



# NEWARK CATHOLIC HIGH SCHOOL

FAITH • KNOWLEDGE • SERVICE

**NEWARK CATHOLIC HIGH SCHOOL**  
**FAMILY HANDBOOK**  
**2024-2025**

**OUR MISSION**

Newark Catholic High School is committed to creating an environment for students to grow in their Catholic Faith, expand their knowledge, and extend their talents in service to others.

**OUR BELIEFS**

A true Catholic community is one that shares a core human knowledge, shows compassion toward all, and exemplifies a personal relationship with God.

Each person is a valued individual with unique gifts, made in the image and likeness of God.

Curriculum and instruction practices utilize a variety of strategies, activities and assessment to accommodate different learning styles.

The school communicates its mission through curriculum, service, expectations, activities, and traditions. Adults are role models who demonstrate these beliefs.

Education is a personal and life-long experience.

**OUR VALUES**

**CATHOLIC IDENTITY:** Newark Catholic is an expression of the Church's mission. We are committed to an educational environment that is faithful to Church teachings and rich in the cherished traditions and liturgical practices of our faith.

**QUALITY EDUCATION:** We are committed to providing an academically rigorous and doctrinally sound program of education and faith formation, where faith and knowledge are intertwined in all areas of school life.

**STUDENT SUCCESS:** We support parents as the primary educators of their children and collaborate with them in forming young people who are equipped to live moral, upright, and successful lives through Christian discipleship, serving as role models in our Church and nation.

**ACCESSIBLE AND AFFORDABLE:** We strive to make Newark Catholic accessible and affordable to all Catholic parents and their children, as well as to others who desire a Catholic school education.

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. As a Diocesan High School, Newark Catholic High School follows all Diocesan Policy contained in full in the policy manual available through the Office of Catholic Schools for the Diocese of Columbus.

**ADMISSION POLICY  
&  
PRIVILEGE OF CATHOLIC EDUCATION**

Newark Catholic High School exists to serve our community and to reinforce parental efforts to share faith values with our students. It is open to children of parents who seek the religiously oriented education, which NCHS provides. Newark Catholic High School recruits and admits students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. Newark Catholic High School shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extracurricular activities. Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the principal. Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or superintendent at the high school level to leave the school.

**RACIAL NON DISCRIMINATION POLICIES**

The governing board of Newark Catholic High School located at 1 Green Wave Drive Newark, OH, 43055 has adopted the following racial nondiscrimination policies. Newark Catholic High School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. Newark Catholic High School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

**FIDELITY TO CHURCH TEACHING & FACULTY MINISTERS**

Newark Catholic High school will serve students and the community with fidelity to the teachings of the Catholic Church. Newark Catholic High School faculty members in their vocations will uphold the teachings of the Catholic Church and personally exemplify the characteristics of Catholic living as models for the children and young adults we serve; teaching in a Catholic school is a ministry of the Church, and our faculty are ministers of the faith. Our school and its faculty and staff conduct themselves with fidelity to the teachings of the Catholic church. Our teachers perform a critical and unique role in creating and maintaining the religious, educational environment with fidelity to the teachings of the Catholic church. The National Directory for Catechesis states, "The Catholic school should

strive to integrate the Catholic faith into every aspect of its life. It seeks to relate all human culture to the news of salvation, so the life of faith will illuminate the knowledge that students gradually gain of the world, of life and of humankind. In Catholic schools, children and young people can experience learning and living fully integrated in the light of faith."

## SCHOOL ATTENDANCE AREAS & WAIVERS

Diocesan policy 5103, states: "the location of the residence of the student's legal guardian is used to determine the assigned high school. This is defined by the specific street address, not the general zip code area." Licking and Knox County feeder schools are the areas assigned to Newark Catholic High School. According to this policy, waivers will be granted only for the following reasons in accordance with Diocesan policy 5104:

1. sibling or siblings have attended the requested school
2. Either parent or guardian attended the requested school;
3. The parent or guardian is an employee of the requested school; or
4. The assigned school feels that it would be in the student's best interest to attend the requested school (a detailed, written statement addressing the reason/s is provided with the waiver request).

In the event of a waiver request, forms are completed according to diocesan policy 5104 and are sent to the Superintendent for final approval. No waiver will be granted for reasons related to participation in athletics.

## SAFETY & CRISIS MANAGEMENT

Newark Catholic High School has a current safety and crisis management plan on file with the state of Ohio which fully complies with state mandates as outlined in Diocesan Policy 1310. Faculty and staff review the plan routinely and receive training therein in coordination with local emergency responders. Students are instructed in the protocols through a variety of drills and practices executed per state mandates. *Newark Catholic takes safety seriously– if you see something, say something!*

No student is to enter the building or leave the building after the instructional day has started with the bell without following the procedure to check in at the front office. All visitors must sign in and out at the front office. Any student who opens a door for a known or unknown person for any reason or who props a door open will be subject to disciplinary action at the sole discretion of the administration. Administration and faculty outline safety procedures with discussion and drill information on Opening Day each year. Fire, tornado, and safety drills are executed routinely following diocesan recommendations and adhering to state mandates.

Procedures for fire, tornado and evacuation drills are posted in every classroom of the building, as well as emergency building evacuation procedures. (These crisis situations are not limited to but may include hazardous material spills, bomb threat, gas leaks, shelter in place, and lockdown situations.) Every teacher reviews these instructions with students; it is the students' responsibility to be aware of directions for each classroom.

### **EMERGENCY BUILDING EVACUATIONS**

In the event of an emergency requiring the evacuation of the building, students, faculty, and staff will assemble at designated off-site locations and the school emergency management/crisis plan will be implemented. The school safety management plan is reviewed cyclically through the state of Ohio and complies fully with state requirements. Communication from school administration will keep families abreast of the situation and protocols as directed by local law enforcement.

### **COMMUNICATION TO PARENTS/GUARDIANS**

Upon enrolling at Newark Catholic, families are instructed in how to access the various means of communication at NC that is distributed to families. The NC website is utilized as a repository for information and is a good resource for information as are the routine communications outlined here:

The Wednesday Wave, published weekly August through May serves as a news bulletin with various reminders and updates. This is sent via email. Please update your email address annually in Final Forms or in the event of a change mid-year by contacting the school office.

Administration may send timely or specific communications of an official nature through the use of the Final Forms platform via email or by paper letter or email.

All communication regarding financial obligations and arrears accounts comes through the NC bookkeeper's office utilizing FACTS for tuition management and billing. Families are given log-in info upon enrollment. Contact the school bookkeeper for assistance as needed.

To update an address, email address, or phone number, contact the front office so that you are receiving current communications and do not miss timely info.

### **PROGRESS BOOK**

Progress Book allows students and parents to access their student's academic progress, homework, progress report, grade card and attendance, at any time online. Parents/Guardians are given log-in info upon enrollment for use for all four years at NC. Contact the school

bookkeeper for assistance as needed. If one's financial account is in arrears it will result in Progress Book being locked.

## CONFERENCES

Parent/Guardian & Teacher conferences are held two times annually (once each semester) as communicated on the school calendar published annually. Conference sign-ups are handled digitally and information is communicated in advance through the Wednesday Wave weekly communication. Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent (Diocesan Policy 5310). Parents/Guardians can request a conference with a teacher at any point just as teachers and administration can request a conference with parents/guardians at any point outside of the regularly scheduled school-wide conference dates.

## ATTENDANCE POLICY

The Ohio Revised Code stipulates that every child of compulsory school age must attend school for the full time that the school is in session. At Newark Catholic High School, all students must reside with a parent or guardian who is responsible for seeing that these children attend school. Moreover, Newark Catholic views these parents/guardians as legally responsible in academic, behavioral, and financial commitments. Newark Catholic considers itself part of the team that is responsible for the welfare of each child. This team includes the student, parents/guardian, and school. We take the safety and welfare of each child as our number one priority, and we ask each family to understand that we cannot do this job well without open and honest communication about the student's attendance. As a Catholic school, we model honesty in all things, and we ask the families to be honest with us as well. We consider this honesty an extension of our Honor Code. As defined by the state of Ohio, a student may be deemed: habitually truant, have excessive absences, or have chronic absenteeism (Diocesan Policy 5201).

Students will be evaluated for attendance on a quarterly, semester, and yearly basis. The criteria will be as follows for unexcused absences:

If a student misses 8 classes in a *single quarter*, he or she fails the course.

If a student misses 10 classes of a semester course, he or she fails the course.

If a student misses more than 20 classes of a year-long course he or she fails the course.

Notifications will be sent to parents/guardians at 4 absences for a quarter with a required parent/guardian and student meeting at 5.

Notification will be sent to the parents/guardians at 7 for the semester with a required parent/guardian and student meeting at 8.

Notification will be sent to parent/guardians at 17 for the year with a required parent/guardian meeting at 18.

Should a trend toward chronic absenteeism emerge at any point during the year, the student will be required to meet with the Dean of Students or principal and may be assigned quarter Disciplinary Extended Day (DED) (if deemed appropriate by administration due to excessive missing work and academic concerns). In this case, the DED is assigned to recoup time for one's studies.

At any point, a mandated parent/guardian, student, and administration in-person meeting may be required to determine needed interventions and a contract/plan for continuation as a student on probation at Newark Catholic. The purpose of the meeting is twofold: 1) to partner in support of the child's success and 2) to set in motion the course of action and necessary interventions be they: academic, spiritual, behavioral or related to one's health/wellness.

### **Arrival Time/Definition of Tardy**

Period 1 begins promptly at 8:00 AM when the bell sounds. Any student who arrives after 8:30 a.m. or leaves for an early dismissal shall be recorded as missing a half-day of school. Students arriving between 8:00 a.m. and 8:30 a.m. will be considered tardy.

### **Excused vs. Unexcused Absences**

Absences will be defined as:

- Excused: an absence that is given an official excuse from an outside entity, such as a doctor's excuse. Emergency/Extenuating circumstances with corresponding communication to administration will be considered; this communication should be proactive and handled in a timely manner where possible. The principal will make the final determination.
- Unexcused: an absence for illness, vacation, etc. anything that does not have an official doctor's note or official document. Prohibited: senior pictures, driving tests, outside



sporting events, etc. Please see the extensive lists in this section below for additional detail.

Some absences are defined below as being with the student's immediate family. Immediate family includes parents or legal guardians and siblings residing in the home.

Excused absences, which do not count toward the allowed days:

- Student illness or injury with a medical excuse from a licensed doctor.
- Medical, dental, or mental health appointment with a medical excuse from the doctor/facility.
- One's home school has a cancellation or failure of the district buses to operate. If the busing for a district is canceled for non-weather reasons, students that do not use district busing are still expected to attend.
- Immediate family illness necessitating the presence of the child, such as parent hospitalization.
- Death of a relative, up to three days.
- College visitation, up to 2 per year in junior and senior year, with documentation provided by the college, and prior notice provided to the school office and all teachers at least one week in advance.
- School-sponsored field trip or academic event with the permission of teachers. If a teacher has academic concerns about a student missing class, he or she can let the principal know and the student will not be permitted to attend.
- Military testing, such as ASVAB and physicals, with documentation from the recruiter.
- NC School-sponsored athletic events where the student is on the participating team. Documentation is provided by the coach or athletic director.

**Unexcused absences are absences that are not part of the list above and will count toward the allowed days outlined in this policy.** Students may make up the work for credit provided an absence that is known in advance is reported in advance. Students must follow the *Make-Up Study After Absence* policy outlined in this section of the handbook.

**Unexcused absences that count toward the allowed days per grading period include, but are not limited to:**

Student illness that does not involve a trip to the doctor or medical facility; Family vacation; Funerals of non-family members; Hunting trip with immediate family; Non-school sponsored Athletic events or other non-school sponsored contests; Going home during the day to get missing assignments, proper dress code, lunch, etc. (counts as a half-day of school); Student athletic events where the student is a spectator (exception may be made if the student's sibling is competing).

**Prohibited absences that will earn 0 credit and count toward the allowed days include, but are not limited to:**

Senior pictures; Driver's license classes, driving hours, or testing during the school day; College orientations at the end of senior year (these are always additionally offered after summer begins, please schedule then)

In accordance with Diocesan policy 5201, Newark Catholic High School is justified in refusing credit to students who miss excessively. At the discretion of the principal, the number of absences and possible consequences will be discussed with the student parent(s)/guardian(s) as outlined in this handbook. An exception to the above would be a student who is hospitalized or has an extended illness or injury and is able to make up the work through tutoring and/or another type of instruction approved by the principal. Administration will sit with the parent/guardian to draw up a plan in a case such as this.

*Administration reserves the right to contact Child Protective Services to report educational neglect in the event that attendance is unsatisfactory and efforts are not being made on the part of the parent/guardian to collaborate with the school to best support the child.*

## **Attendance & Athletic Eligibility and All Co-Curriculars**

In order to participate in co-curricular contest/performance, including all athletic performances, students must arrive to school prior to 8:30 a.m. and be present for the remainder of the day. Doctor appointments on the day of the contest/performance are excused provided the front office is notified in advance and proper documentation is provided upon return to campus.

### **Procedure for Reporting Absence**

The procedure to be used on the occasion of a student's absence from school is:

- Parent or guardian must call the school between 7:00 a.m. and 9:00 a.m.
- If an absence is extended, the parent/guardian must phone in each day.
- Requests for early dismissal must be made in writing or email, signed or sent by the parent or guardian, and presented to the school office at the beginning of the day. The student must present an appointment card or other evidence of this appointment, when the student returns. Early dismissals will count as a half-day absence.
- Office staff will verify by phone parent/guardian permission to leave school due to illness.
- All other types of absences require a note signed by parent/guardian explaining the reason for the absence.

## **Documentation Requirements for Absence**

Students are required to provide documentation for the following absences:

- Student illness/injury – to be excused documentation from a doctor or medical facility must be provided.
- Medical, dental, or mental health appointment – documentation from the medical office.
- College visitation – parent/guardian provide prior notice to school office and students provide prior notice to teachers to be excused a week in advance; college-provided documentation is required after returning
- Military testing – recruiter-provided documentation, presented prior to absence
- Funeral – parent/guardian note, presented prior to absence
- Vacation with immediate family – parent/guardian conversation with the principal, at least 2 weeks prior to absence; *families are advised to reference the number of allowable days for semester and year-long courses when considering this as vacations during the academic year are strongly discouraged.*

According to Diocesan policy, students who take extended vacations on school time cannot demand the privilege of earning credits. At Newark Catholic, student vacations are considered an unexcused absence and count toward the allotted unexcused absences allowable per grading period. Students that have not given the school office at least one week's notice prior to the trip will be given "0" credit for missed work. Every precaution should be taken to avoid absences during semester and final exams.

Should a student become ill during the school day, he/she should request the teacher's permission to go to the office. No student will be sent home unless a parent or guardian is notified and gives permission for the student to leave school.

### **Truancy**

Students are not permitted to leave the campus during the day except in cases of emergency and only then with permission from a parent/guardian and the school. Students are illegally absent from school when they are not in assigned classes, leave school without permission or falsify reasons for absence. Truancy is considered an unexcused absence with "0" credit earned for missed work. Moreover, it is regarded as a serious violation of absence rules, incurring possible other disciplinary measures by the principal.

### **Make-Up Study After Absence**

The spirit of this provision is to offer each student an opportunity to make up work in classes missed as a result of an absence.

**If the absence was planned in advance:**

1. Inform the front office (in writing) at least one week in advance of the absence.
2. The student is expected to see all teachers ahead of time, obtain all assignments, and turn in all completed work on the first day of return to school.
3. Tests or make-up work missed may need to be taken before or after school. This will be scheduled at the teacher's convenience.

**If the absence was not planned in advance:**

1. The student must contact each teacher on the first day back for the assignments.
2. Tests and make-up work missed may need to be taken before or after school. This will be scheduled at the teacher's convenience.
3. Teachers will post guidelines for make-up work in their class syllabus distributed at the start of each course.

**Tardiness**

Students are tardy when they are not in the classroom when the tardy bell sounds at 8:00 a.m. Tardies are issued between 8:01 and 8:30 a.m. Students may not exceed 3 tardies per quarter without consequence. The following procedure will be followed:

At the 4th tardy in a given quarter, a student will be issued a detention by the Dean of Students or his appointee. The student is mandated to serve detention at 7:15 a.m. on the assigned day. Failure to do so will result in additional assigned a detention.

At the 5th tardy in a quarter, a student will be issued a detention by the Dean of Students or his appointee. The student is mandated to serve detention at 7:15 a.m. on the assigned day. Failure to do so will result in additional assigned a detention.

At the 6th tardy in a quarter, students will serve 2.5 work hours assigned the Dean of Students or administration. These hours must be completed the week the student is notified of the assignment and take priority over extracurricular and job related obligations.

Subsequent tardies in a quarter beyond 6 will result in meeting with principal; in school suspension may be issued if the situation persists with another mandated parent/guardian student and admin meeting to revisit/review the contract/plan and needed interventions. Further discipline escalates not excluding out of school suspension/loss of credit or determination for continuation or not at NC as a student.

*Extracurricular and job related obligations are not accepted as excuses not to attend morning detentions, discipline, or work hours.*

The classroom teacher will determine consequences for tardiness to individual classes (after period 1) and may confer with the Dean of Students.

### **PROGRESS REPORTS**

During the 5th week of each quarter, a Progress Report will be issued to all students via Progress Book. Conference dates are listed on the master calendar, and parents/guardians are encouraged to communicate their concerns with teachers at any time. Communication to parent/guardians regarding conferences sign ups will be send out in advance of the date.

### **CHILD CUSTODY**

Diocesan policy 5106 dictates that the custodial parent is required to provide the principal or the person in charge of admission with the most current, certified copy of any child custody order or decree pertaining to the student upon acceptance. Any child custody order or decree changes pertaining to a student's enrollment must be provided to the school, in hard copy, within two weeks of a court's decision. It is the parent's responsibility to notify the school of any change in custody status and to provide documentation promptly.

Final Forms information should also reflect custody arrangements and be kept current as well. Anyone who needs assistance, please contact the office. An annual review of Final Forms takes place at the end of each Summer/start of a new year; however, it is the parent/guardians' responsibility to make updates pertaining to custody or other changes as they occur thereafter.

### **PUBLISHING STUDENT INFORMATION & DIRECTORY NOTICE**

A consent form for this purpose is signed and dated on Final Forms by the parent/guardian(s) of a student and must be turned into the school during the first week of classes. Diocesan Policy 2800 states: Diocesan schools have the right to release directory information of students if public notice has been given to parent/guardian of students regarding the types of information that the school has designated as directory information and the period of time within which a parent or eligible student has to notify the school in writing concerning information about the student. Parents/guardians must acknowledge the public notice and provide consent to its release, and parents/guardians may also decline the publication or release of directory information. Directory information may not be released to anyone using it for profit-making purposes. The following information may be considered to be "directory information:" a. Name, address, telephone listing, date and place of birth; b. Participation in officially recognized activities and sports. c. Dates of attendance; d. Degrees and awards received; e. the most recent previous educational agency or institution attended by the student. Elementary schools may share student directory information with their assigned feeder highschool(s) for the purposes of student recruitment. Directory information regarding students will be released in various formats, including websites, unless a parent/guardian

notifies the school that such information is not to be released regarding-his/her child. Directory information includes names of students, grade level, honor roll, activities,sports, awards, and date of graduation.

## **CODE OF CONDUCT**

### **GUIDELINES FOR BEHAVIOR**

Diocesan policy 5402 states: Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior or another. In choosing to behave or misbehave the student takes upon him/herself the consequences of that chosen behavior. Newark Catholic is rooted in the religious tradition that mutual respect (i.e., student/student and student/adult) forms the basis of any code of conduct. Because of this, any disrespectful/degrading words or actions - any verbal or physical, aggressive acts of violence are considered serious violations of the code. The administration reserves the right to take any necessary disciplinary actions on such occasions. All students, faculty and staff, and parents/guardians on the campus of Newark Catholic High school are expected to honor the dignity of the human person and conduct themselves in accordance to Gospel values.

### **BEHAVIOR OFF CAMPUS**

Newark Catholic High School in accordance with Diocean policy 5404, has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school. Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to the following: Electronic/internet or cell phone threats and harassment; threats of violence; alcohol use; fighting; hazing; drug possession or sale; reckless driving; sexual assaults.

### **STUDENTS UNDER COURT ORDER OR RESTRICTED BAIL**

In accordance with Diocean Policy 5610, any student who has been arrested and charged with any felony or any misdemeanor involving assault of any kind or drug use and/or sale shall not

be permitted to attend school pending the disposition of the charge. Instead, during the time the charge remains pending, the student shall receive materials that will allow the student to maintain class progress from home. Upon the disposition of the charge, the school shall make a final determination regarding the student's continued enrollment. Any student who is the subject of a temporary restraining order which prevents the student from having contact with another student enrolled at the same school or teacher or other employee of the school, and which cannot be reasonably complied with if the student continues attending school, shall not be permitted to attend class, pending the adjudication of the restraining order. Instead, during the time the charge remains pending, the student shall receive materials that will allow the student to maintain class progress from home. Should the restraining order be entered permanently, the school may begin expulsion procedures for that student.

### **EIGHTEEN YEAR OLD STUDENTS**

As of January 1974, eighteen year olds gained the age of majority. This made them adults with all the responsibilities of adulthood. But, the Attorney General of the State of Ohio rendered a decision which in essence stated that as long as an eighteen year old is a student of a high school, he or she must follow the school's regulations, just as any other student. Therefore, this is the policy of Newark Catholic High School: Eighteen year old students must obey the regulations of the school and reside with a parent or guardian until graduation if they wish to remain students at NC. Eighteen year old students living under the jurisdiction of their parents/guardians are expected to provide parent/guardian written excuses and/other communication for attendance or other school purposes; students may not compose their own.

### **PARENTAL/GUARDIAN BEHAVIOR**

In accordance with Diocesan Policy 5408, normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons: 1. Refusal to cooperate with school personnel or 2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook or 3. Interference in matters of school administration or discipline. 4. Public rejection of or public action contrary to the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. 1. The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced. 2. If such effort does not correct the situation, then, after consultation with the Superintendent, and, in the case of elementary schools, the pastor, the principal may require the parents to withdraw their child.

3. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5407. Registration for the following school year at Newark Catholic High School may be denied on the basis of this policy, but is not limited to the actions specified herein.

### **COMMUNITY BEHAVIOR**

Diocesan policy states: The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students should not apply unless they desire and intend to participate as fully as possible in the religious program of the school. Students may be admitted if, on the basis of a personal interview, the principal or his or her designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education. Misconduct at a school-related or school-sponsored event by a student who is a non-participant, such as spectator at an athletic contest, may be handled in the same manner as misconduct by a student occurring in school or misconduct by a student participating in a school-related or school-sponsored event.

### **CARE OF PROPERTY**

Since responsibility and care for others are goals of Newark Catholic, all property must be treated with respect. Although a sense of mutual trust is essential in this regard, each student will be assigned a school lock to be used on the locker as a preventative measure. Only these school locks may be used, all others will be removed. It is the student's responsibility to safe-guard his or possessions and personal property by locking his or her locker with the school issued lock. Textbooks, instructional materials, technological devices, school-issued iPads/technology, and other classroom materials loaned to students must be kept in good condition. Students must pay for the replacement of damaged or destroyed materials. Textbooks and/or instructional materials assigned to a student (by number) must be returned or a replacement fee will be assessed. All accidental breakage or lost items must be reported to the office immediately; costs of the accidental breakage will be assumed by the student.

### **SEARCHES OF STUDENTS AND SCHOOLS**

Inspection of School Property: A student assigned a locker or desk has use of, but not proprietary rights to, the locker or desk. Lockers and desks are school property. The diocesan administrator may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities (Diocesan Policy 5550).



Inspection of Personal Property: Normally, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc., should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the principal should contact the Office of Catholic Schools for further instruction. After consultation with the Office of Catholic Schools, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc., may be made if the school official has reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property (Diocesan Policy 5550).

Inspection of personal property will take place if the school administration has suspension of a threat to health, welfare and safety to students.

## **TECHNOLOGY/ACCEPTABLE USE POLICY**

In accordance with Diocesan policy 6500, Newark Catholic High School adheres to the following: Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Users can have no reasonable expectation of privacy in use of diocesan and school systems, internet, devices, or materials. The diocese reserves these rights with respect to systems, internet, devices, and materials not owned by the diocese or school when they are used under circumstances that implicate the diocese or school.

### **Terms and Conditions for Internet Access and Use**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

### **Acceptable Use of the Internet**

Students and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to

see. Should students or school employees encounter such material by accident, they should report it to their teacher or administrator immediately.

- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.
  - Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
  - Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

### **Consequences for Inappropriate Use of the Internet**

Since internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action. Terms and Conditions for Technology Network and Equipment Access and Use of School-Owned Materials Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students and school employees will be required to act appropriately when utilizing technology equipment and work areas.

### **Acceptable Use of Networks and Technology Equipment**

Students and school employees are responsible for appropriate behavior when using diocesan or school technology resources. Students and school employees are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students and school employees should take special care with the physical facilities, hardware, software, and furnishings.

- Students and school employees do not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
  - Do not create or willfully disseminate computer viruses. Students and school employees should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
  - Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.
  - Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
  - Do not download, install or run any software without the express permission of your teacher or the network administrator.
  - Personal technology equipment brought to school is subject to the procedures outlined in the Technology Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocesan technology equipment or software in any way.
- Do not use diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

### **Consequences for Inappropriate Use of Networks or Technology Equipment**

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources by students, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re clarification of the acceptable use guidelines.
- Loss of access to diocesan technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

**Conclusion:** School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

## STUDENT EMAIL & GOOGLE CLASSROOM

All students are assigned a Gmail account under the NewarkCatholic.org domain. They are also given access to Google Classroom, where each teacher creates a location for students to track requirements, look for announcements, locate and engage with course materials. Students are encouraged to actively engage in these classrooms for each subject as well as the google classroom for their graduation year. Students are to adhere to the Technology Acceptable Use policy outlined in this handbook when using these platforms.

## SOCIAL MEDIA

Social media platforms are not to be accessed during the instructional day. Student use outside of the instructional day should uphold Catholic values.

## CLASSROOM AND CORRIDORS HALL PASSES/RESTROOMS

A classroom environment, which respects the right of each student to learn, shall be maintained at all times. During class periods, quiet is to be observed in the corridors. Students are expected to be in class at all times class is in session. Students are not to be in the hallways, at their lockers, or in the restroom during class; rather they should make a habit of utilizing the passing period for these needs. Any student who is in the hallway during class time **MUST** have an active Pass in the Smart Pass Application. In the unlikely event this is not possible, a paper handwritten and signed pass issued by a faculty member is required for verification. There are **NO EXCEPTIONS** to this rule.

Students may use the restroom before and after school, between classes, and at the beginning or end of their lunch periods. Students are expected to keep the restroom clean and free of all writing or damage. If a student feels ill, he or she is to report to the office, and not remain in the restroom. Students are not to be in classrooms when class is not in session unless a teacher is present or the teacher, administrator, or staff member has granted the student permission for a specific purpose.

Students on athletic teams may go to the locker room before school to drop off any needed equipment, using the west wing entrance after the release bell. There is to be no loitering in this area. **Only students in PE, Weight Lifting or Fit for Life class may enter the locker room during the school day unless permission granted by the front office.**

## **GUM & WATER**

Gum is not permitted during the school day. Teachers may issue detentions for infractions. Students are permitted to drink water only and may carry a water bottle. Filling stations are available throughout the building. Drinks from restaurants, coffee or otherwise are banned.

## **ANY BAG-LIKE ACCESSORIES**

Given safety concerns, any bag-like accessories including but not limited to backpacks, book bags, large purses, totes, and fanny packs are NOT permitted in any hallway, classroom, cafeteria, or other areas of the school during the instructional day. They must be left inside the student's school-assigned locker during the academic day. Girls may carry a small purse. Students in violation of this rule will be referred to the Dean of Students or administration immediately given safety concerns.

## **CAFETERIA**

Scheduling necessitates that some students eat while others attend class. The following guidelines are to be observed:

1. Students are to remain on campus during the lunch period.
2. Food is to be eaten only in the cafeteria, not in the hallways, classrooms, or outside the building.
3. Students are to go through the serving line in single file, behaving appropriately and in the order in which they arrive in the cafeteria. Running, pushing, and displacing others in line are not permitted.
4. No soda (cans or bottles) or food purchased at restaurants is permitted. Students must "brown bag" or purchase meals from the school cafeteria.
5. Students are to bring lunches into the building when they enter in the morning and store them in lockers. Students are not to be excused to go to their cars during the lunch period.
6. After eating, students are to return trays and dishes to designated areas, place trash in containers provided, and leave their places at tables clean. Students are to comply with other regulations set by the faculty and staff members with lunch supervision and school administration.
7. All students are to remain in the cafeteria during their assigned lunch period unless the lunch proctors on duty excuse them.

## **STUDY HALLS**

Students should report to study halls prepared to work. Talking and unnecessary noise will not be tolerated. Specific study hall guidelines are as follows:

1. Students assigned to study hall must report with texts and/or materials to study.
2. Students must be in assigned seats by the bell. If not in assigned seats, they will be considered tardy.
3. Quiet must be maintained at all times. No talking is permitted except with permission of the study hall moderator.
4. No student may leave the study hall without the permission of the study hall moderator.
5. There is to be no game or card playing at any time.
6. Cell phones are not to be present or in use in the study hall just as they are not permitted in any instructional period throughout the day.

### **SOCIAL NETWORKING TOOLS & DIGITAL COMMUNICATIONS**

When posting, commenting, or replying to Internet sites, it is prohibited to use obscene, harassing, derogatory, defamatory or otherwise potentially scandalous comments, links, and/or images which reflect, discredit, or cause embarrassment to Newark Catholic High School, the Catholic Church, Diocese of Columbus, or any person or group of individuals. Students should remember that at all times they are responsible for the good name of Newark Catholic High School. Publication, transmission or use of images, text, emails, other forms of digital communications or social networking posts that contradict the mission or philosophy of Newark Catholic High School will result in disciplinary action by the Administration. Posts, comments, and/or replies must never contradict the teachings of the Catholic Church. For further information, refer to Diocesan Policy 6140.3

### **POLICY PROHIBITING HARASSMENT**

Newark Catholic High School is rooted in the religious tradition that mutual respect forms the basis of any code of conduct. Newark Catholic High School is firmly committed to providing an educational environment that is free from intimidation and harassment against any person because of his or her race, ethnic background, gender, religion, or handicap. This policy covers all students, teachers, administrators, employees, or other persons acting on behalf of Newark Catholic High School including participants at any school sponsored activity. All employees, students, and parents will receive a copy of the Diocesan Minors Harassment Policy prior to or on the first day of school through Final Forms. Once this policy is read and understood, the *Minors Harassment Policy Verification* form must be signed through Final Forms.

A person who abuses the dignity of anyone through but not limited to such acts as racist, ethnic, sexist, or religious slurs or through derogatory comments or objectionable conduct is violating school policy and such behavior will not be tolerated. If any person associated with Newark Catholic High School believes that she or he has been subjected to harassment, the

incident should be reported to a faculty member who will forward the complaint to the school administration, or the incident should be reported to school administration directly. The administration shall investigate the complaint. If the complaint is determined to be valid, disciplinary action, which is warranted, will be taken. To make an anonymous report, please do so through: **The Safe School Helpline**, call 1-800-4-1-VOICE (1-800-418-6423) ext. 359 to leave your information. You can also submit a report via [SafeSchoolHelpline.com](https://www.safe-school-helpline.com). Or, text 614-426-0240, then type TIPS.

In Accordance with Diocesan Minor Harassment Policy 5412:

1. Newark Catholic High School shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, disability, or other protected characteristics.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following: a. offensive sexual flirtations, advances, propositions; jokes; b. continued or repeated verbal abuse of a sexual or gender-based nature; c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance; d. the display or circulation of sexually explicit or suggestive writing, pictures or objects; e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex; f. graffiti of a sexual nature; g. fondling oneself sexually or talking about one's sexual activity in front of others; h. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a minor after an accomplishment, a teacher consoling a minor with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

5. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed above.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment or expulsion in the case of a student

7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Filing of Harassment Information: 1. The investigator must keep extensive notes of all aspects of the investigation. 2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion. 3. These notes must include verbal statements made by persons questioned and any written statements. 4. All of the above details must be summarized to include: a. how the investigation was conducted; b. what conclusion was reached and why; c. what action was



taken; d. how, when, and to whom the conclusion was communicated; and e. notification of warning against retaliation. 5. All of the above is kept only in the investigator's file. 6. If no action is taken, nothing is placed in the personnel file or student file. 7. If an action is taken against the accused (i.e. warning, restrictions, leave, or release from contract in the case of personnel, or warning restrictions, suspension or expulsion in the case of students), the action taken is: a. formalized by putting in writing, b. a copy is given to the person or student against whom the action is taken, and c. a copy is placed in the personnel or student file. 8. The Harassment Complaint Form and Administrative Summary Form can be found on the Office of Catholic Schools website.

School Responsibilities: 1. Annually, at the start of each school year, the school shall publish the Diocesan Harassment Policy for Students in the parent/student handbook. 2. Each school shall follow diocesan procedures for timely investigation and response to complaints. 3. Each school shall periodically train administrators, teachers, staff, and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.

## **POLICY PROHIBITING BULLYING**

Newark Catholic High School shall not tolerate any bullying including cyberbullying on school grounds or at any school activity on or off campus whether written, committed in person or electronically. Deliberately making false bullying reports is prohibited and will result in serious disciplinary consequences.

Bullying and cyberbullying are defined in accordance with Diocesan Policy 5411:

Bullying is defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power, intent to harm, and threat of further aggression. Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Faculty and staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. If a faculty or staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation. The Diocese and therefore Newark Catholic High School expects students and parent(s)/guardian(s) who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parent(s)/guardian(s) of the aggressor and the victim. This investigation may include interviews with students, parent(s)/guardian(s), teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation.

Teasing behavior alone does not necessarily constitute bullying. Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. Teasing behaviors in and of themselves – while needing to be addressed by school officials – does not constitute bullying or harassment (as defined by Diocesan Policies) and the interventions and consequences are of another level.

Reporting should be done to a faculty member and/or to administration or may be done through an anonymous hotline available to students and community members called the Safe School Helpline.

### **ANONYMOUS REPORTING THROUGH SAFE SCHOOL HELPLINE**

To make an anonymous report to administration regarding any concern, please do so through: The Safe School Helpline, call **1-800-4-1-VOICE (1-800-418-6423) ext. 359** to leave your information. **You can also submit a report via [SafeSchoolHelpline.com](https://www.safeschoolhelpline.com). Or, text 614-426-0240, then type TIPS.** This information is also accessible on the Newark Catholic website.

## REPORTING ABUSE

If you suspect a child is being abused or neglected, please report it! It is not your job to investigate or have overwhelming proof before reporting. Leave the investigation up to the professionals. Please contact your county child protection agency and provide as much information as possible such as:

- The name and address of the child you suspect is being abused or neglected;
- The age of the child;
- The name and address of the parents or caretakers;
- The name of the person you suspect is abusing or neglecting the child and the address if available;
- The reason you suspect the child is being abuse and neglected;
- Any other information which may be helpful to the investigation; and
- You have the option of giving your name or reporting anonymously. Giving your name can help the investigator clarify information. The agency will not give your name to the person suspected of abusing the child.

*Please Note: All of the above information is not needed to make a report. If you are not sure you have enough information to report, always err on the safety of the child. Children Services screens all reports to determine if there is enough information to investigate.*

**The Ohio Department of Job and Family Services has launched 855-O-H-CHILD (855-642-4453), an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county.** Ohioans who suspect child abuse or neglect now only need to remember one phone number!

If you suspect a child is being abused or neglected by a member of the clergy or any employee or volunteer at a Parish, Catholic School, or any Catholic organization or apostolate in the Diocese of Columbus, please report it immediately to your county child protection agency! After you have contacted the civil authorities, please contact the appropriate diocesan personnel so a safe environment can be maintained, and an investigation can be facilitated by an independent review board.

Safe Environment Director

Regina E. Quinn

614-241-2568

[rquinn@columbuscatholic.org](mailto:rquinn@columbuscatholic.org)

Victim Assistance Coordinator

Laura J. Lewis, M.A., L.P.C.C.-S

866-448-0217

[llewis@columbuscatholic.org](mailto:llewis@columbuscatholic.org)

Remember, protecting children means never minding your own business. No matter how uncomfortable it may feel, **you** could be the only voice that child has. Please speak up. For more information and resources, visit [www.columbuscatholic.org/safe](http://www.columbuscatholic.org/safe).

## DISCIPLINE POLICY

It is our goal that graduates of Newark Catholic High School are well-formed– prepared to leave our school with a strong foundation in the faith, in knowledge, and are prepared to serve others. Therefore during their time at NC, students are held to a high standard and discipline is enforced; students are held to a high standard through our code of conduct and discipline policies.

Teachers shall uphold the spirit of the school's code of conduct. Consequences for minor, daily misbehavior situations rest with the teaching faculty and staff. All forms of reasonable discipline have the full backing of the school administration. A student's failure or refusal to accept his or her responsibility in these situations will be considered a serious offense. Students will be referred to the Dean of Students and/or Administration in the event of escalating, habitual behaviors that go against the school code of conduct and policies therein.

Newark Catholic administration at its sole discretion may refer students to school-based clinical counseling services when deemed appropriate or require other outside support services, counseling, or programming when deemed appropriate in conjunction with any disciplinary procedures/actions.

### TEACHER-ISSUED DETENTIONS

The teacher will proctor disciplinary detentions given to a student by that teacher. A detention assigned one day is to be served the next or as directed by the teacher assigning it. If a student is assigned an after-school detention, meeting that obligation is the student's first responsibility. **This includes missing co-curricular activities.** The student is responsible for his or her transportation. Administration supports teacher discretion on issuing same-day detentions. For inquiries regarding the number of teacher issued detentions served please contact the teacher directly then the Dean of Students as needed.

### SCHOOL-ISSUED DETENTIONS

Detention is a disciplinary measure intended to modify behavior that is contrary to school regulations. The Dean of Students or administration or their appointee may issue detentions

when students are in violation of school code of conduct and/or other school policies. When a detention is assigned, students must serve it within 7 days. Students will not be excused from detention for extra-curricular, recreational or job-related activities or transportation difficulties. Confirmation of medical excuses by a doctor is required if a student must miss detention for this reason. Failure to attend detention may result in the student being required to confer with administration for further disciplinary action at their sole discretion.

Morning detentions will be served from 7:15 - 7:45 AM. Assigned detentions will be communicated by the Dean or Administration via email or conversation to the Dean or administration.

After school detentions will be served from 3:05- 3:35 PM. Assigned detentions will be communicated by the Dean or Administration via email or conversation to the Dean or administration.

Students serving detentions are required to work on school assignments (arriving with materials, textbooks and so forth in hand). If a student fails to comply with this requirement, the monitor will provide him or her with an assignment. Students are expected to be prompt, orderly, quiet and in uniform. No food or drink is permitted in the detention room. Detention hall is an extension of the class day. Thus, all rules apply (e.g., dress code, silent study, no food/drink, no cell phone use, etc.). Administration or Dean of Students may deem it appropriate to assign service to the school as part of the detention (e.g. examples may include set up and tear down of chairs and tarps for events, cleaning of desks, table, windows or floors, clerical tasks, etc.

In the event of a school detention for a serious infraction, parents/guardians will be contacted.

### **WORK OR SERVICE HOURS CONSEQUENCE**

Work hours and/or services hours may be assigned by the Dean of Students or administration as a disciplinary consequence. Work hours are completed on campus with the maintenance staff or other faculty and staff in need of assistance. Service hours are performed outside of the school and do not count toward NHS or other course requirements of service. These hours can be done at a church, a charitable foundation, a service organization or an activity that would be considered positive work for the community. A letter will be prepared by the student for signature by the leader of the organization, with a business card or phone number attached, and must be turned into an administrator when all hours have been finished.

### **DISCIPLINARY EXTENDED DAYS**

A Disciplinary Extended Day (DED) may be assigned to a student for a serious offense as determined by the principal or to a student who receives four (4) or more detentions during one grading period.

- Disciplinary Extended Days will be held from 3:00 until 6:00 p.m. Students must remain the entire assigned period to receive credit.
- Any student arriving late will not be admitted.
- A Disciplinary Extended Day may be a work detention where the job given must be performed to the satisfaction of the moderator or the student will be assigned another detention to redo the job to the specifications asked for by the moderator.
- Only students with excused absence for illness on the scheduled detention day will be considered excused and must make up that detention the next scheduled day.
- No DED assignments will be changed for extra-curricular activities, work, vacations, etc. unless prior arrangements have been made with the principal.
- If a student refuses to serve an assigned DED, the student will be suspended (with no credit for work missed) for the same number of days she or he had been assigned to DED. No further extended days will be required.

### **IN-SCHOOL SUSPENSION**

In-school suspension is an optional step, which occurs when a student has received six (6) detentions or three (3) School detentions during one grading period. It may follow as the consequence for other behavior as well if deemed necessary by administration. In-school suspension may last from 1-10 school days plus any intervening holidays and/or weekends. The following consequences accompany an in-school suspension:

1. Formal communication with parents and student.
2. Prohibition from participating in any manner in co-curricular activities during the duration of the suspension.
3. Completion of required detention.
4. Student may be on school property only during detention time and school day.
5. Notice that failure to change behavior could lead to expulsion.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension follows as the consequence for serious violations of school policies or regulations. Out-of-school suspension may extend up to ten school days plus intervening holidays and/or weekends. The administration will refer students to school-based or outside clinical counseling services when deemed appropriate.

The following consequences accompany an out-of-school suspension:

1. A conference involving the student, his or her parents, and the principal will be scheduled.

2. Prohibition from being on Newark Catholic property and from attending all Newark Catholic functions, regardless of location, for the duration of the suspension.
3. Specific terms established by the principal for the student's continuation at Newark Catholic.
4. The student is responsible for all material covered in class during the suspension and will arrange to make up any missed tests, quizzes, summative projects, etc. Daily assignments will NOT be accepted after the 2nd day the student has returned to class.
5. Notice that further violation of school regulations and/or failure to meet terms established for the student's continuation at Newark Catholic could result in expulsion.

## **PROBATION**

Per Diocesan Policy 5405, a student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency.

In the event of a probation the administration will meet with the student and parent/guardian in person to discuss it; administration will document accordingly the probation's conditions, terms, and timeframe which is then presented to the parent/guardian and student for signature and filed. Administration will notify the parent/guardian in writing if the probation is extended or terminated.

It is important to note that attendance in school is a huge predictor of success in all areas of student life including conduct and academics.

## **SUSPENSION PROCEDURES**

In accordance with the Diocesan policy 5406, Newark Catholic High School believes: Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct after having been placed on probation. For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. Only an administrator has the authority to suspend a student. The student may be sent home during the school day provided that the student's parent(s) / guardian(s) has been notified.

## **EXPULSION PROCEDURES**

Serious misconduct is cause for suspension and/or expulsion. Expulsion shall not take place except as a result of the suspension procedure outlined by the Diocese of Columbus. In the

case of expulsion, the administration adheres to Diocesan Policy 5407. The permanent dismissal of a student from a school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed; b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons; c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, Diocesan Policy 5408; or d) when the contractual relationship between school and a family has been irreparably broken in determination of the school. In the event of a probation the administration will meet with the student and parent in conference to discuss it; administration will document accordingly the conditions, terms, and timeframe which is then presented to the parent/guardian and student for signature and filed. Administration will notify the parent/guardian in writing if the probation is extended or terminated.

### **CHEATING/PLAGIARISM**

See "Newark Catholic High School Code of Academic Integrity" in full. This matter is taken seriously and violations accrue during the entire duration of the students' time at NC.

### **PROHIBITED CONTROLLED SUBSTANCES**

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on Newark Catholic High School premises and at all school-sponsored activities. Vaping and e-cigarettes as well as all tobacco related products are prohibited on campus. Newark Catholic High School prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school sponsored event. The term "drug paraphernalia" shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.) Newark Catholic strives to prevent drug abuse and help drug abusers through education. Tobacco products, e cigarettes and vaping are all prohibited as is the presence of such products or devices anywhere on campus.

The schools of the Diocese of Columbus recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. For the purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011); all chemicals which release toxic vapors; 2. all alcoholic beverages; 3. any prescription or patent drug, except those for which permission to use in school has been granted; 4. anabolic steroids; and 5. any substance that is a "look-alike" to any of the above (ORC §2925.01-0).

NCHS policy addresses prevention, intervention, treatment and disciplinary measures. The drug prevention program at Newark Catholic High School shall: 1. Emphasize the prevention



of drug use; 2. Provide for a comprehensive, age appropriate, developmentally-based alcohol and other drug education and prevention program; 3. Address legal, social, psychological, and health consequences of drug and alcohol use; 4. Provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. This is done in conjunction with the Student Services Team, Dean of Students, and school-based clinical counselor and/or outside providers or counselors when deemed appropriate.

NCHS policy will take action to issue immediate disciplinary consequences in the event of: use, possession, concealment or distribution of any drug or any drug-related paraphernalia as outlined here: 1. The first time offender is required to meet with his/her parent(s)/guardian(s) and school officials; 2. Disciplinary sanctions up to and including expulsion, will be imposed on students who violate the school code of conduct outlined in this handbook as well as this policy's prohibition of any controlled substance use; 3. Information about alcohol and other drug counseling and rehabilitation programs is made available to students and their parent(s)/guardian(s) as detailed by administration. 4. NCHS has a moral imperative as called by our faith and an obligation to report distribution/sale of drugs to the police. 5. If a student may continue at NCHS, the student will be on probationary status, documented in writing with mandated steps for completion/intervention/treatment/counseling and outside treatment and/or counseling support if deemed appropriate.

Anyone who commits any act prohibited by this policy shall be brought to the attention of the building principal/administration and/or Dean of Students who shall place student safety as a priority in each situation. The principal or representative shall notify the student's parent(s)/guardian(s) within 24 hours of the incident and proceed with disciplinary proceedings up to and not excluding expulsion. The disciplinary process will follow the steps outlined in this policy in depth.

### **Tobacco Product Use & Vaping Specifically**

Prevention:

At Newark Catholic High School underclassmen are instructed during orientation programming and/or health classes in depth about the harmful effects of tobacco, products, vaping and substance abuse more broadly working with local agencies and resources in alignment with the Diocesan Health Course of Study for grades 9-12. Upperclassmen continue their study of wellness related topics through elective, PE and fitness courses, which embed the beliefs of the Catholic Faith examining social and wellness issues through a Catholic lens as is done in all four levels of Theology at NC.

Students may not use or possess tobacco products (including but not limited to: Zyn-like products, e-cigarette, vape, chew or other devices or cigarettes) at school or school-sponsored events. Violators of this rule are subject to the school's normal disciplinary procedures which can include intervention/educational program and/or through an official Cessation Program with required documentation Parents and the school have a responsibility to support students

in their physical and spiritual welfare in our Catholic school. Treatment may be mandated by administration off the school premises if the standard Cessation educational programming and intervention steps are deemed inadequate for the unique circumstances and struggles with wellness the individual is facing. *If a student is found guilty of violating these policies, he or she will be subject to immediate major disciplinary action, and intervention/treatment and support steps regardless of the steps outlined here below for any involved parties for investigation (whether in violation of the policy or not); this includes mandated check ins with the school based, clinical counselor and/or other required counseling/programming if deemed appropriate at the discretion of administration.*

#### Intervention & Discipline:

For any student who is in a space in the school where vaping or another tobacco product violation has been detected the following protocols will be followed:

##### First Time:

- Investigation into vaping/other tobacco policy violation and meeting with Dean of Students and/or administration with all involved students
- Parents/Guardians contacted to alert them that their child has been in a space where abuse of this policy has been detected (whether guilty or not)
- Immediate discipline for any parties found guilty

#### Treatment & Discipline:

##### Second Time:

- Investigation into vaping/other tobacco policy violation and meeting with Dean of Students and/or administration for all involved students
- Parents/Guardians contacted to alert them that their child has been in a space where abuse of this policy has been detected (whether guilty or not) for a second time.
- Student disciplinary consequences, detentions issued for all involved parties at discretion of administration and major disciplinary action for any parties found guilty
- Online Cessation Program Required for completion within the week of the incident

##### Third Time:

- Investigation into vaping/other tobacco policy violation and meeting with Dean of Students and/or administration with all involved students
- Parents/Guardians and student meeting with administration
- Student disciplinary consequences, period of suspension issued for all involved parties at discretion of administration and major disciplinary action for any parties found guilty
- Mandated check-ins with school-based clinical counselor
- Completion of additional on or off campus educational, treatment, and/or Cessation Program with proof of completion on file with school office within a reasonable period of time, deadline set by administration

Fourth Time:

- Investigation into vaping/other tobacco policy violation and meeting with Dean of Students and/or administration with all involved students
- Parent/Guardian and student meeting with administration
- Student discipline issued up to and not excluding consideration for period of suspension and expulsion

## **THREATS TO WELFARE AND SAFETY**

Per Diocesan Policy 5140, if a student is found in violation of this policy, a report will be made to local law enforcement. No student shall use, possess, handle, transmit, or conceal any object which is, or can be considered, a weapon or instrument of violence. Furthermore, no student shall make threats of any kind about the use of or intention to inflict harm by means of a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions. Any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include: counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or other appropriate law enforcement agency; suspension from school; expulsion from school following suspension; and diversion programs. *However, expulsion without suspension is mandatory for the possession of a deadly weapon on school grounds.*

## **VIOLENCE**

Threats or acts of violence will not be tolerated. If a student violates this rule, the students will be subject to serious disciplinary consequences.

## **POSSESSION OF WEAPONS PROHIBITED**

There is a zero-tolerance policy for possession of weapons anywhere on the Newark Catholic High School campus as it threatens the welfare and safety of others. A student will be automatically expelled for possession of weapons per Diocesan Policy 5410.

## **PHONES/ ELECTRONIC DEVICES & SMART WATCHES**

Any use of school-issued electronic devices is considered a privilege that may be revoked due to abuse of the school's policy. Non-school-issued technology including but not limited to cell phones/smart phones and smart watches are not permitted during the academic day at Newark Catholic High School. This includes all periods, lunch, and passing time for class

changes. Students have school-issued technology they are to utilize for instructional purposes and to generate hall passes in the Smart Pass Application used at NC. Phones are to be turned off and stowed in one's locker as is all other non school-issued technology; wearable electronics such as a smart watch when deemed a distraction to the learning environment will be subjected to the same consequences as the below outlined policy for cell phone/smart phone use. It is best to keep banned devices in a school-issued, locked locker. Banned devices are not to be heard or seen, and if they are, consequences will follow as outlined here:

Violations of the policy will result in the phone being stowed in the office the day of the offense and thereafter for the specified number of weeks in the table; a fine will also be levied.

Offense:	Consequence(s) Assigned:	Fine Assessed for retrieval of device:	Device Turned in to Office Daily upon Arrival / retrieved at end of day for:
1st	Phone stored in the office for remainder of the day  2 detentions	\$10.00	1 week
2nd	Phone stored in the office for remainder of the day  3 detentions	\$20.00	2 weeks
3rd	Phone stored in the office for remainder of the day  In-school suspension	\$40.00	3 weeks
4th	at sole discretion of administration including review of student status for continuation at NC	\$40.00	remainder of year

*\*phone/device may be retrieved from office after the dismissal bell*

Students are prohibited from using electronic devices to capture, record or transmit the words and/or images of any student, staff member or other person in the school without express prior notice and explicit consent. Using an electronic device to take or transmit audio and/or pictures/video of an individual without his or her consent is considered an invasion of privacy and is not permitted, unless authorized by the building administration. Students are prohibited from using any electronic device in any way that might reasonably create in the

mind of another person an impression of being threatened, humiliated, bullied, harassed, embarrassed or intimidated. (See Newark Catholic/Diocesan policy on these matters).

Students are also prohibited from using these devices to capture and/or transmit and/or receive test information or any other material in a manner constituting fraud, theft, cheating, or academic dishonesty or plagiarism. (See the Newark Catholic Code of Academic Integrity). To ensure the integrity of all tests and the integrity of students taking these tests, Newark Catholic does not allow students to access electronics during any assessments, with the exception of their school calculator with permission. This includes classroom quizzes and tests, as well as standardized tests.

This policy is subject to change at the school administration's discretion as deemed appropriate. Parents/guardians are advised that the best way to contact their children during the school day is to call the school office.

### **PODS/HEADPHONES & LISTENING DEVICES**

Bluetooth air pods, headphones and other listening devices/pods will not be worn throughout the day in class, hallways, at lunch or other school spaces *without explicit direct permission or a directive from a faculty member to utilize them*. Students wearing these devices who are not in compliance with the policy will be issued detention and meet with the Dean of Student with future violations escalating from there at the discretion of administration.

If these devices are worn as accessories in the ear, dress code violation consequences will be followed. Wearing them with faculty permission for an instructional purpose is permissible.

If these devices are synced to personal cell phones or ipads as students traverse corridors and hallways, they are in violation of this policy and will have consequences therein at the Dean or administration's discretion.

### **DIGITAL IMAGING/MEDIA RECORDING**

Students are NOT permitted to use any type of camera or video recording device in the school building or at school activities without the permission of a supervising faculty member AND administrator. Students are NOT permitted to photograph or film other students during school hours without the permission of a supervising faculty member AND administrator.

### **OFFICE TELEPHONE USE**

Students are NOT to utilize personal phones/smart watches or non-school issued technology during the school day for any reason; the office telephone is available for student use with office staff permission. As your child is in Newark Catholic's care during the instructional day,

please contact the school office in cases of emergency and the message will be relayed to the student. This is only done in cases where the parent or guardian noted on file is calling.

## CONTACT WITH STUDENTS DURING SCHOOL HOURS

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal. In the event that this occurs, Diocesan Policy 5220 outlines specific protocols school administration will follow as detailed in full in the policy manual.

## DRESS CODE

Newark Catholic's Dress Code is designed to reflect the seriousness of purpose– which each student should bring to his or her studies. The dress of our students should reflect the worth of and respect for each person in the light of Catholic principles. Therefore, we expect each student to dress and groom him or herself in a manner that is modest, clean, and appropriate to a Catholic school learning environment. Furthermore, Newark Catholic believes that parents/guardians are primarily responsible for working with a student to make dress and grooming choices appropriate to this code.

The administration of Newark Catholic reserves the right to make discretionary decisions concerning this code and individual cases. The teacher will report violations of this dress code to the Dean of Students for disciplinary action. Then, **at the Dean of Students or an Administrator's discretion students out of dress code may be sent home to change after a parent/guardians is called or will be issued appropriate uniform wear if available in storage.** If a student must leave campus to address the clothing issue, it is the students' responsibility to follow up with teachers for assignments, tests, or quizzes that were missed with the understanding that it is for study purposes only. Credit will not be given for the work missed while leaving campus to change one's clothing to be in compliance with this code; time missed from classes is considered unexcused in the event the student is sent home to change.

**If a student accumulates five (5) dress code violation detentions, she or he will forfeit the privileges of Out of Uniform Casual Days and Warm Weather Dress code for the remainder of the school year.**

*There are many uniform options available through the uniform supplier store, and we also have a track-style jacket option through the NCAA that can be purchased.*

### **Shirts/Blouses**

- Shirts purchased from the uniform supplier must be tucked in completely at all times exposing the belt. Un-hemmed sleeves and or torn or ripped shirts are not permitted.

- T-shirts worn under the uniform shirt must be white and free of illustrations. The sleeve length of the T-shirt must correspond to the length of the outside shirt/blouse. Students not adhering to this policy will forfeit their T-shirts.

### **Skirts**

- The school uniform skirts for girls *must be no more than two inches above the knees* (that is, the bottom of the hem may not be more than four inches from the floor when a student is kneeling) and be in good condition. Skirts shall not be rolled at the waistband.

### **Slacks**

- Khaki (brown tone) colored dress pants are not to be ripped, torn, slit, or vented at the hem.
- No cargo style pant is permitted; not to be pegged or have elastic at bottom of leg.
- Slacks must have belt loops.
- Slacks may be worn by any student.
- Slacks should not be overly tight or of a “jeggings” style

### **Belt**

- A brown or black leather belt is required when pants or shorts are worn

### **Sweaters**

- Are to be purchased through uniform supplier.
- Non uniform sweatshirts or sweaters are NOT permitted.

### **Jackets**

- The NC track-style jacket is permissible and can be purchased through the school.
- Non-uniform Jackets, coats, or hats are not to be worn during school hours. They are to be stored in assigned lockers.
- Students wearing or carrying unauthorized jackets will have them confiscated and will pay a fine for their return.

### **Shoes/Socks**

- Socks (or optional hosiery for girls) are always required.
- Shoes must have a full back and sole. No sandals, slippers, moccasins, clogs, or crocks.
- Shoes cannot be open toe. Shoes shall be clean and in good condition
- No extreme or unsafe styles in the event of drill/emergency are permitted
- Boots are to be worn under pant leg only and must be brown or black leather.
- Socks worn with uniform skirts must be white or black; socks knee high in length or a short athletic-type sock or no show socks in white or black may be worn. Socks should be plain in color and may not display large logos or insignias. Hosiery or tights if worn must be black, white, or beige. No fishnet or extreme style of hosiery is permitted. Yoga-style pants/leggings are not to be worn with skirts– rather tights or hosiery are acceptable.

## **Hair**

- Hair must be neat, well-groomed with no extreme styles. Boy's hair may not exceed the length of the ear nor go beyond the top of the collar or the eyebrows.
- Eccentric hairstyles are not permitted. Sideburns shall not extend below the lowest part of the ear. Students are prohibited from having a non-natural hair color.

## **Jewelry/Make-up/Accessories**

- No extremes in style (this includes body piercing).
- Tattoos are never to be exposed during any school activity.
- No body, tongue, nose, or facial piercing permitted.
- Girls are permitted to wear no more than three (3) earrings per ear.
- No more than three (3) bracelets or necklaces are permitted.
- air pods/ bluetooth listening devices and the like are not permitted to be worn as an accessory (see section of handbook about permitted use for instructional purposes)

## **Boys Only**

- Boys are to be clean-shaven.
- Boys may not wear earrings or other extremes in jewelry.

## **Physical Education, Weight Lifting, Fit for Life Attire**

- no spandex shorts
- no sleeveless shirts
- tennis shoes with socks
- shorts must be mid thigh or longer and should not be overly tight

## **Warm Weather Dress Code- Girls & Boys**

*May 1 until September 30*

- Khaki (brown tone) colored dress shorts are not to be ripped, torn, slit, or vented at the hem. Shorts should not be overly tight.
- No cargo-style pant is permitted
- Shirts - see above description.
- Athletic shoes with socks that are visible at the ankle are permitted with shorts or dress code pants and required belt

## **Out of Uniform Casual Days**

- Students will pay \$1.00 to participate. This is a donation to a local cause or organization.
- Clothing is to be in good condition and cannot contain inappropriate wording or graphics.
- No tight fitting clothing
- No crop top, or bare midriff clothing, or cut off shirts. Shirts are to cover the entire shoulder area. Necklines must be modest with no cleavage visible. No muscle shirts.
- No cargo-style pants or shorts, and no yoga-style pants/leggings.



- Socks must be worn; students will adhere to the shoe requirements in the standard uniform dress code
- Shorts must be mid thigh or longer

### **SCHOOL- SPONSORED EVENT DRESS CODE**

Students who attend a school-sponsored event should be dressed in appropriate attire. NO tight fitting or midriff exposing clothing is permitted at any school function, including dances both formal and informal. To all school-sponsored events, girls are not to wear crop tops/ have bare midriffs. Nor are girls to wear excessively tight, excessively short length or completely bare back dresses; if the back has opening it should not come down lower than one's natural waistline (naval level). Additionally, necklines must be modest with no cleavage visible. Boys are to wear collared shirts and appropriate pants at all school events that are not excessively tight. No clothing with offensive language, illegal subject matter or messaging/content in contradiction to the Catholic faith/Church teaching may be worn.

<b>EXTRA- CURRICULAR PROGRAMS</b>
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### **ATHLETICS**

All athletic programs at Newark Catholic abide by the rules and regulations of the Ohio High School Athletic Association and the policies of this school. All questions concerning athletics, including eligibility, should be directed to the Athletic Director.

### **ELIGIBILITY FOR PARTICIPATION ON ATHLETIC TEAMS AND EXTRA-CURRICULAR PROGRAMS**

Students who wish to participate in interscholastic athletics or extra/co-curricular programs must maintain academic and conduct eligibility. Each student involved in athletics/extra-curricular programs will receive a weekly eligibility grade that is cumulative for that grading quarter. On a designated day during the second week and every week after the start of school, eligibility forms will be distributed to each teacher. Each student participating in athletics/extra-curricular programs will receive two markings, one for conduct, and one for academics.

#### **Attendance**

In order to participate in a co-curricular contest/performance, including all athletic performances, students must arrive to school prior to 8:30 a.m. and be present for the remainder of the day. Doctor's appointments on the day of the contest/performance are

excused provided the front office is notified in advance and proper documentation is provided upon return to campus.

### **Academics**

- An 'S' is presumed if the student has a quarter cumulative average of "C" or better.
- An 'M' will be given if the student has a quarter cumulative average below "C" but above failing.
- A 'U' will be given if the student has a cumulative average below "D" (i.e., a failing average).
- A 'U' cannot be given unless an 'M' was given earlier.
- Grades are cumulative from the start of each quarter grading period.

### **Conduct**

- An 'S' for satisfactory behavior is presumed unless students receive an 'M' or a 'U'.
- An 'M' will be given for marginal behavior.
- A 'U' will be given for unsatisfactory behavior.

### **A student is ineligible if:**

1. She or he has two U's in one week and both U's are in conduct or both U's are in grades. The student may not participate on any athletic team or extra-curricular program for one week from Tuesday to Tuesday.
2. She or he fails more than one (1) subject in a quarter; she or he will be ineligible to participate in athletic/extra-curricular activities during the quarter following the failures. Eligibility for fall quarter will be determined by grades at the end of the previous spring quarter.
3. She or he does not maintain a minimum grade point average of 1.9000 per quarter in order to participate in athletic/extra-curricular activities. A student falling below the minimum grade point average will be ineligible to participate in any athletic/extra-curricular activities during the following quarter.
4. She or he is on an in-school or out-of-school suspension

NC students participating in athletics must also follow OHSAA rules, which state:

Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility. To be eligible, a student must be currently enrolled in a member school and have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately preceding grading period.

Violators of these rules are subject to the school's normal disciplinary procedures.

- Hair - is to be well groomed with no extreme styles.
- Tattoos - or any form of artificial body markings are unacceptable and must be covered at all times.

- Boys are to be clean-shaven and may not wear earrings.
- Alcohol, Drugs or Tobacco Products - use or possession of these products at school or school-sponsored events is prohibited.
- No body, facial, or tongue piercing is permitted

### **OHSAA Transfer to NC Guidelines**

In the event that a student applies to Newark Catholic and is admitted, OHSAA guidelines will be followed in full as they pertain to transfer students. Please reference the policies contained by OHSAA on their website.

<b>PROTECTING GOD’S CHILDREN VIRTUS PROGRAM</b>
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### **FINGERPRINTING: FACULTY, STAFF, AND VOLUNTEERS “PROTECTING GOD’S CHILDREN”**

All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check, an FBI check and must attend the “Protecting God’s Children” VIRTUS workshop offered frequently throughout the Diocese of Columbus. Newark Catholic High School is committed to creating a safe environment, free of sexual abuse, for all children and youth.

Our Diocese recommends best practices such as knowing the warning signs of potential abusers, controlling who has access to students when they are in the school’s care, and monitoring all school programs for the safety of children and youth. Through the sexual abuse awareness training, the diocese teaches parents and other adults how to be aware of possible cues that might indicate children are being sexually abused and how to communicate any concerns they may have.

In order to assure the safety of our students, the Diocese of Columbus has enacted a complete program of protection. As part of this program, the diocese will provide appropriate, just, and pastoral care for anyone who has suffered the crime of sexual abuse of a minor at the hands of diocesan employees or volunteers. The Diocese of Columbus will report any and all allegations of sexual abuse to authorities and will cooperate fully with those authorities.

Newark Catholic High School adheres to all policy contained in the most current Safe Environment Manual set forth by the Diocese of Columbus.

## **OTHER PROCEDURES ON NC CAMPUS**

### **SCHOOL VISITORS**

All visitors to Newark Catholic are to have permission of appropriate school authority in order to be in the school building or on the school grounds (unless they are attending an extra-curricular function after school hours). State law requires all visitors, including parents, to report to the school office upon entering the building. Visitors are issued a badge for entry and are expected to wear the badge for the duration of their time on campus. This applies to guests attending Mass, assemblies or any event during the instructional day.

In an effort to provide a safe environment for all students, all visitors must follow the following procedures when visiting the school:

1. sign in at the main office
2. wear identification badge during the visit and complete it as directed by office staff
3. return to main office to sign out at the end of the visit and remove badge

The employee who is being visited is to meet and return the visitor to the office. To observe a particular classroom, visitors must contact school administration in advance. There are to be no unannounced visits to any classroom.

### **BUILDING AND OFF-LIMIT AREAS**

The academic building is open from 7:45 am until 3:30 pm Monday through Friday. Athletic facilities are open from 7:15 am until 9:00 pm under the supervision of an on-staff coach. Activity groups in the school before the academic day, after hours, in the evenings or weekends, must be supervised by a school employee. The parking lots, unused classrooms and locked areas of the building are considered off-limits to students unless they have special permission to be in those areas; students who violate this policy will be subject to disciplinary action deemed appropriate by administration.

### **PARKING**

Students must park properly and observe all other parking rules (e.g., no parking in fire lanes). Driving speed is not to exceed 10 mph in the parking lot. Reckless operation of any motor vehicle may result in the loss of parking privileges and is subject to disciplinary action. Students are to park only in the south parking lot. The designated areas with "RESERVED" are for faculty/staff only.

Students may not be in the parking lot during the school day without explicit permission from an administrator, teacher, or staff member. Should a student have to retrieve something from his or her car or go outside, permission must also be granted by the front office and the sign out and in procedure must be followed.

Parents/Guardians visiting the school for events should never park on the lawn/property of the schools neighboring NC. Rather, park along Green Wave drive in permissible areas or in our lots. Neighboring schools will tow violators who park on their property during school hours.

### **SIGN IN/OUT PROCEDURE**

When a student has permission to exit the interior of the school-building for any reason (even if still on campus), he or she will follow the procedures outlined by the office staff, signing in and out on the log kept in the front office. To ensure the safety and whereabouts of our students, *there are no exceptions to this rule* and a student is considered truant if the procedures are not followed.

### **CLASSROOM OBSERVATIONS**

Parents/Guardians of NC students or those interested in enrolling a child in the school are invited to observe the school during the academic day; however, an appointment must be scheduled in order to avoid disruption of classes. As these observations take place during the school day, there may not be time to speak with the teacher and ask specific questions.

### **ACCESS TO STUDENT RECORDS**

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Those who are permitted to view an individual student's record are:

1. school personnel
2. parent(s)/guardian(s) of a minor student
3. the student who is 18 years of age or older
4. non-custodial parent of an individual minor student unless denied access by a court order

Parent(s)/guardians(s) of an individual minor student of a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/ guardian(s) of a minor students of the student who is 18 years of age or older.

School personnel may release information concerning students for research or statistical purposes as long as the individual student's identity is protected.

NC will not release transcripts to another school in the event of a transfer without a signed release from the parent/guardian.

## TUITION

The following policies are to be adhered to for payment of tuition:

1. Payment of tuition is made by using one of the following payment plans:
  - a. Payment in full by July 31<sup>st</sup>
  - b. Ten equal monthly payments through FACTS starting in July and ending in April
2. If tuition is not paid up to date:
  - a. Students may not take final exams at the end of the semester. By the December exams students must be paid to date (six payments) in order to take finals. In May, tuition must be completely paid for the student to take final exams.
  - b. Progress Book will not be accessible if tuition is not paid to date at the semester mark.
  - c. Students who do not take end of year finals due to tuition difficulties will take finals during the summer at a pre-arranged time determined by the administration after tuition payment is received.
  - d. Transcripts will not be sent until tuition is current. This will include any college applications sent during the current school year.
  - e. Seniors will not receive a diploma.
  - f. Underclassmen and seniors will not receive final report cards.
  - g. Students' records will not be released. This also includes academic records for those who have been expelled as well as students withdrawing for their own reasons. Please note, Ohio Revised Code Mandates that Expulsion documentation follow students to the new school in this state.
  - h. Students transferring from one school to another in the Diocese will be accepted only if the tuition is current at the sending school.
  - i. Athletic waivers will not be granted.
  - j. Financial hardship cases will meet with the Finance Committee of the Newark Catholic High School to discuss their situation.
3. Tuition must be current in order for a student to start the school year.

4. Participatory policy is as follows: Participatory status is determined by each pastor. This status is between the parishioner and the pastor. Newark Catholic High School is not involved in the determination of participatory or non-participatory status. If a declared Parish does NOT agree to subsidize a family, the total cost of a non-sponsored family will be assessed to the parent- guardian. These additional costs are due before May 1.
5. Transfer families into and out of Newark Catholic High School will have a pro-rated balance based on the quarter end. The departmental fee is not refunded. Families of students transferring out of Newark Catholic are still responsible for raffle tickets per their Financial/Enrollment Agreement.
6. In order for a student to be scheduled for the next year, and considered re-enrolled, all previous obligations to the school must be rectified.
7. Department Fee (when included in the annual tuition agreement, published in the Spring of each year) will cover classroom materials, workbooks, supplementals and a student "Super Booster" pass for admission to all home athletic events.
8. Academic Service Hours – Bingo, Auction and Cafeteria volunteer hours count toward the school's academic service hours.
9. Returned checks are subject to a \$30 fee by Newark Catholic.
10. Any payments after May 1<sup>st</sup> must be made by cash, money order, or cashier's check.

The principal, in consultation with the Finance Committee, reserves the right to dismiss a student whenever the terms of the signed financial agreement are not being met. The principal may adapt this arrears policy, as needed, in the best interest of the school, Diocese and family.

#### **SCHEDULE CHANGE FINE**

A fine of \$20.00 will be assessed to students who add or drop scheduled courses unless the change is requested by the course instructor.

#### **USE OF SCHOOL NAME**

Per Diocesan Policy 1060 attaching Newark Catholic High School's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility. Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) *only with the written approval of the pastor and principal in parish schools or the principal and Superintendent in Diocesan high schools*. No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit *without the written approval of the principal and Superintendent in Diocesan*

*high schools.* In appropriate cases determined by the principal/Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given

## WELLNESS

### NC WELLNESS POLICY

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis of total wellness by embracing the reverence for life, self-respect, and respect for others. Refer to Diocesan policy 5145 for further information.

### MEDICAL INFORMATION & COMMUNICATION TO NURSE

General medical information is reviewed annually and updated in Final Forms. In the event of a medical emergency, a student becoming ill for an extended period of time (longer than three days,) or an evolving medical situation, the nurse must be made aware. If a child has become ill or experiences any atypical/out-of-the-norm medical event(s) over the course of a weekend or during time away from school (summer break, Winter break, etc.) please call NC's office and communicate with the nurse or administration directly so that the nurse is fully aware of the situation and can serve the student proactively. This ensures the safety of the student and that plans are in place to accommodate any new or changing needs. Newark Catholic understands that at times it can take days or even weeks for outside appointments to be scheduled; however, in the meantime, to best serve your child, it is imperative the nurse be kept abreast of developing situations be they wellness related, a physical health concern, or related to mental health needs.

### IMMUNIZATIONS

Regarding immunization, students must be current with the Ohio Department of Health recommendations and records must be on file at NC according to Ohio Revised Code. Please turn in updated records to the NC office as any needed immunizations are completed prior to the start of school. A student will be sent home from school if his or her immunizations are not current (per state policy) and the school nurse has no official waiver on file either as outlined by the state (Diocesan Policy 7010). Contact the school nurse with questions. Immunization requirements are updated annually at: <https://odh.ohio.gov/>



## USING MEDICATION IN SCHOOL

As Diocesan policy 5141 states: A student possessing or using prescribed medication during school hours must have on file a signed medical authorization form (found on Final Forms) from the parent or guardian, and a properly completed physician's statement.

Authorization forms are available from the school office and managed by the school nurse. The authorization must include the following:

1. Written permission from the parent or guardian.
2. A physician's verification of the necessity for medication; name of medication; dosage; time or intervals at which it is to be taken; duration; and possible side effects.
3. A statement releasing and holding school personnel harmless from any and all liability for damages or injuries resulting directly or indirectly from the presence of the medication in the school or its use by the Student. Medication must be in original containers and have an affixed label including student's name. Accurate records of the medication given must be kept in the student file.
4. Students may NOT obtain aspirin or other over-the-counter medication from employees of Newark Catholic.

Medication must be in original containers and have affixed label including student's name. The school will keep accurate records of the medication given must be kept in the student file. The possession of non-prescription, over-the-counter medication during school hours is prohibited at NC; it must be labeled and the proper procedures must be followed with the nurse's office to obtain over-the-counter medication during school hours.

## ALLERGIES

Any allergies are to be reported upon enrollment at NC in students' medical records; these records are to be updated annually through the school office/Final Forms process each year and must also be communicated directly to the nurse. In the event of nut or other food or other allergies, the school will make accommodations for students on a case by case basis accounting for access to any necessary medications or other arrangements deemed appropriate by the students' medical provider. It is imperative to keep in communication with the school nurse should something change from year to year or mid year *in addition to* updating medical records in Final Forms so that she can keep faculty and staff abreast of the situation.

## DIABETIC & SEIZURE CARE

Upon enrollment at NC or in the event of a diagnosis of these conditions at any point, families and the student in need of diabetic or seizure care meet with the school nurse and medical records in Final Forms are also completed. Care training and communication to faculty and

staff who serve the student is handled annually by the nurse through documentation and training to ensure that any medical accommodations are carried out; the nurse completes ongoing training as needed. It is imperative to keep in communication with the school nurse should something change from year to year or mid year *in addition to* updating medical records in Final Forms so that the nurse can keep faculty and staff abreast of the situation and conduct trainings to ensure the student is accommodated according to recommendations from his or her medical provider.

### **STUDENT PREGNANCY**

As per Diocesan Policy 5600, in consideration for the sacredness of life and Christ's example of compassion and forgiveness, Newark Catholic High School will not suspend or expel a student on the grounds of pregnancy or paternity. However, a discussion between the school administration and the families of the students must occur in order to determine the best path forward. School administrators should consult with the Office of Catholic Schools prior to the meeting. Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extra-curricular activities by a pregnant student shall be made by the student's doctor. Written notice of the doctor's determination shall be provided to the school principal. Students involved in a pregnancy need Christian acceptance, compassion, and counsel. It is the Christian community's responsibility to give support and aid those involved. Counseling for the expectant parents and the parents of the expectant parents is strongly recommended.

### **STUDENT ABUSE AND NEGLECT**

In compliance with state law (ORC 2151.421) and Diocesan Policy 5140, any teacher, counselor, administrator, or other school employee, having reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county Child Protection Services or law enforcement and inform the agency contacted of the facts and circumstances which led to the filing of a report. The employee will immediately report the case to the school administrator. The school administrator will immediately report the case to the diocesan superintendent. If the suspected child abuse involves a school employee, the school administrator shall also immediately notify the Office of Educator Conduct within the Ohio Department of Education.

*Newark Catholic High School*  
*Code of Academic Integrity*

**STATEMENT OF PHILOSOPHY**

We believe that a life of honesty and integrity should be at the core of all human endeavors. With the help of our Catholic beliefs we believe that building character and academic integrity as well as promoting academic success is a priority at Newark Catholic High School.

Honesty begins with oneself and extends to others. In the quest for knowledge, students and faculty alike must be honest with themselves and with each other, whether they are in the classroom, a laboratory, the library, or on the playing field.

We define academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

In a society where the lines between honesty and cheating are blurred, we challenge students to make honest decisions in their academic, extracurricular, and social commitments. Therefore, cheating, plagiarizing, and lying are unacceptable behaviors for a person of Christian character.

**THE NEWARK CATHOLIC ACADEMIC INTEGRITY CODE**

**"I have neither given nor received unauthorized assistance on this assignment."**

This promise applies to all work submitted at Newark Catholic High School. Every student admitted to NCHS is subject to this Code, and agrees to abide by it.

The Academic Integrity Code expressly forbids the following academic violations:

**Cheating**

Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work, or attempts thereof. Such acts include, but are not limited to,

- Deception;
- The use of talking, signs, or gestures during any type of assessment;
- Copying from another student or allowing the copying of an individual assignment;
- Sharing and/or copying homework, labs, projects, and/or all other assignments;
- Passing test or quiz information during a class period or from one class period to members of another class period with the same teacher;
- Submission of pre-written writing assignment at times when such assignments are supposed to be written in class;
- Illegally exceeding time limits on timed tests, quizzes, or assignments;
- Unauthorized use of study aids, notes, books, data, or other information;
- Bringing in and/or using unauthorized information such as books, study aids, notes, or data during class time, including information stored in a calculator or any other electronic device;
- Computer fraud;
- Sabotaging the projects or experiments of other students;
- Use of electronic devices during an assessment;
- Fabricating or “fudging” data, information, or sources to pass off made-up material as the result of genuine efforts;
- Changing answers during trade and grade (graded assignment) or “grade-your-own;”
- Knowingly taking credit for an assignment to which you did not contribute.

### **Plagiarism**

“Using someone else’s ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism. ‘Ideas or phrasing’ includes written or spoken material, of course — from whole papers and paragraphs to sentences, and, indeed, phrases — but it also includes statistics, lab results, art work, etc. ‘Someone else’ can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; a paper-writing ‘service’ (online or otherwise) which offers to sell written papers for a fee” (Capital Community College, A Statement on Plagiarism.) Such acts include, but are not limited to,

- Having a parent or another person write an essay (including the purchase or free download of works on-line) or do a project which is then submitted as one’s own work;
- Using older friend’s/sibling’s paper or work from previous years as your own;
- Failing to use proper documentation and bibliography;
- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s);
- Copying another’s work;
- Using another’s ideas without proper citations;

- Incorporating portions of another’s writing within the context of your own work;
- Failing to acknowledge a source of information;
- Using graphics, charts, diagrams, and illustrations without citations.

### **AI utilized to Plagiarize Or Without Teacher Permission**

In alignment with many post secondary university guidelines, using this or other similar tools/resource is prohibited if the teacher does not allow its use. Students who use ChatGPT, AI and similar tools without permission on any school assignment or who use such tools in improper ways, are violating the academic integrity rules of Newark Catholic High School under plagiarism. Newark Catholic High School will reference Diocean Policy 6520 in disciplinary measures given this policy which states: “Presenting another person’s work, or AI generated work, as your own constitutes academic dishonesty. This includes both deliberate and non-deliberate use of another person’s work, or AI generated work.” This policy recognizes there are opportunities for positive interactions with AI when used with permission for an instructional goal/purpose aligned to the Course of Study a teacher utilizes for instruction without plagiarizing.

### **Falsification/Lying**

Falsification includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one's academic work, or attempts thereof. Such acts include, but are not limited to:

- Forging of signatures;
- Tampering with official records;
- Fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing an examination or other academic work after the testing period or due date of the assignment;
- Lying or failing to give complete information to a teacher;
- Feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

### **Stealing**

Stealing includes the taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the schoolwork or materials of another student or the instructional materials of a teacher. Such acts include, but are not limited to:

- Stealing copies of tests or quizzes;
- Illegitimately accessing the teacher's answer key for tests or quizzes;
- Stealing the teacher's edition of the textbook;
- Stealing another student's homework, notes, or handouts.

## **RESPONSIBILITIES**

Supervision of the Policy is the joint responsibility of the faculty, students, and parents.

## A. Student Responsibilities

Students should:

- Accept responsibility for what they know and what they don't know.
- Prepare adequately for all forms of evaluation (for example: quizzes, tests, exams, and projects.)
- Take advantage of opportunities for help from teachers.
- Consult the teacher when any questions arise regarding the use of sources.
- Understand the Academic Integrity Policy including the violations and consequences.
- Understand how to properly cite a resource.

## B. Teacher Responsibilities

Teachers should:

- Create an environment that is conducive to academic integrity.
- Monitor student behavior closely during tests.
- Separate student desks as much as possible.
- Consider presenting tests in various formats and using a variety of assessment techniques.
- Review the Policy with students, making students aware of the Policy at the beginning of each course.
- Administer the consequences stipulated by the Policy.
- Ensure that the Policy is being applied consistently throughout the class.
- When a violation of the Academic Integrity Code occurs, first talk with the student about the incident, and then report that incident, using the referral form, to the Principal.

## C. Parent Responsibilities

Parents should:

- Read and discuss the policy with their student to assure that he or she understands the provisions of the policy.
- Encourage their student to keep high standards of behavior with regard to integrity, honesty, Christian morals, and personal responsibility.
- Refrain from behavior which will result in disciplinary action by the school (e.g., calling your child off sick when he/she is not).

## D. Administrator Responsibilities

The Administrator should:

- Assure that all faculty, students, and parents receive and understand the Policy.
- Establish a school-wide environment that encourages academic integrity.
- Assist teachers in enforcing the Policy.
- Maintain accurate records of Policy violations.
- Administer the consequences stipulated by the Policy.
- Ensure that the Policy is being applied consistently throughout the school.

## CONSEQUENCES FOR VIOLATING THE ACADEMIC CODE

**Offenses accumulate throughout the high school career.** Violations must be observed or verified by a Newark Catholic High School employee. If a student is found to have violated the Honor Code, the teacher will complete an Honor Code Referral. The student will be given a copy of the referral in order to complete his or her portion of the referral. The student must also obtain a parent signature on the referral. The referral must be returned to the reporting teacher within 48 hours of receipt.

### **1st Offense**

1. Using the referral form, teacher reports incident to the Administrator.
2. Student, teacher and administrator meet after school on the day of the incident.
3. All interested parties-student, parents, teachers, administrator, and counselor-meet within twenty-four (24) hours to discuss violation of the policy and consequences. Consequences for any additional violations of the Policy will be discussed at that time.
4. The Administrator notifies the school counselor, parent, and National Honor Society (NHS) faculty advisor of the infraction and consequences.
5. All students involved receive a zero for the assignment.
6. If not a current member of an honor society, student forfeits eligibility for induction into NHS for twelve months from the date of first offense.
7. Student may not run for any Student Council or class office for 12 months from the date of first offense.
8. If the student is involved in an extracurricular activity, then she or he will be ineligible to participate in meetings, practice or events for the next week from the date of the first offense.

### **2nd Offense**

1. Using the referral form, teacher reports incident to the Administrator.
2. Student, teacher and administrator meet after school on the day of the incident.
3. All interested parties-student, parents, teachers, administrator, and counselor-meet within twenty-four (24) hours to discuss violation of the policy and consequences. Consequences for any additional violations of the Policy will be discussed at that time.
4. All students involved receive a zero for the assignment.
5. Student's grade for that course is dropped ten percent at the end of the nine-week period.
6. Student is excused from any honor societies that she or he is a current member of and is dismissed from class office.
7. Student forfeits eligibility for induction into NHS.
8. Student is ineligible to apply for any honor societies or run for any student offices for the remainder of his or her high school career.
9. If the student is involved in an extracurricular activity, then she or he is ineligible to participate in meetings, practice or events for the next two weeks from the date of the second offense.

### **3<sup>rd</sup> Offense and beyond**

1. Using the referral form, teacher reports incident to the Administrator.
2. Student, teacher and administrator meet after school on the day of the incident.
3. All interested parties-student, parent, teachers, administrator, and counselor-meet to discuss violation of the policy and consequences. Consequences for any additional violations of the Policy will be discussed at that time
4. All students involved receive a zero for the assignment.
5. Student's grade for that course is dropped twenty percent at the end of the nine-week period.
6. The Administrator will issue a one-day in-school suspension.
7. The student's teachers will be notified of the cause of the suspension.
8. The student's transcript will state "This student has violated the Newark Catholic High School 'Code of Academic Integrity' on three occasions during his or her high school career."
9. If the student is involved in an extracurricular activity, then she or he is ineligible to participate in meetings, practice or events for the next three weeks from the date of the third offense. This deduction is cumulative for each further offense.

<b>GENERAL ACADEMIC INFORMATION</b>
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*Academic regulations regarding course sequence and credits, etc. are contained in the school's Academic Guidance & Course Pathway Catalog available through the guidance office.*

## CURRICULUM

The progression through the course of study is outlined in depth by the school guidance department which shares annually available course offerings across departments at NC. Courses of Study at Newark Catholic High School flow from the diocesan Catholic school mission and philosophy. The development of Courses of Study is characterized by input from diocesan educators, evaluation, systematic planning, and articulation. At NC, graded courses of study shall provide the basis for instruction. These courses of study are based on national and state standards which set the standards for what students are to know and demonstrate. The K-12 graded courses of study, which have been developed under the direction of the Diocesan Office of Catholic Schools, shall be followed at Newark Catholic High School. Courses of study are reviewed and updated once every seven years or when state standards are updated and approved, whichever comes first.

Instructional programs must flow from and align with the courses of study according Diocesan Policy 6200; courses of study are based upon state standards, and these courses of study are based on state standards, which set the standards for what students are to know and demonstrate. From this foundation, Courses of Study are modified to ensure that all courses reflect a Catholic worldview, Catholic teaching, and Catholic moral standards.



Committed to the idea that a well-rounded curriculum best prepares students for their future success, students at Newark Catholic High School are required to be full-time students; there are no options for part-time or remote attendance unless in the case of an extenuating circumstance with approval of administration

### **PLACEMENT TESTING & STAR TESTING**

Placement Testing is required for admission to Newark Catholic High School as well as current data acquired through STAR testing in the areas of Reading and Mathematics. Students will be required to engage in both prior to admission and course selection. Placement testing is scheduled on site with a proctor. Students seeking admission to NC who do not have current STAR testing completed in a feeder school must also arrange a date to engage in STAR testing on site with a proctor.

### **COURSE SELECTION THROUGH GUIDANCE DEPARTMENT & PREREQUISITE IMPORTANCE**

Course selection happens annually through 1:1 meetings with a school guidance counselor. Prerequisites and academic pathways to graduation are detailed in the Academic Guidance & Course Pathway Catalog. Prerequisites for entrance into specific courses are adhered to and are important to note when engaging in course selection with the guidance counselor to ensure preparedness and enrollment in courses befitting one's readiness levels given courses' rigor.

### **GRADING SCALE & GPA FOUR-POINT SCALE**

The four-point scale:

A	100-93= 4.0	B+	89 – 87 = <b>3.50</b>	C+	79-77 = <b>2.70</b>	D+	69-67= <b>1.70</b>	F	Below 60= <b>0.00</b>
A-	92 – 90 = <b>3.70</b>	B	86 – 83 = <b>3.20</b>	C	76-73= <b>2.30</b>	D	66-63= <b>1.30</b>		
		B-	82 – 80 = <b>3.00</b>	C-	72-70= <b>2.00</b>	D-	62-60= <b>1.00</b>		

### **EXAMS AND GRADES**

A semester exam is given in every course unless the vice principal or principal has approved of an exception. This exam may take the form of a cumulative, end-of-semester test or an alternative testing/project package explained to students previously during the semester. The following is the grading formula in courses which give semester exams:

- First quarter's grade (or third quarter's) = 40 percent of semester grade
- Second quarter's grade (or fourth quarter's) = 40 percent of semester grade
- Semester exam = 20 percent of semester grade

Grades are averaged by letter grade (not percentages), using their equivalent on the 4-point scale. The final grade for a full-year course is calculated by averaging each of the four grading periods at 20 percent of the final grade, and each exam at 10 percent. Simply averaging the semesters together does not always accurately calculate the final grade. Seniors with an A or A- average for the year (or for the semester, in the case of a semester course) may be excused from that semester exam at the discretion of the teacher involved (in this case the semester average is determined by the 2 quarters).

Failure of a course: No partial credit will be given for a failed course. Students failing a required semester or full-year course must make up any semester that had a failing average.

### **REPORT CARDS & PROGRESS REPORTS**

Information regarding earning credits toward graduation and course descriptions are laid out in vast detail in the Newark Catholic Academic Handbook available via the school website. Report cards are issued four times per year. Each member of the teaching faculty will explain to students how the grade is earned as outlined in the course syllabus. Midway through each quarter, all students will receive progress reports indicating their current grades via Progress Book. Parents/Guardians are encouraged to review them.

### **TRANSFER AND PRIOR HOMESCHOOLED STUDENTS**

Prior to engaging in course selection as a transfer student, the guidance department must verify prior earned credits to make determinations on grade level; in particular in the case of an out of state transfer this process analyzes credits held out of state against those required by the State of Ohio. The analysis of an out of state transfer student's transcript is also mandated to determine the pathway for graduation aligned to Ohio state requirements for course credit, assessment, and creation of graduation pathway set forth with the school's guidance counselor.

In the event that a student has been home-schooled prior to admission to Newark Catholic, the guidance counselor will default to the public school of residence (where required state testing would have been required to take place) to verify the student's grade level and standing academically.

A quarter grade will be determined based upon work from the time of transfer to Newark Catholic and the interim grade from the prior school in instances where a transfer to NC is made after NC's interim grades have been published (and several weeks remain in the grading period/quarter at NC).

### **PROMOTION & RETENTION OF HIGH SCHOOL STUDENTS**

If a student is failing to meet the minimum number of credits or is off course in any way due to course failures, he or she will not be promoted to the next grade level and will meet with the guidance counselor and/or other members of the students services team to determine course credit recovery and develop a plan; parents/guardians will be contacted for this meeting. Students are placed in homerooms (freshman, sophomore, junior, senior) on the basis of the number of units of credits earned and the judgments of counseling and administrative staff regarding probable year of graduation.

### **NORMED REQUIRED TESTING**

IOWA testing happens annually in the winter of the freshman year at NC. Passing competency scores must be obtained in the IOWA for graduation as specified by the state. The full battery of the test includes Math, English, Science, and Social Studies. Communication of score reports, remediation, and any necessary re-testing is handled in the summer following test administration by mail so that families receive detailed reports.

ACT TESTING - the state of Ohio requires all juniors to participate in college readiness testing. There is no difference between this test in format or content to the typical ACT test that students take on Saturdays. Students can request that our intervention specialist submit their testing accommodations to ACT for approval; not all school-approved accommodations are accepted for ACT.

**ARK**            **3<sup>rd</sup> quarter**                    **Grades 9, 10, 11 and 12 annually**  
This test evaluates students' basic knowledge and assesses their religious beliefs, attitudes, practices, and perceptions.

**IOWA**            **Winter**                                **Grade 9 (10, 11, 12 as needed for retesting)**  
All freshmen take the IOWA assessment in the areas of Math, English, Science and Social Studies. There is no cost.

**PSAT/NMSQT**    **October**                            **Grades 10, 11**  
All sophomores and juniors who are interested in taking the PSAT can do so at their own expense. Cost for the test will be approximately \$18 (subject to change by the College Board), and the test will be administered on a Wednesday morning in October (date determined by the College Board). This test assesses critical reading, math and writing skills.

**ACT**                **Offered 7+ times/yr off campus (1x annually at minimum at NC)**  
                          **Grades 11, 12 (although younger students can take it if they wish)**  
Juniors will be taking the "state and district" ACT in the spring at NC. It is a part of the state testing schedule (paid for by the state). Additionally, most

students take the “national” ACT 1-2 more times and this cost is to the student. Both tests are identical in structure and can be used for college admissions. The ACT tests achievement in English, math, reading, science reasoning and writing. Student selects test site and date of testing. Registration is available on [www.act.org](http://www.act.org). Most students test 2-3 times: spring of junior year, June after junior year, fall of senior year.

**SAT**                    **Offered 7+ times/yr off campus Grades 11, 12 (although younger students can take it if they wish)**

Tests critical reading, math, and writing aptitudes. Some colleges may also require SAT subject tests. Cost to student. Student selects test site and date of testing. Registration is available on [sat.collegeboard.org](http://sat.collegeboard.org).

**AP**                    **May**                    **Grade 12**

Required for students enrolled in AP Calculus, AP English Literature, AP Chem. Cost to student, paid prior to testing. Contact the Vice Principal of Academics with any needs/ questions regarding these required tests.

### **SEMESTER COURSE LOAD & CHANGES**

Finalization of the student's schedule rests with the school. Unless there is an error on a student's schedule or an immediate change recommended by the teacher or administration, the student is to remain in scheduled classes; course changes will be allowed up to two weeks from the start of a semester.

- ⊙ Each student must schedule a minimum of 6 courses per semester. This would equate to the minimum number of credits required for graduation (24) over four years, so students are encouraged to take more than the minimum whenever possible.
- ⊙ During scheduling, students choose electives. No elective can be guaranteed, so students should rank electives on their scheduling sheet that they are interested in taking. There are many factors in selecting electives, and these include the student’s choice, class size, and prior grades earned in the subject area.

### **HIGH SCHOOL LEVEL COURSEWORK IN GRADE 8**

Students who complete a high school level course in grade 8 must pass the End of Course Assessment, mandated by the state for credit and placement in the next course in the progression at NC. A transcript or an official document must show the course, grade and credit given if earned by a high school, not a Catholic feeder school to NC. This credit and

grade will appear on the Newark Catholic transcript as credit earned, but the grade earned does not factor into the student's GPA.

### **INDEPENDENT STUDY**

Students who have special academic needs or unique circumstances (caused by late transfer to Newark Catholic, failed courses required for graduation, or exceptional gifts and talents) may be granted permission to take courses through independent study. Independent study requires the approval of the student's parents, the teacher sponsoring the course, the school counseling department, and the vice principal. Arrangements must be made through the student's school counselor. Under Ohio's Standards, instructional plans (as outlined in the Standards) must be completed and filed at the school where the student is enrolled in an independent study course. Grades earned through independent study become part of the student's transcript. All independent study grades are computed in the GPA. The teacher of any failed course may not be the teacher of record for the Independent Study.

### **College Credit Plus (CCP)**

Newark Catholic students can participate in College Credit Plus, earning dual high school and college credits for college coursework. Students must work with the guidance counselor to apply for funding. The C-TEC (Career-Technology Education Center of Licking County) and Zane State University are just two of many options for participation in CCP; it is important to coordinate with the guidance department to attend required meetings and paperwork in the Winter prior to the next academic year. Grades earned through dual enrollment become part of the student's official high school transcript. Dual enrollment courses receiving high school and college credit are calculated into a student's grades and GPA, and become part of their permanent college record. Further information is available through the guidance counselor given state mandates and procedures outlined in the Academic Guidance & Pathway Catalog available in the guidance office.

### **ONLINE COURSE RECOVERY & APPROVAL FOR SUMMER SCHOOL OFF CAMPUS**

Students who complete online coursework, such as for credit recovery must demonstrate completion with passing marks to the guidance counselor and must have made arrangements prior to seek approval from the guidance department. Payment for this is the responsibility of the parent/guardian of the student, not Newark Catholic. In the event that credits are earned in summer school courses off campus for credit recovery, it must be approved by administration. Upon approval on a case by case basis, if As long as credit is earned, the summer school course will be added to the transcript as a "D-", and this grade will be counted in the student's GPA

and class rank. The original failure will still be listed on the transcript, but will no longer count toward the GPA and class rank. With administration approval only, coursework taken in summer school may be used for remedial (i.e. to make up for a failed class) purposes only.

## GRADUATION

To qualify for graduation, students must earn course credits following the State of Ohio mandates for high school graduation. Additionally, Newark Catholic has unique requirements beyond the state requirement—generally, that is 6 credits earned per year and 24 total per Newark Catholic requirements by Spring of the senior year to graduate. Students are also expected to comply with our Code of Conduct for participation in all Spring graduation exercises and related events. In the event that one would like to file an appeal or complaint regarding retention or graduation requirements they are to do so by contacting the school administration. Parent(s)/guardian(s) of students whose status is in jeopardy shall be notified in writing at the end of the first quarter for semester courses and no later than the end of the third quarter for year-long courses (Diocesan Policy 5321).

## HONOR ROLL

Each quarter, a student may achieve First Honors if the student has no grade below an A- in any class. A student may achieve Second Honors if the student has no grade below a B- in any class. The student's GPA will not factor into either of these honors. Students earning Honor Roll status at C-TEC will be included with the Newark Catholic student roster with a notation.

## CLASS RANK

Class rank is determined at the end of each academic year for all grades based on a three (3) decimal GPA. Exception: ranks for senior year Valedictorian and Salutatorian will be calculated after 3rd quarter, and the Salutatorian is rounded to the second decimal place. (*see "Designation of Valedictorian and Salutatorian"*). To be eligible for the Valedictorian distinction, a student must attend Newark Catholic High School for 6 consecutive semesters.

## DESIGNATION OF VALEDICTORIAN AND SALUTATORIAN

1. Grades up to the end of the 3rd quarter grading period of the senior year will be the final grades used for the purpose of determining Valedictorian and Salutatorian\*
2. Valedictorian and Salutatorian must also be receiving the Ohio Diploma with Honors, *having attended 6 consecutive semesters at NC.*
3. There are five honors courses (Honors: Biology, Chemistry, Geometry, English 10, and English 11) and two Advanced Placement courses (AP English Literature, AP Calculus AB) offered at Newark Catholic. In order to earn valedictorian or salutatorian status a student must take a minimum of four (4) of these courses.

4. The designation of Valedictorian will be given to the graduating senior with the highest grade point average. In case of identical grade point averages, the honor will be shared equally by those qualifying.
5. The designation of Salutatorian will be given to the graduating senior with the second highest grade point average, rounded to the second decimal point. In the case of identical second highest grade point averages, the honor will be shared equally by those qualifying.
6. The student speaker(s) at graduation ceremonies will come from the designated Valedictorian(s).
7. The Salutatorian(s) will also participate in the graduation ceremonies.

\* Please note: the cumulative GPA used to determine this designation is based on final grades for the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade courses, and quarter grades/first semester exam grades for the 12<sup>th</sup> grade courses. The GPA used for this designation may differ from the student's final GPA at graduation due to rounding that occurs with the calculation of final grades during senior year. See the school counselor for clarification.

## **SPECIAL EDUCATION**

Newark Catholic respects the differences of all of its learners. The diversity of our school enriches our school environment and promotes compassion, understanding, and respect for all. While we recognize that there are limitations to meeting all special needs students, we strive to provide an appropriate educational environment to as many students as possible in our Catholic school. If a student is coming to our building with an Individualized Education Plan, Service Plan, 504, Written Plan, or Accommodation Support Plan, we require the student's Evaluation Team Report (ETR) and most recent plan prior to submitting an application to Newark Catholic. We will meet with the parent(s), review the ETR and most recent plan, and determine if Newark Catholic is the appropriate environment for student's academic success given the student-centered supports we have in place in our Catholic school.

## **ST. JOHN BOSCO STUDY PROGRAM**

Students receiving the Jon Peterson or Autism scholarships are part of the St. John Bosco Study Program, supported in part by the structure and support of Special People in Catholic Education funds. Each student's individual needs will be assessed, and students will have access to additional tutoring and academic resources funded by their scholarship, the scholarship's provider, and SPICE funds; families who participate in the St. John Bosco Study Program will work with administration to determine levels of service provided at Newark Catholic High School through scholarship this unique scholarship funding and in alignment with state requirements; as such, a memorandum of understanding is drawn up annually. As well, scholarship application paperwork mandated by the State of Ohio is processed when a

student qualifies to apply for Jon Peterson or Autism scholarship. Students may not hold an Edchoice scholarship and another specialized state scholarship at the same time– rather 1 is permitted.

IEPs are recognized as legal documents; diocesan accommodation and service plans are available as well following the MTSS/RTI identification process. These documents are reviewed annually and shared with faculty.

## **STATE SCHOLARSHIPS**

Newark Catholic also accepts students on state-funded scholarships, such as EdChoice, Jon Peterson, or Autism Scholarships. Students on the Peterson or Autism scholarship will receive services provided first through those scholarship funds, often in addition to SPICE funds (Special People in Catholic Education). The state requires that only 1 scholarship program be utilized at a time.

## **CAREER / TECHNICAL EDUCATIONAL OPTION**

Juniors and seniors may take courses at C-TEC (Career-Technology Education Center of Licking County) while remaining students at Newark Catholic. Weekly attendance in the assigned Theology class, set to accommodate the career-tech schedule is required. Newark Catholic students who wish to attend C-TEC as a junior and senior must have previously attended Newark Catholic for at least the sophomore year.

## **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)**

Students wishing to participate in athletics at the collegiate level will need to apply for NCAA certification through the NCAA Eligibility Center. Students should register during the spring of the junior year, then request a transcript for NCAA working with the guidance counselor for the proper steps and portals. To receive certification to play athletics for a Division I or Division II school, students must complete 16 credits in core course areas (English, mathematics, science, social studies, world language). A minimum core course GPA is required, along with a minimum ACT score. Please note that the NCAA GPA scale is different and more rigorous than Newark Catholic's scale for athletic eligibility. More information can be found through the school guidance department.

## **NATIONAL HONOR SOCIETY CRITERIA**

1. You must be a Junior or Senior at Newark Catholic High School.
2. You must have a minimum cumulative grade point average of 3.500, calculated through the end of the fourth grading period of the year prior to when you are applying.
3. You must achieve fifty hours of verified service during the previous 12 months.



4. You must submit a cover sheet identifying how you have satisfied the requirements of membership.
5. You must maintain a history of proper conduct and behavior. Teachers will have an opportunity to submit information helpful to the committee for discerning these qualities.
6. You must have two letters of recommendation from community members who are not faculty or staff members at Newark Catholic High School.

<b>ADDITIONAL SUPPORTS</b>
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### **STUDENT SERVICES TEAM / MTSS**

The Student Service Team's purpose is to help any student with social/emotional, wellness, spiritual, behavioral or academic needs by examining data and making recommendations if and when tiered interventions are appropriate. Through a multi-tiered system of support (MTSS) the team serves individuals as well as evaluating all aspects of programming for the student body as a whole and needs therein tied to data trends. The Student Services Team is composed of the following: Our Campus Minister, Guidance Counselor, Dean of Students, Intervention Specialist, Vice Principal for Academics and Principal; the school nurse and contracted school-based clinical counsel serve on the team on a case by case basis as needed as well as referring faculty. MTSS offers a framework for educators to engage in data-based decision making related to program improvement, high-quality instruction and intervention, social and emotional learning, and positive behavioral supports necessary to ensure positive outcomes through various tiers. The MTSS framework is comprised of four essential components: screening, progress monitoring, multi-level prevention system, and data-based decision making. The team monitors individual student referrals, timelines and tiered interventions, to compile data and track student success; academic interventions are offered in a multi-tiered approach, through the classroom teachers, and when necessary are elevated to our Intervention Specialist where Response to Instruction protocols are also adhered to; MTSS is no way limited to serving students with specialized services.

### **SPICE**

All students benefit from funding supported by SPICE in our Licking County Catholic schools. The SPICE fundraising board supports NC through fundraising in support of special initiatives and services; SPICE funds are directed locally and are not tied to parameters set by

state scholarships or other sources of state funding with a very narrow scope. Rather, SPICE funding allows the student services team and administration at NC to examine the needs of students and the best means to serve these needs be it through additional personnel, services, or programming.

SPICE works to unify the student, family, and school in supporting the student, with funding and resources.

- SPICE supports teachers and staff in the philosophy that every child is special, and all children should have access to a Catholic Education when adequate services can be provided to facilitate the child's success.
- SPICE serves as a means to raise funds, employ needed personnel, and support the educational process in whatever area deemed necessary.
- SPICE brings about discussion and awareness necessary to embrace learning at all levels.
- With a growth mindset, SPICE brings about discussion and awareness necessary to embrace learning at all levels.

<b>OTHER FYI</b>
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Newark Catholic High School follows diocesan and state protocols regarding the documentation of existing asbestos on-campus and inspection compliance. An electronic document is available online detailing its presence on the school campus and NC's Plan to Inform.

extra-curricular teams/clubs meet with families to explain their specific regulations.

As a diocesan high school, Newark Catholic follows the policies and regulations written in the diocesan policies. The administration of Newark Catholic High School reserves the right to administer discipline deemed appropriate to the situation and our Catholic values/beliefs. Per Diocean Policy 1110, In cases involving principal discretion, the Office of Catholic Schools recognizes the local administration's authority to exercise discretionary rights within the parameters of local and Diocesan policy. Any dispute regarding the interpretation of Diocesan policies is to be referred to the superintendent in writing with the following information: 1. State the policy in question. 2. Describe the interpretation of the policy by the school (party A). 3. Describe the interpretation of the policy by the student/family (party B) and how it is adversely affecting the family. 4. Describe the efforts that have been made by both parties to address the interpretation differences, which must include meetings with the school principal and pastor (for parochial schools). The superintendent will review the information provided and render a written decision that shall be final. For further information regarding requests for intervention and communication related to policy interpretation, reference the policy 1110 in full in the Diocean Policy manual.

*Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. As a Diocesan High School, Newark Catholic High School follows all Diocesan Policy contained in full in the policy manual available through the Office of Catholic Schools for the Diocese of Columbus.*

*Students and parents/guardians are required to complete the handbook sign off form utilizing Final Forms within the first full week of school. The sign off be it in Final forms or on paper reads as is stated on the following page:*

We, the parent(s) and student who are signing this student handbook for Newark Catholic High School acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, including contracting and passing on communicable diseases (such as influenza, colds, COVID-19, etc.), and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of persons at the School, there is an elevated risk of student and parent(s) contracting a disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks of being an in-person environment, including the risk of contracting communicable diseases. If I have underlying health concerns which may place me at greater risk of contracting communicable diseases, , and all reasonable accommodations have been met, I acknowledge and agree to assume these risks.

*Signature of Parent/Guardian* \_\_\_\_\_

*Date* \_\_\_\_\_

*Student* \_\_\_\_\_

*Date* \_\_\_\_\_