



CHARLOTTE CATHOLIC HIGH SCHOOL

7702 Pineville-Matthews Road, Charlotte, North Carolina 28226

704-543-1127

www.charlottecatholic.org

Attendance

attendance@charlottecatholic.org

704-716-2418

**Head of School: W. Kurt Telford
Assistant Principal: Dr. Alicia H. Reid
Assistant Principal: Steve J. Knight
Dean of Students: Sarah Danser
Dean of Students: Gary Hoilett**

Realizing that every situation cannot be anticipated, the Charlotte Catholic High School administration, Mecklenburg Area Catholic Schools, and the Diocese of Charlotte reserve the right to determine consequences for actions and behaviors not included in this handbook.

Student Name: _____

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SCHOOL ADMINISTRATION

Head of School.....W. Kurt Telford
Assistant Principal.....Dr. Alicia H. Reid
Assistant Principal.....Steve J. Knight
Dean of Students.....Sarah Danser & Gary Hoilett
Chaplain.....Father Chinonso

ADMINISTRATIVE STAFF

Director of Athletics.....Kevin Christmas
Director of Business Operations.....Stephanie Hogg
Director of Facilities.....Randy Belk
Director of School Nurses.....Sarah Smith
Director of Options & Pathways Programs.....Dr. Maria Leahy
Director of Technology.....Beth Acitelli

ADVANCEMENT TEAM

Director of Advancement.....Sally McArdle
Assistant Director of Advancement & External Relations.....Jane Carano
Assistant Director of Advancement & Communications.....Kerry Winslow
Database Manager.....Alison Fey

SUPPORT STAFF

Account Auditor.....Jennifer Nowak
Administrative Assistant.....Jennifer Jones
Administrative Assistant for Campus Ministry and SASP.....Shawna Best
Administrative Assistant for School Counseling.....Leslie Tesch
Attendance Coordinator.....Valerie Brehmer
Bookkeeper.....Maria Perez
Receptionists.....Carla Brodowicz & Judy Wittman
Registrar.....Jenn Cramer
St. Augustine Scholars Program.....Brian Dorrian

POINTS OF CONTACT

Use the following list to determine where to seek assistance on specific questions.

Attendance.....	Attendance Coordinator/Dean of Students
Band.....	Band Director
College and Career.....	Counseling Department
Course Level Placement.....	Individual Class Teacher/Department Chair
Online School Store.....	Bookkeeper
School Tuition.....	MACS Office
Spiritual/Religious.....	Chaplain
Student Academic Performance.....	Individual Class Teacher/Counseling Department
Student Athletic Activities.....	Individual Sports Coach/Director of Athletics
Student Behavior.....	Individual Class Teacher/Dean of Students
Student Computers.....	Director of Technology/Help Desk Supervisor
Student Health.....	School Nurse
Student Records and Transcripts.....	Registrar
Student Schedule.....	Counseling Department
Student Well-being.....	Counseling Department

STUDENT SERVICES

Campus Ministry Coordinator.....	Anthony Quintero
Counselors.....	Melody ClementiKara FisherSandy NeedhamHeather NobaryChristine ParksSarah Sovchen
Interventionist.....	Bill Keese

DEPARTMENT CHAIRS

Counseling.....	Sarah Sovchen
English.....	Dr. Lincoln Sigwald
Fine Arts.....	Jennifer Taylor
Mathematics.....	Tim Galarde
Physical Education/Health.....	Marty Chutney

Science.....	Rebecca Culicerto
Social Studies.....	Sara Waldron
Technology.....	Beth Acitelli
Theology.....	Brian Mathews
World Language.....	Souhair El-Fahsi & Caroline Fiddes

STUDENT PERFORMANCE RESPONSIBILITIES

Each student at Charlotte Catholic High School is expected to:

1. Help create a classroom environment that is conducive to the learning of all students, including being present and prepared for classes, which includes a fully charged school-issued computer, being on time, maintaining standards of classroom behavior, assuming responsibility for one’s learning, including asking for assistance when needed.
2. Take responsibility for one’s own out of classroom activities and behaviors during the assigned school day, including the break and lunch period; and for participation in extracurricular activities related to student clubs and organizations, including but not limited to Athletics and Fine Arts.
3. Participate in activities relating to his/her own spiritual development and to the spirit of the school, including weekly mass and retreats.
4. Represent the mission, philosophy, and spirit of Charlotte Catholic High School on and off campus always, through words and actions, including on the Internet and social media.

SCHOOL RESPONSIBILITY

With the rise in text-messaging, emails, cell phones, social media, and parties at individual homes, it is necessary to clarify the responsibility of the school regarding discipline associated with any problems. Charlotte Catholic High School is responsible for the safety of your child while he or she is in school or at a school sponsored event. If there is an incident involving a threat, danger, or illegal activity involving a student outside of the school or a school sponsored event, it is the responsibility of the parent to bring the threat, danger, or illegal activity to the attention of the parents/guardians of the child involved and to report it to the proper legal authority. The school and/or

employees are not responsible or liable for any issues or problems that occur outside of the school and/or school-sponsored events.

CAMPUS MINISTRY

Campus Ministry seeks to create within Charlotte Catholic High School a faith community that is inspired by the authentic teachings of the Catholic Church, is nourished by the liturgy, and fulfills the demands of Christian discipleship through service to others. Valuing the inherent dignity of everyone, Campus Ministry strives to nurture the total personal and spiritual growth of all members of our community.

Campus Ministry calls individuals to “responsible participation in the life, mission, and work of the faith community” (A Vision of Youth Ministry, USCCB, 1976) and provides an environment for young people to become disciples of Jesus Christ, to learn more about their faith, and to grow in virtue.

MASS

School-wide Mass will be held on a weekly basis-throughout the year on Wednesdays unless otherwise noted. While we understand not all our students are Catholic, it is expected that all students attend Mass demonstrating reverence and respect.

Mass Guidelines:

- All students will be in Mass Day uniform.
- All students will refrain from socializing during Mass.
- Gum, food, and/or drinks are not permitted during Mass.
- All are invited to Communion; those having received the sacrament of Holy Communion may receive the Eucharist; those who are not Catholic may cross their arms over their chest and receive a blessing from the Eucharistic minister.

RETREATS

Every year, each grade level will have a retreat. Freshmen and Senior retreats will occur in the Fall semester; Junior and Sophomore retreats will occur in the Spring semester. Freshmen, Sophomore, and Junior Retreats will be held during a regular school day with students departing and returning to school within the school day hours. Senior Retreat will be an overnight event.

Retreats will be held at an off-campus location (Camp Thunderbird). Transportation will be provided for all students to and from the retreat venue (students may not drive themselves). **Grade level retreats are mandatory and part of the CCHS curriculum.**

Absences on the day of a scheduled grade level retreat will be unexcused except for a documented medical excuse or serious family emergency. Freshmen, Sophomore, and Juniors will receive one unexcused absence for the missed retreat day. Seniors will receive two unexcused absences for the missed retreat days.

SERVICE REQUIREMENT POLICY

It is through Jesus' example of service that we are called to serve. "Just so, the Son of Man did not come to be served but to serve and to give his life as a ransom for many" (Matthew 20:28). We are called to imitate Christ in all things, and because He spent His life in constant service, we must spend our lives serving others just as Christ taught us. Service is at the very core of our identity as Catholics, which is why we make it a priority here at Charlotte Catholic. **Service hours are a requirement to graduate from CCHS.**

- **Annual Requirement:** Each year, students in grades 9–12 are required to complete and submit service hours, with at least 5 hours designated as Parish Service. Freshmen will submit 10 hours. Sophomores, Juniors, and Seniors will submit 20 hours each year.
- **Graduation Requirement:** To graduate, students must complete a total of 70 approved service hours over four years. (Total hours will be adjusted if years enrolled is less than four).
- **Submission Deadline:** Each year service hours must be submitted by **March 1st** to be logged and approved.
- **Documentation Requirement:** Students will be required to document the service activity (pictures may be included) on Canvas.
- **Service Opportunities:** Campus Ministry will assist in finding service opportunities for students, including parish hours for students that do not have a home parish. Students should consult the Campus Ministry Coordinator regarding if an activity is approved or non-approved.
- For further information, please consult the Campus Ministry link on the school website.

Approved Service Activities (including, but not limited to):

- Volunteering at a food drive
- Volunteering at a day care
- Volunteering at a homeless shelter
- Altar Serving
- Summer VBS Camp
- Setting/cleaning up for parish events

Non-Approved Service Activities (including, but not limited to):

- Service for family members
- Youth group activities for one's own benefit, such as raising money for one's own youth group trip
- Working for a political campaign
- Work done while serving a detention
- Any work for which you are paid/compensated

GENERAL POLICIES & REGULATIONS

HEALTH PROTOCOLS

CCHS is staffed with a full-time nurse on campus during school hours. If a student feels ill or unwell during the school day, the student should report to the Health Room and be evaluated by the nurse. Students are discouraged from emailing, calling, or texting a parent/guardian to pick them up from school without seeing the nurse first.

Students having acute and/or chronic medical conditions or that take medications are asked to communicate this information with the school nurse. Having a student's accurate health history allows the nurse to safely and adequately care for them.

Medications: The school nurse **cannot** give a student medication of any kind, whether over the counter (ex: Advil, Tylenol) or prescription medications without a completed **Medication Authorization Form**. This form legally gives the school nurses permission to administer the student medication and must be completed annually. If your student requires emergency medication such

as an Epi-Pen, asthma inhaler, or seizure medication, this form must be completed with an emergency action plan.

Students are **not** permitted to self-carry any medication except emergency medication (as outlined above) and with appropriate paperwork completed.

Parents are strongly encouraged to complete the **Medication Authorization Form** to allow treatment of minor aches and pains to minimize unnecessary absences and missed instruction time.

All forms and contact information for the nurses are available on the CCHS website under the Community/Health tab.

NON-DISCRIMINATION POLICY

Schools of religion in the Diocese of Charlotte, mindful of their primary mission as effective instruments of the educational ministry of the Church, and witnesses to the love of Christ for all persons, shall not discriminate on the basis of race, color, sex, age, physical condition, national or ethnic origin in the employment of personnel and administration of educational policies, tuition assistance, athletic and other school-administered programs.

The Diocese affirms its commitment to minister to students with a disability. Students who are disabled in any way will be accepted if the school program and educational facilities are able to effectively meet the needs of the student.

Our schools promote the Pro-Life stance of the Catholic Church regarding unborn children. Christian love and compassion are our parameters in relation to any student who participates in an abortion.

PARKING PRIVILEGES

Parking on school grounds is a privilege and all guidelines must be followed. Violations will result in the parking permit being suspended or revoked; fees will not be refunded.

GUIDELINES:

- Students must purchase a parking permit **prior** to parking on campus.

- Parking tags must always be displayed in the rearview mirror while on campus.
- The parking tag is only valid for the current school year and for the vehicle indicated at time of purchase. Please notify the Dean of Students Office of any vehicle changes.
- The parking tag is the property of CCHS and must be surrendered upon request.
- Students must park in their assigned spots while on campus.
- If another vehicle is parked in a student's assigned spot, the student should park in a VISITOR'S space and report incident to the Dean of Students Office with the license tag of the other vehicle upon arrival to school.
- Parking out of one's assigned space, taking up two spaces, or blocking other cars is prohibited.
- Students are to always drive slowly throughout campus.
- Excessive noise (stereo, gunning engine, squealing tires, etc.) is not permitted.
- The driver is responsible for all the contents of their car.
- The driver is responsible for the behavior of the passengers in their car.
- Report all accidents that occur on campus to the Dean of Students Office immediately.
- Lost permits are to be reported to the Dean of Students Office and will be replaced with a \$10 fee.
- Tampering with another student's vehicle is prohibited.
- Each student is permitted one spot as available starting with Seniors, Juniors, then Sophomores.
- Students are not to move cars after they are parked until the dismissal bell.
- No one is to be at or in parked cars during the school day. If a student needs to go to their car during the school day, they should go to the Front Office and arrange to be escorted by security.

Violations:

Discipline of parking violations is at the discretion of the Dean of Students. Cone violation - Driving over cones in the garage is an automatic \$50 fine. A second offense will result in a \$50 fine and revocation of the permit for the remainder of the school year.

PERSONAL PROPERTY

The school is not held responsible for students' personal property, including lost, damaged, or stolen items. The school has a lost and found outside the Dean of Students Office.

PHOTO/VIDEO RELEASE

Charlotte Catholic High School may use photographs or video footage taken by authorized school personnel, designees, or representatives in which students may appear for school related purposes. Photos and videos may be published for publicity or advertising in all forms of media, including the Internet.

RESIDENCE OF STUDENTS

Students must live at home with their parents or guardians; that is, they must reside in the family home. In the case of extenuating circumstances, the Administration may decide that it is permissible for a student to reside with another approved family, e.g., a senior whose family is transferred to another city. In any circumstance, it is the Administration that makes the decision.

SAFETY PROTOCOLS

The Administration, faculty, and staff at Charlotte Catholic High School take their role in maintaining a healthy school environment very seriously. To that end, CCHS has developed a detailed set of protocols based on guidance from the Diocese of Charlotte Catholic Schools Office, the Center of Disease Control and Prevention (CDC), as well as the North Carolina Department of Health and Human Services (NCDHHS) to help ensure the health and safety of our school community.

STUDENT SERVICES & ACADEMIC POLICIES

ACADEMIC ACHIEVEMENT PROGRAM

The Academic Achievement Program is a research-based program that provides resources, strategies, and practices that enable all learners to have an equal opportunity for success spiritually, intellectually, emotionally, physically, and socially in the general education classroom by addressing barriers to and promoting engagement in learning and teaching.

ACADEMIC ACHIEVEMENT MISSION STATEMENT

Immersed in the teachings of Jesus Christ, the Diocese of Charlotte Academic Achievement Program strives to meet the learning needs of all students through differentiated instruction, teacher collaboration, interventions, and accommodations allowing students to build individual strengths and pursue growth in virtue.

GOALS OF THE ACADEMIC ACHIEVEMENT PROGRAM

- Identify students who require additional resources, strategies, and practices to equally access the general education curriculum.
- Provide instruction, support, and assessment for students that require remediation of grade-level skills. This will be provided through individual, small group, and push-in support.
- Support teachers in providing differentiated instruction for students to access curriculum.
 - Professional development
 - Instructional and/or physical supports in the classroom
 - Student accommodations
 - Curriculum resources
- Intervention Strategies and/or Materials
- Identify, provide, and assess accommodations and interventions.
- Assist parents seeking information, support, and/or services for their child.
 - Identify strategies and/or resources for home use
 - Tutoring
 - Therapies
 - Counseling
 - Testing (refer to parent support policy)
- Provide parents with information regarding other educational opportunities should we be unable to meet the needs of a student.

ATTENDANCE

Attendance is defined as being at school on time and for the duration of the school day. Regular attendance is essential if a student is to receive maximum benefit from his/her education at CCHS. Parents, as the primary educators of their children, have the responsibility to see that their children do not miss school unnecessarily. The school has the duty to ensure that the

academic progress of the classes is not impeded by students who miss school frequently.

ABSENCES

The school discourages students from being absent from class. Teacher contact time is important for students' learning. An excused absence is granted for personal illness with a medical note or for serious family emergencies. The administration does not condone student loss of class time due to personal holidays or trips, and missed days will be counted as unexcused.

Excused Absences (including, but not limited to):

- Medical appointments with proper documentation of appointment
- Illness with medical documentation
- Family emergencies, including but not limited to funerals
- Court appearances

Unexcused Absences (including, but not limited to):

- Illness without medical documentation
- Vacations
- Out of town school sporting events/band arriving late the night before
- Sporting competitions, music competitions, and community opportunities that are not school business

Policies and procedures include:

- To report a student's absence from school, a parent must email attendance@charlottecatholic.org before **9:00 a.m.**
- It is the responsibility of the student to collect and complete make-up work upon his/her return per the make-up work policy.
- Any medical documentation related to the absence needs to be submitted to the Attendance Office **within five (5) days** of return to school. **Notes will not be accepted after five (5) days, and all absences will be unexcused.**
- To designate an absence as excused, a physician's note is required. In the event of serious family emergencies, a parent note/email will be accepted.

- If parents/guardians are going to be traveling out of town, the Attendance Office should be notified and provided with the name of the adult locally responsible for the student(s) prior to traveling out of town.
- A student must be in school for four (4) consecutive periods to participate in after-school related activities that day. Documented medical appointments will be handled at the discretion of the Dean of Students.
- Students with ten or more (10+) unexcused absences may not participate in activities or extracurricular activities, including but not limited to sports and fine arts, field day, etc. that require missed class time.
- Parents are responsible for giving notice to the Attendance Office prior to a prearranged absence via email or note. The notice should include the date and reason for the absence and the parent's signature/phone number.
- Absences on the day of a scheduled retreat will be unexcused except for an excused medical absence or serious family emergency.

Full Day Absences (per semester) – defined as missing all classes on a respective day.

- 7 absences – email warning is sent to the parent/guardian and student.
- 10 absences – email is sent to the parent/guardian and student; parent/guardian and student will meet with the Dean of Students; student will be placed on an attendance contract.
- 15 absences – course credit will not be awarded; parent/guardian and student will be notified. Student will be required to remediate the course at their expense over the summer to receive credit. Student will lose their parking permit for the remainder of the school year (refunds will not be issued).

Class Period Absences (per semester) – defined as missing a class period or multiple class periods on a given day, but not a full day. This includes missing or skipping class during the school day.

- 7 absences – email warning is sent to the parent/guardian and student.
- 10 absences – communication with the parent/guardian and student.

- 15 absences – course credit will not be awarded; parent/guardian and student will be notified. Student will be required to remediate the course at their expense over the summer to receive credit.

Class period absences and full day absences will be combined for a total of missed class periods in a semester. (For example, 6 full day absences in addition to 9 class period absences for reasons including, but not limited to, being tardy to school, being in the health room, skipping class, extended time in Counseling, being in Campus Ministry, etc., will count as 15 class absences and the student will lose course credit).

Absences caused by extended illnesses must be verified by a letter from a doctor (a note signed by a parent/guardian who is a doctor will not be accepted for extended or chronic illnesses); extended absences will be reviewed by Administration. **In determining eligibility for academic credit and exam exemptions, there is no difference between excused and unexcused absences.**

COLLEGE DAYS

A student is permitted a total of six (6) college days that are excused absences to visit colleges and universities; these days may be taken during a student's Junior and Senior years. The days may not be taken for any reason other than visiting a college to ascertain if the student would like to attend.

The deadline for taking a college day is May 1 unless approved by the Dean of Students. College visits scheduled on retreat days will not be approved; they will be unexcused.

A pink college day request form is to be obtained from the Attendance Office. The completed form must be returned to the Attendance Office **before the proposed visit** to be excused.

EARLY DISMISSAL

Students must bring a parent note, or parent/guardian must email the Attendance Office **by 9:00 a.m.** to request early dismissal. The note/email must state the child's name, exact time of dismissal, and parent signature/phone number. The student will be given an early dismissal slip which will be shown to the teacher at the time of dismissal and turned into the

Front Office upon leaving the building. Students must be dismissed through the main entrance only. **If a student fails to provide a parent/guardian note/email before 9:00 a.m., the student will not be dismissed; the parent must come to school to sign their student out, regardless of whether the student is a driver or not.** This includes mid-day doctor's appointments or unexpected appointments. Students will not be dismissed by phone. When coming in to sign a student out without a previously arranged dismissal, please expect a wait time. Students will be called out of class once a parent arrives at the Front Office. Dismissals after 2:00 p.m. are discouraged. Please plan accordingly.

If a student returns to campus after an early dismissal, the student must sign in at the Front Office to receive an admission slip. Class periods missed following a dismissal count towards class absences.

A student leaving campus without prior approval will receive disciplinary action.

HEALTH ROOM DISMISSALS

- If a student comes to the Health Room feeling ill, the nurse will contact the student's parent/guardian following an assessment to provide parent/guardian with recommendations.
- If a student is sent home ill, the student may not return to school or participate in extracurricular activities once dismissed.

TARDIES

Attendance is taken in Homeroom or during A period class on Mass days and during each class period. Students must be in their homeroom/class by 7:40 a.m. to avoid being marked tardy. A student entering the building or not in the classroom when the bell rings at 7:40 a.m. will be marked tardy or absent. The student will be required to scan their student ID at the Attendance Office if arriving tardy between 7:40 a.m.- 8:00 a.m. If a student arrives at school after 8:00 a.m., they must check in with the Front Office to receive an admission slip.

Excused Tardies (including, but not limited to):

- Medical appointments with proper documentation of appointment

- Family emergencies, including but not limited to funerals
- DMV/Passport appointments **with documentation of appointment confirmation**
- Court appearances **with documentation of court date confirmation**

Unexcused Tardies (including, but not limited to):

- Traffic
- Late arrival due to distance from school, studying, out of town sporting events/band arriving late the night before
- Sporting competitions, music competitions, and community opportunities that are not school business
- Oversleeping
- Car trouble

Policies and procedures include: Report a student's tardy to school, a parent must email attendance@charlottecatholic.org before 9:00 a.m. Any medical documentation related to the tardy needs to be submitted to the Attendance Office **within five (5) days** of return to school. **Notes will not be accepted after five (5) days, and all tardies will be unexcused.**

Within a semester any student who has an unexcused tardy to school:

- Five (5) times will be required to serve one hour of recovery time.
- Ten (10) times will be required to serve one hour of detention.
- Fifteen (15) times the student will lose their parking spot for 30 school days (refunds will not be issued).
- Twenty (20) times the student will lose their parking pass for the remainder of the semester (refunds will not be issued). Student will not be eligible for exam exemptions if applicable.

Students are required to arrive at class on time. There are four (4) minutes allowed for class changes. Students arriving late to class should have a written excuse from the faculty or staff member detaining him/her. All other tardies to class will be unexcused, and the teacher will enforce the classroom policy regarding unexcused tardies to class.

ATTENDANCE CODES:

- A** – Absent w/o note (unexcused)
- AM** – Absent w/ medical documentation (excused)
- AP** – Absent w/parent note (unexcused)
- T** – Tardy w/o note (unexcused)
- TM** – Tardy w/ medical documentation (excused)
- TP** – Tardy w/parent note (unexcused)
- DS** – Dismissal
- AA** – Administrator approved absence/tardy
- SB** – School business
- SP** – CCHS sport team dismissals
- DE** – DMV
- CO** – College Visit
- R** – Return from dismissal
- SI** – In School Suspension
- SE** – Out of School Suspension

COUNSELING

Charlotte Catholic High School has six professional School Counselors who are qualified to give guidance and counseling in both academic and personal areas. In addition, the counseling team has an Interventionist who does not have students assigned but rather works with students referred by the School Counselors to assess and provide in-depth short-term counseling. School Counselors will also work with students through the college application and future planning process.

Students are encouraged to seek out counselors for assistance with academic planning; interpretation of standardized tests; college admission planning; and dealing with personal, emotional, and/or social issues. The counselors work with students, teachers, and families to assist students in their personal growth, helping them to reach their full potential as individuals. When necessary, counselors refer students to other professionals for assistance in meeting their personal and academic needs.

GRADUATION REQUIREMENTS

English	4 credits (must take English each year attending CCHS)
Math	3 credits

Science	3 credits
Theology	4 credits
Social Studies	3 credits
World Language	2 credits
Philosophy	0.5 credit (9th grade requirement ONLY)
PE	0.5 credit
Health	0.5 credit

Additional credits 7.5 credits

Please refer to the curriculum guide for detailed information regarding CCHS course requirements and college admission policies.

Early Graduation: Students requesting to graduate early from CCHS must do so prior to the beginning of their senior year, in writing, to the Head of School. The Administration and the Head of School will review any requests and, if approved, the student’s counselor will advise the student and parent/guardian of all necessary steps required to fulfill graduation requirements.

GRADING SYSTEM

Course grades will be calculated per semester, using a quarterly grading period. Semester 1 grades will be calculated using Quarter 1, Quarter 2, and the Midterm Exam. Semester 2 grades will be calculated using Quarter 3, Quarter 4, and the Final Exam. Semester grades are listed on the transcript and are used to calculate a student’s GPA. Quarterly report cards will be sent out after each grading period. Students and parents may check grades at any time during the school year by going to Canvas. Canvas courses will close at the end of the exam period for the respective school year.

GRADING SCALE FOR ALL CLASSES

90 < A- < 93	93 < A < 97	97 < A+ < 100
80 < B- < 83	83 < B < 87	87 < B+ < 90
70 < C- < 73	73 < C < 77	77 < C+ < 80
65 < D- < 66	66 < D < 68	68 < D+ < 70
0 < F < 65	I – Incomplete	W - Withdrawn

QUALITY POINT SYSTEM

A student's grade point average is determined using quality points. According to the nature, level, and difficulty of a course, the quality points are indicated in the description area for each course. Scale 1 is for Honors and AP courses. Scale 2 is for all other courses.

SCALE 1

A+ = 5.0
A = 5.0
A- = 4.7
B+ = 4.3
B = 4.0
B- = 3.7
C+ = 3.3
C = 3.0
C- = 2.7
D+ = 2.3
D = 2.0
D- = 1.7
F = 0.0

SCALE 2

A+ = 4.0
A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3
C = 2.0
C- = 1.7
D+ = 1.3
D = 1.0
D- = 0.7
F = 0.0

COURSES FAILED

Any student with a failing semester in a required course must pass a CCHS approved program of remediation prior to the start of the next school year. Any student who fails more than 2 semesters of required courses in a year will not be readmitted in the fall.

COURSE REGISTRATION

Course selection and placement for subsequent years will be determined in the spring semester. Course placement recommendations will be made in each subject area by the course teacher using departmental prerequisites and standards. A student's grades, participation, responsibility, and maturity are considered and evaluated as part of the recommendation process. Course descriptions and prerequisites can be found in the Curriculum Guide. Placement into AP courses and many elective courses requires that students express interest through an application process. Students should check their email and announcements for application information.

If a student is not recommended for a desired course level, the student may submit a Course Appeal Form. Students must complete ALL required steps of a Course Appeal, which will be communicated during the registration period. A placement decision will be determined by the academic department after reviewing the Course Appeal Form, any extenuating circumstances, and/or improved grades and scores. Students may petition for a Final Course Appeal to be reviewed by the Administration at the end of the school year. Course placement is final upon completion of the appeals process.

AP COURSE SELECTION

Courses labeled AP are Advanced Placement courses designed to prepare students for the College Board for Advanced Placement examinations. The courses are equivalent to college-level courses, though each college maintains its own policy regarding AP credits. Regardless of specific college policy, CCHS requires all students taking an AP class to sit for the exam. Only students registered for AP classes for the entirety of the school year at Charlotte Catholic will be able to take the AP examinations at CCHS. If a student transfers out of Charlotte Catholic before the exam, students must work with their new school to register for AP exams. Students who are not enrolled at CCHS cannot take AP exams at CCHS.

Students taking AP examinations must pay a test fee set by the College Board. This fee must be paid to CCHS **before August 25, 2025**. Students who fail to pay will be removed from the AP class. Students experiencing financial hardship may set up a payment plan with the Director of Counseling before the payment deadline. Students enrolled in AP classes are not permitted to drop AP courses after **August 25, 2025** and fees will not be refunded after that date. Students who need to make-up an AP exam are responsible for paying an additional fee. AP exams are scheduled for **May 4-15, 2026**.

MAKE-UP WORK

Each course's Canvas page will contain information regarding make-up work and grading policies. The policies may differ from class to class and may vary between excused and unexcused absences. Students are responsible for following these policies and speaking with their teachers regarding their

missed work. **The general time frame to make up missed work is one (1) day for each missed day.**

SCHEDULE CHANGE

Students may request elective class changes during the Drop/Add period at the start of each semester. Drop/Add for semester 1 will end on **August 25, 2025**, and the Drop/Add for semester 2 will end on **January 7, 2026**. Changes will only be made if there is space available in the desired class and the schedule can accommodate the change. A student in a year-long class may not drop that class during the semester 2 Drop/Add period.

Requests for specific teachers are not permitted unless the student has had a particular teacher in a prior school year at CCHS. Then, upon request during the Drop/Add period at the start of the school year, a change to allow for a different learning experience may be possible. Please note that this policy does not apply to siblings' experiences. Requests for time preferences for specific classes cannot be accommodated.

LEVEL CHANGE

Level Changes can be initiated by the student, parent, or may be recommended by a teacher. Requests must be discussed with the student's current teacher and the Department Chair. A Level Change Form signed by the teacher, student, and parent/guardian, and approved by the Administration, must be completed before a counselor can change the level of a course for a student. A student's grades will be transferred to the new level class, and grade calculation specifics should be discussed with the Department Chair.

SEMESTER EXAMINATIONS

Make-up Exams: Exams should not be rescheduled except for documented medical reasons or family emergencies. All make-up exams must be completed as soon as possible. A student with an unexcused absence will not be allowed to make-up the exam and will receive a zero (0) for the exam grade. All students will take semester exams. Senior exams are scheduled for the week of **May 11-15, 2026**.

Seniors and Juniors are eligible for **spring** semester exam exemptions as follows:

- **Seniors:**
 - must have six (6) or less class absences in the second semester (including excused and unexcused absences) and a 93 or higher average of quarter 3 and quarter 4.
 - must have four (4) or less absences in the second semester (including excused and unexcused absences) and an 83 or higher average in quarter 3 and quarter 4.
- **Juniors** must have six (6) or less class absences (including excused and unexcused absences) and a 93 or higher average of quarter 3 and quarter 4.

TESTING PROCEDURES

Students may not be required to take more than two tests per day. When a third test is assigned, it is the responsibility of the student to inform the teacher that two tests have been scheduled on that day. Additionally, the student is responsible for providing verification of the other two assigned tests **within 24 hours of the third test assignment**. After this process has been completed, the teacher who assigned the third test will either reschedule the test for the whole class or make mutually satisfactory arrangements with the student who has the conflict.

COLLEGE APPLICATIONS, TRANSCRIPTS, RECOMMENDATIONS

- Detailed instructions for these processes can be found on the counseling page of the CCHS website and are reviewed with students and parents.
- It is the student's responsibility to follow all necessary steps on Scoir and on their applications for documents to be sent on their behalf.
- Transcripts are delivered electronically when possible, and students must allow adequate time for their documents to be sent and received. Deadlines are the responsibility of the student, and all requests should be submitted early to allow for processing.
- Mid-Year and final transcripts will be automatically sent to all colleges to which a senior applies unless the college indicates a different procedure.
- To assist the counselors in writing letters of recommendation, all Juniors are asked to answer a series of detailed questions about themselves, and parents are asked to provide some information. If

these questionnaires are not completed, counselors will not write on a student's behalf.

- If a student requires a teacher's letter of recommendation, they must complete all necessary steps, including a personal request, the teacher survey on Scoir, and a Scoir request.
- Teacher and counselor letters of recommendation will be automatically sent with application documents.
- Students must complete Scoir information and “waive the right” to access recommendations on college applications before recommendations can be written by counselors and teachers.

TRANSCRIPTS

Charlotte Catholic High School will send two (2) transcripts free of charge to any non-MACS school. Thereafter, each transcript sent to the requested non-MACS school will incur a \$10 transcript fee. Please allow 1-2 weeks for your transcript to be prepared.

2025-2026 TESTING CALENDAR

The SAT is offered at CCHS the following dates:

August 23, 2025

September 13, 2025

October 4, 2025

November 8, 2025

December 6, 2025

March 14, 2026

May 2, 2026

The PSAT is given to all 9th, 10th and 11th grade students on October 15, 2025. AP exams will be administered **May 4-15, 2026**. Students must be registered in the class to take the AP exams at CCHS. All students taking an AP class are required to pay the College Board test fee and sit for the AP exam.

STANDARDIZED TESTING

The SAT and ACT are administered throughout the school year at various sites, including at CCHS. CCHS is a test site for all SAT test dates except the

June test. CCHS is not a test site for the ACT. All necessary registration information regarding timing and location is available at www.collegeboard.org or www.actstudent.org. Students are encouraged to observe registration deadlines carefully. Students are required to bring a photo ID with them to be admitted; copies or pictures of a driver's license or student ID will not be accepted. Students are responsible for adhering to all college and scholarship policies regarding testing and sending official scores. Charlotte Catholic does not send official test scores on a student's behalf. Students receiving the Opportunity Scholarship should refer to the NCSEAA for testing requirements.

ACADEMIC HONORS

First Honors: A student is awarded First Honors when the student has earned an unweighted 3.70 for any semester.

Second Honors: A student is awarded Second Honors when the student has earned an unweighted 3.50 for any semester.

Cougar Award: A student is awarded the Cougar Award when the student has earned First Honors for the first and second semesters for any school year.

HONOR SOCIETIES

National Honor Society

To be eligible for membership, Juniors and Seniors must have a 3.9 GPA or higher. Students must also have demonstrated excellence in leadership, service, character, and citizenship.

Mu Alpha Theta Math Honor Society

To be eligible for membership, students must have a weighted 4.5 GPA in math courses taken at Charlotte Catholic High School and have completed at least one semester of Honors Pre-Calculus.

Science National Honor Society

To be eligible for membership, Juniors and Seniors must have a weighted 4.25 GPA in science courses taken at Charlotte Catholic and a weighted 4.0 GPA overall.

Rho Kappa National Social Studies Honor Society

To be eligible for membership, Juniors and Seniors must have an unweighted 3.75 GPA in social studies courses and a 3.0 GPA overall. Students must have completed at least 4 semesters (2 credits) of social studies courses and have been in attendance at Charlotte Catholic for at least one semester in order to be eligible.

World Language Honor Society

Membership eligibility will be determined by the individual World Language Honor Society. Students generally need to be enrolled in higher level World Language courses to be eligible.

Honor International Thespian Society

To be eligible for recognition, students must have a 3.0 GPA and have earned a minimum of 60 points in the International Thespian Society. Points can be earned by participating in different productions.

National Art Honor Society

To be eligible for membership, students must demonstrate a strong interest and ability in art and meet the minimum GPA requirement.

A student who has been assigned an in-school suspension or has an Honor Council violation may not be eligible for honor society membership during the year of the suspension/violation. A student who has been assigned out-of-school suspension will not be eligible for honor society membership during the year of the suspension.

DIPLOMAS

Parents/guardians will be asked to verify both the student's mailing address and the correct, legal spelling of their name for diploma purposes. This information will be sent within their graduation year and will require a parent/guardian signature. After this information has been verified, please notify the registrar before graduation if a change is necessary. A \$50 fee will be incurred to issue a new copy of the student's diploma.

DMV FORMS

Once a student has fully completed Driver's Education and is ready to get a North Carolina Driving Permit, a North Carolina Driving Eligibility Certificate must be obtained through the Front Office. This form requires a parent/guardian signature before it can be filled out by the school and the school seal applied. Please note the form **will expire 30 days** after it is signed by the school. There is no charge for the form; however, if a second form is needed (due to expiration, misplaced, etc.) there is a \$5 charge. CCHS does not have forms for South Carolina.

LOCKERS

Lockers are available upon request. Requests may be made to the Dean of Students Office. Lockers are assigned per student and can be used for the respective school year. Lockers must be cleaned out at the end of the school year. It is the student's responsibility to always maintain the locker, including its contents, and make sure it is locked.

RE-ADMISSION POLICY

Readmittance to CCHS will be granted for former students as space is available under the following categories:

- **VOLUNTARY WITHDRAWAL**
 - Medical reasons – Students forced to withdraw from school due to medical problems will be allowed to re-enter at the beginning of the next full term to satisfactory medical assurance. The student's name will be placed at the top of any existing waiting list.
 - Withdrawal for Financial Reasons – Students forced to withdraw temporarily because of family financial problems may return at the beginning of the next full school year. The student's name will be placed at the top of the existing waiting list.
 - Relocation – Students who voluntarily withdraw because of a parent/guardian's relocation will be admitted if/when the family returns to the Charlotte area.
 - Remaining in the Area – Students will be readmitted at the beginning of the next full term subject to any existing waiting list for the class(es) he/she requires. Readmittance in such cases will be allowed only once.

- **DISCIPLINARY WITHDRAWAL**

- Forced Withdrawal – Students who have been forced to withdraw because of disciplinary reasons may reapply after 365 days, providing there is sufficient evidence that the reason for the disciplinary action has been corrected. Such a student, if readmitted, would be on probation and will be placed on a contract. The student would be subject to immediate expulsion from the school after the first infraction of school rules. Students asked to withdraw will need to return all school issued materials and devices, including but not limited to, computer, computer charger and charging block, student ID, sports uniforms, and band uniforms. A student is not permitted on campus or at school sponsored events for 365 days from date of the forced withdrawal.
- Expulsion – Students who have been expelled will not be allowed to reapply to CCHS at any time. Students expelled will need to return all school issued materials and devices, including but not limited to, computer, computer charger and charging block, student ID, sports uniforms, and band uniforms. Student is not permitted on campus or at school sponsored events.

RECORDS

“As provided in the regulations of the Department of Education, the accuracy, privacy, and confidentiality of all student records shall be preserved in accordance with Section 438 of the General Education Act of the Family Educational Rights and Privacy Act of 1974, PL 93-3801” (Diocese of Charlotte Board of Education Policy 5140).

School records pertaining to the individual student are to be used only for the promotion of the welfare of the student and are not to be made available to any outside person or agency, unless it is clear that such person or agency will use the records to the advantage of the student or his/her family or unless such outside individual or agency has a legal right of access to the records. Copies of the academic record may be obtained only by personal contact or upon written request and written permission of the student (18 years of age or older) and/or his/her parents.

It is the responsibility of divorced parents to furnish the school with a notarized copy of the custody section of the divorce decree. Schools voluntarily comply with the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Access to the student's records is limited to the superintendent, the professional staff of the school, the parent or guardian of the student, a court of competent jurisdiction, and to such other persons as the parent, guardian, or Head of School may authorize in writing. Official records are the property of the school until all outstanding tuition and fees are paid.

Under these circumstances, schools may retain the student's records. Transcripts must never be issued to an unnamed school. Under no circumstances may a school accept a student from another school without receiving a proper transfer or some other appropriate notification from the sending school.

WITHDRAWALS/TRANSFERS

Parents/guardians should notify the registrar in writing at least one week prior to the student's last day of attendance.

SCHOOL POLICIES & PROCEDURES

AUTHORITY TO SEARCH

LOCKERS: The Head of School, Dean of Students, or designee has the authority to search a student's locker at any time. A student's locker is the property of the school.

PERSONAL POSSESSIONS: The Head of School, Dean of Students, or designee has the right to search a student's clothing, bookbags, or handbags, if there is reasonable cause to believe that a student may possess a prohibited item.

AUTOMOBILES: The Head of School, Dean of Students, or designee has the right to search vehicles on the school grounds, if there is reasonable cause to believe that a prohibited item may be in the vehicle. The school Administration reserves the right to involve legal authorities in a search. If a prohibited item is found, the student may be subject to arrest, suspension and/or expulsion.

CAFETERIA

Students may bring their lunch from home or purchase food from the cafeteria. Students are **NOT** permitted to order food/beverages through delivery services such as Door Dash, Uber Eats, etc.

*Students may set up an account using the cafeteria link on the website.

GUIDELINES:

- Students must use assigned pin numbers when purchasing food/beverages or may pay with cash.
- Students may not run in the cafeteria.
- Students may not throw food/beverages.
- Students are responsible for cleaning up and throwing away trash in the area and surrounding area that was used, including the table and floor.
- Students may not exhibit disrespectful behavior during break and lunch periods. This includes, but is not limited to, yelling in the cafeteria, using foul language, fighting with other students, loud behaviors, etc.
- Students may not use electronic devices during break and lunch periods. Electronic devices may not be used during the school day.
- Students are advised not to have their school issued computers at the lunch tables while eating lunch. Students are responsible for any damage incurred to the computer.

- All food and beverages (except water) must be consumed in the cafeteria, Commons, or designated outside areas only. Eating and drinking in the stairwells is prohibited.
- Students must remain in the cafeteria for the duration of their lunch period unless otherwise approved by Administration.

Failure to follow the guidelines will result in disciplinary action.

CHEATING, STEALING, PROPERTY DAMAGE, VANDALISM

Cheating, stealing, and/or vandalism are in direct opposition to all that CCHS represents and will not be tolerated. Every member of the school community is obliged to encourage attitudes and behavior that will eliminate any motive and/or attempts to cheat, steal, or vandalize. Cheating, stealing, and vandalizing are also considered violations of the Honor Code.

If an individual is responsible for damages to school property due to improper behavior or vandalism, he/she must pay for the necessary repairs as well as submit to disciplinary actions, including suspension, expulsion, and/or being denied the privilege of participating in graduation ceremonies. Any student stealing, photographing, or copying a quiz/test from a teacher and distributing to other students will be subject to disciplinary action up to and including forced withdrawal or expulsion.

DETENTION, SUSPENSION, WITHDRAWAL, EXPULSION

While the role of education is to help students grow intellectually, spiritually, emotionally, and physically, it becomes necessary at times to remove students from the formal learning environment. This occurs as a serious measure when students have violated the rules of the school to such a degree that their rights as members of the school community are temporarily and sometimes permanently suspended.

When a student serves a suspension, the following actions will be taken:

- Parent/guardian will be notified, and arrangements will be made regarding the in-school or out-of-school suspension.
- A conference with parent/guardian may be required.
- On the day of an in-school or out of school suspension, the student will not be allowed to participate in extracurricular activities, including, but

not limited to, sports practices or games, fine arts practices, etc. Attendance at school-sponsored events, on or off campus, will be at the discretion of the Dean of Students.

- During an in-school suspension, the student will be required to complete all the work that he/she is missing. During an out-of-school suspension, the student will receive a zero for all missed work.
- In the case of recurrent detentions, in-school suspension, or out-of-school suspension, it is at the discretion of the Administration if the student who holds a school leadership position will be removed from the position. This includes student government, clubs, fine arts, and athletics.
- The Dean of Students, with consultation from the Head of School reserves the right to suspend or remove a student from participation or attendance at extracurricular activities or school sponsored events for disciplinary purposes.
- Once a student serves an in-school suspension or an out-of-school suspension, any serious violation of the school rules or regulations may lead to expulsion.

AFTER SCHOOL DETENTION:

- Tuesdays and Thursdays 2:45 p.m. – 3:45 p.m. (date is subject to change). Students must arrive on time or will be denied entry and date will have to be rescheduled.
- Must be in school uniform unless it is a Dress Down Day or Spirit Day.
- Students are notified via school email of the date/location of detention.
- Parents/guardians are notified if their student is assigned detention via email.
- School work is not permitted during detention.
- Eating and sleeping are not permitted.
- If a student is unable to attend an assigned detention, it is the student's responsibility to contact the Dean of Students Office to reschedule the detention. The student will be allowed to reschedule the detention **one time** for medical appointments with documentation or if a student is absent from school per the school attendance report. Practices (sports, fine arts, etc.) or home sporting events are not a valid excuse to miss detention; coaches and fine arts directors may be notified. Other reasons will be at the discretion of the Dean of Students.

- Skipping detention will result in additional disciplinary consequences.
- Failure to complete assigned detentions will result in loss of privileges, including but not limited to participation in sports, fine arts activities, and dress down privileges; the student will receive additional disciplinary consequences up to and including suspension.

RECOVERY TIME:

- Wednesdays 2:45 p.m. – 3:45 p.m. (date is subject to change). Students must arrive on time or will be denied entry and date will have to be rescheduled.
- Must be in school uniform unless it is a Dress Down Day or Spirit Day.
- Students are notified via school email of the date/location of recovery time.
- Parent/guardian is notified if a student has recovery time to complete.
- School work is permitted during recovery time.
- If a student is unable to attend recovery time, it is the student's responsibility to contact the Dean of Students Office to reschedule the recovery time. The student will be allowed to reschedule the recovery time **one time** for medical appointments with documentation or if a student is absent from school per the school attendance report. Practices (sports, fine arts, etc.) or home sporting events are not a valid excuse to miss recovery time; coaches and fine arts directors may be notified. Other reasons will be at the discretion of the Dean of Students.
- Failure to complete assigned recovery time will result in loss of privileges, including but not limited to participation in sports, fine arts activities, and dress down privileges; the student will receive additional disciplinary consequences including detention and suspension.

DISCIPLINE

CCHS expects that discipline will be the joint responsibility of the classroom teacher, the Administration, the student, and the parents/guardians.

Meaningful learning cannot take place without the support and structure of proper discipline both in school and at home. The fundamental goal of this concerted effort is to help students learn effective self-discipline, maturity, and responsibility for one's actions.

Students should behave in a manner that will always be a credit to the school, including on the internet and social media. Students shall refrain from possessing or using any items considered hazardous to the safety of others. Students who in any way reflect poorly on the school will be subject to disciplinary action, up to and including expulsion.

Individual faculty members will be the initial and primary disciplinary authority in the school. At times a teacher may ask the student to remain after school, at break, or lunch for class disruption. If the student is not able to remain after school on the day of the incident, the student should plan to remain after school the following day. The teacher may also find it helpful to contact the student's parents directly to discuss the situation. When necessary, the teacher will consult the Dean of Students.

DRESS CODE

The 2025-26 school year dress code is designed to encourage solidarity and sense of community, good order, discipline, and self-respect. In this regard, all students are expected to be neat, clean, and always properly groomed. Students are expected to observe the school dress code from the time they arrive in the morning until the conclusion of the school day (7:40 a.m. – 2:35 p.m.). Violations of the dress code policy will result in disciplinary action including but not limited to detention, suspension, and being sent home.

UNIFORM SUPPLIER: Flynn O'Hara is the official uniform supplier of CCHS located at 1730 Abbey Place, Charlotte, NC 28209. The website is www.flynnohara.com.

DRESS CODE

- **Shirts:** For the 2025-26 school year, all boys' and girls' shirts must be Flynn O'Hara brand with the approved school logo. **School approved polos with the logo must be worn under all outerwear.** No long sleeve shirts may be worn under the short sleeve uniform shirt. Oversized shirts and sweatshirts are not permitted for any students. Boys' shirts must be tucked in. Approved shirt colors are red, white, and Columbia blue. Oxford shirts with the approved school logo must be tucked in and belted for boys with the uniform approved tie; girls' oxford shirts must be tucked in unless wearing the banded oxford; girls' shirts must be

buttoned (no more than the top two buttons may be left unbuttoned). Oxford shirts must be white or light blue. **(Seniors only may wear the Lands End approved shirts and oxfords with the school logo.)**

- **Outerwear:** Uniform approved crewneck sweatshirts and quarter zips may be worn over a uniform shirt. Uniform approved hooded sweatshirts may be worn on Fridays only. Only uniform approved outerwear may be worn during school hours. Approved colors are red, white, and Columbia blue. Overcoats, raincoats, etc. may not be worn during the school day. Student lockers are available through the Dean of Students Office.
- **Bottoms:** Boys and girls must wear Flynn O'Hara approved pants or shorts with the approved logo. All pants/shorts must fit properly (not skintight, faded, or baggy), and shorts/skirts must be below the fingertips with relaxed shoulders. Pants/shorts colors are navy or khaki. Girls may wear uniform approved skirts daily. **(Seniors only may wear the Lands End approved pants or shorts with the school logo.)**
- **Hair:** Boys' hair cannot touch the shirt collar. No hairstyle may extend below the earlobe on the side or eyebrows in front. Boys may not wear ponytails or headbands at school or any school event. Radical haircuts/styles/unnatural colors are not permitted for any students.
- **Facial Hair:** Boys should be clean shaven, no facial hair, and sideburns may be no longer than the earlobe. Eyebrows may not have radical styles, including lines and designs.
- **Accessories:** Boys are not permitted to wear earrings or any other piercings. Girls are permitted to wear earrings but no other piercings. Patches and Band-Aids may not be used to cover unapproved piercings. Colored pimple patches are not permitted. Visible tattoos are not permitted and must be covered. Students are not permitted to wear hats, hoods, or bandanas in the school building. Boys may not wear nail polish.
- **Shoes:** Shoes must be clean and always worn on campus. All shoes must be closed toed and have a two inch back to secure the shoe to the heel. If boots are worn, pants may not be tucked inside the boots. Slippers of any kind, flipflops, slides, Birkenstocks, Uggs, and Crocs, etc. are not permitted.
- Frayed, patched, faded or torn clothing is not permitted.
- Students with injuries that require wearing braces or boots must

wear uniform pants/shorts if possible. If uniform pants/shorts cannot be worn, the student must wear sweatpants or shorts of approved length. The request to wear different pants/shorts needs to be made to the Dean of Students accompanied by a medical note for duration the brace/boot will be worn.

DRESS CODE FOR MASS DAYS

For Catholics, the Holy Eucharist is the “source and summit of Christian life.” At CCHS, the opportunity to come together as a community in the presence of Jesus is a unique and transformative witness to all it means to be a CCHS student. Mass uniform must be worn on Mass days for the entirety of the school day, even if arriving to school after Mass. Boys must wear the uniform approved pants (khaki or navy) with the approved school logo, oxford shirts (white or blue) with the approved school logo and must be tucked in and belted with the uniform approved tie. Sleeves may not be rolled. Ties must be properly knotted and fastened at the collar; ties may not be tucked in the shirt. Girls must wear the uniform approved skirt and oxford shirt (white or blue) with the approved school logo which must be tucked in unless the oxford shirt is banded. The girls’ shirts must be buttoned (no more than the top two buttons may be left unbuttoned). The skirt must be fingertip length with relaxed shoulders. Girls may wear navy or black straight leggings or tights under their skirts. Uniform approved crewneck and quarter zips may be worn on Mass days over the oxford shirt for boys and girls. Any other approved outerwear is not permitted during Mass. Shoes must be clean and always worn on campus. All shoes must be closed toed and have a two inch back to secure the shoe to the heel. If boots are worn, pants may not be tucked inside the boots. Slippers of any kind, flipflops, slides, Birkenstocks, Uggs, and Crocs, etc. are not permitted.

DRESS CODE FOR DRESS DOWN DAYS

To be eligible to participate in a Dress Down Day, a student must have purchased an activity pass (Dress Down Days included) or must pay their Homeroom teacher \$1 on the specific day. Students will be allowed to wear properly fitted jeans, uniform-style pants of any brand or color, joggers, and sweatpants. Frayed, patched, faded or torn clothing is not permitted. Uniform style shorts or gym shorts are permitted, but they must be below the fingertips with relaxed shoulders. Yoga pants (including flared yoga pants),

leggings of any kind, jeggings, excessively baggy pants, or pajama pants may not be worn at any time. Skirts and dresses must be below the fingertips with relaxed shoulders. If wearing a dress, shoulders must be covered, may not be low cut, or fitted. Crop tops, shirts without sleeves, and shirts/outerwear with inappropriate messages or pictures are not permitted. Undergarments must be completely covered; bra straps may not be seen. Shoes must be clean and always worn on campus. Shoes must be clean and always worn on campus. All shoes must be closed toed and have a two inch back to secure the shoe to the heel. If boots are worn, pants may not be tucked inside the boots. Slippers of any kind, flipflops, slides, Birkenstocks, Uggs, and Crocs, etc. are not permitted. If there is ever question about the appropriateness of your outfit, please see an administrator to ask for approval before wearing the outfit.

DRESS CODE FOR SENIORS ON LAST DAY OF THE WEEK

Seniors are allowed to wear their senior t-shirts or college shirts on the last day of the school week (unless otherwise noted) with jeans, uniform-style pants/shorts, or joggers. Shorts must be below the fingertips with relaxed shoulders. Yoga pants (included flared yoga pants), leggings of any kind, jeggings, or pajama pants may not be worn at any time. Frayed, patched, faded or torn clothing is not permitted. Shoes must be clean and always worn on campus. All shoes must be closed toed and have a two inch back to secure the shoe to the heel. If boots are worn, pants may not be tucked inside the boots. Slippers of any kind, flipflops, slides, Birkenstocks, Uggs, and Crocs, etc. are not permitted. Outerwear must follow uniform dress code.

DRESS CODE FOR SPIRIT DAYS

On spirit days, students will be permitted to wear CCHS tops, including CCHS t-shirts and CCHS outerwear within uniform guidelines **with uniform approved bottoms**. Daily (non-Mass) uniform guidelines apply.

DRESS CODE FOR EXAMS (including AP exams)

Freshmen, Sophomores, and Juniors must be in daily (non-Mass) school uniform. Seniors may dress down per the Dress Down Day guidelines.

DRESS CODE FOR RETREATS

Students will follow Spirit Day guidelines.

Disciplinary Guidelines for Weekly Dress Code Violations:

- **1st Offense** – Warning
- **2nd Offense** – Detention
- **3rd Offense** – Detention and loss of Dress Down Day privileges for the semester; refunds will not be issued on activity passes.

Continual dress code violations will result in disciplinary action up to and including in school suspension, out of school suspension, being placed on a contract, and being sent home.

Dress code exceptions for special occasions must be made to the Dean of Students at least 24 hours in advance of the event. This includes, but is not limited to, sporting events, retreat days, field days, club events, or any school sponsored event.

DRESS CODE FOR SCHOOL DANCES

Gentlemen: Suits with a dress shirt/oxford and tie OR a sport coat, dress shirt/oxford with pants, and a tie.

Ladies: Dresses with spaghetti straps, strapless or halter tops are acceptable, providing that the drop of the neck does not show cleavage. Dresses must be below the fingertips with relaxed shoulders. If wearing a backless dress, it cannot drop below one's mid-section. Low cut dresses or those that are see-through, have extreme cutouts, or those with mesh material are not permitted.

PROM (Formal Event)

Gentlemen: Semi-formal attire that includes either a tuxedo, suit and tie, or a sport coat with pants and a tie.

Ladies: Dresses with spaghetti straps, strapless or halter tops are acceptable, providing that the drop of the neck does not show cleavage. Please ensure that dresses are full length, and if wearing a backless dress, it does not drop below one's mid-section. Low cut dresses or those that are see-through, have extreme cutouts, or those with mesh material are not permitted.

***Students, both CCHS and guests of CCHS students, not adhering to the dance dress code guidelines will not be permitted to enter the dance.**

DRUGS AND ALCOHOL

The school recognizes all federal, state, and local laws, with regards to drugs and alcoholic beverages. The school will not tolerate the use of prohibited drugs or the use of alcoholic beverages by any student on the school campus or at school-sponsored events off-campus.

Any student caught using drugs and/or alcohol, in possession of drugs and/or alcohol, or under the influence of drugs and/or alcohol will be suspended or expelled. The student will also be required to have an assessment at Dilworth Center for Chemical Dependency and complete three (3) drug tests at Charlotte Catholic High School. The cost of the assessment and three (3) drug tests will be the responsibility of the parents/guardians.

A drug test is considered positive if any amount of THC/illegal substance is indicated on the test results. If a student is caught attempting to falsify a drug test, the test will be treated as a positive and will lead to disciplinary action up to and including expulsion.

Random drug tests are administered at Charlotte Catholic High School during the school year. The test may require missed class time, but CCHS attempts to keep the time at a minimum. A drug dog is brought on campus several times during the year. Any car, backpack, and/or bag the dog is alerted to will be searched. Parents/guardians will be notified of drug test results, if a student's car or personal belongings is searched, or if anything illegal is found. Any student found selling drugs and/or alcohol on campus or at school-sponsored events off campus will be expelled. Any student buying drugs and/or alcohol on campus or at school-sponsored events off-campus will receive disciplinary action up to and including suspension, forced withdrawal, or expulsion. Any student asking another student for or providing a student with a urine sample or assist in falsifying a drug test will receive disciplinary action up to and including suspension, forced withdrawal, or expulsion. For more information, refer to the Charlotte Catholic High School Drug and Alcohol Policy on the CCHS website.

ELECTRONIC DEVICES

Students are not permitted to use electronic devices including, but not limited to cell phones, smart watches, tablets, ear buds/air pods, headphones, cameras, smart glasses, or devices that record video and/or audio on campus between 7:40 a.m. - 2:35 p.m.; they should remain off and enclosed in the student's backpack for the entirety of the school day. If a student is seen using any of these devices, it will be taken and turned over to the Dean of Students Office. If there is a medical need and authorized by the CCHS school nurse, the student may keep their cell phone accessible for medical use only; if a student with medical authorization is using their device for unapproved reasons, including, but not limited to, gaming, communication with other students, social media, using the device during class for academic purposes/access to information regarding school work during the school day, the student will be subject to disciplinary action.

Violations:

1st Offense:

- The device will be turned into the Dean of Students Office by Faculty/Staff.
- The student can pick up the device at the end of the school day. If the device is taken after 11:00 a.m., the device needs to be turned in the next day by 7:40 a.m. to the Dean of Students Office and may be picked up at the end of the respective school day.

2nd Offense:

- The device will be turned into the Dean of Students Office by Faculty/Staff.
- The student can pick up the device at the end of the school day. If the device is taken after 11:00 a.m., the device will need to be turned in the next day by 7:40 a.m. to the Dean of Students Office and may be picked up at the end of the respective school day.
- The student will serve one hour of detention.

3rd Offense:

- The device will be turned into the Dean of Students Office by Faculty/Staff.
- The parent/guardian will be notified to pick up the device in person from the Front Office.
- The student will serve one hour of detention.

- The student's device will need to be turned into the Dean of Students Office for five school days and may be picked up at the end of each school day.
- Failure to turn in the device to the Dean of Students Office will result in further disciplinary action.

4th Offense:

- The device will be turned into the Dean of Students Office.
- The parent/guardian will be notified to pick up the device in person from the Front Office.
- The student will serve one hour of detention.
- The student's device will need to be turned into the Dean of Students Office for the remainder of the semester and may be picked up at the end of each school day.
- Failure to turn in the device to the Dean of Students Office will result in further disciplinary action.

A student that is caught turning in a “fake” or “duplicate” phone when in a disciplinary protocol will be suspended.

FORGING

Forging a signature is a grave matter and is contrary to our school's vision. If a student forges a signature, the parents will be called, and the student will face disciplinary action up to and including forced withdrawal.

HARASSMENT/BULLYING/HAZING/INTIMIDATION

These behaviors are not permitted at CCHS. Students will be disciplined according to the seriousness of the offense; such discipline could lead to suspension, forced withdrawal, or expulsion. This applies to actions that occur during school hours on campus and extra-curricular activities sponsored by CCHS, including activities of clubs, sports, etc. on or off campus.

Violations include but are not limited to:

- Cyber
- Physical

- Sexting/sexual
- Social
- Derogatory/inflammatory language/verbal
- Defamation
- Sharing false information
- Taking a picture or recording any student, staff, faculty, coach without their permission; sharing on social media with malintent
- Forcing someone to do something against their will
- Sending threatening or intimidating communication

HATE/BIAS

Hate and bias of CCHS students or faculty/staff regarding race, color, disability, or ethnic origin is not permitted. Use of slurs, discriminatory language, name-calling, jokes, imitating/mimicking etc. will not be tolerated; this includes verbal, written, or through social media. Violators will be subject to disciplinary action up to and including expulsion. This rule applies to classes, extra-curricular activities sponsored by CCHS, including activities of clubs, sports, etc. on or off campus.

HONOR CODE

The Christian philosophy of Charlotte Catholic High School is the basis for our Honor Code. The Honor Code represents the spirit of decency and fairness, which is an essential quality of a good citizen. It places in the hands of each student the responsibility for honorable conduct as a way of life. A student who attends CCHS must be willing to accept this responsibility. All students are expected to work within the framework of the Honor Code.

Personal honor and integrity, honesty, and respect in thought, word, and deed towards individuals and institutions are essential qualities of a student at Charlotte Catholic High School.

PRINCIPLES

The Honor Code is based upon these principles:

- A student's word is his or her bond.
- A student respects the integrity of personal and school property.
- A student has respect for intellectual and academic honesty.

- A student's conduct is always that of responsibility, loyalty, and consideration.

ACADEMIC HONOR PLEDGE

"I pledge my honor that I have neither given nor received unauthorized assistance in any form on this assignment."

ARTICLE 1

Violations of the Honor Code include, but are not limited:

- The theft or destruction of another person's or school property.
- Lying to any member of the school's faculty or staff.
- Any attempt to give or receive assistance in any way or form in connection with academic work for credit which is to represent the student's own effort. This includes a tutor completing an assignment or a parent/guardian completing an assignment for a student.
- Plagiarism.
- Use of AI.
- Pressuring students to share unauthorized information.
- Completing an assignment for another student/use of another student's work as their own.
- Use of unauthorized materials during an exam, test, quiz, or any graded assignment.
- Use of electronic devices during an exam, test, quiz, or any graded assignment regardless of content on the device.
- Communicating information regarding an exam, test, quiz, or any graded assignment unless permitted by the teacher for group work.
- Copying/sharing individual assignments with other students.

ARTICLE 2

- The phrase "I pledge my honor" written at the end of any scholastic work done for credit is an abbreviation of the statement, "I pledge my honor that I have neither given nor received unauthorized assistance in any form on this assignment."
- **Unauthorized assistance includes, but is not limited to the following:**

- **use of AI.**
- **sharing verbal, written, or electronic information with other students on any course assignments, including, but not limited to homework, quizzes, tests, essays/papers, or projects.**
- **a tutor, parent/guardian, sibling, friend, classmate, etc. completing any part of an assignment.**
- **any information not authorized by the teacher.**
- Students will be asked to sign a hard copy of the pledge at the beginning of the school year that will be kept on file. Students will also be asked to sign the pledge on their assignments as indicated by the teacher.
- Any student not signing the pledge to his/her paper will be notified by the faculty member correcting the test paper, and then, if student refuses to sign the pledge, he/she will be reported to the Honor Council.

ARTICLE 3

- A student who has violated the Honor Code can be reported to the Honor Council by another student or faculty/staff member.

ARTICLE 4

- The Honor Council, without altering in any way the provisions of this Honor Code, may take whatever measures it deems necessary to perpetuate the Honor Code.
- Any decision recommending suspension or expulsion will be referred to the Head of School.
- Decisions made by the Honor Council may be appealed to the Head of School within 24 hours of the decision.
- A student's counselor will be notified by the Dean of Students of any Honor Code violations.

ARTICLE 5

- The Honor Council shall be composed of the Dean of Students, appointed faculty members, and appointed students.
- The Honor Council shall meet as necessary with the Head of School's approval to hear cases involving a breach of the Honor Code.

ARTICLE 6

- The effectiveness and success of the Honor Code lies in the cooperation of the student body.

Academic Integrity, Character, and Honesty:

At Charlotte Catholic, we want our students to have high moral standards. These standards include being responsible for their actions, learn how to advocate for themselves, and to take accountability for their choices in word and deed.

A student is responsible for their OWN work. Making a choice to share information or copy another student's work is solely the responsibility of the student, and the student will be held accountable for their choices. Students are also responsible for reporting any Honor Code infractions to their teacher, counselor, or Dean of Students.

Violations will result in loss of, suspension from, or prevention of membership in Honor Societies for one year. Disciplinary action is at the discretion of the Honor Council and the Dean of Students and/or Head of School. Violations are cumulative over the student's enrollment at CCHS.

ITEMS THAT ARE BANNED

Students may not bring on campus items such as, but not limited to, knives (including pocket, Swiss Army, switchblades), pepper spray, mace, matches, lighters, weapons (including air guns, paintball guns), or any other items that may distract from the learning environment or be harmful to others. All of these and other like items are banned from campus, and all school-sponsored events, on or off campus.

Any of the above-mentioned items will be taken from the student, the parent will be called, and the student will be subject to disciplinary action that may include suspension or expulsion.

MEDIA CENTER EXPECTATIONS

GUIDELINES:

- The media center is the place to read, research, study, or find a book.
- Be respectful of others and always maintain an academic environment.

- Use a quiet voice.
- Food and drinks are not allowed.
- The media center is not to be used as a social gathering place.
- Students are not permitted to use electronic devices including, but not limited to cell phones, smart watches, tablets, ear buds/air pods, headphones, cameras, smart glasses, or devices that record video and/or audio on campus between 7:40 a.m. - 2:35 p.m.
- Clean the used space before leaving, including pushing in the chair and throwing away trash.
- All books, etc., must be checked out either by media staff or through self-checkout. Students are responsible for the return of items borrowed.

MEDIA CENTER PASSES:

Students not accompanied by a teacher need to:

- Present a signed and dated pass from their teacher which includes the student's name and purpose of the visit.
- Turn in their student ID at the help desk upon entering the media center. Students will pick up their student ID as they leave the media center to return to class.

Reimbursement for lost or damaged materials is expected if item is not returnable. All books, materials, and financial obligations must be cleared before exams each semester.

PROHIBITED AREAS

During the school day, students are not permitted:

- To be in cars, in the parking lot, or outside in undesignated areas.
- To be in the locker rooms during the school day unless approved for PE classes.
- To be in a bathroom stall with another student. Any student in a stall with another student will be subject to a drug test (parent/guardian will be responsible for the cost of the test), will receive an electronic device violation if applicable, and will receive disciplinary action. Drug test results may determine further disciplinary action.
- Students must enter the building through the main entrance only. Students may not enter or allow entry to other students, faculty, or

visitors through any doors including, but no limited to, side doors, cafeteria patio doors, locker room doors, Fine Arts building doors, etc. Students will be subject to disciplinary action if allowing entry from prohibited doors.

SMOKING/TOBACCO/ELECTRONIC CIGARETTES/VAPES

Students are not permitted to possess, smoke, or use any type of tobacco product, oral nicotine pouches, or electronic cigarettes/vapes on campus or at school-sponsored events. If using any of the above-mentioned products on campus, on school sponsored trips, or at school-sponsored events on or off-campus, the student will be subject to a drug test (parent/guardian will be responsible for the cost of the test) and will receive disciplinary action. Drug test results may determine further disciplinary action.

Caffeine pouches are not permitted on campus.

STUDENT ID

Students will be issued school IDs at the beginning of each year. **Students are responsible for always having their Student IDs with them for the duration of the school day.** Student IDs will be used for attendance. Any student not having an ID will be directed to the Dean of Students Office for a replacement ID at a cost of \$5.

STUDENT REQUIRED USE & INTERNET SAFETY POLICY (RUP)

CCHS provides every student with a school computer, a Google branded school email account, in-school access to the Internet, access to network resources such as printers, projectors, distribution lists and subscriptions, and appropriate software based upon course enrollment.

The computer is the property of CCHS and is subject to inspection by an Administrator or teacher upon request. Files stored and information accessed, downloaded, or transferred on school-owned technology are not private. CCHS also provides AppleCare and Accidental Insurance coverage for each computer. This is offered free of charge up to two times; the third instance of damage may result in a fee to cover repair.

TERMS OF THE RUP:

- Students are required to use the computer in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and the student behavior guidelines of CCHS.
- Students are required to follow the teacher's guidelines for computer usage while in the classroom.
- Students will not set up or access personal emails on school issued computers.
- Students will not utilize proxy servers, VPNs, incognito modes, Hotspots, etc. Use of these items is viewed as an attempt to bypass firewall and content filtering and will not be allowed.
- Students are required to bring their school issued fully charged MacBook Air to school every day with the school issued case on the device.
- Students will not delete or add files or software to school computers without permission from the technology staff. This includes apps.
- Students may not use the computer to access non-educational websites.
- Students are required to check their school email **daily**.
- Students are required to shut down and restart the computer at least once a week.
- Students are requested to report to responsible personnel (administrator, counselor, or teacher) any incident of cyberbullying.
- Students are required to keep passwords private and will not attempt to discover passwords of other students.
- Students will not use school email/internet to make online purchases unrelated to education.
- Students will utilize a Google branded school drive to keep a daily backup of all school related files.

Students are expected to exercise good judgment and to utilize technology with integrity. Any violation of the Required Use and Internet Safety Policy or computer misuse will result in disciplinary action up to and including expulsion.

In realizing that not every situation can be anticipated, the CCHS Administration, the Mecklenburg Area Catholic Schools, and the Diocese

of Charlotte reserve the right to determine consequences for actions and behavior not included in the Required Use Policy.

Violations:

1st Offense: Student's computer will be erased and reimaged by the technology department.

2nd Offense: Student's computer will be erased and reimaged by the technology department. The student will serve an in-school suspension.

3rd Offense: Student's computer will be erased and reimaged by the technology department. The student will serve an out of school suspension; parent meeting will be scheduled; and student will be placed on a contract.

Disciplinary action for technology violations may also include the Dean of Students revoking a student's computer privileges.

AI POLICY

Artificial intelligence (AI) has become an increasingly prevalent tool in higher education, including college classes. There are certainly pros and cons to using AI technology in the classroom, as it can enhance student learning and streamline certain processes, but it also raises concerns about the potential overreliance on technology and the risk of devaluing the importance of original and creative student work. It is important to remember that AI, including Chat GPT, should be viewed as a tool and helper, rather than a replacement for human intelligence and creativity. As educators and students navigate the use of AI technology in the classroom, it is crucial to strike a balance between utilizing its benefits and preserving the value of authentic student contributions. Accordingly, CCHS has implemented the following:

- We take academic integrity very seriously, and therefore we will be using Turnitin.com to check for any instances of plagiarism or AI content. Turnitin.com uses AI content detection to compare a student's work against a vast database of sources and identify any instances of copied or unoriginal content.
- If AI-generated content is detected in a student's work, it will be dealt with according to our school's academic integrity policies.

- This policy is not meant to restrict a student’s creativity or research. We want students to explore and learn as much as possible in their classes, but we also want students to do it with integrity and honesty. We encourage students to reach out to the media center staff and/or Administration if they have questions or concerns about this policy or academic integrity in general.
- For further clarification, including best practices and examples, please refer to the “Charlotte Catholic Policy on AI” on the school website.

STUDENT LIFE

ACTIVITIES

The school Administration shall be responsible for controlling all athletic contests and all other school activities. All requests for school activities must be submitted in writing to the Administration for approval.

ATHLETICS

Charlotte Catholic High School is a member of the North Carolina Athletic Association. We participate in the NCHSAA and are a member of the 6A/7A Southern Carolina Conference. In addition to the State regulations for athletic programs, the following rules are followed by the coaches and athletes at CCHS.

To be eligible to play a sport, a student must maintain a 2.0 grade point average. During any school year, a student who fails one or more courses for any marking period will need to complete three (3) hours of tutoring each week per failing class to be eligible to participate in practice and sports contests. A student falling below a 2.0 grade point average will need to complete three (3) hours of tutoring each week per each class with less than a C average. Prior approval by Administration is needed in selecting a tutor. The student will need to continue the tutoring until the end of the season or until the student passes the courses for the following marking period. Non-compliance for two weeks will result in the student being dismissed from the team.

The marking periods shall be defined as the first quarter grades, first semester grades, and third quarter grades. If a spring sport extends beyond the last day of school, the second semester grades shall be used to determine eligibility.

If a student-athlete uses drugs, alcohol, or tobacco products during his/her athletic season, the following consequences will apply:

- The first offense will be suspension from playing in games/matches. The number of game/match suspensions will be determined by the Administration.
- If there is a second offense during the same school year, the student-athlete will be ineligible to play sports for the remainder of the school year.

All athletes will receive the Athletic Student Handbook.

CLUBS

2025-2026 CLUB GUIDELINES

- Teacher Advisors are required to be present at and supervise all those activities sponsored by clubs which they advise.
- All clubs must be approved by an Assistant Principal and Campus Ministry Coordinator. Clubs must have a clearly defined purpose and will be denied if there is a current active club that can be joined.
- Clubs must meet at least once per month and have the Teacher Advisor present at the meetings.
- Attendance must be taken at each meeting and submitted at the end of the year.

DANCES

School dances and dance themes must be approved by the Administration. All students are to enter the designated area for the dance when they arrive on the premises. **Students who leave the areas designated for the dance may not return to that function.** Students are permitted to bring a guest provided that a guest form be filled out and submitted to the Dean of Students by the assigned deadline for approval. Guests must be no younger than 9th grade and no older than sophomore in college to attend.

SCHOOL COLORS & MASCOT

The school colors are Columbia blue, white, and red. The mascot is the Cougar.

SPIRIT STORE

The Cafeteria Spirit Store will be open two (2) days/week during student break and lunch periods. Times and days vary based on volunteer availability and school schedule. The Stadium Spirit Store is open during select field events. Merchandise may also be ordered from the online school store located here:

<https://www.charlottecatholic.org/online-store>

STUDENT COUNCIL

The Student Council consists of elected positions of president, first vice-president, second vice-president, secretary, and two grade level representatives for each grade. The treasurer or two (2) co-treasurers are appointed by the elected members of the Executive Council and the faculty advisor.

Following are the duties of the officers, representatives, and advisors:

- President is to act as presiding officer over the meetings.
- First Vice-President assists the President and takes the place of the President in his/her absence.
- Second Vice-President assists the First Vice-President and serves as an additional member of the Executive Council.
- Treasurer manages and maintains all student funds of the school and works in conjunction with the treasurers of the clubs.
- Secretary will handle all communication by phone/text/email, other written correspondence, and recording of meeting minutes.
- Representatives communicate to their class the actions of the Student Council and bring to the Council the problems and concerns of their classmates.
- Advisors will supervise all Council functions, advise on appropriate action, and present the work of the Council to the faculty and Administration.

The purpose of the Student Council is to act as a link among the students, faculty, and the Administration. The Council's responsibilities are to work with problems brought to them by students, teachers, or administrators. In addition, the Student Council provides service projects for the entire student body. The work of the Student Council varies each year, as members promote strong, Catholic values by encouraging school spirit and demonstrating servant leadership.

Procedure for the Student Council Elections:

- Self-nomination must be in writing.
- Vote is by secret ballot.
- The student who wins the greatest number of votes wins the office.
- If the President needs to be replaced, the Vice-President will fill the vacant position. If an officer needs to be replaced, a special election will be called, or the position may remain vacant for the remainder of the year.

STUDENT LEADERSHIP

Students holding elected offices for the student body, clubs, classes, athletic teams, etc. are responsible for consistently conducting themselves in a manner that is reflective of their position and of the Catholic values upheld by the CCHS community. Any student whose behavior results in suspension will be removed from his/her position. If a student fails one or more courses for any marking period, the student may not run for or hold an office of the student body, club, class, athletic team, etc. until the next marking period provided the student is passing all courses.

****Calendar dates in the planner are subject to change.**

PRAYERS

Our Father:

Our Father, Who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation but deliver us from evil. Amen.

Hail Mary:

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen. Behold the handmaid of the Lord: Be it done unto me according to Thy word. Amen.

Glory Be:

Glory Be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

Prayer Before Meals:

Bless us, O Lord! and these Thy Gifts, which we are about to receive from Thy bounty, through Christ Our Lord. Amen.

Prayer After Meals:

We give Thee thanks, Almighty God, all Thy benefits, who lives and reigns forever and ever. Amen. And may the souls of the faithful departed, through the mercy of God, rest in peace. Amen

Angelus:

V/. The Angel of the Lord declared unto Mary,

R/. And she conceived of the Holy Spirit. Hail Mary, full of grace, the Lord is with you; blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

V/. Behold the handmaid of the Lord, R/. Be it done unto me according to your Word. Hail Mary...

V/. And the Word was made flesh,

R/. And dwelt among us. Hail Mary...

V/. Pray for us, O holy Mother of God,

R/. That we may be made worthy of the promises of Christ. Let us pray. Pour forth, we beseech you, O Lord, your grace into our hearts: that we, to whom the Incarnation of Christ your Son was made known by the message of an Angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ our Lord. Amen.

Regina Cæli:

V/. Queen of Heaven, rejoice, alleluia.

R/. For He whom you did merit to bear, alleluia.

V/. Has risen, as he said, alleluia.

R/. Pray for us to God, alleluia.

V/. Rejoice and be glad, O Virgin Mary, alleluia.

R/. For the Lord has truly risen, alleluia. Let us pray. O God, who gave joy to the world through the resurrection of Thy Son, our Lord Jesus Christ, grant we beseech Thee, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

Prayer to St. Michael the Archangel:

Saint Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do Thou, O Prince of the Heavenly Host, by the Power of God, cast into hell Satan and all the evil spirits, who prowl through the world seeking the ruin of souls. Amen.

Prayer to Holy Spirit:

Come, Holy Spirit, fill the hearts of your faithful
and kindle in them the fire of your love.

Send forth your Spirit and they shall be created,
and you shall renew the face of the earth.

Let us pray.

O God, who by the light of the Holy Spirit, did instruct the hearts
of the faithful, grant that by the same spirit we may be truly
wise and ever enjoy his consolations.

Through Christ our Lord. Amen.

Hail Holy Queen:

Hail, holy Queen, Mother of mercy, our life, our sweetness and our hope. To thee do we cry,
poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in
this valley of tears. Turn, then, most gracious advocate, thine eyes of mercy toward us, and
after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving,
O sweet Virgin Mary.

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray. Almighty and everlasting God, Who by the working of the Holy Spirit didst
prepare both body and soul of the glorious Virgin Mother, Mary, that she might deserve to
be made a worthy dwelling for Thy Son, grant that we who rejoice in her memory, may, by
her loving intercession, be delivered from present evils and from lasting death, through the
same Christ our Lord. Amen.

Nicene Creed:

I believe in one God,
the Father almighty,
maker of heaven and earth,
of all things visible and invisible.
I believe in one Lord Jesus Christ,
the Only Begotten Son of God,
born of the Father before all ages.
God from God, Light from Light,
true God from true God,
begotten, not made, consubstantial with the Father;
through him all things were made.
For us men and for our salvation
he came down from heaven,
and by the Holy Spirit was incarnate of the Virgin Mary,
and became man.
For our sake he was crucified under Pontius Pilate,
he suffered death and was buried,
and rose again on the third day
in accordance with the Scriptures.
He ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory
to judge the living and the dead
and his kingdom will have no end.
I believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son,
who with the Father and the Son is adored and glorified,
who has spoken through the prophets.
I believe in one, holy, catholic and apostolic Church.
I confess one Baptism for the forgiveness of sins
and I look forward to the resurrection of the dead
and the life of the world to come. Amen

Prayer to St. Joseph:

To you, O blessed Joseph,
do we come in our tribulation,
and having implored the help of your most holy Spouse,
we confidently invoke your patronage also.

Through that charity which bound you
to the Immaculate Virgin Mother of God
and through the paternal love
with which you embraced the Child Jesus,
we humbly beg you graciously to regard the inheritance

which Jesus Christ has purchased by his Blood,
and with your power and strength to aid us in our necessities.
O most watchful guardian of the Holy Family,
defend the chosen children of Jesus Christ;
O most loving father, ward off from us
every contagion of error and corrupting influence;
O our most mighty protector, be kind to us
and from heaven assist us in our struggle
with the power of darkness.

As once you rescued the Child Jesus from deadly peril,
so now protect God's Holy Church
from the snares of the enemy and from all adversity;
shield, too, each one of us by your constant protection,
so that, supported by your example and your aid,
we may be able to live piously, to die in holiness,
and to obtain eternal happiness in heaven.
Amen.

The Memorare:

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired by this confidence, I fly unto you, O Virgin of Virgins, my Mother; to you I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy hear and answer me. Amen.

DATES FOR PLANNER:

Aug 20	First Day of School
Aug 22	MASS
Aug 23	SAT at CCHS
Aug 27	MASS
Sept 1	Labor Day Holiday – No School
Sept 3	MASS/Back to School Night
Sept 4	Dress Down Day
Sept 10	MASS
Sept 11	Freshmen Retreat
Sept 13	SAT at CCHS
Sept 17	MASS
Sept 24	MASS/Picture Day
Sept 26	Diocesan Professional Day – No School
Oct 1	MASS
Oct 2	Dress Down Day
Oct 4	SAT at CCHS
Oct 7	Picture Retake Day
Oct 10	Homecoming Football Game
Oct 11	Homecoming Dance
Oct 15	PSAT 9 th -11 th
Oct 16	End of 1 st Quarter
Oct 17	Early Dismissal/Teacher Workday
Oct 21	Choral Concert
Oct 22	MASS/Band Concert
Oct 23	Report Cards
Oct 23-25	Fall Play
Oct 30	Early Dismissal/Conferences/A, C, E, G classes
Oct 31	Early Dismissal/Conferences/B, D, F, G classes
Nov 1	Solemnity of All Saints
Nov 5	MASS
Nov 6	Dress Down Day
Nov 7-8	NCTC
Nov 8	SAT at CCHS
Nov 10-11	Senior Retreat
Nov 11	MASS

Nov 14	Early Dismissal
Nov 19	MASS
Nov 20	Early Dismissal/A, C, E, G classes
Nov 21	Early Dismissal/B, D, F, G classes
Nov 24-28	Thanksgiving Holiday – No School
Dec 3	MASS/Choral Concert
Dec 4	Dress Down Day
Dec 6	SAT at CCHS
Dec 8	Solemnity of the Immaculate Conception – No School
Dec 10	MASS
Dec 13	Band Concert
Dec 15	Exams A/B
Dec 16	Exams C/D
Dec 17	Exams E/F
Dec 18	Exams G
Dec 19	Early Dismissal/End of 2 nd Quarter/Make-Up Exams
Dec 22-Jan2	Christmas Break – No School
Jan 1	Solemnity of Mary
Jan 5	School Resumes
Jan 7	MASS
Jan 8	Dress Down Day/Report Cards
Jan 14	MASS
Jan 16	Early Dismissal
Jan 19	MLK Holiday – No School
Jan 26-30	Catholic Schools Week
Jan 28	MASS
Feb 4	MASS
Feb 5	Junior Retreat
Feb 12	Dress Down Day
Feb 13	Diocesan Professional Day – No School
Feb 16	President's Day – No School
Feb 18	Ash Wednesday/Mass
Feb 27	Early Dismissal
Mar 4	MASS/Choral Concert
Mar 5	Dress Down Day/Band Concert
Mar 11	MASS
Mar 12	End of 3 rd Quarter

Mar 13	Early Dismissal
Mar 14	SAT at CCHS
Mar 18	MASS
Mar 19	Feast of St. Joseph/Report Cards
Mar 25	MASS
Mar 24-28	Musical
Mar 29	Palm Sunday
Apr 1	Early Dismissal
Apr 2-10	Easter Break
Apr 2	Holy Thursday
Apr 3	Good Friday
Apr 5	Easter Sunday
Apr 13	School Resumes
Apr 15	MASS
Apr 16	Sophomore Retreat
Apr 22	MASS
Apr 23	Dress Down Day
Apr 25	Prom
Apr 28	Choral Concert
Apr 30	Band Concert
May 1	MASS/May Crowning
May 2	SAT at CCHS
May 4-15	AP Exams
May 7	Dress Down Day
May 11-15	Senior Exams
May 18-22	Senior Week
May 19	Baccalaureate Mass
May 20	G/F Exams/Senior Awards
May 21	E/D Exams
May 22	Graduation
May 25	Memorial Day – No School
May 26	C/B Exams
May 27	A Exam
May 28	Make-Up Exams/Last Day of School

