



The Catholic High School of Baltimore

2024-2025 Student Handbook

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."

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

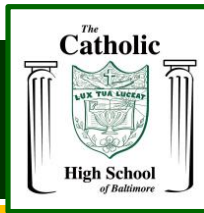


2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					SCHOOL CLOSED	
4	5	6	7	8	9	10
	August 5-7 th : Archangel Workshop 8:30-11:30am				SCHOOL CLOSED	
	August 5-8 th : Incoming STEM Student Workshop – 8:30am-3:00pm					
	August 5-8 th : HSPT Prep Workshop – 8:30-11:30am					
11	12	13	14	15	16	17
		Ambassador Training 9-11:00am – Aud/Gym	Ambassador Training 9-11:00am – Aud/Gym Meet the Coaches Night 6-8:00pm-Dining Hall/Aud	Fall Sports Tryouts Begin	SCHOOL CLOSED	
	August 12-15 th : Required Band Workshop 8:30-11:30am					
18	19	20	21	22	23	24
	Professional Day Breakfast 8:00am – Dining Hall	Professional Day Board Orientation 5:00pm – Board Room	Professional Day FORMAL UNIFORM School ID Pictures Gr.9 Orientation 8:30am – 2:30pm Gr.9 & 12 Meet & Greet 11:00am-12:00pm Gr. 12 Orientation 12:00-2:00-pm	Professional Day AOB Convocation	Professional Day FORMAL UNIFORM School ID Pictures Gr.10 Orientation 8:30-10:30am Gr.11 Orientation 12:30-2:30pm	VPA Boosters' Club Welcome Picnic 12:00-3:00pm Meadowood Regional Park
	August 19 th -22 nd Color Guard Workshop 12:00-3:00pm					
25	26	27	28	29	30	31
	First Full Day of Classes 7:45am 1 st Quarter Begins Bus Service Begins				SCHOOL CLOSED Principal's Holiday	

6 days

September



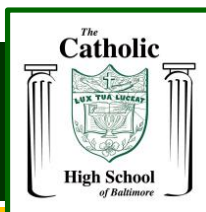
2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Labor Day 2 SCHOOL CLOSED	3 <i>Students must have all textbooks</i>	4	5 VPA Boosters' Club Meeting 7:30pm	6	7 VPA Day #1 9:00am-12:00pm
8	9	10 Board Meeting 4:30pm – Library Mothers' Club Meeting 6:30pm – Dining Hall	BLOCK DAY 11 Academic Council 2:45pm – Board Room	BLOCK DAY 12 Parent Back-to-School Night 6:00-8:00pm- Auditorium	13 HELLO DAY Assembly 1:15pm - Auditorium	14
15	16	17	18 FORMAL UNIFORM Mass of the Holy Spirit 9:35am - Auditorium Boosters' Club Meeting 6:30pm - Library	19 Fathers' Club Meeting 6:30pm – Dining Hall	20 Fall Sports Pep Rally 1:55pm - Gym	21 Middle School Volleyball Play Day
22	23 Freshman Retreat 8:00am – 2:30pm TCHS	BLOCK DAY 24 <i>Interim Grades due by 3pm</i>	BLOCK DAY 25	26 Senior Parent College Night 6:00-7:30pm - Auditorium <i>Interim Grades Distributed</i>	Professional Day 27 Early Dismissal 12:00pm	28
29	30					

20 days

Shadow Days: Select dates 9/9 through 12/10

October



2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
Shadow Days: Select dates 9/9 through 12/10 Mandatory 21 Club Ticket Sales 10/13 through 11/8 NEHI Thanksgiving Collection 11/1 through 11/12				VPA Boosters' Club Meeting 7:30pm	FORMAL UNIFORM Feast of St. Francis Mass 9:35am - Auditorium	Boosters' Atlantic City Bus Trip
6	7	BLOCK DAY 8 Mothers' Club Meeting 6:30pm – Dining Hall	BLOCK DAY 9 Picture Makeup Day Academic Council 2:45pm – Board Room	10 President's Reception & Alumnae Luncheon 12:00pm – Off-campus	11 Sophomore Retreat Basilica/TCHS Homecoming Sock Hop 7-10:00pm – Gym	12
13	14	15 PSAT Testing (Gr.9-11) Students dismiss at 11:30am Senior College Visit Day	16 Baltimore National College Fair 6:00 - 8:00pm Convention Center	17 Eastern Shore Alumnae Luncheon 12:00-3:00pm Fathers' Club Meeting 6:30pm – Dining Hall	18	19 Math Olympiad
20	21	BLOCK DAY 22	BLOCK DAY 23	24 <i>1st Quarter Ends</i>	25 SCHOOL CLOSED Employee Retreat First Fruit Farms	26 Open House 11:00am – 2:00pm
27 <i>21 days</i>	28 SCHOOL CLOSED President's Holiday	29 <i>1st Quarter Grades Due by 3pm</i> <i>2nd Quarter Begins</i>	30	31		

November

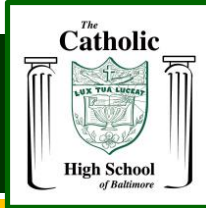


2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<div style="border: 1px solid black; padding: 5px;"> Shadow Days: Select dates 9/9 through 12/10 Mandatory 21 Club Ticket Sales 10/13 through 11/8 NEHI Thanksgiving Collection 11/1 through 11/12 </div>						FORMAL UNIFORM 1 All Saints Day Liturgy 1:15pm – Auditorium FACTS Financial Aid Online Applications Begin	2 Performing Arts Wkshop 9:00am-3:00pm Alumnae Luncheon & Memorial Mass 2:00-3:30pm (Lunch) 4:00pm – Mass Dining Hall/Auditorium
3	4 Powder Puff 3:30 – 5:00pm Herring Run	ELECTION DAY 5 SCHOOL CLOSED	6 Winter Sports Tryouts Begin 1 st Quarter Report Cards Distributed	7 VPA Boosters' Club Meeting 7:30pm	8 Fathers' Club Fall Breakfast 7:00am – Dining Hall TCHS Gala 6-11:00pm-Boumi Shrine Ctr	9 Fall Drama Tech Day 9:00am – 2:00pm	
National French Week 11/6 to 11/12/2024							
10	11 Board Meeting 4:30pm - Library Mothers' Club Meeting 6:30pm – Dining Hall	BLOCK DAY 12 Board Meeting 4:30pm - Library Mothers' Club Meeting 6:30pm – Dining Hall	BLOCK DAY 13 Academic Council 2:45pm – Board Room Boosters' Club Meeting 6:30pm – Library	14 Fall Drama Middle School Performance - 9-11:30am	15 Fall Drama Preview for TCHS - 1:55pm Fall Drama 7:00pm	16 VPA Day #2 9:00am-12:00pm Fall Drama 7:00pm	
Fall Drama Tech Week 11/11 to 11/15/2024							
National French Week 11/6 to 11/12/2024							
17	18 Junior Retreat Our Lady Queen of Peace	19	20 Junior Ring Liturgy Rehearsal 8:35-9:35am – Auditorium	21 Junior Ring Liturgy 12:30pm -Auditorium Fathers' Club Meeting 6:30pm – Dining Hall	22	23	
24	25	26 Grandparents' Day & Thanksgiving Prayer Service 1:15pm - Auditorium	27 SCHOOL CLOSED President's Holiday	Thanksgiving Day 28 SCHOOL CLOSED Thanksgiving Holiday	29 SCHOOL CLOSED Thanksgiving Holiday Festival of Trees Off-Campus	30 Festival of Trees Off-Campus	

17 days

December



2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 First Sunday of Advent Festival of Trees Off-Campus	2 Prayer Service & Advent Wreath Lighting 9:35am <i>Interim Grades Due by 3pm</i>	3 BLOCK DAY National Giving Tuesday	4 BLOCK DAY <i>Interim Grades Distributed</i>	5 VPA Boosters' Club Meeting 7:30pm	6 Endowment Breakfast 8:30-10:30am – Dining Hall Hall Decorating PM Event Schedule	7 High School Placement Testing 8:00am – 12:00pm White Marsh Christmas Parade	
8	9 FORMAL UNIFORM Advent Wreath Lighting During Homeroom Immaculate Conception Liturgy 1:15 - Auditorium	10 Mothers' Club Meeting 6:30pm – Dining Hall	11 Academic Council 2:45pm – Board Room Alumnae Christmas Social 6:00pm – Off-campus	12 Christmas Concert Preview for TCHS 1:55pm	13 Christmas Concert 6:30pm	14 NEHI Holiday Event 10:00am – 1:00pm Western Campus	
15	16 Midterm Exams Period A – 7:50-9:20am Period B – 9:30 -11:00am	17 Midterm Exams Period C – 7:50-9:20am Period D – 9:30 -11:00am	18 Midterm Exams Period E – 7:50-9:20am Period F – 9:30 -11:00am	19 Midterm Exams Period G – 7:50-9:20am Period H – 9:30 -11:00am Fathers' Club Meeting 6:30pm – Dining Hall	20 Makeup Exams Employee Luncheon Class of 2029 Applications & Financial Aid Due by 3pm No Bus Service	21	
22	23 SCHOOL CLOSED Christmas Holiday	24 Christmas Eve SCHOOL CLOSED Christmas Holiday	25 Christmas Day SCHOOL CLOSED Christmas Holiday	26 SCHOOL CLOSED Christmas Holiday	27 SCHOOL CLOSED Christmas Holiday	28	
29	30 SCHOOL CLOSED Christmas Holiday	31 New Year's Eve SCHOOL CLOSED Christmas Holiday	Shadow Days: Select dates 9/9 through 12/10				

14 days

January



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			New Year's Day 1 SCHOOL CLOSED Christmas Holiday	2 Classes Resume	3 Midterm Service Hour Deadline	4
VPA Interviews: 1/4 to 1/16/2025 – 3:30-6:00pm						
5	6	BLOCK DAY 7	BLOCK DAY 8 Academic Council 2:45pm – Board Room	9 VPA Boosters' Club Meeting 7:30pm	10 Winter Sports Pep Rally 1:50pm – Gym Semiformal Dance 7-10:00pm – Dining Hall	11 Admissions Interviews Day 1 9:00am – 1:00pm
12	13	14 Board Meeting 4:30pm – Library Mothers' Club Meeting 6:30pm – Dining Hall	15 Forensics Interviews 3:30-5:30pm - Library	16 Fathers' Club Meeting 6:30pm – Dining Hall	17 2 nd Quarter Ends	18 Admissions Interviews Day 2 9:00am – 1:00pm
19	MLK, Jr. Day 20 SCHOOL CLOSED	BLOCK DAY 21 2 nd Quarter Grades & Exam Grades Due by 3pm 3 rd Quarter Begins	BLOCK DAY 22 Forensics Interviews 3:30 – 5:30pm – Library	23 Junior Parent College Planning Night 6:30pm - Auditorium	24	25
26	FORMAL UNIFORM 27 Catholic Schools Week Liturgy – 9:30am Auditorium	28 Catholic Schools Week Day of Giving	29 2 nd Quarter Report Cards Distributed	30	31	
21 days	Catholic Schools Week 1/27 to 1/31/2025					

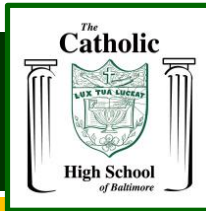
February



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
Fisher's Popcorn Sale: 2/3 – 2/14						
2	3	4 Black History Month Presentation 9:35am – Auditorium Honors Music Recital Auditions	5	6 VPA Boosters' Club Meeting 7:30pm	7	8 VPA Day #3 9:00am-12:00pm
9	10	11 BLOCK DAY Mothers' Club Meeting 6:30pm – Dining Hall	12 BLOCK DAY Academic Council 2:45pm – Board Room	13	14 Dance-A-Thon Gym - 11:30am-2:30pm	15
16	17 President's Day SCHOOL CLOSED	18 Spring Sports Tryouts Begin Interim Grades Due by 3pm	19 Admissions Letters Mailed to Class of 2029	20 Fathers' Club Meeting 6:30pm – Dining Hall Admissions Emails Sent to Class of 2029 Interim Grades Distributed	21 Professional Day SCHOOL CLOSED	22
23	24	25 BLOCK DAY	26 BLOCK DAY Welcome Soiree 6:00-8:00pm – Dining Hall/Auditorium	27	28	
18 days						

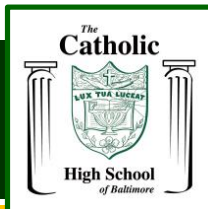
March



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
NEHS Spring Book Drive (all month)						
2	3	Shrove Tuesday 4 French Honor Society Fat Tuesday Bake Sale Honors Music Recital 6:30pm - Auditorium	Ash Wednesday 5 FORMAL UNIFORM Ash Wednesday Mass 1:15pm - Auditorium	6	7	8
9	10	11 Board Meeting 4:30pm - Library Mothers' Club Meeting 6:30pm - Dining Hall	12	13	14	15
Senior Retreat 3/10-11 - O'Dwyer Retreat House						
16	BLOCK DAY 17	BLOCK DAY 18	19	20	21	22
Spring Musical Tech Week 3/17 - 3/21						
23	SCHOOL CLOSED 24	25	26	27	28	29
30	31	3 rd Quarter Grades due by 3pm 4 th Quarter Begins	2 - HOUR DELAY 28 Professional Development 8:00am Field Day 10:00am - 2:45pm			
Dinner & Wine Tasting 2-5:00pm - Dining Hall						
20 days						
Spirit Week 3/25 to 3/28						
VPA Day #4 9:00am-12:00pm						
Class of 2029 Acceptance Deadline						
Honor Societies Induction 9:35am - Auditorium						
Spring Sports Pep Rally Gym						
Sophomore Dance 7:00-10:00pm						
Spring Musical 7:00pm						
Spring Musical 7:00pm						
3 rd Quarter Ends						
Middle School Preview for Spring Musical 9:00-11:30am						
Fathers' Club Meeting 6:30pm - Dining Hall Hang Senior Banners						
Spring Musical Preview for TCHS - 1:55pm						

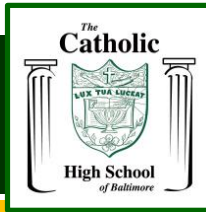
April



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 <i>3rd Quarter Report Cards Distributed</i>	3 VPA Boosters' Club Meeting - 7:30pm	4 <i>Professional Day</i> Early Dismissal 12:00pm	5
VPA Trip to Disney 4/2 to 4/5/2025						
AIMS Accreditation visit days – 4/1 to 4/4/2025						
6	7	8 7 th Grade Visit Day 7:50am – 1:30pm Classrooms/Gallery Mothers' Club Meeting 6:30pm – Dining Hall	9 7 th Grade Visit Day 7:50am – 1:30pm Classrooms/Gallery Academic Council 2:45pm – Board Room	10 7 th Grade Visit Day 7:50am – 1:30pm Classrooms/Gallery Dance Concert Preview for TCHS – 1:55pm	11 <i>Professional Day</i> Early Dismissal 12:00pm Dance Concert 7:00pm	12 Junior Prom Sparrows Point CC 7-11:00pm
Dance Concert Tech Week 4/7 to 4/11/2025						
Palm Sunday 13	14 7 th Grade Visit Day 7:50am – 1:30pm Classrooms/Gallery <i>Senior Interim Grades Due by 3pm</i>	15 Employee Recognition Liturgy 9:35am	16 Theatre Senior Projects 7:00pm <i>Senior Interims Distributed</i>	Holy Thursday 17 SCHOOL CLOSED	Good Friday 18 SCHOOL CLOSED	19
Easter Sunday 20	21 SCHOOL CLOSED	22 SCHOOL CLOSED	23 SCHOOL CLOSED	24 SCHOOL CLOSED	25 SCHOOL CLOSED	26
27	28 Classes Resume <i>Final Service Hour Deadline</i> <i>Interim Grades Due by 3pm</i>	29 Miss Catholic High Assembly 1:30pm - Auditorium	30 BLOCK DAY Law & Leadership Senior Thesis Celebration 6:30 – 8:00 pm Auditorium/Gallery <i>Interims Distributed</i>			
15 days	Maryland Youth & Government Conference 4/27 to 4/29/2025					

May



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				BLOCK DAY 1 VPA Boosters' Club Meeting 7:30pm	2 May Crowning Rehearsal 1:00pm – Auditorium Spring Fling 7:00-11:00pm Columbus Gardens	3
4	5 May Crowning 9:35am – Auditorium	6 AP US Government Exam 12:00pm	7 AP English Lit & Comp Exam 8:00am	8 Fathers' Club Meeting 6:30pm – Dining Hall	9 AP US History Exam 8:00am Senior Awards Assembly 9:00am – Auditorium Senior Prom 7:00-11:00pm – Sparrows Pt. CC <i>Seniors Dismiss at 11:05am</i>	10
Mother's Day 11	12	13 AP Language & Comp Exam 8:00am Board Meeting 4:30pm - Library Mothers' Club Meeting 6:30pm – Dining Hall Senior Art Show	14 AP Environmental Science Exam 12:00pm Academic Council 2:45pm – Board Room	15 VPA Awards 6:30pm – Dining Hall	16 AP Calculus AB & BC Exam 8:00am Spring Concert Preview 1:30pm – Auditorium Spring Concert 6:30pm - Auditorium Senior Art Sale	17
18	19 Senior Exams Period A – 7:50-9:20am Period B – 9:30 -11:00am	20 Senior Exams Period C – 7:50-9:20am Period D – 9:30 -11:00am Fathers' Club Take Down Senior Banners Dining Hall	21 Senior Exams Period E – 7:50-9:20am Period F – 9:30 -11:00am Senior Picnic – 11:30am Senior Farewell – 12:30pm	22 Senior Exams Period G – 7:50-9:20am Period H – 9:30 -11:00am Sports Banquet 6:00pm – Columbus Gardens <i>4th Quarter Ends for Seniors</i>	23 Underclass Awards Assembly 9:35am – Auditorium Graduation Rehearsal 1:00-3:00PM Cathedral of Mary Our Queen	24
25 <i>20 days</i>	Memorial Day 26 SCHOOL CLOSED	27 SCHOOL CLOSED Graduation Liturgy 11:00am – 1:00pm Cathedral of Mary our Queen <i>Admission by Ticket Only</i>	28	29 <i>4th Quarter Ends</i>	30 Final Exams Period H – 7:50-9:20am Period G – 9:30-11:00am	31

June



2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Final Exams Period F – 7:50-9:20am Period E – 9:30-11:00am	3 Final Exams Period D – 7:50-9:20am Period C – 9:30-11:00am	4 Final Exams Period B – 7:50-9:20am Period A – 9:30-11:00am Academic Council 12:00pm – Board Room	5 Make-up Exams 8:00am VPA Boosters' Club Meeting 7:30pm <i>No Bus Service</i> <i>Final Grades Due by 3pm</i>	6 Professional Day Last Day for Teachers Employee Luncheon 12:00pm – Dining Hall	7
8	9	10	11	12	13 SCHOOL CLOSED	14
15	16	17	18 <i>Final Report Cards Distributed</i>	19 Juneteenth SCHOOL CLOSED	20 SCHOOL CLOSED	21
22	23 Cub Classic Golf Outing Sparrows Point CC	24	25	26	27 SCHOOL CLOSED	28
29	30					

3 days
175 days



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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 pm Senior dismissal to the locker room	2:41 pm Sophomore dismissal to the locker room	2:45 pm Club Meetings/Tutoring
2:38 pm Junior dismissal to the locker room	2:44 pm Freshman dismissal to the locker room	3:30 pm 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 3 snow days. These days may or may not be consecutive. If schools are closed in excess of 3 days due to snow, classes will be held virtually. An abbreviated school day schedule for virtual days will be announced.

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 chief executive officer. The Principal, along with the Directors of Institutional Advancement, Finance, Operations, and Mission, oversee various aspects of the school's operation. The Dean of Academics and Dean of Students 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 and/or auditorium. 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 current year of enrollment. It is helpful for the families of prospective

students to discuss any special learning needs with appropriate school personnel (i.e., counselor, nurse, Director of Enrollment, Principal, and Dean of Academics) prior to enrollment. In this way, parents can make an informed decision about the best program to meet their daughter's educational needs.

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 or assaults someone on school property, at a school activity on or off campus, is subject to expulsion.
- » Any behavior, including internet communications, which jeopardize the safety and well-being of any member of the school community, violates Catholic High's anti-violence policy.

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. 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.

Bully Prevention, Intervention and Response

Bullying, harassment, or intimidation of any student on school property, at school-sponsored functions, or by the use of electronic technology is prohibited at *The Catholic High School of Baltimore*. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. School administrators ensure that illegal behaviors are reported to the appropriate local authorities.

ATTENDANCE

Students are expected to attend school every day according to the school's published calendar. Attendance is monitored by the Guidance Office, and the counselor discusses attendance issues with students and parents to prevent excessive absences, latenesses, or early dismissals. When necessary, the counselor refers a student to the Dean of Students for disciplinary action.

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 no matter the reason count in the total for the student.***

Individual cases and unique circumstances are taken into consideration by the Dean of Students in consultation with the Dean of Academics, the school nurse, the counselor, and/or the Principal.

Full Day Absence = being in school less than 3 hours

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

Consequences for Excessive Absences

1. After the 5th Absence
 - » The student attendance record is reviewed
 - » Parents are notified via phone call or email
2. After the 10th Absence
 - » The student attendance record is reviewed
 - » Parents are notified by formal letter
3. After the 15th Absence
 - » The student attendance record is reviewed
 - » Conference with the Dean of Students and Dean of Academics
4. After the 20th Absence
 - » The student attendance record is reviewed
 - » Parent conference with the Dean of Students and Principal

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 should be submitted to the main office.

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

Early Dismissal

Every effort should be made to schedule appointments outside of school hours. If it is necessary for a student to dismiss from school early, then:

- » The parent/guardian should email or call the main office to request the early dismissal.
- » When the parent/guardian arrives at school, they are to report to the reception desk and then proceed to the main office to sign out the student.
- » If someone other than the parent/guardian is picking up the student, this should be stated in the initial email/phone call request for early dismissal.
- » If a student drives herself to school, the parent/guardian still must email or call the main office and request the early dismissal.

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 nurse. Students may not contact their parents via email or phone to be picked up from school.

Lateness

1. The warning bell rings at 7:45 a.m. At this time students move to first period.
2. At 7:50 the late bell rings. Students who are not in Period A when the late bell rings are considered late to school.
3. If a student arrives at school after 7:50 a.m., she is to report to the main office for a late pass and to sign the late book. The late pass is needed to gain entrance to first period.

4. The drop-off line gets crowded around 7:40 a.m., so plan accordingly.
5. Please make every effort to schedule appointments outside of school hours. A note from the doctor is needed when the student arrives at school to verify a lateness.

Consequences for Excessive Lateness/Early Dismissals

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/early dismissal
 - » Parents are notified via phone call or email
 - » Student conference
2. After the 10th lateness/early dismissal
 - » Parent notification by email or phone
 - » Student conference
 - » School detention
3. After the 15th lateness/early dismissal
 - » Parent conference
 - » Development of a plan of action
4. After the 20th lateness/early dismissal
 - » Parent conference with Principal and Dean of Students to discuss status at TCHS

Make-Up Work

Upon returning to school from an absence, it is the student's responsibility to ask her teachers for make-up work which is required for all missed assignments and assessments. For absences shorter than five (5) days, students should adhere to the classroom policies set by each teacher. For absences of five (5) days or more, students must obtain assignments with the assistance of the Dean of Academics. Direct communication with teachers is encouraged through email, Plus Portals, and/or Google Classroom.

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 Dishonesty

Academic dishonesty is the deliberate act of giving or receiving information fraudulently. Students are required to write the Honor Code on their work: "On my honor, this is my work and my work alone." **Signature of Student**

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

- » Representing someone else's work as your own (plagiarism)
- » Allowing someone else to use your work
- » Using unauthorized cheat sheets or test aids
- » Employing others to do your work
- » Sharing information about an assessment with those who have not yet taken it
- » Fabrication: falsifying research, information, or citing sources incorrectly in any academic exercise
- » Misrepresentation: providing misleading information to a teacher about why an assignment is late, not submitted, or falsely claiming it has been submitted
- » Submitting AI-generated content as your own work, including but not limited to essays, assignments, projects, and other forms of assessment.
- » Using AI to complete tasks that are meant to demonstrate your understanding, skills, or knowledge without explicit permission.

Any form of academic dishonesty in testing or assigned work will result in an automatic failing grade. Both the student providing the information and the student receiving it will be held accountable.

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 administration of Catholic High retains the right to make minor adjustments in credit requirements for graduation in situations where a student's accomplishment in a particular area may warrant it. In all cases, the requirements of the Maryland State Department of Education for Non- Public Schools are met. The decision of *The Catholic High School of Baltimore* in these matters is 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 with a final grade of F are required to make up the failing grade in a summer program approved by the Principal, and must attain a grade of D (70) or better. Students who do not make up failed grades in such a program may not return to Catholic High the following fall. Students who have failed three or more courses in one academic year are not allowed to return to Catholic High.

Course Selection

Students are required to select seven or eight credits of coursework each year according to published guidelines in the Catholic High Course Selection Book. Students' course selections require parental approval. The school reserves the right to determine a student's eligibility for selected courses according to prerequisites, enrollment, and ability to schedule these selections. The school also reserves the right to determine a student's course selections as part of a course of study related to the student's ability level.

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 TCHS. 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)

Change of courses after the beginning of the school year will be considered under the following circumstances:

1. Student health problems verified by a physician
2. An error in the scheduling process
3. Student's completion of course work in summer school
4. A senior needing specific credits for graduation
5. Level and/or course changes approved by the school administration.

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
Grades 11&12:	SAT

EXAMS

Exams are scheduled for students in each subject and will account for 20% of the student's semester grade. **Seniors** with A's 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 does **not** apply to semester classes. Exams will not be administered before the published dates. Missed exams due to unexcused absences will not be rescheduled and will receive a grade of zero. Only under extraordinary circumstances will the Principal excuse a student from her exam obligations.

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.

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 11. 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 President).

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian 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) for its scholastic sports program. **Each athlete must attend the required Parent/Athlete meeting held in August to participate in any scholastic sport throughout the year.** All athletes submit a current physical, insurance waiver or verification, travel exception, emergency card, and acknowledgment of warning prior to sport participation. All students and parents/guardians must sign an Athlete Responsibility Acknowledgment Form in order for the student to be eligible to participate in athletics. Students, parents and coaches are held to the guidelines published annually by the Athletic Department and by IAAM regulations.

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.

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 Dean of Academics and educational staff of Catholic High. The Administration and counselor 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 Administration and counselor coordinates 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 July 1.

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. All FACTS account 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.
- » Families are charged \$40 for each check returned for insufficient funds.
- » 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 11 month payers and highly recommended for 1 and 2 time 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 fundraising plans in the spring prior to the subsequent academic year. The plan is to include event or program explanation, business plan (expenses and anticipated profits), designated use of the monies raised, contact person(s), and expected time frame for execution of the fundraising activity. (Fundraising forms can be obtained in the Office of Institutional Advancement).
- » The school sponsors one major student fundraising activity in the fall. Every student is required to fully participate as stipulated by the Office of Institutional Advancement.

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

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 and her parent(s)/guardian(s) must meet with the Principal and her Guidance Counselor to plan the continuance of her academic program during her periods of absence from the school.

6. It is expected that the student should return to school upon clearance from her physician.
7. The student must meet all regular requirements for coursework.
8. The student may be restricted from participation in extracurricular activities and from representing the school at public functions during her time of pregnancy.
9. The student is expected to remain in the school uniform.
10. Baby showers and baby visits are not permitted at school.

PROMOTION/RETENTION

Students are promoted to the next grade upon receiving passing grades in all course work, completing service hour requirements, and submitting all assigned formal research papers. Ordinarily, all courses failed must be made up in an approved program within 90 days.

Ninth grade students who fail more than three courses at the end of the first year will be withdrawn from Catholic High.

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 Catholicism is cause for dismissal or expulsion.** 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 yearly to attend Catholic High. The registration fee for students who register early, before Thursday, February 16, 2023, is \$250. Students registering after this date pay the full registration fee of \$300. A completed registration form, registration contract, and registration fee are required to complete registration. Enrollment in elective courses is determined by order of student registration. Registration of new students is completed after acceptance. Registration of freshmen is completed through the mail after acceptance is received.

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 Main Office. 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. Only students with parking privileges may enter school through the back door.

Parents are asked to park on the school campus (rear of school) for scheduled parent meetings and events, utilizing the student parking area. 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
- » On-line Courses
- » Dual Enrollment Courses
- » Special Workshops
- » Field Trips
- » Chromebook Repairs/Replacements
- » Proms and Dances

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

Parents/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).

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 administrators.

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, cyber-bullying, copyright infringement, and invasion of privacy. If a student damages the network or if Catholic High gets sued because of a student's illegal 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, reference, 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, or sharing pictures of others without permission is an invasion of privacy. This includes any video and audio before, during, or after school on school property. Students must obtain permission to conduct any school recordings.
- » **Students are prohibited from taking or possessing inappropriate/explicit photos or videos.**

PERSONAL DEVICES

- » Cell phones and any smart devices (smart watches, etc.) must be turned off and be kept in a locker or book bag during the school day. Students can use their phones during lunch periods for NFC payments only. **Otherwise, a student may not carry a cell phone on her person.**
- » 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 laptops or handheld tablets are not permitted. Exceptions must have prior approval by the Principal. Approved devices that need to connect to the school's wireless network must be registered by the Technology Department.
- » Wired or wireless earbuds/headphones are NOT allowed in a student's possession on campus as it presents a safety concern, privacy issues, and a distraction from learning. Wired earbuds/headphones are permitted with authorization from faculty if needed for education purposes.

INTERNET AND NETWORK

- » Accessing and/or transmitting materials that promote pornography, profanity, gender, racial, religious, and other biases, intimidation, or any other information counter to Catholic High philosophy and mission statement is strictly prohibited.
- » Any attempt to access a site blocked by the security systems is prohibited.
- » Social media is prohibited during the school day.
- » Each user is personally responsible for the use and contents of network shares.
- » All users are expected to exercise responsible/ethical behavior and language when using the handbook.
- » Students have access to school network printers; usage of these printers is for school-related printing only.
- » Students may not change their device or account passwords.

- » Students may not use any personal accounts on school-issued devices.
- » **Tampering with or destroying network infrastructure, software, or hardware is prohibited.**
- » **Obtaining another person's password or access code is a form of theft; misrepresenting one's identity in electronic communications is a form of dishonesty and is prohibited.**

SOFTWARE

- » **Unauthorized copying or distribution of software violates copyright laws and software license agreements and is prohibited. Modifying, manipulating, or otherwise tampering with applications, files, and data on the Catholic High network, or any other attempt thereof is not permitted.**
- » **Using school software for inappropriate activities is prohibited.**
- » **File sharing software using peer-to-peer programs is prohibited on the Catholic High network.**

EMAIL COMMUNICATIONS

- » The Catholic High electronic mail system, data files, and software on the network, and hardware are owned by Catholic High and are controlled by the Technology Department. Catholic High provides email as an educational tool to aid students and staff members in fulfilling duties and responsibilities.
- » Catholic High reserves the right to access, inspect, and disclose the contents of any data on its system as deemed necessary and disclose the contents of any data on its systems as deemed necessary without prior notice to or permission of the account's user.
- » Catholic High prohibits the installation and use of instant messaging and texting applications (such as Kik, Snapchat, iMessages, etc.) on school equipment.
- » Emails or other messages used for illegal purposes of the transmission of inappropriate material are prohibited and will be reported as necessary to the appropriate authorities.
- » Students may not send all school or all class group emails using the school email system without prior authorization from a teacher, moderator, or administrator.

- » Students may not use their school email for personal non-academic conversations.
- » Supervision of email received by students, but not originating from the school network, is the responsibility of the parent or guardian.
- » **Students must use the approved school signature in all email communication sent via their Catholic High email account.**

DEVICE AGREEMENT TERMS

The Catholic High School of Baltimore assigns each student a Chromebook and a 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 person 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 schools 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 (as provided with the original carrying case and power cord) by the announced date for summer maintenance and updates will result in financial responsibility for the equipment.

RIGHT OF INSPECTION TERMS

As stated in the Device Agreement, I understand the student and the parent shall make the equipment available to the school's Technology Department for purposes of maintenance and repair.

Administration, faculty, and staff have 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 equipped with a Chromebook. 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 stickers.
- » Chromebooks should not be carried in backpacks due to potential damage. The device should be carried by hand or in a school-approved carrying case.
- » Do not expose the device to extreme heat or cold for extended periods of time.
- » Chromebooks should not be out during lunch periods where food is being consumed.
- » Clean the device only with a dry soft cloth and/or a microfiber cloth.
- » Please keep the Chromebook and carrying case free of dust, crumbs, or any damaging substances.
- » Please do not remove school provided labels, such as asset tags or name tags. If a label is lost or removed, please 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 will vary per incident.** Lost or stolen devices will 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. Failure to return a loaner at the expected time will result in disciplinary action. Any damage to a loaner, while in the student's possession, will result in paying any repair fee(s) needed on the device.

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 Catholic High School of Baltimore uniform is a symbol of the school and should be worn with pride. The school uniform is a reflection of our academic setting and promotes the appropriate appearance of students. Therefore, students are to be in proper uniform at all times. Upon entering the building, students should report directly to the locker room and remove any jackets, sweatpants, or any other articles of clothing that are not part of the school uniform. These items must be stored in lockers and may not be carried throughout the school day. **Students are to remain in complete and correct uniform while in the building both before and after school.** If there is a legitimate reason for the student to be out of uniform, she must bring a parental note to the main office before school in order to obtain permission and a pass. **Students may not alter the uniform in any way.** Uniforms must be purchased from Flynn & 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:

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 dark green knee-highs 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-highs 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-highs or dark green tights

Tan suede buck

In addition to above uniform requirements, ALL students must observe the following:

- » Kilts are to be no more than 2 inches above the knee and are not to be rolled up.
- » Uniforms must be washed and ironed.
- » Nametags for students in grades 9 through 11 are worn at all

times above the school logo on the polo shirt, above the blouse pocket, or above the logo on the sweater. When blazers are worn, juniors wear their nametags on the left lapel. Seniors wear nametags on their bow on their kilts. If a senior chooses not to wear her nametag, then it is worn in the same location as students in grades 9 through 11. There is a replacement fee for additional nametags.

- » Senior Bows: seniors wear the senior bow on their kilt. Pins on the bow must be school related and reflect the values of Catholic High.
- » Students may wear light non-distracting makeup. No makeup/face decorations may be worn.
- » Nails should be no more than one inch in length. Nails longer than one inch are only permitted the week before sophomore dance or a prom and must be removed at least one week following the dance and/or prom.
- » Facial piercings (nose, eyebrows, lips, or any other part other than the ear) are not permitted. Students may not cover a nose piercing.
- » Ear Piercings: earrings may not be longer than 1 inch and larger than a quarter. Earrings connected via a chain on the same ear are not permitted. Ear cartilage may be pierced, but the piercings must be non-distracting.
- » Jewelry must be non distracting and in good taste. Large keychains, chokers, or chains as necklaces may not be worn.
- » Necklaces must be moderate in size and school appropriate. Crystals or other charms may not be worn.
- » Hair may not be highlighted with any unnatural color.
- » Unnatural colors or hair accessories may not be braided into hair.
- » Hair may not be shaved.
- » Plain green, yellow, white, gray, brown, black, or "school kilt" headbands may be worn.
- » Headbands no wider than 1 ½ inches without attachments are permitted.
- » Large bows, flowers, or other accessories are not permitted.
- » Head scarves/wraps may be worn **only on the day of a prom or dance** to prepare the hair for styling. It must be a solid non-

distracting color such as black, brown, or gray.

- » Tattoos may not be visible.
- » Undergarments worn with a uniform blouse or polo must be white or beige. No t-shirts, short or long sleeved, may be worn under the uniform shirts. Shirts must be tucked in.
- » Shorts may not be seen under the kilt.
- » Sunglasses may not be worn in the building (on the face or head).

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 school for young women and is open to students of all faith traditions and students who do not practice any faith. It is expected that all students will respect the expressions of the Catholic faith during Masses, prayer services and other such spiritual activities. All students must attend mandatory school activities, including such expressions of Catholic faith, though they are not required to actively participate if they do not wish to do so.

All students are enrolled each year in a theology course, participate in a yearly retreat, and attend prayer services and liturgies. Christian community service is a yearly commitment and a prerequisite for graduation. Developing and reflecting on these activities broadens the student's understanding of many aspects of life and may even offer an introduction to an experience that becomes a life's work. Community Service is an integral part of a student's education not found in textbooks. Through action and reflection, community service provides opportunities to build discipleship within the Catholic High community and in the world. In the words of St. Francis, "Preach the Gospel at all times and when necessary use words."

In addition, 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, every Catholic High student must complete 30 hours of community service annually. Service hours may be earned over the summer for the coming school year. In January, upon return from the Christmas Holiday, verification and completion of hours earned so far are reviewed and then the last Friday of April closes that school year. Deadlines can be found on the academic calendar and school website, Student Life > 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 Campus Minister
- » Extracurricular activities, including sports, dances, and clubs, suspended until service obligation is met as stated in the contract.

Earning hours for the next year begins May 1st. There is a guide online with many opportunities offered year-round or students may search out something on their own. The specifics for approved places are in the materials all students receive at school and online for parents. Many students complete some or most of their hours over the summer. Recording the work and hours done is important and **verification with the signature of a supervisor is absolutely necessary and completes the process for counting those hours.**

Service hours are recorded on the MobilServ app and then reviewed and approved. If there is a need, the student and a faculty member will resolve it. It is important to be pro-active in completing these hours and all opportunities that arise are shared with the students throughout the year. Service Awards are presented at the end of the school year to students who exceed the minimum hours required.

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 is committed to academic excellence, character development, and responsible behavior. We foster a learning environment which provides a safe, secure setting for students, faculty, and staff. We assist students in the development of personal responsibilities, standards of behavior, and adherence to Franciscan values.

In order to teach responsibility and accountability, students whose conduct negatively impacts the learning environment, school order, the safety and welfare of others, or the reputation of the school are subject to disciplinary consequences.

DISCIPLINARY PROCESS

When a student violates the Student Standards of Behavior, the process of discipline is as follows:

1. Faculty and staff shall correct behavior when necessary by issuing a warning, meeting with the student, and/or contacting parents/guardians as a proactive step.
2. Teachers or the Dean of Students may issue a warning in certain circumstances. However, the teacher or Dean of Students reserves the right to skip a warning and issue a detention or other consequences if the situation warrants.
3. If the behavior merits a detention, then the faculty member will issue a

teacher detention and notify the Dean of Students.

4. If a teacher detention is assigned for behaviors disruptive to instruction or discourteous to others, then the student will serve the detention on a date agreed upon with the teacher. The time served may not exceed 3:15 p.m.
5. The continued violation of classroom policies or a significant violation of the Student Standards of Behavior warrants a referral to the Dean of Students.
6. A serious violation of the Student Standards of Behavior may result in:
 - » Disciplinary Probation
 - » Suspension
 - » Expulsion

DETENTION

Teacher Detention

Teachers manage discipline matters in the classroom and may issue a teacher detention. The teacher will discuss the situation with the student, set up a time to serve the detention, and contact the parents/guardians.

The detention form is signed by the parents/guardians and returned to the teacher. A copy of the detention is given to the student and the Dean of Students. An accumulation of three teacher detentions is a Category II offense.

School Detention (Assigned by Dean of Students)

A detention may be given for more serious or continued violations of the Student Standards of Behavior. School detentions are cumulative and recorded in the student's school records.

When a detention is issued, the Dean of Students notifies the student and schedules a time to serve. The parent/guardian is required to sign and return a detention form. Typically, detentions are served after-school from 2:45 - 3:30, but may be scheduled on other days as needed.

DISCIPLINE REFERRALS

Students are referred to the Dean of Students for the following infractions:

Category I

- » Use, display, or possession of cell phone during the school day with the exception of the Dining Hall before and after school
- » Uniform violation, including not in formal uniform when required
- » Use of profanity, vulgarity, or other inappropriate language
- » Inappropriate, disruptive, or rude behavior in school or a school sponsored event/activity
- » Violation of the Acceptable Use Policy

Consequences include one or more of the following:

- » Conference with student
- » Teacher detention and parent notification
- » Referral to Dean of Students

Category II

- » An accumulation of three teacher detentions
- » Unexcused absence from class or other school events
- » Dishonesty, forgery, or misrepresentation of facts
- » Cheating, plagiarism including the unauthorized use of Artificial Intelligence (AI) on assignments. Any instance of academic dishonesty may result in a failing grade on the assignment
- » Repeated violation of the Acceptable Use Policy
- » Being present in an unauthorized area of the school without permission
- » Failure to report to a school detention
- » Failure to submit documentation for an absence
- » A repeat of Category I infraction(s)

Consequences include one or more of the following:

- » Student conference
- » School Detention and parent notification and/or conference
- » Suspension

Category III

- » Unauthorized departure from school grounds
- » Continued violation of the Acceptable Use Policy
- » Violation of the Drug/Alcohol Policy including use or possession of a vape or nicotine substance on school property or at a school sponsored event (on or off campus)
- » Violation of the Anti-Bullying Policy: bullying, harassment, or intimidation either in person or on social media
- » Violation of the school's Anti-Violence policy
- » Other conduct inconsistent with the standards of the school such as but not limited to:
 - Insubordination
 - Destruction or vandalism of school or personal property of students, staff, or faculty
 - Theft and/or knowingly possessing stolen property
 - Serious violation of the Acceptable Use Policy
- » Inappropriate express of friendship and intimacy (any inappropriate public display of affection)
- » Any behavior that is perceived as morally offensive to or contrary to the mission of the school, including:
 - Internet behavior that attacks the reputation of the school or the school community
 - Any behavior that attacks the reputation of the school or school community
 - Any discriminatory behavior
- » A repeat of Category I or II infraction(s)

Consequences include one or more of the following:

- » School Detention and parent notification
- » Parent conference
- » Suspension
- » Expulsion

The list of infractions includes but is not limited to those listed above.

There may be circumstances when the school reserves the right to investigate situations and question students without a parent/guardian's

permission or presence. Disciplinary cases are time sensitive and students will be questioned to determine the facts. The administration reserves the right to determine the consequences for any and all violations.

DISCIPLINARY PROBATION

A student may be placed on probation for serious or repeated violations of the Student Standards of Behavior. In such cases, students are placed on a Probation Agreement that outlines behavior expectations and consequences. The Dean of Students determines the terms of the probation and provides a copy to the parents/guardians at a probationary meeting.

SUSPENSION/EXPULSION

Students may be suspended or expelled for violations of the Disciplinary Code. The school reserves the right to suspend or expel a student for behaviors not listed in the disciplinary code, when such behaviors, in the opinion of the President and/or Principal, cause, or threaten to cause, serious harm or disruption to students or the school environment.

Expulsion is the permanent removal of a student from the school and its premises. Students who are expelled from *The Catholic High School of Baltimore* are prohibited from attending any and all Catholic High events whether on or off campus. In order to retrieve belongings and finalize unfinished business, we require an appointment to be scheduled with the Principal's assistant. In such cases, tuition that has been paid is forfeited to the school.

Out-of-School Suspension

Students may be suspended for violation of the Student Standards of Behavior. The school reserves the right to suspend a student for violations not listed above, when such behaviors, in the opinion of the administration, cause or threaten to cause serious harm or disruption to the school environment. During an out-of-school suspension, the student is removed from the school for a specified period of time. A conference will be held with the parents before or after the suspension depending on the circumstances.

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.

Expulsion

Expulsion is the permanent removal of a student from the school and its premises. Students who are expelled from *The Catholic High School of Baltimore* are prohibited from attending Catholic High events, whether on campus or off campus. In order to retrieve belongings and finalize unfinished Catholic High business, we require a scheduled appointment with the Principal. In such cases, tuition that has been paid is forfeited to the school.

STUDENT ACTIVITIES

Catholic High sponsors the following extracurricular activities:

ATHLETICS

Fall

Varsity Cross Country
Varsity 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	Model UN
Culture & Diversity Council	STEP Team
Dun Scotus Forensics	Student Council
Green School Club	Youth and Government
It's Academic Team	

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 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 3.75 GPA overall at the time of the application.
- » An A+ (97-100) 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 demonstrate in a written response a commitment to participate in monthly chapter meetings, chapter service projects, and chapter activities, as well as a love 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 3.75 GPA overall at the time of the application.
- » An A+ (97-100) average in all Science core coursework.
- » 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 a 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.
- » 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 a 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.
- » 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.

Dance Honor Society

- » To qualify, students must participate in the Dance Experience that takes place after school two days a week. Students must also have a 3.0 average in all classes, with an A in Dance classes. NHSDA has a point system as well: Students must also earn 30 points to qualify and 30 points annually to maintain membership.
- » 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.

DANCES

The sophomore student council hosts a dance in the spring for the sophomore class. The juniors and seniors each have a prom in the spring. All are chaperoned by faculty and staff. Students may lose the privilege to attend prom or dances if **financial obligations are not current at the time of ticket sales.**

Dances and proms are restricted to Catholic High students and their male guests under the age of 21. Students are welcome to come in groups or solo, if they choose not to come with a male guest. No female guests are allowed, including, but not limited to TCHS students who are not members of their class. All Catholic High behavior policies are enforced.

PERFORMANCES

Catholic High sponsors and supports the following:

Student Performances

Fall Drama, Spring Musical, Christmas Concert and Art Show, Spring Concert and Art Show, and Senior Art Show.

Visual and Performing Arts Ensembles

A Cappella Choir, Chamber Choir, Concert Choir, Brass Ensemble, Chamber Winds, Clarinet Choir, Flute Ensemble, Symphonic Band, Guitar Ensemble, Piano Ensemble, and 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 Magazine)

OTHER

ASSEMBLIES

Students sit with their assigned grade level homeroom during assemblies. Students are expected to be attentive and polite to presenters. Most assemblies require students to dress in formal uniform.

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 (no jeans)
- » Closed toe and closed heel shoes (no high heels, flip-flops, or sneakers)

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 campus minister serves the spiritual life of the school community. Retreat, liturgies, prayer experiences, volunteer opportunities, and peace and justice activities are coordinated by this office.

COLLEGE COUNSELING

The College Counselor provides personalized guidance to students throughout the college application process, including selecting suitable colleges, preparing applications, and crafting educational resumes and essays. The College Counselor also assists in securing financial aid and scholarships. Meetings with juniors and seniors, both individually and collectively, help guide them through this process. Additionally, evening college planning meetings are held in the spring for parents of juniors and in the fall and winter for seniors and their parents. The College Counselor supports students with internships and career exploration to ensure they are well-prepared for post-secondary education and future careers.

The College Counselor facilitates academic testing for freshmen, sophomores, and juniors, including the PSAT. They also provide guidance to juniors and seniors on the SAT and/or ACT. Meetings with parents and students are held to interpret standardized test scores and offer strategies for improvement. Additionally, the College Counselor oversees the administration of AP exams.

COUNSELING

The Counselor plays a crucial role in supporting students' emotional and psychological well-being by providing individual and group counseling sessions to help students manage stress, anxiety, depression, and other

mental health challenges. The counselor also offers crisis intervention, helping students navigate urgent emotional issues and connecting them with appropriate resources when needed. The counselor also provides guidance on coping strategies, emotional regulation, and healthy relationships, ensuring students have the tools they need to succeed both academically and personally.

ACADEMIC ADVISING

The Dean of Academics 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 Dean of Academics 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 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

At all times, students are to be in a classroom, lab, library, gym, or assembly area with adult supervision. Students are to gather before school in the dining hall until dismissed to classes. After-school supervision is available in the dining hall from 2:35 p.m. - 5:00 p.m.

DECARLO LIBRARY

Catholic High provides a variety of resources to support the academic program in the DeCarlo Library. In addition to an extensive book and reference collection, the library provides on-line services, networked computers for data retrieval, and electronic communications with links to regional library collections. Print resources are updated yearly. A copier is available for student use.

The library is open daily, except for days scheduled for early dismissal. Students are charged for books and materials not returned within the academic quarter. Report cards are withheld for outstanding obligations. During the school day, a student is admitted to the library under the direction of her teacher. A pass system and sign-in log are used during a student's assigned lunch period.

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.

