



Charleston
Catholic
High School

Charleston Catholic High School

2016-2017

1033 Virginia Street East

Charleston, West Virginia 25301

304-342-8415 FAX 304-342-1259

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

CCHS Webpage: www.charlestoncatholic-crw.org

Contact Information

Colleen Hoyer -- Principal

Jason Villers – Assistant Principal for Operations

Meredith Aubel – Director of Student Support

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David Hoffmann – Director of Technology

Corrie Lovejoy – Office Manager

Lisa Shay – Business Manager

Information in this student handbook is subject to change due to changes in school policy or regulations.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Charleston Catholic High School does not discriminate on the basis of race, creed, color, national origin, disability, or gender in any of its activities or operations.

CONSENT FORM

Parent-Student Handbook Agreement

By signing this document, students and their parent(s)/guardian(s) explicitly accept the provisions set forth in the Charleston Catholic High School Parent-Student Handbook and agree to comply with all school policies, procedures, and expectations. The rules, regulations, and guidelines in this handbook are not designed to be all-inclusive. Charleston Catholic High School reserves the right to update the Parent-Student Handbook as deemed necessary by school administrators. Any amendments will be communicated in the school's newsletter and/or on the school's website.

I have received a copy of the Charleston Catholic High School Parent-Student Handbook for the 2015-2016 school year. I understand that this document contains policies, procedures, and expectations which school community members are responsible to know and to follow.

I have read and agree to abide by all the policies, procedures, and expectations contained in the Parent-Student Handbook. I acknowledge that the information contained herein is subject to modification, change, and interpretation at the school's discretion.

Student – Print Name _____

Student – Signature _____ Date _____

Parent / Guardian – Print Name _____

Parent / Guardian – Signature _____ Date _____

Parent/guardian: Please initial below, as appropriate.

_____ I understand that the Charleston Catholic website, www.charlestoncatholic-crw.org, is an important source of information for parents, students, alumni, and interested members of the community. I understand that CCHS follows internet/intranet publishing guidelines which are fully stated in the Parent-Student Handbook.

_____ I give permission for CCHS to include my child's first name, photo, or work to appear as stated in the CCHS Internet/Intranet Publishing Guidelines.

_____ I do not wish my student's first name, photo, or work to appear as stated in the CCHS Internet/Intranet Publishing Guidelines.

This completed and signed form must be returned to your child's homeroom teacher the first week of school.

BELL SCHEDULES

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

#1 Regular

High School Bell Schedule

1st-8:00-8:53 2nd - 8:57-9:44 3rd - 9:48-10:35
4th -10:39-11:26 Lunch - 11:30-12:02 6th - 12:06-12:56
7th -1:00-1:48 8th - 1:52-2:45

7/8 Middle School Bell Schedule

1st-8:00-8:53 2nd-8:57-9:44 3rd-9:48- 10:35
4th - 10:39-11:26 5th - 11:30-12:18 Lunch- 12:20-12:56
7th-1:00-1:48 8th -1:52-2:45

Sixth Grade

1st-8:00 – 8:51 2nd-8:54 – 9:42 3rd-9:45–10:35
Bks-10:35 - 10:40 Lunch-10:40-11:15 5th-11:18–12:02
6th-12:06 – 12:56 Break-1:00 – 1:12 7th-1:15 – 1:57
8th-2:00–2:45

#2 Mass Schedule

1st-8:00-8:41 2nd-8:45-9:30 MASS -9:30-10:30
3rd-10:30-11:11 4th-11:15-11:55 5th-11:59-12:33
6th-12:37-1:17 7th-1:21-2:01 8th-2:05-2:45

#3 Half-Day Schedule (11:30 Dismissal - No Lunch)

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

#4 Adjusted Schedule for Afternoon Activities

1st-8:00 – 8:45 2nd-8:49 – 9:31 3rd-9:35 – 10:17
4th-10:21–11:03 5th-11:07–11:43 6th- 11:47- 12:29
7th-12:33 – 1:15 8th-1:19 – 2:06

#5 Two Hour Delay

1st-10:00-10:30 3rd-10:34-11:04 4th-11:08-11:38
5th-11:42-12:22 6th-12:26-1:00 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. 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 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."

C. 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.

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 website, www.charlestoncatholic-crw.org. **The fastest way to receive notice for closings will be on the school website or through the Twitter feed (sign up on the school website to follow cchsnews).** Additionally, local radio and TV stations (**WQBE, V100, WVPR, WCHS, WCHS-TV, WSAZ-TV**) 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.

The snow-e day plan will be implemented if there are excessive snow days in a school year. The school website and twitter feed will provide information regarding the activation of the snow-e day plan and how to access class assignments.

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 phone 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 7:45 a.m. until 2:45 p.m. Cell phones **MUST** be **out of sight and disabled** from 7:45 a.m. (or upon entering the building after 7:45) until 2:45 p.m. If a phone is turned on or visible 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 Discipline D).

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 wishing to receive copies of report cards and newsletters should send \$12 to the office with a current mailing address. The office will create labels and envelopes for the upcoming school year for these mailings.

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. 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.

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

The main doors on Virginia Street must be used to enter the building. Upon entering, all visitors must report to the school office. 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 leave the school.

P. FIELD TRIPS

Completed parent/guardian permission slips are required before students will be permitted to go on field trips. The educational objective of the field trip will be listed on all field trip permission slips. The Diocese of Wheeling-Charleston requires that all field trip drivers be a minimum of 21 years of age, have a valid driver's license and proper and current registration, and complete a Field Trip Driver Information Sheet. All field trip drivers and chaperones must be Virtus compliant.

PROCEDURES

A. ABSENCE OR TARDY

1. When a student is absent from school, a parent or guardian must telephone the school (304-342-8415) 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 a lunch detention that day. Repetitive first period tardies

may result in additional consequences.

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.

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

1. Parent/Guardian must complete the form and indicate specific date(s) and reason(s) for the absence.
2. Student must present the form to teachers and obtain signatures indicating that the teachers are aware of the absence.
3. 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). **Students who leave school for an appointment during the school day and miss a test/quiz during the time they are at the appointment, must make arrangements with the teacher prior to the absence to make up the test/quiz.**
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 un-submitted 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. Upon their return to school, students should check with their teachers about missing 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 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 for operations shall examine students' attendance records at the end of each semester. In addition to completing make up work, in order for credit to be granted for each course, students must stay after school to make up time missed during excessive absences (5 or more), regardless of the reason for the 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 miss valuable instructional time and deprive the teacher of the class's full attention since the teacher is interrupted 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 on the day the tardy occurs.. Students failing to report to detention will receive additional consequences, including but not limited to, in house suspension (see School Expectations, Section C, Detention). Repetitive first period tardies will result in additional consequences.

The only exception granted to this consequence for tardiness (lunch detention) 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' tardies will be reviewed on a quarterly basis. Students who accrue more than 5 tardies will be assigned make-up time.
- 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.

Middle school students who have more than three tardies to a particular class in a nine week period will serve after school detention with that teacher.

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. After the first two weeks of school, the only schedule changes approved will be those suggested by the teacher.

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

High school students should expect a more rigorous course of homework.

Homework brought in by parents will not be delivered to students. Students may pick up work in the office in between classes.

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 if the teacher chooses to accept late work. 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. Additionally, the CCHS Moodle, accessible from our website, allows parents and students the opportunity to look at the week ahead and note any tests, quizzes or long term projects that are coming due.

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 the assignment notebook has not been signed when leaving school, send the child back into school to find the teacher(s). The parent should sign the notebook next to each assignment that the parent can verify has been completed.
3. If there is no improvement after three weeks of faithfully 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. At this point, weekly progress forms and grade sheets may be suggested.

G. PROGRESS REPORTING TO PARENTS

Notification of student progress will be automatically emailed to parents weekly to the email address input by parents on RenWeb. 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. Questions about a grade on tests, assignments, etc. should be brought to the teacher’s attention within five school days of the student’s receipt of the grade in question. 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. All students grades 6-11 will take second 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 and must take teacher- developed final exams. Seniors who meet exam exemption requirements for their AP classes may be exempt from teacher-developed final exams. Seniors in non –AP classes who choose to take AP exams will also take teacher-developed final exams unless they meet the exemption standards. Non-seniors 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.

Seniors 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 student’s transcript.

A+ = 100	A= 94 – 99	A- = 93
B+ = 92	B= 86 – 91	B- = 85
C+ = 84	C= 78 – 83	C- = 77
D+ = 76	D= 70 – 75	D- = 69
F = below 69	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. Disciplinary action for behavior grades of N or U are outlined in School Expectations/ Discipline, Section C.

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 at the suggestion of the teacher.

Courses are not weighted in the middle school.

Weighting for courses is calculated as follows:

College Preparatory: A=4, B=3, C=2, D=1, F= 0	Honors: A=4.25,B=3.25, C=2.25, D=1, F=0	AP or Advanced Honors: A=5, B=4.25, C=3.25, D=1, F=0
Theology 9, 10, 11, 12		
Chemistry, Biology II, science electives (vary each year)	H Physics, H Bio, H Chemistry, H Chemistry II, H Astronomy, H General Physics	AH Physics, AH Chemistry, AH Anatomy /Physiology, AP Physics C, AP Biology
English electives (vary each year)	H English 9, 10, 11, 12, H Philosophy	AH English 10, AH/AP English 11, 12
Algebra I, Geometry, Algebra II, Math Functions	H Geometry, H Algebra II, H Precalc I/ Trigonometry, H Precalc II/ Calculus A	AH Geometry, AH Algebra II, AH Trigonometry/Precalculus, AP Calculus AB and AB/BC, AP Computer Science
social studies electives (vary each year)	World History H, US History H, 20/21C History H,	US History Advanced Honors, Criminal Justice Advanced Honors, Human Geography, AP European History, AP US Government and Politics, AP Economics, AP Psychology, AP World History, AP US History
Spanish I & II, French I & II, Latin I & II		AH Spanish III & IV, AH French III & IV, AH Latin III & IV

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 \$95 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 late February, 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. Only CCHS courses will be used to calculate cumulative GPA, with the exception of those students who matriculate at CCHS at the beginning of their sophomore year. Freshman year courses from their previous school will be considered.

Valedictorian(s) and salutatorian(s) are identified at the end of the eighth semester using each student's entire high school GPA. The valedictorian and salutatorian must have enrolled at CCHS at least by the beginning of the sophomore year.

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 (physics, biology, chemistry)
- English: 4 credits
- Mathematics: 4 credits
- Theology: 4 credits
- Social Studies: 3 credits (US History, World History, and 20th/21st Century)
- Foreign Language: 2 credits
- Physical Education: 1 credit
- Health: 1 credit
- Electives: 6 credits

- Yearly community service requirement, as defined by the Theology department
- Yearly humanities/ fine arts requirement

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. 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. Students failing more than two semesters in one school year may not be readmitted to CCHS for the following school year.

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 registration day in August.

P. WITHDRAWAL FROM CHARLESTON CATHOLIC HIGH SCHOOL

Students transferring to other schools must have a parent contact the Academic Advisor. A withdrawal form should be completed to request a copy of school academic and attendance records. A copy of the records and transcript will be given to the parent to deliver to the student's new school. 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.**

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 administration. 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.

While representing Charleston Catholic at school-sponsored activities, either as participants or spectators, students are expected to demonstrate their personal best. Athletic events, school dances, field trips, retreats, etc. offer students the opportunity to experience learning beyond the classroom. However, all school rules apply, whether the event is on school premises or not. Unacceptable behavior includes, but is not limited to, inappropriate dancing, horseplay, berating opposing players, spectators, and/or sports officials.

Charleston Catholic students are a visible fixture in downtown Charleston. The school's downtown location provides students with numerous occasions to be involved in the community. Appropriate school behavior is expected when students venture out of the school building. Students in grades ten through twelve are expected to show respect and courtesy while off-campus during lunch. At dismissal time, though the school day is over, students are still representatives of Charleston Catholic and must behave as such. Students must be aware of their environment when waiting to be picked up or when walking to their cars. Attentive and appropriate behavior is required for safety reasons. Dangerous behavior including, but not limited to, reckless driving, jaywalking, horseplay, throwing objects, etc., will result in disciplinary actions.

Technology is a useful tool when properly used. Teachers and students are encouraged to make appropriate use of the technology that is available to them through the school. Failure to use school-owned technology appropriately will result in loss of access to school resources.

Many students have access to technology beyond the school resources and outside of the school building. Students are expected to use such technology appropriately. The school reserves the right to take appropriate action for any misuse of technology that violates the good behavior expected of a CCHS student. Unacceptable use of technology, which can subject students to school disciplinary action, includes, but is not limited to, sexting, cyberbullying, and inappropriate use of social networking sites. Posting and/or reposting videos, photos, comments, etc., of inappropriate content and/or following any sites engaged in the posting and/or reposting of inappropriate content will make any students involved subject to disciplinary actions. Misrepresenting one's self over electronic communication is a serious violation of school behavioral expectations and may result in harsh discipline.

Bullying, Cyberbullying, Harassment, and Hazing

Charleston Catholic attempts to provide a safe environment for all individuals. Bullying, cyberbullying, verbal or written threats made against the physical or emotional well-being of any individual (in person or via technology), harassment and hazing are taken very seriously.

Bullying, cyberbullying, harassment, and hazing are not acceptable or appropriate under any circumstances, and offenders will be dealt with directly and severely by school administrators. Disciplinary action, including but not limited to social probation, suspension, and expulsion, will be taken against students participating in such behaviors.

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 bullying, cyberbullying, harassment, or hazing. Disciplinary action will be taken.

Bullying is an ongoing aggressive behavior that involves an imbalance of power causing unwanted, negative actions for the victim. Bullying may take many forms, including but not limited to the following:

Physical/verbal bullying- name calling, insults, making faces or obscene gestures, threats, and physical acts of aggression including hitting, shoving, tripping, etc.

relational bullying- spreading rumors, intentional exclusion of others, passing harmful notes about another person, etc.

cyberbullying- making threats, sending harassing messages, spreading harmful information, lies, or pictures about others through technological means of communication (email, text, social networking site), etc.

sexual bullying- unwanted touching, obscene gestures or comments about a person's body, body type, or physical features

Cyberbullying involves the use of technology to support ongoing negative hostile behavior that is intended to harm others. Behaviors include, but are not limited to, posting rumors, threats, or hurtful statements on a social networking site, following social networking sites that contain rumors, threats, or hurtful statements, forwarding text or email messages, or posting and/ or reposting tweets that contain rumors, threats, offensive pictures or videos, pictures or videos containing sexual content, or hurtful statements about another person, and misrepresenting one's self over a technological communication device.

No form of bullying is acceptable.

Harassment and hazing shall consist of, but not be limited to, bullying, unwelcome contact or advances, requests for favors, or other inappropriate verbal, written, graphic, technological (including text messages, social media, or internet), or physical conduct which causes discomfort or hurt to another person. Intimidation of a person via electronic media is also considered harassment. Sexual harassment includes these issues but focuses on content of a sexual nature.

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, and 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 or essay; providing previous years' notebooks, assignments, or tests to another student; cheating on a test by copying answers from a source (including electronic sources) 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.

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.

C. DETENTION

The purpose of detention is to help students learn to become responsible for their actions. Detentions may be given to a student for the violation of school regulations. A detention must be served on the assigned day. Failure to serve detention in a timely manner will result in additional consequences such as in-house suspension. Requests for rescheduled detention will be honored only if accompanied by a parent or guardian note or phone call received by administrative staff. **Athletic practices and extracurricular activities (e.g., club meetings) are not valid excuses for missing detention.** After school detentions will be served in the school library from 2:50 until 3:20 and supervised by a faculty member.

Violations resulting in lunch detentions include, but are not limited to: uniform violations; sixth period tardies; chewing gum; eating or drinking outside of the Commons; throwing things; profanity; writing on clothing, shoes, body; pushing, shoving, horseplay; failure to repay money borrowed from the office by 8:00 a.m.; disrespect to peers; jaywalking; and talking during announcements. Middle school students may be assigned detention for not having a lock on the locker properly.

Lunch detention will be assigned to students in grades 6-9 who earn conduct grades of N or U. Students in grades 10-12 who earn grades of N or U in conduct will have their off campus lunch privileges withdrawn. Those students must check in with the teachers on lunch duty.

Classroom detention may be assigned by a teacher for disruptive behavior or behavior that interferes with the learning process, including but not limited to, not being prepared for class, i.e., not having homework or the correct supplies. Detention will be served in the classroom of the teacher assigning detention on a day chosen by the teacher from 2:45 until 3:15. Students will be given notification of the

misbehavior and a notice of detention that must be signed by the parents and returned to school. Serious misbehavior will result in the student's removal from the classroom and referral to an administrator. Additional occurrences of misbehavior may result in a suspension of three days from the class in which the problem occurred or two full days of in-house suspension managed by school administrators. Further incidents will be handled by school administrators.

D. ELECTRONIC COMMUNICATION AND MEDIA DEVICES

Personal electronic devices including, but not limited to, cell phones, tablets, smartwatches, and iPods, have become an everyday part of life. However, the personal use of such devices is not permitted during the school day. **Electronic devices must be out of sight and disabled during the school day, upon entering the school building** from 7:45 a.m. (or upon entering the building after 7:45) until 2:45 p.m. E-readers may be used for academic purposes in high school English courses if permission has been granted by parents and the privilege has not been withdrawn by school faculty. Such devices must be turned OFF and out of sight upon leaving the high school English classroom and should not be in use anywhere else during the school day. **Cell phones may not be used in locker rooms or restrooms.** 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. The device will be returned to the parent upon payment of the fine.

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 at any time. As stated previously (see School Expectations/ Discipline), **any action that reflects negatively on the CCHS community may result in disciplinary action. CCHS students are viewed as representatives of Charleston Catholic even when not in uniform. Students' out-of-school behavior reflects their personal integrity.**

Procedures for suspension and expulsion described in this handbook shall be followed. The school policy on tobacco/ e-cigarettes, alcohol, and drugs comes from the Diocesan Policy Handbook.

TOBACCO/ E-CIGARETTES -- Use of tobacco products or e-cigarettes in the school building, at school functions, during school hours, or while wearing a school uniform is strictly prohibited by state law and diocesan and school policy. Incidents involving tobacco/ e-cigarette 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 his/her possession, uses, or is under the influence of any unauthorized 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/SOCIAL 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. During a period of social probation, the student may attend his/her regular classes but is barred from attending or participating in any school activities (on or off campus), including extracurricular and athletic activities, for the duration of the probation. Off campus lunch privileges are revoked during social probation. At the conclusion of the probationary period, the student may return to academic, athletic, and extracurricular activities as appropriate.

G PROCEDURES FOR SUSPENSION AND EXPULSION

Suspension and expulsion may result from a single action or a pattern of inappropriate behaviors. Serious violations will result in immediate suspension and possible expulsion 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.

UNIFORMS

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 if they are in violation of the dress code. **Any class time missed due to being out of uniform 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. Lunch detention will be assigned to be served that day. 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.
6. There should be no writing on shoes, clothing, or body parts. Permanent/temporary body art, i.e. tattoos, may not be visible.

Uniform Code:

Uniform pants/ shorts may be purchased locally from Charleston Department Store or online from Schoolbelles at schoolbelles.com (our school number is #1246) or from 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. Polos must be purchased from PVA. **Fitted blouses or blouses with darts are not permitted.** 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. Undershirt may not hang below polo shirt.

Pants: **Navy blue corduroy or twill pants must not have any visible labeling.** Uniform pants **do not** have patch pockets or rivets on the pockets. Pants must be worn at the waist and be of modest fit. **They must have a straight, trouser leg. Skinny leg or legging like pants are prohibited.** Corduroys and twill pants must not be faded. Students wearing worn, faded pants will be considered out of uniform. Navy twill and corduroy pants from Lands' End School and Charleston Department Store in a variety of styles have been approved for both girls and boys.

Shorts: Navy blue twill shorts must meet the top of the knee. Shorts must not have any visible labeling. Uniform shorts do not have patch pockets or rivets on the pockets and are not cargo style. Shorts must be worn at the waist and be of modest fit. Shorts must not be faded. Students wearing worn, faded shorts will be considered out of uniform. Shorts are worn from the beginning of the school year until October 15 and beginning April 15 until the end of the school year.

Sweaters: Plain navy blue crew neck or cardigan sweaters may be worn. Sweaters with embellishments, patterns, designs, etc. may not be worn.

Sweater Vests: A solid green v-neck sweater vest from Lands' End School (item number 22301-6BP4 for girls and 22301-8BP3 for boys) may be worn with oxford cloth, button-down shirts only.

Uniform Jackets/Fleece: Gray or black uniform jackets may be purchased from the PVA. These may be worn as an additional layer to the uniform. Fleece previously sold by PVA are no longer available for purchase but may be worn. **No gym/team sweatshirts or jackets may be worn.**

Socks or Hose: Socks must be worn and must be clearly visible. They should come up to the ankle-bone. 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, fleece-lined shoes/ slippers, 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 home games and post-season games only. The uniform consists of a CCHS Team Polo Shirt. These shirts are available for purchase 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, skinny leg or tight fitting pants. No shorts are permitted. Shoes must follow the regular uniform shoe guidelines. Failure to abide with the activities 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 or casual dress 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. Athletic shoes or athletic slides are not permitted.

Girls –All clothing must be of modest fit. Girls are permitted to wear dresses or skirts. Shorts 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, of modest fit (not skinny fit or legging-like fit) without jean-style rivets and patch pockets.** 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. Athletic shoes or athletic slides 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. Shorts to the knee are permitted from the beginning of the school year until October 15 and beginning April 15 until the end of the school year. Pajamas, lounge pants, athletic pants, athletic shorts, or leggings may **NOT** be worn. Athletic 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, or athletic slides are not acceptable.** Socks are optional.

Spirit days, retreat days, AP tests, and semester exam days are casual dress days. Students should follow the dress guidelines outlined above on these days. .

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.

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, speech team, drama troupe, robotics club, sewing club, and high school and middle school choirs. 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 academic or behavioral problems can be recommended for ineligibility from all extracurricular activities by the principal. To be eligible for participation in Student Activities Council, students must maintain conduct grades of S.

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. Students who are late the day following a game may lose their eligibility for the next game or practice.

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.

Students who choose to miss school sponsored athletic events and practices for non-school events, are subject to disciplinary action by coaches.

Athletic Teams:

- Fees and Physical Examinations:** In order to try-out 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.
- 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.
- 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.

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.

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, borrowing from, 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. ALL LOCKERS MUST HAVE A LOCK.**
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. ENTRANCE

Students, staff, parents, and visitors must **ENTER** the building through the **VIRGINIA STREET** door. **VISITORS MUST CHECK IN AT THE OFFICE.** 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.

C. 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.**

D. 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.

E. FACULTY WORKROOM AND MAILROOM

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

F. 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.

G. 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.

H. 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 10:40 a.m. until 11:14 a.m. Sixth graders must be in the Commons by 10:44. The 7/8th grade lunch period is from 12:18 p.m. to 12:56 p.m., and students must be in the Commons with lunch, books, library permit, etc., by 12:22 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 12:22 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 and signed by the librarian to present to the teachers on lunch duty. 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 Commons 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.

Meetings at lunch: from time to time there are school lunchtime meetings. Students attending these meetings are expected to stay in the meeting room for the duration of the lunch period. Students may not wander the hallways during the lunch period.

I. 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 sacred place and should be approached with an attitude of reverence. Students are expected to carry themselves with appropriate behavior (e.g., no socializing during Mass, etc.).

J. 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.

K. 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. Parents must pull to the curb to pick-up or drop off students. 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

The Mission Statement of Charleston Catholic states:

"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."

CCHS's Community Service Program takes steps to better the world in which we live. Catholic teaching and tradition emphasize the importance of charity and justice, particularly for the most vulnerable in our world. CCHS's Community Service Program is designed to recognize and support the service that the students are already engaged in and to encourage the growth of the entire school community in service, charity, and justice.

Grade level requirements:

Middle School 6th = 5 hours; 7th = 7 hours; 8th = 10 hours;

High School 9th = 15 hours; 10th = 20 hours; 11th = 25 hours; 12th = 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?" The service requirement is intended to expand the student's knowledge of the needs in the immediate community and the wider world. Community

service 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, choosing to invest time and energy in the needs they find, instead of simply trying to meet the minimum community service requirement.

2. A minimum of three different service activities per year is required.
3. During the summer preceding the academic year, students who have already attended CCHS may earn community service hours.
4. School community service hours include service performed outside of regular school hours.
5. In order to reach out to the poor and vulnerable (sick, elderly, mentally and physically impaired, etc.), a minimum of 1/2 of each year's required hours must be performed for those with special needs.
6. Walks are worthwhile opportunities to support organizations meeting the needs of those who may be sick, poor, or vulnerable. However, because walks do not involve direct service, students may claim no more than 2 hours of community service on a walk (or walks) each year. Service should not be to for-profit organizations, nor should it be a task for which the student is normally paid (such as a regular babysitting job). 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. Only two hours in service to members of the student's extended family (grandparents, etc.) may be counted toward fulfillment of the requirement each year.
7. "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. The campus ministry coordinator will also review community service forms at times. Forms are available from theology teachers or from the web (www.charlestoncatholic-crw.org).
8. Students must complete community service requirements each year in order to be promoted to the next grade. Additionally, meeting the community service requirements is part of the graduation requirement for seniors.

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 May 6, 2016. 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 performing 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 or the campus ministry coordinator 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; one festival; and museum visit. 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, entirely food events, zoos/animal shows, or religious/ethnic observances may not be used to satisfy requirements. All events are subject to the discretion of the student's current English teacher.
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 school website (www.charlestoncatholic-crw.org).** These forms are turned in to the English teachers and kept on file.
4. During the summer preceding the academic year, students who have already attended CCHS may earn credit for fine arts events. Critiques for events attended during the summer must be submitted during the first quarter of the following school year to receive credit.
5. 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.** All other students must have turned in their critiques by the mid-term of the fourth quarter. 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.

ADDENDUM: SPECIFIC SCHOOL AGREEMENTS

STUDENT ACTIVITIES AGREEMENT

Students are encouraged to participate in school sports and other activities at Charleston Catholic High School. 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.)

Travel Students may not drive to school events, such as field trips or "away" athletic events, taking place at locations other than Charleston Catholic facilities or other designated "home" locations. Students must ride to and from the event with adults (age 21 or older) who have met the Diocesan requirement for field trip drivers.

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 drug, 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/ e-cigarettes 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. The student will be removed from the activity and further disciplinary action may be taken (see School Expectations/ Discipline Section E.).

Failure to comply with any of the dance polices 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, mis-deliveries, 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.

STUDENT-PARENT ATHLETIC COMPACT

Just as we expect the best of our students, we expect the best from the caring adults in their lives. As parents of Charleston Catholic students, we agree to honor these core principles and practices in support of our student-athletes and a positive learning process.

- Student- athletes and parents exhibit good sportsmanship and show respect for everyone associated with the program, including teammates, coaches, staff, opponents, officials and fans.
- Student -athletes and parents recognize the importance of respect for coaches through discussions with each other, and highlight the critical nature of contributing positively to the team and its success.
- Parents give consistent encouragement and support to their children regardless of the degree of success, the level of skill and the time on the field.
- Parents are expected to attend school meetings at the outset of the sports' seasons to meet coaches and school officials and learn first –hand about the expectations for participation in interscholastic athletics.
- Parents agree to abide by the rules guiding the conduct of sports, modeling the principles for their student-athletes. Parents are encouraged to cheer for good sportsmanship and great plays.
- Parents ensure a balance in student-athletes' lives, by supporting participation in multiple sports and activities with academics placed first and foremost.
- Parents leave coaching to the coaches and do not criticize coaching strategies or the team performance. Parents avoid putting pressure on coaches or athletes about playing time and performance.
- Parents serve as role models, understand the educational philosophy and support all programs and athletes while encouraging their student-athlete to do the same.