Charleston
Catholic
High School

Charleston Catholic High School

2026-2027
1033 Virginia Street East
Charleston, West Virginia 25301
304-342-8415 FAX 304-342-1259
School ID Number **490-205** **(**use for SAT, ACT and College Applications)
CCHS Webpage: www.charlestoncatholicwv.org

Contact Information

Very Rev. Fr. Donald X. Higgs – President
Colleen Hoyer – Principal
Jason Villers – Assistant Principal for Operations
Meredith Aubel – Assistant Principal for Student Support / Academic Advisor
Jacob Nelson – Athletic Director
Rodney LeGrand – IT Director
Sherry Shindle – Business Manager

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

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper

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

Charleston Catholic faculty and staff are mandatory reporters of suspected child abuse and neglect. Reasonable cause to suspect that a child is neglected or abused or observation of a child being subjected to conditions that are likely to result in abuse or neglect will be reported to Child Protective Services and the Department of Safe Environment at the Diocese of Wheeling-Charleston.

The administration of Charleston Catholic High School reserves the right to search any items on school property.

The CCHS Handbook may be revised to reflect changes in Diocesan school policy or school policies. Updates will be shared in the school newsletter.

CONSENT FORM

Parent-Student Handbook Agreement

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

I have received a copy of the Charleston Catholic High School Parent-Student Handbook for the 2026-2027 school year. I understand that this document contains policies, procedures, and expectations which school community members are responsible to know and to follow. I have read and agree to abide by all the policies, procedures, and expectations contained in the Parent-Student Handbook. I acknowledge that the information contained herein is subject to modification, change, and interpretation at the school's discretion.

Student – Print Name _____

Student – Signature _____ Date_____

Parent / Guardian – Print Name _____

Parent / Guardian – Signature _____Date_____

Parent/guardian: Please initial below, as appropriate.

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

_____ I understand while Charleston Catholic neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior reflects their personal integrity. The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff or administrators, violates the good behavior expected of a CCHS student.

Internet/Intranet Publishing: Please initial <u>one</u> of the following.

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

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

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

Calendar 2026-2027

Wed., Aug. 19	First day of school for students
Mon., Sept. 7	Labor Day- no school
Mon., Oct. 26	11:30 dismissal, teacher professional development
Thurs., Nov. 5	Parent-Teacher conferences- no school for students
Wed., Nov. 11	Veterans Day- no school
Wed., Nov. 25	e-day for students
Thurs., Nov. 26- Fri. Nov. 27	Thanksgiving holiday
Wed- Fri., Dec. 16-18	exams
Mon., Dec. 21- Friday, Jan. 1	Christmas break
Mon., Jan. 4	classes resume
Mon., Jan. 18	Martin Luther King, Jr. Day- no school
Tues., Jan. 19	e-day for students, teacher professional development
Mon., Feb. 15	Presidents' Day- no school
Mon., March 23	11:30 dismissal, teacher professional development
Fri., March 26- Fri., April 2	Easter Break
Mon., Apr. 5	classes resume
Thurs., May 27	baccalaureate
Fri., May 28	graduation
Mon., May 31	Memorial Day- no school
Wed., June 2- Fri., June 4	exams for 6th -11th graders
Friday, June 4	Moving Up Ceremony for 8th graders

Bell Schedules 2026-2027

	6TH GRADE	Seventh and Eighth Grade	HIGH SCHOOL
Regular Schedule	1st 8:00 – 8:53 2nd 8:57 – 9:44 3rd 9:48 – 10:35 Lunch 10:39 – 11:11 5th 11:15 – 12:04 6th 12:06 – 12:56 7th 1:00 – 1:45 Break 1:49 - 2:00 8th 2:00 – 2:45	1st 8-8:53 2nd 8:57-9:44 3rd 9:48- 10:35 Break 10:39-10:49 4th 10:49-11:33 5th 11:37-12:22 Lunch 12:24-12:56 7th 1:00-1:48 8th 1:52-2:45	1st 8:00 - 8:53 2nd 8:57- 9:44 3rd 9:48- 10:35 4th 10:39 -11:26 Lunch 11:30-12:02 6th 12:06-12:56 7th 1:00- 1:48 8th 1:52- 2:45
All School Mass Schedule	1st 8-8:41 2nd 8:45-9:30 Mass 9:30-10:30 3rd 10:30-11:10 Lunch 11:14-11:49 5th 11:53-12:33 6th 12:37-1:17 7th 1:21-1:58 Break 2:02-2:10 8th 2:10-2:45	1st 8-8:41 2nd 8:45-9:30 Mass 9:30-10:30 3rd 10:30-11:11 Break* 11:15-11:24 4th 11:24-12:01 5th 12:05 -12:42 Lunch 12:44 -1:17 7th 1:21-2:01 8th 2:05-2:45	1st 8:00-8:41 2nd 8:45-9:30 Mass 9:30-10:30 3rd 10:30-11:11 4th 11:15-11:55 Lunch 11:59-12:33 6th 12:37-1:17 7th 1:21-2:01 8th 2:05-2:45
Half Day Dismissal (11:30) (No Lunch)	1st 8:00 – 8:30 2nd 8:34 – 8:59 3rd 9:03 – 9:28 5th 9:32 – 9:57 6th 10:01 – 10:26 7th 10:30 – 10:55 8th 10:59 – 11:30	1st 8:00 – 8:30 2nd 8:34 – 8:59 3rd 9:03 – 9:28 4th 9:32 – 9:57 5th 10:01 – 10:26 7th 10:30 – 10:55 8th 10:59 – 11:30	1st 8:00 – 8:30 2nd 8:34 – 8:59 3rd 9:03 – 9:28 4th 9:32 – 9:57 6th 10:01 – 10:26 7th 10:30 – 10:55 8th 10:59 – 11:30
Adjusted Schedule for Afternoon Activities	1st 8:00 – 8:45 2nd 8:49 – 9:31 3rd 9:35 – 10:17 Lunch 10:21 – 11:03 5th 11:07 – 11:43 6th 11:47 – 12:29 7th 12:33 – 1:15 8th 1:19 – 2:06 Activity 2:10 – 2:45	1st 8:00 – 8:45 2nd 8:49 – 9:31 3rd 9:35 – 10:17 4th 10:21 – 11:03 5th 11:07 – 11:49 Lunch 11:51 – 12:29 7th 12:33 – 1:15 8th 1:19 – 2:06 Activity 2:10 – 2:45	1st 8:00 – 8:45 2nd 8:49 – 9:31 3rd 9:35 – 10:17 4th 10:21 – 11:03 Lunch 11:07 – 11:43 6th 11:47 – 12:29 7th 12:33 – 1:15 8th 1:19 – 2:06 Activity 2:10 – 2:45
Two Hour Delay	1st 10:00 – 10:30 3rd 10:34 – 11:04 Lunch 11:08 - 11:38 5th 11:42 – 12:22 6th 12:26 – 1:00 7th 1:04 – 1:34 8th 1:37 – 2:07 2nd 2:11 – 2:45	1st 10:00 – 10:30 3rd 10:34 – 11:04 4th 11:08 - 11:38 5th 11:42 – 12:22 Lunch 12:26 – 1:00 7th 1:04 – 1:34 8th 1:37 – 2:07 2nd 2:11 – 2:45	1st 10:00 – 10:30 3rd 10:34 – 11:04 4th 11:08 - 11:38 Lunch 11:42 – 12:22 6th 12:26 – 1:00 7th 1:04 – 1:34 8th 1:37 – 2:07 2nd 2:11 – 2:45

PHILOSOPHY

A. MISSION

Charleston Catholic High School is a Catholic learning community which develops the whole person in mind, heart, and soul. Through academic rigor, small classes, dedicated teachers, staff, and family support, students develop personal integrity, grow in faith, and become engaged leaders in service to today's world and future generations.

Embracing Catholic Identity, Charleston Catholic offers a warm ecumenical environment enriched by students and families of all faith traditions.

B. VALUES

Core Gospel values characterize our beliefs and influence our policies and actions as Catholic school educators. They include:

Sacredness of Person: Made in the image and likeness of God, each person is a sacred expression of the Creator's love. An approach of respect and reverence is cultivated as each person is called to continue to grow in the image of God.

Academic Excellence: Attention to scholarship, hard work, and a code of honor reflect the commitment to the strongest education for students.

Justice: Commitment to the Christian vision of right relationships among all people, God and creation so life can flourish.

Community: Responsibility is shared by nourishing the wellbeing of each person and common good of the whole, with collaboration among students, parents, administrators, faculty, staff, alumni, diocese and friends of Charleston Catholic.

Service: Recognizing the privilege of being called upon to serve our neighbors, we work to be vigilant in our concern for others, especially the vulnerable among us.

C. PROFILE

Charleston Catholic is a Catholic co-educational school, grades 6-12, offering a college preparatory curriculum. Located in downtown Charleston, West Virginia, CCHS is dedicated to serving a diverse student population and, as such, provides an environment that nurtures the whole person by integrating faith and life. Consistent with our Catholic tradition, CCHS seeks to develop leaders who are rooted in Gospel values and committed to meeting the challenges of building a just society.

D. ADVISORY BOARD

The Charleston Catholic High School principal consults with an Advisory Board quarterly.

SCHOOL OPERATIONS

A. SCHOOL OFFICE HOURS

The school office is open between the hours of 7:15 a.m. and 4:00 p.m. when school is in session. Summer hours vary.

B. LENGTH OF SCHOOL DAY

Classes start at 8:00 a.m. and conclude at 2:45 p.m. Students are permitted on the classroom floors at 7:45 a.m. At 7:55 a warning bell alerts students to be on their way to class. Students should be out of hallways and out of the building by 3:00 p.m., unless at a scheduled activity or meeting.

C. EMERGENCY DRILLS

Fire drills will be carried out according to the West Virginia Fire Code as applied to schools. A record of drills will be kept by the Principal and posted in the main office.

Other emergency drills will be held throughout the year as described in the Charleston Catholic Emergency Crisis Plan.

D. SCHOOL CLOSINGS

1. **Inclement Weather**

When snow or ice may cause school closings or delays, information is posted on our website, **www.charlestoncatholic-crw.org. The fastest way to receive notice for closings will be on the school website or via the RenWeb Parent Alert system.** Additionally, local radio and TV stations (**WQBE, V100, WVPB, WCHS, WCHS-TV, WOWK WSAZ-TV**) will list information specific to Charleston Catholic High School. **CCHS DOES NOT follow any Kanawha County Schools weather-related procedures.** Generally speaking, CCHS's schedule will only be affected by snow and ice, not by flooding or other weather-related situations.

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

TWO-HOUR DELAY: When school opening is delayed for two hours, students may enter the building at 9:45 a.m. at the earliest. Classes will start promptly at 10:00 a.m.

Extended Closures

If school is moved to an online setting for an extended period of time, additional guidelines will be provided for both students and parents.

E. EARLY DISMISSAL

Early dismissal days will be identified in parent newsletters. 11:30 a.m. is the typical early dismissal time on half-days. Dismissal on exam days is 11:15.

F. ATTENDANCE

School attendance and the degree to which a student succeeds in school are directly related to one another. Therefore, faithful school attendance is of critical importance. Graduation credits (called "Carnegie Units") relate to number of hours of instruction for each credit earned; thus, attendance and participation must be requirements for granting credit for courses taken.

CCHS students are expected to attend all classes for which they have been scheduled as well as other events and activities occurring during the school day (e.g., liturgies, assemblies, etc.).

Students may not leave the school premises during the school day without the explicit permission of the principal. Permission may never be presumed.

G. TELEPHONE

Students may use the office phone only in case of emergency and with permission from the office staff. Personal calls may be made from the phone in the Commons during lunch periods. **Students are not permitted out of class to make phone calls.** Messages to students from parents may be called into the office and should be made only for reasons that cannot be postponed. Students are called to the office to pick up messages during the afternoon announcements. Because of the number of students enrolled, we strongly request and urge that parents make arrangements with their students regarding transportation, appointments, etc., before students leave home. There is no guarantee that students will receive messages that are called into the school.

The use of cell phones is strictly prohibited during school hours *from 7:45 a.m. until 2:45 p.m.* Cell phones **MUST** be **out of sight and disabled** from 7:45 a.m. (or upon entering the building after 7:45) until 2:45 p.m. If a phone is turned on or visible for any reason during the school day, including answering calls or text messages from parents/guardians, it will be confiscated by a faculty member and turned in to the office. The school office staff will notify parents of violations. If the phone is taken a second time in the course of a school year additional consequences, including fines, will apply. (See section School Discipline D).

H. CHANGE OF ADDRESS/TELEPHONE NUMBER

Any change of address or phone number should be updated by parents through the RenWeb parent portal. Email admin@charlestoncatholic-crw.org if you have any questions.

I. STUDENT RECORDS

The school keeps full and accurate records of each student's attendance and academic progress. These student records are kept permanently at CCHS. When a student transfers to another school, a transcript of attendance, academic progress, and test scores will be submitted to the new school. Community service information is not kept on file once a student leaves CCHS. Students transferring to other schools are encouraged to take their community service folders with them to present at their new schools.

The Diocese of Wheeling-Charleston supports and complies with West Virginia Immunization Laws and Rules for required immunization for all students attending Catholic schools. The current minimum requirements are necessary to support an environment conducive to learning while practicing effective disease prevention. All students must show proof of the required immunizations for their respective grade.

No data shall be released concerning any student without written parental consent. Parents shall have full access to and the right to challenge the accuracy of data on their children's records. No one except authorized school personnel and parents have access to pupil data without either a subpoena or written permission of the student and his/her parent(s) or guardian(s). Requests for transcripts must be made in the academic advisor's office. Requests should be made at least 2 weeks prior to the date the transcript is needed.

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

J. ANNOUNCEMENTS

Announcements are made after 8:00 a.m. opening exercises (prayer and pledge) and again at 2:42 p.m. All announcements must be approved by the principal and must be in the office by 7:55 a.m. for morning announcements and 2:00 p.m. for afternoon announcements. Students are expected to be respectful and attentive during the prayer and announcements.

K. MEDICATION

Any student taking medication, prescription or over-the-counter, during school hours must report this to the school office. Students taking medication during school hours must have a Diocesan form on file in the school office. **Medication is to be given to the office staff who will dispense it at times designated on the permission slip.** All medications in the office will be returned to students at the end of the year. Medications are not kept from year to year.

L. PROOF OF ENROLLMENT FORMS

In order to secure drivers' licenses and permits, students are required to provide proof of school enrollment. These state-mandated forms are available in the school office. Students must request these forms from the school secretary **at least two days in advance. Forms are not issued during July.**

M. COLLEGE VISITS

Juniors and seniors are encouraged to visit colleges to help in the college selection process. Juniors and seniors wishing to visit colleges during a scheduled school day will not be penalized for attendance purposes if they do not exceed a total of **2 days for seniors and 2 days for juniors.**

In order to be approved, requests for college visits must be submitted in writing (form in the main office) **at least 48 hours prior to the visit for approval by the academic advisor and principal. Visits must be completed by May 1, unless administrative permission is granted.**

N. ADMISSIONS

Charleston Catholic High School does not discriminate on the basis of race, creed, color, national origin, disability, or gender in the consideration of eligible students for admission. Complete admissions information can be found on our website: www.charlestoncatholic-crw.org.

Students must fulfill requirements for promotion to and placement within each grade level. Prior to action being taken on acceptance or promotion of students, each student's file is examined for credit status. The principal, academic advisor and admissions committee will determine credit for all high school courses taken at other schools. Students are placed in classes on the basis of the school admissions test, achievement on standardized tests, past academic performance, available space, and recommendations.

Tuition assistance is available for those students who need it through the Diocese of Wheeling-Charleston. Applications for these grants are available in the school office each spring. Other families needing financial assistance are encouraged to contact their parishes or churches.

O. VOLUNTEERS

Volunteers are an integral part of our Charleston Catholic community. We appreciate the time, energy, and talents volunteers share with our students. **In compliance with the Diocesan mandate to create a safe environment for our students, all adults working with students in any capacity are required to complete a background check, policy statement, and online VIRTUS training.** Details can be found on our website: www.charlestoncatholic-crw.org. If you have any questions, contact the assistant principal for operations.

P. VISITORS

The main doors on Virginia Street must be used to enter the building. Upon entering, all visitors must report to the school office. Visitors must sign in and fill out a name tag to be worn while in the building. Visitors must also sign out in the office when they leave the school.

Q. FIELD TRIPS

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

R. TEXTBOOK RENTAL POLICY

There is a mandatory rental policy for 8th grade Algebra I, middle school foreign language, all AP courses, some electives, and higher level math (pre-calculus/trig honors trig/pre-calculus advanced honors, math functions). The program requires students to rent textbooks for the duration of the year. Terms of agreement: Text must be returned in excellent condition (or same condition rented), with no permanent marks or damage, as evaluated by the textbook coordinator and school administrators. Returning a textbook in an unacceptable condition or a lost textbook will result in being assessed a fine or the full replacement cost of the text. Students' records, including transcripts, diploma, and grades may be placed on hold if fines are not paid or if the text is not returned. Rental books are to be returned on or before the day of the course's second semester exam.

S. EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular activities on a particular day, a student must be in school for the FULL DAY on the day of the event. This "full day" policy includes appointments, so students need to avoid scheduling appointments during the school day. Students who have long-standing medical appointments, family funerals, or similar instances may be excused at the discretion of the Assistant Principal for Operations. Additionally, students must be at school for the majority of the school day in order to be eligible for practice. **Students are also expected to be on time on days following athletic events. If a student is suspended at school, that student is also suspended from athletic practices, games, etc. for the FULL DAY on the day(s)**

suspended (i.e., if a student is suspended for a Tuesday, the suspension includes involvement in any school activities -- sports, social, etc. -- for Tuesday evening also).

PROCEDURES

A. ABSENCE OR TARDY

1. When a student is absent from school, a parent or guardian must telephone the school (304-342-8415) or email appointments@charlestoncatholic-crw.org before 8:30 a.m. to report the student's absence.
2. Students who are not in HOMEROOM by 8:00 a.m. or in their classrooms when the bell rings to indicate the start of each period are considered TARDY. Students must report to the school office to obtain an admit slip for 1st period (all grade levels) and 6th period (high school only). For other class periods, teachers will mark students tardy in RenWeb. Students tardy for 1st period must serve a lunch detention that day. Repetitive first period tardies may result in additional consequences. Parent notes and phone calls will not excuse the tardy.
3. **Any student more than ten minutes tardy to a class will be considered ABSENT and TARDY for that period.**
4. Parents should avoid making school-day medical or other appointments. If such an appointment is unavoidable, parents should try to vary the times of appointments so students aren't consistently missing the same classes.
5. Parental permission (note/ phone call) for leaving the building must be presented for approval in the office prior to 7:55 a.m. or may be emailed to appointments@charlestoncatholic-crw.org.
6. Students having written parental notification will be given a pass that they must show to the classroom teacher in order to be released from class at the appropriate time.
7. Students must SIGN-OUT in the office when leaving the building for any reason and SIGN-IN upon returning.
8. Students who become ill during the day will report to the office. Parents will be notified by office staff and arrangements for transportation home must be made.
9. The principal or designee may exclude from the school any student known to have or suspected of having any infectious disease or infestation known to be spread by casual contact or considered a health threat to the school population. The student may be excluded unless a licensed health care provider/Kanawha Charleston Health Department approves school attendance and confirms that the condition is no longer considered contagious.
10. Any student under a doctor's care for an illness must be cleared by that doctor to return to school.
11. Any student should be fever free without medication for 24 hours before returning to school.

B. PLANNED ABSENCES

While the school does not encourage students to miss school for any reason, there is a procedure to follow when students know of absence(s) in advance. The purpose is to notify school personnel of a student's planned absence. **School-sponsored activities are excused (e.g., academic competitions, post-season sports play). All other absences are unexcused (e.g., doctor appointments, performances, funerals).** It is the student's responsibility to make up all class work, assignments, and tests missed due to the absence, according to school guidelines. Students must obtain an "Out of School Notification" form from the office for all planned absences.

1. Parent/Guardian must complete the form and indicate specific date(s) and reason(s) for the absence.
2. Student must present the form to teachers and obtain signatures indicating that the teachers are aware of the absence.
3. The form must be turned into the office. Official school records will reflect the status of the absence, i.e., excused for school-approved activities or unapproved for all other absences.

C. MAKING UP WORK MISSED AND CONSEQUENCES OF ABSENCES

Absence for sufficient reason entitles the student to an opportunity to make up the work missed. **It is the student's responsibility to obtain make-up assignments from teachers.** In general, the following guidelines will apply for making up work missed due to absence. Failure to make up work will result in zeros. Any work assigned prior to the absence and due during the absence must be submitted on time to receive full credit. To ensure that a student has no outstanding assignments it is recommended that the student check in with teachers on the day the student returns.

1. **Students who are in the building for any part of the day are required to turn in all assignments due that day to all of their classes**. Exceptions may be made by administration. Otherwise, late penalties shall apply. For example, students who arrive late or leave early must turn in all work due that day. (e.g., students leaving for appointments or school sponsored athletic events).
2. Long-range assignments (as designated by the teacher) made previously by a teacher (i.e., prior to a student's absence) are due **on the date assigned.** Otherwise, late penalties shall apply. Illness or appointments are not exceptions. Arrangements must be made to submit assignments on the day they are due.
3. Previously assigned homework is due the day the student returns. Otherwise, late penalties shall apply.
4. Students who were absent must talk to their teachers about completing work missed during their absence. Failure to complete these assignments on time will result in a zero for each un-submitted assignment. Students must submit make-up work as follows:

   One-day absence: work is due the day after returning to school.
   Two-day absence: work is due two days after returning to school.
   Three or more day absence: work is due three days after returning to school.
5. **Students** who are absent are encouraged to contact their teachers to learn what material was covered in class as well as what assignments are due. For prolonged absences (more than three days), students may request homework and other class assignments from the Assistant Principal for Student Support. Upon their return to school, students should check with their teachers about missing assignments.
6. Parents of children absent from school for extended periods of time due to major illnesses should contact the principal to discuss assignments from teachers. Parents should encourage their children to work on an appropriate amount of schoolwork so that, upon return to school, students' progress will not be jeopardized.
7. Students **suspended** from school/class are required to turn in previously made assignments on time, including those assignments due during the course of their suspension. While suspended, students are expected to make up class work/tests and will be given credit for the work submitted.
8. Students absent (for any reason including appointments, illness or other family circumstances, or being more than 10 minutes tardy to class) for five (5) or more days per semester may lose credit for that class or classes. The principal and assistant principal for operations shall examine students' attendance records at the end of each semester. In addition to completing make up work, in order for credit to be granted for each course, students must stay after school to make up time missed during excessive absences (5 or more), regardless of the reason for the absences.

D. MAKING UP TESTS AND QUIZZES AND CONSEQUENCES OF ABSENCE

Absence from school entitles the student to an opportunity to make up any missed tests or quizzes. **It is the student's responsibility to schedule make up tests/ quizzes with teachers on the day they return.** In general, the following guidelines will apply for making up tests/ quizzes missed due to absence.

1. It is the student's responsibility, upon returning to school, to meet with the teacher to obtain any new material that was taught and to schedule a time to take the make-up test/quiz. Students who do not see teachers on the day they return to schedule their make-up test/quiz may lose up to 10% of the grade that is earned. Failure to show up for a scheduled test/ quiz may result in a 0 for that test/quiz.
2. Students who are absent only on the day of a test or quiz should expect to take these tests/quizzes **on the day they return.** These tests will typically be scheduled outside of class time (i.e., during lunch or after school). A teacher may elect to administer the test/quiz on a different day, but it should not be expected.
3. Students who are absent for multiple days are expected to meet with the teacher, on the day they return, to obtain any new material that was taught and to schedule a time to take the make-up test/quiz. These tests will typically be scheduled outside of class time (i.e., during lunch or after school).
4. Students who are absent the day before a previously scheduled test or quiz should expect to take the test or quiz upon their return, unless new material for that test or quiz was missed during the absence.
5. Students who leave school for an appointment during the school day and miss a test/quiz during the time they are at the appointment must make arrangements with the teacher upon returning to make up the test/quiz.

E. CONSEQUENCES OF TARDIES

Tardiness to class is unacceptable. During the first few minutes of the day and of each class period the tone and agenda are set for the rest of the day and the class period. In being late, students miss valuable instructional time and deprive the teacher of the class's full attention since the teacher is interrupted when students enter the room late. Adequate time between classes has been scheduled so tardiness should not be a problem for students.

Any student tardy for the day (i.e., arriving anytime after 8 a.m.) is expected to serve lunch detention on the day the tardy occurs. Students failing to report to detention will receive additional consequences, including but not limited to, in house suspension (see School Expectations, Section C, Detention). Repetitive first period tardies will result in additional consequences. **The only exception granted to this consequence for tardiness (lunch detention) applies to students who, upon arrival at school, submit a written doctor's excuse/appointment slip for that morning, thus verifying the reason for their tardiness. Parent notes and phone calls will not excuse the tardy. Students will still be counted as absent/ tardy for classes missed.**

- Students' tardies will be reviewed on a quarterly basis. Students who accrue more than 5 tardies will be assigned make-up time.

- High school students with off campus privileges who are tardy to sixth period class will automatically lose off-campus lunch privileges for three days and are subject to additional disciplinary action.

F. CONSEQUENCES OF TRUANCY

Truancy, absence for all or part of the school day without permission of parents and school authorities, is considered a very serious offense. Students will be automatically suspended in school for up to three (3) days for truancy. In all cases, parents will be notified of the situation and a parent conference with a school administrator, as well as completion of all assignments made as part of the suspension, will be required before the student is readmitted to class.

Charleston Catholic adheres to West Virginia state laws regarding truancy. Parents must notify the Principal or Assistant Principal for Student Support if circumstances cause students to have excessive absences.

ACADEMIC PROGRAM

A. INSTRUCTIONAL READINESS

Students are expected to report to each class on time and with the proper materials (e.g., textbooks, pen, and assignments) required by each teacher. Being prepared allows students and teachers to make the best use of instructional time.

Religion is a required course for all students at Charleston Catholic High School. Charleston Catholic exceeds the Diocese of Wheeling-Charleston's minimum requirement of 225 minutes per school week for religious education.

B. PLACEMENT IN CLASSES

Students' placements in classes are carefully considered to ensure that students are scheduled for appropriate classes. <u>All CCHS classes are part of a college preparatory program and, therefore, ALL classes are presented at a college preparatory level.</u> CCHS does not offer remedial classes. Students' placement in courses varies from year to year and subject to subject. Each year, students' records are reviewed for appropriate placement in classes.

Final placement in courses is made according to academic requirements, student choices, class availability, past school performance (academic and personal), staff recommendations, achievement on standardized tests and other placement tests, class sizes, and schedule conflicts. After the first two weeks of school, the only schedule changes approved will be those suggested by the teacher.

There are no ability-grouped classes in the sixth grade. In 7thth and 8thth grades students are only grouped in mathematics.

C. HOMEWORK

Homework is an integral part of the Charleston Catholic program. Homework builds self-discipline, reinforces study skills, and provides practice and review. Middle school students should expect the following daily homework load:

6th grade – 1 hour per night 7th and 8th grades- 1 hour thirty minutes per night

High school students should expect a more rigorous course of homework. Long term assignments and studying for tests are not part of the daily homework allotment. Homework brought in by parents will not be delivered to students. Students may pick up work in the office in between classes. Homework may not be submitted via screenshots, pdf, or email unless previously approved by the teacher.

D. LATE WORK

Work is due on the date and in the class period assigned by teachers. Work turned in after the teacher has collected the assignment may be accepted for partial credit if the teacher chooses to accept late work.

See Section C under Procedures for policies regarding work missed because of absences.

E. ASSIGNMENT NOTEBOOKS

All students are issued an assignment notebook to keep track of assignments. The school handbook and policies are included in this notebook. **Students are expected to bring their assignment notebooks to class each day and to write down assignments**.

F. COMMUNICATION WITH TEACHERS

Teachers are in their classrooms at 7:45 a.m. and remain in the school building until 3:15 p.m. Students are encouraged to seek out their teachers if they have questions concerning assignments or classroom issues. With prior arrangements, students may be permitted to meet with a teacher before 7:45 a.m.

Parents with questions for teachers are encouraged to call the school office and leave a message. Calls will be returned that day or during the next full school day. Emails should be returned within three school days.

RenWeb lesson plans tab (in the parent portal), linked from our website, allows parents and students the opportunity to look at the week ahead and note any tests, quizzes or long term projects that are coming due.

Assignment notebooks may also be used as a communication tool between parents and teachers if a student is not completing assignments.

G. PROGRESS REPORTING TO PARENTS

Notification of student progress will be automatically emailed to parents weekly to the email address input by parents on RenWeb. Report cards are issued at the end of each quarter and the student's actual achievement is reported as a letter grade for each subject, i.e., A, B, C, D, and F. Teachers will provide detailed academic reports to students at the close of each progress report period and quarter.

Parents are encouraged to be knowledgeable about their child's academic and behavioral progress. Conferences may be arranged with the teacher(s) at the parents' or teachers' request. Parents are encouraged to have telephone conversations with individual teachers. Questions about a grade on tests, assignments, etc. should be brought to the teacher's attention within five school days of the student's receipt of the grade in question. Should serious academic or behavioral problems arise, the teacher(s), academic advisor, assistant principal, or principal will call the parent(s). School-wide parent conference times are scheduled during the first semester.

H. SEMESTER EXAMINATIONS AND GRADES

Semester examinations will be given in all classes. Examinations will last approximately one hour and thirty minutes for grades 9 through 12. Each middle school exam will be one hour long. Students who miss semester examinations will receive an "F" for those examinations. Students who are ill during exams will be given the opportunity to take them within a specified time period.

Exam exemption policy: All students, grades 6-12 will take first semester exams. All students grades 6-11 will take second semester exams.

No tests are to be given to students one week prior to exams.

Seniors only may be exempt from second semester exams if:

- the course is a two-semester course;
- the teacher chooses to allow exam exemptions;
- the student has a minimum 90% average when the third and fourth quarters are averaged together with both quarters having equal weight;
- the fine arts and community service requirements are complete by the designated deadlines.
- the student has fewer that 6 absences or tardies to a course.

Students enrolled in AP courses must take the AP exam and must take teacher- developed final exams. Seniors who meet exam exemption requirements for their AP classes may be exempt from teacher- developed final exams. Seniors in non–AP classes who choose to take AP exams will also take teacher-developed final exams unless they meet the exemption standards.

Seniors must be informed of their exemption status on or before the last full day of classes.
There are no exceptions to the exam exemption policy.

STANDARD FORMULAS TO BE USED IN CALCULATING SEMESTER GRADES

6th Grade: Exams are counted as a test grade and are included in the quarter grade during which the exam is taken. The exam grade is left blank on the report card. Each quarter is weighted 50% when calculating the semester grade.

7th & 8th Grades: 50% for the quarter with the better grade, 40% for the quarter with the lower grade, 10% for the semester exam.

High School:

1. 45% for the quarter with the better grade, 40% for the quarter with the lower grade, and 15% for the semester exam; or
2. for those special cases where a student's exam grade is higher than both quarter grades: 45% for the quarter with the better grade, 35% for the quarter with the lower grade, and 20% for the semester exam
   (The rationale is that, since the semester exam is a reflection of what has been learned during the semester, students should be rewarded for their stellar performances on exams for demonstrating their mastery of material.)

Example that DOES fit special case (i.e. 20% for exam)

Quarter 1 grade= 90% translating to 45%
Quarter 2 grade= 85% translating to 35%
Semester exam= 92% translating to 20%

Example that does NOT fit special case:

Quarter 1 grade= 90% translating to 45%
Quarter 2 grade= 85% translating to 40%
Semester exam= 88% translating to 15%

(This example DOES NOT meet the threshold for the 20% for exam credit because the exam is better than only one of the quarter grades, not both.)

When calculating second semester grades for seniors who were exempt from second semester exams, figure 50% for each quarter to determine the final grade.

FORMULA TO DETERMINE EXAM EXEMPTIONS

All students grades 6-12 will take first semester exams. All students grades 6-11 will take second semester exams.

Seniors only may be exempt from second semester exams if:

- the course is a two-semester course;
- the teacher chooses to allow exam exemptions;
- the student has a minimum of a 90% average when the third and fourth quarters are averaged together, both quarters having equal weight;
- the fine arts and community service requirements are complete by the designated deadlines.
- the student has fewer than 6 absences or tardies to a course.

I. GRADING SCALE

1. **Academic--** Quarter and semester exam grades are used to calculate the semester grade. Only the semester grade is recorded on the student's transcript. Semester grades are capped at 100.

A+ = 100	A = 91-99	A- = 90
B+ = 89	B = 81-88	B- = 80
C+ = 79	C = 71-78	C- = 70
D+ = 69	D = 61-68	D- = 60

F = 59 or below

I = incomplete—students receiving an I have two weeks from the end of the quarter affected to complete course requirements. After that time, the I is automatically converted to an F.

Students receiving an ***Incomplete*** have two weeks from the end of the quarter affected to complete course requirements. After that time, the Incomplete is automatically converted to an F.

2. **Behavior – S =** Satisfactory **S- =** Bordering on Conduct Problems **N** = Needs Improvement **U** = Unsatisfactory

If a student receives an Unsatisfactory grade for behavior, parents are encouraged to contact the teacher to discuss the situation. Disciplinary action for behavior grades of N or U are outlined in School Expectations/ Discipline, Section C.

J. GRADE/POINT SYSTEM

To calculate GPA, add the number of grade points and divide by the number of classes. WEIGHTED COURSES: High school honors, advanced honors, and Advanced Placement (AP) courses shall be given weighted grades. Students not passing weighted courses may be moved out of these classes at the end of the quarter at the suggestion of the teacher.

Courses are not weighted in middle school.

Weighting for courses is calculated as follows:

College Preparatory: A=4, B=3, C=2, D=1, F= 0	**Honors: A=4.25,B=3.25, C=2.25, D=1, F=0**	**AP or Advanced Honors: A=5, B=4.25, C=3.25, D=1, F=0**
Theology 9, 10, 11, 12		
Chemistry, Biology II, Astronomy, science electives	**H Physical Science, H Bio, H Chemistry, H General Physics,**	**AH Physical Science, AH Chemistry, AH Anatomy /Physiology, AP Physics C, AH Biology, STEM I/II AH, AP**

(vary each year)	**STEM I/II H**	**Chemistry**
English electives (vary each year)	**H English 9, 10, 11, 12, Great Books H, Philosophy H**	**AH English 10, AP English 11, 12**
Algebra I, Geometry, Algebra II, Math Functions	**H Geometry, H Algebra II, H Precalc I/ Trigonometry, H Precalc II/ Calculus A**	**AH Geometry, AH Algebra II, AP Precalculus, AP Calculus AB and AB/BC, AP Computer Science, AP Statistics, AP Computer Science Principles**
social studies electives (vary each year)	**World History H, US History H, 20/21C History H**	**US History Advanced Honors, AP Human Geography, AP US Government and Politics, AP Economics, AP Psychology, AP World History, AP US History, AP European History**
Spanish I & II, French I & II, Latin I & II		**AH Spanish III, IV, AP Spanish, AH French III, IV, & AP French, AH Latin III, IV, & AP Latin**

K. ADVANCED PLACEMENT POLICY

Charleston Catholic High School offers a variety of Advanced Placement (AP) courses.

1. The College Board recommends one hour of preparation per day for each AP course. When scheduling, students should realistically balance their honors/AP course load with their other commitments and with their level of motivation.
2. During registration in August, AP exam fees (approximately $100 per exam, as determined by the College Board) for AP classes must be paid. Students wishing to take AP exams for other courses must commit to their decision regarding the examination by late February, submitting their fees to the Academic Advisor by that deadline so that exams may be ordered.
3. Students enrolled in an AP course are required to take the AP test in May.

L. CLASS RANK

More and more frequently, selective colleges are getting away from the notion of "ranking students." In the CCHS college preparatory program, students in grades 9 through 12 (the years for which grades are reported on the transcripts sent to colleges) are motivated to do their best, and it is not unusual for a high percentage of the students to have cumulative averages above 3.0 (B). Class ranks on transcripts are not descriptive and may, in fact, portray a false image of a student's achievement. Therefore, class rank is not recorded on students' transcripts. Transcripts contain a statement about the nature of CCHS (i.e., college preparatory only) and members of the class as a whole.

Students are ranked internally. Class rank is determined for the first time by the cumulative GPA earned during the first six semesters of high school (grades 9-11). Students may request information concerning their rank from the academic advisor. The rank is calculated again at the completion of seven semesters, i.e., grade 9 through the first semester of grade 12, for the purpose of sending mid-year grades to seniors' selected colleges/universities. Only CCHS courses will be used to calculate cumulative GPA, with the exception of those students who matriculate at CCHS at the beginning of their sophomore year. Freshman year courses from their previous school will be considered.

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

M. GRADUATION REQUIREMENTS

Graduation requirements at Charleston Catholic exceed the standards set by the State of West Virginia. Students graduating from CCHS earn a total of 28 credits (i.e., seven credits in each grade level 9 - 12). No graduation credit is given for courses taken prior to ninth grade. The diploma granted to CCHS students is based on completion of both state and school requirements. These requirements are:

- Science: 3 credits (physical science, biology, chemistry)
- English: 4 credits
- Mathematics: 4 credits
- Theology: 4 credits
- Social Studies: 4 credits (US History, World History, and 20th/21st Century)
- Foreign Language: completion of 2nd level (1-2 Credits)
- Physical Education: 1 credit
- Health: 1 credit
- Electives: 6/7 credits

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

Twenty-eight (28) credits, as outlined above, are required for graduation. An additional credit will be noted on the transcript for completion of the fine arts requirement. All courses taken at CCHS will be counted in a student's grade point average.

N. PROMOTION POLICY

1. All students (grades 6-12) must pass both semesters of theology in order to be promoted. The required number of community service and fine arts/humanities credits must also be completed before being granted a diploma or before being readmitted for the next school year.
2. Promotion to the next grade is granted when a student earns credit for each semester's courses.
3. Students who fail courses must enroll in CCHS-approved summer school programs during the summer following the failure to make up the credit if they wish to remain at CCHS. Students failing more than two semesters in one school year may be placed on academic probation or may not be readmitted to CCHS for the following school year.
4. In 6th, 7th, and 8th grade students must earn a total of 7 credits each year. To be classified as a sophomore, a student must have earned 7 credits, 14 credits to be considered a junior, and 21 credits a senior.

O. SUMMER SCHOOL

1. Course failures jeopardize a student's opportunity to attend CCHS for the next semester and/or year. Students failing courses must attend and pass CCHS - approved summer school programs. Records of courses taken and grades earned must be sent to CCHS. Summer school grades are calculated in with the GPA for the semester -- previously earned grades for courses retaken are not dropped. Families are responsible for any fees associated with summer school courses.
2. Charleston Catholic complies with WVSSAC guidelines regarding extracurricular eligibility and summer school. Theology is a required class and successful completion is required at each grade level. Students failing theology will be required to complete a comprehensive theology packet during the summer months. A fee will be charged, and the completed theology packet must be submitted by registration day in August.

P. WITHDRAWAL FROM CHARLESTON CATHOLIC HIGH SCHOOL

Students transferring to other schools must have a parent contact the Academic Advisor. A withdrawal form should be completed to request a copy of school academic and attendance records. A copy of the records and transcript will be sent to the student's new school. Community service records are not kept once a student withdraws from CCHS so students must secure these records from their theology teachers. Students leaving Charleston Catholic High School should assume they will not be readmitted to CCHS. All student balances must be paid before records are sent to a new school.

SCHOOL EXPECTATIONS/DISCIPLINE

The discipline philosophy at CCHS flows naturally from the philosophy of the school. At CCHS, faculty and students demonstrate and experience Christian values. Students are encouraged to grow in their understanding of moral and honorable behavior in a manner which promotes genuine respect for one's self, as well as one another's person, property, space, and time. In order to build a community where trust and respect are at the foundation, it is important to strive for the highest standards of honesty, integrity, and responsibility for one's actions. In order to achieve an atmosphere where the Catholic faith, academic excellence,

service, leadership, and character can be pursued, students and their parents must support the policies and regulations set forth by CCHS.

While Charleston Catholic neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior reflects their personal integrity. Any action that is inconsistent with the philosophy and values of CCHS may result in disciplinary action by the principal. **Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities.** An all-inclusive listing of various expectations is impossible to outline on these pages. However, activity such as harassing or bullying another student either in person or via the internet, social media, cell phone, or other electronic devices is unacceptable and deserves special mention. **The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff or administrators, violates the good behavior expected of a CCHS student**.

Threats and violent acts committed by students (whether on or off-campus, or whether during the school year or between enrollments) that detrimentally impact our school community, reputation, and the sense of safety in the school may result in disciplinary action. Student conduct in criminal activity will result in consultation with local authorities.

Any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use, shall not by any person, be brought onto or otherwise permitted on the property of the schools or any other property under the jurisdiction of the Bishop of the Diocese of Wheeling-Charleston; nor shall any such instrument be brought onto or otherwise permitted on any premises where school functions are being conducted which are under the jurisdiction of the Bishop of the Diocese of Wheeling Charleston.

Weapons shall include, but are not to be limited to, those instruments defined in West Virginia Code, Chapter 61, Article 7, Section 2 as a blackjack, gravity knife, knife, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other deadly weapon of like kind or character which may be easily concealed on or about the person or any type of firearm of any type or description.

Violations of this policy may result in an automatic expulsion.

A. APPROPRIATE BEHAVIORAL GUIDELINES

Charleston Catholic High School has earned a reputation based on its tradition of high academic standards, the emphasis on values and morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning may occur so that students prosper spiritually, academically, and emotionally. To assure these goals, students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way. Students must realize that they are identified as CCHS students whether they are in uniform or not. **Any action that reflects negatively on the CCHS community may result in disciplinary action.**

Appropriate school behavior may be summed up in this way: behavior that assures the right of every student to learn, assures the right of every teacher to teach, and demonstrates respect for the personal, civil, and property rights of others. Student behavior will be courteous, attentive, and respectful. Students are expected to respect the school facilities as well. Any vandalism/destruction of property is considered a behavioral violation and will be subject to disciplinary action. Any individual student who does not meet these standards will be disciplined by the classroom teachers and/or school administration. Each classroom teacher will establish specific disciplinary standards that students are expected to follow in the classroom. Students unable to abide by established school behavioral guidelines are subject to dismissal from CCHS.

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

Physical altercations during the school day are an example of unacceptable student behavior and will result in suspension.

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

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

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

Bullying, Cyberbullying, Harassment, and Hazing

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

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

Students should tell a trusted adult if they feel bullied. In order for the school to become involved, students or parents must inform the administration of incidents involving bullying, cyberbullying, harassment, or hazing. If possible create a record of the facts and evidence of the behavior. **Bullying, cyberbullying, harassment, or hazing will be handled by the administration and may be referred to local authorities.**

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

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

relational bullying- spreading rumors, intentional exclusion of others, passing harmful notes about another person, sending malicious messages about another person, etc.
cyberbullying- making threats, sending harassing messages, spreading harmful information, lies, or pictures about others through technological means of communication (email, text, social networking site), etc.
sexual harrassment- unwanted touching, obscene gestures or comments about a person's body, body type, or physical features

Cyberbullying involves the use of technology to support ongoing negative hostile behavior that is intended to harm others. **Social media accounts that are associated with a student may be held against them (i.e. fake accounts, spam accounts).** Behaviors include, but are not limited to, posting rumors, threats, or hurtful statements on a social networking site, following social networking sites that contain rumors, threats, or hurtful statements, forwarding text or email messages, or posting and/ or reposting tweets that contain rumors, threats, offensive pictures or videos, pictures or videos containing sexual content, or hurtful statements about another person, and misrepresenting one's self over a technological communication device.

No form of bullying is acceptable.

Sexually explicit photos/videos of people younger than 18 is against the law. Sending and receiving nude photos or sexually explicit photos of people younger than 18 is child pornography and is a crime, even if one or both persons sending or receiving the photos also is younger than 18. If an inappropriate sexual image of a minor is circulating, anyone, no matter how young or old, who sends or receives it may face criminal charges. **Any inappropriate photos or videos taken at school or school activities are grounds for expulsion and will be reported to authorities.** Charleston Catholic faculty and staff are mandatory reporters under state laws.

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

B. HONOR CODE

Basic Christian values call each student to use his/her God-given gifts and talents and to do so honestly. As a learning community, Charleston Catholic is committed to the development of personal honor and integrity in all its members. Every student is expected to be a person of honor whose academic accomplishments are a result of his/her own efforts, and who admits guilt when confronted with an honor violation of which he/she is guilty and who accepts maturely his/her correction or discipline. **The most serious violations** of our standard of academic honesty include: theft and/or distribution of a test, and theft of or tampering with a teacher's grade book or teachers' manuals. Such violations may result in a student's suspension, expulsion, and/or other disciplinary actions.
Other very serious violations include "Academic dishonesty" such as plagiarism or the use of generative AI to write all or part of an assignment, the use of generative AI to replace a student's own intellectual work (reasoning, arguing, etc.). Additional examples of academic dishonesty include providing previous years' notebooks, assignments, or tests to another student; cheating on a test by copying answers from a source (including electronic sources); providing test answers to another student; obtaining test answers from a student who previously completed a test; theft of or tampering with another student's work, including by computer and; looking at another student's paper during a test. **Such violations will result in disciplinary actions.**

Artificial intelligence, AI, is an ever-changing and constantly evolving tool. As with all things, along with benefits, AI also presents challenges if misused. Teachers have the authority to determine how AI is used in their classrooms. Using AI to write all or part of an assignment or to replace a student's original thoughts and work is considered academic dishonesty and will result in consequences. Students should check with their teachers if they have questions about whether they are permitted to use AI on a particular assignment.

Individual teachers will explain to their students how the standard of academic honesty applies to their classes. Clarification of teacher expectations regarding test taking, citing of references, cooperative work by students, etc., will be made at the beginning of each course. If a student is unsure how the Honor Code applies in a particular situation, it is ultimately the student's responsibility to clarify these questions with his/her teacher.

On all tests, exams, term papers, and other designated major projects, students must verify that all work attempted was completed by that individual alone. The student's signature on the work becomes the student's verification of honesty and personal honor in completing the work assignment.

Please see Addendum for the academic integrity contract that all students will sign at the start of the school year.

C. DETENTION

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

Classroom after school detention may be assigned by a teacher for classroom rule violations.

1. Disruptive behavior or behavior that interferes with the learning process, including but not limited to, not being prepared for class, i.e., not having homework or the correct supplies, may result in detention in the classroom of the teacher assigning the detention on that day from 2:45 until 3:00.
2. Consistent or repetitive classroom rule violations may result in after school detention in the classroom of the teacher assigning the detention from 2:45 until 3:15. Students will be given notification of the misbehavior and a notice of detention that must be signed by the parents and returned to school with 24 hours notice to parents.

Serious misbehavior including disrespect to teacher or peers will result in the student's removal from the classroom and referral to an administrator. Additional occurrences of misbehavior may result in a suspension of three days from the class in which the problem occurred or additional consequences. Further incidents will be handled by school administrators.

Violations resulting in lunch detentions include, but are not limited to: uniform violations; sixth period tardies; chewing gum; throwing things outside of the classroom; profanity; writing on clothing, shoes, body; horseplay; jaywalking; and talking during announcements.

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

D. ELECTRONIC COMMUNICATION, MEDIA DEVICES, AND SOCIAL MEDIA

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

Cell Phone Policy

All teachers will have a cell phone holder in their classrooms.

- All students must put their phones in the cell phone holders before class starts. They **may not** check their phones before putting them in the holder or when they retrieve their phones at the end of each period to move to the next class.
- Beginning when students enter the school building in the morning, students may not use phones during the school day including the hallways, on campus lunch, bathrooms, or classrooms. Phones may be used when the dismissal bell rings at the end of the school day.
- Students in 6th, 7th, 8th, and 9th grade will place their phones in the phone holder in their homerooms when they arrive in the classroom. Phones will remain there until dismissal at the end of the school day.

Consequences for violation of the cell phone policy

- **1st/2nd offense:**
  - Students in grades 10-12 will lose off campus lunch that day if the violation is before lunch or the next day if the violation is after lunch.
  - Students in grades 6-9 will have lunch detention that day if the violation is before lunch or the next day if the violation is after lunch.
  - Any phones not placed in the holder during class will be confiscated and turned in to the office. Any phones that are being used in the hallways or during lunch will be confiscated and turned in to the office. Students will have to pick up their phone from the office at the end of the day.
- **3rd+ offense:**
  - All students will receive lunch detention for 5 days and will have to turn in their phone to the office first thing in the morning and pick it up at the end of the day for a month.
  - Students will pay a $25 fee. Money will be donated to HOPE.
- **Dummy Phones**
  - 1st offense: Students caught with a 'dummy' phone will receive lunch detention for 5 days and will have to turn in their phone to the office first thing in the morning and pick it up at the end of the day for a month.
  - 2nd offense: Students will have a one day in-school suspension and will have to turn their phone into the office for a month.

Parents are notified by email after each violation. Please note that Smartwatches are considered extensions of phones and therefore the rules in this policy apply to Smartwatches, as well.

Social Media

Social media and networking are increasingly useful and prevalent in our society. Charleston Catholic High School attempts to provide a safe environment for all individuals in terms of social networking, blogs, and any online publishing.

- The official use of the school logo and name are not permitted to be used on any personal online sources-blogs, websites, private groups, etc. without the written permission of the principal.
- Before publishing pictures of students online, please consider parental wishes.
- Publishing disparaging and/or defamatory comments about the school, employees of the school, or students is prohibited and may result in disciplinary action.
- Engagement in online activities, such as, but not limited to, Facebook, Instagram, Twitter, etc. may result in disciplinary actions if the content of student or parent's accounts includes defamatory comments regarding the school, the faculty, or other students.

E. TOBACCO, ALCOHOL, DRUG, AND GAMBLING POLICIES

Tobacco, alcohol, and drugs are recognized health hazards and are federally controlled substances. CCHS cannot and will not condone their use by students entrusted to its care at any time. As stated previously (see School Expectations/ Discipline), **any action that reflects negatively on the CCHS community may result in disciplinary action. CCHS students are viewed as representatives of Charleston Catholic even when not in uniform. Students' out-of-school behavior reflects their personal integrity.** Procedures for suspension and expulsion described in this handbook shall be followed.

TOBACCO/ E-CIGARETTES -- Use of tobacco products or e-cigarettes/vapes in the school building, at school functions, during school hours, or while wearing a school uniform is strictly prohibited by state law and diocesan and school policy. Incidents involving tobacco/ e-cigarette use make the student subject to disciplinary action.

ALCOHOL -- No alcoholic beverages (beer, wine, liquor, etc.) shall be brought onto, carried onto, purchased, sold, or consumed by minors on the property of Charleston Catholic High School or at school-sponsored events held at other locations. No student who is under the influence of such alcoholic beverages shall be present on school property or at school functions held elsewhere. Violators of this serious regulation are liable to civil prosecution in addition to the school's disciplinary action. Parents of students violating this rule will be contacted immediately and proceedings initiated to determine the consequences for students involved. Any student who has in his/her possession, uses, or is under the influence of alcohol during school hours, or during attendance at school-related events, is subject to suspension and parental notification. All such incidents make the student subject to additional disciplinary actions by the principal and may include expulsion.

Readmission to classes will be contingent upon the student's successful adherence to the disciplinary program defined by the principal. Achievement or work performed by the student during this contingency period will be accepted only on a tentative basis. Failure to take part in such a program will result in additional retroactive suspension, i.e., any work or achievement accomplished by the student during the contingency period will be nullified.

If a student fails to satisfactorily complete any aspect of the disciplinary program defined by the principal, the student will be expelled from CCHS.

DRUGS -- Any student who has in his/her possession, uses, or is under the influence of any unauthorized substance (as defined by the Uniform Controlled Substance Act, West Virginia Code, Chapter 60A, Article 6, Section 605) during school hours or during attendance at school-related events, shall be suspended immediately, and parents will be contacted. Any student who gives, solicits, buys, sells, delivers, receives, or administers a controlled substance during school hours, within the school building, and/or at school-related events, will be suspended immediately, and parents will be notified. All such incidents make the student subject to additional disciplinary action by the principal and may include expulsion.

Readmission to classes will be contingent upon the student's successful adherence to the disciplinary program defined by the principal and the student's and his/her parents' or guardian's willingness to take part in a drug counseling program. Achievement or work performed by a student during this contingency period will be accepted only on a tentative basis. Failure to take part in such a program will result in additional retroactive suspension, i.e., any work or achievement accomplished by the student during the contingency period will be nullified.

If a student fails to satisfactorily complete any aspect of the disciplinary program defined by the principal, the student will be expelled from CCHS. School officials shall notify appropriate law enforcement officials of all cases of drug law violation. This step is not discretionary; school authorities are required to report these incidents to the police.

GAMBLING -- No individual, group, organization, partnership, corporation, or assembly of any kind may use the name of Charleston Catholic High School in association with fund-raising, gambling, or solicitation of any kind, unless:

1. there has been prior written approval from the Principal.
2. all licensing required by all applicable sections of the West Virginia State Code have been issued.

Gambling activities which are not eligible for licensing are strictly forbidden.

F. ACADEMIC/BEHAVIORAL/SOCIAL PROBATION

Probation may result from a single action or a pattern of inappropriate behaviors. A student is placed on probation for a set period of time during which the student remains at CCHS on a trial basis. During this time, the student's progress is closely monitored by the student's teachers, academic advisor and administration. Conditions of probation are determined by the principal. If a student violates the terms of probation, removal from CCHS will be considered. At the end of the probation

period, a decision will be made by the school to remove or continue the probation status or expel the student from CCHS. During a period of social probation, the student may attend his/her regular classes but is barred from attending or participating in any school activities (on or off campus), including extracurricular and athletic activities, for the duration of the probation. Off campus lunch privileges are revoked during social probation. At the conclusion of the probationary period, the student may return to academic, athletic, and extracurricular activities as appropriate.

G. PROCEDURES FOR SUSPENSION AND EXPULSION

Suspension (whether in-school or out-of-school) is the removal of a student from normal interaction with the school community, barring him or her from attending class and from participation in any school activities whether on or off campus.

Expulsion is the removal of a student from Charleston Catholic High School.

Suspension and expulsion may result from a single action or a pattern of inappropriate behaviors. Serious violations will result in immediate suspension and possible expulsion from CCHS. A suspended student is barred from attending class and from participation in any school activities (on or off campus) for the duration of the suspension. The principal will determine the duration of the suspension. It is the suspended student's responsibility to keep up with classwork and homework.

In cases of in-school suspension, the student will complete all assignments for the day from his/her teachers in a separate location in school. If the suspension is to be served at home, the student is to present all assignments to the teachers during the first class after suspension. Tests and quizzes missed during the suspension will be made up at the teacher's convenience.

Parents and/or guardians of the student will, within 24 hours of occurrence becoming known to school officials, be notified of the charges against the student and any possible action to be taken or which has already been taken.

H. FOR SUSPENSION OF FIVE DAYS OR MORE AND FOR ALL EXPULSIONS

Within 72 hours of notification to students and parents, a hearing will be held, if requested by the student, parents or guardian. Participation in the hearing will be limited to the following persons: student and parents or guardian, and the principal, the assistant principal, one faculty member, and school president. At the hearing, the student shall be informed of the formal charges.

The only issue to be decided is whether sufficient cause existed for the expulsion or suspension. The hearing is not to decide guilt or innocence, only if a proper decision was made based on the information available and the circumstances. An appeal from the decision of the four-person school panel may be taken by the student to the Diocesan Schools Office. The appeal to the Diocesan Schools Office shall be the final administrative appeal within the diocesan structure.

UNIFORMS

Part of the "package" at Charleston Catholic High School is the school uniform. When parents enroll their children in the school, it is with the understanding that the uniform code, along with other school expectations, regulations, and policies, will be followed. Uniforms are just that -- uniforms. They are not intended to reflect the fashion trends of the moment. This includes clothing, accessories, jewelry, shoes, hair, etc. The purpose of the school uniform is to contribute to the academic atmosphere of the school, to give students a feeling of equality, to provide a visible sense of school unity and identity, and to cut clothing costs.

Uniform policies:

Uniforms are required for all students beginning the first day of school. The dress code is in effect from 7:45 a.m. until 2:45 p.m., <u>including lunchtime both on and off campus.</u> **Students with uniform violations will be sent to the office by their teachers. If a student has a test, and is in violation of the uniform policy, the student will take the test and be sent to the office once**

the test is complete. Any class time missed due to being out of uniform will be considered an unexcused absence. Students sent to the office for being out of uniform will be expected to:

1. Correct the problem immediately. This may include, but not be limited to, changing clothes, removing a t-shirt, etc. The student will be counted absent or tardy from the class he/she was sent out from. Students with 1st period violations will be counted tardy, but will not receive the automatic lunch detention if the problem is corrected immediately.
2. If the problem cannot be corrected immediately at school, parents may be notified to bring appropriate clothing to the student, take their child home to correct the problem, or give permission for their child to drive home to correct the problem. Lunch detention will be assigned to be served that day. Repeat offenders will receive additional consequences.

Students should never presume that they have permission to wear non-uniform clothing to school.

Uniform Guidelines:

Determination regarding appropriate wear and grooming will be determined by the school administration.

1. Students not dressed in the proper school uniform will be sent to the office immediately, with the exception of test days in which students will be sent to the office after the student has completed his/her test.
2. All clothing must be in good repair: Students wearing clothing which is not hemmed, or which is torn, frayed, faded, worn, stapled, pinned, or taped will be considered out of uniform. Immediate steps must be taken to correct the problem, and the consequences for being out of uniform shall apply.
3. Clothing may not be altered, tapered, or rolled up.
4. No hats, scarves, bandanas, jackets, coats, sweatshirts, or non-uniform sweaters are to be worn in the building during the school day.
5. Dress and grooming must be neat and clean. It is expected that hair should be neat and clean at all times. Hair color must be a natural color. Hair may not be dyed a distracting color. Hairstyles may not be distracting. Hairstyles must not impede eye contact with teachers.
6. There should be no writing on shoes, clothing, or body parts. Permanent body art, i.e. tattoos, may not be visible. Temporary body art may be approved IN ADVANCE by school administrators.

Uniform Code:

Uniform pants/shorts may be purchased online from Schoolbelles at schoolbelles.com (our school number is #1246) or from Lands' End School at landsend.com/school (our school number is 900133356).

Shirts: Shirts must be either 1) a blue or white, long or short sleeved, **oxford-cloth**, button-down, with no visible labeling or 2) an official CCHS Polo. Oxford dress shirts must be worn **tucked and buttoned**. Polos must be purchased from PVA. Polo shirts may be worn untucked if the hem is straight and does not fall below the hip line. Fitted blouses or blouses with darts are not permitted.

Undershirts: While optional, if worn, undershirts **must** be solid white with no printing. Undershirts must not have collars or turtlenecks and sleeve length must match that of the uniform shirt. Undershirt may not hang below polo shirt.

Pants: Pants must be navy blue corduroy or twill pants and have no visible labeling or rivets. Pants must be worn at the waist and be of modest fit. (Pants deemed too legging-like by administration will not be allowed.) **Legging or jegging-like pants are prohibited.** Corduroys and twill pants must not be faded. Students wearing worn, faded pants will be considered out of uniform.

Shorts: Navy blue twill shorts must be no higher than 2 inches above the knee. Shorts must not have any visible labeling or rivets. Uniform shorts are not cargo style. Shorts must be worn at the waist and be of modest fit. Shorts must not be faded. Students wearing worn, faded shorts will be considered out of uniform. Shorts are worn from the beginning of the school year until October 15 and beginning April 15 until the end of the school year.

Uniform Jackets/Fleece: Gray or black uniform jackets and green uniform fleeces may be purchased from the PVA. These may be worn as an additional layer to the uniform. **No gym/team sweatshirts or jackets may be worn. The gray fleece has been retired and will no longer be part of the uniform.**
Socks: Socks must be worn and must be clearly visible. Leggings are not permitted.
Shoes: **Shoes must be leather dress shoes that are primarily black, brown, gray, or navy in color**. Shoelaces must be the same color as the shoe and must be tied. Shoes that have a place for shoelaces are required to have shoelaces. Soles may not exceed 1 inch, and heels may not exceed 1½ inches. All shoes must be closed at the toe and heel and have a hard sole. Shoe tops must be below the ankle bone. Shoes must be in good repair and worn properly on the foot. The following type of footwear is not permitted: sandals, moccasins (soft or hard soled), athletic shoes (even if leather), hey dude style canvas shoes, platform shoes, fleece- lined shoes/ slippers, wedges, clogs, or boots.
Belts: Belts are optional. If worn they should be simple dress belts.
Jewelry: Ear piercings, if worn, may not be distracting. **No other type of visible body piercing is allowed.** Other jewelry, if worn, should not be distracting. Faculty or staff may require a student to remove offending jewelry.
Ties: If worn, ties must be tied at the neck and worn with an oxford cloth, button-down uniform shirt. Ties cannot be distracting or contrary to school expectations regarding clothing. Faculty or staff may require a student to remove offending ties.

Activities Uniform: This uniform may be worn for game days. The uniform consists of a CCHS Team Polo Shirt. These shirts are available for purchase from PVA. Pants must be khaki twill dress pants. Khakis must be similar in style to uniform pants; they may not be casual, cargo, corduroy, or legging-like pants. No shorts are permitted. Shoes must follow the regular uniform shoe guidelines. Failure to abide with the activities uniform code will result in the loss of this privilege.

Gym Uniforms: Gym uniforms are mandatory during gym class and are available through the CCHS bookstore. T-shirts and gym shorts are a required part of the uniform; uniform sweatshirts and pants are optional. High or low top athletic shoes may be worn.

Picture Day: Uniforms may be worn on dress-up days. (A safe rule of thumb -- when in doubt, wear your uniform!) For picture day, students are permitted to dress up; it is not simply a non-uniform or casual dress day.
Boys - Boys are permitted to wear a neat polo style shirt or a button-down, dress shirt. Dress shirts must remain tucked. Long dress pants and dress shoes must be worn. Athletic shoes or athletic slides are not permitted.
Girls –All clothing must be of modest fit. Girls are permitted to wear dresses or skirts. Shorts are not permitted. Dress length must extend below the student's fingertips when the student's arms are extended at her sides. Sleeves with cutouts and off the shoulder tops are not permitted. Tops/blouses must have sleeves. **Slacks, if worn, must be dress slacks, of modest fit (not legging-like fit)** Dress shoes, clogs, or sandals may be worn. Heel heights must not exceed 2 inches. Flip-flops, defined as flat rubber soled shoes with a thong between the toes, are not acceptable. Athletic shoes or athletic slides are not permitted.

Casual Dress Days: Uniforms may be worn on casual dress days. (A safe rule of thumb -- when in doubt, don't wear it!) Spirit days, AP tests, and semester exam days are casual dress days. Students should follow the dress guidelines outlined on these days. Retreat day guidelines will vary depending on the venue and time of year. Guidelines will be given with permission forms.

Students should listen to school announcements concerning guidelines for casual dress days. The guidelines may vary from the ones here!
Clothing must be of appropriate and modest fit, and no undergarments may be visible. Clothing must not be torn/cut-off, frayed, ripped, or have holes; promote violence or alcohol, drug, or tobacco use; have vulgar or offensive language; or have violent graphics or text. Casual slacks, sweatpants, athletic pants, or jeans may be worn. Shorts, if worn, must extend below the student's fingertips when the student's arms are extended at his/her sides. Shorts are permitted from the beginning of the school year until October 15 and beginning April 15 until the end of the school year. Pajamas, lounge pants, or leggings may **NOT** be worn. Athletic shoes, sandals, boots, and clogs are acceptable. Soles and heels must conform to regular uniform shoe

requirements. **Flip-flops, defined as flat-soled shoes with a thong between the toes, or athletic slides are not acceptable.** Socks are optional.

Consequences: Students who do not comply with the regulations for special dress days will be considered out of uniform for the purpose of consequences. Students may also lose further dress-up/down privileges.

- Students who do not meet these guidelines during AP Tests will be assigned after school detention and remaining off campus privileges will be revoked.
- Students who do not meet these guidelines during exams (senior exams included) will be required to take their exams after school when the violation has been corrected.
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STUDENT LIFE

The various co-curricular and extracurricular activities offered by CCHS are considered vital ingredients of the school's program of total education. These activities enable students to gain valuable experiences that would not otherwise be provided by a strictly academic program. Each student is encouraged to participate in several activities each year.

A. ACTIVITIES, ORGANIZATIONS, AND CLUBS

Among the clubs and organizations available at Charleston Catholic based on student interest and support are: High School Student Activities Council, ILMs, French Club, Spanish Club, Junior Classical League, High School Quiz Bowl, drama club, and high school and middle school choirs. Other groups may be available, based upon student interest and support.

B. ELIGIBILITY

Students shall meet the WVSSAC and Charleston Catholic eligibility guidelines in order to participate in all school athletic and extracurricular activities. Students are expected to maintain at least a 2.0 unweighted semester GPA to be eligible. However, in all cases, a student with academic or behavioral problems can be recommended for ineligibility from all extracurricular activities by the principal. To be eligible for participation in Student Activities Council, students must maintain conduct grades of S.

Eligibility is determined for each semester by examining the student's GPA for the previous semester. If a student does not maintain a 2.0 unweighted average for the first semester, he/she will be ineligible for participation the second semester. If at the end of the third quarter the student earns a 2.0 unweighted average, he/she becomes eligible at that time (i.e., at the beginning of the fourth quarter). If the student does not maintain a 2.0 unweighted average for the second semester, he/she will be ineligible for participation the first semester of the following year. If, during the first quarter, the student earns a 2.0 unweighted average, he/she becomes eligible at the beginning of the second quarter. If the student attends summer school, summer school grades will affect the GPA. For the purpose of computing the GPA after summer school, all the student's grades from the second semester plus summer school grades(s) will be used to determine GPA. No classes are dropped; all classes taken are used in calculating the unweighted GPA.

Students must meet WVSSAC eligibility requirements (minimum 2.0 semester GPA), in addition to school expectations, to participate in their first sport, regardless of the season. Any variations from this policy may be made with administrative approval. The administration reserves the right to remove a student from an athletic team at any time if the student's academics or behavior decline.

Middle school students may participate in one school sponsored sport each season. Any variations from this policy may be made with administrative approval.

Students' grades will be analyzed each quarter to determine eligibility. Students who fall below the 2.0 unweighted minimum GPA at the end of the first and third quarters may be placed on probation and lose eligibility.

C. ATHLETICS

Interscholastic athletics at CCHS are governed by the rules and regulations of the West Virginia Secondary Schools Activities Commission. All athletic programs and organizations are under the jurisdiction of the principal, with the athletic director serving a major role in the organizing, budgeting, scheduling, ordering, supervision of coaches, and general supervision of all aspects of the athletic program. The sports available at Charleston Catholic are based upon student interest and support as well as budgeting concerns.

To participate in athletic events, students must be in school for the full school day on the day of the scheduled activity. If a student is late or absent for any part of the day on a game day, that student is not permitted to play that day. **Students who are late the day following a game may lose their eligibility for the next game or practice.**

This "full day" policy includes leaving school for appointments, so students need to avoid scheduling appointments during the school day. Students are also expected to be on time each morning following an athletic event. Students who have long standing medical appointments, family funerals to attend, or other similar instances may be excused at the discretion of the Assistant Principal for Operations. Additionally, students must be at school for the majority of the school day in order to be eligible for practice.

If a student is suspended at school, that student is also suspended from athletic practices, games, etc. for the FULL DAY on the day(s) suspended (i.e., if a student is suspended for a Tuesday, the suspension includes involvement in any school activities -- sports, social, etc. -- for Tuesday evening also). In addition, if a student is suspended for a Friday, the suspension holds for Friday evening but does not continue for Saturday unless the student is also suspended for Monday.

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

Athletic Teams:

1. **Fees and Physical Examinations:** In order to try-out for a team, a student must have a WVSSAC doctor's physical examination form on file in the CCHS athletic office. Physical forms completed after May 1st of a particular year are accepted for the school year commencing in August. Any student participating in summer practices must have an updated physical form (dated after May 1st) submitted in order to practice. Once selected as a member of a team, all athletic fees must be paid ($75 per sport) before a student will be issued a uniform. Based on their best judgment, coaches will determine how much playing time athletes receive. Once a student has been selected as a team member, payment of fees enrolls the student on a team but does not guarantee playing time.
2. **Equipment:** Equipment and uniforms are school property. Students using this property are expected to be responsible for and to take proper care of items assigned to them or used by all team members. Uniforms and other items assigned to individual students are to be kept clean and in good repair. Immediately following the end of a season, students must return all equipment and uniforms in good condition. Lost or damaged articles must be paid for at full replacement cost. Failure to return all items will result in the holding of a student's report card and the student will not be issued a uniform for another sport until the matter has been satisfactorily resolved with the school office.
3. **Jobs:** Because of major time commitments required to succeed academically and athletically in CCHS, student athletes shall not obligate themselves to jobs that interfere with practices or competitions.

Lettering: The provisions to be met for earning a varsity letter is determined by the athletic director with input from each coach and should be shared with athletes at the beginning of the season.

SCHOOL FACILITIES

School facilities are for the use of all students. Students are expected to accept personal and community responsibility for the condition of the building. A clean building contributes to an atmosphere of pride and order. Students are expected to act

responsibly and maturely and not to endanger the well-being of themselves and others. Disposing of litter and trash in trashcans and wastebaskets around the school is expected. **EATING AND DRINKING ARE PERMITTED ONLY IN THE COMMONS. CHEWING GUM IS PROHIBITED IN THE SCHOOL BUILDING.**

A. LOCKERS

LOCKERS are a privilege and are provided for students to use for storing books and personal belongings during the school day. CCHS is not responsible for items taken from lockers. Each student is responsible for his/her locker and its condition during the year. Failure to adhere to locker guidelines and expectations will result in loss of locker privileges. **The administration of Charleston Catholic High School reserves the right to search any items on school property.**

1. Personal items are to be kept in the lockers during class time.
2. **Food and drinks, other than lunch items for each particular day, are not to be stored in lockers.**
3. No individual may invade the privacy of another person by entering, borrowing from, tampering with, or vandalizing another's locker. Graffiti, vandalism, and practical jokes have no place in the CCHS community.
4. Payment for repair of locker damage is the responsibility of the student.
5. School authorities reserve the right to search lockers at any time.
6. **ONLY LOCKS PURCHASED FROM THE BOOKSTORE ARE PERMITTED ON LOCKERS. ALL LOCKERS MUST HAVE A LOCK.**
7. Middle school students are required to keep their lockers locked.
8. Students are expected to keep their lockers clean and neat. **Inappropriate items, including pictures and other items not in keeping with the CCHS philosophy, may not be kept in lockers.**
9. Students should use common sense regarding the personal items they bring to school. **LARGE SUMS OF MONEY AND VALUABLE ARTICLES SHOULD NOT BE BROUGHT TO SCHOOL.** The school cannot be responsible for students' belongings.
10. Articles lost or found should be reported to the office. Items not claimed by the last day of school will be disposed of. Students should check the lost and found table outside the office by the last day of school.

B. ENTRANCE

Students, staff, parents, and visitors must **ENTER** the building through the **VIRGINIA STREET** door. **VISITORS MUST CHECK IN AT THE OFFICE.** The **LEON SULLIVAN WAY and the DUNBAR STREET** doors are **EXIT** only. For obvious safety reasons, outside doors (including gym doors) are not to be propped open, and no one is to be admitted through locked doors.

C. HALLWAYS

Out of respect for the learning process during class time, students may not be in the hallways unless on official school business. **Students must have an authorized hall pass from a teacher if they are out of the classroom during class time. Students should take all books, homework, etc. to class, as they are not allowed to retrieve materials from lockers once the class bell has rung.**

D. LIBRARY/ LEARNING RESOURCE CENTER

Students using the **LIBRARY** are to remain focused so that they, as well as fellow students, may accomplish their work. Students must be supervised by a faculty member at all times in the LRC. It is not open for student use during lunch unless they are accompanied by a teacher.

E. FACULTY WORKROOM AND MAILROOM

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

F. GYM

The gym is used throughout the school day for classes. Only those students assigned to class in the gym are to be present in the gym. Appropriate footwear must be worn when using the gym. In order to preserve the finish on the gym floor, students should walk around the perimeter rather than across the playing area. **Students in gym classes must wear CCHS gym uniforms and approved athletic shoes.** Other students on the gym floor for any reason must wear athletic shoes.

G. LOCKER ROOMS

The locker rooms are provided for use by the students in the physical education classes. The physical education teacher will discuss specific rules concerning the locker rooms and gym. All school rules and policies are in effect in locker rooms. **Phones will be placed in the phone holder prior to entering the locker room.** Student safety is a major concern. Students are to conduct themselves responsibly and maturely while in the locker room. Failure to behave appropriately in the locker room will result in a student's loss of locker room privileges.

H. LUNCH ROOM: THE COMMONS

This room provides a beautiful setting for the students to have lunch and breaks. The food services program offers healthy lunch choices. It also provides a gathering space for the student body. Entry and exit from the Commons is through the stairway and doors located on the Dunbar Street side of the building. In order to keep the Commons clean, everyone must cooperate. Students are expected to clean up after themselves, disposing of trash in the trash cans. Spills are to be cleaned up. If everyone helps out, the Commons will stay clean for the next group of students using the room. With approval from the teachers on duty, students may use the telephone located by the elevator. When the lunch bell rings, students must move directly to the Commons. There is to be no loitering in the halls during lunch periods.

ADDITIONAL LUNCH ROOM GUIDELINES:

- Students must be in the lunch room by the designated time. Students are not permitted to leave the lunchroom without the permission of the teacher or administrator on duty.
- The 6th grade lunch is from 10:39 a.m. until 11:11 a.m. Sixth graders must be in the Commons by 10:41.
- The 7/8th grade lunch period is from 12:24 p.m. to 12:56 p.m. Students must be in the Commons with lunch, books, etc., by 12:26 p.m.
- The high school lunch period is from 11:26 a.m. to 12:02 p.m. Students must be in the Commons by 11:30 a.m.
- 10th, 11th, and 12th graders may eat in the lunch room or off-campus if they have parental permission on file in the office and if they are eligible for off-campus lunch (i.e., lunch privileges have not been withdrawn). Students going off-campus for lunch are not permitted back into school until the 12:02 bell. When students are off-campus during lunch, all school expectations, rules, and consequences are in effect.
- Meetings at lunch: From time to time there are school lunchtime meetings. Students attending these meetings are expected to stay in the meeting room for the duration of the lunch period.
- Administration will establish seating capacities for the lunch tables.
- Only unflavored water and unopened snacks may leave the commons upon dismissal.

The food service program uses a cashless system. Parents may access the service using the online family portal. Families may add money, check order history, enter restrictions and allergies, and put daily spending limits on the student's account. Once a student's account has fallen into a negative balance, an email will be sent home reminding families to add funds. If the account falls below negative $50, a student will need to bring lunch from home and will not be able to purchase lunch until returning to a positive balance.

I. SACRED HEART CO-CATHEDRAL

While not a part of CCHS, the Co-Cathedral is used by the school for liturgies and special assemblies. It is a sacred place and should be approached with an attitude of reverence. Students are expected to carry themselves with appropriate behavior (e.g., no socializing during Mass, etc.). When waiting for rides after school, students are to be respectful of Sacred Heart Co-Cathedral's grounds and facilities. Students should refrain from horseplay, ball throwing, etc.

J. FIRST PRESBYTERIAN CHURCH

When waiting for rides after school, students are to be respectful of First Presbyterian Church's grounds and facilities. For example, Church officials have requested that students stay off the lawn. Students should also refrain from horseplay, ball throwing, etc.

K. PICK UP AND DROP OFF

Students must never be dropped off or picked up directly in front of the school on Virginia Street. Drop off or pick up should occur in the blocks before or after the school on Virginia Street or on Leon Sullivan Way in front of the school. Parents must pull to the curb to pick- up or drop off students. Students are also instructed they must only cross the intersection of Leon Sullivan and Virginia Street when the appropriate walk signal is flashing. Failure to abide by these protocols will result in detention.

COMMUNITY SERVICE REQUIREMENTS.

The Mission Statement of Charleston Catholic states:

"Through academic rigor, small classes, dedicated teachers, staff, and family support, students develop personal integrity, grow in faith, and become engaged leaders in service to today's world and future generations."

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

Grade level requirements:

Middle School 6^{th} = 5 hours; 7^{th} = 7 hours; 8^{th} = 10 hours;

High School 9^{th} = 15 hours; 10^{th} = 20 hours; 11^{th} = 25 hours; 12^{th} = 30 hours

Guidelines for students:

1. "Community" includes school, church, neighborhood, city, state, or world community. A guiding question to ask in order to understand the "spirit" of the community service requirement is, "Is this person (organization, etc.) in real need of assistance?" The service requirement is intended to expand the student's knowledge of the needs, **beyond their family**, into the immediate community and the wider world. Community service provides the student with an opportunity to explore new dimensions of what it means to be a person of service for others. Students are encouraged to take creative risks, choosing to invest time and energy in the needs they find, instead of simply trying to meet the minimum community service requirement.
2. A minimum of three (two for 6th grade) different service activities per year is required.
3. During the summer preceding the academic year, students who have already attended CCHS may earn community service hours.
4. School community service hours include service performed outside of regular school hours.
5. Each year, **half of a student's required service hours must be with an agency or organization whose purpose is to address the needs of the poor, vulnerable or marginalized (sick, elderly, mentally or physically impaired, etc). Collaboration with organizations and agencies is important to the educational process therefore an agency representative must be the signatory on these hours**. Students are able to locate eligible service opportunities on the Service Google Classroom. Students should be active participants at the organization where they have signed up. Purchases or donations DO NOT qualify as community service.
6. Walk **(runs and 5Ks)** fundraisers are worthwhile opportunities to support organizations meeting the needs of those who may be sick, poor, or vulnerable. However, because walks do not involve direct service, students may claim no more than 2 hours of community service on a walk (or walks) each year. Although 5k runs serve a great purpose in our community, it cannot be considered service for the vulnerable. Service should not benefit for- profit organizations, nor should it be a task for which the student is normally paid (such as a regular babysitting job). Since it is assumed that service to other family members (persons living in one's household) is a normal part of daily life, such service will not count towards the requirement. **Officially organized neighborhood clean-up events provide good service to the community. Cleaning up, without a coordinating organization with a representative who signs off for the service, does not fulfill**

service requirements.

7. "Community Service Activity Form" must be completed for each activity, including the ***sponsoring*** adult's signature and phone number. The activity forms must be submitted to the theology teacher during the quarter in which the service was performed in order to receive credit. Forms are available from theology teachers or under publications on the school website. Service forms that do not follow this guideline will NOT be accepted. Service forms for the 4th quarter must be submitted by May 15th. Forms submitted after the due date will not be accepted.
8. Students must complete community service requirements each year in order to be promoted to the next grade. Additionally, meeting the community service requirements is part of the graduation requirement for seniors.
9. For seniors the entire yearly requirement must be completed by **April 23, 2027.** All students have their service hours reviewed and service log updated quarterly in theology class. Sixth through eleventh graders must have their yearly requirement completed by the end of the fourth quarter. Sixth through eleventh graders who have missing hours at the end of the 4th quarter will have to complete double the number owed. Outstanding service hours must be completed prior to registration in August.

Community Service Clarification Regarding Artistic Performances

Charleston Catholic affirms and supports our students' participation in the cultural and performance arts here at school and in the wider community. Generally speaking, musical, theatrical, and dance performances and preparation for the performances will not be counted for community service credit. In much the same way, students' participation in athletics is not counted towards community service. If a particular artistic performance is shared with a group in special need (e.g., a performance at a nursing home or at the Boys and Girls Club), community service may be earned. If students volunteer to teach others in any of the performing arts, or act as volunteers with youth sports teams, these hours may be counted toward the community service requirement. As always, students should check with their theology teachers or the campus ministry coordinator ahead of time for questions regarding the requirements.

FINE ARTS/HUMANITIES REQUIREMENTS

Focus on the Arts expands students' involvement in the community, exposes them to a wide variety of experiences, and supports the artistic endeavors of the community. English teachers have details on the appropriateness of events submitted by students. Documentation may require artifacts, details will be provided by your English teacher.

Grade level requirements: 6th: 1 event per year; 7th and 8th: 2 events per year; 9th –12th: a total of twelve events (with a minimum of 3 three per year). If a student fails to complete the annual requirement, he/she must complete double the number of outstanding events during the summer in order to be readmitted to CCHS.

Guidelines for students:

1. The following seven requirements must be included among the total number of events in grades six through twelve: one ballet; one musical or play; two classical music performances; one visual art display; one festival; and one museum visit. The remaining events are to be chosen from those above or such things as: other types of concerts (e.g. rock, country and western, jazz); lecture/public reading; historical site/walking tour; outdoor drama; musical events which do not fit in the categories already mentioned. Sporting events, ice shows, entirely food events, zoos/animal shows, or religious/ethnic observances may not be used to satisfy requirements. All events are subject to the discretion of the student's current English teacher.
2. Events appearing on the bulletin boards outside the library or in the English hall may be used. From time to time announcements are made concerning suitable events and free tickets. Students are urged to check the appropriateness of other events BEFORE making plans to attend. While the focus is on area/West Virginia arts groups, events attended while on vacation out of state may also be used to fulfill the requirement. Students who participate in fine arts events will fulfill their fine arts requirement as well. Events completed outside of the school day are the only events that will be accepted.
3. Since many events could fit into more than one of the required categories, the student will decide on

the category to be used for the event. **After attending the event, the student will complete the documentation as required by their English teacher. These forms are turned in online through Google Classroom. Links are available on the Charleston Catholic website.**

4. During the summer preceding the academic year, students who have already attended CCHS may earn credit for fine arts events. Critiques for events attended during the summer must be submitted during the first quarter of the following school year to receive credit.
5. The critiques must be submitted during the quarter in which the event occurred. **The entire yearly requirement must be completed by the end of the third quarter for all seniors.** All other students must have turned in their critiques by the mid-term of the fourth quarter. Sixth through eleventh graders who have any missing critiques at the end of the 4th quarter will have to complete double the number owed. Outstanding Fine Arts critiques must be completed prior to registration in August.

ADDENDUM: SPECIFIC SCHOOL AGREEMENTS

STUDENT ACTIVITIES AGREEMENT

Students are encouraged to participate in school sports and other activities at Charleston Catholic High School. These are meant to build character, confidence, a sense of fair play, and commitment to working cooperatively.
Participation in school activities is a privilege earned through dedication, hard work, and self-discipline. When Charleston Catholic students are participating in school-sponsored activities (e.g., field trips, athletic teams, quiz bowl) out in the community, they are representing the school. As such, they are expected to act in accordance with CCHS policies and guidelines. Students involved in CCHS sponsored activities must:

1. Be in compliance with CCHS policies stated in the Student-Parent Handbook, with particular emphasis on guidelines relating to academic performance, behavior, and attendance;
2. If appropriate, meet eligibility requirements established by the West Virginia Secondary Schools Activities Commission; and
3. Meet requirements established by adults responsible for supervision.

Failure to adhere to school expectations (during the school day, at school functions, etc.) or coaches' requirements for individual sports or activities will result in disciplinary action including, but not limited to, suspension or dismissal.

Academic and School Behavior The CCHS academic program and behavioral standards are rigorous and require diligence and hard work by the students. Students are expected to demonstrate their personal best in the classroom as well as during the particular activity. Failure to abide by school expectations jeopardizes a student's privilege to be a member of a school athletic team or to participate in school-sponsored activities.

School Attendance In order to participate in extracurricular activities on a particular day, a student must be in school for the FULL DAY on the day of the event. This "full day" policy includes appointments, so students need to avoid scheduling appointments during the school day. Students who have long-standing medical appointments, family funerals, or similar instances may be excused at the discretion of the Assistant Principal for Operations. Additionally, students are expected to be at school for the majority of the school day to be eligible for practice. **Students are also expected to be on time on days following athletic events.** Repeat offenses may result in disciplinary action. **If a student is suspended at school, that student is also suspended from athletic practices, games, etc. for the FULL DAY on the day(s) suspended (i.e., if a student is suspended for a Tuesday, the suspension includes involvement in any school activities -- sports, social, etc. -- for Tuesday evening also).**

Personal Appearance and Behavior Students represent the school and are oftentimes the only examples of CCHS that the public sees. Therefore, students' personal appearance and behavior at events reflects upon the school as well as individual students and teams. Students are required to abide by dress codes established by their coaches/adult sponsors. Additionally, students are required to behave during meetings, practices, and competitions in keeping with the CCHS philosophy, one of

respect for others. Failure to comply with school or activity guidelines will result in disciplinary action including, but not limited to, being held out of practice or competitions and suspension or removal from the activity.

Activity Fees In order to offset the cost of extracurricular activities, students are asked to pay a $75 fee for each activity in which they participate. This fee must be paid before a student athlete may participate in an interscholastic competition. These fees support renting fields, paying officials, entrance fees, etc. These fees are collected for both sports and non-sports activities (i.e. quiz bowl, drama).

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

CHARLESTON CATHOLIC DANCE POLICY

Dances

School –sponsored activities at Charleston Catholic High School provide opportunities for students to socialize in a safe atmosphere, one that reflects the philosophy and expectations of our Catholic school.

Charleston Catholic hosts three dances a year for its high school students -- Homecoming, Winter Waltz, and Prom. Dances are from 8-10:30 p.m. All students in grades 9-12 are invited to Homecoming and Winter Waltz dances. Prom is only open to juniors and seniors, although a sophomore may be an invited guest of a junior or senior. Freshmen may not attend Prom.

Dress: Students are expected to conduct themselves in a well-behaved manner, socially and in appearance. Dresses should cover torsos and midriffs and should be an appropriate length. Students not conforming to the standards expected will be asked to leave by faculty and staff chaperones, after the students' parents have been notified. There will be no warnings. Upon returning to school, the student is subject to additional disciplinary actions.

Behavior: All students who attend CCHS dances are expected to behave and dress appropriately. Students are expected to observe all laws concerning drug, alcohol and tobacco use, as well as the code of behavior set by the school. A statement signed by the student agreeing to these policies will be submitted by each student and his/her guest prior to each dance. **These policies are to ensure that everyone is treated with respect and that an appropriate atmosphere is maintained**.
Behavior that disrupts the dance or fails to respect the human or property rights of others is unacceptable. At the dance, such behavior will be dealt with according to the rules and regulations of Charleston Catholic High School. Upon returning to school, the student is subject to the disciplinary guidelines laid out in the student handbook.

1. School rules concerning general conduct, vandalism, and use of controlled substances shall be enforced at all times.
2. Lewd and/or vulgar dancing/conduct is not permitted: no groping, exposing underwear, simulated and /or explicit sexual behavior including, but not limited to, "freak dancing" and prolonged kissing, etc.
3. Use of alcohol, drugs, or tobacco/ e-cigarettes/vapes is not permitted. In an effort to ensure that dances remain alcohol free, students are subject to random alcohol screenings. CCHS administration also reserves the right to require a student whose behavior evidences the possibility that he/she may have been drinking to comply with an alcohol screening. Should a positive alcohol reading be found in the course of the screening, parents will be notified. The student will be removed from the activity and further disciplinary action may be taken (see School Expectations/ Discipline Section E.).

Failure to comply with any of the dance policies will result in notification of parents who will be asked to pick their child up at the dance.

CHARLESTON CATHOLIC INTERNET USE AGREEMENT

Internet access is available to students and teachers in Charleston Catholic High School. We are pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Teachers will supervise student access; however, on a global network it is impossible to control all materials, and an industrious user may discover controversial and/or offensive information. Charleston Catholic High School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the philosophy of Charleston Catholic.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a CCHS user violates any of these provisions, disciplinary consequences which are deemed appropriate by the school principal will result. Your signature regarding the Internet Use Agreement is **legally binding** and indicates that the signing parties have **read** the terms and conditions **carefully** and **understand** their significance.

INTERNET - TERMS AND CONDITIONS

1. Acceptable Use -The use of your account must be in support of education and research and consistent with the educational objectives of Charleston Catholic High School. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and the principal will deem what is inappropriate use, and their decision is final. Students will receive E-mail addresses through CCHS. This is the only account they will be permitted to access through the CCHS network. **Students may not access home email accounts from the CCHS network. Students may not sign up for free email accounts through the CCHS network. Students may not use instant messages through the CCHS network.**
3. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    a. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
    b. Do not reveal the personal address or phone number of students, teachers, administrators, or yourself.
    c. Do not use the network in such a way that you would disrupt the use of the network by other users.
    d. All communications and information accessible via the network should be assumed to be private property.
    e. Be polite. Do not get abusive in any postings on the Internet.

4. Charleston Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. CCHS will not be responsible for any damages you suffer. These include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. CCHS specifically denies all responsibility for the accuracy or quality of information obtained through its services.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator or your teacher. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet and the computer labs.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or the data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Internet/Intranet Publishing Permission

The Charleston Catholic website, www.charlestoncatholic-crw.org, has become an important source of information for parents, students, alumni, and interested members of the community. Charleston Catholic adheres to the following Internet/Intranet publishing guidelines:

- Acceptable Student Content – Student content which may appear on the Charleston Catholic website with a signed Internet/Intranet Publishing Permission form on file is limited to (1) student name, (2) student photos, and (3) student grade level.
- Privacy Protection – At no time will any student's personal information appear on the Charleston Catholic website.

For the student: I understand and will abide by the CCHS Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

For the parent or guardian: As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I understand that student access will be supervised by teachers. However, I also recognize it is impossible for CCHS to restrict access to all controversial materials, and I will not hold CCHS responsible for materials acquired on the network.

STUDENT-PARENT ATHLETIC COMPACT

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

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

- Parents serve as role models, understand the educational philosophy and support all programs and athletes while encouraging their student-athlete to do the same.

High School Academic Integrity Contract

Our school mission states that CCHS "develops the whole person in mind, heart, and soul" and allows students to "develop personal integrity". Submitting original work is a daily opportunity to develop this integrity and shape the whole person. CCHS students should take pride in their own work and effort. By signing their name to a piece of work, students pledge that the work is entirely their own.

Academic honesty violations can be broad and complex, and no policy can list every possible violation. CCHS expects its students to adhere to both the letter and spirit of the guidelines below. Violations will be reported and can lead to further action, especially when a pattern of violations has been established.

Some examples of academic dishonesty (this is not an exhaustive list):

Plagiarism is the use of another person's **ideas or work** without proper acknowledgment.

I. **UNINTENTIONAL PLAGIARISM due to lack of citation:** Due to a lack of effort or understanding, you failed to cite information or ideas from an outside source.

SOLUTION: correct citation. Preferred methods of citation may vary according to your teacher or subject area (MLA, APA, Chicago), but at a basic level, these all require you to:

- Cite anything that did not come from your own brain or is not general knowledge.
- Cite in parentheses with the author's name (or, if none, a title) after information is shared.
- Match parenthetical citations to a complete citation listed at the end of the assignment.
- Cite all quotations.
- Cite all information that has been paraphrased or summarized from another source.
- When in doubt…cite it!

II. UNINTENTIONAL PLAGIARISM due to overreliance on outside writing help: When you ask someone to edit or check your writing, it is easy for them to rewrite or substantially change your work, whether intentionally or not.

SOLUTION: Understand the difference between someone helping with a few corrections and actually rewriting. While it is fine to discuss assignments with faculty, family, and other students, you must ensure that the work you submit reflects your own ideas, words, and effort.

III. COPYING FROM ANOTHER STUDENT OR ONLINE SOURCE: This includes quizzes, tests, individual classwork and homework, writing assignments, and more. **This is intentional academic dishonesty and is never acceptable.** It is also unacceptable to share your work with someone for the purpose of copying. **Sharing work may also earn consequences.**

Students may be assigned to work together on projects or assignments. However, when work is submitted by pairs or groups, **each student takes ownership over the final product and must be able to independently explain and defend the claims and ideas presented**.

IV. **DELIBERATE USE OF AI GENERATED WORDS OR IDEAS, PRESENTING THEM AS YOUR OWN**: Much discussion around the use of AI has focused on the use of copying its WORDS. However, the use of AI generated IDEAS is equally problematic. This means that **rephrasing or rearranging the words that were generated by AI tools or a Google AI overview is STILL PLAGIARISM because the ideas and information do not reflect your own cognitive work.**

WHY? When generative AI is used to replace the cognitive skills that develop through writing or creating, students deprive themselves of essential growth as thinkers and communicators.

Just as there is no replacement for athletic conditioning to succeed in a sport, math fundamentals to pursue a STEM career, or practice and repetition to excel as an artist or musician, **there is no replacement for the active work of brainstorming, reasoning, researching, synthesizing, organizing, and writing**. A recent MIT study showed that AI use increased "cognitive debt", meaning that over time, reliance on AI likely reduces cognitive ability and stamina. This will not serve you well in future education, the workforce, entrepreneurship, or family and personal life! **The use of AI can also create plagiarism issues because there is no sourcing of info.**

Furthermore, AI output is frequently generic, inaccurate, and subpar.

- *generic*: AI models work by noticing and replicating patterns - that's it. Their writing sounds the same every time and lacks the voice that makes human writing so compelling.
- *inaccurate*: Because AI models simply notice and replicate patterns, they don't actually KNOW anything. They are designed to make the user happy, which can turn them into "yes" machines that may invent information and sources to give you an "answer".
- *subpar:* AI models are not currently capable of producing the high-quality reasoning, evidence, and accuracy that result from original, well-produced analytical writing. They are decent at gathering information and making broad and generalized claims, but cannot complete detailed analysis or make original connections and observations like humans.

Consequences for academic dishonesty and plagiarism

1. **1st occurrence:** Admin will be notified and, depending on the severity, parents may be notified as well. The work, or portion of work, that is dishonest may be redone for full credit. A reasonable timeline for completion will be determined with the teacher.
2. **2nd occurrence:** Admin and parents will be notified. The work, or portion of work, that is dishonest may be redone for 50% of the earned grade. A reasonable timeline will be established.
3. **3rd occurrence**: Admin and parents will be notified. The entire assignment will earn a zero with no opportunity for makeup or redo.
4. **4+ occurrences**: Referral to administration for disciplinary action. Parents will continually be notified. Work will receive continued zeros with no opportunity for makeup or redo.

The likelihood of academic dishonesty will be determined holistically by the teachers and will include a variety of tools and strategies. Dishonesty will not be determined solely by the result of one AI checker or plagiarism checker, for instance. Teachers will use a variety of information and tools to determine likelihood of dishonesty. This means that students who did not cheat do not need to be concerned about facing consequences due to accusations of dishonesty.

High School Academic Integrity Contract

Review the policy above. Then, sign this sheet, along with your parent or guardian, and return it to your English teacher. Keep the copy of the policy for your records.

I, _____, am aware of the serious nature of plagiarism and unauthorized AI use. I will not use or submit someone else's work outside the parameters of the assignment or without citation. I will not misrepresent someone else's work, or work from an AI source, as my own.

_____	_____
Student's signature	Parent/guardian signature
_____	_____
Date	Date

[1] Chow, Andrew R. "ChatGPT May Be Eroding Critical Thinking Skills," https://time.com/7295195/ai-chatgpt-google-learning-school/
[2] Inspiration for this academic honesty policy was taken from those of Deerfield Academy and Bolingerbrook High School. Thank you!

Middle School Academic Integrity Contract

Our school mission states that CCHS "develops the whole person in mind, heart, and soul" and allows students to "develop personal integrity". Every time you turn in your own original work, you're showing integrity (doing what's right) and building good character, and you should feel proud of that! When you put your name on something, you're saying, "This is my work."

Being academically honest means making sure all your work is your own and not taken from someone or somewhere else. We can't list every possible example, but here are the main things you need to know:

Plagiarism means using someone else's ideas or words without giving them credit. Here are some common examples of plagiarism:

I. **Unintentional plagiarism – not citing sources**. Sometimes students plagiarize by accident, usually because they don't understand how to *cite* correctly or they didn't try hard enough to do it right.

How to fix this: You must cite any information or idea that you didn't think of yourself, OR that is not general knowledge (like "water freezes at 32°F").

Basic citation rules (Your teacher may give you more detailed instructions to follow):

- Use parentheses after a quote or paraphrase. Include the author's name, or the title if there's no author.
- Make sure you can match every parenthetical citation to a full citation at the end of your work.
- Always cite quotes.
- Always cite ideas or information from somewhere else, even if you put it in your own words.

II. **Unintentional plagiarism – too much help with writing.** It's great to ask someone to help check your work, but if they rewrite big parts of it, that's not your own writing anymore.

How to fix this: It's okay to get help with spelling and other small parts of your work, but you must be the one thinking and writing. Talk to others about ideas, but make sure what you turn in is yours.

III. **Copying from another student or an online source.** Copying someone else's work — whether it's a quiz, test, homework, classwork, writing assignment, or anything else — is not allowed. This includes giving your work to someone else to copy, and both students may face consequences.

What about group work? Sometimes you'll do work with a partner or group. That's great! But when the group turns in a final product, every student must:

- Take responsibility for the work, and
- Be able to explain and defend what's in the final product

IV. Using AI to do the work for you. Using AI tools (like ChatGPT, Copilot, Gemini, and others) to do your thinking or writing is not allowed. Even if you change the wording, it's still dishonesty if the ideas came from AI and not from you, and it doesn't represent your own brain's work.

Why this matters: Using AI to replace your own thinking can hurt your brain development. Just like you need to practice to get better at sports, music, or art, you also need to practice thinking, writing, and reasoning. A recent study showed that using AI too much can actually make it harder for you to focus and work hard. That can hurt you later in life when you need to do more difficult assignments, go to college, earn a living, and have a fulfilling life!

Also:

- AI writing is usually **generic**. It all sounds the same because the AI tools work by repeating patterns they find online.
- AI can be **inaccurate**; it might even make things up because it is trained to make you happy by providing an answer, even if it can't find a good one.
- AI is often **not as good as you**! Even if the writing sounds good, AI tools can't make new and original observations like you can. Plus, your teachers want to read YOUR writing!

Consequences for academic dishonesty and plagiarism

# of times	what happens
1st time	Your teacher will tell the administration and possibly your parents, depending on how serious the violation is. You can redo the work for full credit and a new deadline will be set with your teacher.
2nd time	Your teacher will tell the administration and your parents. You can redo the work for 50% credit and a new deadline will be set with your teacher.
3rd time	Your teacher will tell the administration and your parents. You get a zero on the assignment with no opportunity for a redo.
4 or more times	You'll be referred for further discipline and your parents will be continually updated. You'll keep getting zeros with no chance for redos.

Teachers will look at the full situation to decide if the work is honest or not. They won't simply use detection tools to automatically determine cheating; they will also use other information they have about you and your writing. **This means that if you didn't cheat, you don't need to be worried about facing consequences for cheating.**

Remember: Academic honesty is about learning, thinking, and growing. Mistakes can happen, but the best thing you can do is ask for help, try your best, and always cite your sources. You've got this!

Middle School Academic Integrity Contract

Review the policy above. Then, sign this sheet, along with your parent or guardian, and return it to your English teacher. Keep the copy of the policy for your records.

I, _____, am aware that plagiarism, cheating, and dishonest AI use are serious issues. I will not copy or change the words or ideas of any other person or AI tool and present them as my own work.

_____ _____

Student's signature Parent/guardian signature

_____ _____

Date Date

[1] Chow, Andrew R. "ChatGPT May Be Eroding Critical Thinking Skills," https://time.com/7295195/ai-chatgpt-google-learning-school/

[2] Inspiration for this academic honesty policy was taken from those of Deerfield Academy and Bolingerbrook High School. Thank you!

CHARLESTON CATHOLIC HIGH SCHOOL
GENERAL TUITION INFORMATION - 2026-27 SCHOOL YEAR

Pre-Paid Tuition Policy

Charleston Catholic High School requires that total tuition charges for the school year must be paid on or before June 15. Late charges of $1.00 per day after June 15 will be added to the total tuition bill or subtracted from any credit on record in the school for the upcoming school year. For new students registering between June 15 and August 15, the total tuition is due within two weeks of acceptance into the school.

Tuition Loan Program

For our families' convenience, CCHS offers the "Tuition Loan Program" through Peoples Bank. These loans, while arranged through the school, are direct loans made by the bank to school families. The interest rate is 5.5% and the bank will grant loans for all or part of the tuition and fees. The loan is repaid directly to Peoples Bank in ten monthly installments.

Parents wishing to arrange loans must contact Jeff Munson at Peoples Bank by phone (304-340-3000) or in person (at Peoples Bank at 201 Pennsylvania Ave.) by May 18, 2026, to pick up the application and arrange for submission and signing of the loan documents. A copy of your tuition invoice will be required with application. No loan amount should exceed the total invoiced amount.

Tuition Assistance

The Diocese of Wheeling-Charleston offers need-based tuition assistance to families with children enrolled in Catholic schools. The first round of awards will be directed to Catholic families. Applications for this aid must be submitted online at https://www.factstmgt.com by April 30. **The second and third rounds of awards will be open to all families. Applications must be submitted online by July 13 for Round 2 and by August 23 for Round 3.**

Catholic families needing financial aid are encouraged to meet with their pastors to request tuition assistance from their parishes.

Other opportunities for assistance are available through the school. Any other families who need assistance or have questions about paying tuition should contact Sherry Shindle at 304-342-8415.

Hope Scholarship Recipients

Families who have been awarded the Hope Scholarship by the West Virginia Treasurer's Office must submit a copy of their authorization letter to Mrs. Shindle with their tuition payment. This information will allow the account to reflect the proper balance due.

Tuition Refund Policy

Tuition is charged until the day a signed withdrawal form is completed by the parents and submitted to the office. **Fees will not be refunded.**

For purposes of refunding tuition, the following schedule applies for students withdrawing during the first semester:

1. Students withdrawing from the school prior to the first day of school will be charged a $200.00 administrative fee **per child**, unless the family is leaving the Charleston area, in which case an administrative fee of $200.00 **per family** will be charged.
2. Students withdrawing from the school **on or before September 18** will be charged a daily rate (annual tuition divided by 180 days) plus a $200.00 administrative fee.
3. Students withdrawing **after September 18 but on or before October 23** will be refunded 25% of the tuition paid for the first semester, 100% of the tuition paid for the second semester, less a $200.00 administrative fee.
4. Students withdrawing from the school **after October 23 but before the end of the first semester** will not receive a tuition refund for the first semester, but will receive a full refund for tuition paid toward the second semester, less a $200.00 administrative fee.

The second semester tuition refund policy is as follows:

1. Students withdrawing from the school **on or before January 29** will be charged a daily rate for the second semester plus a $200.00 administrative fee.
2. Students withdrawing **after January 29 and on or before February 19** will be refunded 25% of the tuition paid for the second semester less a $200.00 administrative fee. **No tuition refunds will be granted after February 19.**

Students who are asked to withdraw from the school will be refunded 100% of the balance of their tuition from the date of withdrawal, calculated on a daily rate (annual tuition divided by 180 days), less a $200.00 administrative fee.

Tuition Rates for the 2026-27 School Year

Category I	
Grades 6-8	$10,736
Category II	
Grades 9-12	$12,489