

**Pensacola
Catholic High School
2018-2019 PARENT/STUDENT HANDBOOK**

This Handbook Belongs to:

Name: _____

**3043 West Scott Street
Pensacola, Florida 32505
(850) 436-6400 / FAX (850) 436-6405
www.pensacolachs.org**

School Motto: *Pro Deo et Patria*
which translates
"For God and Country"

School Mascot: *Crusaders*

Accredited by

THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Member of

THE NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION

Principal – Sr. Kierstin Martin, A.S.C.J.
Assistant Principal – Mr. Jim Edler
Athletic Director – Mr. Richard LaBounty
Director of Facilities and Events – Mr. Matt Adams
Dean of Students – Mr. Troy Faucheaux

2018-2019 STUDENT COUNCIL OFFICERS

General Representatives

| | |
|--|---|
| President - <i>Christian Dukes</i> | Senior: <i>Caroline Buer, Ryan Champion</i> |
| Vice President – <i>Makenna Thorsen</i> | Junior: <i>Tinley Bailey, Noah Brady, Nicholas Dimitroff</i> |
| Secretary - <i>Mary Wolff</i> | Sophomore: <i>Nicole Hoppe Clayton Meyers</i> |
| Treasurer - <i>Abigail Remke</i> | |

Senators: *Azriel Boles, Braden Ball, Tommy
Frosch, Mary Galloway, Perter James
Mougey, Lauren Garrett*

2018-2019 CLASS OFFICERS

| | <u>Senior</u> | <u>Junior</u> | <u>Sophomore</u> |
|------------------------|--------------------------|--------------------------|-------------------------|
| President: | <i>Michael Eddins</i> | <i>Gramm Talbert</i> | <i>Darcy Sullivan</i> |
| Vice President: | <i>Madeleine Leidner</i> | <i>Elizabeth Manning</i> | <i>Emily Young</i> |
| Secretary: | <i>Ansley Majewski</i> | <i>Ally Sullivan</i> | <i>Kinsey King</i> |
| Treasurer: | <i>Faith Fell</i> | <i>Olivia West</i> | <i>Claire Allison</i> |

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PENSACOLA CATHOLIC HIGH SCHOOL ALMA MATER

To raise up sterling people of God, Oh Catholic High, Catholic High,
To love our country everyone, Oh Catholic High, Catholic High.
This is thy aim, thy noble role: To lead us on to reach our goal.
God bless thee always through the years,
Our thanks to thee; Catholic High.

THE PENSACOLA CATHOLIC HIGH SCHOOL LOGO



The *official Logo* of Catholic High embodies in its symbolism the ideals of Christianity and patriotism. Central to the Logo is the school mascot, *The Crusader*, holding a shield which is significant of faith in God and His protection. Christ, symbolized by *His Cross* contained on the shield, suggests the sacrifice demanded of His followers. The *Motto* of the school, striped across the banner, indicates that our philosophy promotes service and allegiance to God and country. The motto is the focal point to which all our activities are directed.

PHILOSOPHY AND OBJECTIVES

"Love one another as I have loved you" (John 13:34) is the command of Jesus Christ to those who follow Him. Pensacola Catholic High School believes this command is a mandate for Catholic education. The school philosophy is based on a desire to understand and follow the Scriptures and Tradition of the Catholic Church.

The school desires to lead students in the development of a value system which will prepare them for the challenges of life with its hope and promise.

To enable students "to reach full maturity in Christ" (Ephesians 4:13) -- spiritually, intellectually, culturally, socially and physically -- the school strives to help them realize their place and role as Christians in an increasingly interdependent global society. Love must be the central theme of the students' development in order for them to understand this interdependence since God calls everyone to respond to His vision of peace and justice.

In the light of the call from the Lord, Pensacola Catholic High School sets the following objectives:

SPIRITUAL

1. To lead students to a deeper personal relationship with God through opportunities for worship and prayer;
2. To teach by word and example the Gospel values and the Tradition of the Catholic Church in a sound religious curriculum;
3. To foster a community of faith and hope to meet the challenges and difficulties that are experienced in the world;
4. To promote projects of service as a means of developing leadership and commitment to the school, community and society;
5. To continue the formative process of developing self-awareness and self-esteem in all aspects of human relationships and values.

INTELLECTUAL/CULTURAL

1. To stimulate a desire to learn;
2. To strive for academic excellence;
3. To provide a basic curriculum stressing fundamental academic skills;
4. To provide an academic program which will prepare each student for college and/or a career;
5. To cultivate an understanding and appreciation of cultural and historical heritages, particularly the impact of Christianity on Western society.

SOCIAL

1. To further the development of a social consciousness which will inspire students to act for peace and justice;
2. To provide extracurricular activities that promote interest and involvement in all aspects of human development;
3. To provide opportunities for leadership and service within and beyond the school community;
4. To maintain an atmosphere conducive to learning through consistent standards of discipline;
5. To challenge students to a Christian response to today's social, economic and ecological problems.

PHYSICAL

1. To provide a physical education program designed to develop and maintain the optimum physical condition of students;
2. To provide a program of extracurricular athletic activities;
3. To provide for health education in related subject areas.

Mission Statement

Our Mission is to develop responsible Christian individuals by providing the finest in Catholic education.

Vision Statement

Pensacola Catholic High School is a vibrant Christian community offering quality education while emphasizing the teachings of the Gospel, the intrinsic value of the individual and commitment to service.

Core Values

Selfless Love

We recognize and accept the uniqueness of every individual. God calls us to love one another. Selfless love involves respecting life as a gift from God, loving your enemies, and giving unconditional love to your fellow man.

- Treat others the way you want to be treated.
- Be sensitive to the feelings of others.
- Respect someone else's opinion even if it differs from yours.
- Help others who are in need of your help.
- Respect one another.

Commitment to Excellence

We strive for excellence in the spiritual, intellectual, physical development of the whole individual.

- Constant effort towards continuous improvement.
- Complete assignments promptly and to the best of our ability.
- Maintain a positive mental attitude.
- Accept responsibility.
- Maintain a high standard of academic excellence.
- Maintain self discipline and perseverance.
- Establish goals and work towards them.

Personal Integrity

We recognize the importance of being honest and Christ-like in making decisions and in the way we conduct ourselves.

- Tell the truth at all times.
- Do what you say you are going to do.
- Do not gossip and spread rumors.
- Accept responsibility and consequences for your actions.
- Live the Gospel message.
- Conduct yourself in an ethical manner.
- Always do the right thing.

Commitment to Service

We believe that to serve others is to serve God and that serving God is the greatest thing that we can do in our life.

- Give willingly of your talents to others.
- Give witness to the Gospel.
- Help others who are in need of help.
- Contribute to the betterment of the school by being involved outside of the classroom.
- Tutor someone who needs help in a subject in which you do well.
- Volunteer for community service.

Additional policies, not contained in this Handbook, related to standards of ethical conduct for administrators and instructors are available on the Diocese of Pensacola-Tallahassee website at www.ptdiocese.org.

Catholic High School reserves the right to interpret the following rules and policies as individual situations and needs arise.

FINANCE INFORMATION

TUITION

Tuition payment may be made according to several available payment plan options: annual, semi-annual, quarterly, or monthly over 12 months. All families will be enrolled in a FACTS Tuition Payment Plan. The following are the tuition rates, which include the discounts for multiple students**:

TUITION RATES

Family Plan for those **affiliated** with and **supporting** a Catholic Deanery Parish:

| | <u>Annual</u> | <u>Semi/Ann.</u> | <u>Quarterly</u> | <u>Monthly*</u> | <u>Discount**</u> |
|------------|---------------|------------------|------------------|-----------------|-------------------|
| 1 Student | \$ 5,952 | \$2,976 | \$1,488 | \$ 496 | |
| 2 Students | \$11,220 | \$5,610 | \$2,805 | \$ 935 | \$ 684** |
| 3 Students | \$16,488 | \$8,244 | \$4,122 | \$1,374 | \$1,368** |

Family Plan for those **non-affiliated** with and **non-supporting** of a Catholic Deanery Parish:

| | <u>Annual</u> | <u>Semi/Ann.</u> | <u>Quarterly</u> | <u>Monthly*</u> | <u>Discount**</u> |
|------------|---------------|------------------|------------------|-----------------|-------------------|
| 1 Student | \$ 7,728 | \$ 3,864 | \$1,932 | \$ 644 | |
| 2 Students | \$15,012 | \$ 7,506 | \$3,753 | \$1,251 | \$ 444** |
| 3 Students | \$22,296 | \$11,148 | \$5,574 | \$1,858 | \$ 888** |

*Monthly payments for all students begin in May, 2018, and end in April, 2019. All tuition and fees for the 2018-2019 school year must be paid in full by April 10, 2019. Personal or company checks will not be accepted after April 1, 2019. Payments made after this date must be in the form of cash, cashier's check or money order.

Two month's tuition is not refundable. Prior to the beginning of the school year, if two or more month's tuition is not paid the student's registration at CHS is automatically terminated and the student's position is relinquished to another student. If a student withdraws from school once classes have begun, tuition up to and including the quarter in which the student withdraws is non-refundable. At any time during the school year, if a family is delinquent in tuition payments by more than one month, the student may not attend school until payments are made current. Additionally, the family must establish a FACTS automatic payment plan for the student to return to class.

**These amounts include a discount for families with more than one student enrolled at CHS.

Tuition rates indicated above do not include the laptop lease fee, which was signed at the student's original registration. The lease fee varies by grade and payment of these fees coincides with and are in addition to tuition payments.

PARTIAL YEAR TUITION PAYMENT POLICY

If a student withdraws from school prior to the beginning of the school year, two months of tuition is non-refundable. If a student withdraws from school once classes have begun, tuition up to and including the quarter in which the student withdraws is non-

refundable. If a student enrolls at any time during the ten-month school year when classes are in session, his/her tuition will be calculated on a pro-rata basis.

DELINQUENT TUITION AND FEE PAYMENTS

The school administration recognizes the fact that unexpected extenuating circumstances may cause a family to be unable to meet their financial obligations. In this event, communication must be directed to the Principal so that arrangements may be made in such circumstances.

All tuition and fees for the 2018-2019 school year must be paid in full by April 10, 2019. Personal or company checks will not be accepted after April 1, 2019. Payments made after this date must be in the form of cash, cashier's check or money order. At any time during the school year, if the administration has not been advised and the tuition and fee payment becomes delinquent by more than one month, the student(s) will not be allowed to attend school or to take mid-term or final exams until payments become current. Additionally, the family will be required to establish a FACTS automatic payment plan. Delinquent is defined as not making a payment by the tenth of the month in which payment is due.

If the tuition installment is not received in the month due, the family will receive a reminder notice. A \$10 late fee is charged for each tuition installment not received by the tenth of the month in which the payment is due.

RETURNED CHECKS

All returned checks will result in a service charge of \$15. The first returned check may be replaced by another check. After the second returned check, the family **MUST** establish a FACTS automatic payment plan.

PARISH VERIFICATION

Following the registration process, which is completed in February, a list of Catholic families with children who are incoming 9th-12th graders who identified themselves as members of a given parish is prepared by CHS and forwarded to the pastor of that parish along with the request that each family's status as an affiliated/supporting member be verified. Those not verified have the opportunity to visit with their parish priest to seek a change in their status. CHS requires that a Parish Verification Form then be signed by the priest and sent to the school.

FEES*

A non-refundable, registration fee is due at the time of registration. Additional fees, some of which are paid in conjunction with the new book payment, which is due in August, are:

| | |
|--|-----------|
| Parent/Student Handbook | \$ 7.50 |
| Freshman Class Dues | \$ 7.00 |
| Sophomore Class Dues | \$ 9.00 |
| Junior Class Dues | \$ 12.00 |
| Senior Class Dues | \$ 13.00 |
| PTA Dues (per family) | \$ 20.00 |
| Day of Recollection Fee (9 th -11 th grades) | \$ 25.00 |
| Retreat Fee (12 th) | \$ 110.00 |
| PSAT 8/9 | \$ 10.00 |
| PSAT | \$ 15.00 |
| MAP | \$ 12.50 |
| Testing Fee (9 th grade) | \$ 25.00 |
| Testing Fee (10 th grade) | \$ 30.00 |
| Testing Fee (11 th grade) | \$ 30.00 |

| | |
|---|-----------|
| Testing Fee (12 th grade) | \$ 13.00 |
| Lanyard/ID Badge Fee | \$ 5.00 |
| Learning Management System Fee | \$ 15.00 |
| Graduation Fee (Seniors only - due in April) | \$ 200.00 |
| No Red Ink Fee | \$ 15.00 |
| AEP Fee (for AEP students only - per semester) | \$ 200.00 |
| Athletic Fee (Families with athletes must assume responsibility for buying/selling one Booster Club ticket @ \$100 for each sport student participates in [limit 3] or the amount will be added to the tuition) (minimum) | \$ 100.00 |

* A lock replacement fee of \$5.00 is required of any student who loses their school-issued lock at any time during the year. Damage to or defacement of a locker will merit a \$10.00 repair fee from the student to whom the locker was assigned.

The **Graduation Fee** covers all costs of graduation including keepsake cap, Gown, and tassel, diploma insert and cover, decorations, music, facility rental and a portion of *Project Graduation*. This fee is payable in the Spring. Instructions will be sent to all Senior class parents explaining the details of this obligation. The purpose of class dues, which are paid in conjunction with the new book payment due in August, is to support individual class activities. All class dues for any class stay with that class and are carried forward from year to year. Club dues, as applicable, will be collected by the moderator and turned in to the Finance Office. All class & club dues are the property of the students and are maintained in their own account.

BOOKS AND SUPPLIES

Following course registration in the Spring, a list of books required for each course will be provided to the students. The book and fees invoice will be mailed to each family in April. This invoice may be paid in the months of May – August, but must be paid in full by Orientation Day in August. Families will be notified of exact dates, and times, as Orientation Day approaches. The Bible purchased at the beginning of the 9th grade will be used all four years and should be retained.

FINANCIAL AID PROGRAM

It is the hope of Catholic High *not* to deny a Catholic education to families who want to send their child(ren) to the school and cannot afford the full tuition. Funds for financial aid are available, but they are limited. Financial Aid Applications are available to anyone who has a registered student at Catholic High School. All financial aid granted to a CHS student (for tuition and laptop assistance) is granted *solely* on the basis of the family's financial need. Full particulars are contained in the application, which is available in the school Finance Office by January 9, 2019.

Catholic High School uses the services of FACTS Grant & Aid Assessment to assess the level of financial need. The assessment is via an application process by which the family provides the needed information so that their ability to contribute towards private school educational expenses (tuition & laptop lease amount) is computed. CHS attempts to assist families whose ability to invest in private school education is less than their incurred costs. Eligibility is determined by a completed FACTS Grant & Aid application accompanied by a copy of your 2017 or 2018 IRS Form 1040 with all schedules and your 2018 W-2 forms and an application fee. The **annual deadline for filing with FACTS Grant**

& Aid is March 1, 2019 unless the family registers at a later date. For returning students, Financial Aid application forms are available in January. For incoming Freshmen the application forms are available at the time of registration. **A new application must be submitted each school year.**

Parents must use the FACTS Grant & Aid Application Form to apply for Tuition and Laptop Assistance.

Using the information gleaned from the FACTS Grant & Aid Application, the CHS Finance Office will inform parents of the amount of tuition/laptop assistance to be granted by the middle of April. These amounts are determined by the difference between the tuition/laptop lease amount and the *Effective Family Contribution* as determined by the FACTS application. Tuition/laptop assistance is granted for a given school year. Parents must re-apply by March 1 of each year at the FACTS Grant & Aid website in order to obtain tuition/laptop assistance for the following year.

STUDENT FINANCIAL RESPONSIBILITIES

Because class activities are an integral part of student life at Catholic High, and because the philosophy of Catholic High is to educate the *whole* person, the following policy regarding student financial obligations must be observed: no student will be allowed to take mid-term or final exams or be issued a report card at the end of a quarter or at the end of the school year unless all financial obligations have been met. These obligations include student club dues, the return of athletic equipment and uniforms, payment of all fines, and any damage to school or property.

SCHOOL ORGANIZATION

DAILY SCHEDULE

On Tuesday-Thursday and Fridays that have an assembly/pep rally block, the official school day extends from 7:45 a.m. to approximately 2:50 p.m. when afternoon announcements are completed. On all Mondays and those Fridays which do not have Mass, an assembly or pep rally, dismissal is at 1:50 p.m. Classes are scheduled on a rotating basis according to the following plan:

| | Mon | Tue | Wed | Thu | Fri-am Assem. | Fri-pm Assem. |
|---|-----------------------------|-----|-----|-----|-------------------------|----------------------|
| Period 1 7:45 - 8:40 | A1 | A2 | A3 | A4 | C4 | C4 |
| Homeroom 8:45 - 9:05 | | | | | D4 8:45-9:40 | ++ |
| Period 2 9:10 - 10:05 | B1 | B2 | B3 | B4 | Hmrm. 9:45- 10:05 | D4 |
| Period 3 10:10 - 11:05 | C1 | C2 | C3 | D3 | Assembly Block** | E4 |
| Period 4 11:05 - 11:35 11:40 - 12:40 | D1 1st Lunch Class | D2 | E2 | E3 | E4 | F4 |
| 11:10 - 11:40 11:40 - 12:10 12:15 - 12:40 | Class 2nd Lunch Class | | | | | |
| 11:10 - 12:10 12:10 - 12:40 | Class 3rd Lunch | | | | | |
| Period 5 12:45 - 1:40 | E1 | F1 | F2 | F3 | F4 | G4 |
| 1:40 - 1:45 | Announcements | | | | | |
| Period 6 1:50 - 2:45 | Meeting * | G1 | G2 | G3 | G4 | Assembly Block*** |
| 2:45 - 2:50 | End of Day Announcements | | | | | |
| 2:50 | Dismissal | | | | | |

[The letters A-G represent a class that will be taught on days indicated on chart above. Student's individual schedules will clearly correlate with those letters.]

* Early dismissal for Teacher meetings (1:50 p.m.)
 ** Morning Mass or Assembly Schedule
 *** Pep Rally or Afternoon Assembly (There will be 1:50 p.m. dismissal when there is neither Mass, Pep Rally or assembly.)
 ++ There will not be a Homeroom period on Noon dismissal days. Homeroom will begin with the National Anthem, Pledge of Allegiance, Morning Prayers, general announcements and culminates with the viewing of Channel One. [Channel One is a daily 12-minute news and information program designed to offer students a regular opportunity to view the events of the day and connect the significance of those events to their own lives.] Student Council and class business will be conducted during this time. Students are to remain in Homeroom until the conclusion of the morning announcements and Homeroom business.

STUDENT SCHEDULES/SCHEDULE CHANGES

In scheduling students for courses, required courses take precedence over elective courses. The students' schedules are determined by the courses selected at the time of registration. Schedule changes are made only according to the following procedures and policies:

1. No request will be honored which involves a change from one section of a course to another section carrying the same course number.
2. No course can be substituted for a course requirement in a particular year.
3. Written permission from parents on forms procured from the Scheduling Office must be presented.
4. Consultation with and signature of the faculty member from whose class the student is withdrawing must be obtained.
5. A \$25 fee for course registration change must be presented in all cases except where this change was initiated by administrative decision.
6. Any student-initiated change must be formally requested on or before the completion of the first week of classes in the first semester. Second semester schedule changes must be initiated by the deadlines established in the first semester.
7. Course change requests will be honored only if space exists in the desired course.

ACADEMICS

GRADUATION REQUIREMENTS

Students must carry a minimum of 6 credits per year, maintain a minimum GPA of 2.0, and earn 26 credits in order to graduate. Specific graduation requirements are summarized as follows:

CHS REQUIRED CREDITS

| DEPARTMENT | # OF CREDITS |
|---------------------------------|--------------|
| Digital Literacy I & II | 0.5* |
| English | 4 |
| Fine Arts | 1 |
| Math | 4.5* |
| P.E. | 0.5 |
| Personal Fitness | 0.5 |
| Religion | 4 |
| Science | 3 |
| Social Studies | 3.5 |
| ELECTIVES | 4.5 |
| TOTAL | 26 |
| * Begins with the Class of 2021 | |

All required courses must be fulfilled during the school year at Catholic High. A student must earn one credit in Religion for each year of attendance at Catholic High. The entire Religion service

requirement must be completed in order to qualify for graduation. Incoming Seniors who have achieved college admissions test scores and cumulative GPA's which qualify them to earn a Florida Academic/Florida Medallion/Florida Undergraduate Scholarship are responsible for consulting their guidance counselor when registering for courses in order to guarantee the appropriate curriculum to complete their qualifications. The first attempt of any graduation requirement must be taken at CHS with credit issued by CHS.

PROGRAM PLACEMENT

Students entering Catholic High are placed in one of several different ability levels for courses in English, Mathematics, Science and Social Studies based upon their previous academic achievement, standardized testing, and an administered placement test. The primary placement test for incoming freshmen is held in November. The fee for the placement test is \$15.00 and is due at the time the test is administered.

Placing students in courses according to ability attempts to ensure that students are being challenged and also have the potential to be successful. By grouping students in this fashion, they are presented with course material that can be most effectively comprehended. Additionally, by grouping students of similar ability, the teacher is better able to set an appropriate pace for the class and to meet their needs in terms of reading materials and learning activities.

LEVELS

Catholic High provides a multi-level academic program with the challenge levels: Honors, Accelerated College Prep, College Prep, and General Studies. Specific course offerings are described in the annual Course Description booklet that is published in January.

DUAL ENROLLMENT/AP COURSES

Eligible students may dual enroll in Pensacola State College (formerly PJC) advanced college credit courses offered at Catholic High. In this program a student enrolls in a college level course taught at Catholic High and simultaneously receives credit at CHS and the cooperating college. The student receives a report card from the college upon successful completion of the course. After graduation from Catholic High the student has already accumulated these credits toward college studies and/or (with a minimum grade of C) may transfer these credits to another college or university. In order to be eligible to register for these courses students must demonstrate the required score on the Post-Secondary Educational Readiness Test (PERT), the PSC screening instrument, and be approved by the appropriate Catholic High instructor. The family is responsible for the per semester fee required by PSC for all dual enrollment courses.

Qualified students who have received the needed teacher recommendation may enroll in Advanced Placement (AP) courses. Optional AP tests will be administered at CHS in May at the student's expense.

ADAPTIVE EDUCATION PROGRAM

The Adaptive Education Program (AEP) provides special support services to students who have difficulty functioning in the standard curriculum due to an identified learning disability or a significant learning discrepancy. Enrollment is limited. Students who qualify on the basis of psychoeducational test results and personal interviews **and** who are accepted into the AEP, may enroll in a

Learning Strategies Class. This class combines a learning strategies and tutorial approach to developing learning and study skills which can be applied in all other curriculum areas to enhance academic performance there as well as in real life situations. There is a registration fee for AEP of \$200 per semester or \$400 for the year, due by Dec. 1 and May 1 of each semester.

GRADING SYSTEM

Catholic High uses the grading scale mandated by the State Legislature for all schools which are FHSAA members. The current grading system, adapted in May, 2000, is:

| <u>Letter</u> | <u>Numerical Equivalent</u> | <u>Grade Point Equivalent</u> |
|---------------|-----------------------------|-------------------------------|
| A | 90 - 100 | 4.0 |
| B | 80 - 89 | 3.0 |
| C | 70 - 79 | 2.0 |
| D | 60 - 69 | 1.0 |
| F | Below 60 | 0.0 |
| I | Incomplete | |
| X | Attendance Failure | |
| NG | No Grade | |

Unweighted Grade Point Averages (GPA's) will be used for all official academic reporting with the exception of determining the class rank for which a weighted GPA scale is utilized according to the Escambia County formula:

1. The student's unweighted GPA for the current quarter is computed by dividing the sum of the grade point equivalents (quality points) by the number of courses. The cumulative average may differ due to adjustments for single semester and full year courses.
2. For each honors course taken and passed, a factor of 0.025 per semester is added to the unweighted GPA that is earned by the student according to the above grading scale.
3. The weighted GPA is cumulative -- that is, the 0.025 factor is added for each honors course each semester.
4. For transfer students, honors courses accepted from another school are listed on the CHS transcript, but are not computed for class rank purposes unless the same course was offered the same year at CHS.

CLASS RANK

Each student is ranked in class in relation to all of the other members of his/her class on the basis of weighted GPA's. The ranking is done each year at the end of the year through the Junior year and, for Seniors, at the end of the first and second semesters. A student's class rank is determined by the cumulative average of the grade point equivalents for each course taken with a factor of 0.025 added for each honors course per semester successfully passed. Quality points are assigned by the grade earned in any course according to the grading system described above. Final averages below 60 receive 0.0 quality points.

GRADING PERIODS

Grading periods are nine weeks in length. The 180-day school year is divided into two semesters of approximately 90 days each. Letter grades are used. Incomplete grades are permitted for serious reasons, to be determined by the principal. Incomplete grades become failing grades if the grades are not made up before the next marking period ends. No incomplete grades are permitted for the final marking period.

MID-TERM AND FINAL EXAMS

All students are required to take mid-term exams. Freshmen, Sophomores, and Juniors are required to take final examinations. Exams account for 20% of the semester grade. All students must take exams at the scheduled time.

If a student **MUST** be absent for a semester exam due to the student's health or an unavoidable family emergency, the student will be allowed to make up the exam. If a student **CHOOSES** to miss a regularly scheduled exam for a discretionary purpose (trips, etc.), the student **will not** be allowed to make up the exam and will receive a zero for each exam he/she misses. In either instance the parent(s) must make the Administration aware of this absence as soon as possible.

If students do not report for exams, they will receive a zero. Students may not take semester exams if they are not current financially.

Students who are in violation of the dress code on exam days will not be allowed to take their exam. They will be removed from the exam room and can begin the exam only when appropriate dress is obtained.

HOMEWORK POLICY

Homework provides an extension of the learning process begun in the classroom. Homework is normally given daily in the core subject areas of English, Math, Science, Social Studies and Religion; and, two to three times weekly in elective courses. All homework will be posted on PowerSchool Learning.

MAKE-UP WORK

The students are responsible for material taught during an absence. It is the responsibility of the student to make arrangements with individual teachers for make-up work within three days of the student's return to school. This does not mean that all work must be completed in three days. Each teacher will establish the deadline for the completion of the make-up work for his/her course.

In the case of prolonged absence due to illness, parents are encouraged to use PowerSchool Learning to obtain assignments in order to enable students to complete work as much as possible before returning to school.

MAKE-UP TESTS

At the beginning of each school year, one day each week is established as a Make-Up Test day. Tests missed due to excused absence must be taken, under faculty supervision, during the make-up test time which immediately follows afternoon dismissal. Students must be in the Make-Up Test room by 3:00 p.m. in order to make up a missed test. Students may take a maximum of two major tests during this time. Students must present their student ID in order to take a Make-Up Test. Under no circumstances are make-up tests administered during class time.

It is the student's responsibility to confer with teachers regarding tests and quizzes missed the day the student returns after the absence. Students are expected to take missed assessments on the first scheduled make-up test day following their return. If a student does not report for a make-up test, a grade of zero is given for the test.

REPORT CARDS

All financial, academic, and disciplinary obligations must be met before report cards are issued. Student absence is noted for each course. Appropriate comments are also noted. Report cards are issued at the conclusion of each 9-week period to the parents directly at PTA meetings with the exception of the final report card which is mailed to the home.

APPOINTMENTS AND PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held three times each year on the evenings of the PTA meetings when report cards are distributed. At that time, parents will be informed, on the report card, if any teacher requests a conference with them. Likewise, all teachers are available throughout these evenings for conferences with any parents who wish to obtain further information regarding their child's progress.

Parents who would like to schedule conferences with the principal or teachers at any other time are requested to call the School Office to arrange for them.

ACADEMIC/ATTENDANCE FAILURE

Students failing a course, for academic or attendance reasons, are required to attend an approved summer school. A failed subject that is not offered in summer school must be substituted by a related subject course. If this is not possible, special arrangements for make-up of the failed course must be made with the principal.

Students who have failed a core subject must complete credit recovery through an approved school to make up that course. Catholic High provides summer school for Religion only. The cost of religion summer school at CHS is **not** part of the total tuition. Special instructions and fees for summer school will be issued, on an individual basis, at the end of the school year.

It is the responsibility of the student completing credit recovery for a failed subject(s) to have an official transcript of the course sent to Catholic High at the completion of the course. Students who fail Religion must make up the course at Catholic High during the summer. Once a student is enrolled at CHS, credits earned on first attempt from any credit-issuing institution anywhere other than CHS do *not* count toward the 26-credit graduation requirement nor are the grades earned on first attempt outside of CHS computed in the GPA.

The grade earned in an approved credit recovery program for a course failure will be averaged into the GPA along with the initial F earned in the course at CHS. Additionally, students may opt to utilize credit recovery programs to improve upon a final grade of D in a course. In this case the grade earned in summer school for the course will be averaged into the GPA by along with the D originally earned in the course at CHS. A grade of C or better, earned at CHS, may *not* be improved upon by completing a "second attempt" credit recovery program. Summer school grades as well as the original grade earned in the course at CHS will be posted on the transcript. An improved grade earned through summer school in a prerequisite course *may* be used to revise the academic placement recommendation for the following school year. If the student wishes to revise his/her placement for this reason it is his/her responsibility to contact the CHS Scheduling Office to make this request. Those students who are required to complete a credit recovery program for attendance purposes must successfully

complete the full course term in order to receive credit for the course. An attendance failure must be restored by the end of the fall academic semester following the failure or it will become an academic failure. They may not be made up at Catholic High School.

Those who fail three or more required courses (Religion, English, Math, Language, Social Studies or Science) in grades 9, 10 and 11 may be asked to repeat the grade or withdraw from school at the discretion of the administration. Seniors with less than 3 unremediated failures will receive a blank diploma at the graduation ceremony. Seniors with 3 or more unremediated failures may not participate in graduation activities. All courses required for graduation must be made up before the senior receives a diploma. In order to receive a Catholic High diploma all failures must be remediated within one calendar year of the date of graduation.

Students planning to take any summer school course (including a Driver's Education course) in the public system's summer school program must obtain the necessary form required by the State of Florida from the school Guidance Office. (See Item #8 under ATTENDANCE)

ACADEMIC PROBATION

A student whose GPA for the school year falls below 2.0 may be asked to leave CHS at the end of the year. A student is placed on Academic Probation if his/her quarter GPA falls below 2.0 and is provided with Academic Support Services. The goal of Academic Support Services is to provide the needed assistance so that the student may succeed academically.

Academic Support Services begins with the Guidance Counselor seeking input from the student's teachers and holding a conference with the student at which specific recommendations to improve academic achievement are considered (e.g., tutoring, weekly progress reports, additional testing). Parents are informed in writing of the student's deficient GPA and of the school requirement to maintain a GPA of 2.0. If the student's quarter GPA falls below 2.0 a second time during the school year further teacher input is sought, a conference with parents is held and a Memorandum of Agreement is signed. On a continuing basis the Guidance Counselor will consult with teachers and parents, confer with the student and monitor the student's progress. At the end of the school year the Administrative Team reviews the final record of any student who has entered Academic Probation to determine if the student has earned the required GPA of 2.0.

HONOR ROLL

Academic honors are awarded at the end of each quarter on the basis of the student's average as follows:

1. First Honors: Students attaining a minimum unweighted GPA of 3.83
2. Second Honors: Students attaining an unweighted GPA between 3.429 and 3.82

Awards of Excellence and Merit for the year are bestowed at the Academic Awards Ceremony in May according to the following criteria:

Awards of Excellence: A student must achieve first honors for three quarters of the school year

Awards of Merit: A student must be on the Honor Roll for the first three quarters of the school year.

REGISTRATION FOR RETURNING STUDENTS

Registration of returning students for the following academic year is held annually in January. At this time students are assigned faculty advisors who meet with the student in order to determine the most appropriate curriculum. Students are encouraged to match their abilities with the challenges of a course in a realistic manner. Student/advisor pre-registration meetings provide faculty input and assistance in course selection. Following registration, the administration reserves the right to cancel any course that does not satisfy the minimum class enrollment.

REGISTRATION FOR INCOMING FRESHMEN

Prospective incoming Freshmen are administered a Placement Test and are required to present academic records from 6-8 grades in order to be considered for admission. Once accepted, they are registered by appointment, beginning in late January, according to the priorities for admission established by the School. Once maximum enrollment is reached, prospective students are placed in a "waiting pool" in the event that an opening develops for which they are qualified.

GRADUATION

Catholic High requires a minimum of 26 credits for graduation. The *Religion Service Requirement* and the *Senior Retreat* are required for graduation. Exceptions to this policy may be made in special circumstances as judged by the administration. One credit is to be earned in Religion for each year the student attends Catholic High. All student obligations must be met before diplomas, transcripts or final report cards will be issued.

Seniors must be present for the Baccalaureate Mass and all Baccalaureate/graduation practices in order to take part in the formal graduation exercises. Graduates will be advised of the appropriate attire required for participation in these ceremonies. Baccalaureate Mass is held for the members of the Senior Class, their families and friends.

Before graduation, the weighted GPA for all Seniors after four years of high school is computed and rank in class is assigned. Graduation honors will be bestowed accordingly:

Valedictorian-student with the highest weighted GPA after eight semesters who has attended CHS for at least two years, one of which was the senior year. The Valedictorian delivers the farewell address at the Commencement Ceremony.

Salutatorian-student with the second highest weighted GPA after eight semesters who has attended CHS for at least two years, one of which was the senior year. The Salutatorian delivers the welcome address at the Commencement Ceremony.

In the event that students tie for either honor above when the GPA is computed using semester course grades, the overall GPA will be re-computed utilizing quarter grades and exam grades earned throughout the four years of high school.

HALL OF FAME

The CHS Hall of Fame inducts Senior students each year from the Senior class who prove to be exemplary Crusaders. Each class, sport, and organization has the opportunity to nominate candidates. After nominations are compiled by the Hall of Fame Committee, the faculty/Senior Class makes the final selection. The purpose of the Hall of Fame is to honor those students who show outstanding personal achievement through their attitude and service. Criteria for nomination and induction into the Hall of Fame are:

1. An unweighted GPA of 2.0 or higher

2. Good conduct and good citizenship
3. Performs service to school and community
4. Displays leadership; displays positive attitude
5. Actively involved in school organizations

GRADUATION AWARDS

THE PRO DEO ET PATRIA AWARD

Each year this award is bestowed upon the graduate(s) who is a member of the Catholic Religion, who has attended CHS for four full years, and who best exemplifies the spirit and principles of the Catholic High Motto, "For God and Country," The recipient will be chosen through consultation with the administration, faculty, and senior class.

THE CHRIS GALLMAN SPORTSMANSHIP AWARD

Each year, an award of recognition, bestowed in honor of Chris Gallman's spirit and sportsmanship in athletic competition, is presented to the graduate who has attended CHS for four full years and who best exemplifies the ideals of good sportsmanship. The recipient will be chosen through consultation with the faculty, coaches, and participating athletes.

SCHOOL POLICIES AND REGULATIONS

ADMISSIONS POLICY FOR TRANSFER STUDENTS

Students who have a satisfactory academic, attendance, and disciplinary record from their previous school, satisfactory scores on standardized tests, and at least an average aptitude for learning are considered for admission to Catholic High.

This Admissions Policy is implemented in the following fashion for transfer students:

1. An Application Questionnaire is completed by the parent and the student in order to obtain a profile of the student's academic, disciplinary, attendance, and family history.
2. At this time the parent(s) are required to provide an unofficial transcript and/or current report card demonstrating the student's academic record in secondary school to date as well as any available standardized test information.
3. In the event that an opening occurs, an introductory interview with the parent(s) and qualified student is held. Interview notes and any records provided are submitted for review to the Admissions Committee composed of members of the school administration. The Admissions Committee confers and makes the final decision on the student's application for admission.
4. If the applicant has participated as an athlete in his/her former school and wishes to do so at Catholic High, the principal of the former school is contacted by the CHS administration prior to the decision of the Admissions Committee. The purpose of this contact is to verify the student's athletic participation, inform the principal of the student's desire to transfer to CHS, and to ensure that no improper contact with the athlete has occurred.
5. Any student with substandard academic achievement, disciplinary compliance, and/or attendance may be admitted on a probationary basis with full terms of the probation in a letter that must be signed by the student, parent(s), and administration.
6. The Admissions Committee will consider a student only if he/she is in good standing in his/her current school.

STUDENT RESIDENCE POLICY

A student is expected to live with parent(s) or legally appointed adult guardian(s) while attending Catholic High School. A change in residence which does not meet this requirement may lead to the termination of his/her enrollment at Catholic High.

WITHDRAWAL FROM CHS

Only a parent or guardian who has enrolled the child can withdraw a student from school. A 24-hour notice is required. The Withdrawal Form should be obtained by the parents from the Guidance Office. When students have withdrawn from Catholic High, they will not be considered for readmission until the completion of one full semester at the transferred school. Once a student withdraws from Catholic High School, he/she may attend CHS extracurricular events only with the prior permission of the administration.

PERMANENT RECORDS AND TRANSCRIPTS

All permanent records are kept in the Guidance Office in a locked vault. These records include the scholastic and attendance records of the student during the four years of high school. They also include rank in class, standardized tests scores, and student activities. These records are important in the post-graduation period as they form a basis for recommendations requested by colleges and universities.

RIGHT OF PRIVACY AND ACCESS

Because of the federal law regarding the protection of the rights of privacy of parents and students, the Guidance Department does not release transcripts and records to other school systems, colleges, universities or prospective employers without an authorized "release" form from the parents unless the student is over the age of 18. Access to records is governed by the same regulations. The right of privacy clause includes legal guardians.

PREGNANCY POLICY

Catholic High School in no way condones premarital sexual activity. However, it believes unequivocally in the sanctity of human life and in the need to offer viable options to encourage a young woman to continue her pregnancy rather than consider the possibility of abortion. Thus, every possible means of support is offered in order to ensure the continuation of a pregnancy to full term.

Each case of student pregnancy represents a unique situation that requires specific consideration and action. Therefore, after consultation among all concerned parties (students, parents, school and medical personnel), the decision as to the method and schedule for continuing education rests with the administration. While a possible alternative may be the continued attendance of classes at Catholic High through at least part of the pregnancy, the student will be offered the benefit of completing requirements for and participating in graduation exercises at Catholic High.

ATTENDANCE

The school year consists of 180 student days. Regular school day attendance is from 7:45 a.m. to approximately 2:45 p.m. except on Mondays when dismissal is at approximately 1:45 p.m. The school building is open for student entrance as early as 6:30 a.m. although official supervision of students begins at 7:45 a.m. and ends at 2:45 p.m. Tuesday-Friday and at 1:45 p.m. on Mondays, with the exception of those students involved in authorized and supervised extracurricular activities.

Attendance is taken during each period of the school day. Missing more than 20 minutes of a class constitutes absence from that period. Parents are asked to attempt to arrange doctor, dentist and orthodontist appointments after school hours unless it is of an emergency nature. Punctuality and regularity of attendance are indispensable for success in a student's schoolwork. The following are Catholic High's policies on attendance:

NON-DISCRIMINATORY NOTICE

It is the policy of the Diocese of Pensacola-Tallahassee to admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, and athletic and other school-administered programs.

1. Any student who is found to be truant (failure to attend a class without a valid excuse; leaving school property without the permission of the Principal) may not make up any test(s) that were given on the period(s) or day(s) absent. A zero will be given for these tests and/or any work missed on these days.
2. Students participating in school-sponsored events or practices must be in school by 11:00 a.m. and remain until the end of the day in order to be eligible to attend/participate in any event or practice that day. Students who are absent or leave school before dismissal will be ineligible to attend a school-sponsored event or practice later that day.
3. When athletic teams must leave school early to travel to competitions, all student athletes must attend all classes until the scheduled departure time.
4. Each time a student is absent from school (unless it has been predetermined that the student has permission for special absence), one of the student's parents or guardians must notify the school office by telephone between the hours of 7:30-9:00 a.m. **AND** in writing upon the student's return to school. By calling, parents inform the school that they are aware of their son/daughter's absence. A written excuse note is required upon return so that formal record of the parent's knowledge of the absence may be kept on file in the school's records. Before 7:45 a.m. on the day they return to school, students must present this written note from a parent or guardian to the school office. The excuse should include:
 - a. The student's full name and grade
 - b. All of the dates covering the period of absence
 - c. The valid signature of a parent or legal guardianIf a student does not present this parent note, the absence remains unexcused and the student may not receive credit for any work missed that day nor can he/she make-up any work missed.
5. When a student is absent and parents have not contacted the school office by 9:00 a.m., the office reserves the right to call home or place of work to ensure that the parent/guardian is aware of the student's absence.
6. In the case of an extended illness or hospitalization, a note or receipt from a doctor will be required on the day the student returns to school.
7. Students who are unable to attend school due to illness will not be able to attend school-sponsored or endorsed functions later in the same day.

8. During any given semester, if a student accumulates more than 10 absences (excused or unexcused) from any classes, he/she is subject to receiving no credit for the course(s) for that semester. Consideration will be given to extenuating circumstances as adjudicated by the administration.
9. The parent of any student needing an extended absence (more than 5 days) due to illness must contact the Administration as soon as the need becomes apparent. The CHS Administration will work with the parent(s) of a student who is seriously ill to establish a course of action to allow the student to continue learning during his/her absence. The inability to make a timely return will result in the need for modification to the student's graduation timeline.
10. Students are not allowed to leave campus during lunch or at any other free time during the school day.

EXCUSED ABSENCE

Excused absences are those for which the student is granted the privilege of making up the work that was missed while out of the classroom and for which the school has been properly informed by the parent both by telephone and in writing on the CHS Excuse Note Form that is available on the school website. "Excused" absences include:

- a. Sickness
- b. Medical or dental appointments of an emergency nature
- c. Serious emergencies (death in the family, serious illness, or some unpredictable event which makes it necessary for the student to remain home)
- d. Approved Senior college days

Authorized school-sponsored trips or activities

UNEXCUSED ABSENCE

If the student does not present a written excuse from the parent or guardian within three school days after his/her return, the absence will be considered "unexcused." An unexcused absence is one for which the student is not allowed to receive credit for the work missed. The student will receive a zero for all missed tests and assignments during an unexcused absence.

REQUEST FOR PARENT-INITIATED ABSENCE

Written notification for special absences of more than one day, such as out-of-town trips, family activities, etc., must be obtained from the office prior to the absence. Failure to meet this requirement will result in an unexcused absence. The deadline for special absences will be the first week in May. Attendance requirements should be kept in mind when requesting special absences. Students should make every effort to complete the work missed during the absence *before returning* to school.

TARDINESS

The warning bell, which rings five minutes before the first period begins, is the notice to enter the classroom. If a student is not in the classroom when the 7:45 a.m. bell rings, the student is tardy. Students should be seated, in desk, ready to begin when the bell rings to start a class. If students arrive late for school, they must report to the office and receive a tardy slip.

No distinction is made between excused and unexcused tardies. A Disciplinary Referral (resulting in Central Detention and notifying the parent of the tardies) will be completed by the Dean of Students on the fifth and ninth tardies to a given class within a semester. The tenth tardy will merit a Saturday detention. If more than ten tardies

per semester in a class are accumulated, every tardy after the tenth will merit a suspension.

If a student accumulates five or more tardies in three classes during a semester, the student is immediately placed on a Tardy Contract. This Contract elevates the consequence for the 5th, 9th, and every tardy thereafter, in any course, to a day of suspension.

Excessive lateness indicates a lack of responsibility on the part of the student and is a distraction to the teacher and the class. A student who is repeatedly tardy to a first period Study Hall will receive a schedule change at administrative discretion. No students shall be in the halls during class hours without a pass. Three tardies to any class within a semester will be treated as an absence from that class in terms of receiving credit for the course.

Students who must leave campus during school hours must first obtain permission from the School Office where they will receive an off-campus slip. Students are not permitted to check out during the day without a signed and dated note from their parent or guardian indicating the time of departure and the destination. There should be a telephone number of the parent signing the note in order that the note might be verified. Upon receiving permission to leave, students must sign out in the Office and, if applicable, sign in upon returning. The school reserves the right to refuse students early dismissal.

Students will not be allowed to check out for the sole purpose of missing assemblies, pep rallies, study halls, or other scheduled school functions unless determined an emergency. Students leaving without signing out in the Office will be treated as truant.

PARENTAL VISITS/CHECK-OUT OF STUDENTS

The administration of CHS considers itself authorized to release a student from school or permit visits to students during the school day **only** to/by the custodial parent. Previous permission must be granted, in writing, by the custodial parent in the event that the non-custodial parent will visit the student at school or check him/her out during the school day. It is the responsibility of the custodial parent to inform the school if any limitations exist with regard to the non-custodial parent's right to visit or remove the child from school. All visitors to the campus must enter by the Front Office Entrance and be granted admittance by the receptionist. Upon admission to the Front Office, all visitors must present an approved photo ID that will be scanned against a sexual offender database to ensure the safety of CHS students. Upon being granted admittance, the visitor is given a formal visitors' badge and must relinquish the photo ID until their departure which, again, must take place through the Front Office.

STUDENT PARTICIPATION IN SCHOOL-SPONSORED EVENTS

Club moderators, teachers and coaches are responsible for filing an official list of those students who will be absent from class(es) for school-sponsored functions at the beginning of an athletic season and/or at least two days prior to a school-sponsored event. If students are representing Catholic High in an academic or athletic function, this absence will be annotated accordingly.

COLLEGE VISITS

Seniors and Juniors are permitted two excused absences from school for the purpose of visiting out-of-town colleges prior to making their final college choice. These days *are* counted as absences but are *not* considered part of the 10-day absence limit

per semester. In order to arrange for these days, a letter of permission from parents must be brought to the Guidance Office at least two days prior to the desired absence so that a College Visit form may be issued. These excused absences are provided for visiting out-of-town colleges *only* and are not available after Spring Break. Exceptions to this can be made with administrative discretion.

STUDENT GUESTS/VISITORS

As a general rule, students are not allowed to have visitors in the school building or on the grounds during the school day. Students who wish to bring a guest on campus during school hours must request permission for the visit from the Office prior to the visit. Student visitors from the Pensacola area who are seriously considering transferring to Catholic High must have their parent(s) contact the school administration in order to be allowed to visit during the school day. Guests are invited to attend Catholic High only once during a school year. Students will not be allowed to have guests on campus during exams or during the week prior to exams. Guests may not visit CHS students during lunch or assemblies.

MORNING/AFTERNOON ANNOUNCEMENTS

All announcements should have the approval of the school administration. Special announcements will be read by means of the public address system. Announcements take place during the morning Homeroom period and at the beginning of the period immediately after the last lunch period each day. Only those announcements that pertain to the majority of the students should be made on the P.A. system.

TELEPHONE USAGE

Students are allowed to use the Office telephone to call a parent or guardian in case of illness or for school business. Students will be called to the phone only in emergencies. Only messages of an urgent nature will be delivered to students.

Students may use cell phones before school, between classes, during lunch, and after school. Cell phones may be used during class ONLY when directed by the teacher to do so. Students may not use phones to take photos/videos at any time on the school property without permission from a teacher/administrator.

If a student is found to have a cell phone or a smart watch on their person during an assessment they will receive a zero (0) and will be subject to the appropriate disciplinary action.

Students must have cell phones turned off or on silent during the school day. Inappropriate use of a cell phone (including but not limited to, ringing inside the building) will lead to confiscation of the phone (which will be kept for a period of 1 calendar day) and Saturday Detention. After the first such offense, further incidents of cell phone misuse will lead to the student being suspended and parents being required to claim the phone after a period of 1 calendar day. During a lock-down, students must immediately turn their cell phones completely off so no audible sound or light might alert an intruder. Neither smart phones nor smart watches may not be worn on the students' person during assessments of any type.

LITURGICAL FUNCTIONS AND PRAYERS

All students, regardless of religious affiliation, must attend liturgical functions. These include class Masses, large group Masses, Adoration, retreat days, paraliturgical functions, etc. No exceptions will be made. Each class will begin with a prayer. The day will

begin with a schoolwide prayer during Homeroom and will be ended with a prayer to be said at the conclusion of afternoon announcements. There is a special dress code for liturgies. Boys should wear dress, button shirts with ties and girls should wear appropriate length dresses or dress pants. No hooded sweatshirts or jackets of any type are allowed to be worn by students during Mass.

LOCKERS

Individual lockers are provided for the convenience of students (unless the student has indicated their desire to have no locker assigned). Only locks issued by the school may be used on student lockers. In the event of loss, replacement locks must be purchased from the school office. Students will be assessed fines for damage to lockers. Locker problems should be reported to the appointed faculty moderator. Students are required to lock their lockers at all times. The school is not responsible for lost articles. It is further suggested that students not give their combination to friends or share lockers. Student athletic bags and book bags are *not* to be left in the school halls at any time. CHS is the co-tenant of all lockers and reserves the right to search them at any time without notice.

POSTERS

Only posters approved by the administration may be posted in designated areas of the school. Signs should be removed the day after the advertised event is concluded by the student or organization responsible.

FLOWER/BALLOON DELIVERIES

Flowers or balloons sent to students during the school day will be kept in the Office until dismissal. The student to whom they are sent will be notified of their arrival.

AUTOMOBILES AND PARKING

Students are permitted to drive cars to school provided the following conditions are met:

1. Students must possess a valid driver's license and register their vehicle plate number and car description with the school.
2. All student parking must be within the designated parking area behind the school building or in the West Parking Lot. No students are to park in the East Parking Lot during the school day unless directed to do so by the Administration.
3. The school speed limit of 10 m.p.h. must be observed as well as all other rules found in the Florida Motor Vehicle Code.
4. Students driving cars or riding as passengers must enter the classroom buildings as soon as their vehicles are parked. No student is to return to his/her car at any time during a school day. Students who are in the parking area during the school day without prior administrative authorization are subject to suspension.
5. Catholic High assumes no responsibility for vehicle damage occurring in the school parking lots. Individuals park at their own risk.
6. Violations of any of the above and/or the reckless or unauthorized use/parking of a car could result in the loss of driving/parking privileges or other disciplinary action.
7. Students found parking in the areas reserved for faculty parking will lose school driving privileges.

DRESS CODE

In the area of personal dress and grooming appropriate for school, the student must assume prime responsibility. Since fashion and styles change rapidly, the school reserves the right to determine whether students' dress and appearance satisfy the school's policy. The following Dress Code is in effect at Catholic High during formal school hours:

Male Students

Shirts --Decent dress, sports, or polo-type shirts with collars and sleeves are acceptable. The shirt must be tucked into the trouser at all times so that the belt is completely visible. Sweatshirts or sweaters may be worn as long as the shirt underneath has a collar and is fully tucked into the pants. Hooded pullover sweatshirts may be worn with a collared shirt underneath. Hoods may not be worn up inside at anytime.

Pants --"Cords", regular trousers, and dress slacks are acceptable. The hem of the pants must touch the top of the shoe to be appropriate length. A belt must be worn with all trousers/slacks. Yoga pants, lounge pants, sweatpants, or athletic pants are not acceptable.

Other --All male students must be clean-shaven each day. Hair length will be maintained above the shirt collar and may *not* be worn in a ponytail. Sideburns may be no longer than the earlobes. It is the student's responsibility to maintain hair length within the stated guidelines. Males may not wear facial make-up.

Female Students

Shirts --Girls' shirts must meet these requirements:

- They must come to and cover the collarbone and cover the midriff fully.
 - They must have sleeves.
 - They must ensure that no cleavage or skin in the midriff area is visible.
- Female athletes must wear shirts to the waist to any athletic practice and/or competition.

Dress --Skirts to the knee, blouses, full-length pants, dresses and jumpers to the knee are acceptable attire. Skirts/dresses may not have slits higher than the bend of the knee. Belts are *not* required on girls' slacks/skirts. If leggings or tights are worn, skirts, dresses or other appropriate tops must come to the knee.

Pants --Yoga pants and lounge pants are not acceptable; Capri pants (not made of spandex) that reach *mid-calf* are acceptable. SHORTS of any type are not acceptable. No "jeggings" or "skinny jeans" are allowed.

All Students

Shoes --Regular shoes, tennis shoes, and sandals with straps or a band over the arch and an attachment on the back of the heel which will keep them from slapping the floor or foot, are acceptable.

Athletic Attire --P.E. clothing and athletic attire are permitted only in the gymnasium or on the playing field.

Pants --Students will be allowed to wear blue denim pants to school only on special "Jeans Days" granted by the administration. Torn, ragged jeans are not acceptable. Yoga pants, lounge pants, sweatpants, "jeggings," or "skinny jeans" or shorts are not acceptable. Jeans of other color than blue are acceptable, provided they are in appropriate condition.

Hair -- Hair should be neat, clean, well groomed, and not past the eyebrow. Bizarre colors and styles will not be allowed.

Headgear --No headgear of any type is allowed on a student's person during school hours.

P.E. Clothing --T-shirts and soccer/basketball-style shorts are acceptable; no spandex is allowed. P.E. clothing must be washed at least once a week. P. E. clothing may not have offensive logos or artwork.

I.D. Badges --CHS-issued Identification tags/lanyards must be worn by students at all times while on campus during school hours. The name tag may not be altered or defaced in any way. Failure to comply with this regulation will result in an escalating scale of disciplinary actions that may result in suspension.

In addition to the above, the following examples of dress, considered inappropriate for school wear, are **prohibited**:

1. Clothing determined by the school administration to be revealing, bizarre or disruptive to the educational process.
2. Bareback or bare midriff tops or dresses, crop-tops, tank tops or layered tank tops; blouses/tops without sleeves or collars.
3. Tee-shirts of any type. They may not be worn alone or over collared shirts. No Beach Week T-Shirts.
4. Low-cut apparel or any apparel that allows for visible cleavage.
5. Net or see-through tops.
6. Shirts with open sides (arms to waist).
7. Cut-offs (on days when jeans/shorts are allowed).
8. Sunglasses cannot be worn anywhere on the person.
9. Clothing with profane, obscene or abusive language.
10. Clothing that advertises or advocates products that are illegal for student consumption.
11. Clothing with suggestive words, statements or pictures.
12. Objects in any part of the body that is pierced (other than earrings for girls).
13. Male students: Earrings and facial make-up.
14. Dog chains, wallet chains, or leashes.
15. Shorts for males and females
16. No underwear is to be visible on male or female students.
17. Blue jeans
18. Hoodies can only be worn before/after school, not during class or Mass. Hoodies can be worn on dress down days.

Students are expected to wear professional dress for all schoolwide Masses. Girls should wear a maxi dress or dress pants; boys must wear a dress, button shirt with a tie. Students arriving at school in violation of any aspect of the Dress Code will be sent to the Office and the parent is contacted in order to provide appropriate clothing. If appropriate clothing cannot be delivered, the student is given a school-owned "cover-up" to wear for the day, wash, and return. A Saturday Detention is also assigned. Any further Dress Code violation in the same semester will result in a suspension. This process begins anew at the beginning of the second semester.

FRATERNITIES/SORORITIES

Membership in and/or formation of fraternities or sororities are forbidden by Diocesan policy. Tickets/invitations, pictures and any materials related to the social functions of such groups may *not* be sold/distributed at Catholic High.

FUND RAISING/SALES

All fund raising activities and/or the sale of any items/services on campus must be approved in advance by the school administration.

UNSCHEDULED SCHOOL CLOSINGS

In the event of severely inclement weather or mechanical breakdown, delayed starting time or early dismissal will be announced over radio station WCOA and WEAR-TV (Channel 3).

MEDICAL CONDITIONS/MEDICATION POLICY

Parents of students with chronic medical problems should report this information to the administration. Any temporary illness that might warrant periodic medication during school hours must be reported to the administration. No medication of any kind will be dispensed at school without written permission from the parent or guardian on a form provided by the school. If a student needs to receive prescription medication during the school day, he/she must bring the medication in the original safety bottle, clearly marked and identified. Any administration of medication, prescribed or over-the-counter (OTC) must be given at the dosage listed on the container. Any dosage of medication that is to be different from the listed dosage must be documented with written notification from a physician. The note will be kept on file in the Office and medication will be dispensed only by a staff member who is properly trained. Unless authorized by a doctor (via prescription bottle) or parent (written note for OTC medications), no medication may be dispensed by school personnel.

PARENT-TEACHER ASSOCIATION

The Catholic High P.T.A. is governed by a President, Vice President, Secretary and Treasurer and a Board made up of approximately 12 current parents. They are nominated by a committee and the Principal and elected at the final meeting of the year. There are numerous standing committees that seek the involvement of the entire parent population.

Report cards for 1st, 2nd and 3rd quarters will be issued to parents at P.T.A. meetings and the faculty will be available for brief one-on-one conferences. There are four P.T.A. meetings held each school year always on Wednesday nights. Parents are required to attend but in the event that it is impossible, report cards can be obtained by the parent or guardian through the School Office following the meeting.

STUDENT ACTIVITIES

STUDENT COUNCIL

The Student Council consists of a President, Vice-President, Secretary and Treasurer as well as class officers, general representatives (who also serve as homeroom reps), and senators. The principal purposes of the Student Council are:

1. To develop the attitude and practice of good citizenship
2. To promote harmonious relations throughout the school
3. To promote strong student-teacher relationships
4. To promote school spirit
5. To provide a forum for student expression
6. To provide orderly direction of school activities
7. To promote the general welfare and good order of the school

Various activities are undertaken by the Student Council to benefit the school and promote unity and cooperation between the faculty

and students. All Student Council activities must be first authorized by the school administration. The Student Council meets on Monday afternoons. All Crusaders are invited to attend these meetings.

The faculty must approve student officer nominees. The general representatives and sophomore, junior and senior class officers are elected in the spring. Ninth grade class officers are elected in September. Members of the Student Council must maintain at least a 2.0 average. Those members who abuse school rules and regulations will be removed from office.

NATIONAL HONOR SOCIETY

The National Honor Society Chapter of Catholic High, the Aquinas Chapter, is open to qualified Juniors and Seniors for induction. Membership is not only an honor, it is a commitment by which a student assumes various responsibilities and obligations. Membership in N.H.S. is an honor bestowed by the NHS Faculty Council on behalf of the school faculty. All senior members of the National Honor Society, in good standing, will wear Honor Cords at graduation. To maintain membership, students must abide by all CHS and NHS rules.

Membership Eligibility

The N.H.S. Constitution provides eligibility for juniors and seniors. Membership is based on four criteria: **scholarship, leadership, service, and character**. The scholarship requirement is a weighted GPA of 3.75 or higher **and** an unweighted GPA of 3.50 or higher; however, character, leadership and service are considered to be equally important. Qualified students are selected by a majority vote of the Faculty Council on the basis of these four criteria. To maintain membership students must abide by all CHS and NHS rules.

ASSEMBLIES

Assemblies are scheduled as part of the curriculum and as such are designed to be spiritual, educational or entertaining experiences. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Students are required to sit in homeroom sections during assemblies. Parents are asked to please not remove students from school during assemblies.

FIELD TRIPS

No group will be permitted to make school-sponsored field trips without adequate planning and supervision. All field trips must be approved by the Principal well in advance. The students and their parent must complete the Diocesan Field Trip Form before going on a field trip. No field trip may be taken prior to or during major test weeks or after March 15

DANCES

All school dances, unless otherwise announced, are open to Catholic High students and their dates. Faculty sponsors are to ensure adequate adult assistance for all school dances. A minimum of six adults are required to be present at all times.

For dances that require tickets to be purchased in advance, the administration will establish mandatory admission and departure requirements. Students who arrive after the established admission time will not be admitted. Students and their dates/escorts may not leave before the established departure time. Once students leave a dance, they will not be re-admitted. All dances will conclude by

12:00 a.m. For dances for which advance ticket purchase is *not* necessary, students may leave and exit the premises at a time of their choice but may not return to the dance once they have left. Parents and students are advised to use modesty and good taste in selecting attire for dances. The administration reserves the right to exclude a student from the dance if clothed in inappropriate/indecent attire and to ensure that dancing is carried out in a prudent and wholesome manner.

Police are **required** to be on the premises for dances. Students believed to be under the influence of drugs or alcohol will be required to undergo testing with a breathalyzer. Random testing may be done throughout the dance. If the test is positive, students will be denied admission and parents will be notified and required to come to the dance to transport their child home (See Alcohol/Drugs under EXPECTED STANDARDS OF BEHAVIOR for disciplinary action taken).

CLUBS

Interest clubs vary from year to year due to student interest and availability of teacher sponsors. The Student Council surveys the student body for club interest at the beginning of each school year. Club moderators will establish rules for club membership. Students who comply with these rules are welcome to maintain membership in the Club. A student may hold the position of an elected officer in a maximum of two extracurricular activities.

YEARBOOK

The yearbook, "Charisma," is a publication that highlights pictorially the activities of the entire school year. They are on sale during the year and are published in May of each school year.

BLOOD DRIVE

Catholic High School encourages community spirit and service by allowing the students the opportunity to donate blood at the CHS campus during occasional mobile blood drives. A student who is 16 may donate blood with his/her parent's written permission, given in advance. Positive proof of age with photo I.D. is required of all student donors by the Northwest Florida Blood Center. If any parents do not wish their 17-year old to participate in this voluntary program, they may contact the Northwest Florida Blood Center in advance at 435-2535 and/or their child's Religion teacher.

ATHLETIC PROGRAM

GREEN & GOLD CARDS/STUDENT ACTIVITY CARDS

Catholic High School offers a discount to all home game admissions in the form of our Green and Gold Cards, season pass for adults, and our Student Activity Cards, season passes for students. These ensure admission to all regular season home athletic contests but, according to FHSAA regulations, may not be used for admission to any tournament games or to any post-season competitions. Green & Gold Cards may not be used for admission by students.

OBJECTIVES AND EXPECTATIONS

The interscholastic athletic program at Catholic High is designed to give the student both physical skills and a desire to participate, the opportunity to develop these skills in order to bring credit to him or herself, to their family and to the school. The goal of the athletic program is to instill in each athlete/fan values which will significantly contribute to the development of the student in the areas listed below:

1. *Leadership and Good Judgment* – The student athlete/fan is given many opportunities that present themselves during competition.
2. *Maturity and Sportsmanship* – The student athlete/fan has occasion to gain appreciation for his/her fellow students and to value cooperative efforts as well as the enjoyment of companionship with his/her fellow teammates.
3. *Self Image* – The student athlete/fan learns to recognize his/her abilities and strengths and to accept his/her limitations.
4. *Spirit* – The student athlete/fan should live with a commitment to support Crusader teams in times of competition and balance this support by never letting acts take the focus off of the game/event being played and by an awareness that destroying the gifts and talents of others willfully is in opposition to a commitment to a life with Christ at the center.

ATHLETIC ELIGIBILITY

In order to participate, the following eligibility requirements must be met:

1. The **original** copy of the student's **birth certificate** must be provided when the student first begins to participate in a sport if it was not presented at the time of registration. It must be submitted to the school office five (5) or more days before the first team practice in order for a student to be eligible to begin the practice season.
2. Students are eligible for four years from the date they enter the ninth grade.
3. A parent/guardian must give written authorization on the FHSAA-approved health Examination/Parental Permission Form in order for their child to compete in athletics.
4. A physician must certify, on the Health Examination/Parental Permission Form, dated no earlier than one year prior to the beginning of that sport's season, that the student is cleared for athletic participation.
5. The student must adhere to the team policies set forth by the head coach in each sport.
6. In order to participate in athletics, the student must meet the academic eligibility requirements established by FHSAA. These state:
 - a. In order to participate in athletics during the first semester of a high school, the student must have been regularly promoted from the eighth grade.
 - b. A student is academically eligible to participate in athletics as long as he/she maintains a cumulative grade point average of 2.0.
 - c. During 9th-10th grade if a student's average falls below the 2.0 cumulative grade point average requirement, the student will be allowed to participate on a semester-by-semester basis if the student:
 1. earns a 2.0 grade point average on courses taken in the previous semester alone,
 2. signs an academic performance contract with the school,
 3. attends summer school, and
 4. receives FHSAA-approval to participate, as prescribed by their By-Laws
 - d. once, however, a student enters the 11th grade, he/she must have and maintain from that point forward the 2.0 cumulative grade point average in order to be eligible.

A student who is academically ineligible for a semester, will be allowed to participate once eligibility is gained **only if** he/she has attended all practices and home games during the time of ineligibility. If a participating athlete is failing any subject during a semester, the following policy will be followed:

- a. The Coach/Moderator contacts teachers of failing students and develops a practical study program.
- b. The Coach/Moderator checks with teachers of students each week.
- c. If students do not show academic improvement, they will be suspended indefinitely from the team.

SPORTS OFFERED

| Fall | Winter | Spring |
|----------------------|-------------------|-----------------|
| Football (V/JV) | Soccer (V/JV) | Track |
| Cross Country | Basketball (V/JV) | Baseball (V/JV) |
| Swimming & Diving | | Softball (V/JV) |
| Cheerleading (V, JV) | | Tennis |
| Volleyball (V, JV) | | Weightlifting |
| Golf | | Lacrosse |
| Dance Team | | |

CHEERLEADING

Tryouts for the Football Cheerleading Squads will be held in the Spring and are open to all incoming 9th to 12th grade students. Tryout requirements and squad regulations are intended to maintain high performance levels to ensure active and spirited participation by fans during games.

LETTER ELIGIBILITY

To qualify for a Varsity Letter, an athlete must:

1. Be a member of a recognized varsity sport
2. Fulfill the following requirements for each sport:
 - a. Must attend 100% of practice time, unless excused by the coach
 - b. Must attend 100% of game/event time, unless excused by the coach

CHS FUND RAISING EVENTS

Because tuition payments do not cover the costs of the athletic program and because Catholic High does not assess a fee for each student who participates in a sport, it is necessary to hold fund raising events during the year to help support the athletic program. We hope that all families will volunteer or participate in one way or another, and we **expect** the families of the athletes to help.

There is one major fundraising event that profits the entire Catholic High athletic program:

Athletic Program Raffle – At the beginning of each athletic season, tickets for the Athletic Program Raffle will be issued. Families with athletes must assume responsibility for buying/selling one ticket at \$100 for each sport in which the student participates (limit of 3). The family can buy the ticket(s) themselves, sell a portion or sell the ticket(s). In March, a drawing is held and cash prizes are awarded. It is the responsibility of the *parent* to submit the ticket stub prior to the Raffle drawing. If the stub and ticket payment have not been received by the night of the drawing, that ticket will not be included in the drawing though responsibility for payment for it remains. After the drawing, if a family has not sold the ticket(s), an assessment of \$100 per ticket will be added to their tuition payment whether the ticket stub(s) is/are submitted or not.

PARENTAL RESPONSIBILITIES TO THE ATHLETIC PROGRAM

Parents of an athlete participating in the athletic program are expected to assist in the following areas:

1. **Physicals** – Assure that the student(s) has had a physical examination, dated no earlier than one calendar year prior to the beginning of that sport's season, on the FHSAA-approved physical forms.
2. **Uniforms** – Exercise supervision and care of the uniform during the respective season and see that it is returned clean, bagged and clearly marked with name and sport on the bag at the time and place designated by the respective coach.
3. **Transportation** – Give assistance if possible when the school finds it impossible to satisfy transportation demands due to a heavy schedule and/or other difficulties, as requested by the respective coach.
4. **Home Contests** – Assist at the gate, in the refreshment stand and during clean-up; JV parents are expected to help at varsity games and varsity parents are assist at JV games. The Athletic Director will assign dates. Parents who do not assist in these responsibilities will jeopardize the ability of their son/daughter to participate in the athletic program.
5. **Game Attendance** – Give support and encouragement to your athlete and the team by attending the games. It is expected that parents remain in control of their emotions at all times no matter what the circumstances might be. Officials, opposing players and parents of opponent schools deserve the respect our parents expect from them. Parent conduct and language, as well as the conduct of the athletes, must reflect the ideals of Catholic High.
6. **Fund Raising** – Each family is expected to assist in the activities sponsored by the Athletic Program.

STUDENT RESPONSIBILITIES TO THE ATHLETIC PROGRAM

Because each student athlete represents the entire student body of Catholic High, he/she is expected to reflect the goals and ideals of Catholic High by adhering to the following simple rules:

1. An athlete is strictly forbidden the use of alcohol, tobacco and non-prescription drugs on school premises, at school functions, traveling to and from events, and other school-related activities. Automatic dismissal from a team may result from failure to comply with this rule. If an athlete arrives for activities with evidence of being under the influence of alcohol or non-prescription drugs, he/she will not be allowed to participate. Coaches are required to report such incidents to the school administration and appropriate action will follow.
2. An athlete must display good sportsmanship at all times. Intimidation or harassment of officials, team members, or members of other teams will result in the athlete's removal from the game underway.
3. An athlete must travel to and from each contest in the same vehicle unless adjustments are made by the coach.
4. An athlete is expected to attend all practices, meetings and games unless ill or given prior permission by the coach to be absent.
5. An athlete is obliged to purchase shoes, socks and other personal items not provided by the Athletic Department.
6. An athlete is expected to be dressed in a complete and clean uniform for each contest. This includes items such as socks

and hats. An athlete is expected to be dressed in an appropriate manner for each practice. Girls must wear shirts to the waist to any athletic practice and/or contest. Changing clothes in public is prohibited.

7. An athlete is to be dressed in appropriate attire for travel to and from games as determined by the coach.
8. An athlete must return, in clean condition, all non-expendable items of his/her uniform within one week after the last contest of each respective season. The coach will determine the method of collection. Any lost or misplaced items will be charged to the athlete. The amount charged will be the price of a new replacement. Students may not take semester exams unless all obligations are met.
9. An athlete is expected to take special notice of all school announcements related to the athletic program.
10. The athlete must comply with all other school rules and policies. If an athlete is suspended from school during their athletic season, he/she is automatically suspended from the next scheduled athletic contest(s).
11. Student athlete who goes out of town and misses a game(s)— must sit out one competition for every competition missed.
12. An athlete who quits a team during the season is not allowed to play the sport the following season without permission from the Athletic director.
13. Student/athletes may not use cell phones to take photos in locker rooms/restrooms at any time.

RELIGIOUS PROGRAMS

The Chapel – The Chapel is located at the main entrance of the school. Students are encouraged to visit during their free time.

Eucharistic Celebrations – Mass is celebrated for the entire student body on the First Friday of every month and for holy days and other celebrations during the year. Parents are strongly encouraged to join the student body at all liturgical celebrations.

Sacrament of Reconciliation – The Sacrament of Reconciliation will be available at specific times as posted by the Campus Minister, in conjunction with Religion classes, and also at any time by personal request.

Student Days of Recollection – Student Days of Recollection are provided for the spiritual development of each student. A special day is set aside for this spiritual activity. Attendance at the annual class Day of Recollection is **mandatory** for all students and, for seniors, is a requirement for graduation. Fees covering the cost of the Freshman, Sophomore and Junior Days of Recollection are collected during Orientation Days in August. The Senior Retreat Fee is collected prior to the retreat. If a student misses the scheduled Class Day of Recollection, he/she is required to make it up.

HS Religion Service Requirement– CHS graduation requirements for 9th and 10th graders include a total of 20 hours of service including 5 at CHS; for 11th graders a cumulative total of 30 hours including 5 at CHS; for 12th graders a cumulative total of 40 hours at one volunteer agency plus 5 at Catholic High. It is required that students perform at least half of the total number of required hours during the first semester. Service hours earned during all 4 years are logged on the permanent transcript.

To satisfy the service commitment for Florida Bright Futures eligibility, the Guidance Office will register the 30 hours of service performed in the 11th grade and the 40 hours performed in the 12th grade (at one volunteer agency) plus 5 hours of CHS service for a total of 75 service hours.

All hours must be performed through the approved list of traceable, non-profit charitable organizations. These approved organizations are listed on the school website and a list of them has been provided to each Religion student. Any student who wishes to work for an agency not on the list must complete a pre-approval form which can be found on-line or in the Campus Ministry office and will be evaluated by the Campus Minister.

STUDENT ACCIDENT INSURANCE

Catholic High School provides School Time Accident Coverage Insurance to protect all students against accidental injury while the policy is in force. This insurance covers the student for the hours and days when school is in session and while attending school-sponsored and supervised activities. Specific details regarding the policy's provisions will be distributed at the beginning of each school year.

STANDARDIZED TESTING

The following standardized tests are given to all Catholic High Freshmen, Sophomores and Juniors: the PSAT (Preliminary SAT) is administered in October and the MAP, the annual achievement test, is administered three times during the school year.

Any student arriving late for a standardized test must join the test in progress. Any student who is absent on the day of the test will be required to make up the test in the days immediately following their return to school.

Additionally, all Junior students are given the NCEA's ACRE (Assessment of Children/Youth Religious Education) test each year as prescribed by the Diocese.

Dates, times and locations of ACT (American College Test) and SAT (Scholastic Aptitude Test) will be given in bi-monthly newsletters and posted in the Guidance Office. The school test Code Number is 101-365.

SCHOOL SERVICES/FACILITIES

SCHOOL OFFICE

The School Office is located in the Administration Building, across from the Chapel at the Main Entrance. The Office is open from 7:30 a.m. to 3:30 p.m. daily. The Administration Building (see 102 on map) houses the offices of the Principal, Assistant Principal, Athletic Director, Administrative Assistant, Dean of Students, School Accountants, Development Director, Secretary, and the Faculty Lounge. To facilitate communication between home and school, any change of home or business address and/or phone number **should be reported** to the School Office immediately. This can be done by calling the School Office or by using the school website.

SCHEDULING OFFICE

The Scheduling Office is located in the Administration Building. Schedule change requests are initiated there. Students are to schedule an appointment or be cleared by the Receptionist before visiting the Scheduling Office.

FINANCE OFFICE

The School Accountant's Office is located in the Administration Building. The CHS Accountant's daily hours are 7:30 a.m. to 3:30 p.m.

GUIDANCE OFFICE

Students will have an assigned counselor for each year in school. Counselors serve the students in diverse ways:

Academic Assistance: Guidance counselors are available to provide assistance to students regarding educational planning and goals and work with students in achieving and maintaining successful achievement in a challenging academic curriculum.

Standardized Testing: The Guidance Office coordinates standardized testing for students at Catholic High.

College Entrance Tests: Guidance will promulgate information on the times, dates, and locations for the SAT/ACT. Students are encouraged to register for these tests online and can do so in the College Center in the back of Guidance.

Test Preparation: Guidance provides tools for preparation as well as programs to help interpret and improve testing results through classroom presentations and resources on our website.

College/ Career Advising: Counselors assist students with setting and achieving their educational and career goals. Students benefit from exploration of their futures by utilizing the College/Career Center. Presentations on the college admissions and financial aid processes are given to students in the classroom and to parents at Catholic High Parent Nights. In addition, the Junior/Senior counselor works closely with students in the college application process. The procedure for requesting transcripts is listed under "records" and can also be found on the CHS website.

Health/ Wellness Education: Counselors are trained to assist students in matters that affect their health and wellness, such as interpersonal relationships, stress, drug and alcohol issues, adjustment, and anxiety.

Counseling: School counselors have experience with developmental and mental health issues and often provide assistance to students who seek help in the areas of adjustment, goal setting, interpersonal relationships, depression, family issues, and crisis intervention. Counselors can be of assistance in recognizing the need for further intervention and/or therapy and may make referrals to other professionals in the community.

Transfer Student Admissions: The Guidance Office coordinates the application process for students applying to transfer into CHS during their high school years.

Records: The Guidance Office maintains records including health (immunization, physical, birth certificate) and academic records for current students. CHS also maintains a copy of the academic transcript for students once they withdraw or graduate from Catholic High. Questions regarding records should be directed to the Guidance Secretary at 436-6400 x 122.

Transcript request for current students: A completed green transcript request form with stamped, addressed envelope, including any application materials, is given to a counselor.

Transcript request process for alumni: \$3 processing fee and signed alumni transcript request form is submitted to Guidance Secretary. Please see the Guidance area of our website for additional information.

BRENT LIBRARY & MEDIA CENTER

The Brent Library and Media Center is located at the west end of the main classroom building. The library hours are 7:00 a.m.-4:00 p.m. Library books circulate for two weeks with the date due stamped inside the books. A fine of 25 cents per day is charged for overdue books and \$1.00 per day for overdue laptop batteries, excluding weekends and holidays. Students are required to pay the complete cost of lost or damaged books. Magazines and reference books will be checked out to students for one night only. All library business, which includes books being returned or paid for and/or fines paid, must be completed before students are allowed to take semester exams.

SECURITY CAMERAS

Security cameras are in use in common areas inside and outside the building and are a component in our crisis management plan to ensure the safety of our students, faculty, and campus.

CAFETERIA/FOOD SERVICE

The Cafeteria is located at the west end of the campus adjacent to the 500-wing. Students may purchase food from SLA, a food management company, a variety of vending machines, or bring lunch from home. Students may not order lunch from any outside vendor/establishment. Students are not allowed in the Cafeteria except during the lunch periods.

EXPECTED STANDARDS OF BEHAVIOR

In the tradition of the Catholic Church and the philosophy of Pensacola Catholic High School, education is perceived as a process involving more than academic preparation. The faculty/staff is dedicated to helping students develop a code of personal integrity based on Christian principles. Therefore, the following expectations for student behavior at school and at all school-sponsored/endorsed functions have been established and appropriate consequences for failure to meet these expectations have been determined. **Students may be detained, called before the Administrative Team, suspended, placed on probation, excluded or expelled for any offense or accumulation of offenses.**

STUDENT'S RIGHTS

1. Students have the right to be given a clear explanation of all school rules and to know the consequences of their misconduct.
2. Students have the right to an education without interruption, distraction, and/or disturbance from their fellow classmates.
3. Students have the right to expect that neither their persons nor their dignity will be violated by other students, school personnel, or campus visitors.
4. Students have the right to expect that their property will be respected by other students and school personnel.
5. Students have the right to expect the school property to be attractive and well maintained.
6. Students have the right to express themselves and their viewpoints in a respectful manner.
7. Students have the right to privacy in regard to their personal possessions unless there is cause to believe that a student is concealing material that is prohibited by law or may distract from the educational process. The school reserves the right to search desks, book bags, cars, purses, lockers, etc., in order to preserve the safety of each individual and the common good of the school.
8. Students have the right to expect school personnel to administer disciplinary actions in a fair and equitable manner.

9. Students have the right to move safely and efficiently thru the halls at all times. Any gathering of a group of students in hallways that impedes the safety and efficiency of students in the halls will be treated as a disciplinary issue.

STUDENT'S RESPONSIBILITIES

1. Students have the responsibility to become familiar with the policies, rules, and regulations that concern the students' conduct at school.
2. Students have the responsibility to behave in a manner that allows learning to take place without interruption.
3. Students have the responsibility to show respect for fellow students, all school personnel, and campus visitors.
4. Students have the responsibility to neither take nor damage the property of other students or school personnel.
5. Students have the responsibility to respect the property of the school, and to help keep Catholic High orderly and attractive.
6. Students have the responsibility to express themselves verbally without violating the rights of others or without interfering with the orderly educational process. They also have the responsibility to listen courteously to differing points of view.
7. Students have the responsibility to carry only those materials which are acceptable by law, and which are not hazardous to any person or property.
8. Upon any infraction of the rules, a student has the responsibility to accept the disciplinary actions as assigned by the administration.
9. Students have the responsibility to keep their lockers locked at all times.

PARENTS' RIGHTS & RESPONSIBILITIES

1. Parents have the right to be given a clear explanation of all school policies, processes, and regulations and to know the consequences of failure to abide by these. Parents have the responsibility to be aware of the policies, rules, and regulations of Catholic High School as contained in this Handbook.
2. Parents have the right to expect regular and clear communication regarding school activities and processes. Parents have the responsibility to avail themselves of this information and to participate in the required and elective activities as specified.
3. Parents have the right to expect that the school's Mission, Philosophy and Core Values will be upheld by the school's administration and staff. By choosing to enroll a child at Catholic High School parents implicitly state their responsibility and intention to cooperate and collaborate with the school by upholding and supporting its policies, processes, regulations, and decisions with respect to the education of their child.

RULES AND REGULATIONS

The following behaviors are considered violations of the standards and philosophy upon which Catholic High is founded and of the rights of members of the Catholic High community:

Academic Dishonesty

Academic dishonesty includes: purposely giving or receiving help on any test, quiz or assignment when specific permission to do so has not been given by the teacher; plagiarism, improperly citing and/or taking credit for another's ideas (especially copying a

published author's work without proper documentation); purposely misrepresenting the truth, either orally or in writing. Academic dishonesty on a written assessment will result in: a zero on the quiz, test or assignment; notification of the parent(s) or guardian(s) by the supervising teacher; a discipline referral. Further incidents of academic dishonesty will lead to suspension, exclusion, or expulsion from school.

Students involved in academic dishonesty will also be denied awards and/or public recognition for the semester following the incident and, if holding elected or appointed leadership/honor positions, will be required to forfeit those positions.

Activating a False Fire Alarm/Needlessly Initiating a 911 Call

Needlessly initiating an Emergency Medical Alert (911), bomb scare, or pulling a false alarm are illegal actions. Students found in violation of this rule will undergo an immediate suspension. A repeat offense could be grounds for expulsion.

Alcohol/Drugs

Any use or possession of alcohol, drugs, or drug paraphernalia by a student or physically being in the presence of alcohol, drugs, or drug paraphernalia on school premises or at any school-sponsored function without removing him/herself from the proximity is forbidden. This applies to students arriving at school or any school-sponsored function under the influence of or in possession of alcohol or drugs. Any offense will result in immediate notification of parents or guardians and disciplinary action that may include expulsion. If students are caught in possession of, distributing or selling alcohol, drugs, or drug paraphernalia the police and the parents will be notified and the student will be subjected to Steps 3-4 in the CHS Discipline Process.

The CHS Administration will employ the use of a breathalyzer at school functions and during the school day to ensure compliance with the school's alcohol policy as stated above. Upon arrival at school-sponsored dances, the Administration will provide a process for the random selection of students to be screened by the breathalyzer for alcohol consumption. Any positive reading on the Breathalyzer will subject a student to the discipline process as it relates to alcohol use and/or possession at school functions. The Administration will also use the breathalyzer on campus or at any school-sponsored event when a student's behavior or other circumstances give the Administration "reasonable suspicion" to believe that the student may be under the influence of alcohol. In any situation, a refusal to be tested by the breathalyzer will be handled in the same manner as a positive test.

Argumentation

Disrespectful argumentative behavior toward a teacher is considered inappropriate and unacceptable and is a Level 3 Offense.

Bullying/Harassment

All students at Catholic High School are entitled to attend school daily in an environment that is Christ-centered and free of bullying/harassment. Catholic High School will not tolerate harassment of any type, including bullying through the use of digital devices. If a student is guilty of harassing others, appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of harassment include but are not limited to verbal or written taunting; bullying; other intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. Any student who experiences or witnesses this type of behavior, toward self or others, should report it immediately to the administration. False bullying reports will be reported to the Dean of Students for disciplinary action.

Cellular Phones/Electronic Devices

Students may use cell phones before school, between classes, during lunch, and after school. Cell phones may be used during class ONLY when directed by the teacher to do so.

If a student is found to have a cell phone or a smart watch on their person during an assessment they will receive a zero (0) and will be subject to the appropriate disciplinary action.

Students must have cell phones turned off or on silent during classes. Inappropriate use of a cell phone (including but not limited to, ringing inside the building) will lead to confiscation of the phone (which will be kept for the remainder of the school day) and Saturday Detention. After the first such offense, further incidents of cell phone misuse will lead to the phone being confiscated, the student being suspended, and parents being required to claim the phone at the end of the school day. Any further incidents of improper use of electronic device(s) will lead to further suspensions. If a cell phone/electronic device or smart watch is confiscated during a test or semester exam, the student will receive a zero on the test/exam. All personal electronic devices are similarly prohibited from use in school during the school day. Included are (but not limited to): Pagers, MP3 players*, and electronic games such as "gameboys.*" The school is not responsible for the security of any electronic device brought to school. (*Or other name brands of similar devices.)

Students may not use cell phone cameras to take photos/videos at any time on school property without permission from a teacher/administrator.

Class Disturbance

Disruptive behavior in class will result in disciplinary action by the Dean of Students.

Defiance/Insubordination/Rude Behavior

Failure to comply with the instructions or directions given by a member or members of the faculty or staff will not be tolerated and is considered a Level 3 Offense. The Dean of Students will take appropriate action.

Dress Code Violation

Dress Code violations will result in disciplinary action by the Dean of Students. Flagrant and/or repeated violations of the Dress Code will result in suspension from school and, when appropriate, confiscation of the inappropriate item (e.g. hat or earring, etc.) until end of current school year. Changing clothes in public, for any reason, is prohibited.

Fighting

Christian concern for one another demands respect for the person and property of others. Fighting is morally objectionable and will not be tolerated. Appropriate punishment, including automatic suspension for the one(s) perpetrating the conflict, will be given. In every case parents or guardians will be notified. Any intentional bodily contact is defined as fighting.

Fireworks

Possession and/or use of any fireworks are forbidden on campus and/or at school-sponsored/endorsed activities.

Food/Drinks/Gum Chewing

Gum chewing is prohibited in all parts of the building at all times. Water in a closed container may be consumed in the classrooms, library, hallways or restrooms. Closed water containers should never be placed on a desk or close to a laptop. A \$5 fine and Central Detention will be levied on a student for every incidence of gum chewing and/or eating/drinking where prohibited. Each time a student is caught chewing gum, eating breath mints, candy, etc., and/or eating/drinking in prohibited areas the fine doubles, starting with \$5. If the fine is not paid, the student will not be allowed to attend school.

Gambling

Playing cards or gambling in any form is not permitted on the school campus. This includes the playing of games on computers and/or electronic devices, and sports wagering.

Gang Association/Membership

Membership in an ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts is a "criminal gang-like activity." Membership in this type of activity is forbidden for any student enrolled at CHS.

Lying

Purposefully misrepresenting the truth violates the personal integrity of the student as well as the basic principles upon which Catholic High is founded. The Dean of Students will take appropriate action and parents/guardians will be notified. Repeated offenses will lead to dismissal.

Misbehavior at Assembly, Mass, or Pep Rally

Disruptive, disrespectful, or inattentive behavior at Mass or any assembly will result in a Saturday detention. Failure to attend Mass or any assembly will be considered the same as "skipping" class.

Online Purchasing

Students may not use their laptops or CHS network resources to place online orders for any products while on campus.

Use of Cameras and Other Recording Devices

No photos or videos may be taken during the school day without explicit permission from a teacher/administrator. No photos or videos may be taken in the locker rooms or the restrooms at any time. Violation of this will be treated as a serious disciplinary issue.

Pornography

Pornography is defined as any print or electronic media that is sexually graphic and/or explicit and is not being presented/used for educational purposes. Possession of or seeking online access to immoral or pornographic material is prohibited. If students are found to be in violation of any of these standards they are subject to immediate suspension.

Profanity/Offensive Language

Offensive language, gestures, and name calling exhibits a lack of appropriate values and is considered verbal violence.

Public Display of Affection

Displays of personal affection in public are not appropriate at school. Appropriate disciplinary action will be taken.

Sexual Harassment

Sexual harassment is physical, verbal, or nonverbal conduct of a sexual nature that is unwelcome and unwanted and is directed at the victim because of his or her gender. Such conduct interferes with a student's right to be respected and to receive an education in an atmosphere conducive to learning and will not be tolerated by Catholic High School.

Student Substance Abuse Policy and Program

Pensacola Catholic High School intends to be a drug free school. The possession or use of alcoholic beverages, tobacco or other illicit drugs is an illegal act that poses a serious threat to the health, safety, and well-being of students and staff. The school is committed to promoting and providing a drug-free academic environment for students. Therefore, alcohol, tobacco, and other drugs are prohibited on the school premises and at school-sponsored or school-related activities.

All students enrolled at CHS will be tested under this program at the beginning of each school year. Thereafter, students will be tested, on a random basis, throughout the school year and will be tested if there is reasonable suspicion that a student has violated the terms or conditions of the Program. All students are subject to random testing throughout the school year.

Since the overall selection of students is random, some students may be selected more than once during the school year and others may not be tested through the random selection. Random testing over the course of an academic year will comprise approximately 20% of the student population. Students who fail a test will be subjected to further testing throughout the time of their enrollment at CHS at the parent's expense. [Please read the entire Student Substance Abuse Policy and Program on page 30.]

Tattoos

Tattoos must be fully covered if their content is inappropriate and/or vulgar in any way.

Technology--Policy Regarding Use of the Internet Outside of School

Catholic High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of the school name, remarks directed to or about teachers or administrators, offensive communications and safety threats.

Catholic High School does not actively monitor student use of technology *outside of school* (Internet blogs, chat rooms, etc.). While the school's filtering system establishes parameters for appropriate use while on campus, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Theft

Stealing violates the rights of others and is illegal. Stealing is a serious offense that can lead to dismissal. Removing any item from a teacher's desk without permission or authorization is considered theft and is a Level 3 Offense.

Tobacco

The use and/or possession of tobacco in any form, e-cigarettes,

vaping, or smoking paraphernalia such as matches and lighters, on a student's person or their property anywhere in the school building, on the school grounds, or at a school-related event is forbidden. A student's presence in a group where tobacco is being used or openly displayed subjects the student to applicable penalties under this regulation. Students found in violation of this rule will be fined \$50 and undergo an immediate one day suspension. A second tobacco-related offense could be grounds for expulsion. When discovered, all tobacco products are confiscated.

Truancy

Skipping school, cutting classes, and leaving campus without permission are all forms of truancy. Truancy is an unexcused absence and is considered a serious offense. Parents/guardians will be notified immediately.

Vandalism

Vandalism violates the rights of the entire school community. The Administrative Team will handle incidents of vandalism. Financial obligations will be incurred for vandalizing, damaging, or losing school property. Students involved in serious acts of vandalism are subject to immediate expulsion.

Vehicles, Inappropriate Use of

Violation of parking rules (as stated under SCHOOL POLICIES AND REGULATIONS), exceeding the 10-mph speed limit, or driving recklessly on school property will result in disciplinary action and loss of the privilege of driving to school.

Weapons

Any weapon(s) found in the area of school grounds, buildings, motor vehicles on the school grounds, or at any school-sponsored/endorsed function, shall be confiscated and any student, while on the school grounds or at any school-sponsored/endorsed function found possessing, displaying, or using a weapon is subject to immediate expulsion. Weapons shall be defined as and include the following: any type of gun (whether operable, loaded or unloaded); knives of any kind but not limited to pen, switchblade or hunting knives; chains; razor blades; ice picks or other pointed instruments; nunchakus; brass knuckles; billy clubs; or any instrument deliberately used or intended for use to inflict harm upon or to intimidate any person.

THE DISCIPLINE PROCESS

Any inappropriate behavior that requires the intervention of a teacher or administrator enters a student into the Discipline Process. The level of severity and frequency of the offense committed determines the response of the teacher/administrator and the Step in the Discipline Process that is utilized.

- A. **Level One Offenses or other minor classroom infractions will precipitate use of Step 1 in the Discipline Process.** These infractions are handled by the individual teacher working with the student, parents, and Dean of Students. The teacher will determine appropriate consequences according to classroom guidelines and school policies. This may include detention with the individual teacher after school. Teachers will contact parents as a step in the discipline process for repeated minor offenses.
- B. **Level Two Offenses invoke Step 2 in the Discipline Process.** These infractions require notice of the infraction that required the student to be removed from the classroom by the Dean or other administrator to be provided to the

parent or guardian in a timely manner from the Dean of Students plus Saturday Detention.

C. Level Three Offenses invoke Step 3 or 4 in the Discipline Process. These infractions require suspension (Step 3) or exclusion/expulsion (Step 4) and parent/guardian conference with the Dean of Students and/or teacher involved.

D. Behavior committed by a CHS student that constitutes a crime according to Florida Law will be reported to law enforcement officials by the CHS administration.

E. Within a nine-week calendar period, a combination of four Level One offenses or two Level Two offenses, excluding referrals for tardies, could lead to a suspension.

NOTES

1. The repetition of offenses can be construed as flagrant disregard of CHS policies and procedures.
2. Students appearing before the Administrative Team are subject to having their entire discipline record reviewed by the Team.
3. Students may be called before the Administrative Team for any offense or accumulation of offenses.
4. The Principal may invoke any step or any penalty in the discipline process for any offense or accumulation of offenses.
5. The administration reserves the right to deny a student the opportunity to participate in extracurricular activities for disciplinary reasons.
6. A student that displays a flagrant disregard for the policies and procedures of CHS classroom teachers and/or administrators can be suspended or removed from CHS.
7. Any and all behavior that constitutes a violation of the law will be reported to law enforcement officers and may be grounds for expulsion.

NOTE: It should be pointed out that the school regulations listed here are not all-inclusive. Therefore, any student committing an act of misconduct not listed will be subject to the disciplinary authority of the school administration.

LEVELS OF OFFENSES

Level 1 Offense: A Level 1 offense will result in teacher-administered consequences in consultation with Dean of Students. These are generally not infractions that require Central Detention. Some examples of Level 1 Offenses include:

1. Correctable Dress Code after A-Period (this includes failure to visibly wear the school-issued ID badge).
2. Inappropriate behaviors of a minor nature in areas of general supervision (hallways, cafeterias, assemblies, etc.)
3. Consumption of food or drink in unauthorized areas
4. Gum chewing
5. Sleeping in class
6. Lack of Supplies in class

STEP 1. Corrective strategies implemented by the teacher and teacher-implemented consequence(s) in consultation with Dean of Students.

Level 2 Offense: A Level 2 offense will subject the student to removal from the classroom and a minimum of a Saturday detention. If the situation allows, the student will be returned to the classroom before the end of the class. Some examples of Level 2 Offenses include:

1. Academic dishonesty after the first offense
2. Inappropriate use of vehicles
3. Gambling
4. Removal from classroom for improper responses to teacher correction
5. Repeated minor offenses during the same class period
6. Any inappropriate behavior that would warrant a parent conference
7. Non-correctable dress code errors after A Period
8. Cell phone misuse

STEP 2: Saturday detention and parent/guardian conference with the Dean of Students and/or the teacher involved; OR suspension and parent/guardian conference with the Dean of Students and/or teacher involved

Level 3 Offense: These offenses will subject the student to Step 3 or 4 in the Discipline Process and will lead to a parent conference and/or to immediate suspension, probation, exclusion or expulsion even for the first offense. Some examples of Level 3 Offenses include:

1. Any display of disrespect, or argumentative behavior toward a person in authority
2. Defiance, insubordination or flagrant failure to comply with the instructions or directions given by any member of the school administration, faculty or staff, or their designated representative during school or at any school-sponsored or endorsed function
3. The use of profanity, abusive language, force, intimidation or threat to any member of the administration, faculty, staff or student body—any bullying and/or harassment of others
4. Theft or unauthorized entry into another person's locker/property
5. Willful destruction of school property
6. Being under the influence of, possessing, distributing, or being in the presence of any alcohol, drugs or drug paraphernalia on the school premises or at school-sponsored or endorsed activities
7. Possession or use of fireworks or weapons on the school premises or at any school-sponsored or endorsed activity
8. Use of tobacco/tobacco products or presence in a group where there is such use
9. Conduct, whether inside or outside the school, that is detrimental to the reputation of the school, that brings unfavorable publicity to the school, or that causes unfavorable criticism of the school in the community. Felony arrest or conviction may lead to termination of a student's enrollment at CHS
10. The school has the right to deny participation in any extracurricular activity to any student who has been arrested, charged, or convicted of a felony, adjudicated delinquent or had adjudication withheld.
11. Activating a false alarm or needlessly initiating a 911 alert
12. Fighting
13. Lying
14. Truancy
15. Failure of a student to immediately and accurately identify him/herself to an administrator or faculty member
16. Bullying, Harassment, and/or Sexual Harassment
17. Any action that the Principal deems serious enough to warrant consideration as a Level 3 offense

18. Possession and/or distribution of pornography/pornographic materials
19. Taking photos or videos in locker rooms or restrooms at any time.

STEP 3: Suspension and Administrative Team conference with the student and parent/guardian
STEP 4: Exclusion or expulsion by the Principal.

DEFINITION OF TERMS

ADMINISTRATIVE TEAM

School administrative personnel consisting of the Principal, the Assistant Principal, the Athletic Director, the Dean of Students, and the Administrative Assistant.

CENTRAL DETENTION

Requires a student to remain after school for one hour. Central Detention can only be assigned by the Dean of Students. Students who do not appear for detention will be assigned to a Saturday Detention. If a student arrives late for detention or refuses to cooperate with the detention proctor, he/she will be assigned two days of detention. Central Detention after school may only be used for but is not limited to the following offenses: cell phone misuse and confiscation, non-correctable dress code after first period, or an excessive number of tardies to any class as tracked by the Dean of Students.

Detention Rules:

1. Students must report to the designated area and sign in 10 minutes after dismissal on a school day.
2. Students must report at the designated place and time on non-school day.
3. Students are required to perform assigned written work or supervised service activities.
4. No cell phone use allowed in detention. They must be turned off.
5. In after-school detention absolute silence must be maintained.
6. Students must stay for the entire time period prescribed.

IN-SCHOOL SUSPENSION

The Dean of Students, with the advice and consent of the Principal, may utilize ISS in situations when an off-campus suspension either may not be deemed feasible or optimal. In these instances the Dean will request assignments from the student's teachers. The student will complete all work during the suspension day for each class and receive credit for all completed make-up work. The student will still suffer the academic penalty associated with suspension as described in this Handbook's section on Suspension (below).

SATURDAY DETENTION

Saturday Detention will be held as needed. Saturday Detention is assigned at the discretion of the Dean of Students and is not a substitution for suspension. It will consist of three hours, 9 a.m.-Noon, of assigned work. Once Saturday Detention is assigned, failure to attend will result in suspension. A \$20 fee is assessed those students assigned Saturday Detention to defray the cost of faculty proctoring.

DISCIPLINARY FINES

Monetary fees assessed for certain violations of school rules. Fines must be paid directly to the school receptionist by the school day immediately following the offense.

SUSPENSION

The student may not return to school, a specific class, and/or participate in student activities (sports, clubs, dances, etc.) for a designated period of time. A parent conference may be required for readmission. Suspension will result in a 2-percentage point deduction in the quarter grade per course, per day of suspension up to a maximum of 10 points. Any student who has been suspended is automatically placed on Disciplinary Probation for a nine-week period. Any action(s) warranting a second suspension may lead to expulsion.

DISCIPLINARY PROBATION

Any student who is suspended from school for disciplinary reasons is automatically placed on Disciplinary Probation for a nine-week period from the date of the suspension and must sign a Disciplinary Contract upon return to school. During this probationary period there will be a bi-monthly review of the student's disciplinary record by the Administration. If the student receives less than three disciplinary referrals (excluding those for tardies) during the probationary period they are reinstated in good disciplinary standing when the nine-week period ends. During the probationary period, any action(s) warranting a second suspension may lead to expulsion. If there is a recurrence of disciplinary difficulty after the probationary period ends, a student may be placed on Disciplinary Probation for a second quarter with other requirements specified, as judged necessary by the Administration.

EXCLUSION

The student is separated from the school community for a period of time to be determined by the Principal. The student may apply for readmission at the end of this time. Certain conditions may have to be met before the student can reapply. The decision to readmit the student rests with the Principal. Students who are asked to leave CHS either temporarily (exclusion) or permanently (expulsion) may be refused admission to CHS activities/events.

EXPULSION

The student's connection with the school is permanently severed.

TECHNOLOGY ACCEPTABLE USE POLICY

Pensacola Catholic High School (PCHS) is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration -- a vital skill for our 21st Century learners. Students at PCHS utilize laptop computers on a wireless network. Laptops and campus computers are strictly for educational use consistent with the educational goals of PCHS. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy is designed to give students and their families' clear and concise guidelines regarding the appropriate use of laptops as well as other computers on campus. The underlying premise of this policy is that all members of the PCHS community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to exercise good judgment and to utilize technology with integrity.

E-Mail

- The content of all school-assigned e-mail accounts is the property of PCHS and, as such, is subject to search at any time for any reason without prior notification or consent of the assignee.

- The use of any e-mail account other than those issued by the school during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved mail programs may be used for student mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent through the school e-mail system.

Chatting and Blogging

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music with one earphone is permitted on campus with the permission of the teacher.
- The use of laptops to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- When watching a video or listening to audio assigned by a teacher, an earphone must be used.
- At no time on campus may a student use more than one earphone.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Games

- The viewing and/or playing of electronic games, online or otherwise, is not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any games from a school computer or prevent access to online games that are

considered inappropriate (games that include violence, adult content, inappropriate language, weapons, etc.) or impede the educational purpose of the laptop program.

Laptops

- School-issued laptops must not be left unattended at any time.
- Laptops must be in a student's possession, secured in a locked classroom or locker, or in the library charging station at all times. If a laptop is found to be unattended, it will be turned in to the Administration and/or Technology Department.
- A Student should not lend his/her laptop to other students or borrow a laptop from another student. If a student's laptop is unavailable for use, the student should see the Technology Department.
- Laptops must be carried and transported appropriately on campus. They should be carried in their school-issued cases at all times. Failure to close the lid of a laptop and let it completely enter sleep mode before transporting it could damage the hard drive and result in permanent loss of data. Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.
- No food or beverages should be in the vicinity of the laptops. Laptops may not be used in the cafeteria or outside picnic tables during lunch.
- Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.
- School-issued laptops should be kept clean and may not be written on, have stickers applied to them, or be defaced in any way. If any of the preceding conditions are violated, a cleaning fee of \$25 will be assessed and the laptop will be restored to an acceptable condition.
- Students are not allowed to create or access any administrative accounts on school computers.
- All repairs to school-issued laptops must be performed by the PCHS Technology Department. Students and parents are not authorized to have any repairs performed on school-issued laptops.

Battery Checkout Policy: In order to better serve the entire student body, the checkout policy/procedure for external laptop batteries that are available from the PCHS library is:

- Fully charged batteries in a laptop can last for up to 7 hours with proper care and battery management; therefore, checking out batteries during the day should be unnecessary provided that students charge their laptops completely before arriving at school and/or utilize the laptop charging station in the library.
- Batteries must be returned at the end of the day, otherwise a \$1 per day fine that will accrue until the battery is returned.
- For more information on proper battery management, visit the PCHS Technology Department's Battery Management page at <http://www.pensacolachs.org/batterymanagement>.

Network Access

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of any service intended to bypass the content filter or administrative restrictions is strictly prohibited.
- Students may not use the school network for personal or private business reasons.

- Students may not connect personal devices to the school WiFi network without administrative approval.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida Computer Crimes Act, Chapter 815, Florida Statutes). This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- PCHS is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

Printing

- Students may print from their laptops to designated printers on the PCHS network.
- Students are allocated with an initial balance of pages per school year. Additional pages are available for purchase through the Media Center. The per page cost will be determined and promulgated at the beginning of each school year by the Technology Department.
- Any pages left on a student's account at the end of the school year are non-refundable, but do carry over to the next school year, unless the student is a graduating Senior.
- Printing at home to supported USB-connected printers is allowed. Visit the PCHS Technology Department's Laptop FAQ page at www.pensacolachs.org for more information

File Sharing

- File-sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered a file sharing program.
- Unauthorized file sharing of any kind is prohibited both on campus and off campus.
- File sharing is only permitted when it is needed for a specific assignment given by a faculty member.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

Downloading and Loading of Software

- Students may only install approved applications through the Self Service application, which is installed on all school-issued computers. The installation of software from any other source is strictly prohibited.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any unapproved software that has been loaded onto the computer.
- Copyrighted movies may not be ripped from DVDs and placed on the laptops.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.

- There is a \$25 re-imaging charge to remove any unapproved software or files.

Screensavers

- Inappropriate or copyrighted media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- There is a \$25 re-imaging charge to remove any of the above.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials including, but not limited to those that are sexual or pornographic in nature, extremist or militant materials, gambling, depictions of violence, and images that are intended to be abusive or harassing are available on the Internet and are strictly prohibited from being accessed or displayed.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or a member of the Technology Department as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail addresses or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and laptop access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- PCHS respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including honor code violations or harassment, are suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor or log all activities that take place on school-issued computers including, but not limited to web

access and application usage.

- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilizing any unauthorized method of file sharing between computers.
- Cyberbullying is the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include but are not limited to: --Sending/posting false, cruel, hurtful or vicious messages/comments; --Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others; --Breaking into an email account and sending vicious or embarrassing materials to others; --Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others; and --Posting a picture of a student, administrator, faculty member, or staff member without prior permission. Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Laptops that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that merits this consequence.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.

- These consequences apply to students participating in the laptop lease program at PCHS as well as to students who are using the school's laptops and computers on campus.
- Computers with illegal or inappropriate software or materials on them will be reformatted or "re-imaged," and the student will be charged a \$25 re-imaging fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop and the student will be restricted to using only on-campus computers. Repeated AUP offenses or laptop abuses may lead to the loss of a student's privilege of using a laptop on campus.
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.
- PCHS takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network.

Florida Computer Crimes Act

Florida Statute 815.04: Offenses against Intellectual Property Whoever willfully, knowingly, and without authorization:

1. Modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network;
2. Destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network;
3. Discloses or takes data, programs, or supporting documentation which is a trade secret as defined in S.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network; commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

Florida Statute 815.06: Offenses against Computer Users

Whoever willfully, knowingly, and without authorization

1. Accesses or causes to be accessed any computer, computer system, or computer network;
2. Denies or causes the denial of computer system services to an authorized user of such computer system services; commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

Social Media Policy

Pensacola Catholic High School

Social media provides a platform for communities to inform, communicate, and network. Social media tools will enhance communication among Pensacola Catholic High School (PCHS) families and fans. Social media sites cannot be accessed on school-issued computers. A student's participation in social media sites is not necessary for classroom use and is completely left to the discretion of the parent(s).

How to Follow Us

Social media outlets for PCHS include, but are not limited to Facebook, Twitter, YouTube, and LinkedIn. Those participating in these media outlets are encouraged to “friend,” “like,” and “follow” PCHS and we encourage you to post as well.

Expanding Our World and Protecting Our Values

PCHS is committed to developing responsible Christian individuals by providing the finest in Catholic education. The following guiding principles and policies provide a foundation for appropriate online communication at PCHS. While we respect the right of students, employees, alumni, and other members of our community to utilize a variety of social media options available, we require that the following guiding principles and policies be followed at all times by our community members who participate in PCHS-sponsored sites.

Guiding Principles

1. Online behavior should at all times demonstrate a Christ-centered respect for the dignity of each person.
2. The guiding principles and policies stated in the PCHS Parent/Student Handbook must be observed at all times.
3. Staff and students must behave in an ethical manner when interacting and using online community sites and resources.

Social Media Comments and Participation Policy

Comments to PCHS-sponsored sites, such as its website via blogs, online forms, etc., or social media sites, are welcomed and encouraged, and we look forward to hearing from our community. To promote respectful discussion within this forum, we request that the participant be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Blogs often foster debate of an issue; participants are to engage in such exchanges with mutual respect for others' opinions.

In order to respect and ensure the privacy of participants and their families, please assume that all postings to PCHS-sponsored sites will be publicly available on the Internet, and, therefore, publicly accessible without limitation or protection of any kind. Please consider both the quality and quantity of personal information that participants share, with the understanding that this information may be linked to a participant's name and published on the Internet.

By posting a comment or other material to PCHS-sponsored sites as outlined above, participants give PCHS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content participants provide, which includes using participant submission(s) for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing participant submission(s). PCHS reserves the right to review all comments, to edit them to preserve readability and demonstrate respect for other users, to reject or remove comments for any reason, and to determine in its sole discretion which submissions meet its qualifications for posting. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed. PCHS also reserves the right to ban future posts from people who violate this policy and amend this policy, as needed in our judgment, to address issues that may arise and/or changes in our operations or the law.

In posting material on PCHS-sponsored sites, participants agree not to:

- Post material that PCHS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, e-mail addresses or other confidential information of students, faculty, or any other person other than yourself. If participants choose to post individual, private contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of PCHS or any individual or entity.
- Post material that violates the privacy of individuals and/or their intellectual property without prior approval.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by PCHS, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the PCHS-sponsored site.
- Allow any other individual or entity to use participant identification for posting or viewing comments.
- Post comments under multiple names, alias, or false identity.

Posting Photos, Videos, and Audio Files

Photos, videos, and audio files including, but not limited to the presence or mention of alcohol, drugs, smoking, illegal behavior, or any content deemed inappropriate for the PCHS community, are a violation of these guidelines, and will be removed. For the protection and safety of all in the PCHS community, those using PCHS social media sites should never identify a student, parent, or faculty member using the full name with a picture, video, or audio file. A participant agrees to indemnify and hold harmless the Diocese of Pensacola-Tallahassee, Pensacola Catholic High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material a participant has posted on PCHS-sponsored sites. By posting a comment or material of any kind on a PCHS-sponsored site, the participant hereby agrees to the policy set forth above.

Process for Reporting Abuse

Because of the fast-paced nature of postings, participants are encouraged to immediately report any posts they deem inappropriate. Please e-mail the webmaster (webmaster@pensacolachs.org) with any concerns so the issue may be dealt with in a timely fashion. Be sure to provide a detailed description of the post's location. PCHS appreciates participant assistance in this endeavor.

Faculty Use of Social Networking Sites

PCHS respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal and professional use of these sites does not damage the School's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without

their knowledge or consent. The School strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

The nature of all social media communication and settings used by employees with students must be strictly professional and educational in manner. When using a social media site, an employee should not include current students as "friends" or "followers" in social networks or any other similar terminology used by various sites for personal use. However, an employee may establish or create a page or a group for professional and educational purposes for public engagement, such as fundraising and public communication. In-house communications of student clubs, teams, or co-curricular activities are supported by the school's content and communication management system. If an employee maintains or participates in a PCHS-sponsored online community that extends to persons who are parents, alums, or other constituents, s/he must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines, which are consistent with the School's workplace standards on harassment, student relationships, employee conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of the School's policies, including its policies concerning discrimination or harassment;
- The employee must uphold the School's value of respect for the individual and avoid making defamatory statements about the School, its employees, its students, or their families; and
- An employee may not disclose any confidential information of the School or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families. If the School believes that an employee's activity on a social networking site, blog, or personal website violates the School's policies, the School may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

Creating and Maintaining Official PCHS Social Networking Sites

All official PCHS social networking sites must be approved by the principal and must adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School.
- Sites that accept comments or postings by anyone other than the site administrator shall be monitored to ensure that information displayed fits within PCHS guidelines and is appropriate to the subject matter of the page.
- Students should not be expected to utilize the site as a source of important/needed educational information for the following reasons: (1) Student access to social networking sites is restricted on the PCHS campus network. (2) Parental permission to utilize social media sites may not be granted.

Student Use of Social Media

First and foremost, students with parental permission to utilize social media are encouraged to always exercise the utmost

caution when participating in any form of social media or online communications, both within the PCHS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire PCHS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. Social media sites will be blocked by the school's content filter.

In addition to the regulations found in the Parent/Student Handbook, students are expected to abide by the following:

- To protect the privacy of PCHS students and faculty, students may not, under any circumstances, create digital still photos, digital video, or audio recordings of PCHS community members either on campus or at off-campus PCHS events for online publication or distribution without the knowledge and consent of those being recorded or photographed.
- Students may not use social media sites to publish disparaging or harassing remarks about PCHS community members, athletic or academic contest rivals, or any individual, organization, or entity.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission adheres to all aspects of these social media guidelines and policies. This social media policy will be considered part of the PCHS Acceptable Use Policy. Failure to abide by these policies, as well as other policies at PCHS may result in disciplinary action as described in the Parent/Student Handbook or as determined by the school administration.

Parental Resources As partners in the education of our children, we are asking parents to monitor their child's social media use. If your child refuses to grant you access to their account, we strongly recommend you have them deactivate the account. The following steps will further assist parents in monitoring their children:

- Be aware of what devices your child is using to access the Internet (phone, computer, tablet, gaming console, etc.).
- Emphasize the *public* nature of social media sites.
- Discuss the permanence of posting comments, pictures, and video. Even if a posting is removed, copies could have been made before it was deleted. These copies could then be redistributed without the original poster's knowledge.
- Talk to your child about his or her privacy settings and work together to adjust them appropriately.
- Review your child's friend list.
- Parents have the right to demand any information on the Internet about their child be removed.

References:

Bishop Lynch High School-
<http://www.bishoplynch.org/netcommunity/>
Catholic Education Office Sydney-
ceosyd.catholic.edu.au
Hudson High School-
<http://www.hudsonhs.com/home>
Federal Trade Commissions-
<http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec13.shtm>

STUDENT SUBSTANCE ABUSE POLICY AND PROGRAM

I. Purpose, Scope and Application

Pensacola Catholic High School ("the School") is a Catholic High School that strives to provide the best possible education for its students. We believe that education occurs only as students are actively engaged in the learning process. The School, through its administration, seeks to engage its students in a way that will contribute to full personal development. In that regard, the School recognizes that the use of illegal drugs while at school or away from school, leads to increased accidents, injuries, illnesses, and medical claims and can lead to the deterioration of the health of students. Students who abuse controlled substances are dangers not only to themselves, but also to other students, teachers and members of the public. Substance abuse related medical costs also place an unacceptable financial burden on health and benefit programs. Decreased productivity and morale and increased absenteeism and turnover can adversely affect the School's ability to provide the best possible education for its students.

In light of these concerns, the School's goal is to maintain a safe, healthy and productive learning environment free of substance abuse. To achieve this goal, the School has adopted and implemented this comprehensive Student Substance Abuse Policy and Program ("the Program").

Generally, the School's objectives include:

- to create and maintain a safe, drug-free learning environment for all students by prohibiting and disciplining substance abuse;
- to reduce the problems of absenteeism, tardiness, carelessness and/or unsatisfactory performance related to substance abuse;
- to reduce the likelihood of accidental personal injury and/or property damage;
- to eliminate substance abuse and its effects from the School;
- to reduce the likelihood that property of the School will be used for unlawful drug activities;
- to identify substance abuse as early as possible;
- to encourage students with substance abuse problems to seek professional assistance;
- to protect the reputation of the School in the community

The School encourages any student with a substance abuse problem to seek counseling or treatment. The School will make available to students and parents information concerning the availability of alcohol and drug abuse counseling and rehabilitation. Participation in those programs will be at the parents' expense.

This Program is not intended to affect the ability of the School to manage the learning environment or to discipline its students. The School's Parent/Student Handbook, including the provisions on discipline, will remain in full force and effect following the adoption of this Program. This Program provides general guidelines for implementing the substance abuse program of the School. The School reserves the right to interpret, change, or rescind this Program, at any time, with or without prior notice.

This Program covers all students of the School and execution by each student and his or her parent of the Consent To Participation in Substance Abuse Program and Release of Liability form is a condition to enrollment by the student at the School.

II. Definitions

As used in this Program, the following terms are defined as follows:

A. Alcohol: "Alcohol" includes

1. Beer and other malt beverages;
2. Wine; and
3. Distilled spirits.

B. Controlled Substances: "Controlled Substances" include, but are not limited to:

1. marijuana, cocaine, heroin, hallucinogens, methaqualone, benzodiazepines, opiates, amphetamines, methamphetamines, barbiturate phencyclidine (PCP), and any other substance and the derivatives thereof, whose manufacture, sale, distribution, dispensation, possession, or use is prohibited or controlled by state or federal law;
2. any prescription substance for which the person taking the substance does not have a lawfully issued prescription;
3. any so called "designer drug", "look alike" synthetic drug and similar substance, even if not specifically prohibited by state or federal law;
4. any other substance that may be abused, whether available legally over-the-counter (such as cough syrup) or naturally occurring (such as hallucinogenic mushrooms) or which was never intended for human consumption (such as glue); and
5. a metabolite of any substance described in paragraphs 1-4.

C. Testing Laboratory: The Testing Laboratory is a facility designated by the School certified by the United States Department of Health and Human Services and licensed or certified, when required, by appropriate local and state authorities, to test students for the use of controlled substances.

D. GS/MS: The term GS/MS means Gas Chromatography/ Mass Spectrometry.

E. Facilitator: The CHS Administrator, or such other person as the School may from time to time designate to collect the sample under this Program.

F. Parent: This term shall include the parent, legal guardian or other legal representative having primary custody and responsibility for a student.

III. The School's Position on Drug and Alcohol Abuse

The School prohibits the sale, purchase, transfer, or possession of any alcohol, controlled substance, or drug paraphernalia during school hours or on property of the School at any time. The School also prohibits any student from being under the influence of alcohol or any controlled substance while on School premises or at any School sponsored or endorsed function. Presence in a group where alcohol, a controlled substance, or drug paraphernalia is/are being used or openly displayed or presence in a vehicle containing alcohol, a controlled substance, or drug paraphernalia may subject a student to the same penalties as the sale, purchase, transfer or possession of the alcohol or controlled substance

IV. Testing

A. Mandatory Testing of Students

All students enrolled in the School for the school year 2010-11, and each school year thereafter, will be tested under this Program at the beginning of the school year. Thereafter, students may be tested, on a random basis, throughout the school year or may be tested when there is reasonable suspicion that a student has violated the terms or conditions of the Program.

B. Random Testing of Students

All students are subject to random testing throughout the school year. On a periodic basis and without prior notice, students will be selected by use of a computer-generated list, to submit to testing in accordance with this Program. Since the selection is random, some students may be selected several times for a random testing during the school year and others may not be tested through random selection. Prior negative test results of a student do not exempt a student from additional testing.

C. Reasonable Suspicion of Substance Abuse

The school shall test a student based upon reasonable suspicion that the student has used alcohol or a controlled substance in violation of this Program. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience.

1. Factors Supporting Reasonable Suspicion

While it is not possible to list every factor that might lead to testing, those listed below are some of the most common:

- observable actions while at School, such as direct observation of substance abuse or the physical symptoms or manifestations of impairment due to substance abuse;
- a report of substance abuse provided by a reliable and credible source;
- evidence that a student or any other person has tampered with any substance abuse test under this Program;
- evidence that a student has caused or contributed to an accident while at School, on School premises, or at a School sponsored/endorsed event;
- evidence that a student has used, possessed, sold or solicited alcohol or controlled substances while at School, while on the premises or other property of the School, or while attending any school sponsored/endorsed event;
- excessive unexcused absenteeism or tardiness;
- significant deterioration in grades or performance in school athletics;
- significant change in personality (such as mood swings, euphoria, depression, abusive behavior, violence, secretiveness, insolence, insubordination);
- unexplained absences from normal classes;
- unusual or erratic behavior that cannot be readily explained;
- changes in personal hygiene or demeanor;
- cravings for water or for sweets;
- reddened eyes or dilated pupils;
- odor of alcohol or controlled substance;
- unexplained significant weight loss or gain;
- slurred or incoherent speech;

- difficulty in motor coordination.
- lack of compliance with school rules related to appropriate behavior at extracurricular activities

2. Search Based upon a Reasonable Suspicion of Substance Abuse

When there is a reasonable suspicion that a student may be in possession of a substance prohibited by this Program, the student may be required, as a condition of continued enrollment, to submit to a search of clothing, personal lockers, purses, lunch boxes or other containers, desks or personal vehicles. Searches shall be approved by the Principal or Assistant Principal. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience. A report detailing the information to support reasonable suspicion shall be prepared and signed. The report shall be given to the Dean of Students within 24 hours of observation of the conduct. The Dean of Students will then determine whether the student will be required to report to the Facilitator for hair testing, and/or to a local hospital or other medical or health provider for additional testing, which may include blood, urine or hair testing.

V. On-Site Hair-Testing Procedures

A. Assignment of Random Number for Testing Purposes

Students will be assigned a number from a random number table or a computer-based random number generator matched to the students' CHS student number. If a random number table is used, the Principal will be the only employee of the School with knowledge of the correlation between the random number and the name of the student.

B. Reporting for Testing

On each testing day selected by the School, students whose numbers are selected for testing shall be required to report to the place at the School designated for collection activities by the Facilitator. The student shall present identification to the Facilitator and complete a student information form for identification purposes. The student will be given a copy of his or her assigned number in a sealed envelope, if a computer-generated number, rather than the CHS student numbers, are used.

C. Removal of Hair

The Facilitator will remove at least 3.9 centimeters (approximately one and one-half inches) of hair from the student. Hair can be collected from several locations on the head. Body hair from the arm, leg or chest in males may be used as an alternative to cranial hair.

D. Collection of the Samples

The sample will be placed into a receptacle provided by the testing laboratory with the end closest to the root clearly marked. The student will initial the storage receptacle, which will be placed inside a second storage receptacle, which will also be initialed by the student. An adhesive, tamper proof strip will be placed over the second storage receptacle. The acquired samples will then be placed in a safe or other storage unit under lock and key. The Facilitator will be the sole person with the ability to remove the acquired samples from the stored location. The School will send the samples, by overnight delivery, to the testing laboratory on a weekly basis.

E. The Testing Laboratory

The testing laboratory shall conduct tests on the sample collected in accordance with federally established procedures. The sample shall be tested for cocaine, opiates, methamphetamines, phencyclidine (PCP), and for all other controlled substances.

F. Unreadable Sample

The testing laboratory shall report any sample that is adulterated, contaminated, unreadable, not authentic, or otherwise impossible to analyze properly to the CHS Administration or to such other person as is designated, who shall meet with the student and/or the Facilitator and ask for

This revision overrides the contents of the SA Policy signed by parents/students prior to the Class of 2020.

an explanation. If a satisfactory explanation is provided, a new test may be performed at the discretion of the Principal. If a satisfactory explanation is not provided, the Principal may recommend rehabilitation and/or impose discipline in accordance with this Program.

VI. Communication of Results

A. Negative Results

The testing laboratory shall report negative results to the CHS Administration or such other person as the School may from time to time designate. The CHS Administration shall communicate the results confidentially to the student.

B. Positive Results

The testing laboratory shall confirm all positive test results using GC/MS. If the confirmatory test is positive, the following procedures shall be followed:

- The testing laboratory will report positive test results only to the Principal. *Only the results of the patented and FDA-cleared lab, Psychemedics, will be accepted and used by CHS as accurate and verifiable in our Student Substance Abuse Policy and Program.*
- The Principal/designee shall meet with the student and his or her parent. If the positive test result is believed to be the result of the fact that the student is taking prescribed medications, the parents will be asked to provide documentation to the principal. The principal will communicate this information to the lab who will determine if the prescribed medication has caused a positive test result.
- If a student or his/her parent, desires a second confirmatory test, he/she shall submit a written request to the Principal for retest no later than five (5) days after being informed of the initial test results. The second test will be performed on the remaining portion of the original sample that was collected, using GC/MS or an equivalent, at the parent's expense.

This revision overrides the contents of the SA Policy signed by parents/students prior to the Class of 2020.

- If the results of the additional confirmatory test are negative, the laboratory shall notify the Principal, and the results of the initial test will not be used for any purpose and the School shall refund to the parent the cost of the second test.
- If the results of the additional confirmatory test are positive, the laboratory shall notify the Principal. The

Principal/designee will then meet with the student and his or her parent and notify them of the result. If the student tests positive for the first time, the student will be required to participate in an adolescent drug outpatient counseling program to receive counseling or rehabilitation treatment. The student and his or her parent will be responsible for initiating admittance into, and utilizing the services of, any counseling or treatment center, and the expense, if any, for such counseling or treatment will be borne by the parent. This must take place within two weeks of the initial meeting with the principal. Within one week after reporting for counseling, the parent must present a written statement to the principal, verifying that the student is in a counseling program. If the family/student fails to complete this requirement in the stated time frame, the student cannot return to CHS.

- When the counseling program has been completed, the parent must again present a written statement from the counselor to the principal, verifying that the counseling program has been completed. The student will be allowed to remain at the School for a probationary period of ninety (90) days after being notified that the confirmatory test was positive. After the expiration of the ninety (90) day probationary period, the student will be retested periodically, for the remainder of his or her tenure at the School, at the expense of the parent. The same testing procedures as the initial test procedure will be used for the retesting. If the student then tests positive a second time during their tenure at the School, he or she will be dismissed from the School.

VII. Discipline

A. Generally

Compliance with this Program is a condition of continued enrollment at the School. A violation of any provision of this Program, a failure or refusal to cooperate or participate fully in this Program, or a failure or refusal to sign any required document or to submit to a test or search, is a ground for dismissal.

B. Types of Discipline

Students who, pursuant to the on-site hair testing provisions of this Program, test positive on the first offense will be placed on a probationary period of ninety (90) days and will be retested at an unspecified date following the probationary period. If a student tests positive a second time during his or her tenure with the School as a result of on-site hair testing, he or she will be dismissed. Discipline for violating any aspect of this Program, other than the on-site hair testing provisions, may include Detention, Saturday Detention, Suspension, Probation, or Expulsion, as those terms are defined in more detail in the Parent/Student Handbook. The imposition of discipline by the School may be in addition to any applicable to law enforcement authorities. In other words, the imposition of discipline does not prevent the School from making a referral to the applicable law enforcement authorities as provided below.

C. Referral to Law Enforcement Authorities

Students who use, possess, or distribute alcohol or controlled substances on school premises or at any school sponsored or endorsed function may be referred to law enforcement authorities and may be subject to automatic expulsion. A

student who is present in a group where alcohol or controlled substances are being used or openly displayed may also be referred to law enforcement authorities and may also be subject to automatic expulsion. The results of any drug test performed under the auspices of the Catholic High School Substance Abuse Program will not be provided to law enforcement.

VIII. Confidentiality

All information concerning the testing, counseling, rehabilitation, treatment, or discipline of a student under this Program will be treated as confidential information that may be released only to the Principal or a member of the CHS Administration, the student and his or her parent. Except for disclosures required to be made pursuant to judicial or quasi-judicial process, no such information shall be provided to anyone else, without the specific written consent of the parent authorizing the release to the third person. In the absence of a valid consent to disclose the information, the School shall respond to inquiries regarding a student tested, referred to counseling or rehabilitation, disciplined or dismissed under this Program by stating only that the student was dismissed and the dates he or she was enrolled as a student at the School. Any employee of the School who willfully discloses any other information in violation of this Program will be subject to discipline, up to and including dismissal.

IX. Miscellaneous Provisions

A. Dissemination of Program

A copy of the School's Student Substance Abuse Policy and Program shall be distributed to all non-graduating students when they prepare to register for their initial school year at CHS and shall also be available on the CHS website.

B. Emergency Action

Nothing in this Program shall prevent or restrain the Principal or Administration, or any teacher or other employee of the School from taking immediate action deemed necessary to stop or to prevent an unsafe act or to stop or prevent an immediate threat of personal injury, death or property damage.

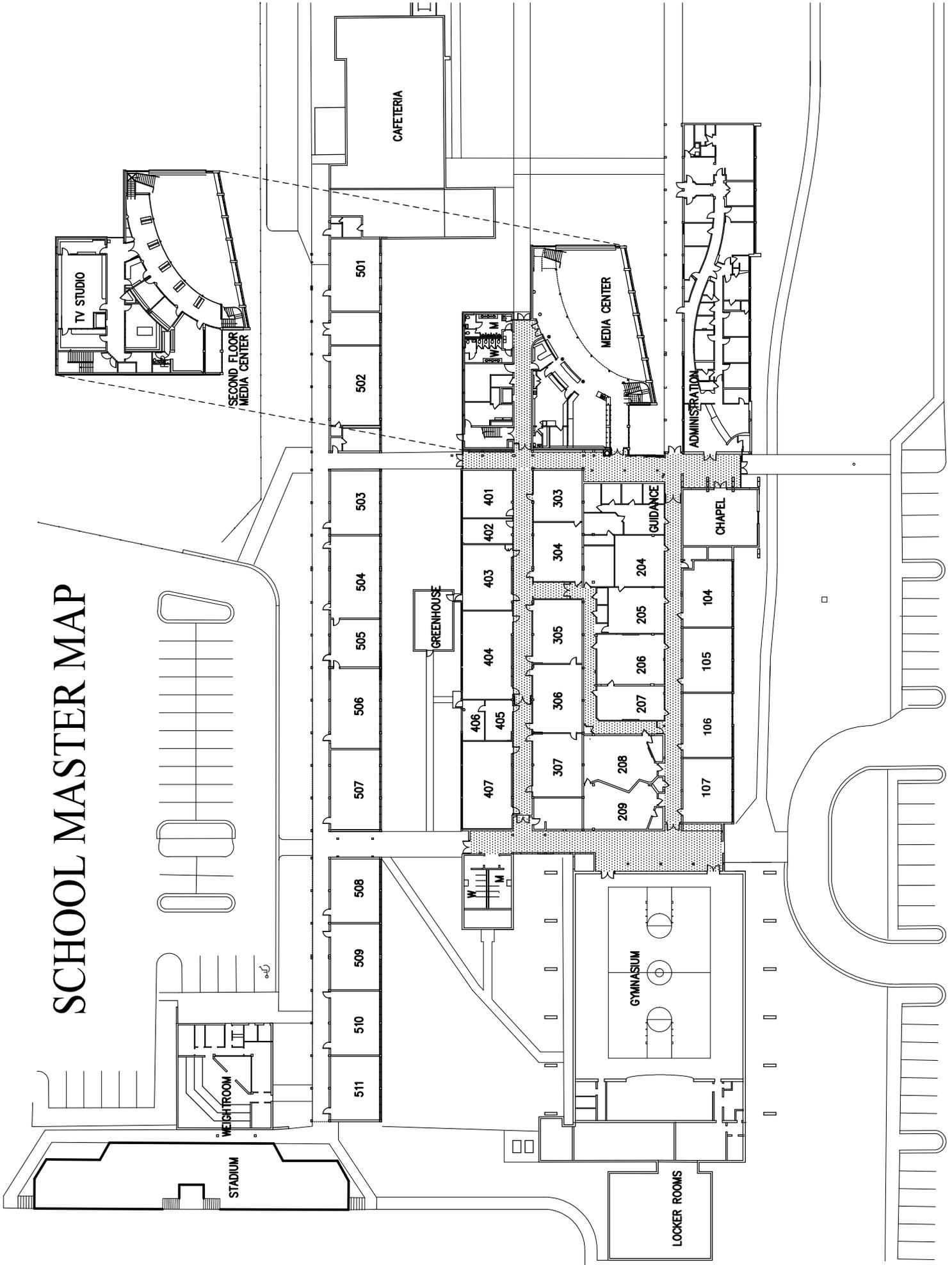
C. Student Acknowledgment and Consent

Each student and his or her parent shall be required to read the Student Substance Abuse Policy and Program and to sign the Consent to Participation in Substance Abuse Program and Release of Liability form.

D. Effective Date

This Program became effective on August 1, 2009.

SCHOOL MASTER MAP



PARENT/STUDENT CONSENT FORM

PARENTS AND STUDENTS: All three parts of this form are to be completed and signed by both the Parent/Guardian and the student after reading the Handbook portion of this notebook. The completed form is to be returned to the Homeroom teacher the first week of school.

I.

Student Name _____ Grade _____

Locker Number _____ Homeroom Number _____

We have read and understand all of the materials in this Parent/Student Handbook for the 2016-17 school year. We agree to abide by and be governed by the policies and processes contained therein. We recognize the right and responsibility of the school to make rules and to enforce them. I am aware of the changes made to the Student Substance Abuse Policy that apply to all CHS students, as noted on page 30.

Student Signature

Parent/Guardian Signature

II.

AUTOMOBILE REGISTRATION

Please list below the year and make and tag number(s) of automobile(s) to be driven to and parked at Catholic High School:

Tag Number

Year/Make/Color of Vehicle

1. _____

2. _____

3. _____

III.

I hereby give permission to the Principal of Pensacola Catholic High School to release my name and records (my child's name and records) to the United States Armed Forces and to colleges upon request.

Student Signature

Parent/Guardian Signature

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