



The Catholic High School of Baltimore

2022-2023 Student Handbook



www.thecatholichighschool.org

2800 Edison Highway, Baltimore, MD 21213 | 410-732-6200

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 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.

Sister Francis Marie Yocum, OSF



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 8/1 - 8/4 SAT English Workshop (Gr. 10-12) 8:30 - 11:30 AM SAT Math Workshop (Gr. 10-12) 12:00 - 3:00 PM	2	3	4 Alumnae Legacy Luncheon 11:30 AM - 2:00 PM Library	5 SCHOOL CLOSED	6
7	8 8/8 - 8/11 Future Leaders Workshop (Gr. 6-9) 8:30 - 3:00 PM STEM Workshop (Gr. 9) 8:30 AM - 3:00 PM	9	10	11	12 SCHOOL CLOSED	13
14 Mandatory Athletic Meeting 5:00 - 7:00 PM Dining Hall	15 Ambassador Training (Sr. Leads) 8:30 - 11:30 AM - Auditorium 8/15-8/18 Reg. Instrumental Workshop 12:00 - 3:00 PM Fall Sports Tryouts 5:00 - 7:00 PM	16 Ambassador Training (Gr. 9-12) 8:30 - 11:30 AM - Auditorium Fall Sports Tryouts 5:00 - 7:00 PM	17 New Parent Mandatory Technology Session #1 6:30 - 7:30 PM - Auditorium Fall Sports Tryouts 5:00 - 7:00 PM	18	19 SCHOOL CLOSED	20
21	Professional Day 22 Employee Meeting 9:00 - 11:00 AM Dining Hall	Professional Day 23	Professional Day 24 FORMAL UNIFORM School ID Pictures Gr. 9 Orientation 8:30 AM Gr. 9 & 12 Meet & Greet 11:00 AM Gr. 9 Tech Training 12:00 - 2:30 PM Gr. 12 Orientation 12:30 - 2:30 PM 1st Quarter Begins	Professional Day 25	Professional Day 26 FORMAL UNIFORM School ID Pictures Gr. 10 Orientation 8:30 - 10:30 AM Gr. 11 Orientation 12:30 - 2:30 PM	SAT Date 27
28	29 First Full Day of Classes 7:45 AM Bus Service Begins	30	31			

SEPTEMBER 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				9/1 - 9/30 Mothers' Club Fall Pick 3 Ticket Sales	SCHOOL CLOSED Principal's Holiday	
4	Labor Day 5 SCHOOL CLOSED	Students must have all textbooks 6	7	8	9	10
			Academic Council 2:45 PM - Board Room Senior Parent College Meeting 6:30 PM - Auditorium	Alumnae Luncheon Ocean City NEHI Meeting 6:00 PM - Dining Hall Fathers' Club Meeting 6:30 PM - Library		
11	FORMAL UNIFORM 12 Mass of the Holy Spirit 9:35 AM - Auditorium	13	14	15	16	17
		9/13 - 9/24 VPA Boosters' Club Bracelet Sale Board Meeting 4:30 PM - Board Room		Parent Back to School Night 6:00 - 8:00 PM - Auditorium	Fall Sports Pep Rally 2:00 PM - Gym	VPA Day #1 9:00 AM - 12:00 PM Room - MC1
18	19	BLOCK DAY 20	BLOCK DAY 21	22	23	24
		9/20 - 10/2 VPA Boosters' Club Charleston Wrap Fundraiser Mothers' Club Meeting 6:30 PM - Library	Academic Council 2:45 PM - Board Room Boosters' Club Meeting 6:30 PM - Library		Hello Day	
25	26	27	28	29	30	
	Freshman Retreat 8:00 AM - 2:30 PM Catholic High	NEHI Meeting 6:00 PM - Dining Hall Interim Grades Due by 3:00 PM		Alumnae Luncheon Off-Campus Interim Grades Distributed		

OCTOBER 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<i>SAT Date</i> 1 Middle School Volleyball Play Day Gym
2	3	<i>FORMAL UNIFORM</i> 4 Feast of St. Francis Liturgy & Alumnae Awards 9:35 AM - Auditorium	5	School Photo Make-Up Day 8:00 AM - 12:00 PM VPA Boosters' Club Meeting 6:30 PM - MC1	SCHOOL CLOSED Employee Retreat 9:00 AM - 2:00 PM First Fruit Farms	Homecoming Fall Festival 12:00 - 3:00 PM Western Campus Homecoming Dance 6:00 - 9:00 PM On-Campus
9 <i>RAIN DATES</i> Homecoming Fall Festival 12:00 - 3:00 PM Western Campus Homecoming Dance 6:00 - 9:00 PM On-Campus	10	11	12 PSAT Testing (Gr. 9-11) Dismissal at 11:30 AM Professional Development Boosters' Club Meeting 6:30 PM - Library	13 NEHI Meeting 6:00 PM - Dining Hall	14 Boosters' Club Sock Hop 7:00 - 10:00 PM Gym	15 Math Olympiad 9:00 AM - 1:30 PM Dining Hall/Auditorium
16	17	18 <i>BLOCK DAY</i> Mothers' Club Meeting 6:30 PM - Library	19 <i>BLOCK DAY</i> Academic Council 2:45 PM - Board Room	20 Fathers' Club Meeting 6:30 PM - Library	21	22 Open House 12:00 - 3:00 PM
23 Mandatory 21 Club Ticket Sales Begin	24	25	26	27	28 <i>Professional Day</i> SCHOOL CLOSED	29 Alumnae Luncheon 2:00 - 3:30 PM Dining Hall Alumnae Memorial Mass 4:00 PM - Auditorium
30	SCHOOL CLOSED 31 <i>1st Quarter Ends</i> <i>Grades Due by 3:00 PM</i> 18 DAYS					

NOVEMBER 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		FORMAL UNIFORM 1 All Saints Day Liturgy 1:15 PM - Auditorium FACTS Financial Aid Online Applications Begin <i>2nd Quarter Begins</i>	2 Academic Council 2:45 PM - Board Room Meet the Coaches Night for Middle School 6:30 PM	FORMAL UNIFORM 3 Senior Panoramic Photo 1:00 PM VPA Boosters' Club Meeting 6:30 PM - MC1 VPA Info Night for Middle School 6:30 PM	4 <i>1st Quarter Report Cards Distributed</i>	SAT Date 5 Boosters' Club Atlantic City Bus Trip 6:00 AM - 10:00 PM
<i>Daylight Savings Time</i> 6	7	8 <i>General Election</i> Winter Sports Tryouts Board Meeting 4:30 PM - Board Room	9 Boosters' Club Meeting 6:30 PM - Library	10 NEHI Meeting 6:00 PM - Dining Hall	11 <i>Veteran's Day</i> Fathers' Club Breakfast 7:00 AM - Dining Hall	12 VPA Day #2 9:00 AM - 12:00 PM Room - MC1 Annual Gala 6:00 PM - Boumi Shrine Center
13	14 Junior Retreat Place/Time TBD	15 BLOCK DAY Mothers' Club Meeting 6:30 PM - Library	16 BLOCK DAY Academic Council 2:45 PM - Board Room	17 Fall Drama Preview for Middle School 9:00 - 11:00 AM Auditorium Fathers' Club Meeting 6:30 PM - Library	18 11/18 - 12/4 Boosters' Club Fischer's Popcorn Sale Fall Drama Preview for TCHS 1:55 PM - Auditorium Fall Drama Performance 7:00 PM - Auditorium	19 Fall Drama Performance 7:00 PM - Auditorium
20	21 Rehearsal for Junior Ring Liturgy 8:35 - 9:35 AM Auditorium	22 Junior Ring Liturgy 12:30 - 2:30 PM Auditorium	23 SCHOOL CLOSED President's Holiday	24 <i>Thanksgiving Day</i> SCHOOL CLOSED Thanksgiving Holiday	25 SCHOOL CLOSED Thanksgiving Holiday <i>Festival of Trees - Off Site</i>	26 <i>Festival of Trees - Off Site</i>
27	FORMAL UNIFORM 28 Advent Prayer Service 9:35 AM - Auditorium	29 <i>National Giving Tuesday</i>	30 Academic Council 2:45 PM - Board Room			
<i>Festival of Trees - Off Site</i>						19 DAYS

DECEMBER 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	SAT Date 3
				VPA Boosters' Club Meeting 6:30 PM - MCI	Endowed Scholarship Breakfast 8:30 - 10:30 AM Dining Hall Mothers' Club Holiday Paint & Sip Night 7:00 - 10:00 PM	High School Placement Test 8:00 AM - 12:00 PM Dining Hall
4	5	BLOCK DAY 6	BLOCK DAY 7	FORMAL UNIFORM 8	9	10
	Advent Wreath Light During Homeroom Interim Grades Due by 3:00 PM		Interim Grades Distributed	Immaculate Conception Liturgy 1:15 PM - Auditorium NEHI Meeting 6:00 PM - Dining Hall	Alumnae Reunion Years & President's Reception 7:00 - 9:00 PM Gallery	STEM Day for Middle School Students 8:00 AM - 12:00 PM Fathers' Club New York City Bus Trip
11	12	13	14	15	16	17
	Advent Wreath Light During Homeroom		Christmas Concert Preview 1:55 PM - Auditorium Academic Council 2:45 PM - Board Room Alumnae Ugly Christmas Sweater Social 6:00 - 8:00 PM - Off-Campus	Semester Exams Period A - 7:50 - 9:20 AM Period B - 9:30 - 11:00 AM Dismissal Following Exams Staff Development Fathers' Club Meeting 6:30 PM - Library	Semester Exams Period C - 7:50 - 9:20 AM Period D - 9:30 - 11:00 AM Dismissal Following Exams Christmas Concert & Art Show <i>Class of 2027 Applications & Financial Aid Due by 3:00 PM</i>	NEHI Christmas Event Western Campus
18	19	20	21	22	23	24
12/19 - 12/20 Spring Musical Auditions Following Exams 12:00 - 2:30 PM	Semester Exams Period E - 7:50 - 9:20 AM Period F - 9:30 - 11:00 AM Dismissal Following Exams Advent Wreath Light During Homeroom	Semester Exams Period G - 7:50 - 9:20 AM Period H - 9:30 - 11:00 AM Dismissal Following Exams Employee Christmas Luncheon Dining Hall <i>No Bus Service</i>	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	
Christmas Day 25	26	27	28	29	30	31
	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	SCHOOL CLOSED Christmas Holiday	

JANUARY 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>New Year's Day</i> 1	2 SCHOOL CLOSED New Year's Day (Observed)	<i>Classes Resume</i> 3	4	5	6	7 Admissions Interviews 9:00 AM - 12:00 PM Catholic High
8	9 1/9 - 3/20 Fathers' Club Senior Banner Sales	10 <i>Midterm Service Hour Deadline</i> Board Meeting 4:30 PM - Board Room Mothers' Club Meeting 6:30 PM - Library	11 Academic Council 2:45 PM - Board Room Boosters' Club Meeting 6:30 PM - Library	12 VPA Boosters' Club Meeting 6:30 PM - MC1 NEHI Meeting 6:00 PM - Dining Hall	13	14 Admissions Interviews 9:00 AM - 12:00 PM Catholic High
15	16 <i>MLK, Jr. Day</i> SCHOOL CLOSED	17	18	19 Fathers' Club Meeting 6:30 PM - Library <i>2nd Quarter Grades & Exam</i> <i>Grades Due by 3:00 PM</i> <i>3rd Quarter Begins</i>	20	21
22	23 1/23 - 1/27 VPA Scholarship Auditions & Interviews <i>Re-Registration Packets Sent Home</i>	24 BLOCK DAY <i>2nd Quarter Report Cards Distributed</i>	25 BLOCK DAY Academic Council 2:45 PM - Board Room	26	27	28
29 1/29 - 2/5 Catholic Schools Week	30 FORMAL UNIFORM Catholic Schools Week Liturgy 9:35 AM - Auditorium	31 Catholic Schools Week <i>Day of Giving</i>				

FEBRUARY 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Academic Council 2:45 PM - Board Room Auditions for Honors Music Recital 3:00 - 5:00 PM	2 VPA Boosters' Club Meeting 6:30 PM - MCI	3 Student Appreciation Day	4 VPA Day #3 9:00 AM - 12:00 PM Room - MCI
5	6	7 <i>BLOCK DAY</i>	8 <i>BLOCK DAY</i>	9	10	11
		Mothers' Club Meeting 6:30 PM - Library		NEHI Meeting 6:00 PM - Dining Hall	Mothers' Club Designer Purse & Bracelet Bingo 6:30 - 10:00 PM Dining Hall	
12	13	14 Valentine's Day Dance-A-Thon 11:30 AM - 2:30 PM Gym	15 Academic Council 2:45 PM - Board Room Boosters' Club Meeting 6:30 PM - Library Admissions Letters Mailed to Class of 2027	16 Fathers' Club Meeting 6:30 PM - Library Admissions Emails Sent to Class of 2027	17 <i>Professional Day</i>	18
19	20 <i>President's Day</i> SCHOOL CLOSED 2/20 - 2/24 Beautiful Me Week	21 Spring Sports Tryouts <i>Interim Grades Due by 3:00 PM</i>	22 <i>FORMAL UNIFORM</i> Ash Wednesday Liturgy 9:35 AM - Auditorium	23	24 Class of 2027 Welcome Soiree 6:00 - 8:00 PM Dining Hall	25
26	27	28				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 3/1 - 3/31 NEHS Spring Book Drive Academic Council 2:45 PM - Board Room Honors Music Recital 6:30 - 8:00 PM Auditorium	2 VPA Boosters' Club Meeting 6:30 PM - MCI	3 College & Career Day Breakfast and Lunch Heritage Room Class of 2027 Acceptance Deadline	4
5	6 Community Service Fair 8:30 AM - Dining Hall	7	8 Honor Societies Induction 7:30 AM - Breakfast 8:00 AM - Inductions	9 NEHI Meeting 6:00 PM - Dining Hall	10 SNOW DATE Mothers' Club Designer Purse & Bracelet Bingo 6:30 - 10:00 PM Dining Hall	11 SAT Date Tech Rehearsal 9:00 AM - 2:00 PM
12	13 Senior Overnight Retreat 8:00 AM - Departure Msgr. O'Dwyer Retreat House 3/13 - 3/16 Tech Week	14 Seniors Return From Retreat 3:00 PM - Arrival Board Meeting 4:30 PM - Board Room Mothers' Club Meeting 6:30 PM - Library	15 AOB Admission Directors Meeting 10:00 AM - 12:00 PM Library Academic Council 2:45 PM - Board Room Boosters' Club Meeting 6:30 PM - Library	16 Spring Musical Preview for Middle School 9:00 AM - 11:30 AM Auditorium Fathers' Club Meeting 6:30 PM - Library	17 St. Patrick's Day Spring Musical Preview for TCHS 1:30 PM - Auditorium Spring Musical Performance 7:00 PM - Auditorium	18 Spring Musical Performance 7:00 PM - Auditorium
19	20	21 BLOCK DAY	22 BLOCK DAY New Family Welcome 4:00 - 7:00 PM Auditorium/Dining Hall 3rd Quarter Ends	23 3rd Quarter Grades Due by 3:00 PM 4th Quarter Begins	24 Sophomore Dinner & Dance 6:30 - 9:00 PM	25
26 Wine Tasting & Dinner 2:00 - 5:00 PM Dining Hall	27	28 3rd Quarter Report Cards Distributed	29 Academic Council 2:45 PM - Board Room	30	31 Early Dismissal 12:00 PM Staff Development	23 DAYS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 VPA Day #4 9:00 AM - 12:00 PM Room - MCI 4/1 - 4/30 Mothers' Club Spring Pick 3 Ticket Sales
2	3 7th Grade Visit Day 8:00 AM - 1:30 PM	4 7th Grade Visit Day 8:00 AM - 1:30 PM	5 FORMAL UNIFORM Grandparents' Day Holy Week Prayer Service 9:35 AM - Auditorium 10:15 AM - Breakfast 11:00 AM - Dismissal	6 Holy Thursday SCHOOL CLOSED	7 Good Friday SCHOOL CLOSED	8 Holy Saturday
Easter Sunday 9	Easter Monday 10 SCHOOL CLOSED	11 SCHOOL CLOSED	12 SCHOOL CLOSED	13 SCHOOL CLOSED	14 SCHOOL CLOSED 4/14 - 4/18 Senior Art Trip to Chicago	15
16	17 Classes Resume	18 7th Grade Visit Day 8:00 AM - 1:30 PM Senior Art Trip Return	19 7th Grade Visit Day 8:00 AM - 1:30 PM Academic Council 2:45 PM - Board Room	20 4/20 - 4/24 VPA Adjudication Trip 8:00 AM - 1:30 PM	21	22
23 Mother Daughter Brunch 11:00 AM - 2:00 PM Boumi Shrine Center	24 Professional Day SCHOOL CLOSED	25 FORMAL UNIFORM Employee Recognition Liturgy 9:35 AM - Auditorium Senior Interim Grades Due by 3:00 PM	26 Law & Leadership Capstone 7:00 - 8:30 PM Auditorium	27 Miss Catholic High Assembly 1:30 PM - Auditorium Theatre Capstone 7:00 PM Auditorium Senior Interim Grades Distributed	28 Juniors Dismiss at 12:20 PM Junior Prom 7:00 - 11:00 PM Sparrows Point Country Club Final Service Hour Deadline Underclass Interim Grades Due by 3:00 PM	29
30 12 DAYS						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 AP U.S. Government & Politics Exam 8:00 AM AP Chemistry Exam 12:00 PM Teacher Appreciation Week <i>Underclass Interim Grades Distributed</i>	2 Mothers' Club Teacher Appreciation Breakfast 7:00 AM - Board Room	3 AP English Lit & Comp Exam 8:00 AM May Crowning Rehearsal 1:00 PM Academic Council 2:45 PM - Board Room	4 <i>FORMAL UNIFORM</i> May Crowning 9:35 AM - Auditorium	5 AP Art Portfolio Submissions AP U.S. History Exam 8:00 AM Spring Fling 7:00 - 11:00 PM Columbus Gardens	6
7	8 AP Calculus AB & BC 8:00 AM	9 AP English Lang & Comp Exam 8:00 AM Board Meeting 4:30 PM - Board Room	10 AP Spanish Exam 8:00 AM Spring Concert Preview 1:45 PM - Auditorium VPA Awards Night 6:30 PM - Dining Hall	11 Senior Awards Assembly 9:35 AM - Auditorium <i>Early Dismissal for Seniors</i> NEHI Meeting 6:00 PM - Dining Hall	12 AP Music Theory 8:00 AM Spring Concert & Art Show 6:30 PM - Auditorium	13
<i>Mother's Day</i> 14	15 Senior Exams Period A - 7:50 - 9:20 AM Period B - 9:30 - 11:00 AM	16 Senior Exams Period C - 7:50 - 9:20 AM Period D - 9:30 - 11:00 AM	17 Senior Exams Period E - 7:50 - 9:20 AM Period F - 9:30 - 11:00 AM Academic Council 2:45 PM - Board Room	18 Senior Exams Period G - 7:50 - 9:20 AM Period H - 9:30 - 11:00 AM Senior Picnic - 11:30 AM Senior Farewell - 1:30 PM <i>4th Quarter Ends for Seniors</i>	19 Mandatory Graduation Rehearsal for Seniors 1:00 - 3:00 PM Cathedral of Mary Our Queen <i>Senior 4th Quarter Grades Due by 3:00 PM</i>	20 Senior Prom 7:00 - 11:00 PM Boumi Shrine Center
21 Sports Banquet 1:00 - 5:00 PM Columbus Gardens	22	23 SCHOOL CLOSED Graduation Liturgy 11:00 - 1:00 PM Cathedral of Mary Our Queen <i>Admission by Ticket Only</i>	24	25 Employee Meeting 8:00 AM 2 Hour Late Opening for Students	26 <i>FORMAL UNIFORM</i> Underclass Awards Ceremony 9:35 AM - Auditorium	27
28	29 <i>Memorial Day</i> SCHOOL CLOSED	30	31 Academic Council 2:45 PM - Board Room			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Final Exams Period H - 7:50 - 9:20 AM Period G - 9:30 - 11:00 AM	3
4	5 Final Exams Period F - 7:50 - 9:20 AM Period E - 9:30 - 11:00 AM Staff Development 12:00 PM	6 Final Exams Period D - 7:50 - 9:20 AM Period C - 9:30 - 11:00 AM Class of 2027 Scholarship Recognition Reception 6:00 - 8:00 PM Dining Hall/Auditorium	7 Final Exams Period B - 7:50 - 9:20 AM Period A - 9:30 - 11:00 AM Academic Council 12:00 PM - Board Room	8 Make-Up Exams 8:00 AM NEHI Meeting 6:00 PM - Dining Hall No Bus Service	9 Professional Day Last Day for Teachers Employee Luncheon 12:00 PM - Dining Hall 4th Quarter Ends Final Grades Due by 3:00 PM	10
11	12	13	14 Flag Day	15	16	17
18 Father's Day	19 Juneteenth SCHOOL CLOSED	20 Final Report Cards Distributed Final Senior Transcripts Sent to Colleges	21	22	23	24
25	26 Cub Classic Golf Outing 8:00 AM - 2:00 PM Sparrows Point Country Club	27	28	29	30	

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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.

TCHS 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.

In addition, should local jurisdictions close schools due to weather events that are not snow related (extreme cold, rain, wind, flooding, etc.), these days will be virtual days of school.

Announcements regarding virtual days will also be sent via Catholic High's mass notification system.

DELAYED OPENING

Should Baltimore County or City announces delayed opening, Catholic High will follow 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 telephone, e-mail and/or text messaging. **In order to receive these messages, phone numbers, e-mail addresses and mobile phone numbers must be entered into Plus Portals accounts by each student's parent/guardian.**

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 Directors of Institutional Advancement, Finance, and Operations, along with the Principal, oversee various aspects of the school's operation. The Dean of Students assists 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.

SUPPORT SERVICES

The school offers students and their parents services that support the educational programs. Included are the Departments of Academic Advising, Guidance, Library, Technology, and Health Services.

SCHOOL POLICIES

NON-DISCRIMINATION

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 will be considered if their needs can be met within the regular school program and existing physical structure. Catholic High provides physical handicap accessibility for programs presented 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.

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. Students are required to take theology

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
Foreign Language	2 credits
Health/Physical Education	1 credit
Fine & Creative Arts	1 credit
Technology	1 credit
Electives	5 credits
Community Service	30 hours annually

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 will be met. The decision of *The Catholic High School of Baltimore* in these matters will be 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 failing more than three courses are not allowed to return to Catholic High.

Course Selection

Students are required to select seven credits of course work 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

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
Honors to AP	B+ and permission of department chair
CP to Honors	B+ and permission of department chair
CP to AP	Permission from the department chair and from an additional teacher in the content area.

*Additionally, students registering for Advanced Placement courses in the History or English Departments may be asked to submit a writing sample of acceptable quality in order to be approved for enrollment in the class. Aside from the criteria for determination of course placement, individual

courses may have their own specific prerequisites. Where applicable, prerequisites are listed on the following pages under the relevant course description.

Course Withdrawal

Change of Courses (Student Request)

After September 9, 2022, the only requests for schedule changes that will be approved are those based on 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 changes approved by the teacher and department chair, and/or administration

Change of Courses (Teacher Request)

Prior to the last Friday in September, a teacher can request course withdrawal for students unable to meet course requirements. This request is made to the Principal. Upon approval of such requests, the student is placed in another course in which she can succeed. A student may not be withdrawn from required courses, but may have a level change within this area if her schedule accommodates the change.

If a student's mental/physical well-being warrants the removal from a course, this must be substantiated in writing by a physician. The Principal and Guidance will place the student in an alternate course.

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. Forms are given to the student at the beginning of the school year. 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. A written statement of insurance coverage is to be filed yearly in the school office.

VISITOR MANAGEMENT SYSTEM

Raptor is a system for visitors who will be moving throughout our building or signing out students. This added security keeps out unwanted visitors while tracking those who enter the building. This simple yet effective policy is **pro-active**. The administration is committed to maintaining a safe environment for our school community.

When a visitor enters our building:

1. The visitor reports to the reception desk.
2. The visitor's driver license or other state issued ID is scanned.
3. Web-based software instantly screens for registered sex offenders, domestic dispute offenders and other trespassers.
4. When a visitor is cleared, the software prints a badge featuring the name, photo, date, time and destination of the visitor. Only the name and photo are stored in the system--no address or license number is saved.
5. If a potential threat is identified, the system instantly alerts designated officials such as administration and law enforcement.

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). All 504 psycho-educational testing must be disclosed including any current IEP documents. Health screening must be current and in alignment with Maryland State school healthy policies. Ordinarily, Catholic High does not accept students into grade 12.

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 and administrator) prior to enrollment. In this way, parents can make an informed decision about the best program to meet their daughter's educational needs.

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, or while in school uniform, 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.

ATTENDANCE

Students are expected to attend school every day according to the school's published calendar. The school day begins at 7:50 am and ends at 2:35 pm. Students should arrive no later than 7:40 am in order to allow time to place their belongings in their lockers and prepare books and materials for morning classes. **Students arriving in first period class after 7:50 am are considered late to school.** In order to receive credit for a class a student must be present for 80% of the total number of class meetings. Any student arriving late is to report to the Main Office for a late pass to allow entry to the first class. Less than 3 hours of school attendance is considered to be a full-day absence. Between 3 and 3 1/2 hours attendance is considered a half-day. More than 3-1/2 hours attendance is considered a full day.

Absence should occur only when a student is ill or has serious emergency/family situations. Appointments of all types should be made

outside school time. **Absence for more than three consecutive days requires a doctor's verification.** Students needing more than two weeks of extended absence due to medical reasons must arrange for a continuation of studies through the Principal's office. Extended absence (five days or more) for non-emergency reasons must have the pre-approval of the Principal. In order to be considered for approval, the parents must notify the Principal in writing. This request must be submitted at least one week prior to the dates of absence. Such approval will not be granted during the exam period. **A student who accumulates six or more days of absences in a given quarter, unless they are extended absences made necessary by medical emergencies, is subject to academic consequences determined by the school. Additionally, the student may be denied the privilege of participating in extra-curricular activities such as dances, clubs, sports, etc. Documentation in the form of a note from a physician is necessary, but not sufficient to excuse the student from this penalty.** The Administration decides each case based on its unique circumstances.

Excused Absences:

A student's absence is excused for any of the following reasons:

1. Illness of the student. A physician's note is required for a student who is absent for more than three consecutive days.
2. School sponsored or approved events. Permission must be granted by the Principal at least one week prior to the event. If absence is for more than one day.
3. Death in the immediate family.
4. Court summons. Documentation is required.
5. Other emergency or set of circumstances which, in the judgment of the Administration, constitutes a good and sufficient cause for absence from school.

An absence, including absence for any portion of the day, for any reason other than those cited as excused are presumed to be **unexcused** and may constitute truancy.

Attendance Procedure:

1. **The student's parent/guardian must report the student's absence by CALLING 410.732.6200 ext. 1292 by 8:30 am on the day of the absence. (No emails will be accepted)**

2. Following the absence, the student must present a **handwritten note** signed by her parent/guardian within **three** days of her return to school. (No emails will be accepted) The note is given to the first period teacher who forwards it to the Dean of Students. Failure to submit a written note results in the absence being marked a truancy.
3. Students who are not present for Virtual Classes will be considered absent.
4. Students must be present in their assigned first class by 7:50 am. Students arriving after this time are to pick up a late pass from the Main Office before reporting to their first class. On a virtual class day, students who report to first period late must have her parent/guardian call the main office. Students arriving after 8:30 am must have a handwritten note from a parent/guardian to be admitted to school. If an emergency warrants a medical visit during school hours, an official doctor's note is required. After **five** late arrivals, a student is assigned **detention**. Arriving late to school or class is proven to have a negative effect on grades.
5. Students needing an early dismissal must bring a note from home stating the student's name, grade level, reason for dismissal, time of dismissal, and a phone number where the parent can be reached. The note should be given to the Main Office before 7:50am. The student should return to the office at the end of first period to pick up her early dismissal pass.

Make-Up Work

It is a student's responsibility to contact her teachers upon her return to school from an absence. Make-up work is required for all assignments and tests missed during an absence. For absences shorter than five days, the student is required to follow the classroom policies of the teacher for each subject. For absences of **five days or longer**, the student is required to obtain assignments through the assistance of the Guidance Office. Direct contact with teachers is encouraged through e-mail or PlusPortals.

College Visits

Seniors should arrange college visits on early dismissal days or school holidays. **Appointments at colleges must be cleared through the Assistant Principal** prior to the visit. Seniors are permitted two college visits with

no impact on perfect attendance status. Juniors are permitted one college visit during second semester with no impact on perfect attendance. A letter from the college registrar/student admissions is required to verify the visit. A copy of the invitation is not acceptable as verification of attendance.

Academic Dishonesty

Academic dishonesty is a deliberate act to give or receive information in a fraudulent manner. **Students are required to write the Honor Code on their work.** The Honor Code is: "On my honor, this is my work and my work alone." *Signature of Student*

Academic dishonesty includes, but is not limited to:

- » Representing someone else's work as your own (plagiarism)
- » Allowing someone else the use of your work
- » Using cheat sheets or any other test aids that are not allowed
- » Employing others to do your work
- » Sharing information about a test with those who have not yet taken it
- » Fabrication: The falsification of research, information, or the citing of a source or sources in any academic exercise.
- » Misrepresentation: Providing a teacher with misleading information why an assignment is late, not handed in, and/or claiming it has been submitted.

Any type of academic dishonesty in testing or assigned work will result in an automatic failing grade. Both the student supplying information and the student receiving it are guilty.

CHILD ABUSE

The Catholic High School of Baltimore follows all regulations regarding the reporting of suspected child abuse as outlined by the State of Maryland and the Archdiocese of Baltimore.

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 all illegal behaviors are reported to the appropriate local authorities.

EXTRACURRICULAR ACTIVITIES

The Catholic High School of Baltimore sponsors an extracurricular activities program that develops the student as a whole person and challenges the student to responsible leadership. All extracurricular activities are under the direction of the Assistant Principal. 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. Students must 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 PARTICIPATION

Students must be passing all subjects in order to participate in athletics. **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 next interim.** Students become ineligible on the day that report cards are sent home. Eligibility to play again takes effect on the day that interims are sent home. If the season ends prior to the return date, students do not get credit for the season.

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) work with the appropriate professionals at the local public school to obtain this document. This is generally done in consultation with the Guidance Office and educational staff of Catholic High. The Catholic High Guidance Department 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 implementation of these accommodations, along with any additional academic supports needed by the student, is coordinated through the Guidance Office and/or the Coordinator of the Archangel Program, as appropriate.
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 tuition and fees, paid or outstanding, 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 2.1% 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. Financial Aid applications are processed by FACTS beginning on the first school day of November each year for the following academic 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 only 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.

Once awarded, the assistance is 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 ORGANIZATION/BOOSTER 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.

GENERAL POLICIES

MARRIED STUDENTS

If circumstances warrant a student's marriage during the last semester of her senior year, the student may be allowed to remain in school and graduate with her class with the approval of the administration.

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
- » Fieldtrips
- » 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 Registrar to sign the necessary release papers and meet with the Head of School or Principal for an exit interview. Records are released when **all** financial obligations have been met. **Parents/guardians are responsible for all fees and tuition for the year enrolled.**

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. Our goal in having students use Chromebooks in the classroom is to promote educational excellence by facilitating resource sharing, innovation, and communication. 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, or behavior. Catholic High is a Franciscan school whose Mission Statement makes reference to "...dignity and respect for the human person and all of creation." Our Mission Statement must be upheld at all times and in all places.

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

PHOTO AND VIDEO USAGE

- » Recording, photographing or sharing pictures 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 video.**

PERSONAL DEVICES

- » Cell phones must be turned off and be kept in a locker, book bag, or purse during the school day. **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 smartphone 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.
- » **Personal devices that have the ability to connect/pair with a wireless access point are strictly prohibited.**
- » Wired or wireless earbuds/headphones are NOT allowed in a student's possession on campus as it presents a safety concern, privacy issue, and a distraction from learning. Wired headphones/earbuds are permitted with authorization from faculty if needed for educational purposes.
- » **Wearable technology such as Apple Watches and similar devices that have the ability to connect to a mobile device or can transmit communication are not permitted in the classroom and should be stored away with any other personal mobile devices.**
- » Bluetooth devices are strictly prohibited.

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 malicious attempt to access a site blocked by the firewall is a violation of the Acceptable Use Policy.
- » Social media, accessed by any means, is strictly prohibited during

the school day.

- » Each user is personally responsible for the use and contents of network shares.
- » ***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.**
- » Students may not alter any passwords.
- » All users are expected to exercise responsible/ethical behavior and language when using the network.
- » Students have access to school network printers; usage of these printers is for school-related printing only.
- » ***Tampering with or destroying network infrastructure, software, or hardware 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 attempt thereof is not permitted.**
- » ***Using school software for inappropriate activities is prohibited.**
- » ***File sharing software using peer-to-peer programs (such as Limewire, Frostwire, ooVoo, BitTorrent etc.) is prohibited on the Catholic High network.**

EMAIL COMMUNICATIONS

- » The Catholic High electronic mail system, data files, 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 without prior notice to or permission of the account's user.
- » Catholic High prohibits the installation and use of instant-messaging and texting applications (Kik, Snapchat, TextNow, etc.) on school equipment.

- » Emails or other messages used for illegal purposes or 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 for the purpose of selling/purchasing personal items.
- » Students may not use school email for personal non-academic conversations.
- » Students may not send and/or receive messages through personal email accounts using school equipment.
- » 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.**

CHROMEBOOK

- » Each student is equipped with a Chromebook. Students are required to sign a device agreement.

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 consent of the school.** The device will be used by the student throughout their years at Catholic High. If the student withdraws or is asked to leave the school, the device is to be immediately returned to the school; failure to do so may result in legal action.

The school reserves the right to request return of the device at any time for updates and reconfiguration or for lack of compliance with this agreement. The device will be returned each summer for updates. **Failure to return the device (including the original case and the original power cord) by the announced date for summer maintenance and updates will result in financial responsibility for the equipment.**

Note: * denotes an automatic Category IV infraction

DAMAGE AND REPAIR TERMS

Once the device, power cord, and case are assigned to the student, the parents or guardians assume responsibility for them, excluding 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 other than *The Catholic High School of Baltimore's* contracted insurance company.** If the assigned device is lost, stolen, or damaged through negligence, vandalism, or failure to follow the **Care of Equipment Agreement** guidelines, then the parents or guardians are responsible for the cost of repair or replacement. **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. Chromebook device repair vary per incident. Power cord replacement cost: \$70.** Students or parents cannot purchase replacement parts that were originally distributed with the device (i.e. charger, USB cable, and case).

LOANER DEVICE TERMS

Loaner devices will be issued to students on a first come, first served basis and only to students whose device has manufacturer defects or accidental damages. Students may continue to use the loaner device until their original device is reissued. Loaner devices will not be issued to students who forget to bring their device to school. Any damage to a loaner, while in the student's possession, will result in paying the repair fee.

RIGHT OF INSPECTION TERMS

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.

PROPER USAGE AND CARE OF EQUIPMENT TERMS

School issued passwords may not be changed, including:

- » Students may not change their device passcodes
- » Students may not change their Microsoft account email address or password
- » Students may not change their Google account login ID or password
- » Students may not use a personal Google account on school-issued devices (i.e. to purchase applications)
- » Students may not link or connect personal Google accounts or data to school-issued devices

The equipment should only be used in a careful and proper manner, including the following:

- » School-issued cases should always remain on the device
- » Students may not deface the Chromebook in any manner; this includes writing or the application of stickers
- » Do not write on or color the Chromebooks keyboard keys
- » Student Chromebooks should not be carried in a student's backpack; the device should only be carried in a school-issued bag
- » Do not expose the device to extreme heat or cold for extended periods of time
- » Keep the device away from food and drinks
- » Student Chromebooks should not be out during lunch periods where food is being consumed
- » Clean only with a dry soft cloth or with cleaning products supplied by the school

PENALTIES FOR MISUSE OF TECHNOLOGY

- » Suspension of technology privileges
- » Disciplinary action, including the possibility of a \$500 fine
- » Other consequence determined by the Administration
- » Legal action as necessary

SOCIAL MEDIA COMMENT POLICY

The Catholic High School of Baltimore insists on a civil and respectful dialogue on our website, www.thecatholichighschool.org, 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 for others, as well as to 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 visitors contribute their views in a respectful way and that no one person or group dominates the conversation.

In order to maintain an open but still welcoming forum for debate, we ask that visitors 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 will not be removed simply because they express opinions in disagreement with *The Catholic High School of Baltimore*.

Comments that may be deleted include those that contain:

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

Comments left by others on this page do not necessarily reflect the views of The Catholic High School of Baltimore or the Sisters of St. Francis of Philadelphia.

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

****At the time this handbook was printed, masks are not required indoors in Baltimore, City. The Catholic High School of Baltimore reserves the right to make changes to this policy as warranted. Students may choose to wear a TCHS mask/surgical mask for health reasons.***

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 are to be 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 lapels. Seniors wear nametags on their bows on their kilts. However, if a senior chooses not to wear her bow, then her nametag is worn in the same location as students in grades 9 through 11. There is a replacement fee should a student need an additional nametag.
- » Students may wear very light make-up (no make-up decorations), non-distracting nail polish.

- » Students may have simple hairstyles that do not distract from the learning environment. Hair may be highlighted with naturally occurring colors in a natural way. Highlights should be no wider than 1 inch. Hair may not be highlighted with any unusual/unnatural color. Hair must be an appropriate length, it may not be shaved. Plain green, yellow, white, gray, brown, black or “kilt” plaid headbands, no wider than 1½ inches without attachments, are the only hair accessories permitted.
- » Jewelry must be non-distracting and in good taste. Ears only may be pierced. Earrings must be no larger or longer than 1 inch. Ear piercings may not be larger than 1-2mm. Earrings connected via a chain or the same ear are not permitted. Bandages may not be used to hide a piercing.
- » Students may not wear key chains or large chains as necklaces. No choker necklaces are permitted.
- » Tattoos may not be visible. Bandages may not be used to hide a tattoo.
- » Undergarments worn with the uniform blouse or polo must be white or beige. No T-shirts, short or long sleeved, may be worn under uniform shirts. Blouses must be tucked into kilt.
- » Shorts may not be seen under the kilt.
- » Sunglasses may not be worn in the building.

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

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.** The Course Selection Booklet is found on the school website.

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 3.70 through the third quarter of senior year. Honors at Graduation is based on the following: a cumulative QPI of 3.30 to 3.69 through the third quarter of senior year.

QUARTER SCHOLASTIC ACHIEVEMENT RECOGNITION

Gold and Silver Recognition certificates are given to students on a quarterly basis at a school-wide assembly. Parents/guardians are welcome to attend these assemblies, which are listed on the school calendar.

Gold Recognition

*3.75 grade point average

*No grade below B+

Silver Recognition

*3.50 grade point average

*No grade below B

STANDARDIZED TESTING

Catholic High uses the following standardized testing program.

Entrance Placement Test:	HSPT
Grade 9:	PSAT
Grade 10:	PSAT
Grade 10:	To be determined
Grade 11:	PSAT
Grades 11&12:	SAT

EXAMS

Semester exams are scheduled for students in each subject. The exams count for 20% of the student's yearly grade. **Seniors** who have A's on each of their first three quarter grades **may** be exempted from the final exam at the discretion of their teachers. Exams will not be given in advance of the published dates. Exams missed due to unsubstantiated absence 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.

TEXTBOOKS

A list of required texts for each course offered is published in the summer for the following academic year. Students must have the required texts by the first full day of classes. The eCampus Virtual Bookstore offers new and used textbooks for students at Catholic High. Visit www.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**

13. 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/SALUTATORIAN

The valedictorian/salutarian are selected from the 1st and 2nd ranking seniors calculated from grades received over a minimum of two years during her tenure at *The Catholic High School of Baltimore*.

RELIGIOUS PROGRAM

It is expected that all students who attend *The Catholic High School of Baltimore* respect the religious nature of the school. The school adheres to the beliefs of the Roman Catholic Church in the Franciscan tradition. Empowered by Gospel values and rooted in the spirit and tradition of Saint Francis and Saint Clare, our young women experience their faith development in theology classes, through personal and communal prayer, liturgies, retreats, and Christian community service.

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. 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, every student at Catholic High must complete service hours. **Students in all grade levels are required to complete 30 hours annually.**

Submission dates for completed service hours:

First half of service hours for all students (at least 15 service hours) is due January 2, 2023. Final portion of service hours for all students (at least 30 hours total for the entire school year) is due April 28, 2023.

Completed yearly service hours are required for promotion to the next grade level. Service logs must be submitted to and validated by the Campus Minister. If service hours are not submitted by the published due date, financial aid, including scholarships, may be withdrawn and participation in extracurricular activities may be suspended. Service awards are presented to students who go above and beyond the stated requirement. All students are encouraged to exceed the minimum requirement. All students receive the detailed service policy each year. Any questions should be directed to the Campus Minister.

RETREAT

Catholic High provides the opportunity for an annual retreat for students. With the exception of the freshmen retreat, the retreats are scheduled during the school week off campus. The freshmen retreat is held the week before school starts at Catholic High. All students are required to attend school retreats. Excused absences include sickness and family emergency. Unexcused absences will result in assuming the retreat costs and completion of a pastoral experience outside of school time.

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 all students and faculty. Families and friends are invited to liturgies as published in the calendar.

STUDENT STANDARDS OF BEHAVIOR

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

1. Respect for self, others, and property, as shown by:
 - Speaking to others in a respectful manner and tone
 - Avoidance of gossip or any harassing or bullying behavior
 - Showing courtesy to adults, classmates and visitors
 - Honoring another's right to privacy
 - Being modest in action, dress and demeanor
 - Using furniture, equipment and material goods properly
 - Not vandalizing school property, including graffiti
 - Avoidance of the use of inappropriate or foul language or gestures and public displays of affection
2. *The Catholic High School of Baltimore* is committed to ensuring an atmosphere of learning that is reflective of the school's Catholic identity and commitment to promoting mutual respect, academic rigor and appropriate behavior. Thus, students are to refrain from inappropriate expressions of friendship and intimacy, including public displays of affection (PDA), while on campus during academic hours or during school-related events and activities.
 - Inappropriate expressions of affection and intimacy can be offensive and make others uncomfortable or excluded, even if unintentional. Catholic High students are expected to conduct themselves in a respectful manner at all times.
 - Specific examples of PDA include but are not limited to handholding, cuddling, intimate touching, and kissing. Students requiring further clarification of what constitutes prohibited forms of PDA should contact Mrs. Lisa Wetzel, Principal of Catholic High.
 - Students in violation of the school's policy on PDA will be disciplined on a case-by-case basis, with an emphasis on educating the student on the policy and the reasons for its enforcement. Students who repeatedly violate the policy may be subject to more severe disciplinary action, as outlined in the

Student Standards of Behavior.

This policy is not designed to discourage appropriate expressions of friendship, respect and affection, which are healthy and reflective of the closeness many members of the Catholic High community experience.

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

In order to teach a sense of responsibility and accountability, Catholic High uses a system of consequences proportional to the seriousness of the students' misbehaviors. Consequences include, but are not limited to, demerits, detentions, in-and out-of-school suspensions, and probation.

Efforts to redirect student behavior may include conferences with parents and regular counseling sessions with the school's guidance counselors. These measures are aimed at enhancing the learning environment of the school by assisting students to meet acceptable standards of behavior.

For those who cannot meet these standards, dismissal from the school is the final consequence.

Category I

- a. Any conduct which disturbs the learning environment
- b. Eating, drinking or carrying food or drinks into the classroom without administrative approval
- c. Failure to leave the classroom neat and orderly
- d. Out of Uniform or Improper Appearance: socks not pulled up, wearing jackets/sweatshirts or sweatpants in classroom/hallways during the school day; shirts untucked; length of skirt; school shoes not worn properly
- e. Failure to leave the classroom and locker room neat; not cleaning up after oneself
- f. Out of Uniform for Formal Assembly (first offense is a warning from the teacher) The teacher will give the name of the student to the Dean of Students. After the first offense, the student will be given a teacher detention; repeated offenses (three or more will be referred to the Dean of Students)
- g. Refusal to complete assigned work
- h. Gum chewing
- i. Disrespect to others
- j. Lateness to class

Consequences may include one or more of the following:

- Teacher conference with student,
- Teacher detention or other consequence,
- Notification of parent/guardian by teacher.

Category II

- a. Any repeated or serious violation that disturbs the learning environment of the school
- b. Eating, drinking or carrying food or drinks into the classroom without administrative approval (repeated offense)
- c. The first accumulation of five (5) latenesses to school during the year
- d. Failure to report to a teacher detention
- e. Failure to bring a note verifying absence within three (3) days
- f. Repeated disregard of the uniform policy
- g. Out of uniform for formal assembly
- h. Admitting persons into the school building without authorization
- i. Showing discourtesy during an assembly or religious service, excessive talking, not sitting with the homeroom, sleeping, disturbing the presentation, or being disrespectful to the speaker (repeated offense)
- j. Using foul or abusive language
- k. Insubordination
- l. Use or display of a cell phone or Blue Tooth device during the school day- first offense (as described in the Personal Device Section of the Acceptable Use Policy). The teacher will confiscate cell phone/ smart watch and give to the Dean of Students with a discipline referral. The device may be retrieved from the Dean of Students at the end of the day. The second violation will require a parent/guardian to come to the school office to retrieve the cell phone from the Dean of Students.
- m. Failure to turn in service hours by the due date
- n. Violation of the school's Telecommunication Acceptable Use Policy
- o. Reporting to class late unexcused, leaving class early unexcused, and/or missing class without teacher/administration authorization
- p. Inappropriate expression of friendship and intimacy, including kissing, cuddling, intimate touching and hand holding (public displays of affection)

Consequences may include one or more of the following:

- Discipline referral to Dean of Students,
- School detention(s),
- Other consequence determined by the Dean of Students,
- Parent/guardian notification.

Category III

- a. Any accumulation of more than two school detentions within two months
- b. Disrespect to teachers, administration, or staff
- c. Academic dishonesty (cheating, plagiarism, forging the signature of a teacher or parent/guardian)
- d. Failure to assume responsibility for or control of her behavior
- e. Insubordination (repeat offense)
- f. The first accumulation of ten (10) latenesses to school during the year
- g. The first accumulation of fifteen (15) latenesses to school during the year
- h. Failure to report to school detention
- i. Use or display of a cell phone or Blue Tooth device during the school day--second offense (as described in the Personal Device Section of the Acceptable Use Policy.)
- j. Class truancy
- k. Harassment
- l. Trespassing
- m. Leaving school grounds during the school day
- n. Leaving school grounds after the school day and re-entering the building without prior Administrative/teacher approval
- o. Public conduct detrimental to the good name of the school especially while in school uniform
- p. Repeated failure to turn in service hours by the due date
- q. Repeated violation of the school's telecommunication Acceptable Use Policy.

Consequences may include one or more of the following:

- Parent conference,
- Suspension,
- Probation,
- Expulsion.

Category IV

- a. Chronic disruption of the school program or activities (e.g., any accumulation of 3 or more Category II and/or Category III infractions or failure to adhere to the terms of a Probation Agreement or provisional enrollment contract)
- b. Truancy from school
- c. Destruction and/or vandalism of school property or personal property of students and/or faculty
- d. Any behavior that is perceived as morally offensive or contrary to the mission of the school, including internet behavior, that attacks the reputation of the school or any members of the school community
- e. Theft and/or knowingly possessing stolen property
- f. Behavior that creates a substantial danger to persons or property
- g. The first accumulation of twenty (20) latenesses to school during the year
- h. A second Category III violation for lateness
- i. Violation of the school's Anti-Violence Policy (pg. 8)
- j. Violation of the school's Telecommunication Acceptable Use Policy (as identified in the Acceptable Use Policy.)
- k. Violation of the school's Substance Abuse Policy (pg. 15)
- l. Violation of the school's Anti-Bullying Policy (pg. 9)

Consequences may include one or more of the following:

- Suspension,
- Probation,
- Expulsion.

The teacher manages discipline matters within the classroom and determines appropriate consequences. Teachers are asked to follow these guidelines:

- » Issue a warning
- » Hold a conference with the student
- » Assign a teacher detention
- » Telephone the parent/guardian
- » Refer students with repeated offenses to the Administration after appropriate teacher interventions have taken place. Infractions and their consequences are listed below in categories from less to more serious.

DETENTION

Teachers may detain a student after dismissal to address classroom behavior with the student. This request, if not honored by the student, will result in a referral to the Administration. Participation in extracurricular activities does not excuse a student from meeting with a teacher at the end of the school day.

School Detention

The Administration issues a detention notice to the student that lists the infraction and date/time of the detention. There is a minimum of 24-hour notice of a school detention given to a student, as noted by the date of issue of the detention notice. This notice must be signed by the student's parent/guardian and returned to Administration within 3 days. Students must serve detention for the time and on the day indicated on the detention slip. No exception will be made for that date. Participation in extracurricular activities does not excuse a student from a school detention. Students may be asked to perform non-credited school service during detention. School detention is from 3:00 - 3:45 p.m.

PROBATION

Catholic High may place a student on probation for serious or repeated violations of its Disciplinary Code. In such cases, the school designs a Probation Agreement that incorporates behavioral expectations, consequences, and a plan for improvement. Together, these items are intended to help improve the student's behavior. The school's administration determines the terms of the Probation Agreement, which is then signed by

the student and her parents or guardian. Violation of the terms of probation is a Category IV infraction.

SUSPENSION/EXPULSION

Students may be suspended or expelled, as appropriate, for violations of the Disciplinary Code. The school also 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 the Principal, cause, or threaten to cause, serious harm or disruption to students or the school environment.

Out-of-School Suspension

This type of suspension removes the student from school for a period of time. All of the conditions stated in bold above apply to an out-of-school suspension. A required parent conference must be held following suspension. A determination as to whether the student returns to school is made following the conference.

Financial Related Suspension

Student tuition accounts that are more than thirty days in arrears shall 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. Students are dismissed from school after five days of suspension. Two financial related suspensions results in a dismissal warning letter to the parents/guardians. Students are dismissed should a third past due situation occur.

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 any and all Catholic High events, whether on campus or off campus. In order to retrieve belongings and finalize unfinished Catholic High business, we require an appointment to be scheduled with the assistant to 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

Ambassadors Organization	National Honor Society
Athletic Association	National Science Honor Society
Dun Scotus Forensics Society	Nurses' Club
French National Honor Society	Piano Ensemble
Green School Club	Peer Ministers
It's Academic Team	Spanish National Honor Society
Library Club	STAR Club
Mathlete Club	Student Council
Model UN	National English Honor Society
National Art Honor Society	Tri-M Music Honor Society
	Youth and Government

This is a sampling of some of the clubs/organizations that Catholic High has to offer. Some student clubs, activities and organizations require certain criteria for membership.

DANCES

Dances are sponsored by different school organizations during the school year. The Homecoming Dance is held for all students in the fall. Sophomore Dance, Junior Prom, and Senior Prom are held in the spring. All dances are

chaperoned by faculty. Students may lose the privilege to attend any dance because of academic and/or discipline problems. All financial obligations must be current to attend dances/proms. Students must be present in school for a full day on the day of the dance and are not eligible for early dismissal. **Students and their guests are expected to follow all Catholic High policies including anti-violence, anti-bullying and substance abuse. Students violating these policies will be asked to leave the dance and will face school consequences. **Dresses must be modest, with appropriate body coverage, both front and back. Two-piece dresses are not permitted. Dress length is to be at least below mid-thigh with no high slit up the thigh. No body piercing other than the ears, and no visible tattoos are permitted.** Proper dress is **expected** in order for students and their guests to enter the event. Dances and proms are restricted to Catholic High students and their male guests under 21 years of age. 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.*

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 (student literary magazine)

NATIONAL HONOR SOCIETY

The Mother Generosa Chapter of the National Honor Society, an authorized chapter of the National Honor Society of Secondary Schools, recognizes Catholic High students who excel in the areas of scholarship, character, leadership, and service. Students in the junior year or above are invited to apply for membership based on excellent achievement in these four areas and with the advice and consent of the faculty. The qualifications of nominees are judged by a review board composed of members of the faculty who make the final determination regarding acceptance into the chapter. New members are inducted into the National Honor Society at a ceremony held during the second semester of the school year.

OTHER

ASSEMBLIES

Students sit with their assigned grade level homeroom during all assemblies. Students are expected to be attentive and polite to presenters. During religious functions, students are to enter, leave, and maintain a reflective quiet during the religious ceremony. 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.

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.

GUIDANCE AND COUNSELING

The Guidance Department provides counseling to all students based on their individual needs, including personal, academic, career, and college advising. For students who may need intensive individual counseling for personal concerns, The Catholic High School of Baltimore works cooperatively with Loyola University to provide access to a counseling intern from their Pastoral Counseling Program. Participation in the Pastoral Counseling intern program is voluntary and requires parental approval.

The Catholic High Guidance Department coordinates and administers academic testing to freshmen, sophomores and juniors (PSAT). It also advises juniors and seniors with regard to SAT and/or ACT testing for college. Meetings with parents and students are held to assist them in the proper interpretation of standardized test scores, and to provide useful hints and advice on how to improve them.

The Catholic High School of Baltimore counselor routinely meets with students who experience academic difficulties or challenges. Group

meetings between teachers and parents of individual students can be arranged when necessitated by particular needs or circumstances. The Guidance Office also works with the teachers and parents of students having special learning needs or challenges, through the auspices of the Archangel Program and its director.

The counselor assists students in all aspects of college planning, including the college search process, the preparation of educational resumes, essays, and application forms, and the completion of applications for college financial aid. Meetings are held with juniors and seniors, both individually and collectively, in order to acquaint them with, and 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.

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

In the DeCarlo Library, Catholic High provides a variety of resources to support the academic program. 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 will be 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.

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)

ASSUMPTION OF RISK

PARENT/GUARDIAN INFORMATION AND UNDERSTANDING OF COVID-19 PROTOCOLS

Parents and guardians will follow *The Catholic High School of Baltimore's* requirements for attendance. 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 COVID-19 at its facility.
- Parents/Guardians understand that during a COVID-19 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 the back parking lot of the school campus (except for emergency situations as contemplated below). This procedure change is for the safety of all persons present in the facility, and to limit, to the extent possible, everyone's risk of exposure. Parents/Guardians understand that it is their responsibility to inform any Emergency Contact persons of the information contained herein and they cannot pick up the child unless they also have read these protocols.
- Parents/Guardians understand that IF there is an emergency requiring them to enter *The Catholic High School of Baltimore* facility beyond the designated drop-off and pick-up area they MUST wash/sanitize their hands before entering and wear a mask at all times. While in the facility, Parents/Guardians must practice social distancing and remain at least six (6) feet away from all other people, except for their own child.
- Parents/Guardians understand that in order to enter the facility their child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear their child will be separated away from the rest of the students and people located in the facility. Parents/Guardians

will be contacted by *The Catholic High School of Baltimore* staff as soon as possible, and their child MUST be picked up from the facility within thirty (30) minutes of being notified (or as soon as reasonably possible).

Symptoms include: Cough, Shortness of Breath, Chills, Muscle aches, Headache, Sore Throat, Loss of taste or smell, Diarrhea, Fever of 100.4 degrees Fahrenheit or higher. Though many of these symptoms can also be related to non-COVID-19 issues, it is imperative that we proceed with an abundance of caution during a public health emergency. These symptoms typically appear two (2) to seven (7) days after being infected, so please take them seriously.

- Parents/Guardians understand and agree that they are responsible for reporting to *The Catholic High School of Baltimore* if their child, their emergency contacts, or they have been diagnosed with COVID-19, have symptoms of COVID-19, or otherwise have reason to believe they or the Emergency Contacts have contracted COVID-19. Parents/Guardians further understand and agree that any child, emergency contact, or parent/guardian who wants to enter *The Catholic High School of Baltimore* after being exposed to COVID-19 must first contact the School Nurse, Mrs. Jacke Correlli, by phone at 410.732.6200 ext. 1222 to ensure they are in compliance with the guidance from the CDC and the Maryland Department of Health. The medication documentation will be forwarded to the School Nurse, who will consult with *The Catholic High School of Baltimore* administration regarding whether the individual is able to enter the facility prior to completion of the 14-day period.
- During a public health emergency, Parents/Guardians agree to wear a mask at all times while dropping off and picking up their child(ren) until notified otherwise by *The Catholic High School of Baltimore*.
- During a public health emergency, Parents/Guardians understand that they must complete a wellness screening questionnaire for their child(ren) prior to their entering the facility. Parents/Guardians understand if they fail to complete this questionnaire, they will be

required to complete the questionnaire prior to leaving the school's premises.

- During a public health emergency, Parents/Guardians understand that their child will be required to wash their hands using Centers for Disease Control and Prevention-recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least twenty (20) seconds.
- During a public health emergency, Parents/Guardians understand the importance of complying with state, county or local stay-at-home orders and social distancing orders, even when outside of care, in order to control their own and their child's exposure in the local community.
- Parents/Guardians will immediately notify *The Catholic High School of Baltimore* School Nurse if they or their children have had contact with someone who exhibits any of the symptoms listed.
- Parents/Guardians acknowledge and agree that if their child is diagnosed with COVID-19, *The Catholic High School of Baltimore* must notify the City Health Department.
- **Parents/Guardians must read, understand, and voluntarily agree to comply with the provisions listed herein. Parents/Guardians acknowledge that the failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by *The Catholic High School of Baltimore* may result in terminating their child(ren)'s ability to attend *The Catholic High School of Baltimore*.**

