



75 YEARS

THE CATHOLIC HIGH SCHOOL  
OF BALTIMORE



# *The Catholic High School of Baltimore*

**2017-2018 STUDENT HANDBOOK**



[www.thecatholichighschool.org](http://www.thecatholichighschool.org)

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

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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 Academic Advisor. 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

Green/ Gold Regular	Green Block	Gold Block	Professional Development (noon dismissal)	AM Liturgy	PM Liturgy	Green/ Gold AM Event	Green/ Gold PM Event	Green/ Gold 2 Hour Late Opening	Green/ Gold Pep Rally/ Previews
Period A/H 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/H 7:50-8:30	Period A/H 7:50-8:30	Period A/H 9:50-10:25	Period A/H 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	AM EVENT 8:30-9:40	Period B 8:30-9:10	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 B 9:40-10:15	Period C 9:10-9:50	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 C 10:15-10:50	Period D 9:50-10:30	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	Period D 10:50-11:25	Lunch 1 10:30-11:05	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	Lunch 1 11:25-11:55	Period E1 11:05-11:45	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 E1 11:55-12:35	Period E2 10:30-11:10	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	Period E2 11:25-12:05	Lunch 2 11:10-11:45	Lunch 2 12:30-1:05	Lunch 2 11:20-11:55
Lunch 2 11:50-12:20			senior dismissal 12:00	Lunch 2 12:00-12:35	Period F 11:30-12:05	Lunch 2 12:05-12:35	Period F 11:45-12:20	Period F 1:05-1:35	Period F 11:55-12:35
Period F 12:20-1:05			junior dismissal 12:03	Period F 12:35-1:15	Period G 12:05-12:40	Period F 12:35-1:15	Period G 12:20-12:55	Period G 1:35-2:05	Period G 12:35-1:15
Period G 1:05-1:50			sophomore dismissal 12:06	Period G 1:15-1:55	Period H 12:40-1:15	Period G 1:15-1:55	Period H/A 12:55-1:30	Period H/A 2:05-2:35	Period H/A 1:15-2:00
Period H/A 1:50-2:35			freshman dismissal 12:09	Period H 1:55-2:35	Liturgy 1:15-2:35	Period H 1:55-2:35	PM EVENT 1:30-2:35		Pep/Preview 2:00-2:35

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 placed through the school's mass notification system. Catholic High follows school closings/delays for inclement **winter** weather according to Baltimore County and/or Baltimore City announcements. No separate announcement is made for inclement weather closings/delays for Catholic High, except in the event of a heat-related closing.

## DELAYED OPENING

If Baltimore County or City announces a 1-hour 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.

## 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 Mission, Institutional Advancement, and Finance and Operations, along with the Principal, oversee various aspects of the school's operation. Dean of Academics and the Dean of Students assist the Principal, and may, in the absence of the Principal, act on her behalf.*

### 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 Guidance, Library/Media, and Health Services.*

# SCHOOL POLICIES

## NON-DISCRIMINATION

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 females. 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 will be 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, athletic and other extra-curricular participation, and student council eligibility.

### 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.

### Grading Requirements

Report cards are distributed four times a year (November, January, April and June). 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 must 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 13, 2017, 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 September 29, 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 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 this 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 reports to the Main Office:

1. The visitor's driver license or other state issued ID is scanned.
2. Web-based software instantly screens for registered sex offenders, domestic dispute offenders and other trespassers.
3. 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.
4. 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 will be 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 psycho-educational testing must be disclosed including any current IEP documents. Health screening must be current and according to 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 all students to exhibit self-respect and respect for others in and around school. Therefore, violence of any kind is not tolerated.

- » Any student entering school or at any school activity with a weapon is subject to expulsion per the school Disciplinary Code.
- » Any student who verbally or physically threatens or assaults on school premises, at a school activity, or while in school uniform is subject to expulsion.
- » Any behavior, including internet communications that jeopardizes the safety and well-being of any member of the school community, violates the school'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.** Any student arriving late is to report to the Main Office for a Late Pass to allow entry to the first class. For early dismissal, parents should allow students at least 15 minutes after dismissal time to exit the building. In addition, 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. **Students who accumulate 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, these students 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 continuously absent for illness.
2. School sponsored or approved events. Permission must be granted by the Principal at least one week prior to the event. A long-term absence form is required.
3. Death in the immediate family.
4. Court summons. Documentation is required.
5. Other emergency or set of circumstances which, in the judgement 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. 292 by **8:30 am** on the day of the absence.
2. Following the absence, the student must present a written note signed by her parent/guardian within **three** days of her return to school. 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 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. Students arriving after 8:30 am must have a note from a parent or guardian to be admitted to school. If an emergency warrants a medical visit during school hours, an official doctor's note is required. Students are granted **four** excused tardies for doctor visits. After **five** latenesses, a student is assigned detention. Latenesses also may have a negative effect on grades.

4. 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 Coordinator 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 all class work and assignments through the assistance of the Guidance Office. Direct contact with teachers is encouraged through phone, e-mail or PlusPortals.

### **Perfect Attendance**

A Perfect Attendance award is given to any student who is not absent during the school year. **Partial day absence and more than two occurrences of lateness nullify perfect attendance.**

### **College Visits**

Seniors should arrange college visits on early dismissal days or school holidays. **Appointments at colleges must be cleared through the Dean of Students** 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 asked to acknowledge the Honor Code on their work. 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

***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 school 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 Dean of Students and the Dean

of Academics. Extracurricular activities such as athletics, school trips, through organizations and clubs, performances, school publications, and dances are offered at Catholic High. In addition, in order to be eligible to participate in extracurricular activities, students must be present in school and may not request an early dismissal unless approved by the Dean of Students. 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**

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 guidance counselor 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 disabilities and requiring an Individualized Education Plan (I.E.P.) 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 I.E.P. from the local public school system.
2. Students with existing I.E.P.'s 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 Director 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 a 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 a 3.0 grade point average.
- » No grade below C may be received based upon students' end-of-year average for each subject.
- » Students must abide by all school policies including attendance, lateness, and those outlined in the Student & Parent Handbook.

### **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 grade point average.
- » 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.

### **Alumnae Grant**

Effective with the Class of 2017, daughters of Alumnae receive an annual automatic renewal 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.

### **I.D.E.A POLICY (Individuals with Disabilities Education Act)**

Parents requesting services under the IDEA Act are to contact the Local Education Agency (LEA) for an Admission/Review/Dismissal (ARD) meeting. Students diagnosed with a disability (educational, physical and/or emotional) will be considered for inclusion into the regular academic program at Catholic High. An Individual Education Program (IEP) must be in place for each student diagnosed. Support services from the LEA are requested as needed to support the student while enrolled at Catholic High. These support services may include, but are not limited to:

- » A special education teacher to monitor student's progress according to the IEP and to train teachers in strategies appropriate to meet the requirements of the student's IEP
- » A support teacher/tutor to supplement efforts of the classroom teacher according to the learning needs of the student

- » Counseling services for students diagnosed with emotional disabilities.

Catholic High acknowledges that students with disabilities may successfully meet all requirements for graduation with a program of inclusion and support services, provided that their disabilities can be accommodated within the current physical plant and within the published academic program under the definition of inclusion. Catholic High regrets its inability to accommodate students requiring services which cannot be met by existing restraints of limited availability of personnel trained in special education and the physical constraints of its building. Catholic High will cooperate with students, parents, and the LEA to meet the needs of students diagnosed with disabilities that can be met by inclusion into the established program.

### **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 Dean of Students.

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 Dean of Academics 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 semester 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 Friday, February 23, 2018, is \$175. Students registering after this date pay the full registration fee of \$275. 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 Edison Highway to drop off students for school in the morning and to wait for students at dismissal. Only students with parking privileges may enter school through the back door. All evening (after 4 pm) dismissals should be at 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.

## 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 FEES

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

- » Transportation Services
- » Instructional Materials
- » AP Courses and Exams
- » On-line Courses
- » Special Workshops
- » Fieldtrips
- » iPad Repairs/Replacements
- » Proms and Dances

*All student fees are non-refundable.*

## STUDENT PARKING PERMIT

Parking privilege criteria are set by the Dean of Students. 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.

## STUDENT SUPERVISION

The school is available to students from 7:00 am until 4:00 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 4:00 pm. The school accepts no liability for students who remain on school property after this time.

## STUDENT WITHDRAWAL

Parents/guardians wishing to withdraw their daughter from Catholic High **must make an appointment** with the Registrar and sign the necessary release papers. 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.

## 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 iPads 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 iPad agreement.

### Photo and Video Usage:

- » Recording, photographing or sharing pictures without permission is an invasion of privacy. This includes video and audio recording of a class. 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, 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 Business 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.

### 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 AUP.
- » 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 are not to send all school or all class group emails using the school email system for the purpose of selling/purchasing personal items.
- » Students should 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.

#### iPads:

- » As part of Catholic High's E-Learning Program, each student is equipped with an individual Apple iPad. Students are required to sign an iPad agreement.

**Note: \* denotes an automatic Category IV infraction**

#### iPad Agreement Terms

*The Catholic High School of Baltimore* assigns each student an Apple iPad and an Apple ID account. The school grants permission to the student to have full use of the iPad 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.**

### **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. iPad device repair costs are \$250 per incident. Power cord replacement cost: \$30.** Students or parents cannot purchase replacement parts that were originally distributed with the iPad (i.e. charger, USB cable, and iPad case). The Technology Department will only replace broken iPad stands. The student must return the broken stand in order to receive a replacement. Lost stands will not be replaced.

### **Loaner iPad Terms**

Loaner iPads will be issued to students on a first come, first served basis and only to students whose iPads have manufacturer defects or accidental damages. Students may continue to use the loaner iPads until their original device is reissued. Loaner iPads 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 \$250 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 iPad 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 iPad passcodes
- » Students may not change their Apple ID account email address or password
- » Students may not use a personal Apple ID on school issued iPads (i.e. to purchase applications)
- » Students may not restore or erase all iPad data without prior consent of the Technology Department

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

- » School-issued cases should remain on the iPad at all times
- » Cases may not be defaced in any manner, this includes writing or the application of stickers
- » Students may not insert personal items (such as pictures or notes) into the iPad case.
- » iPads may not be placed in backpacks
- » Do not expose the iPad to extreme heat or cold for long periods of time
- » Keep iPads away from food and drink
- » iPads are not allowed to be out during lunch periods where food is being consumed
- » Clean only with a dry soft cloth or with iPad 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 Dean of Students
- » Legal action as necessary

## **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 Dean of Students 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 be worn on days when there is not a formal assembly.

### Shoes, Knee-Highs and Tights

Tan suede buck with dark green knee-highs or white 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 or white 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 or white knee-highs or dark green tights

Tan suede buck

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

- » Kilts are to be no more than 2 inches above the knee and are not to be rolled up.
- » Uniforms 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 or above the blouse pocket. If a sweater is worn, then the nametag is worn above the logo on the sweater. When blazers are worn, juniors wear their nametags on the left lapels. Seniors are given the privilege of continuing to 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 (on their polo shirt, above blouse pocket, sweater or blazer lapel). There is a replacement fee should a student need an additional nametag.
- » Students may wear very light make-up, non-distracting nail polish.
- » Students may have simple hairstyles that do not distract from the learning environment. Students may not have more than one color in their hair. Hair may not be highlighted with any unusual/unnatural color including the ombre style. Students may not wear beads, charms, or cuffs in their hair. Hair must be an appropriate length, it may not be shaved. Bandanas, large bows/barrettes, and glitter/tinsel are not allowed. Plain green, yellow, white, gray, brown, black or "kilt" plaid headbands, no wider than 1½ inches without attachments, are permitted.
- » Jewelry must be non-distracting and in good taste. Only ears may be pierced. Earrings must be no larger or longer than 1 inch. 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 plain white without writing, must be short sleeve, and may not be visible. Long sleeve shirts may not 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.**

### 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.

## ACADEMIC PROGRAM

### PROGRAM OF STUDIES

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

### GPA/QPI

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

### Quality Point Index

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

### 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 11:	PSAT
Grades 11&12:	SAT

## EXAMS

Semester exams are scheduled for all students in each subject. Students must have an official doctor's note to substantiate absence on any exam day. Only the Principal can excuse a student from her exam obligations. Exams missed due to lateness or unsubstantiated absence will not be rescheduled. Missed exams receive a grade of zero. The exam counts for 20% of the student's semester grade. All financial obligations including tuition, fees, etc. must be met before a student's grades are calculated, finalized, and released. Under no circumstances will exams be given in advance of the published dates. **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.

## TEXTBOOKS

A list of required texts for each course offered is published in the summer for the following academic year. All students must have the required texts by the first full day of classes. Follett Virtual Bookstores offers new and used textbooks for students at Catholic High. Visit [www.efollett.com](http://www.efollett.com) for more information.

## BACCALAUREATE AND GRADUATION

Students must meet all academic and community service requirements to be eligible for graduation. All financial obligations must be met by **April 20. Attendance at rehearsal for Baccalaureate and Graduation is required for participation in the ceremony.** All diplomas will be inscribed with the student's full legal name. Seniors failing in 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/salutatorian are selected from the 1st and 2nd ranking seniors calculated from grades received over a minimum of two years during her tenure at *The Catholic High School of Baltimore*.

## 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:

**Seniors** - January 9, 2018: must reach 105 hours

**Juniors** - December 12, 2017: must reach 75 hours

**Sophomores** - January 23, 2018: must reach 45 hours

**Freshmen** - February 6, 2018: must reach 15 hours

**Seniors** - April 10, 2018: must reach 120 hours

**Juniors** - March 6, 2018: must reach 90 hours

**Sophomores** - April 24, 2018: must reach 60 hours

**Freshmen** - May 1, 2018: must reach 30 hours

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 the use of inappropriate or foul language or gestures
  - 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
2. 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
3. Good sportsmanship at Catholic High events as a participant or spectator.
4. Acceptance of personal responsibility for one's behavior, as shown by:
  - Being truthful about one's behavior when being held accountable by an adult
  - Assisting classmates to be responsible for their own actions by speaking truthfully
5. Upholding the reputation of Catholic High, its students and its employees.
6. Acceptance of the rules governing student behavior as found in the 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 of the classroom
- 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
- e. Refusal to complete assigned work
- f. Gum chewing
- g. Less serious episodes of classroom disrespect
- h. 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 conduct 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
- j. Using foul or abusive language
- k. Insubordination
- l. Use or display of a cell phone during the school day- first offense (as described in the Personal Device Section of the Acceptable Use Policy.)
- m. Failure to turn in service hours by the due date
- n. Violation of the school's Telecommunication Acceptable Use Policy

#### 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 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 without prior Administrative approval
- n. Leaving school grounds after the school day and re-entering the building without prior Administrative approval
- o. Public conduct detrimental to the good name of the school
- 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.

### 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. 7)
- 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 Dean of Students after appropriate teacher interventions have taken place. Infractions and their consequences are listed below in categories from less to more serious.

## DETENTION

### Teacher Detention

Teachers have the right to retain a student after dismissal for up to one half hour to address classroom behavior with the student. This request, if not honored by the student, will result in a referral to the Dean of Students. Teacher detentions require parent/guardian notification but may be held on the day the incident occurred. Participation in extracurricular activities does not excuse a student from a teacher detention.

### School Detention

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

## 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.

### In-School Suspension

Teachers are requested to send assignments to the Dean of Students. Although assignments completed that day receive a grade of zero (0), the assignments allow the student to keep abreast of the material presented in class on the day of suspension. Parents are notified before an in-school suspension is served. A parent conference may be required. The policy is as follows:

- » The student should report to the Dean of Students at the start of the school day.
- » The student must bring all books and other materials needed to complete the assignments.
- » All assignments submitted by subject teachers must be completed by the end of the school day.
- » **The student receives a grade of zero (0) on all class work, homework due or assigned that day, participation, and quizzes given on the date of suspension.**
- » **If a major test or a major project/paper is due on the date of the suspension, the student must see the teacher to make arrangements for taking the test or submitting the project/paper.**
- » The student must remain in the in-school suspension area and is only permitted to leave with permission.
- » The student is not allowed to use the dining hall. She should bring her lunch, including a drink, and have lunch in the suspension area.
- » The student is not allowed to participate in extracurricular activities on the day of the suspension.



### **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 (30) days in arrears shall result in the issuance of a suspension letter signed by the Principal and the Director of Finance and Operations. Students are not allowed to return to school until the financial obligation is met. Students are dismissed from school after five (5) days of suspension. Two (2) financial related suspensions results in a dismissal warning letter to the parents/guardians. Students are dismissed should a third (3rd) 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/J.V. Volleyball  
Varsity Field Hockey

#### ***Winter***

Varsity/J.V. Basketball  
Varsity/J.V. Cheerleading  
Varsity Swimming  
Varsity Indoor Track & Field  
Varsity Dance

#### ***Spring***

Varsity Lacrosse  
Varsity/J.V. Softball  
Varsity Track & Field  
Varsity Golf

### **Clubs/Activities/Organizations**

Some student clubs, activities and organizations require certain criteria for membership.

Ambassadors Organization Athletic Association  
Book Club  
Destination Imagination Team Duns Scotus Forensics Society  
Eucharistic Ministers/Altar Servers/Liturgical Dancers  
Flute Choir  
French Honor Society Future Teachers Club Green School Club  
It's Academic Team Library Club  
Mathlete Club  
National Art Honor Society  
National English Honor Society  
National Honor Society National Science Honor Society  
Nurses' Club  
Piano Ensemble  
VEX Robotics Team  
Sea Perch Robotics Team Spanish Honor Society Student Council  
TCHS-TV  
Tri-M Music Honor Society Ukulele Club

## Performances

Catholic High sponsors and supports the following:

### *Student performances*

Fall Drama, Spring Musical, Christmas Concert and Art Show, and Spring Concert and 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)

## Dances

Dances are sponsored by different school organizations during the school year.\* Harvest Ball is held for juniors and seniors in the fall. Sophomore Dance is held in the winter, and 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. No extreme bare areas front or back including the navel area, two-piece dresses are not permitted. Skirt 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 guests. 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.*

## 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

### MISSION OFFICE

Members of the Mission Office serve 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.

Catholic High counselors routinely meet 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 counselors assist 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.

Currently, annual physicals are required for all new students and athletes. In order to provide optimal care for our students, beginning with the Class of 2019 annual physicals will be 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 Cub Cards may be used to purchase food in the dining hall. Vending machines do not accept Cub Cards. 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 pm-4:00 pm.

#### **DECARLO LIBRARY/MEDIA CENTER**

In the DeCarlo Library/Media Center, 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 from 7:50am - 3:30pm 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 the following civil regulations:

- » Drug Free Workplace Act of 1988
- » Drug Free Schools and Community Act Amendments of 1989
- » Catholic High is a smoke-free building and campus
- » Prohibition of Sexual Harassment
- » Asbestos Hazard Emergency Response Act
- » Family Education Rights and Privacy Act
- » Child Abuse Reporting Regulations COMAR 13A.09.09  
Educational Programs in Nonpublic Schools and Child Care  
Centers, State of Maryland

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)

# PERSONNEL 2017-2018

## President's Office

Dr. Barbara D. Nazelrod, Ph.D. – President  
Mrs. Beth Frevel- Admin. Asst. - 217

## Principal's Office

Mrs. Sharon Johnston – Principal – 471  
Mrs. Linda DeRemigis – Admin. Asst. – 214

## Dean of Students Office

Mrs. Valerie Shinsky – Dean of Students – 227  
Ms. Joanne Hedding – Admin. Asst. 616

## Dean of Academics Office

Mrs. Gina Batchelder – Dean of Academics - 472

## Finance/Operations

Mr. Jack Powell – Director - 211  
Mrs. Mary Fortier – Business Office Coordinator– 219  
Mrs. Linda Grebeleski –Business Office Associate – 226

## Mission

TBA - Director - 215  
Mrs. Molly Baxter– Campus Minister– 492

## Institutional Advancement

Mrs. Dori DiVenti – Director – 243  
Mrs. Lindsay Moran-Coord. Comm/Alum- 491  
Mrs. Carolyn Buck- Coord. Dev/FR- 248

## Admissions/Enrollment

Ms. Angela Baumler- Director 216  
Ms. Brianna Ridgely– Assistant Director – 213

## Archangel Program

Mrs. Emily Vandergriff – Coordinator – VM 335

## Athletic Office

Mrs. Kari McBride – Director – 225  
Mrs. Lauren Ey– Athletic Trainer– 374

## Guidance

Mrs. Beverly McIntyre– Director – 228  
Ms. Lauren Weston - Counselor – 229  
Mrs. Linda DeRemigis- Registrar – 214

## Health Center

Ms. Barbara Maher, B.S.N. – 222

## Library/Media Services

Ms. Jordan Farinelli – Coordinator – 221

## Main Office

Mrs. Beth Lindsey – Main Office Coordinator – 210

## Security/Building Maintenance

Mr. Bob Strucko- Manager of Maint. & Security- 249  
Mr. Paul Campbell  
Mr. Larry Ridgely

## STEM Program/Engineering

Mr. Con Burdon- Coordinator- VM 318

## Biomedical Program

Ms. Peg Prentice – Coordinator -VM 330

## VPA Program

Mrs. Jane Brown – Coordinator –VM 316

## Technology

Mrs. Amanda Trapani –Director– 495  
Mr. Robert Fletcher – Database Coordinator – 232  
Mr. Jack Steiner - Instructional Tech. Coord. - 231  
Mr. Zain Syed-Technology Assistant-466

## Volunteers

Sister Dolora Taylor, OSF

### General Information:

Volunteer Office-233  
Student Absences –VM 292  
Booster Club –VM 313  
Sports Hotline – VM 294

## Faculty

### English Department

Mrs. Karen Mitchell – DC – VM 336  
Mr. Scott Derosier– VM 326  
Mrs. Julie Mullen-VM 329  
Mrs. Emily Vandergriff – VM 335

### Visual & Performing Arts Department

Mrs. Jane Brown – DC –VM 316  
Mrs. Elaine Hummel – VM 319  
Mrs. Maria McGuire – VM 312  
Mr. Zack Scudlark–VM 340

### World Language Department

Mrs. Dorothy Taylor-Kastrunes –DC-VM 324  
Mrs. Tatiana Boiko – VM 333  
Mr. Howard Scott - VM 328

### Mathematics Department

Mr. Colm Carolan –DC-VM 322  
Mrs. Kathleen Daniels – VM 338  
Mr. Robert Fletcher –232  
Mr. Bo Morris- VM 341  
Dr. Jose Ruiz – VM 327

### Science Department

Dr. Jose Ruiz –DC - VM 327  
Ms. Theresa Hodge– VM 320  
Ms. Corby Pine - VM 337  
Ms. Peg Prentice–VM 330  
Ms. Kristine Thurlow – VM 339  
Mr. Gregory Trzcinski – VM 331

### Social Studies Department

Mrs. Jessica Robinson-Brown – DC - VM 315  
Mrs. Colleen Guler - VM 321  
Mr. Mark Planamente – VM 332

### Theology Department

Mr. Andrew Patrick –DC- VM 334  
Mrs. Molly Baxter – 492  
Mr. Lee Knox - VM 325  
Mrs. Maria McGuire-VM 312