

STUDENT & PARENT HANDBOOK 2026-2027

The Catholic High School of Baltimore



MISSION STATEMENT

Empowered by Gospel values and rooted in the spirit and tradition of Saints Francis and Clare of Assisi, *The Catholic High School of Baltimore*, a sponsored institution of the Sisters of St. Francis of Philadelphia, is dedicated to the education of young women in an environment that fosters Christian attitudes of dignity and respect for the human person and all of creation.

In our mission, we recognize that through education the empowerment of women can effect the transformation of our society. Therefore, we challenge our school community to academic excellence, to responsible leadership, and to Christian community service.

CORE VALUES

As twenty-first century gospel women, we strive to live the words of Francis of Assisi, "Preach the gospel at all times; if necessary, use words." We embrace the words leadership, joy, and empowerment as our Core Values. These core values shape our students to be Christ for one another in their lives and world.

Leadership - We build a community embodying integrity and compassion with reverence for all creation.

Joy - We rejoice and delight in God's radiant love in simple gifts and profound revelations.

Empowerment - We invest in our students' ability to take initiative with humility and grace, contributing their light to the world.

"Go forth in peace, for you have followed the good road. Go forth without fear, for God who created you made you holy." ~ St. Clare of Assisi

HISTORY OF THE SCHOOL

With the permission of the Most Reverend Michael J. Curley, Archbishop of Baltimore, (1921-1947), and through the efforts of Mother Mary Generosa McCafferty, Provincial Superior of the Sisters of St. Francis of Philadelphia, a new Catholic high school was erected for girls during the period of 1938-1939 on the property known as the Raming Estate, located in northeast Baltimore City on the west side of Edison Highway. The name of the institution as presented to the Archbishop read: "The Curley High School of Baltimore." Not wishing the school named after himself, Archbishop Curley substituted the word "Catholic" for "Curley," thus the title was incorporated.

Classes began in the fall of 1939 with a student body of 254 freshmen. The faculty consisted of the Sisters of St. Francis of Glen Riddle, Pennsylvania. With this class of 1943 came the responsibility and the privilege of laying the foundation upon which the school's traditions would rest. Catholic High continues today under the sponsorship of the Sisters of St. Francis of Philadelphia.

The school colors are green and gold, and the mascot is the Cub. The school seal, pictured on the right, has a triple significance. The crossed arms of Christ and St. Francis surmounted by the cross are taken from the coat of arms of St. Francis. The open book and glowing lamp are symbols of knowledge, while the five petaled rose is a tribute to His Excellency Archbishop Michael J. Curley. In the center of the shield is engraved the school motto, *Lux Tua Luceat*, an excerpt from St. Matthew 5:16: "So let your light shine before all that may see your good works, and glorify your Father who is in heaven."

ACCREDITATIONS & MEMBERSHIPS

The Catholic High School of Baltimore is accredited by the Association of Independent Maryland and DC Schools and the Middle States Association of Colleges and Schools.

The school is also a member of the National Catholic Educational Association (NCEA).

SCHOOL SONG

Viva Catholic High

Our voices tuned by joyous love
Catholic High, we sing your praise,
And to you pledge our loyalty
Through the length of days.
Our Mother fair you'll always be
Guiding us right, To celestial glory
And the King of Light.

CHORUS:

Catholic High, your grateful daughters promise
Ever to uphold
Principles of truth and honor
As our lives unfold.
We will strive beneath your sparkling banner
Green and Gold to glorify;
Steadfast to our motto, Viva Catholic High.

Alma Mater fair, we're proud of you,
And your graceful portals blessed
To keep our light e'er shining
We will do our best
Knowledge found in you a true ally;
Your name and frame
Echo forth your virtues
And your worth proclaim.



August



2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	SCHOOL CLOSED 7	8
	HSPT Prep Workshop – 8/3 – 8/6 – 8:30-11:30am (Rising 7 th and 8 th graders) – Mr. Schruefer					
	Incoming 9 th Grade STEM – 8/3 – 8/6 – 8:30am-3:00pm – Mr. Rodgers					
	Instrumental Music Workshop – 8/3 – 8/6 – 8:30-11:30am – Ms. Gideon					
		Mothers' Club Meeting (Off Campus)				
9	10	11	12	13	SCHOOL CLOSED 14	15
	Archangel Workshop – 8/10 – 8/13 – 8:30-11:30am – Mr. Schruefer & Mr. Robinson					
16	17	18	19	20	21	22
	Fall Sports Tryouts Begin	Ambassador Senior Lead Training 9-11:00am Auditorium	Ambassador Training 9-11:00am Auditorium	Fathers' Club Mtg. 6:30pm - Virtual	Athletic Boosters Tailgate 4:30-6:30pm	FYM TCHS/Curley Collaboration Sandy Cove Retreat 8/22 to 8/23
23	24	25	26	27	28	29
VPA Welcome Picnic Gough Park 2-5:00pm FYM TCHS/Curley Collaboration Sandy Cove Retreat 8/22 to 8/23	Professional Day Breakfast 8:30am – Dining Hall	Professional Day	Professional Day	Professional Day AOB Convocation Church of the Nativity 9:00am-2:00pm	Professional Day	
					Varsity Soccer Trip – 8/28 to 8/30	
30	31					
	FORMAL UNIFORM Grade 9 Orientation Modified Class Schedule Full Day School ID Photos Bus Service Begins					
Varsity Soccer Trip 1 day						

September



2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9/16: AOB Regional High School Fair Archbishop Spalding – 6:00-7:30pm 9/22: AOB Regional High School Fair Maryvale – 6:00-7:30pm		1 FORMAL UNIFORM Gr. 10,11 & 12 Orientation Modified Class Schedule Full Day School ID Photos Mothers' Club Meeting (Off Campus)	2 First Day of Classes 7:45 am <i>1st Quarter Begins</i>	3 Extended Homeroom (Grades 9 and 12) VPA Boosters Club Meeting 8:00pm - Virtual	4 SCHOOL CLOSED Principal's Holiday	5 VPA Choir Performance M&T Bank Stadium
	6 SCHOOL CLOSED Labor Day	8 BLOCK DAY Board Meeting 4:30pm - Library	9 BLOCK DAY Academic Council 2:45pm	10 Parent Back-to-School Night 6:00-8:00pm Auditorium	11 <i>Last day for Student-initiated Schedule Changes</i> Mothers' & Fathers' Club Social 6-8:00pm - Dining Hall	12
13	14	15	16 FORMAL UNIFORM Mass of the Holy Spirit Auditorium – 9:35am Athletic Boosters' Club Meeting 6:30pm – Library	17 Fall Sports Pep Rally 1:55pm – Gym Fathers' Club Mtg. 6:30pm – Dining Hall	18 HELLO DAY Assembly 1:15pm – Auditorium	19 Middle School Volleyball Play Day 9:00am - Gym
20	21 Freshman Retreat 8:00am-2:30pm TCHS	22 BLOCK DAY <i>Interim Grades Due by 3pm</i>	23 BLOCK DAY Calvert Hall College Fair 7-8:00pm	24 Professional Day NOON DISMISSAL for students Senior Parent College Night 6:00-7:30pm – Auditorium <i>Interim Grades Distributed</i>	25 Employee Retreat TCHS No School for Students	26 Mothers' Club Welcome Social (off campus)
27	28	29 Club Expo During Lunches	30			
19 days						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10/1: AOB Regional High School Fair Archbishop Curley – 6:00-7:30pm				1 VPA Boosters' Club Meeting 8:00pm – Virtual	2 FYM Bingo 6:30pm – Dining Hall	3
4	5 FORMAL UNIFORM Feast of St. Francis Mass 9:35am – Auditorium	6 BLOCK DAY Mothers' Club Meeting (Off Campus)	7 BLOCK DAY Picture Make-up Day	8 Eastern Shore Alumnae Luncheon	9	10 Math Olympiad 8:00am – 12:00pm
11	12	13	14 Academic Council 2:45pm	15 Fathers' Club Mtg. 6:30pm - Virtual	16 Homecoming Sock Hop 7:00-10:00pm - Gym	17
	Senior Retreat 10/12 – 10/13					
18 Class of 2001 Reunion 2:00-5:00pm	19 Senior Panoramic 10:00am Sophomore Retreat St. Joseph Fuillerton 9:00am- 2:00pm	20 PSAT Testing (Gr.9-11) Dismissal 11:30am No School for Seniors College Visit Day	21 BLOCK DAY	22 BLOCK DAY 1 st Quarter Ends	23 Professional Day NOON DISMISSAL for students	24 Open House 11:00am – 2:00pm
25	26 SCHOOL CLOSED President's Holiday	27	28	29	30 Athletic Boosters Bull/Oyster Roast Rosedale Gardens 7-11:00pm	31
		The Voice Auditions – 10/27 – 10/30 – Room 207				
21 days		2 nd Quarter Begins	1 st Qtr Grades Due by 3pm		Initial Service Hours Due	

November



2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 All Saints Day Fathers' Club Ravens Watch Party 12:00-5:00pm – Dining Hall	2 All Saints/Souls Prayer Service 9:35am Powder Puff 3:30-5:00pm Herring Run	3 BLOCK DAY Mothers' Club Meeting (Off Campus) Election Day	4 BLOCK DAY VPA Honor Society Induction <i>(during Common HR)</i> 1 st Qtr Report Cards Distributed	5 VPA Boosters' Club Meeting 8:00pm – Virtual	6	7 Performing Arts Festival 8:00am-3:00pm
National French Week 11/4 to 11/10						
8 St. Vincent de Paul/Knott Funds Empty Bowls Event 11:00am-1:00pm	9 Winter Sports Tryouts Begin	10 Board Meeting 4:30pm – Library	11 Academic Council 2:45pm	12	13 Fathers' Club Breakfast 7:00am – Dining Hall TCHS Gala 6:00-11:00pm Boumi Shrine Center	14 Fall Musical Tech Day 9:00am-2:00pm HSPT Testing 8:30am-2:00pm Dinning Hall/1 st Fl. Classrooms
National French Week 11/4 to 11/10						
15	16 Junior Retreat Our Lady Queen of Peace 8:30am-2:30pm	17 Junior Ring Liturgy Rehearsal 8:35am – Auditorium	18 Junior Ring Liturgy 12:30pm – Auditorium	19 Fall Musical Middle School Performance 9:00-11:30am Fathers' Club Mtg. 6:30pm - Virtual	20 Fall Musical Preview 1:55pm Fall Musical 7:00pm	21 Fall Musical 7:00pm
Fall Musical Tech Week 11/16 to 11/20						
22 Fall Musical 2:00pm	23 Thanksgiving Prayer Service 9:35am	24 Harvest Ball <i>(Juniors & Seniors)</i> 7-11:00pm	25 SCHOOL CLOSED	26 SCHOOL CLOSED Thanksgiving	27 SCHOOL CLOSED	28
Festival of Trees 11/27 to 11/29 – MD State Fairgrounds						
29 First Sunday of Advent Festival of Trees 18 days	30 Interim Grades Due by 3pm					

December



2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		BLOCK DAY 1 National Giving Tuesday Advent Prayer Service (Common HR) Mothers' Club Meeting (Off Campus)	BLOCK DAY 2 <i>Interim Grades Distributed</i>	3 VPA Boosters' Club Mtg 8:00pm - Virtual	4 Hall Decorating 1:15pm	5
6 Second Sunday of Advent	7	8 FORMAL UNIFORM Immaculate Conception Liturgy 9:35am - Auditorium	9 Academic Council 2:45pm Alumnae Christmas Social 6:00pm - Off-site	10 REVIEW DAY	11 REVIEW DAY Christmas Concert Preview - 1:55pm Christmas Concert 6:30-8:30pm <i>Class of 2031 Application & Financial Aid Application Due by 3pm</i>	12
13 Third Sunday of Advent	14 Midterm Exams Period A - 7:50-9:20am Period B - 9:30-11:00am	15 Midterm Exams Period C - 7:50-9:20am Period D - 9:30-11:00am	16 Midterm Exams Period E - 7:50-9:20am Period F - 9:30-11:00am	17 Midterm Exams Period G - 7:50-9:20am Period H - 9:30-11:00am Fathers' Club Mtg. 6:30pm - Virtual	18 Makeup Exams Employee Luncheon No Bus Service	19
20 Fourth Sunday of Advent	21 SCHOOL CLOSED Christmas Holiday	22 SCHOOL CLOSED Christmas Holiday	23 SCHOOL CLOSED Christmas Holiday	24 SCHOOL CLOSED Christmas Eve	25 SCHOOL CLOSED Christmas Day Merry Christmas!	26
27	28 SCHOOL CLOSED Christmas Holiday	29 SCHOOL CLOSED Christmas Holiday	30 SCHOOL CLOSED Christmas Holiday	31 SCHOOL CLOSED New Year's Eve		

13 days

January



2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					SCHOOL CLOSED 1 New Year's Day	2
3	4 Classes Resume	5 Mothers' Club Meeting (Off Campus)	6	7 VPA Boosters' Club Mtg 8:00pm – Virtual	8 Winter Sports Pep Rally 1:50pm – Gym Cookies & Cocoa Senior Yearbook Signing 4:00-6:00pm – Dining Hall	9 Admission interviews 9:00am-1:00pm/Dining Hall Forensic Interviews 9:00am -1:00pm VPA Auditions 9:00am-1:00pm
10	11	12 BLOCK DAY Board Meeting 7:00pm - Zoom	13 BLOCK DAY Annual Fund Reception 12:00-2:30pm Location TBD	14 Academic Council 2:45pm	15 Senior Banner Sales Begin <i>2nd Quarter Ends</i>	16 Admission interviews 9:00am-1:00pm/Dining Hall Forensic Interviews 9:00am -1:00pm VPA Auditions 9:00am-1:00pm
17	18 SCHOOL CLOSED MLK, Jr. Day	19 <i>3rd Quarter Begins</i>	20 Junior Parent College Planning Night 6:30pm – Auditorium <i>2nd Qtr Grades & Exam Grades Due by 3pm</i>	21 Fathers' Club Mtg. 6:30pm - Virtual	22 Professional Day NOON DISMISSAL for Students March for Life	23 Scholarship Interviews (Snow Date) Forensic Interviews (Snow Date) VPA Auditions (Snow Date)
24	25	26 <i>2nd Quarter Report Cards Distributed</i>	27	28	29 Snow Ball (Freshmen & Sophomores) 7-10:00pm <i>Last Day for 2nd Semester Class Schedule Changes</i>	30
31 19 days						

February



2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	FORMAL UNIFORM 1 Catholic Schools Week Liturgy 9:35am – Auditorium	2 Catholic Schools Week Day of Giving Mothers' Club Meeting (Off Campus)	3 School Counselor Appreciation Day Teacher Appreciation Lunch	4 VPA Boosters' Club Meeting 8:00pm – Virtual Maryland Cool Schools Plunge Sandy Point State Park 10:00am-2:00pm	5 Mothers' Club Purse Bingo 7:00pm/TCHS	6
	Catholic Schools Week 2/1 to 2/5					
7	8	BLOCK DAY 9	FORMAL UNIFORM 10 Ash Wednesday Ash Wednesday Mass 1:15pm – Auditorium Academic Council 2:45pm	BLOCK DAY 11	12 Valentine's Dance-A-Thon 11:30am – 2:30pm/Gym	13
14	President's Day 15 SCHOOL CLOSED	16 Spring Sports Tryouts Begin <i>Interim Grades Due by 3pm</i>	17 <i>Admissions Letters Mailed to the Class of 2031</i>	18 Fathers' Club Mtg. 6:30pm - Virtual <i>Admissions Emails sent to Class of 2031</i> <i>Interim Grades Distributed</i>	PROFESSIONAL DAY 19 NOON DISMISSAL For Students	20
21	22 Club Picture Day	BLOCK DAY 23	BLOCK DAY 24	25	26 Welcome Soiree 6-8:00pm Dining Hall - Auditorium	27
28 <i>19 days</i>						

March



2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NEHS Spring Book Drive Begins (3/1 to 3/24)	2 Mothers' Club Meeting (Off Campus)	3 French/Spanish Honor Societies Field Trip (Seniors Only) 8:00am – 2:00pm	4 VPA Boosters' Club Mtg 8:00pm – Virtual	5 Sophomore Dance 7:00-10:00pm/TCHS <i>Class of 2031 Acceptance Deadline</i>	6
7	8	9 BLOCK DAY Board Meeting 4:30pm – Library	10 BLOCK DAY Honor Societies Induction Rehearsal 9-10:00am – Auditorium Academic Council 2:45pm	11 Honor Societies Induction Ceremony 9:35am - Auditorium	12 Professional Day NOON DISMISSAL For Students	13 Spring Musical Tech Day 9:00am – 2:00pm
14	15	16 Pre-ACT Testing	17	18 Middle School Preview Spring Musical 9:00-11:30am Fathers' Club Meeting 6:30pm - Virtual	19 Spring Musical Preview for TCHS 1:55pm Spring Musical 7:00pm <i>3rd Quarter Ends</i>	20 Spring Musical 7:00pm
Spring Musical Tech Week 3/15 – 3/19						
21 Palm Sunday Spring Musical 2:00pm	22 Holy Week Prayer Service 9:35am The Voice Rehearsal 2:35pm – Auditorium <i>4th Quarter Begins</i>	23 The Voice Rehearsal 2:35pm – Auditorium Fathers' Club Hanging Senior Banners <i>3rd Qtr Grades due by 3pm</i>	24 The Voice Competition 1:15pm – Auditorium NEHS Spring Book Drive Ends Fathers' Club Hang Senior Banners	25 SCHOOL CLOSED Holy Thursday	26 SCHOOL CLOSED Good Friday	27 SCHOOL CLOSED Holy Saturday
28 Easter Sunday	29 SCHOOL CLOSED	30 SCHOOL CLOSED	31 SCHOOL CLOSED			
18 days						

April



2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				SCHOOL CLOSED 1	SCHOOL CLOSED 2	3
4	5 Classes Resume	BLOCK DAY 6 Mothers' Club Meeting (Off Campus)	BLOCK DAY 7 <i>3rd Qtr Report Cards Distributed</i>	8 VPA Boosters' Club Mtg 8:00pm – Virtual	9 Field Day Mom Prom Dining Hall – Time TBD	10 Dance Concert Tech Day 9:00am – 2:00pm
	Spirit Week 4/5 – 4/9					
11	12	13 Employee Recognition Liturgy 9:35am	14 7 th Grade Shadow Visit Dance Concert Preview 9:35am – Auditorium Academic Council 2:45pm	15 Spring Sports Pep Rally 1:55pm Fathers' Club Mtg. 6:30pm - Virtual	16 Fathers' Club Breakfast 7:00am - Dining Hall Dance Concert 6:00pm	17 VPA Trip to NYC
	Dance Concert Tech Week 4/12 to 4/16					
18	19	20 7 th Grade Shadow Visit College Athlete Signing Day Extended HR - Gym <i>Senior Interim Grades due by 3pm</i>	21 BLOCK DAY Administrative Professionals Day <i>Senior Interims Distributed</i>	22 BLOCK DAY Theatre Senior Projects 7:00pm	23 Junior Prom 7:00-10:00pm Juniors Dismiss at 11:05am	24
25 Mothers' Club Mother/Daughter Brunch <i>19 days</i>	26 Miss Catholic High Assembly Practice 8:35-9:35am <i>Interim Grades Due by 3pm</i>	27 Miss Catholic High Assembly 1:30pm – Auditorium Juried Art Show 6-8:00pm/TCHS	28 School Closed for Students Joint TCHS/Curley Professional Development	29 7 th Grade Shadow Visit <i>Interims Distributed</i>	30 Spring Concert Preview 1:30pm/Auditorium Spring Concert 6:30pm - Auditorium Final Service Hours Due (15 hours)	

May



2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Student Placement Testing 9:00am
2	3 May Crowning Rehearsal 1:30pm - Auditorium	4 Mothers' Club Meeting (Off Campus)	5 Teacher Appreciation Breakfast	6 May Crowning 9:35 – Auditorium VPA Boosters' Club Mtg 8:00pm – Virtual	7 Seniors Dismiss at 11:05 am Senior Prom 7:00-10:00pm	8
AP Testing – 5/3 to 5/7						
Teacher Appreciation Week – 5/3 to 5/7						
9 Mothers' Day	10	11 Board Meeting 4:30pm – Library	12 School Nurse Appreciation Day Academic Council 2:45pm	13 VPA Awards 6:00-8:00pm – Dining Hall	14 Senior Awards Ceremony 9:00am – Auditorium Spring Fling 7:00-11:00pm Columbus Gardens 4 th Qtr Ends for Seniors	15
AP Testing – 5/10 to 5/14						
16	17 Senior Exams Period A – 7:50-9:20am Period B – 9:30-11:00am	18 BLOCK DAY Senior Exams Period C – 7:50-9:20am Period D – 9:30-11:00am Fathers' Club Meeting Dining Hall	19 BLOCK DAY Senior Exams Period E – 7:50-9:20am Period F – 9:30-11:00am Senior Art Show 6-8:00pm	20 Senior Exams Period G – 7:50-9:20am Period H – 9:30-11:00am Senior Farewell Picnic 11:30am Sports Banquet 6:00pm – Columbus Gardens Fathers' Club Mtg. 6:30pm – Dining Hall Senior Final Grades Due by 3pm	21 Underclass Awards Ceremony 9:35am – Auditorium Graduation Rehearsal 1:00-3:00pm Cathedral of Mary Our Queen	22
23	24	25 SCHOOL CLOSED Graduation Liturgy 11:00-1:00pm Cathedral of Mary Our Queen (Admission by Ticket Only)	26 AP U.S. Govt DC Field Trip	27 2-Hour Late Opening Employee Meeting 8:00am	28	29
30 19 days	31 SCHOOL CLOSED Memorial Day					

June



2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	REVIEW DAY 2	REVIEW DAY 3 VPA Boosters Club Mtg 8:00pm - Virtual	4 Final Exams Period H – 7:50-9:20am Period G – 9:30-11:00am	5
6	7 Final Exams Period F – 7:50-9:20am Period E – 9:30-11:00am	8 Final Exams Period D – 7:50-9:20am Period C – 9:30-11:00am	9 Final Exams Period B – 7:50-9:20am Period A – 9:30-11:00am Academic Council 12:00pm 4 th Quarter Ends	10 Makeup Exams 8:00am Final Grades Due by 3pm No Bus Service	11 Professional Day Last Day for Teachers Employee Luncheon 12:00pm – Dining Hall	12
13	14	15	16	17 Final Report Cards Distributed	18 SCHOOL CLOSED	19 Juneteenth
20 Fathers' Day	21	22	23 Cub Classic Golf Outing Rocky Point	24	25 SCHOOL CLOSED	26
27 7 days	28	29	30			

TABLE OF CONTENTS

Schedules.....	3	Grading Requirements.....	11
School Closing.....	4	Course Failures.....	11
Delayed Opening.....	4	Course Selection.....	12
Mass Notification System.....	4	Withdrawing from Programs.....	12
School Organization.....	4	Course Levels.....	12
Sponsors.....	4	Academic Standards.....	12
Board of Trustees.....	4	Course Withdrawal.....	12
Administration.....	4	Academic Program.....	13
Academic Departments.....	5	Program of Studies.....	13
School Policies.....	5	GPA.....	13
Non-Discrimination.....	5	Honors.....	13
Commitment to Inclusivity.....	5	Quarter Scholastic Recognition.....	13
Accident Insurance.....	5	Gold Recognition.....	13
Visitor Management System.....	5	Silver Recognition.....	13
Admissions/Enrollment.....	5	Standardized Testing.....	13
Placement Testing.....	6	Exams.....	13
Image Promotional Usage Permission.....	6	Textbooks.....	13
Student Safety & Protection.....	6	Baccalaureate/Graduation.....	14
Anti-Violence.....	6	Valedictorian/Salutatorian.....	14
Commitment to Safety.....	7	Extracurricular Activities.....	14
Bully Prevention.....	7	Student Athletics.....	14
Gossiping and Rumor Spreading.....	7	Athletic Trainer.....	14
Attendance.....	7	Athletic & Extra Curricular Participation.....	14
Attendance Procedure.....	7	Athletic Fee.....	14
Documentation.....	8	Missed Work for Athletic Events.....	14
Excused Absences.....	8	Referral for Outside Counseling Services.....	15
Consequences for Chronic Absences.....	8	Students with Special Needs.....	15
Absence Due to Illness.....	8	Financial.....	15
Family Vacations and Travel.....	8	Tuition Plans.....	15
Early Dismissal.....	9	General Financial Policies.....	15
Nurse Dismissal.....	9	Financial Assistance and Scholarships.....	16
Lateness.....	9	Financial Assistance.....	16
Consequences for Excessive Lateness.....	9	Academic Scholarships.....	16
Make-Up Work.....	10	Additional Scholarships.....	16
School Late Work.....	10	Second Daughter Grant.....	17
College Visits.....	10	Legacy Grant.....	17
Academic.....	10	Fundraising Policies.....	17
Graduation Requirements.....	10	Athletic Boosters' Club.....	17
Grading (Report Cards).....	11	Mothers' and Fathers' Clubs.....	17
Quality Point Index.....	11	VPA Boosters' Club.....	17

General Policies.....	17
Cell Phone Policy.....	17
Non-Custodial Parents.....	18
Non-Traditional Students.....	18
Pregnancy.....	18
Promotion/Retention.....	18
Religious/Faith Formation.....	18
Registration.....	18
Right of Search.....	18
School Entry.....	19
School Fees.....	19
Student Parking Permit.....	19
Student Records.....	19
School Rings.....	19
Student Supervision.....	19
Use of School Property.....	19
Student Withdrawal.....	19
Substance Abuse.....	20
Illegal Substances.....	20
Technology Acceptable Use Policy.....	20
Photo and Video Usage.....	20
Personal Devices.....	21
Internet and Network.....	21
Account Usage.....	21
Artificial Intelligence.....	22
Device Agreement Terms.....	22
Right of Inspection Terms.....	22
Chromebook.....	22
Proper Usage and Care of Equipment Terms.....	22
Damage and Repair Terms.....	22
Loaner Device Terms.....	23
Penalties for Misuse of Technology.....	23
Social Media Policy.....	23
Transportation to School Events.....	23
Uniforms.....	23
Religious Practice.....	25
Christian Community Service.....	25
Retreat.....	25
Liturgy.....	25
Student Standards of Behavior.....	25
Infractions.....	26
Category I.....	26
Category II.....	26

Category III.....	26
Academic Dishonesty.....	27
Detention, Probation, Suspension, Expulsion.....	27
School Detention.....	27
Probation.....	28
Suspension, Expulsion.....	28
Out-of-School Suspension.....	28
Financial Related Suspension.....	28
Student Activities.....	29
Athletics.....	29
Clubs, Activities, and Organizations.....	29
Dances.....	31
Performances.....	31
Publications.....	31
Other.....	31
Field Trips.....	31
Dress Code for Field Trips.....	31
Lockers.....	32
Restrooms.....	32
Student Services.....	32
Campus Ministry Office.....	32
College Counseling.....	32
Academic Advising.....	32
Saint John Neumann Health Center.....	32
Sr. Arnoldine O'Connell, OSF Dining Hall.....	33
Student Supervision.....	33
DeCarlo Library.....	33
Grievance Procedure.....	33
Compliance Statements.....	33
Assumption of Risk.....	34

Please read this handbook carefully. After reading the entire handbook, students and parents are asked to sign an agreement form and return it to the student's homeroom teacher. Signing the agreement recognizes that both the student and the parent realize the responsibility to follow the policies, procedures and regulations of *The Catholic High School of Baltimore*. An agreement form must be signed and on file to be enrolled.

Catholic High reserves the right to change, modify or amend the policies, procedures and regulations listed in this handbook. Catholic High, therefore reserves the right, at its discretion, unilaterally to amend the Handbook.

SCHEDULES

Regular Schedule	A Block	E Block	Professional Development (noon dismissal)	AM Liturgy/ Event	PM Liturgy/ Event	2 Hour Late Opening	Pep Rally/ Previews
Period A 7:50-8:35	Period A 7:50-9:15	Period E 7:50-9:15	Period A 7:50-8:30	Period A 7:50-8:25	Period A 7:50-8:30	Period A 9:50-10:25	Period A 7:50-8:35
Homeroom 8:35-8:50	Common Homeroom 9:15-9:40	Common Homeroom 9:15-9:40	Period B 8:30-9:00	Period B 8:25-9:00	Period B 8:30-9:05	Period B 10:25-10:55	Period B 8:35-9:15
Period B 8:50-9:35	Period B 9:40-11:05	Period F 9:40-11:05	Period C 9:00-9:30	Period C 9:00-9:35	Period C 9:05-9:40	Period C 10:55-11:25	Period C 9:15-9:55
Period C 9:35-10:20	Lunch 1 11:05-11:40	Lunch 1 11:05-11:40	Period D 9:30-10:00	Liturgy 9:35-10:45	Period D 9:40-10:15	Period D 11:25-11:55	Period D 9:55-10:35
Period D 10:20-11:05	Period C1 11:40-1:05	Period G1 11:40-1:05	Period E 10:00-10:30	Period D 10:45-11:20	Lunch 1 10:15-10:50	Lunch 1 11:55-12:30	Lunch 1 10:35-11:10
Lunch 1 11:05-11:35	Period C2 11:05-12:30	Period G2 11:05-12:30	Period F 10:30-11:00	Lunch 1 11:20-11:55	Period E1 10:50-11:30	Period E1 12:30-1:05	Period E1 11:10-11:55
Period E1 11:35-12:20	Lunch 2 12:30-1:05	Lunch 2 12:30-1:05	Period G 11:00-11:30	Period E1 11:55-12:35	Period E2 10:15-10:55	Period E2 11:55-12:30	Period E2 10:35-11:20
Period E2 11:05-11:50	Period D 1:05-2:35	Period H 1:05-2:35	Period H 11:30-12:00	Period E2 11:20-12:00	Lunch 2 10:55-11:30	Lunch 2 12:30-1:05	Lunch 2 11:20-11:55
Lunch 2 11:50-12:20				Lunch 2 12:00-12:35	Period F 11:30-12:05	Period F 1:05-1:35	Period F 11:55-12:35
Period F 12:20-1:05				Period F 12:35-1:15	Period G 12:05-12:40	Period G 1:35-2:05	Period G 12:35-1:15
Period G 1:05-1:50				Period G 1:15-1:55	Period H 12:40-1:15	Period H 2:05-2:35	Period H 1:15-1:55
Period H 1:50-2:35				Period H 1:55-2:35	Liturgy 1:15-2:35		Pep/Preview 1:55-2:35

2:35 p.m. All students dismiss to the locker room

2:45 p.m. Club Meetings/Tutoring

3:15 p.m. Athletic practices begin

SCHOOL CLOSING

Announcements for school closings are sent through the school's mass notification system, posted on the school website and social media, and are broadcast over local TV stations. In case of inclement weather, such as snow or ice, *The Catholic High School of Baltimore* follows the directives of Baltimore City and/or Baltimore County.

Catholic High allows for 4 snow days. These days may or may not be consecutive. If schools are closed in excess of 4 days due to snow, classes will be held asynchronously.

Asynchronous learning is a form of instruction in which students will complete the assignments at home. These assignments will be graded, so students are responsible for completing and submitting all work assigned by their teachers.

DELAYED OPENING

Should Baltimore County or City announce a delayed opening, Catholic High follows a **2-hour delay**. The **only** delay in opening is a **2-hour delay**.

MASS NOTIFICATION SYSTEM

In the event of a school closing/delay or other important announcement, a message is sent to parents and students through phone, e-mail and/or text messaging. **Please notify the Main Office if you are not receiving mass notifications through email, text messaging, and/or phone calls.**

SCHOOL ORGANIZATION

SPONSORS

The Catholic High School of Baltimore, Inc. is sponsored by the Sisters of St. Francis of Philadelphia. As such, the members of the Corporation include the Congregational Minister and elected Council along with two appointed Sisters. The members have clearly defined reserve powers over the institution. The Sisters of St. Francis of Philadelphia define sponsorship as follows:

As Sisters of St. Francis of Philadelphia, we place our congregational name, our identity and our commitment behind specific ministries. By this action, we assume responsibility for promoting and assuring consistency with Gospel values, our congregational mission statement and the social teachings of the Church.

As sponsors, we publicly identify with, exert appropriate influence in, and provide various levels of support to these ministries. In so doing, we fulfill our responsibility of stewardship for our heritage, mission and resources.

Sponsorship allows us, within the appropriate structure of the ministry, to collaborate with the laity and to share with them authority and responsibility for the mission of the Church.

As sponsors, we are both recipients and carriers of the Gospel vision and values, the tradition of Francis and Clare of Assisi, and the charism of Mother Francis Bachmann. We commit ourselves to preserve, shape and extend this legacy in the manner most appropriate to each sponsored ministry.

BOARD OF TRUSTEES

The Catholic High School of Baltimore, Inc. is governed by a Board of Trustees. Through its several committees, the Board oversees the operations of Catholic High including fiduciary responsibilities. In addition, the Trustees are responsible for preserving the Catholic, Franciscan identity of the corporation and school as established by the Sisters of St. Francis of Philadelphia. There are between 14 and 21 members of the Board of Trustees, including Sisters of St. Francis of Philadelphia.

ADMINISTRATION

A team of administrators oversees the day-to-day operations of the school. The President is head of school and serves as the chief executive officer of the school and is responsible for advancing and supporting the mission and long-term vision of the school. The Principal serves as the chief educational and instructional leader of the school, guiding the day-to-day operations of all academic, student life, extracurricular, and faculty and staff personnel matters. The Directors of Finance, Institutional Advancement, Facilities, and Mission oversee the aspects of school operations that fall within their respective areas of responsibility. The Dean of Students and Director of Guidance assist the Principal.

ACADEMIC DEPARTMENTS

Each academic discipline area is coordinated by a Department Chairperson. It is the duty of the Chairperson to work closely with the Principal to oversee and carry out the curricular goals of the department, to assist in faculty supervision and evaluation, to oversee the department budgets, and to make textbook recommendations. The Chairperson is a member of the school's Academic Council.

SCHOOL POLICIES

NON-DISCRIMINATION

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and*
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:*

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;*
- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."*

The Catholic High School of Baltimore is an all girls independent Catholic high school within the Archdiocese of Baltimore. *The Catholic High School of Baltimore, Inc.* does not discriminate on the basis of race, color, religion, or national origin in the administration of educational policies, admissions, scholarship programs, athletics, or other school programs. Catholic High does not discriminate on the basis of sex or age in its hiring practices, but

reserves the right to restrict student admission to students whose birth gender and identity is female. Students and faculty with ADA conditions are considered if their needs can be met within the regular school program and existing physical structure. Presently, Catholic High provides physical handicap accessibility in its dining hall, auditorium, and gymnasium. Should enrollment need to be restricted, preference is given to Catholic students, students enrolled in Catholic elementary schools, daughters of alumnae, and/or siblings of current students or alumnae who meet the admission criteria.

Commitment to Inclusivity

The Catholic High School of Baltimore strives to be an inclusive community for young women. We invite parents, students, and staff to foster and contribute to a diverse and welcoming school environment. Through the involvement of our Culture and Diversity Council and Affinity Groups, we embrace the rich and vibrant cultures of the many ethnic groups that comprise our school community.

ACCIDENT INSURANCE

The school does not carry insurance to cover student accidents. Every student should be protected by some type of accident insurance. This must be provided by parents either through family health insurance or through reasonable and specially designed student accident insurance. For the protection of all involved, a student who is not covered by health or school insurance is not permitted to participate in any sporting activity. Parents/Guardians must fill out the Emergency Contact Form, which includes insurance coverage, and submit the form to the Health Suite prior to the beginning of the school year.

VISITOR MANAGEMENT SYSTEM

All visitors must sign in at the Reception Desk and provide a valid driver's license which is scanned through our Raptor System. This added, proactive security prohibits unwanted visitors from entering the school.

ADMISSIONS/ENROLLMENT

Female students who request admission to *The Catholic High School of Baltimore* are considered on the basis of their ability to gain from the programs of instruction in the school and to benefit from and contribute

to the social, recreational, educational, and spiritual climate. Appropriate entrance test(s) and evaluation of current school records are prerequisites for admission.

Incoming students must submit all school, health, and testing records from previous school(s), including psycho-educational testing, current 504 Plans and IEPs. Health screening must be current and in alignment with Maryland State school healthy policies.

Transfer students must meet all academic requirements for their grade level at the time of enrollment. Families of prospective transfer students are encouraged to discuss any special learning needs with appropriate school personnel, including the Director of Guidance, School Nurse, Director of Enrollment, and Principal, prior to enrollment. These conversations help ensure that families have the information needed to make an informed decision about whether the school is the best fit for their daughter's educational needs.

PLACEMENT TESTING

All incoming students are required to take a school-administered Mathematics Placement Test to determine the most appropriate mathematics course and level of placement. Students who wish to enroll in Spanish 2 or French 2 may also take the appropriate school-administered World Language Placement Test to demonstrate proficiency and qualify for placement into the second-level course.

IMAGE PROMOTIONAL USAGE PERMISSION

The Catholic High School of Baltimore uses photographs, names, and audio/video recordings of employees, students, or guests for general publicity in publications, on its website, on social media, for public relations, promotions, and advertising, etc. Presence at Catholic High, or at off-campus Catholic High-sponsored events, constitutes your consent to capture and/or use images or likenesses without remuneration. Catholic High does not collect release forms from its students, employees, or guests for the use of images or videos taken on or off campus.

However, Catholic High understands that there may be employees, guests, students, and parents/guardians who do not wish to be photographed or have their image used for school-related marketing purposes. Those individuals may opt-out by completing a Photo Opt-Out Waiver and

submitting it to the Main Office, ATTN: Coordinator of Marketing & Communications.

Unless a fully completed Photo Opt-Out Waiver is on file, a student's image and/or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. *The Catholic High School of Baltimore* reserves the right to use any such image, photograph, video, or the like for school-related marketing purposes.

STUDENT SAFETY & PROTECTION

Anti-Violence

The Catholic High School of Baltimore expects each student to exhibit self-respect and respect for others in our building and on campus, and at any time she is representing Catholic High. Therefore, violence of any kind is not tolerated:

- » On campus or at any school activity, a student in possession of, or who uses a weapon, is subject to expulsion from Catholic High. Weapons include, but are not limited to: firearm (loaded or unloaded, operable or inoperable), knife, taser, mace derivative, pepper spray device.
- » On campus or at any school activity, a student in possession of, or who uses a look-alike weapon, is subject to expulsion from Catholic High. Look-alike weapons include, but are not limited to: look-alike gun or rifle, knife, razor.

In addition:

- » A student who verbally or physically threatens, assaults, or attempts to cause harm to another individual on school property or at any school-sponsored activity, whether on or off campus, is subject to expulsion.
- » Any behavior, including electronic or internet-based communications, that threatens, endangers, harasses, or otherwise jeopardizes the safety and well-being of any member of the school community is a violation of Catholic High's anti-violence policy and is subject to expulsion.

Commitment to Safety and Student Learning

The Catholic High School of Baltimore, rooted in the Franciscan values and traditions of Saints Francis and Clare of Assisi, is committed to providing a safe and welcoming environment where young women thrive, succeed, innovate, and generate new ideas. We invest in student learning, happiness, and safety by hiring the best staff, providing challenging academic courses of study, and maintaining a clean and protected school building and campus. *The Catholic High School of Baltimore* is committed to protecting children by complying with all relevant laws and the school's own child protection policies, which include mandatory screening and background checks and safe environment training for all employees. The school has a zero-tolerance policy that prevents anyone accused of harming a child from working or volunteering on behalf of the school.

Bullying Prevention, Intervention, and Response

Bullying, harassment, intimidation, and cyberbullying are prohibited at *The Catholic High School of Baltimore*. Such behavior, whether occurring on school property, at school-sponsored activities, or through electronic communication, is inconsistent with the mission and values of a Christ-centered community that recognizes and respects the dignity of every person. Retaliation against any individual who reports or participates in the investigation of bullying, harassment, or intimidation is also prohibited.

Students who engage in any of these behaviors will be subject to disciplinary action, up to and including expulsion, and, when appropriate, legal action.

Students, parents, faculty, staff, and other members of the school community share a responsibility to report incidents of bullying, harassment, intimidation, or retaliation. School administrators will investigate reports promptly and ensure that illegal behaviors are reported to the appropriate local authorities.

Gossiping and Rumor-Spreading Policy

The school community is committed to maintaining a safe, respectful, and supportive environment for all students. Gossiping, spreading rumors, sharing false information, or intentionally damaging another person's reputation, whether in person, online, text messages, or on social media is unacceptable behavior and will result in disciplinary action.

Gossiping and rumor-spreading include, but are not limited to, the following:

- » Sharing false information about another student, staff member, or family.
- » Repeating private or sensitive information to embarrass others.
- » Encouraging others to exclude, ridicule, or target a person.
- » Posting or forwarding rumors through social media, chat groups, or electronic communication.
- » Creating or contributing to a hostile social environment.

Students are expected to:

- » Speak respectfully about and to others.
- » Address conflicts in an appropriate and constructive manner.
- » Report concerns to a trusted adult rather than discussing or spreading information among peers.
- » Use social media and other forms of electronic communication responsibly and respectfully.

ATTENDANCE

Students are expected to attend every day according to the school's published calendar. Absence should only occur when a student is ill or has a serious emergency/family situation. Appointments should be made outside of school hours when possible.

Attendance Procedures For Reporting Absences, Latenesses, or Early Dismissals

Parents should inform the school for absences, late arrivals, and early dismissals by emailing: attendance@thecatholichighschool.org or calling 410-732-6200 ext. 1292 no later than 7:45 am that day. Please include:

- » Student's name, grade, date of absence, late arrival, or early dismissal
- » Reason

If a student is late to school after the 7:50 a.m. bell, she must go to the Main Office, sign in, and get a late pass to be admitted to class.

Documentation for Absences/Latenesses/Early Dismissals

Absences must be documented.

- » A doctor's note is required for student absences for three or more consecutive days.
- » A doctor's note is required for an appointment in which a student is late to school or must leave early.

Excused Absences

The following absences are excused:

- » Death in the family
- » Court summons
- » College visit (two visits per year)
- » Illness with a note from a doctor for three or more consecutive days.
- » Illness for one to two days with an email or phone call from a parent.

Because consistent attendance is integral to the overall education of the student, excessive absences, late arrivals, and early dismissals are a serious matter. All other absences are considered unexcused. ***All absences, latenesses, and early dismissals, whether excused or unexcused, count toward a student's total attendance record.***

Individual circumstances and extenuating situations may be reviewed by the Dean of Students in consultation with the Principal.

Full Day Absence = being in school less than 3 hours

Half Day Absence = being in school 3 - 3 ½ hours

Consequences for Chronic Absences

1. After the 7th Absence
 - » Parent notification
 - » Conference with student
2. After the 10th Absence
 - » Parent notification
 - » Conference with student

3. After the 15th Absence

- » Parent conference with the Dean of Students and Principal to discuss the student's status at Catholic High.

4. After the 20th Absence

- » Parent conference with the Dean of Students and Principal regarding the student's continued enrollment at Catholic High.

The Catholic High School of Baltimore reserves the right to impose consequences for excessive absences, latenesses, or early dismissals, whether excused or unexcused. Such consequences may include, but are not limited to, restrictions on participation in extracurricular activities, athletics, school dances, field trips, student leadership positions, and other school-sponsored events.

The school also reserves the right to withdraw a student whose attendance record significantly interferes with academic progress or the school's ability to provide an appropriate educational program.

Absence Due to Illness

The School Nurse keeps a record of illnesses and monitors patterns. If a student is out sick for three or more consecutive days, a doctor's note is required to be submitted to the main office.

Extended absences due to illness require a parent conference (phone or in person) with the School Nurse. The School Nurse must clear a student for return to school and/or activities based on the parent conference and doctor's notes.

Family Vacations and Travel During the School Year

The school strongly encourages families to schedule vacations, trips, and other non-emergency travel during school holidays and scheduled breaks.

Families planning travel during the school year must notify the Principal in writing at least five (5) school days in advance of the anticipated absence. Parents should not contact individual teachers regarding assignments or make-up work until the Principal has been notified.

Upon receipt of the request, the Principal will communicate the anticipated absence to the student's teachers and other appropriate school personnel. Students remain responsible for all missed coursework, assignments, assessments, and classroom obligations. Teachers are not required to provide assignments in advance, and students may be required to complete assessments or other work upon their return to school in accordance with school and/or classroom policies. Absences due to family vacations or travel count toward a student's total attendance record.

Early Dismissal

Every effort should be made to schedule appointments outside of school hours. When an early dismissal is necessary, the following procedures must be followed:

- » A parent/guardian must notify the Main Office by email or telephone to request the early dismissal.
- » Upon arrival at school, the parent/guardian must report to the reception desk and then proceed to the Main Office to sign the student out.
- » If someone other than the parent/guardian will be picking up the student, this information must be communicated to the main office at the time the early dismissal is requested.
- » Students may not leave campus without authorization from the Main Office.
- » Students who drive themselves to school may not dismiss themselves. A parent/guardian must notify the main office by email or telephone and receive approval before the student is permitted to leave campus.
- » Students returning to school following an appointment should report to the main office and sign in before returning to class.

Nurse Dismissal

The School Nurse will contact a parent to pick up a student for illness. No student is dismissed for illness without the approval of the School Nurse. Students may not contact their parents via email or phone to be picked up from school.

Lateness

2. The warning bell rings at 7:45 a.m. At that time, students are to proceed from the Dining Hall to their first-period class.
3. The late bell rings at 7:50 a.m. Students who are not present in their Period A classroom when the late bell rings will be considered late to school.
4. Students arriving after 7:50 a.m. must report to the Main Office to sign in and obtain a late pass before reporting to class. A late pass is required for admission to first period.
5. Traffic in the student drop-off line is often heaviest between 7:35 a.m. and 7:45 a.m. Families should plan accordingly to ensure students arrive on time.

Virtual Appointments During the School Day

Students are not permitted to attend virtual appointments with outside providers during the school day. This includes, but is not limited to, virtual medical, mental health, and counseling sessions. The school is unable to provide private or quiet spaces on campus that meet the confidentiality standards required for such appointments. Additionally, students may not participate in virtual appointments from their vehicles or any other location on school grounds. Families should schedule these appointments outside of school hours.

Consequences for Excessive Latenesses

Being to school on time is integral to the overall education of the student, therefore excessive lateness or early dismissals are a serious matter.

1. After the 5th lateness
 - » Student lateness is reviewed
 - » Parents are notified via phone call or email
 - » Conference with the student
 - » Warning
2. After the 10th lateness
 - » Student lateness is reviewed
 - » Parents are notified via phone call or email
 - » Conference with student

- » School Detention (Category I)
3. After the 15th lateness
 - » Student lateness is reviewed
 - » Parents notified via phone call or email
 - » Conference with the Dean of Students and Principal
 - » School Detention (Category II)
 4. After the 20th lateness
 - » Student lateness is reviewed
 - » Parents notified via phone call or email
 - » Conference with the Dean of Students and Principal
 - » School Detention (Category III) and probation

Excessive lateness is a Category I, II, or III infraction as listed in the Student Standards of Behavior. Please see page 25 for details.

Make-Up Work

Upon returning to school following an absence, students are responsible for contacting their teachers regarding missed assignments, assessments, and classwork. All missed work is expected to be completed in accordance with the teacher's classroom policies and deadlines. For absences of fewer than five (5) school days, students should work directly with their teachers to obtain and complete make-up work. **For absences of five (5) or more consecutive school days, students should coordinate with the Director of Guidance**, who will assist in communicating with teachers and obtaining assignments. Students are encouraged to communicate with teachers through email, PlusPortals, and Google Classroom to remain informed of coursework and deadlines during an absence.

School Late Work Policy

Students are expected to submit all assignments by the deadline established by their teacher. As a general rule, late work will not be accepted. If a student anticipates that an assignment cannot be completed on time due to illness, family circumstances, school-related obligations, or another legitimate reason, the student is responsible for communicating with the teacher by email before the assignment deadline to request an extension.

Approval of any extension is at the discretion of the teacher. In situations where advance communication is not possible due to an emergency or other unforeseen circumstance, the student should contact the teacher as soon as reasonably possible.

Failure to communicate with the teacher prior to the deadline, except in cases of emergency or circumstances beyond the student's control, may result in the assignment receiving a grade of zero. The school recognizes that unexpected situations may arise and will consider such circumstances on a case-by-case basis. However, students are expected to demonstrate responsibility, initiative, and timely communication regarding all academic obligations.

College Visits

Seniors and juniors are allowed two excused absences per year to visit colleges. Upon return to school, the student must present a letter to the Main Office from the college indicating the days visited.

ACADEMIC

The Maryland State Department of Education requires a minimum of 21 credits for graduation from a Maryland secondary school. *The Catholic High School of Baltimore* requires satisfactory completion of at least seven credits each year of attendance. All credit courses taken at Catholic High must be passed to meet graduation requirements.

Graduation Requirements

<u>Course</u>	<u>Total Credits</u>
Theology	4 credits
English	4 credits
Social Studies	3 credits
Mathematics	4 credits
Science	3 credits
World Language	2 credits
Health/Physical Education	1 credit
Fine & Creative Arts	1 credit
Electives*	6 credits
Community Service	30 hours annually

*Courses specific to a student's program(s) also count towards fulfilling the elective requirement.

The Catholic High School of Baltimore is a four-year college preparatory institution committed to the holistic academic, spiritual, and personal development of each student. In keeping with this mission, early graduation is not permitted, and students are expected to complete four full years of coursework and formation as part of the graduation requirements established by *The Catholic High School of Baltimore*, which exceed the minimum requirements established by the Maryland State Department of Education for nonpublic schools.

The Principal reserves the right to waive specific school-based graduation requirements when significant scheduling constraints, programmatic limitations, or other exceptional circumstances warrant such consideration, provided that all applicable state graduation requirements have been met. Decisions regarding graduation requirements, course waivers, academic eligibility, and graduation status rest solely with the Principal and are final.

Grading (Report Cards)

The Catholic High School of Baltimore uses a letter grading system for all classes. The marking system is based on the following equivalencies:

97-100	A+	81-84	C+
93-96	A	77-80	C
89-92	B+	73-76	D+
85-88	B	70-72	D
		below 70	Failing

This grading determines the awarding of gold and silver honors and academic eligibility for extra-curricular participation.

Quality Point Index (QPI)

The Catholic High School of Baltimore offers courses at AP (Advanced Placement), H (McCafferty Honors), and CP (College Preparatory) levels. Grades received in these courses are computed with a weighted scale to give the student's Quality Point Index (QPI). This index ranges from 1.1-5.0 The QPI determines a student's class rank, eligibility for the National

Honor Society, and honors recognition at graduation.

Quality points are totaled and divided by the number of credits attempted to determine the Quality Point Index (QPI).

	AP	H	CP
A+	5.0	4.5	4.0
A	4.7	4.2	3.7
B+	4.4	3.9	3.4
B	4.0	3.5	3.0
C+	3.7	3.2	2.7
C	3.4	2.9	2.4
D+	3.0	2.5	2.0
D	2.5	2.0	1.5
F	0.0	0.0	0.0

Grading Requirements

Report cards are distributed four times a year. Interim Reports are distributed at approximately the mid-point of the marking period. The exact dates are indicated in the school calendar. Semester grades are computed from the quarter grades and the exam grade, with the exam grade counting 20%. For a full-year course (one credit), the final grade is an average of the two semester grades. For a ½ credit course, the final grade is the grade received at the end of the semester. A student's transcript shows only the final grade received for a course.

Course Failures

Students who earn a final grade of F in a course are required to make up the failed credit through a summer school program approved by the Principal and completed within 90 days of the end of the school year. Summer school is intended for credit recovery purposes only. Students who successfully complete an approved summer school course for credit recovery will earn the credit toward graduation requirements. In accordance with School policy, the highest grade that will be recorded on the student's transcript

for a recovered course is 70 (D), which is the minimum passing grade on the School's grading scale, regardless of the grade earned in the approved summer school course. Students who fail to successfully complete an approved credit recovery program for all failed courses may not return to Catholic High for the subsequent academic year.

Students who fail three or more courses during a single academic year will be withdrawn from Catholic High and are not eligible to return.

Course Selection

Students are required to select seven or eight credits of coursework each academic year in accordance with the guidelines and requirements published in the Catholic High Course Selection Book. Enrollment in courses is subject to prerequisites, teacher recommendations, academic performance, class size limitations, and scheduling availability. The school reserves the right to determine a student's eligibility for specific courses and to make adjustments to course requests when necessary to ensure an appropriate academic program and a workable schedule. All decisions regarding course placement, scheduling, and enrollment are made at the discretion of the school and are final.

Withdrawing from Academic Programs

Students accepted into one of the school's academic programs are expected to remain in that program through graduation. Admission to an academic program is a commitment that carries both privileges and responsibilities, including successful completion of the program's required coursework. After the completion of the sophomore year, students may not withdraw from an academic program to which they applied and were admitted. Students are expected to fulfill the commitment they made when accepting placement in the program and to complete all program requirements as a condition of graduation.

Course Levels

AP – Advanced Placement

H – Honors

CP – College Preparatory

AA – Archangel

Academic Standards

Academic subjects are offered at the College Preparatory, Honors, or AP level. Course placement for entering students is based on transcript of grades earned and performance on standardized testing. Course placement for current students is based on academic performance at Catholic High. Students should meet the following criteria to maintain or advance course placements into the next school year, as follows:

Level to Level	Criteria/Grade in Current Year's Course
Honors to Honors or AP to AP*	B+ and permission/recommendation of current teacher and Department Chair
Honors to AP	A and permission/recommendation of current teacher and Department Chair
CP to Honors	A and permission/recommendation of current teacher and Department Chair
CP to AP	A+ and permission/recommendation of current teacher, Department Chair, and Dean of Academics

In addition to the criteria for course placement, individual courses may have specific prerequisites. These prerequisites, where applicable, are listed in the Course Selection Booklet alongside the relevant course descriptions.

Course Withdrawal

Change of Courses (Student Request)

Schedule changes after the start of the school year are granted only in limited circumstances and with administrative approval. Requests for course changes will be considered for the following reasons:

1. A documented medical or health condition verified by a physician.
2. An error in the scheduling process.
3. A senior requiring a specific course or credit to meet graduation requirements.
4. A course or level change approved by the administration.

The school reserves the right to approve or deny any schedule change request. All decisions regarding course placement and schedule changes

are made at the discretion of the administration and are final.

ACADEMIC PROGRAM

PROGRAM OF STUDIES

The Catholic High School of Baltimore publishes its program of studies in a Course Selection Book. This book contains registration information, tuition and fee charges, and a description of the academic program to be offered. Students must meet course prerequisites to be enrolled in selected courses and follow course selection guidelines as published. **The school reserves the right to amend course offerings according to the needs of students, current student enrollment, and scheduling restrictions.**

GPA

A student's Grade Point Average (GPA) is obtained by totaling a numeric equivalent of letter grades and dividing the sum by the number of credits attempted. Where a GPA is provided, Catholic High uses a 4-point scale:

A,A+	= 4
B+	= 3.5
B	= 3.0
C+	= 2.5
C	= 2
D+	= 1.5
D	= 1
F	= 0

HONORS

Distinguished Honors at Graduation is based on the following: a cumulative QPI of at least 4.0 through the third quarter of senior year. Honors at Graduation is based on the following: a cumulative QPI of 3.75 through the third quarter of senior year.

QUARTER SCHOLASTIC ACHIEVEMENT RECOGNITION

Gold and Silver Recognition certificates are awarded to students on a quarterly basis. The criteria are as follows:

Gold Recognition

No grade below A

Silver Recognition

No grade below B+

STANDARDIZED TESTING

Catholic High uses the following standardized testing program.

Entrance Placement Test:	HSPT
Grade 9:	PSAT
Grade 10:	PSAT & Pre-ACT
Grade 11:	PSAT

EXAMS

Exams are scheduled for students in each subject and will account for 20% of the student's semester grade. **Seniors** with As in each of their first three quarters in year-long courses **may** be exempt from the final exam at the teacher's discretion. This exemption policy also applies to semester courses. Seniors who have an A average in a semester course two (2) weeks prior to the start of Senior Examinations may be exempt from the final examination at the teacher's discretion. Additionally, students who take the AP exam(s) for their AP course(s) **may** be exempt from the final exam for that course at the teacher's discretion.

Exams will not be administered before the published exam dates unless exceptional circumstances exist, and prior approval is granted by the Principal. Students who miss an exam due to an unexcused absence will not be permitted to make up the exam and will receive a grade of zero. Only under extraordinary circumstances will the Principal excuse a student from her exam obligations.

TEXTBOOKS

Visit <https://thecatholichighschool.ecampus.com/> for more information.

BACCALAUREATE AND GRADUATION

Students must meet academic and community service requirements to be eligible for graduation. Financial obligations must be met by April 20. Attendance at rehearsal for Baccalaureate and Graduation is required for participation in the ceremony. Diplomas are printed with the student's full legal name. Seniors failing one or two courses for the year will not receive a diploma or participate in graduation. Failures for such students must be made up in a program approved by the Principal within 90 days of the end of the school year in order for a Catholic High diploma to be granted. No student may earn a Catholic High diploma without making up failed courses within that time period. Seniors who fail more than two subjects will not be able to earn a diploma from Catholic High (Exceptions to these policies may be made under certain conditions at the discretion of the Principal).

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutarian are selected from the 1st and 2nd ranking seniors calculated from grades received over a minimum of two years during her tenure at *The Catholic High School of Baltimore*. Rankings are determined at the end of the 3rd quarter of senior year and are based on each student's QPI.

EXTRACURRICULAR ACTIVITIES

The Catholic High School of Baltimore sponsors a variety of extracurricular activities that develops the student as a whole person and challenges her to responsible leadership. All extracurricular activities are under the direction of the Dean of Students. Extracurricular activities such as athletics, organizations and clubs, school trips, performances, and dances are offered at Catholic High. **In order to be eligible to participate in extracurricular activities, students must be present in school for the entire day. Students must maintain academic eligibility in order to participate in activities and also meet financial, community service, and other school-related obligations.**

STUDENT ATHLETICS

The Catholic High School of Baltimore participates in the Interscholastic Athletic Association of Maryland (IAAM). Each parent/guardian and athlete must watch the "Handbook Highlights" pre-season video and submit a current physical prior to participation. Additionally, each athlete and parent/guardian must sign the Athlete Responsibility Acknowledgment Form and travel permit in order to participate in athletics. Students, parents and coaches are held to the guidelines of IAAM and the Catholic High Athletics Department.

ATHLETIC TRAINER

The certified athletic trainer is responsible for the care and prevention of injuries for all athletic teams at *The Catholic High School of Baltimore*. The trainer works with physicians to make "return to play" decisions following all injuries.

ATHLETIC & EXTRACURRICULAR ACTIVITIES PARTICIPATION

Students must be passing all subjects with a grade of D or higher in order to participate in athletics and extracurricular activities. Students who receive any failing grades on their quarter report cards are declared ineligible until such grades are brought up to a passing level at the following interim. Students become ineligible on the day that report cards are distributed. Eligibility to participate again in athletics or extracurricular activities takes effect on the day that interims are sent home, as long as the grades are passing. If the event or sport season ends prior to the report date, students do not get credit for the sport season and for the event participation.

ATHLETIC FEE

Athletes are required to pay a \$100 athletic fee per season (not to exceed \$200) to participate in athletics. The fee helps cover the costs of transportation, vehicle maintenance, and fuel. It is due two weeks after final rosters are posted. Students who fail to pay the fee are placed on probation until the obligation is met.

MISSED WORK FOR ATHLETIC EVENTS

Students are responsible for making up all missed work due to early dismissal for athletics. This work should be made up by the next school day.

REFERRAL FOR OUTSIDE COUNSELING SERVICES

Occasionally, a Catholic High counselor or administrator may recommend that a student seek the services of a professional therapist. This referral is done in consultation with, and the approval of, the student's parents/guardian. The procuring of the services of a therapist is solely the responsibility of the student's parent(s) or guardian.

In a few limited instances, the school may wish to communicate with a student's therapist regarding issues that affect her ability to succeed and thrive in the school environment. In this case, the school asks for a waiver of confidentiality in order to allow this communication to take place. The purpose of such consultations is generally limited to exploring school based solutions to social, academic, and/or emotional problems the student is experiencing.

STUDENTS WITH SPECIAL NEEDS

1. Students with learning differences who require an Individualized Education Plan (IEP) or 504 Plan work with the appropriate professionals at the local public school to obtain this document. This is generally done in consultation with the Director of Guidance. The Director of Guidance can provide information about the procedures involved in obtaining an IEP from the local public school system.
2. Students with existing IEPs or psycho-educational assessments may receive instructional accommodations prescribed in these documents. The Director of Guidance and Principal coordinate the implementation of these accommodations, along with any additional academic support the student may require.
3. The granting of accommodations at Catholic High must be done in a manner consistent with the student meeting the general academic and behavioral expectations stated in this handbook.

FINANCIAL

Upon enrollment and annual registration at Catholic High, parents choose a tuition payment plan and sign a Tuition Payment Contract for payment

of tuition and fees. This contract is unconditional and no portion of paid tuition and fees, are refunded or canceled in the event of absence, withdrawal, or dismissal/expulsion from the school after May 31.

TUITION PLANS

Plan 1: Annual Tuition and fees paid in full by June 1 receive a 3% discount. This does not apply when paying by credit card. Recipients of other discounts, aid, grants or scholarships are not eligible. Tuition is paid via the FACTS Management Company and accounts must be established with FACTS by April 15th each year. Annual payers do not pay a FACTS fee.

Plan 2: Semi-Annual Tuition and fees may also be paid in two equal installments due in June and December. Families who choose to pay their tuition and fees in more than one installment are required to establish a FACTS account by April 15 and to enroll in the Tuition Refund Plan (TRP), a tuition payment insurance plan. All FACTS account fees and the TRP insurance premium (currently 1.6% of total tuition and fees) are the responsibility of the student family. Students will not be allowed to begin the school year until the first installment of tuition and fees is paid.

Plan 3: Monthly Tuition and fees may also be paid on a monthly basis starting in June and ending in April of the following year. Families who choose to pay their tuition and fees on a monthly basis are required to establish a FACTS account by April 15 and to enroll in the Tuition Refund Plan (TRP), a tuition payment insurance plan. All FACTS account fees and the TRP insurance premium (currently 1.6% of total tuition and fees) are the responsibility of the student family. Students are not allowed to begin the school year until the family's first two monthly tuition and fee installments are paid. Monthly payment plans are not extended beyond April of the following year. Students from families owing tuition and fees after April 20 are considered in arrears. **Students from families owing tuition and fees for the current school year after May 31 are subject to expulsion.**

GENERAL FINANCIAL POLICIES

- » It is the responsibility of student families to notify the school's Business Office of desired changes in the family's FACTS account at least two days prior to the due date of a payment. All changes to FACTS accounts must be requested in writing. E-mail is acceptable.

All tuition and fee payments made by cash, check, or credit card in the school's Business Office are posted to the family's FACTS account after they are deposited in the school's bank account.

- » If a student is withdrawn or dismissed during the school year, a TRP insurance claim will be filed* for the gross amount of tuition and fees and the student family will be held responsible for the amount of tuition and fees outstanding net of the TRP insurance claim proceeds.
- » All tuition and fee accounts must be current at all times. While a family's tuition and fee account is in arrears, the affected student is not eligible to participate in any extra-curricular activity including sports, dances, proms, clubs/organizations, and school trips.

**Families must have signed up for the TRP insurance. TRP is mandatory for Monthly and Semi-Annual payers. It is highly recommended for Annual payers.*

Furthermore, *The Catholic High School of Baltimore* reserves the right to refuse to administer exams and/or provide any official school record, including report cards and diploma to parent(s), students, or other educational institutions until all tuition, fees, and other financial obligations to Catholic High are satisfied in full. Re-registration for the following academic year requires that tuition and fees are current.

Catholic High reserves the right to suspend a student for a period of up to five school days should the student's financial account fall more than 30 days past due. During the course of this suspension period, it is the responsibility of the parent(s) or guardian(s) to contact Catholic High and settle the debt. This suspension may occur over an exam period in either semester, including Final Exams. Exams are ordinarily required to receive credit for courses taken at Catholic High. The student is withdrawn if financial obligations have not been met at the end of the five-day suspension period. Catholic High will consider requests for exceptions to this rule on an individual basis only for extraordinary circumstances.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

The Catholic High School of Baltimore offers financial assistance to qualifying students depending on an applicant's documented need and

availability of funds in the school budget. Financial assistance is awarded yearly based on need and must be applied for each year. Scholarships are awarded to incoming Freshmen based on academic achievement. Students who do not meet the criteria each year are given a written warning, placed on probation, and have one quarter to bring up their grades in order to remain eligible.

FINANCIAL ASSISTANCE

- » Assistance is available yearly to registered, qualified students.
- » A financial aid application, via FACTS online, is required annually beginning on November 1st.
- » Students' combined end-of-year average for all subjects must be at least an unweighted 2.0 grade point average to be eligible for aid.
- » Students must abide by all school policies including attendance, lateness, and those outlined in the Student Standards of Behavior in the Student & Parent Handbook.

ACADEMIC SCHOLARSHIPS

- » Scholarships are awarded to students entering grade 9.
- » Scholarships are automatically renewed yearly for qualifying students.
- » Students' end-of-year average for all subjects must be at least an unweighted 3.0 grade point average.
- » No grade below C may be received based upon students' end-of-year average for each subject and no failing grades.
- » Students must abide by all school policies including attendance, lateness, and those outlined in the Student & Parent Handbook.
- » Mother Generosa Scholarship recipients must maintain an unweighted GPA of 3.5.

ADDITIONAL SCHOLARSHIPS

- » Scholarships are awarded to students entering Grade 9.
- » Areas of awards are: Mission, Instrumental Music, Vocal Music, Art, and Forensics.
- » Scholarships are automatically renewed for qualifying students.
- » Students must participate fully in the awarded area of scholarship.
- » Students' end-of-year average for each subject must be at least a

2.0 unweighted grade point average, and no failing grades.

- » Students must abide by all school policies including attendance, lateness, and those outlined in the Student & Parent Handbook.

Scholarships or Financial Aid are divided equally over the number of months of the payment plan. Students who are withdrawn or dismissed from school during the school year forfeit the pro-rated balance of the financial assistance or scholarship originally awarded, and are obligated to pay the full total unpaid balance due.

Second Daughter Grant

Families with more than one daughter enrolled at Catholic High, receive a \$1,500 grant for each additional daughter's tuition.

Legacy Grant

Daughters and granddaughters of alumnae receive a grant of \$1,500.

FUNDRAISING POLICIES

All fundraising conducted at or through school must be submitted to the Director of Institutional Advancement for pre-approval. Ordinarily, fundraising to benefit an individual is not permitted. Fundraising at Catholic High is as follows:

- » Proceeds from fundraising that benefits the entire school may be used for expenses absorbed by the operating funds of the school. Proceeds from fundraising for specific groups or activities will be attributed to the organization. The school expects reimbursement for costs incurred by any event held on campus or for services of school personnel, such as custodial or security.
- » Clubs, School Organizations, and Parent Organizations that wish to conduct fundraising activities in the name of the school need to submit a Calendar Date Request Form in the Spring prior to the academic year. The form is to include proposal events, contact person(s), and expected time frame for execution of the fundraising activity. Calendar Date Request Forms can be obtained in the Main Office and returned to the Main Office. Fundraising Events must be approved by the Office of Institutional

Advancement.

- » The school sponsors one major student fundraising activity in the fall. Every student is required to participate.

ATHLETIC BOOSTERS' CLUB

Fundraising to directly benefit the athletic program is planned yearly under the direction of the Director of Institutional Advancement. All athletes are expected to participate. The school determines the use of these funds in accordance with the needs of the athletic department.

MOTHERS' AND FATHERS' CLUBS

Fundraising events are planned by the Mothers' and Fathers' Clubs under the direction of the Director of Institutional Advancement. Monies raised help support the sponsored programs of this organization and specific school projects. The school determines the use of these funds.

VISUAL & PERFORMING ARTS BOOSTERS' CLUB

Fundraising to directly benefit the visual and performing arts students is planned yearly under the direction of the Director of Institutional Advancement. The school determines the use of these funds in accordance with the needs of the VPA department.

GENERAL POLICIES

CELL PHONE POLICY

Cell phones are to be off and away in a locker or bookbag during the school day (7:50 a.m. - 2:45 p.m.). Cell phones may be used in the Dining Hall and locker area before and after school only. Cell phones may not be used on the stairs after school for your safety.

Students may use Apple Pay, Google Pay, or another form of payment to purchase lunch. After purchasing lunch, the phone should be off and away.

Cell phone use during the school day may result in confiscation of the phone.

NON-CUSTODIAL PARENTS

Catholic High abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. It is the responsibility of the custodial parent to provide Catholic High with an official copy of any court order restricting the rights of the non-custodial parent.

NON-TRADITIONAL STUDENTS

The Catholic High School of Baltimore will accept a student over 18 years of age who has not completed the requirements for graduation from another high school. The non-traditional student will be admitted as a senior only.

PREGNANCY

Should a student become pregnant, she may remain in classes at Catholic High under the following conditions:

1. The student and her parent(s)/guardian(s) must meet promptly with the Principal.
2. The student must meet with the school nurse to secure the proper medical documentation to be filled out by her physician.
3. The student must have approval of her physician to remain in school and be in a pre-natal care program.
4. The student must continue to meet with the school nurse on a regular basis.
5. The student is expected to remain in the school uniform.
6. The student and her parent(s)/guardian(s) must meet with the Principal to plan the continuance of her academic program during her periods of absence from the school.
7. It is expected that the student should return to school upon clearance from her physician.
8. The student must meet all regular requirements for coursework.
9. The student may be restricted from participation in extracurricular activities and from representing the school at public functions during her time of pregnancy.
10. Baby showers and baby visits are not permitted at school.

PROMOTION/RETENTION

Students are promoted to the next grade level upon earning passing final grades in all courses and fulfilling the school's service hour requirements. Ordinarily, any failed course must be recovered through a summer school program approved by the Principal and completed within 90 days of the end of the school year. Students who fail three or more courses during a single academic year will be withdrawn from Catholic High and are not eligible to return. For additional information regarding summer school recovery credit for failed courses, please refer to the "Course Failures" section on page 11 of this handbook.

RELIGIOUS/FAITH FORMATION

Catholic High takes seriously its mission to form students in the Catholic faith. Daily prayer experiences, the use of the school chapel, and formal teaching of the Catholic faith are offered to all students. An expressed respect for the tenets of the Catholic faith is expected by students, faculty and parents. Any conduct directly opposed to the tenets of the Catholic faith is cause for disciplinary action, up to and including expulsion from Catholic High. To the extent that respect for other beliefs is concurrent with these policies and teachings, Catholic High welcomes faith diversity among its faculty and students.

REGISTRATION

Students must register to attend Catholic High. The registration fee for students who register early, before Friday, February 13, 2027, is \$200. Students who register after this date pay the full registration fee of \$300. The online registration form, contract, and fee are required for a student to be registered for the following school year. Registration of new students is completed after acceptance. Enrollment in elective courses is determined by order of student registration.

RIGHT OF SEARCH

The school reserves the right to conduct a reasonable search of a student's person and her possessions, upon suspicion of a violation of school policies. Lockers, desks, and closets are considered school property and may be searched at any time.

SCHOOL ENTRY

Only authorized and identified persons are admitted into the school building. All visitors must register in the Reception/Security Desk. No student is allowed to admit anyone into the building, including other students.

Parents are requested to use the Western Campus, parking lot loop, to drop off students for school in the morning and wait for students at dismissal.

Parents are asked to park on the faculty and staff (central) lot in the 7 indicated visitors' spots.

The faculty has priority in its reserved parking area. At no time is parking permitted on the driveways leading to campus parking or on grassy areas.

STUDENT FEES

Examples of additional fees that may be charged include the following:

- » Transportation Services
- » Instructional Materials
- » AP Courses and Exams
- » Online Courses
- » Dual Enrollment Courses
- » Special Workshops
- » Field Trips
- » Chromebook Repairs/Replacements
- » Proms and Dances
- » Athletic Fee (athletes only)

All student fees are non-refundable. Online and dual enrollment classes must be paid prior to class enrollment.

STUDENT PARKING PERMIT

A fee of \$50.00 is charged annually for available parking spaces. Disregard of safe driving procedures on school grounds, excessive school absence and/or lateness may result in loss of parking privileges. **All parking on campus is reserved.**

STUDENT RECORDS

The official school record of a student includes:

- » Academic transcripts
- » Academic testing
- » Health records
- » Emergency information

When a request for records is made, Catholic High abides by the Family Educational Rights and Privacy Act, and allows parents and students to view the official school record with a 24-hour notice and written request. A written record release form signed by the parent is required before any student records will be sent from the school. Students over 18 years of age may provide the necessary release for records to be sent. The school reserves the right to hold records if financial obligations have not been met.

SCHOOL RINGS

In order to receive an official Catholic High school ring, students must be enrolled in *The Catholic High School of Baltimore* and all financial obligations must be met. Students receive the official, traditional school ring in their junior year at the Junior Ring Liturgy.

STUDENT SUPERVISION

The school is available to students from 7:00 am until 5:00 pm. The school makes limited provisions for before and after school supervision of students in the dining hall. Except for school-sponsored activities, students are to be picked up by 5:00 pm. Should a student not be picked up by 5:00 p.m., she **must** remain in the Dining Hall. The school accepts no liability for students who remain on school property after this time.

USE OF SCHOOL PROPERTY

The Catholic High School of Baltimore reserves the right to restrict access to the school building and grounds. Outside groups may request use of the building and grounds according to established facility rental guidelines. All requests must be submitted in writing to the Business Office.

STUDENT WITHDRAWAL

Parent/Guardians wishing to withdraw their daughter from Catholic High must make an appointment with the Director of Enrollment for an exit interview and with the Registrar to sign the necessary papers. All

financial obligations must be met including the return of school materials (technology, books, athletic equipment, etc.).

Parent/Guardians may cancel their Enrollment contract by giving written notice to the School's Director of Finance prior to May 31st of the current school year and will receive a refund of any pre-paid Tuition and Fees (less non-refundable deposits). After May 31st, families are obligated to pay the full amount of Tuition and Fees for the entire year whether or not the Student disenrolls or remains in attendance at *The Catholic High School of Baltimore*.

SUBSTANCE ABUSE

Students are subject to the laws of the State of Maryland pertaining to alcohol, drugs, and tobacco. Students possessing, using, dispensing, or under the influence of alcohol, illegal drugs, legal drugs, tobacco, or other intoxicants at school, in uniform, or at any school-sponsored activities are subject to disciplinary action.

ILLEGAL SUBSTANCES - ALCOHOL, DRUGS, SMOKING & VAPING

The illegal use of, possession, sale or solicitation of alcohol or other drugs, on or off school property including extra curricular activities or private functions in homes is prohibited. Students must obey the law at all times.

Students may not arrive at school or off campus functions under the influence of alcohol or illegal drugs. Students and parents may be referred for outside counseling. Students who come forward with a drug/alcohol problem may be asked to participate in an after school program.

The Catholic High School of Baltimore building and campus is tobacco and vaping free. No smoking or vaping is allowed on school grounds during or after school or at any school related off campus event or while in school uniform in a public place.

Violations of this policy are subject to applicable law, including notification of authorities and other discipline measures such as suspension, probation and expulsion as determined by the Principal.

TECHNOLOGY ACCEPTABLE USE POLICY

The Catholic High School of Baltimore provides access to a full range of technological equipment, software, and programs to students and faculty for educational purposes. The faculty and staff believe strongly in the educational value of this technology and recognize its potential in support of our curriculum and student learning. While Catholic High makes every effort to protect students and teachers from any misuses or abuses that could result from the use of technology, Catholic High is not responsible for offensive or objectionable material which might be accessed on the Internet. All users of the Catholic High network must comply with National and State telecommunications laws; any violation is strictly prohibited. This includes harassment, cyberbullying, copyright infringement, and invasion of privacy. If a student damages the network or if Catholic High incurs legal action because of a student's illicit activity, the student and her parents are personally liable, including reasonable attorney's fees.

Students are expected to exercise good judgment and responsible behavior when online, whether they are on school or personal devices. Catholic High students should never present themselves online in a way that brings dishonor to their school through inappropriate pictures, language, or behavior. Catholic High is a Franciscan school whose Mission Statement makes reference to "...dignity and respect for the human person and all of creation." Our Mission Statement must be upheld at all times and in all places.

Students are expected to fully understand, and abide by, our Technology Acceptable Use Policy and Chromebook agreement.

PHOTO AND VIDEO USAGE

- » Recording, photography, sharing, or posting media of others without permission is an invasion of privacy. This includes any media before, during, or after school on school property. Students must obtain permission from teachers, moderators, or administrators to record, photograph, share, or post any media.
- » Students are prohibited from taking or possessing inappropriate/explicit photos or videos.
- » Students are prohibited from utilizing *The Catholic High School*

of *Baltimore's* likeness in photos, videos, and/or audio that depict offensive, discriminatory, or lewd content.

PERSONAL DEVICES

- » A student may not carry a cell phone on her person without prior permission from a teacher, moderator, or administrator.
- » Using cellular hot-spots, VPNs, accessing blocked internet sites, connecting to outside networks, or connecting to the school's wireless network using a smart device is prohibited.
- » Texting during the school day is prohibited. Any student who needs to use a phone during the school day for emergency purposes should report to the Main Office.
- » Personal devices (laptops, tablets, etc.) are not permitted. Exceptions must have prior approval by the Administration. Approved devices that need to connect to the school's wireless network must be registered by the Technology Department.
- » Students may not use wireless or wired earbuds/headphones during the school day without permission.

INTERNET AND NETWORK

- » Accessing and/or transmitting materials that promote offensive, discriminatory, lewd, or any other information counter to Catholic High philosophy, identity, and Mission Statement is strictly prohibited.
- » Any attempt to access a site blocked by the security systems is prohibited.
- » Social media usage is prohibited during the school day.
- » Each user is personally responsible for the use and contents of their network and cloud shares.
- » All users are expected to exercise responsible/ethical behavior and language when using any school issued account or device.
- » Students have access to student-specific school network printers; usage of these printers is only for academic purposes.
- » Students are not permitted to change their device or account passwords.
- » Modifying, manipulating, or otherwise tampering with applications, files, and data on the Catholic High network, or any

other attempt thereof is not permitted.

- » Unauthorized copying or distribution of software violates copyright laws and software license agreements and is prohibited.
- » Students are not permitted to use any personal accounts on school-issued devices.
- » Tampering with or destroying network infrastructure, software, or hardware is prohibited.
- » Students may not obtain or use another password or access code. Misrepresenting one's identity in electronic communications is a form of dishonesty and is prohibited.

ACCOUNT USAGE

Students are provided with a student account that is monitored and owned by *The Catholic High School of Baltimore*. When interacting with their TCHS account, students must demonstrate appropriate digital citizenship skills to engage with others online. Utilizing a TCHS account is a reflection and extension of The Catholic High School of Baltimore, therefore all usage of this account is held to the standards set by the school.

- » Students may not modify or change their assigned TCHS account email or password without approval from the Technology Department.
- » Students are prohibited from utilizing their TCHS accounts for inappropriate, illicit, or illegal activities.
- » Students are prohibited from downloading or utilizing apps, programs, or extensions that are not approved by the Technology Department.
- » Students may not send all school or all class group emails using their school email without prior authorization from a teacher, moderator, or administrator.
- » Students may not use their school accounts for personal reasons.
- » Students must use the approved school signature in all email communication sent via their TCHS email account.
- » Supervision of non-TCHS emails received by students is the responsibility of the student, parent and/or guardian.

ARTIFICIAL INTELLIGENCE

New technologies such as Artificial Intelligence (AI) are evolving and developing everyday. *The Catholic High School of Baltimore* defines Artificial Intelligence as follows:

- » AI is an algorithm that procures information through machine learning and human interface interactions based on predictive knowledge.
- » Generative AI is a subset model of Artificial Intelligence focused on generating text, images, audio, video, or other content based on prompts provided and/or settings defined by the user. Examples include, but are not limited to, ChatGPT, DALL-E, and Suno AI.

The Catholic High School of Baltimore policies concerning these technologies include:

- » The use of AI is prohibited for projects, tests, quizzes, or any other school-related assignments without explicit permission from the teacher, moderator, or administrator for the specified activity.
- » If permission is given to use AI, then students must adhere to specific guidelines given.
- » Copying and pasting AI generated-content is prohibited and is considered academic dishonesty.

DEVICE AGREEMENT TERMS

The Catholic High School of Baltimore assigns each student a Chromebook with an associated Google account. The school grants permission to the student to have full use of the device described in this agreement. The student is responsible at all times for the care and appropriate use of the device. The device remains the property of *The Catholic High School of Baltimore* and cannot be transferred to any other entity without the consent of the school. The device will be used by the student throughout their years at Catholic High. If the student withdraws or is asked to leave the school, the device is to be immediately returned to the school; failure to do so may result in legal action.

The school reserves the right to request return of the device at any time for updates and reconfiguration or for lack of compliance with this agreement. Failure to return the device with the provided case and charger by the announced date for summer maintenance and updates will result in financial responsibility for the equipment.

RIGHT OF INSPECTION TERMS

Catholic High owns the email system, files, software on the network, and hardware and reserves the right to access, inspect, and disclose the contents of any data on its system as deemed necessary without prior notice to the account user. If necessary, the Technology Department may require the device for maintenance and repair.

The school has the right to remove the device from the student's possession for inspection and/or for violation of the Acceptable Use Policy.

CHROMEBOOK

Each student is provided with a Chromebook with a case and charger. Students are required to sign a device agreement.

Proper Usage and Care of the Equipment:

- » Students may not deface the Chromebook in any manner; this includes writing or coloring on the device, removing keys, or the application of non-removable substances.
- » Chromebooks should not be carried in backpacks due to potential damage. The device should be carried by hand or in the school-issued carrying case.
- » Do not expose the device to extreme heat or cold.
- » Chromebooks should not be out during lunch periods where food is being consumed.
- » Clean the device only with a dry microfiber cloth.
- » Keep the Chromebook and carrying case free of dust, crumbs, or any damaging substances.
- » Removing labels on school-issued devices is prohibited. If a label is lost or removed, notify the Technology Department for a replacement.

DAMAGE AND REPAIR TERMS

Once the device, charger, and carrying case are assigned to the student, the parents or guardians assume responsibility for them, excluding any manufacturer defects determined by the Technology Department. Any accidental damage or theft must be reported immediately to the Technology Department. The device cannot be repaired or replaced by a third party.

repair facility. If the assigned device is lost, stolen, or damaged through negligence, vandalism, or failure to follow the Proper Usage and Care of Equipment guidelines, then the parents or guardians are responsible for the cost of repair or replacement. Chromebook device repair costs vary per incident. Lost or stolen devices require a full police report within 30 days of the incident in order for the claim to be processed or the student will be responsible for the full replacement cost. Documentation will be provided to the parents or guardians, administration, and the Technology Department informing of any damage involving the device and fees resulting from said damage. Damage fees will be expected to be paid by the date given by the Technology Department.

LOANER DEVICE TERMS

Loaner devices will be issued to students on a first come, first served basis and will only be provided to students whose devices have manufacturer defects or accidental damage. Students will continue to use the loaner device until their original device is reissued, or by a provided date given by the Technology Department. The student is responsible for repair fees on a device damaged while in her possession.

PENALTIES FOR MISUSE OF TECHNOLOGY

- » Suspension of technology privileges
- » Disciplinary action, including the possibility of a fine
- » Other consequences determined by the Administration
- » Legal action, as necessary

SOCIAL MEDIA POLICY

The Catholic High School of Baltimore insists on a civil and respectful dialogue on our website and social media platforms.

The Catholic High School of Baltimore, as an educational institution inspired by Gospel values and by the spirit and tradition of Saints Francis and Clare of Assisi, is dedicated to the education of young women in an environment that fosters Christian attitudes of dignity and respect of others, as well as the free exchange of ideas and opinions. The school's digital platforms aim to extend that exchange beyond the walls of the classroom, to a space online where all perspectives are welcome. It is our hope that all users contribute to their views in a respectful way.

In order to maintain an open but still welcoming forum for debate, we ask all users to regulate themselves by the rules below. Should the school determine that a comment violates these rules, the comment will be deleted and the individual may be prevented from commenting in the future.

Comments that may be deleted includes those that contain:

- » Vulgar language
- » Personal attacks/inflammatory remarks against a person or group
- » Spam
- » Links to sites that contain offensive material or attack a person
- » Promotion of services, products, fundraising, or political organization/agendas
- » Information that is factually incorrect

TRANSPORTATION TO SCHOOL EVENTS

Unless transportation is provided by the school, each student is responsible for her own transportation to school events. The school assumes no responsibility for students and parents who arrange carpooling. The provision for transportation is noted on field trip permission forms. Parents are asked to sign permission slips for student transportation in the school vans or buses on a yearly basis at the beginning of the school year.

UNIFORMS

The uniform of *The Catholic High School of Baltimore* promotes a professional, appropriate appearance. Uniforms are purchased through Flynn and O'Hara Uniform Company.

Daily Uniform:

Campbell Plaid (navy, green, gold, white)

Wrap-around Kilt

Student nametag

White Short Sleeve Polo with logo

or

White Button-down Collar blouse with logo

Green V-neck Pullover Sweater or vest
(Sweater is not required on days when there is no formal assembly.)

Optional uniform items:

Quarter zip pullover (purchased from Flynn and O'Hara) may be worn on any non-formal uniform day. Grey polywool pants (purchased from Flynn and O'Hara) may not be worn on formal uniform days.

Shoes, Knee-Highs and Tights

Tan suede buck with green knee-high socks or dark green crew socks, or dark green tights

Formal Uniform for freshmen and sophomores:

Campbell Plaid Wrap-around Kilt Student nametag
White Button-down Collar blouse with logo Green V-neck Pullover Sweater or vest
Green knee-high socks or dark green crew socks, or dark green tights
Tan suede buck

Formal Uniform for juniors and seniors:

Campbell Plaid Wrap-around Kilt Student nametag
White Button-down Collar Blouse with logo
Green Wool Blazer with embroidered emblem or white NHS official sweater
Green knee-high socks or dark green crew socks, or dark green tights
Tan suede buck

Students are to be in complete uniform during the school day. Locker rooms and bathrooms are available for students to change for sports. In addition to the above uniform requirements, all students must observe the following:

1. Kilts and Blouses

- » Kilt length must extend to the fingertips of the student. Anything shorter is unacceptable.
- » Kilts may not be rolled up.
- » Blouses (polo and oxford) must be tucked into the kilt.
- » Plain white shirts may be worn under the blouse.

- » Shorts may not be visible under the kilt.
- » Undergarments under the blouse or polo must be white or beige.

2. Jewelry/Piercings/Tattoos

- » Jewelry must be non-distracting.
- » Only ears may be pierced. Earrings should be no longer than one inch and no bigger than a quarter.
- » Nose piercings of any kind are not acceptable. Bandages to cover piercings are not acceptable. Retainers in place of the piercing are not acceptable.
- » Tattoos may not be visible.

3. Makeup/Nails

- » Light, non-distracting makeup may be worn.
- » Nails must be no more than 1 inch in length and should not limit the ability to perform basic tasks in the classroom.

4. Hair and Hair Accessories

- » Only one natural color in hair is permitted.
- » Hair may not be highlighted with any unnatural color.
- » Bandanas, large bows, and glitter are not allowed.
- » Plain green, yellow, white, gray, brown, black, or school "kilt" headbands are allowed.
- » Attachments to headbands, large flowers, or other accessories are not permitted.

5. Shoes

- » The tan suede buck must be kept neat with no writing.
- » Shoes must be worn completely on the foot with the laces tied.

6. Nametags

- » All students must wear the nametag at all times.
- » Grades 9 through 11 wear the nametag above the school logo on the polo shirt or above the pocket on the oxford shirt.
- » If the sweater is worn, then the nametag is worn above the logo.
- » When blazers are worn, juniors wear a nametag on the left lapel.
- » Seniors may wear their nametag on their senior bow.

7. Headphones/Wireless earbuds of any kind may not be worn.

All decisions regarding the acceptability of the general appearance of a student rest with the administration/faculty.

RELIGIOUS PRACTICE

The Catholic High School of Baltimore is a Catholic all-girls high school open to students of all faith traditions. It is the expectation that students respect the expressions of Catholic faith during masses, prayer services, and other spiritual activities. Each year students study a course in theology, participate in a class retreat, and attend prayer services and liturgies.

The school reserves the right to edit or restrict the use of any media to ensure compliance with the teachings of the Roman Catholic Church and the mission and Franciscan identity of the school.

CHRISTIAN COMMUNITY SERVICE

As a requirement for graduation and advancement to the next grade level, students must complete 30 hours of community service hours annually. Specific service deadlines can be found in the school calendar or on the website under Community Service.

Service hours are recorded on the Mobil eServe app and then reviewed and approved by the Campus Minister. Recording hours is important and verification with the signature of the supervisor is absolutely required and completes the process.

Students can find service opportunities through the Office of Campus Ministry and the list of approved places found on the school website under Community Service.

If service hours are not submitted by the published deadline, the following disciplinary action will occur.

- » School detention given by the Campus Minister
- » Parent notification given by the Campus Minister
- » Service contract given by the Campus Minister
- » Extracurricular activities, including sports, dances, and clubs, suspended until service obligation is met as stated in the contract.

RETREAT

With the exception of freshmen, all retreats are scheduled off campus and all students are required to attend their school retreat. An illness verified by a doctor's note, or a family emergency would be considered an excused absence. Unexcused absences will result in the student participating in a full day pastoral experience on her own outside of school time and completing a written reflection.

LITURGY

Students participate in formal religious experiences to commemorate religious feasts and seasons. Whenever possible, this is a Eucharistic celebration (Liturgy). Students plan, participate, and take appropriate leadership roles in these services, which are required for students and faculty. Families and friends are invited to liturgies as published in the calendar. In addition, on occasion, a prayer service may occur. Opportunities for the Sacrament of Reconciliation are offered during both Advent and Lenten seasons.

STUDENT STANDARDS OF BEHAVIOR

The Catholic High School of Baltimore assists its students in becoming more self-disciplined and self-directed through the development of personal responsibility and adherence to Christian values, morals, and standards of behavior. The following behaviors are considered standard:

1. Respect for self, others, and property as shown by:
 - » Speaking to others in a respectful manner and tone
 - » Avoidance of the use of inappropriate or foul language or gestures
 - » Avoidance of gossip or any harassing or bullying behavior both in person and on social media
 - » Showing courtesy to adults, classmates, and visitors
 - » Honoring another's right to privacy
 - » Being modest in action, dress, and demeanor
 - » Using furniture, equipment, and material goods properly
 - » Not vandalizing school property, including graffiti
2. Honesty and personal integrity, especially in fulfilling academic requirements, as shown by:

- » Recognition of what constitutes cheating and the avoidance of this behavior with self and others
 - » Taking personal responsibility for knowing and fulfilling the academic requirements for each course
3. Good sportsmanship at Catholic High events as a participant and spectator.
 - » Adherence to the standards of behavior set forth in the Catholic High Athlete Handbook.
 4. Acceptance of personal responsibility for one's behavior as shown by:
 - » Being truthful about one's behavior when being held accountable by an adult
 - » Assisting classmates to be responsible for their own actions by speaking truthfully
 5. Upholding the reputation of Catholic High, its students, and its employees.
 6. Acceptance of the rules governing student behavior as found in the handbook.

INFRACTIONS

Category I - Examples of infractions which will result in one or more of the following: student conference, parent conference, and/or detention.

- a. Disrespect to teacher/staff member.
- b. Behavior that disrupts the learning environment including the use of vulgarity, profanity, or other inappropriate language (verbal or written).
- c. Eating, drinking, chewing gum, or carrying food or drinks in the building without permission.
- d. First ten latenesses to school.
- e. Uniform violation (including formal assemblies).
- f. Use, display, or possession of a cell phone, Bluetooth/wireless headphones or earbuds, or Smartwatch during the school day.
- g. Violation of Acceptable Use Policy.

- h. Failure to submit service hours by the due date.

Category II - Examples of infractions which will result in one or more of the following: student conference, parent conference, detention, probation, and/or suspension.

- a. Academic dishonesty: cheating, plagiarism, including the use of Artificial Intelligence (AI) on any assignment, test, quiz, or project.
- b. Dishonesty (lying), or misrepresentation of facts.
- c. Forgery of any kind.
- d. Repeated behavior that disrupts the learning environment, including the use of vulgarity, profanity, or other inappropriate language (verbal or written).
- e. Violation of the Gossiping and Rumor-Spreading Policy.
- f. Accumulation of fifteen latenesses to school.
- g. Failure to report to a detention..
- h. Unexcused absence from class or any school activity/event.
- i. Inappropriate expression of friendship and intimacy (any inappropriate public display of affection).
- j. Repeated uniform violation (including formal assemblies).
- k. Use, display, or possession of a cell phone, Bluetooth/wireless headphones or earbuds, or Smartwatch during the school day (second offense).
- l. Violation of the Acceptable Use Policy (repeated offense).
- m. Damaging, tampering with, or misuse of the locker or lock.

Category III - Examples of infractions which will result in one or more of the following: parent conference, suspension, and/or probation, or expulsion from Catholic High.

- a. Any behavior that is perceived as morally offensive or contrary to the mission and Catholic identity of the school inconsistent with the behavior standards of the school including, but not limited to:
 - Behavior that attacks the reputation of the school or any member of the school community.

- Behavior that creates a substantial danger to persons or property.
 - Destruction or vandalism of school or personal property of students, faculty, or staff.
 - Discriminatory behavior, including verbally, physically and/or in writing whether print or digital.
 - Harassment and/or bullying of any kind (in person or via social media, texting, etc.)
 - Internet/social media behavior that attacks the reputation of the school community or any member of the school community.
 - Insubordination.
 - Repeated rude, disrespectful, disruptive, or inappropriate behavior.
 - Inappropriate public displays of affection.
- b. Being present in an unauthorized area of the building or campus without permission.
 - c. Leaving the grounds during the school day without permission or leaving the grounds and returning without permission.
 - d. Accumulation of twenty latenesses to school.
 - e. Failure to adhere to the terms of a Probation Agreement.
 - f. Serious violation of the Acceptable Use Policy.
 - g. Use, display, or possession of a cell phone, Bluetooth/wireless headphones or earbuds, or Smartwatch during the school day (third offense).
 - h. Violation of the Anti-Bullying Policy.
 - i. Violation of the Substance Abuse Policy.
 - j. Violation of the Anti-Violence Policy.
 - k. Serious or repeated violation of the Gossiping or Rumor-Spreading Policy.

ACADEMIC DISHONESTY

Academic dishonesty is the intentional act of giving, receiving, using, or presenting information or work in a dishonest or fraudulent manner.

Examples of academic dishonesty include, but are not limited to:

- » Presenting another person's work, ideas, or content as your own.
- » Allowing, asking, or employing another person to complete work on your behalf.
- » Using unauthorized notes, cheat sheets, electronic devices, or other aids during an assessment.
- » Sharing information about a quiz, test, examination, or other assessment with students who have not yet completed it.
- » Fabricating or falsifying research, data, information, sources, or citations in any academic exercise.
- » Misrepresenting circumstances to a teacher, including providing false or misleading information regarding late, missing, or submitted assignments.
- » Submitting content generated by artificial intelligence (AI) as your own work, including but not limited to essays, assignments, projects, presentations, and other assessments.
- » Using artificial intelligence or other technology without teacher permission to complete work that is intended to demonstrate your individual understanding, knowledge, skills, or abilities.
- » Using AI without permission to complete tasks that are meant to demonstrate your understanding, skills, or knowledge.

The school reserves the right to determine other consequences deemed appropriate for any conduct inconsistent with the philosophy, Catholic identity, and standards of the school.

DETENTION, PROBATION, SUSPENSION, and EXPLUSION

School Detention

The Dean of Students issues a detention notice to the student that lists the infraction and date/time of the detention. There will be a minimum of 24 hour notice of a school detention given to a student, as noted by the date of issue of the detention notice. This notice must be signed by the parent/

guardian and returned to the Dean of Students on or before the day of the assigned detention. Participation in extracurricular activities does not excuse the student from a school detention. Students may be asked to perform non-credited school service during detention.

Probation

The school may place a student on disciplinary probation for serious or repeated violations of the Student Standards of Behavior. In such cases, the Dean of Students may develop a behavior agreement outlining specific expectations, conditions, and consequences for continued enrollment. The terms of the agreement shall be determined by the Dean of Students with the approval of the Principal and must be signed by the student and her parent(s)/guardian(s). Failure to comply with the terms of the behavior agreement shall constitute a Category III infraction and may result in additional disciplinary action, including suspension or expulsion.

Suspension/Expulsion

Students may be suspended or expelled, as appropriate, for violations of the Student Standards of Behavior. The school also reserves the right to suspend or expel a student for conduct not specifically identified in the Student Standards of Behavior when, in the judgment of the Principal, such conduct causes, threatens to cause, or has the potential to cause significant harm, disruption, or interference with the safety, welfare, or orderly operation of the school community.

Administrative Leave Pending Decision

The school reserves the right to place a student on Administrative Leave Pending Decision when the student's continued presence at school may interfere with an investigation, disrupt the educational environment, or raise concerns regarding the safety or well-being of students, employees, or members of the school community.

Administrative Leave Pending Decision is not a disciplinary action and should not be interpreted as a determination that a violation of school policy has occurred. Rather, it is a temporary administrative measure that allows the school to gather information, conduct interviews, review evidence, and make an informed decision regarding the matter under review.

During this period, the student may be prohibited from attending classes, participating in school-sponsored activities, being present on school property, or representing the school in any capacity unless specifically authorized by the Principal.

The Dean of Students, with the approval of the Principal, shall determine the duration and conditions of the Administrative Leave Pending Decision. At the conclusion of the investigation, the Dean of Students shall make a recommendation to the Principal regarding the appropriate disposition of the matter. The Principal shall make the final determination regarding whether a violation of school policy occurred and any resulting disciplinary or administrative action.

The decision to place a student on Administrative Leave Pending Decision and all related determinations shall be at the sole discretion of the school.

Out-of-School Suspension

This type of suspension removes the student from school for a period of time. The following conditions apply to an out-of-school suspension. A parent conference must be held before or after the suspension. ***Students are not academically penalized while on suspension.***

- » Teachers will post or email assignments to the student.
- » All assignments must be completed by the due date given by the teacher.
- » If a test, quiz, or major project/paper is due on the day of the suspension, the student must see the teacher to make arrangements for making up the work.
- » The student is not allowed to participate in extracurricular activities while on suspension.

Financial Related Suspension

Student tuition accounts that are more than 30 days in arrears result in the issuance of a suspension letter signed by the Principal and the Director of Finance. Students are not allowed to return to school until the financial obligation is met. Participation in extracurricular activities such as dances, field trips, club activities, and sports are not permitted if a financial obligation is owed to the school. ***Students are not academically penalized while on a financial related suspension.***

STUDENT ACTIVITIES

Catholic High sponsors the following extracurricular activities:

ATHLETICS

Fall

Varsity Cross Country
Varsity/JV Soccer
Varsity/JV Volleyball
Varsity Field Hockey

Winter

Varsity/JV Basketball
Varsity Cheerleading
Varsity Swimming
Varsity Indoor Track & Field

Spring

Varsity Lacrosse
Varsity/JV Softball

Varsity Track & Field
Varsity Golf

CLUBS/ACTIVITIES/ORGANIZATIONS

The following is a sample of the many clubs and organizations available to students:

Ambassadors	Medical Exploration Club
Athletic Association	TCHS-TV
Culture & Diversity Council	Sea Search Robotics
Dun Scotus Forensics	STEP Team
It's Academic Team	Student Council
Media Club	VEX Robotics

Students may be invited to or apply for membership in the following honor societies:

National Honor Society: Mother Generosa Chapter

- » Candidates must have a minimum weighted GPA of 3.75 at the time of application.
- » Leadership, service, and character factor heavily into acceptance decisions.
- » Service hour requirements must be up to date.
- » Candidates must not have any Category 3 infractions on their

record.

- » Invitations are sent in the spring.

National English Honor Society: Sister Corda Marie Bergbauer Chapter

- » Membership is open to students in the 11th and 12th grades.
- » Prospective members must be enrolled in Honors English and/or AP English at the time of application.
- » Candidates must have a minimum weighted GPA of 3.75 overall at the time of application.
- » An A (93-100) average in all English core coursework at time of application.
- » Service hour requirements must be up to date.
- » Candidates must not have any Category 3 infractions on their record.
- » Students who meet the above core requirements are invited by the NEHS Moderator to complete the membership application process for consideration of membership in the chapter.
- » The application process requires prospective members to submit an essay demonstrating their commitment to monthly meetings, service projects, chapter activities, and a passion for literature, language, and writing.
- » Leadership, service, and character factor heavily into acceptance decisions.

National Art Honor Society

- » Students may apply in the spring of their sophomore year by submitting a thoughtful and well-written application.
- » A cumulative grade point average of a 3.0 is required.
- » Students must have earned As in their art classes.
- » Leadership, service, and character factor heavily into acceptance decisions.
- » Service hour requirements must be up to date.
- » Candidates must not have any Category 3 infractions on their record.
- » Students must have completed at least one full credit of an art class.

National Science Honor Society

- » Candidates must have a weighted 3.75 GPA overall at the time of the application.
- » Leadership, service, and character factor heavily into acceptance decisions.
- » Service hour requirements must be up to date.
- » Candidates must not have any Category 3 infractions on their record.
- » Students must write a well-written and thoughtful essay as part of their application.
- » Students must be enrolled in a science class all four (4) years.
- » Students accepted for membership must serve as science tutors.

French Honor Society

- » Candidates must have an average of 93% or above in French and no grade under an 85% in all other subjects at the time of application.
- » Leadership, service, and character factor heavily into acceptance decisions.
- » Service hour requirements must be up to date.
- » Candidates must not have any Category 3 infractions on their record.
- » Candidates must have completed two years of French in high school and be in their third year of French language study.
- » Students must be enrolled in French at the time of induction.
- » Student members must be in the 11th or 12th grade.
- » Student selection is based on scholarship, leadership and commitment to French.

Spanish Honor Society: El Greco Chapter

- » Candidates must have an average of 93% or above in Spanish and no grade under an 85% in all other subjects at the time of application.
- » Leadership, service, and character factor heavily into acceptance decisions.
- » Service hour requirements must be up to date.
- » Candidates must not have any Category 3 infractions on their record.

- » Candidates must have completed two years of Spanish in high school and be in their third year of Spanish language study.
- » Students must be currently enrolled in Spanish at the time of induction.
- » Student members must be in the 11th or 12th grade.
- » Student selection is based on scholarship, leadership and commitment to Spanish.

Tri-M Music Honor Society

- » Tri-M recognizes students who have gone above and beyond academically and musically.
- » Tri-M also provides students leadership opportunities to make a difference in their community through music-based service projects.
- » To qualify for a nomination to Tri-M, students must have a grade of A in all music performance classes, and no less than a B in all other classes.
- » Leadership, service, and character factor heavily into acceptance decisions.
- » Service hour requirements must be up to date.
- » Candidates must not have any Category 3 infractions on their record.
- » Tri-M requires regular monthly attendance at meetings, service hours particular to Tri-M and once-a-year dues.

National Honor Society for the Dance Arts (NHSDA)

- » To qualify, students must be enrolled in a TCHS dance class and be a TCHS Dance Company member.
- » Students must maintain a 3.0 average in all classes, with an A average in Dance classes.
- » NHSDA has a point system for induction: Students must earn 30 points to qualify and 30 points annually to maintain membership.
- » Dance participation, leadership, service, and character all factor heavily into acceptance decisions.
- » Service hour requirements must be up to date.
- » Candidates must not have any Category 3 infractions on their record.

Mu Alpha Theta National Math Honor Society

- » Students must have earned, or currently hold, a minimum average of 97% in Honors Precalculus.
- » Students must be currently enrolled in an Honors and/or AP-level mathematics course.
- » Service hour requirements must be up to date.
- » Students must not have any Category 3 infractions on their record.

DANCES

The Catholic High School of Baltimore's Student Council hosts several dances throughout the school year chaperoned by faculty and staff including:

- » Sock Hop (sponsored by the Athletic Association)
- » Harvest Ball
- » Snow Ball
- » Sophomore Dance
- » Junior Prom
- » Senior Prom

Dances are restricted to Catholic High students and their guests under the age of 21. The Student Standards of Behavior apply to all Catholic High dances.

PERFORMANCES

Catholic High sponsors and supports the following:

Student Performances & Exhibitions

Fall and Spring Theatre Productions, Christmas Concert, Dance Concert, Spring Concert, Juried Art Show, and Senior Art Show.

Visual and Performing Arts Ensembles

A Cappella Choir, Chamber Choir, Concert Choir, Advanced Choir, Chamber Winds, String Orchestra, Symphonic Band, Cub Band, Catholic High's Rock Band 3:15, and the Ukulele Club.

PUBLICATIONS

Catholic High sponsors and supports the following student publications. All publications are owned by *The Catholic High School of Baltimore* and the administration reserves the right to amend, edit, and approve all publications.

The Troubadour (student yearbook)

Canticles (literary and art magazine)

OTHER

FIELD TRIPS

Field trips sponsored by Catholic High are based on clear educational objectives. Students are expected to participate in field trips related to class work. Failure to do so can affect their grade. In order to participate in field trips, students must:

- » Be in good academic and behavioral standing
- » Produce a signed official school permission form (Telephone permission is not accepted.)
- » Follow guidelines on the official permission form to participate.

Dress Code for Field Trips

At *The Catholic High School of Baltimore*, we are fortunate to have the opportunity to expand our learning beyond the classroom. While on a field trip, students must conduct themselves at all times as a women of Catholic High. **Most often, students are required to be in formal uniform when on a field trip.** However, on the occasion when they are not in formal uniform, the following guidelines must be followed:

- » Blouses or tops that are collarbone high with long or short sleeves.
- » Blouses or tops must be either tucked into the waistband or over the waistband of the skirt or slacks.
- » Skirts that are professional length (1 inch above the knee or longer)
- » Dress slacks or jeans with no holes, rips, tears, or writing.
- » Appropriate footwear for the field trip. Sandals, flip flops, or any type of open toed shoe is never permitted.

If you have any questions regarding the Dress Code for Field Trips, please check **in advance** with the teacher in charge of the field trip, the

Principal, or Dean of Students.

Should you not be in compliance with the Dress Code on the day of the event, you will not be allowed to participate in the field trip.

LOCKERS

Each student is assigned a locker to keep belongings during the school day. While the locker is used by the student, it is the property of Catholic High. Therefore the Administration reserves the right to inspect lockers at any time.

It is the responsibility of the student to keep the locker clean and locked at all times. Each student may use:

- » Only the locker assigned to her
- » Only the school issued lock

Tampering with another lock or locker is forbidden. Giving the locker combination to another student is strongly discouraged. Switching locks or lockers will result in disciplinary action. Gym lockers are assigned to athletes by the Athletic Director.

RESTROOMS

Restrooms are for student use before, during, and after school. During the school day, students sign out of class to use the restroom with the teacher's permission. Loitering, use of prohibited substances, writing on walls, or damaging the facilities in any way is considered a serious disciplinary matter.

STUDENT SERVICES

CAMPUS MINISTRY OFFICE

The Office of Campus Ministry includes the Director of Mission and the Campus Minister. Retreats, liturgies, and volunteer opportunities activities are coordinated by this office.

COLLEGE COUNSELING

The Director of Guidance, who oversees the school's college counseling program, coordinates academic testing for freshmen, sophomores, and juniors; provides guidance to juniors and seniors regarding SAT and/or ACT registration and testing outside of Catholic High; administers the Pre-ACT to sophomores; and oversees Advanced Placement (AP) Exams as the school's AP Coordinator.

ACADEMIC ADVISING

The Director of Guidance works closely with students to help them select courses that align with their academic programs, goals, interests, and future career plans and provides guidance on course requirements, advanced placement options, and graduation requirements. Through regular meetings and ongoing communication, the Director of Guidance fosters a supportive and encouraging environment, empowering students to take ownership of their education and succeed both academically and personally.

SAINT JOHN NEUMANN HEALTH CENTER

Catholic High provides a Health Center for students under the direction of a registered nurse during the school day. The Health Center's purpose is to provide care for emergencies, first-aid, and chronic health conditions. The nurse provides health-related and student support counseling as needed.

Annual physicals are required for all students. In addition, Catholic High follows Maryland State COMAR regulations regarding immunizations. In compliance with state law, students without documentation of immunization may not attend school.

Prescription medications will be administered to students provided there is a written physician order and the medication is in the original bottle with a copy of the prescription attached. All prescription and non-prescription medication is to be administered in the Health Center.

The nurse will administer non-prescription medication for students with the Medication Administration Consent on file. Whenever possible, medicine should be administered at home. Any student carrying prescription medication without proper authorization is subject to action under the Substance Abuse policy of the school.

Parents are asked to notify the nurse of any changes in the health

status of their daughter. Students with an injury requiring crutches need a physician's note stating they may attend school while ambulating on crutches. In case of serious illness or injury, every effort is made to contact the student's parent/guardian. In an emergency, the student may be transported to the nearest hospital, accompanied by school personnel. If a student is too ill to remain in school, the parent/guardian will be notified. Once notified, the parent/guardian is expected to pick up their daughter within one hour. Students may not dismiss themselves from school.

SISTER ARNOLDINE O'CONNELL, OSF DINING HALL

Food services are offered at Catholic High. A complete lunch service, (hot and cold foods) and vending machines are available to students. Cash, and debit/credit cards, may be used to purchase food in the Dining Hall. Eating is restricted to the Dining Hall only. Students are expected to clean up after themselves, leaving tables cleared and chairs pushed in.

STUDENT SUPERVISION

Students must remain in areas of the school where adult supervision is provided at all times. During the school day, students are expected to be in a classroom or other supervised location as directed by school personnel. Before school, students are to report to the Dining Hall and remain there until dismissed to their first-period classes. After school, supervised study hall is available in the Dining Hall from 2:35 p.m. to 5:00 p.m.

DECARLO LIBRARY

The Library serves as a learning resource center, instructional space, and community gathering area. Faculty and staff may reserve the Library for classes, meetings, presentations, and other school-related activities. Club moderators may also use the Library for approved after-school meetings and activities. To prevent scheduling conflicts, all Library reservations and use must be coordinated through the Main Office. The Administration reserves the right to prioritize Library use based on instructional, academic, and operational needs.

GRIEVANCE PROCEDURE

A. Definition of Grievance: A grievance is a difference or dispute between a parent/guardian and the school.

B. Procedural Steps

Step 1 A parent who has a grievance shall discuss it either orally or in writing with the person involved within ten (10) school days of the event that gave rise to the complaint or from the date the parent/guardian should reasonably have learned of such event.

Step 2 If the parent is not satisfied with the disposition of the matter at the informal level, the grievance shall be submitted in writing to the school Principal within five (5) school days of the resolution proposed at the informal level. The Principal shall, within five (5) school days, meet with the parent/guardian to investigate the grievance. The Principal shall submit an answer within five (5) school days of the meeting.

Step 3 If the grievance is not satisfactorily adjusted in Step 2, the parent/guardian may appeal the grievance in writing to the President. This appeal must be within five (5) school days of receiving an answer from the Principal in Step 2. The President shall meet with the parent/guardian within fifteen (15) school days from the date of the notice of appeal. Within fifteen (15) school days of said meeting, the President will submit an answer to the parent/guardian in writing. The President's decision is final.

C. Time Limitations All time limitations may be extended by the school, as deemed appropriate under special circumstances.

COMPLIANCE STATEMENTS

Catholic High complies with all state and federal laws regarding child sexual abuse and sexual misconduct prevention. Please refer to the State of Maryland House Bill 486.

In addition, Catholic High follows the State of Maryland law and the Archdiocesan policy for reporting suspected child sexual abuse to the authorities as follows:

1. Under Maryland law, any person who has reason to believe a child has been subjected to abuse must make a report to the local office of Department of Social Services as soon as possible.
2. "Abuse" means the physical or mental injury of a child by a parent or other person who has permanent or temporary care or custody

or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed; or sexual abuse, whether or not physical injuries are sustained.

3. "Sexual abuse" means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member.
4. "Child" is any individual under 18 years of age.
5. Staff members of childcare institutions, including schools and day care centers, must also notify the head of the institutions of the suspected abuse.
6. Catholic High cooperates fully with civil authorities investigating reports of child abuse.
7. A person who makes a report of child sexual abuse to Catholic High is required to follow the state requirements for reporting.
8. Alleged abuse that occurred when the victim is under 18 must be reported, even if the victim is now over 18, and even in cases when the alleged perpetrator is deceased.

(Taken from Section 3 of A Statement of Policy for the Protection of Children and Youth. Archdiocese of Baltimore. January 2)

It is the Policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a

prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

ASSUMPTION OF RISK

PARENT/GUARDIAN INFORMATION AND UNDERSTANDING OF PUBLIC HEALTH PROTOCOLS

Parents and guardians will follow *The Catholic High School of Baltimore's* public health protocol. This includes any activities and events as permitted in addition to the normal school hours.

- Parents/Guardians understand they play a crucial role in keeping everyone in the facility safe and reduce the risk of exposure by following the practices outlined herein. Parents/Guardians understand and agree that they and their child will comply with any other policies, procedures, guidelines, and rules that *The Catholic High School of Baltimore* may deem appropriate to prevent the spread of infectious illnesses at its facility.
- Parents/Guardians understand that during a Public Health Emergency, they will NOT be permitted to enter *The Catholic High School of Baltimore* facility beyond the designated drop-off and pick-up area located in Western Campus.

