestoncatholic-crw.org . If you have any questions contact the assistant principal for operations.

O. VISITORS

All visitors must report to the school office upon entering the building. Visitors must sign in and fill out a name tag to be worn while in the building. Visitors must also sign out in the office when they are leaving the school.

PROCEDURES

A. ABSENCE OR TARDY

1. When a student is absent from school, a parent or guardian must telephone the school (342-8415) before 8:30 a.m. to report the student's absence.
2. Students who are not in HOMEROOM by 8:00 a.m. or in their classrooms when the bell rings to indicate the start of each period are considered TARDY and must report to the school office to obtain an admit slip for that class. Tardy students will not be admitted to class without an admit slip. Students tardy for first period must serve break/lunch detention that day.
3. **Any student more than ten minutes tardy to a class will be considered ABSENT and TARDY for that period.**
4. Parents should avoid making school-day medical or other appointments. If such an appointment is unavoidable, parents should try to vary the times of appointments so students aren't consistently missing the same classes.
5. A written parental excuse for leaving the building must be presented for approval in the office prior to 7:50 a.m.
6. Students having written parental notification will be given a pass that they must show to the classroom teacher in order to be released from class at the appropriate time.
7. Students must SIGN-OUT in the office when leaving the building for any reason and SIGN-IN upon returning.
8. Students who become ill during the day will report to the office. Parents will be notified by office staff.

B. PLANNED ABSENCES

While the school does not encourage students to miss school for any reason, there is a procedure to follow when students know of absence(s) in advance. The purpose is to notify school personnel of a student's planned absence. **School-sponsored activities are excused (e.g., academic competitions, post-season sports play). All other absences are unexcused (e.g., doctor appointments, performances, funerals).** It is the student's responsibility to make up all class work, assignments, and tests missed due to the absence, according to school guidelines.

1. Student must obtain an "Out of School Notification" form from the office for all planned absences.

2. Parent/Guardian must complete the form and indicate specific date(s) and reason(s) for the absence.
3. Student must present the form to teachers and obtain signatures indicating that the teachers are aware of the absence.
4. The form must be turned into the office. Official school records will reflect the status of the absence, i.e., excused for school-approved activities or unapproved for all other absences. If a school-sponsored excused form is not completed and turned into the office prior to the absence, it will be treated as an unexcused absence.

C. MAKING UP WORK MISSED AND CONSEQUENCES OF ABSENCES

Absence for sufficient reason entitles the student to an opportunity to make up the work missed. **It is the student's responsibility to obtain make-up assignments from teachers.** In general, the following guidelines will apply for making up work missed due to absence. Failure to make up work will result in zeros. Any work assigned prior to the absence and due during the absence must be submitted on time to receive full credit. To ensure that a student has no outstanding assignments it is recommended that the student check in with teachers on the day the student returns.

1. **Students who are in the building for any part of the day are required to turn in all assignments due that day to all of their classes.** Otherwise, late penalties shall apply. For example, students who arrive late or leave early must turn in all work due that day. (e.g., students leaving for appointments or school sponsored athletic events).
2. Long-range assignments made previously by a teacher (i.e., prior to a student's absence) are due **on the date assigned.** Otherwise, late penalties shall apply. Illness or appointments are not exceptions. Arrangements must be made to submit assignments on the day they are due.
3. Previously assigned homework is due the day the student returns. Otherwise, late penalties shall apply.
4. Students who are absent the day of a test or quiz should expect to take these tests/quizzes **on the day they return.** These tests will typically be scheduled outside of class time (i.e., during lunch or after school). A teacher may elect to administer the test/quiz on a different day, but it should not be expected. It is the student's responsibility, upon returning to school, to meet with the teacher to schedule a time to take the make-up test/quiz.
5. Students who were absent must talk to their teachers about completing work missed during their absence. Failure to complete these assignments on time will result in a zero for each unsubmitted assignment. Students must submit make-up work as follows:
One-day absence: work is due the day after returning to school.
Two-day absence: work is due two days after returning to school.

Three or more day absence: work is due three days after returning to school.

6. **High school students** who are absent are encouraged to contact other students on a daily basis to learn what material was covered in class as well as what assignments are due. For prolonged absences (more than three days), students may request homework and other class assignments from the school secretary. Parents are urged to encourage their children to inquire about missed assignments.
7. **Middle school students** who are absent for a full day will have a make-up sheet completed by their teachers. These sheets are available in the office from 2:45 - 3:30 p.m. on the day of the absence or at 7:45 a.m. the next day. Students absent for part of a day are required to meet with their teachers for the work missed. It is the students' responsibility to pick up the make-up sheets and to follow up with their teachers.
8. Parents of children absent from school for extended periods of time due to major illnesses should contact the principal to discuss assignments from teachers. Parents should encourage their children to work on an appropriate amount of schoolwork so that, upon return to school, students' progress will not be jeopardized.
9. Students **suspended** from school/class are required to turn in previously made assignments on time, including those assignments due during the course of their suspension. While suspended, students are expected to make up class work/tests and will be given credit for the work submitted.
10. Students suspended from school are also suspended from participation in extracurricular activities including school social activities (e.g., school dances and athletic games, practices, etc.) for the duration of their suspension.
11. Students absent (for any reason including appointments, illness or other family circumstances, or being more than 10 minutes tardy to class) from a class period for five (5) or more days per semester may lose credit for that class or classes. The principal and assistant principal shall examine the student's attendance record and determine if credit is to be withheld or steps needed to be taken if the student is to earn credit. **If students miss school for any reason, in addition to making up work at the time of an absence, they shall, at the end of each semester, stay after school to make up time missed during excessive absences.**

D. CONSEQUENCES OF TARDIES

Tardiness to class is unacceptable. During the first few minutes of the day and of each class period the tone and agenda are set for the rest of the day and the class period. In being late, students deprive the teacher of the class's full attention and waste valuable instructional time since the teacher has to start over when students enter the room late.

Adequate time between classes has been scheduled so tardiness should not be a problem for students.

Any student tardy for the day (i.e., arriving anytime after 8 a.m.) is expected to serve lunch detention (or break detention for 6th graders) on the day the tardy occurs. Students failing to report to the tardy table will receive additional consequences.

The only exception granted to this consequence for tardiness applies to students who, upon arrival at school, submit a written doctor's excuse/appointment slip for that morning, thus verifying the reason for their tardiness. Students will still be counted as absent/ tardy for classes missed.

High school students receiving a total of seven tardies, in any combination of classes, including tardies to first period, will receive 3 days of in-house lunch detention.

High school students tardy to sixth period class will automatically lose off-campus lunch privileges and serve three days of in-house lunch detention and are subject to additional disciplinary action.

At the end of each semester, students who are excessively tardy will be required to make up time missed.

E. CONSEQUENCES OF TRUANCY

Truancy, absence for all or part of the school day without permission of parents and school authorities, is considered a very serious offense. Students will be automatically suspended in school for at least three (3) days for truancy. In all cases, parents will be notified of the situation and a parent conference with a school administrator, as well as completion of all assignments made as part of the suspension, will be required before the student is readmitted to class.

ACADEMIC PROGRAM

A. INSTRUCTIONAL READINESS

Students are expected to report to each class on time and with the proper materials (e.g., textbooks, pen, and assignments) required by each teacher. Being prepared allows students and teachers to make the best use of instructional time.

Students are to follow the approved school heading format on all assignments turned in to teachers. Theme paper, not spiral notebook paper, must be used for work handed in to teachers.

B. PLACEMENT IN CLASSES

Students' placements in classes are carefully considered to ensure that students are scheduled for appropriate classes. All CCHS classes are part of a college preparatory program and, therefore, ALL classes are

presented at a college preparatory level. CCHS does not offer remedial classes. Students' placement in courses varies from year to year and subject to subject. Each year, students' records are reviewed for appropriate placement in classes.

Final placement in courses is made according to academic requirements, student choices, class availability, past school performance (academic and personal), staff recommendations, achievement on standardized tests and other placement tests, class sizes, and schedule conflicts.

There are no ability-grouped classes in the sixth grade. In 7th and 8th grades students are only grouped in mathematics.

C. HOMEWORK

Homework is an integral part of the Charleston Catholic program. Homework builds self-discipline, reinforces study skills, and provides practice and review. Middle school students should expect the following daily homework load:

6th grade-10 minutes per subject 7th and 8th grades- 15 minutes per subject

D. LATE WORK

Work is due on the date assigned by teachers. Work turned in one day late will be eligible for up to 50% of the total points possible for the assignment. Work submitted after that date will receive zero points.

See Section C under Procedures for policies regarding work missed because of absences.

E. ASSIGNMENT NOTEBOOKS

All students are issued an assignment notebook to keep track of assignments. The school handbook and policies are included in this notebook. **Middle school students are expected to bring their assignment notebooks to class each day and to write down assignments.**

F COMMUNICATION WITH TEACHERS

Teachers are in their classrooms at 7:45 a.m. and remain in the school building until 3:15 p.m. Students are encouraged to seek out their teachers if they have questions concerning assignments or classroom issues. With prior arrangements, students may be permitted to meet with a teacher prior to 7:45 a.m. Parents with questions for teachers are encouraged to call the school office and leave a message. Calls will be returned that day or during the next full school day.

If a middle school student is not completing assignments, the following strategies should be followed by parents prior to scheduling a conference.

1. Insist that the student bring home the assignment book each day. Check to make sure assignments are written down and completed. Place them in a consistent place to be brought back to school.
2. Send a note to the teachers informing them that you are requesting they sign off on the assignment notebook. They will verify that the assignments are correctly written down. It is the student's responsibility to get teachers' signatures EACH DAY; it is the parent's responsibility to see that the notebook has been signed.

If there is no improvement after three weeks of following these steps, parents should call the office and request a meeting with teachers. The principal, assistant principal for student affairs, and academic advisor may be consulted in regard to student progress issues.

G. PROGRESS REPORTING TO PARENTS

Notification of student progress will be sent to parents twice during each of the four quarters. Progress reports will be sent at the midterm of each quarter to indicate a student's academic progress to date. These midterm reports detail a student's numerical grade to date. Report cards are issued at the end of each quarter and the student's actual achievement is reported as a letter grade for each subject, i.e., A, B, C, D, and F. Teachers will provide detailed academic reports to students at the close of each progress report period and quarter.

Parents are encouraged to be knowledgeable about their child's academic and behavioral progress. Conferences may be arranged with teacher(s) at the parents' or teachers' request. Parents are encouraged to have telephone conversations with individual teachers. Should serious academic or behavioral problems arise, the teacher(s), academic advisor, assistant principal for operations, or principal will call the parent(s). School-wide parent conference times are scheduled during the first semester.

H. SEMESTER EXAMINATIONS

Semester examinations will be given in all classes. Examinations will last approximately one hour and thirty minutes for grades 9 through 12. Each middle school exam will be one hour long. Students who miss semester examinations will receive an "F" for those examinations. Students who are ill during exams will be given the opportunity to take them within a specified time period.

Exam exemption policy:

All students grades 6-12 will take first semester exams.

Seniors only may be exempt from second semester exams if:

- the course is a two-semester course;
- the teacher chooses to allow exam exemptions;

-the student has a 93% average when the third and fourth quarters are averaged together with both quarters having equal weight;
-the fine arts and community service requirements are complete by the designated deadlines.

Students enrolled in AP courses must take the AP exam. Additionally, school finals will be given in all AP courses, though seniors may be exempt if they meet exam exemption standards. Seniors who elect to take AP tests in non-AP classes will follow the exam exemption policy. Namely, seniors in these non –AP classes who choose to take AP exams will also take teacher-developed final exams unless they meet the exemption standards. Students who choose to take an AP exam for an AP class in which they are not enrolled must take the final exam for their class, unless they are seniors and meet the exam exemption standards.

Students must be informed of their exemption status on or before the last full day of classes.

There are no exceptions to the exam exemption policy.

I. GRADING SCALE

1. **Academic**-- Quarter and semester exam grades are used to calculate the semester grade. Only the semester grade is recorded on the permanent record card.

A+ = 100	A= 94 – 99	A- = 93
B+ = 92	B= 86 – 91	B- = 85
C+ = 84	C= 76 – 83	C- = 75
D+ = 74	D= 71 – 73	D- = 70
F = below 70	I = Incomplete	

Students receiving an **Incomplete** have two weeks from the end of the quarter affected to complete course requirements. After that time, the Incomplete is automatically converted to an F.

2. **Behavior** **S**=Satisfactory **S-**= Bordering on Conduct Problems
N=Needs Improvement **U**=Unsatisfactory
If a student receives an Unsatisfactory grade for behavior, parents are encouraged to contact the teacher to discuss the situation.

J. GRADE/POINT SYSTEM

To calculate GPA, add the number of grade points and divide by the number of classes.

WEIGHTED COURSES

High school honors, advanced honors, and Advanced Placement (AP) courses shall be given weighted grades. Students not maintaining at least a “C” in weighted courses may be moved out of these classes at the end of the quarter.

Courses are not weighted in the middle school.

Weighting for Courses is calculated as follows:

College Preparatory:	Honors:	AP or Advanced Honors:
A=4, B=3, C=2, D=1, F= 0	A=4.25, B=3.25, C=2.25, D=1, F=0	A=5, B=4.25, C=3.25, D=1, F=0

Theology 9, 10, 11, 12

Chemistry, Chemistry II, Biology II, science electives (vary each year)	H Physical Science, H Bio, H Chemistry, H Physics	AH Physical Science, AH Biology, AH Chemistry, AH Anatomy/Physiology, AP Physics
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English 9, English electives (vary each year)	H English 10, 11, 12	AH English 10, AH/AP English 11, 12
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Algebra I, Geometry, Algebra II, Algebra III	H Geometry, H Algebra II, H Trigonometry/Pre Calculus	AH Geometry, AH Algebra II, AH Trigonometry/PreCalculus, AH./AP Calculus AB and BC, AP Computer Science, AP Statistics
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US History, World History, 20/21C History, social studies electives (vary each year)		AP Human Geography, AP Political Science, AP Economics, AP Psychology
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Spanish I & II, French I & II, Latin I & II, Art I & II		AH Spanish III & IV, AH French III & IV, AH Latin III & IV AP Art
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K. ADVANCED PLACEMENT POLICY

Charleston Catholic High School offers a variety of Advanced Placement (AP) courses.

1. The College Board recommends one hour of preparation per day for each AP course. When scheduling, students should realistically balance their honors/AP course load with their other commitments and with their level of motivation.
2. During registration in August, AP exam fees (approximately \$82 per exam, as determined by the College Board) for AP classes must be paid. Students wishing to take AP exams for other courses must commit to their decision regarding the examination by February 15, submitting their fees to the Academic Advisor by that deadline so that exams may be ordered.

L. CLASS RANK

More and more frequently, selective colleges are getting away from the notion of “ranking students.” In the CCHS college preparatory program, students in grades 9 through 12 (the years for which grades are reported on the transcripts sent to colleges) are motivated to do their best, and it is not unusual for a high percentage of the students to have cumulative averages above 3.0 (B). Class ranks on transcripts are not descriptive and may, in fact, portray a false image of a student’s achievement. Therefore, class rank is not recorded on students’ transcripts. Transcripts contain a statement about the nature of CCHS (i.e., college preparatory only) and members of the class as a whole. Statements about students’ graduation status (e.g., valedictorian, salutatorian, etc.) are listed on the transcript.

Students are ranked internally. Class rank is determined for the first time by the cumulative GPA earned during the first six semesters of high school (grades 9-11). Students may request information concerning their rank from the academic advisor. The rank is calculated again at the completion of seven semesters, i.e., grade 9 through the first semester of grade 12, for the purpose of sending mid-year grades to seniors’ selected colleges/universities.

Valedictorian(s) and salutatorian(s) are identified at the end of the eighth semester using each student’s entire high school GPA.

M. GRADUATION REQUIREMENTS

Graduation requirements at Charleston Catholic exceed the standards set by the State of West Virginia. Students graduating from CCHS earn a total of 28 credits (i.e., seven credits in each grade level 9 - 12). No graduation credit is given for courses taken prior to ninth grade. The diploma granted to CCHS students is based on completion of both State and school requirements. These requirements are:

- Science: 3 credits (physical science, biology, chemistry)
- English: 4 credits
- Mathematics: 4 credits
- Theology: 4 credits
- Social Studies: 3 credits (US History, World History, and 20th/21st Century)
 - Yearly community service requirement, as defined by the Theology department
 - Yearly humanities/ fine arts requirement
- Foreign Language: 2 credits
- Arts/Humanities: 1 credit
- Physical Education: 1 credit
- Health: 1 credit
- Electives: 5 credits

Twenty-eight (28) credits, as outlined above, are required for graduation. An additional credit will be noted on the transcript for completion of the fine arts requirement. The valedictorian and salutatorian must have enrolled at CCHS at least by the beginning of the sophomore year. All courses taken at CCHS will be counted in a student's grade point average. If requested by the student, additional courses (i.e., summer enrichment or college level courses) taken outside of the school will be noted on the transcript but the grades will not be calculated in the GPA.

N. PROMOTION POLICY

1. All students (grades 6-12) must pass both semesters of theology in order to be promoted. The required number of community service and fine arts/humanities credits must also be completed before being granted a diploma or before being readmitted for the next school year.
2. Promotion to grades 7, 8, and 9 is granted when a student passes both semesters in English, math, science, and social studies. If a student fails one or two semesters in any of these courses, he/she must complete summer programs selected by CCHS for each failed semester. Failure to complete these summer requirements will result in the student being denied enrollment at CCHS in August. Middle school students failing more than two semesters in these core courses may not be readmitted to CCHS.
3. Students who fail courses in grades 9-12 must enroll in CCHS-approved summer school programs during the summer following the failure to make up the credit if they wish to remain at CCHS.
4. To be classified as a sophomore, a student must have earned 7 credits, 14 credits to be considered a junior, and 21 credits a senior.

O. SUMMER SCHOOL

1. Course failures jeopardize a student's opportunity to attend CCHS for the next semester and/or year. Students failing courses must attend and pass CCHS - approved summer school programs. Records of courses taken and grades earned must be sent to

CCHS. Summer school grades are calculated in with the GPA for the semester -- previously earned grades for courses retaken are not dropped. Students with less than a 2.0 GPA for the second semester who want to improve their GPAs for extracurricular eligibility may also attend summer school.

2. Theology is a required class and successful completion is required at each grade level. Students failing theology will be required to complete a comprehensive theology packet during the summer months. A fee will be charged, and the completed theology packet must be submitted by August 15.

P. WITHDRAWAL FROM CHARLESTON CATHOLIC HIGH SCHOOL

Students transferring to other schools must have a parent complete and submit a withdrawal form to the school secretary requesting a copy of school academic and attendance records. Community service records are not kept once a student withdraws from CCHS so students must secure these records from their theology teachers. Students leaving Charleston Catholic High School should assume they will not be readmitted to CCHS.

SCHOOL EXPECTATIONS/DISCIPLINE

The discipline philosophy at CCHS flows naturally from the philosophy of the school. At CCHS, faculty and students evidence and experience Christian values. Students are encouraged to grow in their understanding of moral and honorable behavior in a manner which promotes genuine respect for one's self, as well as one another's person, property, space, and time. In order to build a community where trust and respect are at the foundation, it is important to strive for the highest standards of honesty, integrity, and responsibility for one's actions. In order to achieve an atmosphere where the Catholic faith, academic excellence, service, leadership, and character can be pursued, students and their parents must support the policies and regulations set forth by CCHS.

While Charleston Catholic neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior reflects their personal integrity. Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities. An all-inclusive listing of various expectations is impossible to outline on these pages. However, activity such as harassing or bullying another student either in person or via the internet, cell phone, or other electronic devices is unacceptable and deserves special mention. **The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff or**

administrators, violates the good behavior expected of a CCHS student.

A. APPROPRIATE BEHAVIORAL GUIDELINES

Charleston Catholic High School has earned a reputation based on its tradition of high academic standards, the emphasis on values and morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning may occur so that students prosper spiritually, academically, and emotionally. To assure these goals, students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way. Students must realize that they are identified as CCHS students whether they are in uniform or not. Any action that reflects negatively on the CCHS community may result in disciplinary action.

While attending athletic events, either as participants or spectators, students are expected to behave in a manner that promotes a positive, courteous image. Behavior such as berating opposing players, spectators, and/or sports officials is not acceptable. Failure to behave appropriately will result in disciplinary action.

Appropriate school behavior may be summed up in this way: behavior that assures the right of every student to learn, assures the right of every teacher to teach, and demonstrates respect for the personal, civil, and property rights of others. Student behavior will be courteous, attentive, and respectful. Any individual student who does not meet these standards will be disciplined by the classroom teachers and/or school authorities. Each classroom teacher will establish specific disciplinary standards that students are expected to follow in the classroom. Students unable to abide by established school behavioral guidelines are subject to dismissal from CCHS.

Harassment and hazing will not be tolerated under any circumstance, and offenders will be dealt with directly and severely by school administrators. Harassment shall consist of bullying, unwelcome contact or advances, requests for favors, or other inappropriate verbal, written, graphic, technological, texting or physical conduct which causes discomfort to another person. Sexual harassment includes these issues but focuses on content of a sexual nature.

Students are urged to confront harassers and to indicate by conduct or verbal objections that the behavior is unwelcome and unacceptable. In order for the school to become involved, students must inform the administration of incidents involving harassment

B. HONOR CODE

Basic Christian values call each student to use his/her God-given gifts and talents and to do so honestly. As a learning community, Charleston Catholic is committed to the development of personal honor and integrity in all its members. All who attend Charleston Catholic have the right to feel confident in the integrity and honesty of their peers. Every student is expected to be a person of honor whose academic accomplishments are a result of his/her own efforts, and who admits guilt when confronted with an honor violation of which he/she is guilty and who accepts maturely his/her correction or discipline. **The most serious violations** of our standard of academic honesty include: theft and/or distribution of a test; theft of or tampering with a teacher's grade book or teachers' manuals. Such violations may result in a student's suspension, expulsion, and/or other disciplinary actions.

Other very serious violations include: flagrant plagiarism; duplication of another person's research paper; providing previous years' notebooks, assignments, or tests to another student; cheating on a test by copying answers from a source brought into the room; providing test answers to another student prior to or during a test; obtaining test answers from a student who previously completed a test; theft of or tampering with another student's work, including by computer and; looking at another student's paper during a test. **Such violations automatically result in:** 1) a zero for the particular test or assignment, 2) notification of parents, and 3) notification of the principal who will decide on other appropriate disciplinary actions which may include but are not limited to: suspension; dismissal from leadership positions in school activities; suspension from participation in school-sponsored athletics, social activities, clubs; loss of exam exemptions; loss of off-campus lunch privileges; and loss of computer access at CCHS. Some examples of plagiarism, although the list is not exhaustive, include: copying homework from a friend; copying any language from any source, including a website, book, magazine, newspaper, film, etc. without proper citations; turning in the same paper for two different classes and; allowing/hiring someone to write or do another student's homework.

Individual teachers will explain to their students how the standard of academic honesty applies to their classes. Clarification of teacher expectations regarding test taking, citing of references, cooperative work by students, etc., will be made at the beginning of each course. If a student is unsure how the Honor Code applies in a particular situation, it is ultimately the student's responsibility to clarify these questions with his/her teacher.

On all tests, exams, term papers, and other designated major projects, students must verify that all work attempted was completed by that individual alone. The student's signature on the work becomes the student's verification of honesty and personal honor in completing the work assignment. In deciding on what disciplinary actions may be exacted for serious violations of the Honor Code, the principal may ask for a recommendation from an Honor Committee, comprised of the school academic advisor and four faculty members.

In the event a student feels that he/she is unfairly accused of a serious violation of the Honor Code, he/she may request a hearing before the Honor Committee. This request must be made in writing to the principal within one week of the incident. At this hearing the student will present his/her description of the incident. The student's parent(s) is/are encouraged to attend and make a statement. The teacher who claims a violation has occurred will attend and make a statement. The committee will meet and decide on a recommendation to be made to the principal, who makes the final decision.

C. DETENTION

The purpose of detention is to help students become responsible for their actions. Detentions may be given to a student for the violation of school regulations. Detentions are served at lunch or either after school from 3:00-3:30 or before school from 7:10 until 7:40. A detention must be served within two days of when it is assigned. It is the student's responsibility to make sure the detention is served in a timely manner. Failure to do so will result in additional detentions or suspension. An excessive accumulation of detentions may result in additional consequences such as after school detention or, in extreme cases, in-house suspension. Requests for rescheduled detention will be honored only if accompanied by a parent or guardian note or a phone call received by administrative staff.

Typical detentions include: tardy for first period; uniform violations; chewing gum; eating or drinking outside of the Commons; throwing things; profanity; writing on clothing, shoes, body; pushing, shoving, horseplay in the hallway; disrespect to peers; jaywalking and; talking during announcements.

Additional detentions specific to middle school include not being prepared for class and not having a lock on a locker.

A student who behaves inappropriately may be assigned a classroom detention by the teacher. The parent will receive notification 24 hours in advance. Serious misbehavior will result in removal from the classroom. If this occurs the student will receive 3 days detention. A second occurrence may result in a suspension of three days from the class in which the problem occurred. A third offense will result in two

full days of suspension managed by school administrators. Further incidents will be handled by school administrators.

D. UNIFORM AND DRESS CODE POLICY

Part of the “package” at Charleston Catholic High School is the school uniform. When parents enroll their children in the school, it is with the understanding that the uniform code, along with other school expectations, regulations, and policies, will be followed. Uniforms are just that -- uniforms. They are not intended to reflect the fashion trends of the moment. This includes clothing, accessories, jewelry, shoes, hair, etc. The purpose of the school uniform is to contribute to the academic atmosphere of the school, to give students a feeling of equality, to provide a visible sense of school unity and identity, and to cut clothing costs.

Uniform policies:

Uniforms are required for all students beginning the first day of school. The dress code is in effect from 7:45 a.m. until 2:45 p.m., including lunchtime both on and off campus. Students will not be permitted in class out of dress code. Any class time missed due to being out of dress code will be considered an unexcused absence. Students sent to the office for being out of uniform will be expected to:

1. Correct the problem immediately. This may include, but not be limited to, changing clothes, removing a t-shirt, etc. The student will be counted absent from the class he/she was sent out from. In-house lunch detention will be assigned to be served that day. In addition, the student will serve a half-hour before/ after school detention. Repeat offenders will receive additional consequences.
2. If the problem cannot be corrected immediately at school, parents may be notified to bring appropriate clothing to the student, take their child home to correct the problem, or give permission for their child to drive home to correct the problem.

Students should never presume that they have permission to wear non-uniform clothing to school.

Uniform Guidelines:

Determination regarding appropriate wear and grooming will be determined by the faculty and staff.

1. Students not dressed in the proper school uniform will not be admitted to class.
2. All clothing must be in good repair: Students wearing clothing which is not hemmed, or which is torn, frayed, faded, worn, stapled, pinned, or taped will be considered out of uniform. Immediate steps must be taken to correct the problem, and the consequences for being out of uniform shall apply.
3. Clothing may not be altered, tapered, or rolled up.

4. No hats, scarves, bandanas, jackets, coats, sweatshirts, or non-uniform sweaters are to be worn in the building during the school day.
5. Dress and grooming must be neat and clean. It is expected that hair should be neat and clean at all times. Unbecoming, bizarre or distracting hairstyles/colors are not permitted. There should be no writing on shoes, clothing, or body parts.

Uniform Code:

Uniforms must be purchased locally from Charleston Department Store or online at Schoolbelles at schoolbelles.com (our school number is #1246). Uniform skorts and sweater vests must be purchased at Lands' End School at landsend.com/school (our school number is 900133356).

Shirts: Shirts must be either a blue or white, long or short sleeved, oxford-cloth, button-down, worn tucked and buttoned or an official CCHS Polo (purchased from PVA). Polo shirts may be worn untucked if the hem is straight and does not fall below the hip line.

Undershirts: While optional, if worn, undershirts **must** be solid white with no printing. Undergarments must not have collars or turtlenecks and sleeve length must match that of the uniform shirt.

Pants: Navy blue corduroy or twill pants must not have any visible labeling. Pants must be worn at the waist. Corduroys and twill pants must not be faded. Students wearing worn, faded pants will be considered out of uniform.

Shorts: Navy blue twill shorts must meet the top of the knee. Shorts are worn from the beginning of the school year until the end of September and after spring break until the end of the year.

Skirts/Skorts: Navy blue twill skirts must hit the top of the knee. After the 2009-2010 school year skirts will no longer be part of the uniform. Two styles of skorts (item numbers 25021 and 23158 from Lands' End School) in navy will be permitted. Length of the skorts may not be altered.

Sweaters: Plain navy blue crew neck sweaters may be worn. Sweaters with embellishments or cardigans may not be worn.

Sweater Vests: A solid green v-neck sweater vest from Lands' End School (item number 22301) may be worn with oxford cloth, button-down shirts only.

Fleece: Uniform fleeces may be purchased from the PVA. **No gym/team sweatshirts or jackets may be worn.**

Socks or Hose: Socks coming up to the ankle-bone must be worn and should be clearly visible. Leggings are not permitted.

Shoes: Shoes must be leather dress shoes that are primarily black, brown or navy in color. Shoelaces must be the same color as the shoe and must be tied. Soles may not exceed 1 inch, and heels may not exceed 1½ inches. All shoes must be closed at the toe and heel and have a hard sole. Shoe tops must be below the ankle bone. The following type of footwear is not permitted:

sandals, moccasins (soft or hard soled), athletic shoes (even if leather), platform shoes, clogs, or boots.

Belts: Belts are optional. If worn they should be simple dress belts.

Jewelry: Girls only are permitted to have ear piercings. No other type of visible body piercing is allowed. Other jewelry, if worn, should not be distracting. Faculty or staff may require a student to remove offending jewelry. Boys are not permitted any type of visible body piercings.

Ties: Boys only may choose to wear ties. If worn, ties must be tied at the neck and worn with an oxford cloth, button-down uniform shirt. Ties cannot be distracting or contrary to school expectations regarding clothing. Faculty or staff may require a student to remove offending ties.

High School Activities Uniform:

This uniform may be worn for designated events only. The uniform consists of a CCHS Team Polo Shirt. These shirts are available for purchase at the beginning of each season from PVA. Pants must be khaki twill dress pants. Girls' khakis must be similar in style to uniform pants; they may not be casual, cargo, corduroy, or tight fitting pants. No shorts are permitted. Regular dress leather uniform shoes are to be worn. Failure to abide with the athletic uniform code will result in the loss of this privilege.

Gym Uniforms:

Gym uniforms are mandatory during gym class and are available through the CCHS bookstore. T-shirts and gym shorts are a required part of the uniform; uniform sweatshirts and pants are optional. High or low top athletic shoes may be worn.

PICTURE DAY:

Uniforms may be worn on dress-up days. (A safe rule of thumb -- when in doubt, wear your uniform!)

For picture day, students are permitted to dress up; it is not simply a non-uniform day.

Boys - Boys are permitted to wear a neat polo style shirt or a button-down, oxford dress shirt. Dress shirts must remain tucked. Long dress pants and dress shoes must be worn. Sneakers are not permitted.

Girls -All clothing must be of modest fit. Girls are permitted to wear dresses or skirts. Shorts and capri pants are not permitted. Dress length must not be higher than two inches above the knee; slits may not exceed an additional 2 inches. Tops/blouses must have sleeves. Slacks, if worn, must be dress slacks, without jean-style rivets and topstitching. Dress shoes, clogs, or sandals may be worn. Heel heights must comply with the general school dress code. Flip-flops, defined as flat-soled shoes with a thong between the toes, are not acceptable. Sneakers are not permitted.

CASUAL DRESS DAYS:

Uniforms may be worn on casual dress days. (A safe rule of thumb -- when in doubt, don't wear it!)

Students should listen to school announcements concerning guidelines for casual dress days. The guidelines may vary from the ones here!

Clothing must be of appropriate and modest fit, and no undergarments may be visible. Clothing must not be torn/cut-off; promote alcohol, drug, or tobacco use; have vulgar or offensive language; or have violent graphics. Casual slacks, jeans, or skirts of appropriate, modest fit may be worn. Skirts, if worn, must not be higher than two inches above the knee; slits may not exceed an additional 2 inches. All shirts must have sleeves. Athletic/tennis shoes, sandals, boots, and clogs are acceptable. Soles and heels must conform to regular uniform shoe requirements. Flip-flops, defined as flat-soled shoes with a thong between the toes, are not acceptable. Socks are optional.

Spirit days and exam days are casual dress days. On these days ONLY, students may wear sweatpants or athletic pants. No pajamas or lounge pants may be worn.

Consequences:

Students who do not comply with the regulations for special dress days will be considered out of uniform for the purpose of consequences. Students may also lose further dress-up/down privileges.

E. TOBACCO, ALCOHOL, AND DRUG POLICIES

Tobacco, alcohol, and drugs are recognized health hazards and are federally controlled substances. CCHS cannot and will not condone their use by students entrusted to its care. Procedures for suspension and expulsion described in this handbook shall be followed. The school policy on tobacco, alcohol, and drugs comes from the Diocesan Policy Handbook.

TOBACCO -- Use of tobacco products in the school building or at school functions is strictly prohibited by state law and diocesan and school policy. Incidents involving tobacco use make the student subject to disciplinary action.

ALCOHOL -- No alcoholic beverages (beer, wine, wine coolers, liquor, etc.) shall be brought onto, carried onto, purchased, sold, or consumed by minors on the property of Charleston Catholic High School or at school-sponsored events held at other locations. No student who is under the influence of such alcoholic beverages shall be present on school property or at school functions held elsewhere. Violators of this serious regulation are liable to civil prosecution in addition to the school's disciplinary action. Parents of students violating this rule will be contacted immediately and proceedings initiated to determine the consequences for students involved. Any student who has in his/her possession, uses, or is under the influence of alcohol during school hours, or during attendance at school-related events, is subject to suspension and parental notification. All such incidents make the student subject to additional disciplinary actions by the principal and may include expulsion.

Readmission to classes will be contingent upon the student's successful adherence to the disciplinary program defined by the principal.

Achievement or work performed by the student during this contingency period will be accepted only on a tentative basis. Failure to take part in such a program will result in additional retroactive suspension, i.e., any work or achievement accomplished by the student during the contingency period will be nullified.

If a student fails to complete satisfactorily any aspect of the disciplinary program defined by the principal, the student will be expelled from CCHS.

DRUGS -- Any student who has in her/her possession, uses, or is under the influence of any authorized substance (as defined by the Uniform Controlled Substance Act, West Virginia Code, Chapter 60A, Article 6, Section 605) during school hours or during attendance at school-related events, shall be suspended immediately, and parents will be contacted. Any student who gives, sells, delivers, or administers a controlled substance to any person (student, visitor, etc.) during school hours, within the school building, and/or at school-related events, will be suspended immediately, and parents will be notified. All such incidents make the student subject to additional disciplinary action by the principal and may include expulsion.

Readmission to classes will be contingent upon the student's successful adherence to the disciplinary program defined by the principal and the student's and his/her parents' or guardian's willingness to take part in a drug counseling program. Achievement or work performed by a student during this contingency period will be accepted only on a tentative basis. Failure to take part in such a program will result in additional retroactive suspension, i.e., any work or achievement accomplished by the student during the contingency period will be nullified.

If a student fails to complete satisfactorily any aspect of the disciplinary program defined by the principal, the student will be expelled from CCHS. School officials shall notify appropriate law enforcement officials of all cases of drug law abuse. This step is not discretionary; school authorities are required to report these incidents to the police.

F. ACADEMIC/BEHAVIORAL PROBATION

Probation may result from a single action or a pattern of inappropriate behaviors. A student is placed on probation for a set period of time during which the student remains at CCHS on a trial basis. During this time, the student's progress is closely monitored by the student's teachers, academic advisor and administration. Conditions of probation are determined by the principal. If a student violates the terms of probation, removal from CCHS will be considered. At the end of the probation period, a decision will be made by the school to remove or continue the probation status or expel the student from CCHS.

G. PROCEDURES FOR SUSPENSION AND EXPULSION

Suspension may result from a single action or a pattern of inappropriate behaviors. Serious violations will result in immediate suspension from CCHS. A suspended student is barred from attending class and from participation in any school activities (on or off campus) for the duration of the suspension. The principal will determine the duration of the suspension. It is the suspended student's responsibility to keep up with class work and homework.

In cases of in-school suspension, the student will complete all assignments for the day from his/her teachers in a separate location in school. If the suspension is to be served at home, the student is to present all assignments to the teachers during the first class after suspension. Tests and quizzes missed during the suspension will be made up at the teacher's convenience.

Parents and/or guardians of the student will, within 24 hours of occurrence becoming known to school officials, be notified of the charges against the student and any possible action to be taken or which has already been taken.

H. FOR SUSPENSION OF FIVE DAYS OR MORE AND FOR ALL EXPULSIONS

Within 72 hours of notification to students and parents, a hearing will be held, if requested by the student, parents or guardian. Participation in the hearing will be limited to the following persons: student and parents or guardian, and the principal, the assistant principal, one faculty member, and school president. At the hearing, the student shall be informed of the formal charges.

The only issue to be decided is whether sufficient cause existed for the expulsion or suspension. The hearing is not to decide guilt or innocence, only if a proper decision was made based on the information available and the circumstances. An appeal from the decision of the four-person school panel may be taken by the student to the Diocesan School Board. The appeal to the Diocesan School Board shall be the final administrative appeal within the diocesan structure.

STUDENT LIFE

The various co-curricular and extracurricular activities offered by CCHS are considered vital ingredients of the school's program of total education. These activities enable students to gain valuable experiences that would not otherwise be provided by a strictly academic program. Each student is encouraged to participate in several activities each year.

A. ACTIVITIES, ORGANIZATIONS, AND CLUBS

Among the clubs and organizations available at Charleston Catholic based on student interest and support are: High School Student Activities Council, Middle School Student Activities Council, service club, French Club, Spanish Club, Junior Classical League, ski club, Pax Christi, High School Quiz Bowl, Middle School Quiz Bowl, SCORES, speech team, sewing club, drama troupe, robotics club, and 6th grade science club. Other groups may be available, based upon student interest and support.

B. ELIGIBILITY

Students shall meet the WVSSAC and Charleston Catholic eligibility guidelines in order to participate in all school athletic and extracurricular activities. Students are expected to maintain at least a 2.0 GPA to be eligible. However, in all cases, a student with behavioral problems can be recommended for ineligibility from all extracurricular activities by the principal.

Eligibility is determined for each semester by examining the student's GPA for the previous semester. If a student does not maintain a 2.0 average for the first semester, he/she will be ineligible for participation the second semester. If at the end of the third quarter the student earns a 2.0 average, he/she becomes eligible at that time (i.e., at the beginning of the fourth quarter). If the student does not maintain a 2.0 average for the second semester, he/she will be ineligible for participation the first semester of the following year. If, during the first quarter, the student earns a 2.0 average, he/she becomes eligible at the beginning of the second quarter. If the student attends summer school, summer school grades will affect the GPA. For the purpose of computing the GPA after summer school, all the student's grades from the second semester plus summer school grades(s) will be used to determine GPA. No classes are dropped; all classes taken are used in calculating the GPA.

Students' grades will be analyzed each quarter to determine eligibility. Students who fall below the 2.0 minimum GPA at the end of the first and third quarters will be placed on probation and may lose eligibility.

C. ATHLETICS

Interscholastic athletics at CCHS are governed by the rules and regulations of the West Virginia Secondary Schools Activities Commission. All athletic programs and organizations are under the jurisdiction of the principal, with the athletic director serving a major role in the organizing, budgeting, scheduling, ordering, supervision of coaches, and general supervision of all aspects of the athletic program.

The sports available at Charleston Catholic are based upon student interest and support as well as budgeting concerns.

To participate in athletic events, students must be in school for the full school day on the day of the scheduled activity. If a student is late or absent for any part of the day on a game day, that student is not permitted to play that day.

This "full day" policy includes leaving school for appointments, so students need to avoid scheduling appointments during the school day. Students are also expected to be on time each morning following an athletic event. Students who have long standing medical appointments, family funerals to attend, or other similar instances may be excused at the discretion of the Assistant Principal for Operations.

If a student is suspended at school, that student is also suspended from athletic practices, games, etc. for the FULL DAY on the day(s) suspended (i.e., if a student is suspended for a Tuesday, the suspension includes involvement in any school activities -- sports, social, etc. -- for Tuesday evening also). In addition, if a student is suspended for a Friday, the suspension holds for Friday evening but does not continue for Saturday unless the student is also suspended for Monday.

SCHOOL FACILITIES

School facilities are for the use of all students. Students are expected to accept personal and community responsibility for the condition of the building. A clean building contributes to an atmosphere of pride and order. Students are expected to act responsibly and maturely and not to endanger the well being of themselves and others.

Disposing of litter and trash in trashcans and wastebaskets around the school is expected.

EATING AND DRINKING ARE PERMITTED ONLY IN THE COMMONS. CHEWING GUM IS PROHIBITED IN THE SCHOOL BUILDING.

A. LOCKERS

LOCKERS are a privilege and are provided for students to use for storing books and personal belongings during the school day. CCHS is not responsible for items taken from lockers. Each student is responsible for his/her locker and its condition during the year. Failure to adhere to locker guidelines and expectations will result in loss of locker privileges.

1. Personal items are to be kept in the lockers during class time.
2. Food and drinks, other than lunch items for each particular day, are not to be stored in lockers.

3. No individual may invade the privacy of another person by entering, tampering with, or vandalizing another's locker. Graffiti, vandalism, and practical jokes have no place in the CCHS community.
4. Payment for repair of locker damage is the responsibility of the student.
5. School authorities reserve the right to search lockers at any time.
6. **ONLY LOCKS PURCHASED FROM THE BOOKSTORE ARE PERMITTED ON LOCKERS.**
7. Middle school students are required to keep their lockers locked.
8. Students are expected to keep their lockers clean and neat. **Inappropriate items, including pictures and other items not in keeping with the CCHS philosophy, may not be kept in lockers.**
9. Students should use common sense regarding the personal items they bring to school. **LARGE SUMS OF MONEY AND VALUABLE ARTICLES SHOULD NOT BE BROUGHT TO SCHOOL.** The school cannot be responsible for students' belongings.
10. Articles lost or found should be reported to the office. Items not claimed by the last day of school will be disposed of. Students should check the lost and found table outside the office by the last day of school.

B. ELECTRONIC DEVICES

Personal electronic devices including, but not limited to, cell phones, iPods, MP3 players, and CD players have become an everyday part of life. However, the use of such devices is not permitted during the school day. **Electronic devices must be out of sight and in the off position during the school day, 8:00am – 2:45 pm.** Students violating this requirement will have their item confiscated and turned into the office. The Assistant Principal for Operations will return the item to a parent. Any subsequent violations will result in a fine of \$25, and the phone will only be returned to the parent.

C. ENTRANCE

Students, staff, parents, and visitors must **ENTER** the building through the **VIRGINIA STREET** door. The **LEON SULLIVAN WAY** and the **DUNBAR STREET** doors are **EXIT** only. For obvious safety reasons, outside doors (including gym doors) are not to be propped open, and no one is to be admitted through locked doors. **VISITORS MUST CHECK IN AT THE OFFICE.**

D. HALLWAYS

Out of respect for the learning process during class time, students may not be in the hallways unless on official school business. **Students must have an authorized hall pass from a teacher if they are out of the classroom during class time. Students should take all books,**

homework, etc. to class, as they are not allowed to retrieve materials from lockers once the class bell has rung.

E. LIBRARY

Students using the **LIBRARY** are to maintain quiet so that they, as well as fellow students, may accomplish their work. Borrowed books may be kept two (2) weeks with privilege of renewal, if no other teacher or student has requested that they be reserved. Books must be presented for updating at the time of renewal and fines, if any, are to be paid then. A fine is charged for all overdue books. The student who checked out a book is responsible for replacement cost of lost books.

F. FACULTY WORKROOM AND MAILROOM

These facilities are for teachers use only. No personal copies may be made on the school copier.

G. GYM

The gym is used throughout the school day for classes. Only those students assigned to class in the gym are to be present in the gym. Appropriate footwear must be worn when using the gym. In order to preserve the finish on the gym floor, students should walk around the perimeter rather than across the playing area. **Students in gym classes must wear CCHS gym uniforms and approved athletic shoes.** Other students on the gym floor for any reason must wear athletic shoes.

H. LOCKER ROOMS

The locker rooms are provided for use by the students in the physical education classes. The physical education teacher will discuss specific rules concerning the locker rooms and gym. Student safety is a major concern. Students are to conduct themselves responsibly and maturely while in the locker room. Failure to behave appropriately in the locker room will result in a student's loss of locker room privileges.

I. LUNCH ROOM: THE COMMONS

This room provides a beautiful setting for the students to have lunch and breaks. It also provides a gathering space for the student body. Entry and exit from the Commons is through the stairway and doors located on the Dunbar Street side of the building. In order to keep the Commons clean, everyone must cooperate. Students are expected to clean up after themselves, disposing of trash in the trashcans. Spills are to be cleaned up. If everyone helps out, the Commons will stay clean for the next group of students using the room. With approval from the teachers on duty, students may use the telephone located by the elevator. When

the lunch bell rings, students have five minutes to get to the Commons. There is to be no loitering in the halls during lunch periods.

1. **ADDITIONAL LUNCH ROOM GUIDELINES: 6TH - 8TH GRADES**

The 6th grade lunch lasts from 10:35 to 11:10 a.m. Sixth graders must be in the Commons by 10:40. The 7/8th grade lunch period is from 12:18 to 12:56 p.m., and students must be in the Commons with lunch, books, library permit, etc., by 12:23 p.m. Once students are in the Commons they will not be excused to go back to the third floor. Those students serving lunch detention must report by 10:40 a.m. (6th graders) or 12:23 p.m. (7th and 8th graders). Students purchasing lunch will be dismissed by the teacher in charge. Teachers will establish seating capacities for the lunch tables. Those students wishing to STUDY in the library must have books and a pass from the teacher assigning the work. They are to remain in the library, maintaining silence and following other library rules, until the end of the lunch period.

2. **ADDITIONAL LUNCH ROOM GUIDELINES: 9TH - 12TH GRADES**

Students in grades 9 through 12 are not permitted on the classroom floors during the lunch period unless they are involved in student club activities or scheduled meetings with school staff.

NINTH GRADERS must eat lunch in the Commons. Ninth graders must remain in the cafeteria until dismissed by the teachers in charge at 12:02 p.m.

TENTH, ELEVENTH, AND TWELFTH GRADERS may eat in the lunch room or off-campus if they have parental permission on file in the office and if they are eligible for off-campus lunch (i.e., lunch privileges have not been withdrawn). Students going off-campus for lunch are not permitted back into school until the 12:02 bell.

During the lunch period, students are to be in the Commons or out of the building (i.e., not in the hallways, stairwells, restrooms, etc.). Students will be readmitted to the building and released from the Commons at 12:02 p.m. When students are off-campus during lunch, all school expectations, rules, and consequences are in effect.

J. SACRED HEART CO-CATHEDRAL

While not a part of CCHS, the Co-Cathedral is used by the school for liturgies and special assemblies. It is a house of God and appropriate behavior is expected (e.g., no socializing during Mass, etc.).

K. FIRST PRESBYTERIAN CHURCH

When waiting for rides after school, students are to be respectful of First Presbyterian Church's grounds and facilities. For example, Church officials have requested that students stay off the lawn! Students should also refrain from horseplay, ball throwing, etc.

L. PICK UP AND DROP OFF

Students must never be dropped off or picked up directly in front of the school on Virginia Street. Drop off or pick up should occur in the blocks before or after the school on Virginia Street or on Leon Sullivan Way in front of the school.

As a matter of safety we ask that you pull to the curb to pick-up or drop off your student. Students are also instructed they must only cross the intersection of Leon Sullivan and Virginia Street when the appropriate walk signal is flashing. Failure to abide by these protocols will result in detention.

COMMUNITY SERVICE REQUIREMENTS

Catholic teaching and tradition stress the necessity of reaching out in love and service to one another, especially to those most in need. CCHS's Community Service Program is designed to recognize and support the service that the school is already engaged in and to encourage the growth of the entire school community in this area.

Grade level requirements:

Middle School	6 th = 5 hours; 7 th = 7 hours; 8 th = 10 hours;
High School	9 th = 15 hours; 10 th = 20 hours; 11 th = 25 hours; 12 th = 30 hours

Guidelines for students:

1. "Community" includes school, church, neighborhood, city, state, or world community. A guiding question to ask in order to understand the "spirit" of the community service requirement is, "Is this person (organization, etc.) in real need of assistance?" Since it is assumed that service to other family members (persons living in one's household) is a normal part of daily life, such service will not count towards the requirement. The service requirement provides the student with an opportunity to explore new dimensions of what it means to be a person of service for others. Students are encouraged to take creative risks instead of simply trying to meet the requirement.
2. School community service hours include service performed outside of regular school hours. It does not include regular extracurricular activities.
3. During the summer preceding the academic year, students who have already attended CCHS may earn community service hours.
4. A minimum of three different service activities per year is required.
5. In order to reach out to the poor and disadvantaged (sick, elderly, mentally and physically impaired, etc.), a minimum of 1/3 of the required hours at the high school level and 1/2 of the required hours at the middle school must be performed in this area.
6. A "Community Service Activity Form" must be completed for each activity, including the sponsoring adult's signature and phone number. The activity forms must be submitted to the theology teacher during the quarter in which the service was performed in

order to receive credit. Forms are available from theology teachers or from the web (www.charlestoncatholic-crw.org).

7. Seniors must complete this requirement in order to graduate. In order to be exempt from exams in any classes, in addition to meeting the academic exam exemption requirements, seniors must have completed their service hours by the second Friday in May. Sixth through eleventh graders who have any hours outstanding at the end of the fourth quarter will have those hours doubled. These extra service hours must be completed prior to registration in August.

Community Service Clarification Regarding Artistic Performances

Charleston Catholic affirms and supports our students' participation in the cultural and performance arts here at school and in the wider community. Generally speaking musical, theatrical, and dance performances and preparation for the performances will not be counted for community service credit. In much the same way, students' participation in athletics is not counted towards community service. If a particular artistic performance is shared with a group in special need (e.g., a performance at a nursing home or at the Boys and Girls Club), community service may be earned. If students volunteer to teach others in any of the performance arts, or act as volunteers with youth sports teams, these hours may be counted toward the community service requirement. As always, students should check with their Theology teachers ahead of time for questions regarding the requirements.

FINE ARTS/HUMANITIES REQUIREMENTS

Focus on the Arts expands students' involvement in the community, exposes them to a wide variety of experiences, and supports the artistic endeavors of the community. English teachers have details on the appropriateness of events submitted by students.

Grade level requirements: 6th: 1 event per year; 7th and 8th: 2 events per year; 9th –12th: a total of twelve events (with a minimum of 3 three per year). If a student fails to complete the annual requirement, he/she must complete double the number of outstanding events during the summer in order to be readmitted to CCHS.

Guidelines for students:

1. The following seven requirements must be included among the total number of events in grades six through twelve: one ballet; one musical or play; two classical music performances; one visual art display or museum visit; one festival; and one local color event (must focus on West Virginia or Appalachian culture). The remaining events are to be chosen from those above or such things as: other types of concerts (e.g. rock, country and western, jazz); lecture/public reading; historical site/walking tour; outdoor drama; musical events which do not fit in the categories already mentioned.

Sporting events, ice shows, recitals, entirely food events, zoos/animal shows, or religious/ethnic observances may not be used to satisfy requirements.

2. Events appearing on the bulletin boards outside the library or in the English hall may be used. From time to time announcements are made concerning suitable events and free tickets. Students are urged to check the appropriateness of other events BEFORE making plans to attend. While the focus is on area/West Virginia arts groups, events attended while on vacation out of state may also be used to fulfill the requirement. Students who participate in Fine Arts events will fulfill their fine arts requirement as well. Events completed outside of the school day are the only events that will be accepted.
3. Since many events could fit into more than one of the required categories, the student will decide on the category to be used for the event. **After attending the event, the student will complete a two-paragraph critique form, available from English teachers or on the web (www.charlestoncatholic-crw.org). These forms are turned in to the English teachers and kept on file.**
4. The critiques must be submitted during the quarter in which the event occurred. **The entire yearly requirement must be completed by the end of the third quarter for all seniors.** Sixth through eleventh graders who have any missing critiques at the end of the 4th quarter will have to complete double the number owed. Outstanding Fine Arts critiques must be completed prior to registration in August.

CHARLESTON CATHOLIC HIGH SCHOOL STUDENT ACTIVITIES AGREEMENT

Students are encouraged to participate in school sports and other activities at CCHS. These are meant to build character, confidence, a sense of fair play, and commitment to working cooperatively.

Participation in school activities is a privilege earned through dedication, hard work, and self-discipline. When Charleston Catholic students are participating in school-sponsored activities (e.g., field trips, athletic teams, ski club, quiz bowl) out in the community, they are representing the school. As such, they are expected to act in accordance with CCHS policies and guidelines.

Students involved in CCHS sponsored activities must:

1. Be in compliance with CCHS policies stated in the Student-Parent Handbook, with particular emphasis on guidelines relating to academic performance, behavior, and attendance;
2. If appropriate, meet eligibility requirements established by the West Virginia Secondary Schools Activities Commission; and
3. Meet requirements established by adults responsible for supervision. Failure to adhere to school expectations (during the school day, at school functions, etc.) or coaches' requirements for individual sports or

activities will result in disciplinary action including, but not limited to, suspension or dismissal.

Academic and School Behavior The CCHS academic program and behavioral standards are rigorous and require diligence and hard work by the students. Students are expected to demonstrate their personal best in the classroom as well as during the particular activity. Failure to abide by school expectations jeopardizes a student's privilege to be a member of a school athletic team or to participate in school-sponsored activities.

School Attendance In order to participate in extracurricular activities on a particular day, a student must be in school for the FULL DAY on the day of the event. This "full day" policy includes appointments, so students need to avoid scheduling appointments during the school day. Students who have long-standing medical appointments, family funerals, or similar instances may be excused at the discretion of the Assistant Principal for Operations. **Students are also expected to be on time on days following athletic events. If a student is suspended at school, that student is also suspended from athletic practices, games, etc. for the FULL DAY on the day(s) suspended (i.e., if a student is suspended for a Tuesday, the suspension includes involvement in any school activities -- sports, social, etc. -- for Tuesday evening also).**

Personal Appearance and Behavior Students represent the school and are oftentimes the only examples of CCHS that the public sees. Therefore, students' personal appearance and behavior at events reflects upon the school as well as individual students and teams. Students are required to abide by dress codes established by their coaches/adult sponsors. Additionally, students are required to behave during meetings, practices, and competitions in keeping with the CCHS philosophy, one of respect for others. Failure to comply with school or activity guidelines will result in disciplinary action including, but not limited to, being held out of practice or competitions and suspension or removal from the activity.

Activity Fees In order to offset the cost of extracurricular activities, students are asked to pay a \$75 fee for each activity in which they participate. This fee must be paid before a student athlete may participate in an interscholastic competition. These fees support renting fields, paying officials, entrance fees, etc. These fees are collected for both sports and non sports activities (i.e. quiz bowl, speech.)

Athletic Teams:

1. Fees and Physical Examinations: In order to tryout for a team, a student must have a WVSSAC doctor's physical examination form on file in the CCHS athletic office. Physical forms completed after June 1st of a particular year are accepted for the school year commencing in August. Once selected as a member of a team, all athletic fees must be paid (\$75 per sport) before a student will be issued a uniform. Based on their best judgment, coaches will determine how much playing time athletes receive. Once a student

has been selected as a team member, payment of fees enrolls the student on a team but does not guarantee playing time.

2. **Equipment:** Equipment and uniforms are school property. Students using this property are expected to be responsible for and to take proper care of items assigned to them or used by all team members. Uniforms and other items assigned to individual students are to be kept clean and in good repair. Immediately following the end of a season, students must return all equipment and uniforms in good condition. Lost or damaged articles must be paid for at full replacement cost. Failure to return all items will result in the holding of a student's report card/progress report and the student will not be issued a uniform for another sport until the matter has been satisfactorily resolved with the school office.
3. **Jobs:** Because of major time commitments required to succeed academically and athletically in CCHS, student athletes shall not obligate themselves to jobs that interfere with practices or competitions.
4. **Lettering:** The provisions to be met for earning a varsity letter is determined by the athletic director with input from each coach and should be shared with athletes at the beginning of the season.

CHARLESTON CATHOLIC DANCE POLICY

Dances

School –sponsored activities at Charleston Catholic High School provide opportunities for students to socialize in a safe atmosphere, one that reflects the philosophy and expectations of our Catholic school.

Charleston Catholic hosts three dances a year for its high school students -- Homecoming, Winter Waltz, and Prom. Dances are from 8-11 p.m. with the exception of Prom which is scheduled from 9 p.m. to midnight. All students in grades 9-12 are invited to Homecoming and Winter Waltz dances. Prom is only open to juniors and seniors, although a sophomore may be an invited guest of a junior or senior. Freshmen may not attend Prom.

Behavior: All students who attend CCHS dances are expected to behave and dress appropriately. Students are expected to observe all laws concerning alcohol and tobacco use, as well as the code of behavior set by the school. A statement signed by the student agreeing to these policies will be submitted by each student and his/her guest prior to each dance. **These policies are to insure that everyone is treated with respect and that an appropriate atmosphere is maintained.**

Behavior that disrupts the dance or fails to respect the human or property rights of others is unacceptable. At the dance, such behavior will be dealt with according to the rules and regulations of Charleston Catholic High School. Upon returning to school, the student is subject to the disciplinary guidelines laid out in the student handbook.

1. School rules concerning general conduct, vandalism, and use of controlled substances shall be enforced at all times.
 2. Lewd and/or vulgar dancing/conduct is not permitted: no groping, exposing underwear, simulated and /or explicit sexual behavior including, but not limited to, "freak dancing" and prolonged kissing, etc.
 3. Use of alcohol, drugs, or tobacco is not permitted. In an effort to insure that dances remain alcohol free, students are subject to random alcohol screenings. CCHS administration also reserves the right to require a student whose behavior evidences the possibility that he/she may have been drinking to comply with an alcohol screening. Should a positive alcohol reading be found in the course of the screening, parents will be notified.
- Failure to comply with any of the dance policies will result in notification of parents who will be asked to pick their child up at the dance.

CHARLESTON CATHOLIC INTERNET USE AGREEMENT

Internet access is available to students and teachers in Charleston Catholic High School. We are pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Teachers will supervise student access; however, on a global network it is impossible to control all materials, and an industrious user may discover controversial and/or offensive information. Charleston Catholic High School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the philosophy of Charleston Catholic.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a CCHS user violates any of these provisions, disciplinary consequences which are deemed appropriate by the school principal will result. Your signature regarding the Internet Use Agreement is **legally binding** and indicates that the signing parties have **read** the terms and conditions **carefully** and **understand** their significance.

INTERNET - TERMS AND CONDITIONS

1. Acceptable Use -The use of your account must be in support of education and research and consistent with the educational objectives of Charleston Catholic High School. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and the principal will deem what is inappropriate use, and their decision is final. Students will not receive E-mail addresses through CCHS. **Students may not access home E-mail accounts from the CCHS network. Students may not sign up for free E-mail accounts through the CCHS network. Students may not use instant messages through the CCHS network.**
3. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - b. Do not reveal the personal address or phone number of students, teachers, administrators, or yourself.
 - c. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - d. All communications and information accessible via the network should be assumed to be private property.
 - e. Be polite. Do not get abusive in any postings on the Internet.
4. Charleston Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. CCHS will not be responsible for any damages you suffer. These include loss of data resulting from delays, non deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. CCHS specifically denies all responsibility for the accuracy or quality of information obtained through its services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator or your teacher. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a

security risk or having a history of problems with other computer systems may be denied access to Internet and the computer labs.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or the data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Internet/Intranet Publishing Permission

The Charleston Catholic website, www.charlestoncatholic-crw.org, has become an important source of information for parents, students, alumni, and interested members of the community. Charleston Catholic adheres to the following Internet/Intranet publishing guidelines:

- Acceptable Student Content – Student content which may appear on the Charleston Catholic website with a signed Internet/Intranet Publishing Permission form on file is limited to (1) student first name, (2) student photos, and (3) student grade level. All other student content, e.g., game statistics, poetry, short stories, art work, appearing on the website will require an individual content release signed by student and parent.
- Student Safety – A student's photo and name will not appear on the same page.
- Privacy Protection – At no time will any student's personal information appear on the Charleston Catholic website.

For the student: I understand and will abide by the CCHS Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

For the parent or guardian: As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I understand that student access will be supervised by teachers. However, I also recognize it is impossible for CCHS to restrict access to all controversial materials, and I will not hold CCHS responsible for materials acquired on the network.