



CATO MCHS

STUDENT

HANDBOOK

2022-23

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WELCOME





Cato Middle College High School

Parents and Scholars,

Welcome to Cato Middle College High School (CMCHS)! I'm honored to serve as the principal of the first of four Middle College High Schools in the Charlotte Mecklenburg School district. CMCHS was established in 2007 in partnership with Central Piedmont Community College to provide students with an opportunity to complete their high school graduation requirements while working simultaneously on an Associate Degree. Students who earn an Associate Degree are saving approximately \$30,000 in college tuition!

We pride ourselves on providing necessary resources and individualized support for our students in a safe, orderly, and supportive learning environment. Our program is rigorous and requires commitment, dedication, and support from both faculty/staff and parents/guardians working together for the success of our scholars.

The faculty and staff at CMCHS are dedicated to student success. We believe in continuous growth and work tirelessly throughout the school year to continue our learning and enhance our skillset. We take advantage of professional development opportunities and work alongside our MCHS and CMS peers for the success of our scholars.

This CMCHS handbook was created as a reference and resource for families. It contains policies and procedures that are in place



to help our scholars to be successful. As scholars are held accountable for adherence to our policies and procedures, it is recommended that families review the handbook together to ensure a thorough understanding. We look forward to working alongside families to provide our scholars with an outstanding educational experience!

Sincerely,

Alicisa Johnson

Alicisa Johnson, Principal

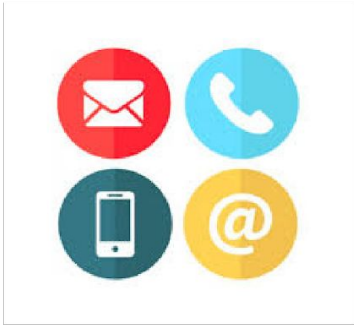


A large, light-colored watermark of an owl is centered on the page. The owl is facing forward and has a shield on its chest. The shield is divided into four quadrants: top-left (flame), top-right (crown), bottom-left (scales), and bottom-right (book). Above the shield are three stars, and below it is the Roman numeral 'MMVII'. A banner across the owl's chest reads 'CATO MIDDLE COLLEGE HIGH SCHOOL'.

COMMUNICATION

Policies & Procedures





Cato Middle College High School Communication Policies and Procedures

We will use Remind, Naviance, Blackboard Connect-5 system, the CMCHS website, CMS email and the CMCHS Newsletter to communicate with you this year. **It's important that we have accurate email addresses and contact information at all times.** Teachers will also contact parents about academic, attendance or conduct concerns. Regarding CPCC classes, the Principal will contact parents about any concerns that are brought to my attention.

To receive text message reminders throughout the year:

• Juniors:

- **Parents** should send the message @catojrpar to 81010
- **Grade 12 Students** should send the message @catojr2324 to 81010

• Seniors:

- **Senior Parents** should send the message @catosrpar to 81010
- **Grade 12 Students** should send the message @catosr2324 to 81010

• Grade 13:

- **Grade 13 Parents** should send the message @catosrpar to 81010
- **Grade 13 Students** should send the message @gr132324 to 81010





STUDENT CONDUCT

Policies & Procedures

CATO MIDDLE COLLEGE HIGH SCHOOL





Cato Middle College High School Student Conduct Policies and Procedures

Classroom Behavior: Students are expected to follow the rules that individual teachers have established for student conduct. All behavior guidelines at Cato Middle College comply with the CMS Code of Conduct as specified in the Student Rights and Responsibilities Handbook. No student should disturb the learning of others or disrupt the orderly classroom process.

Skipping School/Class: No student should skip school. This is an unauthorized absence. Offenders will be assigned a consequence.

Unauthorized/Unsupervised Areas: Students are not allowed in any unauthorized area of campus during the school day. Students may visit several areas of the CPCC campus including the library, the Student Life/Activities center, the bookstore, CMS designated classrooms, small lounges in the hallways, etc. If a student is unclear about whether an area is off-limits, they should speak to someone in the main office.

Leaving School Property without Permission: Once students have arrived at school for the day, by bus, walking or car, they are not permitted to leave or return without properly signing out or signing in (see sign-in/sign-out policy). Students who have scheduled classes may not leave school property for any reason without proper authorization.

Exiting Campus after School: Safety and security issues necessitate that we exit school and the campus in an orderly and timely manner. Upon



dismissal, all students are required to report to the appropriate areas to leave campus.

Parking: Students are not required to have a parking pass. Any policy changes will be promptly communicated. No students should engage in inappropriate driving maneuvers on the school site. Violations of this nature may also result in suspension from school. Additionally, improperly parked vehicles are also subject to towing at the owner's expense.

Profanity: Profanity is unacceptable under any circumstances and will not be tolerated. Students should be referred to the principal and teachers should contact the student's parent.

Failure to Comply: Any instance involving student failure to comply with a reasonable request from any staff member will result in administrative consequences.

Student Fighting: Fighting will not be tolerated at Cato Middle College High School. Any students involved in fighting are subject to suspension from school and consequences as outlined by CPCC Student Code of Conduct along with the CMS Rights and Responsibilities.

Vandalism: Any act to damage or attempt to damage school equipment/property or property of another student is considered vandalism. Students will pay for repairs and replace or correct defacement. They will also be subject to further disciplinary action.

Cheating/Misrepresentation/Forgery and False Notes: Students involved in cheating and/or misrepresentation on tests and assignments will receive consequences. This could include referral to the principal, administrative conference, parent contact by the teacher and the principal, the student receives a zero (0), and the student completes an alternate assignment for a reduced grade. Plagiarism/Cheating in a college class may lead to failing the course, referral to the CPCC Discipline Dean and/or dismissal from the Middle College High School program.



Disruptive or Disrespectful Behavior

Behavior of this nature, including profanity, will not be tolerated. Offenders are subject to suspension. Repeated classroom disruptions or disrespectful behavior will result in administrative consequences.

Public Displays of Affection

Students are to refrain from any public displays of affection.

Sexual Harassment/Bullying

Sexual harassment and bullying are a violation of an individual's human rights. Persons involved in these activities will be suspended and/or arrested and recommended for exclusion. Students who violate a bullying contract or no contact contract will receive consequences outlined in the CMS Student Rights and Responsibilities Handbook. Add CPCC Code of Conduct to CMS Rights and Responsibilities

Smoking

Smoking is prohibited at school and at all school functions. Offenders will be assigned a consequence as outlined in the CMS Code of Student Conduct and the CPCC Student Code of Conduct.

Cell Phones/Earbuds, Laser Pointers, Electronic Devices or Games

Students are allowed to use their cell phones to text in the morning, during class change and lunch, and after school. During class time, students are allowed to use cell phones as directed by their teacher. Earbuds, AirPods and headphones may not be worn in the classroom unless a teacher has granted permission for use during independent work time. Repeated violations of this policy could result in confiscation of the cell phone and further consequences outlined in the CMS Student Rights and Responsibilities Handbook. Students are expected to adhere to the high school policy while in college classes. Technology should not be used in college classes unless an instructor has granted permission.

Cato Middle College High School or Charlotte-Mecklenburg Schools is not liable for any lost or stolen property belonging to students or their families. The owner assumes all risk when items of value are brought



on campus. The school highly recommends that all valuables are left at home and not brought to school.

Playing Cards, Dice, Gambling Type Devices or Games

These types of items are prohibited at school. Participation in these activities, including matching or pitching coins, may result in suspension, up to and including, exclusion. Playing cards are permitted during game days and free time. However, students cannot play cards related to gambling.

Alcohol and Drugs

Students at Cato Middle College High School will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. Possession of drug paraphernalia will result in notification of parents and further disciplinary action, including short term and long-term suspension. Possession, coming on school grounds or being at any school activity after consumption, or being under the influence of drugs or alcohol at school or a school-related activity will result in administrative consequences outlined in the CMS Student Rights and Responsibilities Handbook.

Student Dress/Attire

The dress and grooming of students shall contribute to the health and safety of the individual and promote an orderly educational environment.

In accordance with the CMS Student Handbook, the following dress code has been established for CMCHS

1. Students may not wear head wraps, doo-rags bandanas, or other headgear, including sunglasses. Religious headgear is acceptable.
2. Acceptable shoes include flip-flops, sandals, sneakers, and boots. Bedroom slippers are not permitted.
3. Tank tops must have the width of two adjacent fingers in the front and back. (Racerbacks are not acceptable.) Shirts, tank tops, blouses, etc. must cover the stomach and fall at the waist. No midriffs, even when arms are raised.
4. Sleepwear (pajamas) are not permitted; this also applies to half days.



5. Clothing that has profane, offensive, derogatory, or other illegal substance terms will not be permitted.
6. The **minimum** length of skirts, dresses, and shorts is mid-thigh.
7. Removing a sweater or jacket “cover-up” during the school day at any time is not appropriate, if and when the remaining clothing violates the dress code.
8. Leggings/tights/ jeggings or any similar clothing materials are only permitted with a top that reaches the thigh.
9. Pants, skirts, shorts, etc. should be worn at or above the waist with no undergarments visible.
10. Pants may not be worn with holes that expose the thigh area. Leggings or other opaque material must be worn underneath. Fishnets or other translucent material will not be acceptable to cover holes.
11. Spaghetti straps or bare shoulders should be displayed with off-shoulder shirts.
12. Sheer blouses are not permitted without an appropriate top underneath.
13. Deep-cut shirts/blouses, extreme V-necks, etc. are not permitted without tank top or camis underneath.
14. Halter tops, strapless shirts/dresses cannot be worn, unless they are worn with a non-transparent covering (cardigan, blazer, jacket, etc.) or they are worn underneath (t-shirts, etc.) the clothing item.
15. Knit tops or translucent coverings over any strapless clothing or any item of clothing that violates the school dress code are not appropriate.
16. Undergarment-related clothing (“wife-beaters”) is not permitted.

Tardy Policy and Sign-In Policy

A student will be considered absent from a class if they are tardy 45 minutes or more from that class period. Any student arriving to class late must stop by the main office to get an “Admit Slip” to enter into the classroom. The



teacher should record the tardy in Powerschool. The teacher should keep a copy of the sign-in sheet for their records and/or the “Admit Slips.”

Sign-Out Policy

Students may be signed out through the main office only by their parent, guardian, or emergency contact person as designated on the demographics screen of Powerschool. Parents may contact our office in writing to sign-out a student. If the parent sends an email, the email must match the email in Powerschool. Handwritten letters will also be honored provided a phone number is included for verification. Proper procedure must be followed before any student leaves campus.

- **Repeated Tardies:** Below are the tiered consequences for students that are repeatedly tardy:
 - 3 tardies per individual class meeting.
 1. Teacher contacts parent to indicate that the student has been tardy three times.
 - 6 tardies per individual class meeting.
 1. Teacher contacts parent to indicate that the student has been tardy 6 times.
 2. Teacher contacts school principal to indicate that the student has been tardy 6 times.
 3. Conference is scheduled to discuss the excessive tardies.
 - 10 tardies per individual class meeting.
 1. Teacher contacts parent to indicate that the student has been tardy 10 times.
 2. Teacher contacts school counselor to indicate that the student has been tardy 10 times.
 3. Conference is scheduled to discuss the excessive tardies. Student is placed on an attendance contract and monitored weekly by the counselor and/or principal.
 - More than 10 tardies per individual class meeting.
 1. We will consider probation and other measures to work with the student to get the student back on track or consider the student’s continuation at Cato Middle College HS.



Absence Rule

A student missing **11 days or more in a high school semester-long class** for any reason (excused or unexcused) other than a principal-approved absence will receive a grade of “F” for the course based on CMS Regulation JHBB-R.

When a student is absent from school, he/she should bring a note from his/her parent, guardian, or health care professional within forty-eight (48) hours to Ms. Jones in the main office.

Repeated Absences: Below are the tiered consequences for students that are repeatedly absent:

- 3 absences per individual class meeting.
 - Teacher contacts parent to indicate that the student has been absent three times.
- 6 absences per individual class meeting.
 - An attendance letter will be mailed to parents.
 - A conference will be scheduled so that the student can be placed on an attendance contract.
- 10 absences per individual class meeting.
 - An attendance letter will be mailed to parents.
 - Students is placed on an attendance contract and probation. The students will be monitored weekly by the counselor. The parent will be notified weekly of the student’s progress.
- More than 10 absences per individual class meeting.
 1. We will consider other measures to work with the student to get the student back on track or consider the student’s continuation at Cato Middle College HS.

The **CPCC Attendance Policy** will be included on each course syllabus. Students who are marked “Stopped Attending” by a CPCC instructor will receive a WN, which converts to an “0” on the CMS transcript. The “0” is counted in the GPA.

CPCC Code of Student Conduct on the CPCC website:

<https://www.cpcc.edu/about-central-piedmont/administrative-offices/student-conduct-and-civility>



A large, light green watermark of an owl is centered on the page. The owl's body is filled with the school's crest, which includes a crown, a chalice, and a shield with stars and stripes. A banner at the bottom of the owl reads "CATO MIDDLE COLLEGE HIGH SCHOOL".

CONTINUATION REQUIREMENTS

Policies & Procedures





Cato Middle College High School Continuation Requirements Policies and Procedures

Students enrolled in CPCC Coursework are governed by the CPCC Standards of Academic Progress for continued enrollment:

1. Middle College High School students must earn a cumulative CPCC GPA of 2.0 or higher at the end of the 11th grade year to remain a student in the middle college high school program.
2. Middle College High School students in the 12th grade who do not have a Fall CPCC GPA of 2.0 or higher will be placed on a Middle College High School academic contract for the spring term. Students in grade 12 who do not have a CPCC GPA of 2.0 for the Spring term will not be eligible to participate in the optional Grade 13 year.
3. Students in grade 12 who have a Fall CPCC GPA of 2.0 but do not have a Spring CPCC GPA of 2.0 or higher will be placed on a Middle College High School academic contract to participate in the optional Grade 13 year.
4. Grade 13 students who do not have a Fall CPCC GPA of 2.0 or higher will participate in mid-year graduation.



5. The optional Grade 13 year is reserved for work on transfer credits, Career/Industry certifications and/or Associate Degrees. The Middle College High School seminar course is designed to help students transition to college and must be completed during the first semester of the Grade 13 year. High school graduation requirements cannot be satisfied during the Grade 13 optional year.





GRADES/CREDITS

Policies & Procedures

CATO MIDDLE COLLEGE HIGH SCHOOL





Cato Middle College High School Grades & Credits Policies and Procedures

1. A middle college student who successfully completes a CPCC course will receive one unit of high school credit for a course that is three (3) or more semester hours. Some CPCC courses with 6-8 credit hours receive two (2) high school credits.
2. As set forth in State Board of Education Policy, identified Universal General Education (UGETC) college courses that are taken through Middle College receive one additional quality point in the Grade Point Average calculation.
3. CPCC will send grades to the middle college program. The high school data manager will record grades on the student's high school transcript. CPCC will create a college transcript and record the grades on the student's college transcript.
4. Courses taken by middle college students enrolled at CPCC must be approved by the principal and be a part of the CPCC course of study/pathway.
5. All CPCC courses included in the Associate in Arts and Associate in Science degree, in which a grade of C or higher is earned, will transfer to any schools in the UNC system if the student enrolls after high school graduation. If a student



decides to attend another university after high school graduation, the admitting university will determine which transfer credits they will accept.

Recommendations from NCDPI, the CPCC grades transfer to CMS as follows:

CCP	CMS Grade****
A	95
B	85
C	75
D	65
F	55
I – Incomplete*	55
W – Withdrawn**	WF
WN – Withdrawn No Show***	0

If a numeric grade is available, then it will be accepted. If a student does not earn college credit for a course, credit will not be issued on the high school transcript.

*If a student receives an incomplete for a course, the grade will revert to a (55-F) if course requirements are not met within ten days.

**If a student is going to drop a CCP course, it must be done within the 10% CPCC drop/add period. This will result in the course not appearing on either transcript. Any withdrawal after the CPCC 10% designated drop/add period will be recorded as a WF (Withdraw Failing). The WF will appear on the student's transcript but will not affect the GPA.

***If a student does not withdraw and never attends, they will receive a 0.

****The following numeric grade conversions are based on NC DPI recommendations.





LUNCH

Policies & Procedures





Cato Middle College High School Lunch Policies and Procedures

CMCHS does not have a cafeteria. Microwaves are available for students who bring their lunch. Students can purchase snack items from the CPCC Bookstore or Smart Market. Students can also purchase a hot CMS lunch that will be delivered from J.W. Grier Academy.

Please be reminded that the Federal government waivers that allowed School Nutrition to feed students at no charge for the last two years expired on June 30, 2022. As a result, **students must have an approved free or reduced meal application on file or pay for their lunch beginning on the first day of service**, which will be August 15th for our campus. The high school lunch price is \$3.00. Reduced price lunch is .40.

Students who wish to have a lunch delivered from J.W. Grier Academy must complete a Google Form each month to order lunch. Please note: Three (3) no-shows for picking up lunch will result in the student needing an alternate lunch plan for the semester. A Google Form link will be sent to students each month to complete and as a reminder about expectations around lunch pick-up.

Beginning on August 1, 2022, families may begin applying for free and reduced-price lunch benefits. The application link will be shared via Remind. Applications completed during the week of August 1-5 will be processed prior to Monday, August 8th.





**SCHEDULE
CHANGE
Policies &
Procedures**





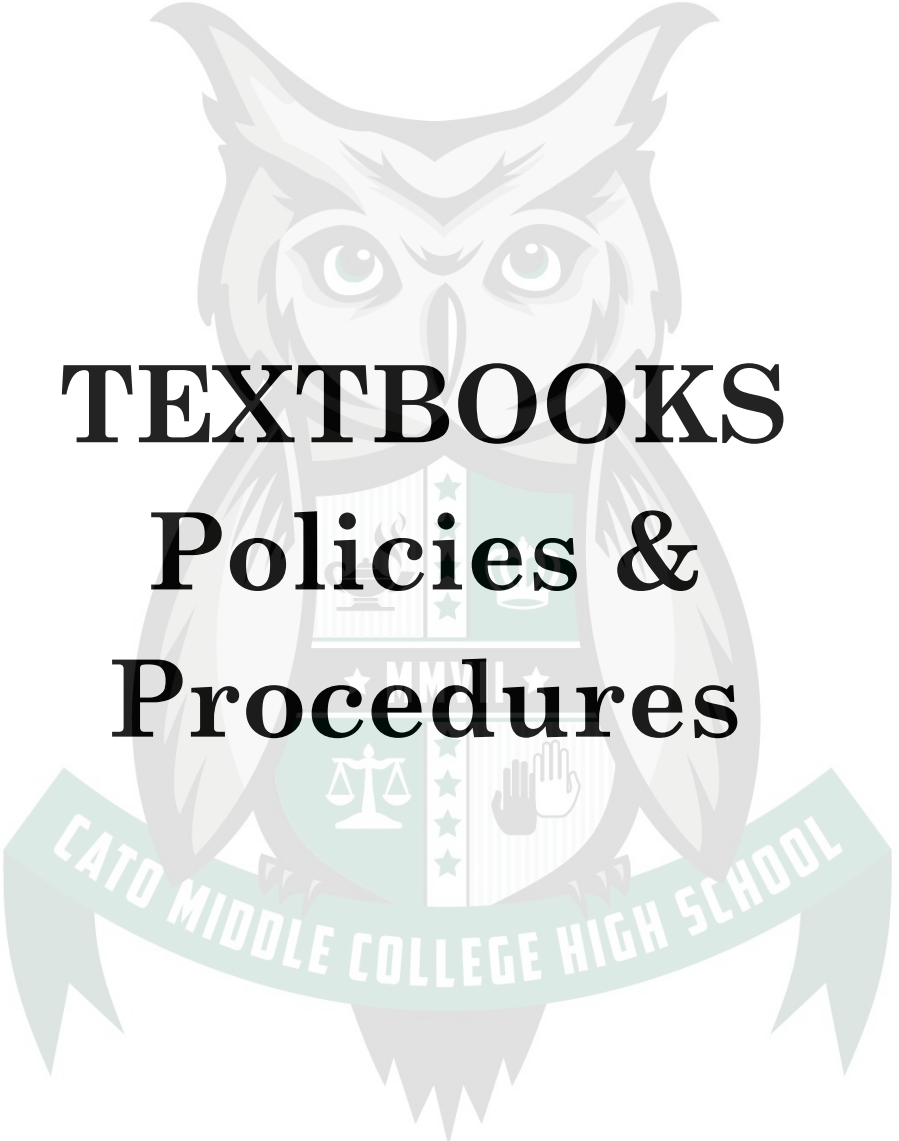
Cato Middle College High School Schedule Change Policies and Procedures

Have you changed your mind, your major, or your transfer university? No problem! We can help you change your classes. To avoid grade penalties, if you need to add, drop, or withdraw from a course, follow steps below:

1. All schedule change requests (CMCHS and CPCC) must be submitted to Mr. Smith, CMCHS Counselor via **email**
 - a. **After you download the [CMCHS Schedule Change Form](#) complete it, then, make sure when you save it to send back to Mr. Smith, Save the file to include your first name initial.last name CMCHS Schedule Change Form)**
 - i. **(Ex: Your first name initial.Last name CMCHS Schedule Change Form.doc)**
2. The form must be signed by both the student and the parent.
 - a. **Students who drop CPCC courses after the 10% date will receive a W, which converts to a WF on the CMS transcript. NOTE: The 35% date that you will see on the CPCC course syllabus applies to “paying students” only.**

After you receive permission from Principal Johnson and Mr. Smith, you can add/drop/withdraw courses from your MyCollege account. Log in to MyCollege and go to the Student tab at the top, then Registration, then Add/Drop Classes.



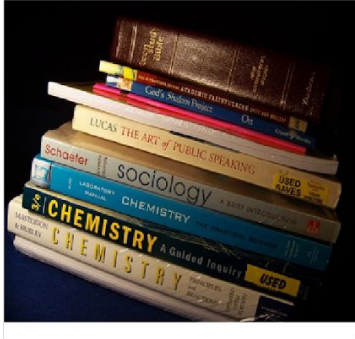
A large, faint watermark of an owl is centered on the page. The owl's chest features a shield with a scale of justice, a hand, and stars. Below the shield is a banner with the text "CATO MIDDLE COLLEGE HIGH SCHOOL".

TEXTBOOKS

Policies &

Procedures





Cato Middle College High School CPCC Textbooks Policies and Procedures

The NC Department of Public Instruction pays for tuition for Middle College High School students. The Charlotte-Mecklenburg School district provides textbooks for scheduled CPCC classes to middle college high school students free of charge, during the fall and spring semesters. Students will be responsible for all books and fees during the summer semester.

Students are responsible for obtaining from the CPCC bookstore only one copy of the textbooks designated for the scheduled classes, using their CPCC ID cards. Students are not permitted to purchase any additional items from the bookstores, even if the instructor has requested them. Students must purchase school supplies and supplemental books with their own money.

Purchasing books for others and books for courses that are not a part of the student's schedule violates the CMS Code of Conduct and will result in consequences, including but not limited to a loss of privilege to participate in the middle college high school program.

MCHS students will purchase all approved textbooks. Keep in mind, certain textbooks must be purchased at full price due to passwords needed for the course. Students MUST forward a copy of their receipt to Ms. Jones. (felishd.jones@cms.k12.nc.us).



Students will return all textbooks at the end of each semester during established “Book Buyback” dates for a credit to the MCHS account.

Students and parents should not pay any money out of pocket for textbooks for Fall and Spring semesters. Students and/or parents who purchase textbooks on their own cannot be reimbursed.

Students must email a copy of their return slip to Ms. Jones to clear their account. Students will receive several email messages in their CPCC email accounts from Barnes & Noble notifying them of the rental return dates. Textbooks not returned or damaged by the student will result in a charge to the student. The financial obligation must be paid to participate in graduation.



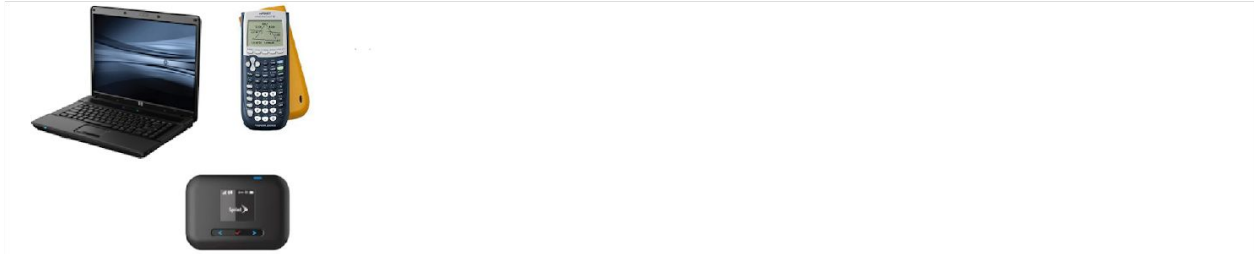


TECHNOLOGY

Policies & Procedures

CATO MIDDLE COLLEGE HIGH SCHOOL





Cato Middle College High School Technology Policies and Procedures

Students may use their personal devices for their CPCC and CMS classes. Hotspots and Chromebooks will be assigned upon request for students to take home. Students will be responsible for lost or damaged devices. A separate contract will be signed when devices are issued. Chromebooks must be returned by the student who signed it out and must be returned by the end of the school year.

Chromebooks & hotspots will be monitored by CMS. Chromebooks that are lost, damaged or stolen will result in a financial obligation to be paid prior to graduation.

Cato MCHS has TI-84 calculators for students' use. Calculators may be checked out and must be returned at the mutually agreed upon time. Calculators that are lost, damaged or stolen will result in a financial obligation that must be paid prior to graduation.

Technology Financial Obligation Costs:

- CMS Chromebook Full Replacement: \$245
- CMS Chromebook Screen Repair/Replacement: \$27.49
- CMS Chromebook Keyboard Replacement: \$ 47.99
- CMS Chromebook Charger: \$21.00
- TI-84 Calculator: \$127.50





TRANSPORTATION

Policies & Procedures





Cato Middle College High School Transportation Policies and Procedures

Cato MCHS students utilize the following transportation options: (1) Drive to school, (2) Parents drop off at school, and/or (3) CATS transportation. CATS bus passes are free of charge for students and can be used to ride the Lynx Light Rail.

Charlotte Area Transit System (CATS) bus passes are provided for students who need transportation to participate in the Middle College High School program for in person classes.

Local bus passes cost **\$88** monthly and express bus passes cost **\$121** monthly per student. These are discounted prices provided specifically for our students. Due to the cost of each bus pass, lost or stolen bus passes cannot be replaced. Should the bus pass be lost or stolen, students will be responsible for the cost to purchase another pass for the month.

Bus passes are for the students' use to travel to and from Cato Middle College High School or other CPCC sites and must not be sold or shared with anyone for profit or personal gain. **Once a bus pass is requested, the student's name will be written on the pass and this pass must be returned to receive the pass for the next month.**



Bus passes will only be issued to the student or to the parent/guardian in the student's absence. During remote learning, students will be required to sign up for a pickup time each month or the passes will be mailed.

Students who are found to be in violation of this policy will not be issued any bus passes in the future and may be subject to additional consequences.

Please refer to the CATS website for information regarding routes and schedules.

