

Pensacola Catholic High School
2024-2025 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

Accredited by

The Florida Catholic Conference
Cognia/Advanced

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

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School Information

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.

Ministerial Clause

Pensacola Catholic High School, a ministry of the Diocese of Pensacola-Tallahassee, provides a Catholic education for students from the greater Pensacola area parishes as Non-Catholic students. Catholic High is part of the school system of the Diocese of Pensacola-Tallahassee and is under the direct supervision of the Bishop and the Superintendent of Schools. "The Church's involvement in the field of education is demonstrated especially by the Catholic school. No less than other

schools does the Catholic school pursue cultural goals and the natural development of youth. But it has several distinctive purposes. It aims to create for the school community an atmosphere enlivened by the gospel spirit of freedom and charity. It aims to help the adolescent in such a way that the development of his/her own personality will be matched by their growth in faith and a deep love for God. It strives to relate all human culture eventually to the news of salvation so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and of mankind."

Liturgical Functions and Prayers

All students, regardless of religious affiliation, attend all CHS liturgical functions. These include class Masses, schoolwide Masses, Adoration, retreat days, paraliturgical services, prayer experiences, Chapel visits, 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.

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.

Protection of Children and Vulnerable Adults

The Diocese of Pensacola-Tallahassee is committed to healing the hurting hearts of sexual abuse victims and has established Victims Assistance Coordinators who are experienced and trained counselors available to help persons who have been sexually abused. Support can also be found by calling the Florida Department of Children and Families Abuse Hotline at 1-800-96-ABUSE.

School Council

Catholic High School has an Advisory Board that consists of current and past parents, alumni, and community members. The Board meets quarterly and also has 4 Standing Committees that meet at least quarterly: Alumni, Buildings and Grounds, Finance, and Public Relations. Board Meetings are also attended by the Superintendent of Schools as well as the CEO and CFO of the Diocese. The Standing Committees work closely with the school Administration to accomplish projects, lead activities, and contribute to the relevant school activities within their scope

2024-2025 STUDENT COUNCIL OFFICERS

Officers

President: Jack Barter.

Vice President: Emma Lacour

Secretary: Kate Johnson

Treasurer: Aidan Baker

General Representatives

Senior: Eleanor Hayes, Charlize Donlan, Wyatt Hart, Susanna Snyder

Junior: Olivia Carlson, Lilyana Day, Jillian Lacour, Lilah Messerly

Sophomore: Lily Campus, Vivian Cserep, Kyle Galloway, Lane Grissett

Senators: Harrison Medlock, Hudson Mitchell, Caroline Cserep, Emma Thompson, Ella Adams, McKenna Hindman, Ellie Nissim, Gabby Moseley, Graham West, Ava Galinis

2024-2025 CLASS OFFICERS

	<u>Senior</u>	<u>Junior</u>	<u>Sophomore</u>
President:	Julia Frosh	Ben Brinson	Ryan Fayard
Vice President:	Olivia Ryan	Lennon Lusane	Julianne Adams
Secretary:	Melina Snyder.	Ella Cage	Kate Aldridge
Treasurer:	George Golvbev	Mac Gilmer	Spring Sheppard

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

ADMISSIONS

Non-discrimination Notice

It is the policy of the Diocese of Pensacola-Tallahassee to admit students of any race, color, gender, 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, gender, national and ethnic origin in administration of educational policies, and athletic and other school-administered programs.

Admission Priorities

Acceptance of students for admission or re-admission will be judged individually and on the basis of past academic, disciplinary, and attendance records. Admission may be denied to individuals for any reason deemed appropriate by the school's Admissions Committee, including but not limited to the following: students with past academic, disciplinary or attendance concerns; students who require special services not available at Catholic High School.

Priority in admitting students is based on the following criteria, not listed in priority order:

- Siblings of currently enrolled students and children of CHS employees and of diocesan employees
- Children, siblings, or grandchildren of alumni who do not fall into another category
- Children of registered and participating members of a local Catholic parish
- a Catholic student transferring from another Catholic school outside the Pensacola area

Academic 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.

Students with Special Educational Needs

The Catholic High School 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 must qualify for the AEP Program on the basis of psychoeducational test results and personal interviews. THE AEP provides students with three levels of support, the highest being enrollment in a credit-bearing Learning Strategies Class. This class combines a learning strategies and tutorial approach to develop learning and study skills that can be applied in all curriculum areas to enhance academic performance in their curriculum 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.

Admissions Policy and Registration Process for Transfer Students

Students who have a satisfactory academic, attendance, and disciplinary record from their previous high 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 concerns regarding academic achievement, disciplinary compliance, and/or attendance may be admitted on a probationary basis with full terms of the probation stated 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.

Documentation necessary for registration includes: witnessing an official Birth Certificate; the Florida DH680 Immunization Record indicating DOE Code 8: immunizations are complete for 7th grade; and the Florida DH3040 School Entry Health Exam. Acceptance of new students will not be final until all health and academic records are received and verified.

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 assist in selecting 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 meet the minimum class enrollment.

Registration For Incoming Freshmen

Prospective incoming Freshmen are administered a Placement Test and are required to present academic records from grades 6-8 in order to be considered for admission. Students must also provide an official birth certificate, an acceptable Florida DH3040 School Entry Physical Exam form as well as an acceptable Florida DH680 Immunization Record. Once accepted, they are registered by appointment, beginning in late January, according to the established priorities for admission. Once maximum enrollment is reached, prospective students are placed in a "waiting pool, by grade," in the event that an opening develops for which they are qualified.

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 is 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 at least one full semester at the transferred school. Once a student

withdraws from Catholic High School, he/she may not attend CHS dances and social events, unless special permission is given by the CHS administration.

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.

FINANCIAL INFORMATION

Tuition Policy

Tuition payment may be made according to several available payment plan options: annual, semi-annual, quarterly, or monthly over 12 months. All families must be enrolled in a FACTS Tuition Payment Plan. **Monthly** payments for all students begin in May, 2024, and end in April, 2025.

The following are the tuition rates, which include the discounts for multiple students**

<i>Family Plan for those affiliated with and supporting a Catholic Deanery Parish:</i>					
	Annual	Semi/Annual	Quarterly	Monthly	Discount
1 Student	\$8,120	\$4,060	\$2,030	\$676.67	
2 Students	\$15,676	\$7,838	\$3,919	\$1,306.33	\$564
3 Students	\$23,232	\$11,616	\$5,808	\$1,936	\$1,128
<i>Family Plan for those non-affiliated with and non-supporting of a Catholic Deanery Parish:</i>					
	Annual	Semi/Annual	Quarterly	Monthly	Discount
1 Student	\$9,620	\$4,810	\$2,405	\$801.67	
2 Students	\$18,676	\$9,338	\$4,669	\$1,556.33	\$564
3 Students	\$27,732	\$13,866	\$6,933	\$2,311	\$1,128

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. If a student withdraws from school prior to the beginning of the school year, two months of tuition is non-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.

Tuition Refund Policy/Partial Year Tuition Payment Policy

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.

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	\$ 14.00
Freshman Class Dues	\$ 7.00
Sophomore Class Dues	\$ 9.00
Junior Class Dues	\$ 12.00
Senior Class Dues	\$ 13.00
PTA Dues (per family)	\$ 25.00
Day of Recollection Fee (9 th -11 th grades)	\$ 40.00
Retreat Fee (12 th)	\$ 160.00
Testing Fee (9 th)	\$ 20.00
Testing Fee (10 th)	\$ 20.00
Testing Fee (11 th)	\$ 20.00
Lanyard ID Badge Fee	\$ 10.00

Books and Supplies

Following course registration, 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 the first day of classes in August. Families will be notified of exact dates, and times of school opening. The Bible purchased at the beginning of the 9th grade will be used all four years and should be retained.

Student Financial Responsibilities

Because class activities are an integral part of student life at CHS, 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.

The **Graduation Fee** covers all costs of graduation including keepsake cap, gown, tassel, diploma insert and cover, decorations, music, musicians, livestreaming events, and facility rental. 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.

Capital Improvement Fee

Beginning with the Class of 2028, each family is assessed a Capital Improvement Fee of \$900 per year.

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 2024-2025 school year must be paid in full by April 10, 2025. Personal or company checks will not be accepted after April 1, 2025. 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.

Tuition Assistance

CHS-Funded Financial Aid: This source of Financial Aid is funded solely by CHS and is based solely on financial need, for those in need of assistance to fund tuition and/or laptop fees. Catholic High School uses the services of a third-party vendor, FACTS Grant & Aid Assessment, to assess financial need. CHS attempts to assist families whose ability to invest in private school education is less than their incurred costs. Financial Aid Applications are available to anyone who has a registered student at Catholic High School. All financial aid granted to CHS students (for tuition and/or laptop assistance) is granted on the basis of family financial need. The annual deadline for filing a Financial Aid application with FACTS Grant & Aid is March 1. A new application must be submitted each school year.

State-Funded Scholarships: Pensacola Catholic High School accepts the following state-funded scholarships. The primary eligibility criteria is strictly being a Florida resident. All Florida residents are eligible for the first two scholarships listed below. The third scholarship (FES-UA) requires that the student have identified learning difficulties and that the family are Florida residents. Every family is encouraged to apply at www.stepupforstudents.org OR www.AAAscholarship.org Families may use only one state-funded scholarship:

- Florida Tax Credit Scholarship (FTC)
- Family Empowerment Scholarship for Educational Options (FES-EO)
- Family Empowerment Scholarship for Students with Unique Abilities (FES-UA)

Returned Checks

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

Fundraising Activities

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

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 Catholic 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.

FAITH FORMATION

The Chapel

The Chapel is located at the main entrance of the school. Students are encouraged to visit during their free time, during lunch, and before and after school.

Prayer and Liturgy

As a Catholic school, we are deeply committed to forming children in the traditions of the Catholic Faith. All students, regardless of religious affiliation, attend all CHS liturgical functions. These include class Masses, schoolwide Masses, Adoration, retreat days, paraliturgical services, prayer experiences, Chapel visits, 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.

Daily Prayer

Students and teachers pray before each class, during Homeroom, before lunch, and at the end of each day. In addition, they are allowed and encouraged to visit the Chapel and to pray at any other time during their day.

Eucharistic Liturgy

The Eucharistic Liturgy is celebrated for the entire school on each First Friday, holyday of obligation, and in conjunction with other special days and events such as Thanksgiving, Ash Wednesday, our annual Alumni Mass, and Baccalaureate Mass prior to Graduation. Students are invited to be altar servers, Eucharistic Ministers, lectors, and to participate in liturgical processions. These individuals go through multiple training sessions throughout the year. Students are also encouraged to attend optional weekly Masses that are scheduled when possible prior to the start of classes on a school morning.

Eucharistic Adoration

Eucharistic adoration is held throughout an entire school day. It begins with a Eucharistic Procession led by a local priest carrying the monstrance with the Blessed Sacrament. The students and faculty line the halls of the school as the Blessed Sacrament is led past them and then participate in adoration during that school day.

Living Stations

The Living Stations of the Cross are presented for the entire school during Lent by approximately 30 students who volunteer to learn the dramatization of Jesus' Way of the Cross.

Music Ministry

Students are encouraged to join the school's Music Ministry which forms a choir to lead the musical participation of the entire school at schoolwide Masses.

Sacrament of Reconciliation

The Sacrament of Reconciliation is made available to the entire student body and faculty at specific times as posted by the Campus Minister, depending on the availability of local parish priests.

Sacramental Preparation

During the first month of the first semester of the school year, the students are invited to join in an OCIA program which will “candidates” who have not received the Eucharist and/or Confirmation for the reception of these sacraments. It will also prepare “catechumens,” students who have not yet been baptized, for reception into the Catholic Church at the Easter Vigil.

Attendance in Religious Activities

All CHS students, regardless of their affiliation with a formal religion, are required to participate in: studying Religion all four years; attending class Retreats/Days of Recollection; and participating in all prayer, religious and liturgical activities throughout their enrollment at CHS.

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 in conjunction with the Textbook Invoice. 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 is provided to each Religion student. Any student who wishes to work for an agency not on the list must consult their Religion teacher and the Campus Minister.

ACADEMICS

General Curriculum

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 from CHS. Specific graduation requirements are summarized as follows:

CHS REQUIRED CREDITS

DEPARTMENT	# OF CREDITS
Digital Literacy	0.5
English	4
Fine Arts	1
Math	4.5
PE	0.5
Personal Fitness	0.5
Religion	4
Science	3
Social Studies	3.5
Electives	4.5
Total	26

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 advisor when registering for courses in order to guarantee the appropriate curriculum to complete their qualifications for graduation. The first attempt of any graduation requirement must be taken at CHS with credit issued by CHS. The grades for courses taken for enrichment at any other educational institution are not averaged into the GPA.

Academic Integrity Policy

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. Academic Honesty means demonstrating and upholding the highest standard of integrity and honesty in all the academic work that is done. It means doing one's own work and not presenting the work of others as your own. Academic Dishonesty is identified as, but not limited to, plagiarism, cheating, copying the work of another or allowing one's work to be copied by another, inappropriate use of AI, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an assessment.

Levels of Academic Dishonesty & Consequences:

Level One Offense:

- A. Cheating on a quiz or minor assignment (includes use of Google Translate)
- B. Copying homework or allowing homework to be copied
- C. Using someone else's words or thoughts in a minor assignment without citation – (copying blocks of text from websites that are not quoted/no Works Cited page.)

Level One Consequence: (1 Point recorded on student's Academic Integrity record)

- A. Zero on the assignment on which the infraction occurs
- B. Teacher will write referral to Dean
- C. Teacher will contact parent
- D. After school Detention

Level Two Offense:

- A. Cheating on a test or major assignment
- B. Plagiarism on a major assignment – (Research Paper, Semester/Final Project or Essay) intentional or Complete disregard for citing someone else's words or thoughts in a major assignment.
- C. Using someone else's words or thoughts in a minor assignment without citation – (copying blocks of text from websites that are not quoted/no Works Cited page.)

Level Two Consequence: (2 Points recorded on student's Academic Integrity record)

- A. Zero on the assignment on which the infraction occurs
- B. Teacher will write referral to Dean
- C. Dean will contact parent
- D. Saturday Detention
- E. Loss of any Leadership Position(s) for 9 weeks (Dean will ensure teacher advisors are informed)
- F. Discipline Contract will be instituted for any student stating the consequences if there is another Level 2 Violation.

Level Three Offense:

- A. Cheating on an exam (Semester, Final, or AP)
- B. Use of school technology to cheat (hacking, illicit use of AI, etc.)
- C. Systematic/organized cheating
- D. Theft of teacher material

Level Three Consequence: (3 Points recorded on student's Academic Integrity record)

- A. Zero on the assignment on which the fraction occurs
- B. Teacher will write referral to Dean
- C. Dean will contact parent and initiate Parent and Administration meeting
- D. Out of School Suspension
- E. Loss of any Leadership Position(s) for a semester (Dean will ensure teacher advisors are informed)
- F. Discipline Contract will be instituted for any student repeat violation of a Level 3 Violation

Overall Summary of Consequences and Point System for Multiple Offenses:

- At the end of the student's first year at CHS (9th grade or other), points are eliminated.
- After the student's first year at CHS, points are not eliminated but are cumulative.

Consequences for Multiple Violations:

2 Points:

- Discipline Contract is initiated
- Removal from any Leadership position for 9 weeks.

3 Points:

- Discipline Contract is initiated
- Removal from any leadership position for a semester
- Loss of semester exam exemption during the semester when 3 points are reached.

4 Points:

- Discipline Contract is initiated
- Removal from and permanently ineligible for any Major Honor: Hall of Fame, Top Ten, Pro Deo et Patria, or Chris Gallman Awards, Senior Retreat Team, Student Ambassador, National Honor Society, Mu Alpha Theta-- Permanent loss of and/or loss of eligibility to run for any leadership position (Class Office, SC Office, Club Office)

5 Points:

- The decision is made by the CHS Administration

Academic Accommodations

A CHS student must be in the Adaptive Education Program in order to qualify for academic accommodations in their curriculum. The student’s diagnostic information enables the director of the AEP to develop a Learning Support Plan (LSP) that defines the accommodations for which the student qualifies. This LSP is developed in conjunction with the parent and is made available to the student’s teachers who implement, together with the AEP, the accommodations throughout the semester and also on semester exams.

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:

LETTER	NUMERICAL EQUIVALENT	GRADE POINT EQUIVALENT
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.

Student Academic 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 \$20.00 and is due at the time the test is administered.

Placing students in courses according to ability ensures 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 mastered. 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 utilizing appropriate learning materials.

Mid-Term And Final Exams

Unless they have earned an exam exemption, all students are required to take mid-term and 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.

Students will be given exemption from the semester exam in a course in which the student has:

- No more than 2 absences (including 3T=1A) for the semester
- A (C) or higher in the course at the end of Q1 (Q3 for the 2nd semester) and an **overall average** (in all courses being taken) of 2.5 or higher at the end of Q1 (Q3 for the 2nd semester)
- A day of suspension counts toward the 2-day absence limit that a student may have in a course in order to be exempt from that course's semester exam.
- Absences due to participation in school-sponsored activities do not affect exam exemption.
- Absence due to participation in other academic or civic events may affect exemption. Students may apply to the administration to request that absence(s) caused by participation in these events not affect exemption.
- Exams in one subject each semester will be required of all students in order to ensure that students learn the skills of preparing for and taking cumulative semester exams. The specific exam to be required each semester will be announced three weeks before exams begin.

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 begin 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

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 Schoology.

Reports Cards

Report cards will be emailed to parents at the end of each 9- week quarter in October, January, March, and May. Attendance is also noted on the report card for each course.

Make-up Tests

Tests missed due to excused absences must be taken under faculty supervision with the teacher outside of class time. 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. If a student does not report for a make-up test scheduled with his/her teacher at the scheduled day/time, a grade of zero is given for the test.

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.

The following standardized tests are given to all Catholic High Freshmen, Sophomores and Juniors:

1. PSAT (Preliminary SAT) is administered in October.
2. Additionally, all students are given an annual assessment of their knowledge of the Catholic faith (ARK) each year as prescribed by the Diocese.

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

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.

Honors Curriculum and Academic Honors

CHS teaches a rigorous Honors curriculum in the required courses in English, Science, Math, and Social Studies and in numerous elective courses across the curriculum. The Honors curriculum includes dual enrollment and AP courses. Students are placed in the Honors curriculum based on their academic achievement and standardized testing data when they enter CHS. Academic placement is then re-evaluated each year.

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

First Honors - Students attaining a minimum unweighted GPA of 3.83

Second Honor - 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 Ceremonies 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.

Incomplete Grades

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 failures if all incomplete academic work/assignments have not been satisfactorily completed by the deadline established by the Administration. No incomplete grades are permitted for the final marking period.

Course Failure

Students failing a course, for academic or attendance reasons, are required to complete an approved remediation program. A failed subject that is not offered in summer school must be substituted by a related subject course, approved by the Administration. 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 course remediation in summer school for Religion only. Students who fail Religion must make up the course at Catholic High during the summer. The cost of religion summer school at CHS is **not** part of annual 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. 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 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 unremedied failures will receive a blank diploma at the graduation ceremony. Seniors with 3 or more unremedied 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. The initiation of Academic Support Services begins with the Guidance Advisor 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 Advisor will consult with the student, teachers, parents, and the Administration 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 met the requirements to remain at CHS.

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 at least two weeks in advance. The students and their parent/guardian 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.

Student 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 850-436-6400 x 122.

Transcript Request for Current Students

A completed green transcript request form with stamped, addressed envelope, including any application materials, is given to the Guidance Secretary. All permanent records are kept in the Guidance Office in a locked vault. These include the scholastic 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, universities, and potential employers.

Retention

Generally, CHS does not retain students in a grade level. For more information on academic deficiency, please see sections on Course Failure and Academic Probation above.

Transcript Request Process for Alumni

In order for an alumni to request a transcript, a \$3 processing fee and signed alumni transcript request form is submitted to the Guidance Secretary. Please see the Guidance area of our school website for additional information.

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. Graduates will be breathalyzed prior to the Graduation Ceremony. A positive test will exclude the student from the Graduation Ceremony.

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 entire 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 entire 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 who prove to be exemplary Crusaders and who are eligible in light of the CHS Academic Integrity Policy. Each class, sport, and organization have the opportunity to nominate eligible 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 and integrity through their attitude and service. Criteria for nomination and induction into the Hall of Fame are:

- An unweighted GPA of 2.0 or higher
- Good conduct, good citizenship, and eligibility in light of the Academic Integrity Policy
- Performs service to school and community
- Displays leadership; displays positive attitude
- 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 Core Values, and 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 and must hold eligibility for this honor in light of the CHS Academic Integrity Policy.

Chris Gallman Sportsmanship Award

Each year, an award of recognition, bestowed in honor and memory of Chris Gallman's, CHS Class of 1999, and his spirit and sportsmanship in athletic participation. This award is presented at the Graduation Ceremony to the graduate(s) who best exemplifies the ideals of good sportsmanship and care for which Chris Gallman was known. The recipient(s) will be chosen through consultation with the faculty, coaches, and participating athletes and must hold eligibility for this honor in light of the CHS Academic Integrity Policy.

Student Schedule Changes

The CHS 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.

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. To request a schedule change, 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.
8. A student with any special need that requires schedule adjustment (i.e. for prof. athletic practice time) must apply for this exception by February 15 of the prior school year.

Dual Enrollment and AP Courses

Eligible students may be dually enrolled in Pensacola State College 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.

Guidance

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

Academic Assistance - Advisors 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.

Health/ Wellness Education - Advisers 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, and 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.

College and Career Preparation - Advisers 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 adviser 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.

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 at CHS 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 taken at CHS according to the grading system described above. First Attempt courses taken outside CHS do not factor into the GPA/Class Rank. Final averages below 60 receive 0.0 quality points.

STUDENT ACTIVITIES

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 on behalf of the school administration and 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.

NHS 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 3.85 or higher *and* an unweighted GPA of 3.70 or higher; however, character, leadership and service are considered to be equally important. Qualified students are selected by a majority vote of the NHS 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. Students who leave school prior to a scheduled assembly/Mass may not return for the remainder of the school day. Law enforcement personnel will be present during schoolwide assemblies. Cell phones may not be used during Pep Rallies or any assembly.

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 10:30 p.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 will be done at entrance to the dance and 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). If a student who purchased a ticket for a dance does not sign in by the advertised mandatory entrance time, the school Administration will contact the parent/guardian to ensure that they are aware of their child's absence.

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 chronicles the activities of the entire school year. They are on sale during the year and are published in May of each school year.

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 and the development of student leadership skills.
6. To provide and organize numerous school activities/events
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.

Student Council Elections

The faculty must approve student officer nominees. The four officers, 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.

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 One Blood which conducts all blood drives. If any parent does not wish their 17-year old to participate in this voluntary program, they may contact One Blood in advance at (850) 434-2535 and/or their child's Religion teacher.

ATHLETICS

Objectives

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 undermining 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 FHSAA Pre-Participation Physical (FORM EL2) in order for their child to compete in athletics.
4. A physician must certify, on the FHSAA Pre-Participation Physical (FORM EL2), 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 and rules 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 as follows:
 - 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, signs an academic performance
 2. contract with the school,
 3. attends summer school, and receives FHSAA-approval to participate, as prescribed by their By-Laws

However, once a student enters the 11th grade, he/she must have and maintain from that point forward the cumulative 2.0 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.

Sports Offered

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

Cheerleading

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

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 Concession 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, vape, 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 and appropriate school discipline.
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. Athletes must comply with uniform/dress regulations established by the Head Coach. Rules established by the Head Coach for hair appearance and length may be stricter than those of the CHS Dress Code.
7. 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.
8. An athlete is to be dressed in appropriate attire for travel to and from games as determined by the coach.
9. 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.
10. An athlete is expected to take special notice of all school announcements related to the athletic program.
11. 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).

12. Student athletes who go out of town and miss a game(s)—must sit out one competition for every competition missed.
13. 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.
14. Student/athletes may not use cell phones or any digital device to take photos in locker rooms/restrooms or anywhere on campus at any time without the permission of the Head Coach.
15. Reminder to athletes: teachers must be contacted within 3 days of an absence to determine responsibility to make up missed academic work due to the absence.

Green & Gold Cards/Student Activity Cards

Catholic High School offers a parent discount to all regular season home game admission in the form of our Green and Gold Cards, season passes for adults. 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. Student ID Cards, provided to all students, give students free admission to all regular season home athletic events throughout the school year.

Eligibility for an Athletic Letter

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 Fundraising Events

Because tuition payments do not cover the costs of the athletic program, it is necessary to hold fundraising events during the year to help subsidize the budget given to each program by the school. All families with a student on a team must volunteer to participate in their child's team fundraising events.

This one major fundraising event benefits the entire Catholic High athletic program and is required of all athletes.

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 per family). The family may purchase the ticket(s) themselves, sell a portion of 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.

Athletic Director's Office

The Athletic Director's Office is located in the Main Office *complex* and is open daily from 7:30 a.m.-3:30 p.m.

Athletic Complex/Fitness Center

The school's Athletic Complex is located at the East end of the Campus, attached to the Gym. It contains the Fitness Center, Coaches Conference Room, Training Room, Media Room, Laundry, and multiple locker rooms. It is open during normal school hours, during Weight Training classes, and after hours during athletic competitions, under the supervision of coaches. Reservation of the Fitness Center throughout the year is done through the Head Football Coach.

COMMUNICATION

FERPA/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.

Social Media Policy

PCHS is committed to its Mission of *developing responsible Christian individuals by providing the finest in Catholic education*. Social media provides a platform for communities to inform, communicate, and enhance communication among CHS families

and fans. Social media outlets for CHS include Facebook, Instagram, and Twitter. The following policies provide a foundation for appropriate online communication at CHS. While we respect the right of students to utilize a variety of social media options, we require that these policies be followed at all times.

Social Media Participation Policy

Students must behave in an ethical manner when using social media sites by demonstrating a Christ-centered respect for the dignity of all people. Students who participate in online interactions must remember that their posts reflect on the entire CHS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. Posts and comments made on PCHS- sponsored sites including social media, are welcomed and encouraged, and we look forward to hearing from our community.

In posting material on PCHS-sponsored social media accounts, participants agree not to:

1. Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
2. Post phone numbers, email addresses, or other confidential information belonging to any 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.
3. Post material that infringes on the rights of PCHS or any individual or entity.
4. Post material that promotes or advertises a commercial product, solicits business, membership, or financial support in any business, group or organization except those which are official sponsors of PCHS, except in designated areas specifically marked for this purpose.
5. Post the same comment multiple times or post spam.
6. Allow others to use your accounts to submit posts or comments.
7. Submit posts or comments under multiple names, aliases, or false identities
8. Post material that violates the privacy of individuals.
9. Post material that violates the intellectual property rights of any individual or entity

CHS may review all posts and comments, edit them to preserve readability and demonstrate respect for other users, reject or remove them for any reason, and determine at its sole discretion which submissions meet the school's qualifications for posting. Any submissions that fail to follow this policy in any way may be removed. PCHS may also ban future posts from people who violate this policy.

Posting Photos, Videos, and Audio Files

For the protection and safety of all in the CHS community, those using CHS-sponsored social media sites should never identify a student, parent, or employee using his or her full name with a picture, video, or audio file. Students are not allowed to take photos on campus at any time unless directly asked by a faculty member to do so. Taking photos or video on the CHS campus without authorization by a faculty member is considered a serious, Level Three offense.

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 CHS-sponsored sites. By posting a comment or material of any kind on a CHS-sponsored site, the participant hereby agrees to the policy set forth above. 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. Appropriate written consent for a student means a signature by a parent or legal guardian of the student.

Process for Reporting Abuse

Because of the fast-paced nature of social media, participants are encouraged to immediately report any content that seems inappropriate. Please email the CHS Technology Department (tech@pensacolachs.org) with any concerns so the issue may be investigated in a timely fashion. Be sure to provide a detailed description of the post's location such as the URL. CHS appreciates your assistance in keeping school-sponsored social media a safe and respectful place to be involved in the school's online community.

Parental Resources

As partners in the education of our children, CHS asks 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, smart watches, gaming

- console, etc.).
- Emphasize the public nature of social media sites.
- Discuss the permanence of posting comments, pictures, and videos. Even if a post is removed, copies could have been made before being 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.

Further information on the use of social media safely is available at: <https://www.consumer.ftc.gov/articles/0012-kids-and-socializing-online>

A student's participation in social media sites is not necessary for classroom use and is completely left to the discretion of a parent or legal guardian. Social media sites will be blocked by the school's content filter and any attempt to access them from a school-owned computer will be met with disciplinary action.

Parent Communication

School Website, Student Information System and Learning Management System (Schooly/Powerschool)

The CHS website www.pensacolachs.org is a wonderful communication tool that provides invaluable information for parents and students. The annual calendar, documents, forms, links to PowerSchool and Schooly, teacher links, information on academics, athletics, attractive photos and videos that are informative and also chronicle school life, and many other items are all available there. Additionally, teachers have class websites on Schooly, a Learning Management System, that provides current grades, posting of daily assignments, and other course information. Parents may also view grades through PowerSchool. A weekly Parent Newsletter is emailed home each weekend via SchoolReach, a rapid notification system used to send the Newsletter and also to communicate last minute schedule changes, upcoming events, and emergencies. SchoolReach enables CHS to send parents both email and text messages.

Parent-Teacher Conferences

Parents who would like to schedule conferences with a teacher or teachers are asked to contact the teacher directly by email. If a conference with multiple teachers is needed, parents should contact the Guidance Office to arrange for this.

Parents as Partners

CHS embraces the premise that parents/guardians are the primary educators of their children. Parents/guardians have the serious obligation of providing and supervising the education of their children. The family unit provides the learning atmosphere in which the child develops his/her values, attitudes, and love of Christ and others. The family unit, thus, becomes the first school. The school is an extension of the education that begins in the home. A parent's/guardian's attitude toward the school and the teachers is most important and will be reflected in the attitude of each child. As partners in the educational process at CHS we ask parents/guardians to set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has a plan for the provision of their lunch each day

Grievance Procedures

To address an issue or concern, a parent or student must follow the "chain of command" procedure stated below, keeping in mind that the issue must first be discussed with the person(s) most directly involved.

- Step One: Classroom Teacher, Coach, or person with whom the concern was initiated
- Step Two: The Dean of Students, Guidance Advisor, Athletic Director, or person of responsibility where the concern was initiated
- Step Three: The Assistant Principal or Principal
- Step Four: Superintendent of Schools

Parent Groups and Meetings

A New Parent Orientation will be held in August each year. The purpose of the meeting is to orient parents to the spiritual, academic, athletic, and extracurricular opportunities and events of the year for both parents and students. Parents will also learn details of the CHS Technology Program and of many school policies that they will use frequently. Attendance is most vital for all new families!

The Catholic High P.T.A. is a vital parent group governed by a President, Vice President, Secretary and Treasurer and a Board made up of current parents. There are numerous standing committees that seek the involvement of the entire parent population.

Parent Meetings will be held throughout the school year and are posted on the annual calendar. Parents are expected to attend. Meetings will disseminate important information regarding school policies and activities. Additionally, valuable and informative presentations for parents will be delivered at the meetings. Report cards will be emailed directly to the parents in October, January, March, and May, at the end of each academic 9-week quarter.

Telephone Usage

Students **are required** to place their silenced cell phones in a holder in each classroom as they enter for a class. Students may use their cell phones between classes, at lunch, and before and after school. These devices may be used during class **ONLY** if directed by the teacher to do so. A student found with a phone on their person during a class will merit automatic suspension. A student who places a "fake," non-operational phone, an empty phone case, or who has a *second phone on their person* during a class (though one is in the class holder) will automatically merit a suspension from school.

Students may not use digital devices to take photos/videos at any time on the school property without permission from a teacher/administrator. 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.

If a student is found to have a cell phone or a smart watch on their person during an assessment, they will be suspended and receive a zero (0) on the assessment. Students must have cell phones/smart watches turned off or on silent during the school day while in classroom holders. Neither smart phones nor smart watches may be worn on the student's person during assessments of any type.

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.

Unscheduled/Emergency 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). The Catholic schools of Pensacola will follow the closing decisions of the Escambia County School District.

DISCIPLINE

Code of Conduct - 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 life 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 efficient movement of students in the halls will be treated as a disciplinary concern. Loitering, horse play or loud noises in the halls are acceptable.

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, safe, 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. Student-athletes who have requested the use of a hall locker have the responsibility to keep their locker locked at all times.
10. Students are responsible to be on time for all classes and to participate actively in the classroom.
11. Students are not permitted to access any school vending machine during the school day.

Parent's Rights and 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. **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.**

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); inappropriate use of artificial intelligence (AI) sources; purposely misrepresenting the truth, either orally or in writing. The consequences for acts of academic dishonesty are defined in the school's Academic Integrity Policy on page 13.

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/ guardians and disciplinary action that may include expulsion. If students are caught in possession of, distributing or selling alcohol, vapes, 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.

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. Students are required to place **any active cell phone in their possession**, in the silenced position, into a phone holder in the classroom as they enter for a class. It is the student's responsibility to remove it before leaving the class. If a student is found to have a cell phone in their possession during class time, they will be suspended. If they have one on their possession during an assessment, they will also receive a zero (0) for that assessment. All personal electronic devices, such as electronic games, are similarly prohibited from use during the school day. The school is not responsible for the security of any electronic device or accessory brought to school. Students may not use cameras, including 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.

Cyberbullying

Cyberbullying is the use of electronic information and communication devices to willfully harm a person through any electronic medium including, but not limited to, 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, or 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
- Posting a picture/video of someone without prior permission

Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's or 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.

Dress Code Violations

Students arriving at school in violation of any aspect of the Dress Code will be sent to the Office and the parent will be contacted in order to provide appropriate clothing. If appropriate clothing cannot be delivered, the student will be given a school-owned "cover-up" to wear for the day, wash, and return. Any further Dress Code violation in the same semester will result in a Saturday detention. This process begins anew at the beginning of the second semester.

Ear Buds and Headphones

Students may not wear ear buds in a class unless specifically asked by a teacher to do so. They may wear them before and after school and during lunch. When directed by a teacher to use ear buds, they may wear only one ear bud, leaving the student able to hear directives. Headphones may not be worn on campus at any time.

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.

Tattoos

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

Technology--Policy Regarding Use of the Internet

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 monitor student use of technology *both inside and outside of school (Internet blogs, chat rooms, etc.) on the school's devices*. 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.

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, driving recklessly on school property, or failure to display the school-required parking permit will result in disciplinary action and loss of the privilege of driving to school.

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 invoke 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 tardy, 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.

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 1st 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 1st 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.

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/vaping are 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.

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 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 and placed in the cell phone holder in the classroom.
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 on an as-needed basis. 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, 8 a.m.-11a.m., 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 is 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. Days of suspension do count as a day of absence toward the two-day limit that qualifies a student for exemption.

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 tardy) 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 may 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.

Off Campus Conduct

Students are considered CHS students at all times. Schools in the Diocese of Pensacola-Tallahassee reserve the right to discipline students for engaging in conduct that occurs off-campus if it endangers the health and/or safety of others, adversely affects the educational process or the reputation of the school. Examples of such conduct include, but are not limited to: illegal activity; alcohol consumption; possession, use or sale of drugs, tobacco or e-cigarettes; inappropriate Internet activity; harassment or cyberbullying; possession or distribution of pornography; fighting; illegal use of firearms; theft; arson; and sexually inappropriate behavior. Students may be subject to varying disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, suspension, expulsion, exclusion, detention, and/or restitution. The student may also be removed from extracurricular activities and sporting events, as well as field trips, dances and graduation ceremonies.

Physical Violence

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.

DRESS CODE

General Uniform Guidelines

In the area of personal dress and grooming appropriate for school, the student must assume prime responsibility and observe the Dress Code at all times. The school reserves the right to determine whether students' dress and appearance satisfy the school's Dress Code. As such, clothing determined by the school administration to be revealing, bizarre or disruptive to the educational process is prohibited.

Allowed Dress for Male Students

1. Male students may wear non-denim khaki, blue, or black pants. Belts are required.
2. Polos purchased from CHS are required. Multiple colors are available. Any color of the CHS-provided polos may be worn daily. The shirt must be tucked in at all times so that the belt is visible. [Information on ordering the required uniform polos will be sent out in early June.]
3. Sweatshirts that are worn must be plain or of any CHS type. Hooded sweatshirts are allowed except during Mass. The hood may never be worn up. The collared shirt underneath must be fully tucked into the pants and the shirt collar must be visible above the sweatshirt.
4. Solid-colored sweaters may be worn as long as the collared shirt underneath is fully tucked into the pants and the collar is visible above the sweater.
5. Shoes must have a back that prevents the shoe from slapping the foot or the floor. Traditional Clog Crocs are not allowed. No house shoes or slippers may be worn.
6. Any jacket may be worn.

Allowed Dress for Female Students

1. Female students may wear non-denim white, beige, khaki, blue, or black pants. Yoga pants, lounge pants, sweatpants, athletic pants, jeggings, "skinny jeans," joggers, and shorts of any kind are not acceptable at any time. Pants may not be skin tight.
2. Non-denim skirts may be worn. They may not be skin tight and must cover the knee. Skirts may not have slits higher than the bend of the knee.
3. Polos purchased from CHS are required. Multiple colors are available. Any color of the CHS-provided polos may be worn daily. [Information on ordering the required uniform polos will be provided by the school.]
4. Sweatshirts that are worn must be plain or of any CHS type. Hooded sweatshirts are allowed except during Mass. The hood may never be worn up.
5. Solid-colored sweaters may be worn as long as the collared shirt underneath is fully tucked into the pants and the collar is visible above the sweater.
6. If leggings or tights are worn, the skirt over them must cover the knee.
7. Shoes must have a back that prevents the shoe from slapping the foot or the floor. Traditional Clog Crocs are not allowed. No house shoes or slippers may be worn.
8. Any jacket may be worn.

PE Attire

1. P.E. clothing and athletic attire are permitted only in the gymnasium or on the playing field.
2. During PE class and during any athletic practice or competition, shirts must come to the waist so that no midriff is showing.
3. Shorts must be knee length.
4. Athletic shoes must be worn.
5. P.E. clothing must be washed at least once a week.

Professional Dress Code for Male Students for Mass

1. Non-denim khaki, blue, or black pants may be worn. They may not be made of sweatshirt material. A button-down-the-front, long sleeve dress shirt with collar and tie must be worn.
2. Shoes must have a back that prevents the shoe from slapping the foot or the floor. Traditional Clog Crocs are

- not allowed.
3. No house shoes or slippers may be worn.
 4. Sweatshirts may not be worn at Mass. Solid-colored sweaters may be worn.

Professional Dress Code for Female Students for Mass

1. Dresses with sleeves and that cover the knee may be worn.
2. Dress slacks may be worn. They may not be skin tight nor made of denim or sweat material.
3. Non-denim skirts may be worn. They may not be skin tight and must cover the knee. Skirts may not have slits higher than the bend of the knee.
4. Dress tops with sleeves that can tuck in fully and that do not reveal cleavage may be worn.
5. Shoes must have a back that prevents the shoe from slapping the foot or the floor. Traditional Clog Crocs are not allowed. No house shoes or slippers may be worn.
6. Sweatshirts may not be worn at Mass. Solid-colored sweaters may be worn.

General Information Regarding the Dress Code

Hair - For all students, hair must be neat, clean, and well groomed; unnatural colors (orange, blue, green, purple, etc.) will not be allowed. For male students, hair must be above the eyebrows, off the shirt collar, and look professional. All male students must be clean-shaven each day and have sideburns no longer than the earlobes. Males may wear neither facial make-up nor earrings.

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.

Underwear - No underwear is to be visible on male or female students.

Offensive Logos and Artwork - Offensive logos or artwork are prohibited on all student clothing at all times. This prohibition includes but is not limited to: clothing with profane, obscene, or abusive language; clothing that advertises or advocates products that are illegal for student consumption; clothing that advertises inappropriate activities; and clothing with suggestive words, statements, or pictures.

Relaxed Dress - On days specified by the administration, students may wear t-shirts, denim pants of any color, and dress code shoes. When worn, denim pants may not be torn or ragged. No denim of any type may be worn except on "dress down" days.

Other - Other prohibited items include dog chains, wallet chains, leashes, and objects in any part of the body that is pierced (other than earrings for girls). Hats and sunglasses may not be worn anywhere on the person during school hours.

Dress Code Consequences

Students arriving at school in violation of any aspect of the Dress Code will be sent to the Office and the parent will be contacted in order to provide appropriate clothing. If appropriate clothing cannot be delivered, the student will be given a school-owned "cover-up" to wear for the day, wash, and return. Any further Dress Code violation in the same semester will result in a Saturday detention. This process begins anew at the beginning of the second semester.

Flagrant and/or repeated violation 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.

HEALTH SERVICES

Medication Guidelines

Parents of students with chronic medical conditions should report this information to the administration. Any temporary 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, the parent 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. In order for a student to carry their own medication on their person, a written note, signed by a physician, is required.

Medical Emergencies

Individual emergency care plans for students with chronic illnesses such as diabetes, asthma, known food or insect anaphylaxis, or hemophilia, should be submitted to the school by parents. These plans will be kept in the Front Office. Teachers are made aware of pertinent medical conditions of students at scheduled in-services at the beginning of the school year before classes begin. If a student becomes ill while on campus, he/she should immediately report to the Front Office. The staff will attend to the student, and contact the parent or designated emergency contact person. If the situation warrants the student being sent home, he/she must have consent of the parent or designated emergency contact person. Students who are not able to drive may only be picked up by parents, guardians, or designated adults age 18 or older. If the illness appears serious, parents are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured, parents will be notified according to the numbers provided by the family when registering the student. It is absolutely essential that contact information be updated, as needed, by the parent.

Allergies

All parents must submit a student's medical record, including allergies, when registering to attend CHS. Emergency procedures will be established for each student in case of an allergic reaction. In order for a student to carry their own medication, such as an Epi-Pen®, all parts of the dispensation of medication forms must be completed, signed by a doctor, and on file in the Front Office. Students will be allowed to carry an Epi-Pen®, and parents must provide a spare Epi-Pen® for the Front Office. The medication must be in its original box with the prescription label.

Illness, Injury, Accidents

If a student is injured while on campus, he/she should immediately report the injury to the person in charge of supervision during the injury. The staff will attend to the student, and contact the Front Office (or athletic supervisor and trainer on site). If the injury warrants the student be provided with professional medical care, the supervisor on site must inform the parent or designated emergency contact person immediately. All accidents and/or injuries occurring in school or during an athletic game or competition must be reported to the Athletic Director by the end of the event. This can be done by telephone or email. The Athletic Director will immediately notify the Principal. An Accident/Incident Report form must be completed for all accidents/injuries within 24 hours.

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.

SCHOOL SAFETY

Search and Seizure

Florida law gives authority to the principal or his/her designee to search any desk or school property area that is suspected of containing weapons, drugs, or any item harmful to the well-being of the student body. Should a student be suspected of carrying weapons, drugs, unauthorized cell phones or other electronic devices, or any item harmful to the well-being of the student and/or the student body, a search of the student's personal property, person, and vehicle may be conducted. The school also reserves the right to search such student's other personal property (i.e. purse, jackets, etc.) as well as the student. Questioning of the student may include questioning by the principal, a member of the administrative team, or a person acting in the place of any of these. If a student refuses to cooperate or interferes with a search of a person or possessions, she/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school. If a weapon is found, the local police department shall be notified immediately.

Custody Issues

When registering a student at CHS, it is the responsibility of parents or legal guardians to notify the school regarding custody issues and any changes in child custody. This needs to be provided by written notification of court proceedings. CHS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a

court order to the contrary, CHS will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Cooperation with Legal Authorities

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation, including cases of possible child abuse. The school may only notify the parents of the investigation with permission of the investigating authorities. The school will ask to have a representative present during an interview with the students, unless this is not permitted by the investigators, which is often the case in these types of investigations. The first obligation of the school is protection of the student.

Safe Environment Program

All full and part time employees, substitute teachers, coaches, and volunteers must agree to a background check and safe environment training. Individuals are not permitted to work directly with students until the successful completion of a background check and all other safe environment training requirements. All employees and volunteers are Mandatory Reporters and are required to report any suspected child abuse or neglect. Volunteers must comply with all Diocese of Pensacola-Tallahassee Safe Environment Policies.

All suspected child abuse must be immediately reported but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made immediately to the Principal of the school and the Division of Family and Children Services (DFCS).

Campus Security

School safety is enhanced by security fencing that surrounds and encloses all classrooms. Locked gates are secured daily at 8:00 a.m. and remain secured throughout the school day. 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.

All visitors to campus must approach through the Front Office entrance and must present an official ID that allows the school to scan their identity through databases to ensure admission only to appropriate persons.

Emergency Crisis Plan

Catholic High School has developed a set of crisis management procedures in the event of an emergency. Teachers, staff, and students are trained in the implementation of the procedures and drill them regularly. This is intended to enable them to follow them carefully to provide for the safety of all on campus.

In the event of an emergency, students and parents are urged to remain calm and follow the instructions of the school administration. If an emergency occurs, the school will inform the parents of it as soon as possible. If an emergency does occur, parents are urgently asked to refrain from coming to the campus until directed to do so.

Suspected Child Abuse

Support can also be found by calling the Florida Department of Children and Families Abuse Hotline at 1-800-96-ABUSE.

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. If any student is suspected of possessing or using a weapon of any type while on school grounds or at a school-sponsored/endorsed function, Law Enforcement will be immediately notified. 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.

Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires that all schools be inspected to determine if there are any building materials that contain asbestos. Catholic High has complied with AHERA by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
2. Developing a Management Plan based upon the inspection report and laboratory findings, outlining the administration's intent in controlling and abating any asbestos-containing building materials. The inspection results are available for review in

the administrative office. The Management Plan, maintenance and custodial actions required by the plan, and training of personnel are all dedicated toward a serious and careful effort to always ensure that any potential health hazard from asbestos is eliminated. Students, faculty and employees have, and will continue to have, a safe environment in which to learn, teach, and work.

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. 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. Guests may not visit CHS students at any time.

Bullying and 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.

Cyberbullying

Cyberbullying is the use of electronic information and communication devices to willfully harm a person through any electronic medium including, but not limited to, 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, or 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
- Posting a picture/video of someone without prior permission

Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's or 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.

ATTENDANCE

General Attendance Guidelines

The school year consists of 180 student days. Regular school day attendance is from 7:45 a.m. to approximately 2:55 p.m. except on Mondays when dismissal is at approximately 1:55 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 2:55 p.m. Tuesday-Friday and at 1:50 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 25 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:

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 administration) 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 10:00 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 every class 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, on the CHS Absence Excuse Form, 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 guardian

If 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 an Attendance Failure, 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. Students may not be checked out at the end of any school day within the last 30 minutes of class. For example, on a normal 2:55 p.m. dismissal day (class ends at 2:50 p.m.), students may not be checked out after 2:20 p.m. On Noon dismissal days, students may not be checked out after 11:30 a.m.
11. Students may not be checked out at the end of any school day within the last 30 minutes of class. For example, on a 2:55 p.m. dismissal day (class ends at 2:50 p.m.), students may not be checked out after 2:20 p.m. On Noon dismissal days, students may not be checked out after 11:30 a.m.
12. On any day when there is a scheduled assembly/Mass, students who check out prior to the assembly block may not return for the remainder of the school day. Also, given our policy regarding mandatory attendance in order to participate in after school activities, this means that a student who checks out prior to an assembly/Mass may not attend the remainder of the day and may not participate/attend any after-school activities that 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 Absence Excuse Form that is available on the school website. "Excused" absences include:

1. Sickness
2. Medical or dental appointments of an emergency nature
3. Serious emergencies (death in the family, serious illness, or some unpredictable event which makes it necessary for the student to remain home)
4. Approved Senior college days
5. 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.

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 and 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 tardy. A Disciplinary Referral (resulting in Central Detention and notifying the parent of the tardy) will be completed by the Dean of Students on the fifth and ninth tardy to a given class within a semester. The tenth

tardy will merit a Saturday detention. If more than ten tardy per semester in a class are accumulated, every tardy after the tenth will merit a suspension.

If a student accumulates five or more tardy 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 tardy 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 by bringing in an **early dismissal parent note before school** at which time will the student will receive an off-campus slip. Students are not permitted to check out during the day without a signed and dated **early dismissal parent note** 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. If a student did not bring in an **early dismissal parent note** that morning and wishes to checkout early, the student must come to the Front Office to see the School Receptionist. The student must explain his/her reason/need to checkout early. Legitimate reasons will lead to the student calling his/her parent who will speak to the School Receptionist. If the parent grants permission for the child to checkout early and, if the child drove to school, the parent must:

- Give permission over the phone for the child to drive home
- Email the school to provide a record of their permission for their child's checkout
- Send in an excuse note the following day in order for the absence to be excused.
- Students may not leave school within 30 minutes of dismissal time.
- If the parent grants permission for the child to checkout early and, if the child **did not drive** to school, the parent must:
 - Upon arrival at CHS, **come into the School Office**
 - Provide a note indicating their permission for their child to leave and then remove the child. Students may not leave school within 30 minutes of dismissal time

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.

Early Checkout

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.

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.

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 April 1 for seniors and May 1 for Juniors. Exceptions to this can be made with administrative discretion.

Illness – See Health Services

Make-up Work after Absence

The students are responsible for material taught during an absence. It is the responsibility of the student to meet with individual teachers and make arrangements for make-up work within three days of the student's return to school *after an excused absence*. 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 for all *excused absences*. In the case of prolonged absence due to illness, parents are encouraged to use Schoology to obtain assignments in order to enable students to complete as much work as possible before returning to school.

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 in one of the CHS Parking Lots. Students are not allowed to park on the street or along nearby side streets.
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.
8. Parking permit hang tags, color-coded by grade, will be issued to each student who may drive to school on any day. Cars may be parked in any CHS lot/space only if they contain a parking permit clearly displayed. Students may park only in the area defined for their class. Parking permits will be kept throughout the student's enrollment at CHS but will be collected prior to graduation/withdrawal. Faculty members will also be given a color-coded parking permit.

GENERAL POLICIES

Arrival and Dismissal

Morning: At 6:30 a.m., students may be dropped off and enter the building by the Media Center entrance. From 7 a.m.-7:40 a.m., students may choose to use the Media Center for quiet study or the Gym for open play, discussion, and activity. Classrooms are opened by 7:40 a.m. with formal class time beginning at 7:45 a.m. Directions for drop-off in the morning, based on the direction from which the vehicle approaches the school, are provided to the parents/guardians in July and are available on the school website year-round. Parking instructions are also provided to the students, based on their grade.

Parking tags are mandatory and are distributed to the students who drive during the first week of school. Students are responsible for keeping their assigned tag through their years of school and return them upon graduation.

Afternoon: Upon student dismissal, students are able to study in the Media Center until 4 p.m., attend club meetings or athletic practices. All other students not engaged in one of these activities must leave the school building by 3 p.m. Parents/guardians who are picking up students are asked to park in an open parking space in any one of the school parking lots to wait for their student. Parents may **not** make a carline along the curb or in parking lanes in any lot since the lanes must remain open for the exit of all others who are parked. Car lines are NOT allowed.

Transportation Policy

CHS does not provide transportation for students except to school-sponsored events. A parent who wishes to form a carpool may contact the Front Office to obtain information about families who live in their vicinity.

Change of Information

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, Director of Facilities and Events, Dean of Students, School Accountants, Director of Advancement, Director of Recruitment and Admissions, Secretaries, 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 form on the school website.

Finance Office

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

Guidance Office

Transfer Student Admissions: The Guidance Office coordinates the application process for students applying to transfer into CHS for grades 9 (during the Freshman year) or for Grades 10-12 during their high school years.

Lunch Policy

The Tolan Family Student Life Center (SLC) is located at the west end of the campus adjacent to the Administration Building. Students may purchase food from the school's food service company, vending machines, or bring lunch from home. Microwaves are available. Students may not order lunch from any outside vendor/establishment. Parents are not allowed to deliver lunch to the students at school. The SLC is open daily during the three lunch periods. It is reserved for after-hour meetings through contact with the Administration.

Brent Library and 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. 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.

Lockers

Individual lockers in the Senior Hall are offered to student-athletes for use during their athletic season. Student-athletes using lockers are required to lock their lockers at all times and are responsible for the security of their property. The school is not responsible for lost articles. Student athletic bags and book bags may *not* 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.

Books

Course Textbooks are primarily digital. They are ordered by the school for each student in May, based on the student's course schedule for the following year. In April, a Textbook/Fee Invoice is mailed to parents who are responsible for paying this expense by the beginning of school. Any questions about textbooks should be forwarded to the Media Center Office at 850-436-6400 ext. 602.

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.

Any 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.

Campus 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.

Parents may not deliver food or lunches to students at any time during the school day.

Posters & Fliers

Only posters/fliers approved by the Administration may be posted in the school. Signs should be removed the day after the advertised event is concluded by the student or organization responsible.

APPENDICES

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, including each student's school-owned computer, facilitates global collaboration -- a vital skill for our 21st century learners. School-owned computers are strictly for use consistent with the educational goals of PCHS. Along with the great opportunity technology provides comes responsibility. This Acceptable Use Policy (AUP) is designed to give students and their families clear and concise guidelines regarding the appropriate use of technology, including school-owned computers. The underlying premise of this policy is that all members of the PCHS community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with honesty and integrity.

Ethical Use of Technology

- Technology may not be used for unethical purposes including, but not limited to, plagiarism and copyright infringement by the distribution, downloading, or viewing of illegally obtained copyrighted material
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all Internet sources (graphics, movies, music, and text, etc.) used in academic assignments, whether quoted or summarized.
- Students may not distribute and share any completed assignments or other school work among themselves, unless instructed to do so. Any such activity is considered plagiarism and will be subject to disciplinary action.

Privacy and Safety

- Students must maintain secure and private passwords for school-issued accounts. This is important in order to protect the privacy of each student. Do not share any passwords or usernames.
- The school respects the privacy of every student. However, the school has the right to view all content on school-issued computers, or any other content associated with school-issued equipment or accounts at any time for any reason without requiring permission from or being required to notify the student.
- The school may monitor, record, intercept, or filter all traffic that passes through the school's network and owned devices. This includes traffic originating school from and terminating at personally owned devices that are allowed on the school's network while they are on the school's network under special circumstances.
- Students are prohibited from creating or accessing any administrative accounts on any computer.
- Students should not share personal or demographic information with others except when required by the school's Administration.

Internet Use

- Students are prohibited from accessing any inappropriate content on the Internet including, but not limited to, content that is sexual or pornographic in nature, extremist or militant materials, gambling, depictions of violence, and images that are intended to be abusive or harassing. Images of this nature are also prohibited from being used as a screensaver or desktop wallpaper.

While students are on campus, Internet access should be used only for educational purposes.

- The playing of any games, online or otherwise, is not permitted during the school day except as part of an assigned, in-class activity. The school reserves the right to remove any games from any school-owned computer or prevent access to online games.

The use of school-owned computers to watch videos, unless assigned by a teacher, is not permitted at any time during the school day. Students may only install approved software through the Mosyle Manager Application, which is installed on all school-issued computers. The installation of software from any other source is strictly prohibited. The school reserves the right to remove any unapproved software that has been installed on the computer.

- If a student accidentally accesses a website that contains obscene or otherwise inappropriate material, he or she must 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.

- Teachers must clearly define to students what is considered the appropriate use of AI in their class. Inappropriate use of AI will be viewed as an Academic Integrity violation.

Network Access

- Students must not attempt to access any network resources that they are not authorized to use, including any software or service that bypasses web content filtering.
- Students may not use the school network for personal or business reasons. The use of Wi-Fi hotspots is strictly prohibited while on campus. While on campus, school- issued computers may only be connected to school- managed network connections, except with administrative approval.
- Students are not permitted to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, or attempting to gain unauthorized access to restricted network services.
- Students are responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.

Email

- Each student is issued a PCHS email account to be used only for educational purposes only.
- Juniors and Seniors, due to the college application process, are permitted to access a personal email account in addition to their school email.
- The contents of all school-assigned email accounts are subject to search at any time for any reason without prior notification or consent of the student.
- Students should always use appropriate language in email messages. No inappropriate content is allowed including derogatory language, obscene material, or harassment of any type. Email messages of this nature will be regarded as a major violation and will be subject to disciplinary action.
- Students are prohibited from accessing any other student's or employee's email account.

Text and Instant Messaging and Audio/Video Communication

- Text messaging, instant messaging, and audio/video communication are prohibited except as part of an assigned class activity that is supervised by faculty or administration.
- Listening to music is permitted on campus only with the permission of the teacher. Audio on computers should be turned off unless required for the activity being conducted.
- The use of any headphones or other audio device that covers or impairs the ability of both ears to hear simultaneously is prohibited on school property. Only one ear may be used for listening to audio through headphones or other audio devices.
- Zoom or other conferencing software may only be used at the direct instruction/supervision of a teacher.

Photography and Video/Audio Recording

- No photos, videos, or audio recordings may be made by students on campus at any time for any reason unless directly instructed to do so by a school employee for academic purposes. (Prior permission from all parties being recorded is required).
- No photos, videos, or audio recordings may be made in any school restroom, dressing room, or locker room at any time.
- Any violation of this section will be considered a serious offense.
- Internet etiquette calls for refraining from posting photos taken of others without their explicit permission.

Laptop Care and Use

- Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.
- School-issued. Laptops must be in one of the following locations: a student's possession, a locked classroom, a locked locker, or in the library charging station.
- If a student's laptop is unavailable for use, the student should see the Technology Department immediately.
- Students may not lend a school-issued laptop to anyone or borrow a school-issued laptop from anyone.
- Laptops must be carried and transported in a school- issued case at all times.
- No food or beverages should be in the vicinity of school-issued laptops. School-issued laptops may not be used in the cafeteria, gymnasium or outside picnic tables.
- School-issued laptops must be kept clean. They may not be written on, have stickers applied to them, or be defaced in any way. If any of the preceding conditions are violated, disciplinary action may be taken.
- Students are prohibited from utilizing the command prompt interface.
- 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.

Printing

- On-campus printing is a privilege. Inappropriate use of school printing resources will lead to termination of the student's printing privilege. Printing from home is allowed, provided the computer does not require administrative credentials to add the printer.

Fines and Penalties

- The school reserves the right to impose fines or other disciplinary penalties for the violation of any section of this AUP. Such penalties could include but are not limited to the permanent or temporary revocation of computer usage privileges, disciplinary action, and legal action when the offense is criminal in nature.
- Laptop insurance is included in the laptop lease payments. The deductible is \$150 per claim. This insurance policy covers repairs due to accidental damage, liquid spills, power surges, fire, and natural disasters. In the event of a total loss, students will assume responsibility for the full cost of the loss. In addition, the original lease fee will continue to be charged for the replacement computer. The student assumes all responsibility for laptop damage and loss due to negligence.
- In the case of laptop abuse or AUP violations, the school reserves the right to restrict usage of school- issued laptops using any combination of the following: increased deductibles, fines and/or disciplinary action.
- Students must report any violations of this AUP to the appropriate administrative staff members. Random checks of student computers will be conducted throughout the year to ensure that these policies are being followed.

CHS Student Substance Abuse Policy and Program

I. Purpose, Scope and Application

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 beer and other malt beverages, wine **and distilled spirits.**

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

- 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;

- any prescription substance for which the person taking the substance does not have a lawfully issued prescription;
 - any so called “designer drug”, “look alike” synthetic drug and similar substance, even if not specifically prohibited by state or federal law;
 - 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
 - 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.

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.

III. Testing

- A. Mandatory Testing of Students
- B. 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.
- C. Random Testing of Students
- D. 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.
- E. Reasonable Suspicion of Substance Abuse
- F. 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 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.

3. On-Site Hair-Testing Procedures

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.

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.

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.

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.

The Testing Laboratory

The testing laboratory shall conduct tests on the sample collected in accordance with federally established procedures. The sample 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.

IV. 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 will 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.

V. 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.

VI. Miscellaneous Provisions

- A. Dissemination of Program - A copy of the School's Student Substance Abuse Policy and Program shall be distributed to all 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 - be tested for cocaine, opiates, methamphetamines, phencyclidine (PCP), and for all other controlled substances.
- E. 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 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.

VII. 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 Omega Labs 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.
- 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.

DAILY SCHEDULE

On Tuesday-Thursday (and Fridays that use an assembly block), the official school day extends from 7:45 a.m. till 2:55 p.m. when afternoon announcements are completed. On all Mondays and Fridays which do not have Mass, an assembly or pep rally, dismissal is at 1:55 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 - 8:43	A1	A2	A3	A4	C4	C4
Homeroom 8:48 - 9:03						++
Period 2 9:08 - 10:06	B1	B2	B3	B4	D4	D4
Period 3 10:11 - 11:09	C1	C2	C3	D1	Assembly	E4
Period 4 11:09 - 11:39 11:44 - 12:44 11:14 - 11:44 11:44 - 12:14 12:19 - 12:44 11:14 - 12:14 12:14 - 12:44	D1 1st Lunch Class Class 2nd Lunch Class Class 3rd Lunch	D2	E2	E3	E4	F4
Period 5 12:49 - 1:47 1:47-- 1:42	E1 Announcements	F1	F2	F3	F4	G4
Period 6 1:57 - 2:55 2:55 2:55	Meeting Closing Prayer Dismissal	G1	G2	G3	G4	Assembly

[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 (1:55 p.m.)
- Morning Mass or Assembly Schedule
- Pep Rally or Afternoon Assembly (There will be 1:55 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, and general announcements. 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.

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.

SCHOOL MOTTO:

Pro Deo et Patria, which translates "For God and Country"

School Mascot: Crusaders

School Colors: Green and Gold

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.

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 _____ Homeroom Number _____

We have read and understand all of the materials in this Parent/Student Handbook for the 2024-2025 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.

Student Signature

Parent/Guardian Signature

II.

AUTOMOBILE REGISTRATION

Please list below the year, 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 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