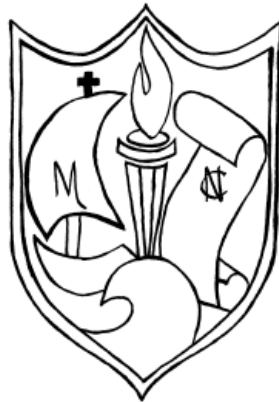


NEWARK CATHOLIC HIGH SCHOOL

Parent/Guardian &
Student Handbook



2023-2024

1 Green Wave Drive Newark, Ohio 43055-2796

(740) 344-3594

www.newarkcatholic.org

NEWARK CATHOLIC HIGH SCHOOL
PARENT-STUDENT HANDBOOK
2023-2024

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 N.C.H.S. 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 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.

Student academic progress may be monitored through the school information management system/digital gradebook features in Progress Book. Families are given log-in info upon enrollment. Contact the school bookkeeper for assistance as needed.

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.

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).

At the discretion of the principal, the number of absences and possible consequences will be discussed with the student and his or her parent(s)/guardian(s) who will be required to attend an in-person meeting to determine the next course of action and necessary attendance interventions; this meeting will include documentation and the possibility of an attendance plan/agreement set in motion moving forward with specific requirements for continuation at Newark Catholic.

Students can miss up to 7 unexcused days per grading period. On the 8th day of unexcused absence, the student will fail all classes they have missed for more than 7 days that grading period. Families should keep in mind that while 7 unexcused days are permitted for a variety of reasons, missing that much time every quarter will affect the student's classroom performance.

The process for tracking attendance will be adhered to as outlined here:

At 3 unexcused absences in a quarter an email notification is sent to parents/guardians and the Dean of Students speaks to the student.

At 4 unexcused absences an email and a paper letter is mailed home. The Dean of Students and/or administration speaks to the student.

At 5 unexcused absences in a quarter, parents are required to come in to meet with the Dean of Students and/or administration and a letter is mailed home. At this point, a

a mandated parent/guardian, student, and administration meeting is held to establish an attendance contract/plan and needed interventions.

At the 8th unexcused absences in a quarter, the student earns no credit for the quarter in the courses missed 8 times (unexcused absences) and a second mandated parent/guardian, student, and administration meeting is held to re-evaluate the existing attendance contract/plan, its effectiveness and needed interventions. Further discipline escalates, not excluding suspension and review of the students' status/continuation at NC depending on the unique situation/circumstances; decision making in this matter is at the sole discretion of school administration.

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. 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 addition 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 seven 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, they 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 seven allowed days per grading period/quarter. 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 seven 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 seven 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 parents 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 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 – parents 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 note, presented prior to absence
- Vacation with immediate family – parent conversation with the principal, at least 2 weeks prior to absence; however, 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 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 two tardies per quarter without consequence. At the third tardy in a given quarter, a student will be issued a detention by the Dean or his appointee. Subsequent

tardies in a quarter will result in additional detentions and meeting with principal; in school suspension may be issued if the situation persists with a mandated parent student and admin meeting to establish an attendance contract/plan and needed interventions. Further discipline escalates not excluding out of school suspension/loss of credit or continuation at NC as a student.

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

PROGRESS REPORTS

During the fifth 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 are encouraged to communicate their concerns with teachers at any time.

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(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 parents 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 must acknowledge the public notice and provide consent to its release, and parents 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 Diocesan 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.

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 (Diocean 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 (Diocean 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.

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 gym class may enter the locker room during the school day.

GUM

Gum is not permitted during the school day. Teachers may issue detentions for infractions.

ANY BAG-LIKE ACCESSORIES

Given safety concerns, any bag-like accessories including but not limited to backpacks, book bags, large purses 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. 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.safeschoolhelpline.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 duty 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

Victim Assistance Coordinator

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

866-448-0217

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.

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.

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.

SCHOOL ISSUED DETENTIONS

The Dean of Students or administration or their appointee in these situations will issue school detentions:

1. Serious infraction of classroom behavior.
2. Serious infraction of the school's code of conduct.
3. Excessive tardiness to school.

School detentions are served according to the following guidelines:

1. The detention is to be served within seven (7) days of issuance.
2. Detention hall will be held on a day of the week communicated by the Dean of Students. Detention hall's location and dates will be announced over the PA.

3. 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.).
4. Students who do not serve their detentions in the required time will receive an additional school detention. Another failure to serve will result in a "Disciplinary Extended Day," a three-hour detention period.
5. 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. For inquiries regarding the number of teacher issued detentions served please contact the teacher directly then the Dean of Students as needed.

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. There will be a loss of credit for all tests and graded assignments given during the suspension. However, the student is responsible for all material covered in class during the suspension.
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 Diocean 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 Diocean 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, Diocean 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 will 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 or intention to inflict harm by means of

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. 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 or for the threat of violence using a deadly weapon.

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.

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 which is connected to a cell phone will not be permissible in the classroom at any time and students 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:

The first violation of this rule will result in the personal phone/electronic device being taken for the rest of the school day and stowed in the office and a fine of \$10.00 assessed for its retrieval; for the first violation, 2 school detentions are served with the Dean.

The second violation of this rule will result in the personal phone/electronic device being taken for the rest of the school day and stowed in the office and a fine of \$20.00 assessed for its retrieval; for the second violation, 3 school detentions are served with the Dean. Parent/Guardians contacted.

The fine for a third violation is \$40.00. A meeting with parent/guardian is required and an in-school suspension will be served, supervised by the Dean or Administration as well as possible further discipline deemed appropriate at the sole discretion of school administration; a fourth violation will result in discipline at the sole discretion of administration and review of the students' status at Newark Catholic.

Contents of cell phones/smart phones or other confiscated devices may be searched if there is reasonable suspicion that the equipment may have been used in an activity prohibited by the Newark Catholic Parent-Student Handbook or other school or diocesan policy. Students who wish to use electronic devices that are not school-issued for a legitimate academic purpose must get prior approval from the principal in a face-to-face schedule meeting including the course's teacher for which the device is being considered for use. Newark Catholic assumes no responsibility for theft, loss, damage or vandalism to non-school-issued electronic devices brought onto its property. Students and parents are strongly encouraged to take appropriate precautions to make sure the devices are not left unattended or unsecured.

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

Headphones and other listening devices/pods should not be worn throughout the day in class, hallways 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.

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.

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 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 parents/guardians are called.** 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 brown 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.

Belt

- A brown or black leather belt is required

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.
- 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.
- Shoelaces shall be tied.
- Boots are to be worn under pant leg only and must be brown or black leather.

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

- No extremes in style (this includes body piercing).
- Tattoos are never to be exposed during any school activity.
- No body, facial, or tongue piercing is permitted.
- Girls are permitted to wear no more than three (3) earrings per ear.
- No more than three (3) bracelets or necklaces are permitted.

Boys Only

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

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
- 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, excluding sandals or extreme styles.

Out of Uniform Casual Days

- Students will pay \$1.00 to participate.
- Clothing is to be in good condition and not contain inappropriate wording or graphics.
- No tight fitting or bare midriff clothing is acceptable.
- Shirts are to cover the entire shoulder area.
- The neckline of any shirt worn for dress-down days must be modest with no cleavage visible.
- No cargo-style pants or shorts, and no yoga-style pants/leggings.
- Socks must be worn; no sandals permitted

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 excessively short length or bare back dresses and necklines must be modest with no cleavage visible. Boys are to wear collared shirts and appropriate pants at all school events. No clothing with offensive language, illegal subject matter or messaging/content in contradiction to the Catholic faith/Church teaching may be worn.

CO- CURRICULAR PROGRAMS

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 CO-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/co-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/co-curricular programs will receive two markings, one for conduct, and one for academics.

Attendance

In order to participate in and 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.

PROTECTING GOD'S CHILDREN PROGRAM
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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" 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.

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-LIMITS 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

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.

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.

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 of NC students or parents who are 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
5. officials of other schools to which a student transfers

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.

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 31st
 - 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 Explosion 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 Board 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 class retreats, 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 towards the school's academic service hours. Families may sign-up for volunteer hours by going to www.newarkcatholic.org.
9. Returned checks are subject to a \$30 fee by Newark Catholic.
10. Any payments after May 1st 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.

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 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.

Chat GPT/AI utilized to Plagiarize Or Without Teacher Permission

In alignment with many post secondary university guidelines, using this or other similar tools/ resource with the same intent is prohibited if the teacher does not allow its use. Students who use ChatGPT 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.

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.

3rd 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.

GENERAL ACADEMIC INFORMATION

Academic regulations regarding course sequence and credits, etc. are contained in the school's course catalog within the Academic Handbook in full.

PROMOTION & RETENTION OF HIGH SCHOOL STUDENTS

To qualify for graduation, students must earn course credits outlined in the Newark Catholic Academic Handbook in detail. Generally, that is 6 credits earned per year and 24 total per Newark Catholic requirements by Spring of the senior year to graduate. 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 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).

Payment for the cost of course recovery is the responsibility of the parent/guardian, not Newark Catholic. 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.

CURRICULUM

The progression through the course of study is outlined in depth in the Academic Handbook which outlines 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.

GRADING SCALE & GPA FOUR-POINT SCALE

The four-point scale:

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

REPORT CARDS

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.

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.

OTHER FYI

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.

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

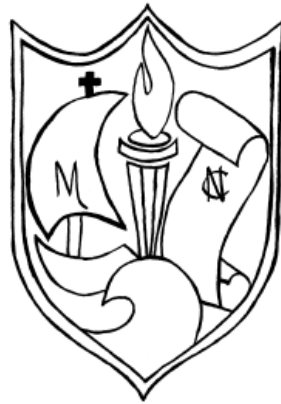
As a diocesan high school, Newark Catholic follows the policies and regulations written in the diocesan policies. The administration of Newark Catholic High School reserves the right to administer discipline deemed appropriate to the situation and our Catholic values/beliefs. Per Diocesan Policy 1110, 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 Diocesan Policy manual.

An annual sign off for this Parent/Guardian and Student Handbook as well as the Academic Handbook is handled digitally in Final Forms and must be completed within the first week of school by both parents/guardians and students.

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.

NEWARK CATHOLIC HIGH SCHOOL

ACADEMIC HANDBOOK



2023-2024

1 Green Wave Drive Newark, Ohio

43055-2796

(740) 344-3594

www.newarkcatholic.org

FAITH • KNOWLEDGE • SERVICE

TABLE OF CONTENTS

Four-Year Academic Planning Guide	2
Academic Overview	3
Course Selection	4
Standardized Testing Program	5
Graduation Requirements & Credits	
Diploma - State Board Of Education Approved Criteria (Credit, Competency, Readiness)	6
Diploma With Honors	6
Award Of Academic Distinction	7
Designation Of Valedictorian And Salutatorian	7
Requirements For Participating In Graduation Exercises	8
Curricular Options	
Selection Of Schedule	8
Course Changes	8
8th Grade Course Work	9
Independent Study	9
Audits	9
Online Course Recovery	9
College-Preparatory Program	9
College Credit Plus / Dual Enrollment Program	9
Career / Technical Educational Option	10
Grades	
Progress Reports	10
Progress Book	10
Google Classroom/Gmail	10
Report Cards	10
Parent- Teacher Conferences	11
Grade Point Average	11
Class Rank	11
Exams And Grades	11
Failure of A Course	11
Promotion and Retention	12
Honor Roll	12
Special Academic Programming	
National Honor Society Criteria	12
National Collegiate Athletic Association (NCAA)	12
Special Education	12
Academic Departments	
000 Business	14
100 Fine Arts	15
200 English / Language Arts	19
400 World Languages & Classics	22
500 Mathematics	24
600 Science	29
700 Physical Education And Health	34
800 Theology	36
900 Social Studies	38

NEWARK CATHOLIC HIGH SCHOOL
DRAFT FOUR-YEAR ACADEMIC PLANNING GUIDE (example, other offerings may exist)

FRESHMAN YEAR	TOTAL CREDITS	<input style="width: 80%; height: 20px;" type="text"/>
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CORE/GENERAL COURSES

1. Theology I	1
2. English I	1
3. Math: Algebra I, Honors Geometry Algebra I-Block (not offered in '23-24),	1
4. Science: Physical Science, Honors Biology	1
5. World History	1
6. Health	1/2
7. Physical Education (summer prior)	1/4
8. Freshman Foundations	1/2

ELECTIVE COURSES

9. World Language	1
10. Fine Arts/Elective	_____

SOPHOMORE YEAR	TOTAL CREDITS	<input style="width: 80%; height: 20px;" type="text"/>
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CORE/GENERAL COURSES

1. Theology II	1
2. English II or Honors English II	1
3. Math: Geometry, Honors Geometry, Algebra II/Trig	1
4. Science: Biology, Honors Biology, Honors Chemistry	1
5. Government & Economics	1
6. Physical Education (summer prior if offered or school year)	1/4

ELECTIVE COURSES

7. World Language	1
8. Art Fundamentals	1/2
9. Music Appreciation	1/2

JUNIOR YEAR	TOTAL CREDITS	<input style="width: 80%; height: 20px;" type="text"/>
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CORE/GENERAL COURSES

1. Theology III	1
2. English III or Honors English III	1
3. Math: Algebra II/Trig, Algebra II, Precalculus	1
4. Science: Chemistry, Hon Chemistry, Biology 2, Robotics	1
5. U.S. History	1
6. Financial Literacy	1/2

ELECTIVE COURSES

6. World Language	1
7. Fine Arts/Elective	_____
3. Fine Arts/Elective	_____

SENIOR YEAR	TOTAL CREDITS	<input style="width: 80%; height: 20px;" type="text"/>
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CORE/GENERAL COURSES

1. Theology IV	1
2. English IV or AP English IV	1
3. Math: Math Apps & Stats/Prob., Precalculus, AP Calculus	1
4. Science: Physics, Biology 2, Robotics, Environmental Science	1

ELECTIVE COURSES

6. World Language	1
7. Fine Arts/Elective	_____
8. Fine Arts/Elective	_____

5. Social Studies Electives: Current Events, History of Sports, Man & Mythology

1

Students must schedule 5 periods of core subjects: theology, English, math, science, social studies, and world language (CCP could count in areas other than Theology & English)

**2023-2024 NEWARK CATHOLIC HIGH SCHOOL
ACADEMIC OVERVIEW**

NOTE: EACH STUDENT MUST SCHEDULE A MINIMUM OF 6 COURSES PER SEMESTER. Students are encouraged to carry academic schedules aligned to their learning pathways. No world language is required for graduation; however, many colleges prefer two years for acceptance. Latin is highly recommended for medical or science fields.

Graduation Credit Requirements (24 credit min.)

- 4 Theology
- 4 English
- 4 Math (including Algebra)
- ½ Financial Literacy
- 3 Social Studies
- 3 Science
- 1 Visual/Performing Arts
- ½ Health
- ½ Physical Education (¼ credit each)
- ½ Freshman Foundations
- 3½ Elective credits

Graduation Assessment Requirement

Class of 2023 and 2024:

- CREDIT Earn 24 credits in the required subjects
- COMPETENCY Demonstrate proficiency in Algebra 1 and ELA 2
- READINESS Earn 2 diploma seals in the areas listed:

- | | |
|---|-------------------|
| OMJ Readiness | College Readiness |
| Military Enlistment | Citizenship* |
| Science* Honors Diploma* | |
| Biliteracy Technology | |
| Community Service Fine/Performing Arts* | |
| Student Engagement | |

*NC expects the majority of students to earn 2 of the 4 designated seals as their graduation requirement. If these are not attainable, the family can discuss the other seals with the school counselor.

COURSE SELECTION

<u>THEOLOGY</u>	<u>MATHEMATICS</u>	<u>WORLD LANGUAGES & CLASSICS</u>
The Revelation of Christ in Scripture	Algebra I	Spanish I, II, III, IV, (V)
Who is Jesus Christ?	Geometry	Latin I, II, III, IV
The Mission of Jesus Christ (The Paschal Mystery)	Honors Geometry	
Jesus Christ's Mission Continues in the Church	Algebra II	<u>BUSINESS</u>
Sacraments as Privileged Encounters with Jesus Christ	Algebra II with Trigonometry	Freshman Foundations
Life in Jesus Christ	Mathematical Applications	Computer Applications I, II
Living as a Disciple of Jesus Christ in Society	Mathematical Modeling (not offered in '23-24)	
History of the Catholic Church	Precalculus	<u>PERFORMING ARTS</u>
Exploring the Vocation of Catholic Education*	Statistics & Probability	Music Appreciation*
Capstone- C-Tec/NC dually enrolled students only	AP Calculus AB	Percussion Concepts I, II*
<u>ENGLISH/LANGUAGE ARTS</u>	Financial Literacy*	Vocal Music Ensemble*
English I, II, III, IV		American Music Production I, II*
Honors English II, III	<u>SOCIAL STUDIES</u>	
AP English IV	World History	<u>VISUAL ARTS</u>
Speech*	Government and Economics	Art Fundamentals*
<u>SCIENCE</u>	United States History	Two Dimensional Art/Painting I, II*
Physical Science	Honors United States History	Three Dimensional Art*
Biology I, Biology II	Current Events*	Ceramics I, II*
Honors Biology I	Man and Mythology*	Drawing*
Chemistry I	The History of Sports	Studio Art - Portfolio & Career Development
Honors Chemistry I	Voices of the Past: Preserving Our History* I, II	Yearbook Production I, II, III, IV*
AP Chemistry	Criminology*	Intro to Digital Communications*
Astronomy	<u>HEALTH & WELLNESS</u>	Mathematics of Art*
Physics	Physical Education (not offered in 2023-2024)	Sacred Art (not offered in 23-24)
Environmental Science (not offered in '23-24)		
Physics for Robotics I, II*	Health	
	Fitness for Life*	
	Leadership & Communication*	
	Weight Lifting*	

Some elective courses are offered every other year to allow more diversity in course content for students.

A * beside an elective indicates it is offered as students schedule for the upcoming year. Please ensure you are viewing the correct year's academic handbook PDF.

Additionally, Newark Catholic students can participate in College Credit Plus, earning dual high school and college credits for college coursework. The C-TEC (Career-Technology Education Center of Licking County) is just one 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.

STANDARDIZED TESTING PROGRAM

OHIO GRADUATION REQUIREMENTS

END-OF-COURSE (EOC) TESTING

Class of 2024:

Students must score “competent” in ELA 2 (English 10) and Algebra 1 assessments and take the remaining assessments to help qualify for graduation diploma seals:

English 10	Algebra 1	US History
Biology	Geometry*	US Government

Computer-based assessments are given on iPads during a window in April. Scores from the testing will be based on a scale of 1-5 (1=Limited, 2 = Basic, 3=Proficient, 4=Accelerated, 5=Advanced). For students required to earn 18 points for graduation (up to the Class of 2022): at minimum, 4 points must be earned in English, 4 in math, and 6 cumulatively in science and social studies.

Students who transfer from out-of-state are prorated. The number of tests required will be adjusted depending on the student’s previous schedule, but will include at least English 10 and Geometry. Students without qualifying scores will be expected to retest. Schedules for the retesting will be determined by the School Counseling Department. Retesting windows are held in April and December each year.

IOWA TESTING:

Class of 2025 and beyond:

Students must pass all content areas of the IOWA test which is a state approved standardized testing alternative to EOCs for non public schools in Ohio. For the class of 2025 and beyond, passing competency scores must be obtained in the IOWA test for: Math, English, Science, Social Studies. At Newark Catholic the test is given annually to the freshman class with re-take opportunities scheduled in subsequent years thereafter for students who still need to obtain a passing score(s). Communication of passing scores and scheduling re-tests is handled through the school guidance counselor.

ACT TESTING - the state of Ohio requires all juniors to participate in college readiness testing as an alternative assessment pathway to graduation. Ohio will pay for each student to take the ACT one time, during the spring of their junior year. The scores on this test can qualify the student for graduation if their EOC testing point total is not sufficient, and the scores can also be used for college admissions. 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.

In order to be considered college and career ready and satisfy the graduation requirement using the ACT pathway, all of the following scores must be minimally met: English = 18, Math = 22, Reading = 22.

STANDARDIZED TESTING SCHEDULE

ARK 3rd quarter

Grades 9, 10, 11 and 12 annually

This test evaluates students’ basic knowledge and assesses their religious beliefs, attitudes, practices, and perceptions.

End-of-course Testing

April

Being Phased Out with Class of 2024

Class of 2024: English 10, American Government, Geometry (if enrolled), Biology (if enrolled)

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. 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.

AP **May** **Grade 12**
(Advanced Placement) 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.

GRADUATION REQUIREMENTS & CREDITS

DIPLOMA - STATE BOARD OF EDUCATION APPROVED CRITERIA

A Newark Catholic diploma is awarded to any graduating student who satisfies **credit, competency, and readiness** requirements.

CREDIT

Successfully earns 24 credits in the designated curricular areas and successful completion of the senior Capstone project.

COMPETENCY/ASSESSMENT

CLASS of 2024 - meet one of the following four:

- Earn a “competent” score on Algebra 1 and ELA 2 end-of-course state exams AND earn 2 diploma seals, or
- Earn college credit for one math and one English course through College Credit Plus AND earn 2 diploma seals, or
- Enter into a contract to enlist in the military AND earn 2 diploma seals, or
- Demonstrate career readiness and technical skill through a career-technical program (C-TEC) AND earn 2 diploma seals

CLASS OF 2025 and beyond-

- Earn passing competency scores in all content areas of the IOWA assessment:
 - o Math
 - o English
 - o Science
 - o Social Studies

READINESS/DIPLOMA SEALS (Ends with the class of 2025)

Students are required to earn 2 diploma seals for graduation. Once 2 seals are earned, students will have satisfied this requirement and further seals will not be tracked (excluding the Honors Diploma Seal). There are 12 seals available: 9 are defined by the state and 3 are defined locally (Diocese of Columbus). Students must earn at least one state-defined seal. NC has defined some of the seals below. We expect most of our students to be able to achieve. If a student does not satisfy any of these 5, then a meeting with the school counselor will help determine which additional seals are under consideration:

Citizenship (state seal)– Satisfied through proficient scores on the American History and American Government EOC.

Science (state seal)– Satisfied through proficient scores on the Biology EOC.

Fine and Performing Arts (local seal) – Satisfied by earning a “B” or better in one credit (2 semesters) of fine arts (art, music, theater, yearbook).

College Ready (state seal) – Satisfied through college readiness by earning remediation-free ACT or SAT scores. All students at NC take the ACT in spring of their junior year. Required score minimums: English – 18, Math – 22, Reading – 22.

Honors Diploma (state seal) – Students satisfy 7 of 8 requirements defined by the state for one of 4 Honors Diplomas (Academic, STEM, Arts, or Social Science and Civic Engagement). See below for list of requirements.

Additional state-defined seals: OhioMeansJobs, Biliteracy, Technology, Industry-Recognized Credential (through C-TEC), Military Enlistment

Additional locally-defined seals: Student Engagement, Community Service

ACADEMIC HONORS DIPLOMA

The student who completes Newark Catholic’s college-preparatory graduation requirements, and additionally satisfies **at least 4 of the following 5 criteria** will satisfy the Academic Honors Diploma:

- Earn at least four credits of science.
- Earn at least four credits of social studies.

- Earn either three credits of one world language/classic or two units each of two world languages/classics.
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

There are three additional honors diplomas. Students must meet NC's graduation requirements and all but one of the criteria defined for each honors diploma below:

STEM HONORS DIPLOMA

- Earn at least five credits of math.
- Earn at least five credits of science.
- Earn at least 2 additional units with a focus in STEM.
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.

SOCIAL SCIENCE & CIVIC ENGAGEMENT HONORS DIPLOMA

- Earn at least five credits of social studies.
- Earn at least 2 additional units with a focus in social sciences and/or civics.
- Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.

ARTS HONORS DIPLOMA

- Earn at least four credits of fine arts.
- Earn at least two credits with a focus in fine arts
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.

AWARD OF ACADEMIC DISTINCTION

An additional graduation award can be earned through the student's performance on end-of-course testing. Students are required to take 6 or 7 end-of-course tests depending upon graduation year; they are awarded up to five points for each test they take. Students who earn at least 27 out of 30 (Class of 2023 and beyond), or at least 30 out of 35 (Class of 2021/2022) are eligible, with no score below a 3, to earn the Award of Academic Distinction. Students will receive recognition and a certificate at Honors Night during their senior year, and will have a designation of this honor in the graduation program.

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 9th, 10th, and 11th grade courses, and quarter grades/first semester exam grades for the 12th 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.

REQUIREMENTS FOR PARTICIPATING IN GRADUATION EXERCISES

If a student is lacking in one course required for graduation, the student may participate in graduation exercises (as long as arrangements have been made in writing for the credit to be obtained during the summer following graduation). Students are required to pass state mandated tests; refer to Standardized Testing Program and Schedule for details. He/she will receive a blank diploma at the graduation ceremony. An official diploma will be awarded to the student upon successful completion of the credit. If a student lacks two or more courses required for graduation exercises, he/she may not participate in graduation exercises. A student whose family has not met all contractual commitments may not be allowed to participate in graduation exercises.

CURRICULAR OPTIONS

SELECTION OF SCHEDULE

In general, the best guide for course selection is to choose courses which match and challenge each student's abilities based upon review of placement testing, data, and teacher recommendation, as well as one's desired pathway toward graduation: NC Traditional; NC Honors; NC Honors AP. Since most students either do not know what career or college major they wish to choose or will change their minds many times before they enter the working world, decisions should not necessarily be based upon intended career plans. It is important to note that while some honors classes are required for any honors diploma, a student may start at NC on one pathway, change, or fulfill honors requirements through honors coursework in some, though not all subject areas as outlined in state requirements..

Committed to the idea that a well-rounded curriculum best prepares students for their future success, students at Newark Catholic 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. Students are required to take at least 5 core class periods each day in the subjects of theology, English, math, science, social studies, and foreign language (CCP cannot count for English core credit or Theology). There are seven academic periods during the school day, leaving two periods for visual and performing arts, technology, physical education and study hall. Students who are college-bound should consult the School Counseling Department for requirements and recommendations of specific colleges. Some courses carry prerequisites and/or prior approval of the instructor. Students should pay careful attention to the requirements and descriptions of each course before scheduling classes. The student and parents must work together to complete the course selection sheet. Each student is expected to carry an academic schedule as challenging as he/she can handle. **Course selection sheets are due the Friday before Spring Break. Students not returning their course selection sheet on time will be scheduled by the student's counselor. Finalization of the student's schedule rests with the school.**

NC will schedule required classes but cannot guarantee elective class choices or semester choices for study halls.

COURSE 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. Every effort should be made by the student and family to research courses in advance of scheduling to avoid changes and possible fees.

- 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.
- If, for some reason, a student or parent requests a scheduling change after May 1st of the prior academic year, a **\$20.00** fee will be assessed.
- Students will receive their schedules on the first day of classes and will be given one week to contact their school counselor and make changes if needed. If they choose to drop an elective to change to a different elective or take a study hall, a **\$20.00** fee will be assessed after the deadline.
- Second semester schedules for a given school year must be finalized by December 3 to avoid missing assignments in the new academic course. Changes requested prior to this date for the second semester will result in a **\$20.00 fee**, and after this date will result in a **\$35.00 fee**.
- There is no fee assessed to a course drop initiated by a teacher, guidance counselor, or administrator.

Every effort will be made to finalize students' schedules by the first day of class (for first semester and full-year courses). Except in special circumstances (to be determined by the administrator) a course dropped after the first five (5) days of class will be recorded on the student's report card as a failure for the quarter in which the course is dropped. The failure (F) is included in the computation of the student's grade point average for the quarter in which it is dropped. On the transcript the course title is printed, notice of the student's withdrawal appears, but no grade is given nor is the course figured into the student's cumulative GPA. When a teacher initiates a student withdrawal from a class, a 'W', withdrawal, will appear on the report card and the transcript. A student/parent initiated withdrawal from a class results in a 'W/F' for the quarter and will appear on the student's transcript as a 'W'.

8TH GRADE COURSE WORK

If an eighth grade course is given high school credit by a school or school system, the teacher must hold a proper high school license, and follow an approved course of study and approved textbook. A transcript or an official document from the sending high school involved must show the course, grade and credit given. 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, etc.) 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. In certain situations (e.g. failed graduation requirements, desire of a student to accelerate his/her high school program), the teacher may charge a fee for the independent study. Because the State of Ohio considers independent study an "educational option," awarding of credit is limited by the conditions listed under College Credit Plus on page 8. 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.

AUDITS

In lieu of an audit the guidance counselor will strongly recommend pursuit of courses through CCP or in line with a student's selected pathway. In the event that an audit is entertained by administration, with the approval of the teacher involved, the school counseling department and the principal, a student may audit a course at Newark Catholic. **No course may be changed to an audit after the third week of the course, with the exception of a health restraint.** When a student audits a course he/she is required to attend all classes, complete assignments as determined by the teacher, and take tests/exams at the teacher's discretion. No grade or credit is given, but the course does appear on the student's transcript listed as an audit. If a student in an audit situation does not meet the teachers academic and behavior expectations he/she may be removed from the course.

ONLINE COURSE RECOVERY

Students who complete online coursework, such as for credit recovery, must complete their final exam at Newark Catholic, with a school staff member as a proctor. There will be a fee charged to pay for the proctor's time and the cost of the course recovery fee is not Newark Catholic High School's responsibility. This does not include College Credit Plus coursework which is separate programming.

COLLEGE-PREPARATORY PROGRAM

A joint committee from the Ohio Department of Higher Education and the Ohio Department of Education has provided the following recommendations for a college-preparatory program:

English	4 credits	including Algebra I, Geometry, and Algebra II
* World Language	2 credits	Science 3 credits
Mathematics	4 credits,	Social Studies 3 credits
		Visual or Performing Arts 1 credit

Colleges and universities each prescribe their own unique entrance requirements. In the case of large universities, entrance requirements may vary from one department to another.

Students are urged to consult the school counseling department as soon as possible to become more knowledgeable about specific requirements of colleges and universities to which they intend to apply.

* Ohio State, and many other colleges, are suggesting that high school students should take at least three units of a single world language, and when possible continue in that language through the senior year.

COLLEGE CREDIT PLUS / DUAL ENROLLMENT PROGRAM

Students who wish to explore educational options not available through the regular instructional program at Newark Catholic may dual enroll through College Credit Plus. This statewide program allows students to earn dual credit for college coursework. Students must meet specific admission requirements for each of these programs. Arrangements must be made through the school counseling department and require parental approval.

College Credit Plus makes it possible for NCHS students to take courses at a college, to receive both college and high school credit for those courses, and to count that credit toward graduation from high school. Qualifying students can request for state funding to pay for these courses

through public colleges, some fees may still be necessary if the student attends a private college. (If a student withdraws after the withdrawal deadline or fails one of these courses, all costs become the family's obligation.) Students must first schedule their core courses at NC, and then select a college course around that schedule. Deadlines for this program must be rigidly adhered to, and funds for this program are limited. Funding by the State of Ohio is not guaranteed, so students who are denied funding may opt to pay for the costs of tuition, fees, and books on their own.

Students are only considered CCP students if they are approved for funding through the state. This gives certain rights to the student, such as free tuition (paid by the state), free textbooks (paid by NC), and free course fees (paid by the college). Students who do not receive funding are not considered CCP students; they can take coursework as "dual enrollment", receiving high school and college credit, but all expenses are paid by the student. Courses hosted at NC during the school day are for CCP students only.

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.

Students in CCP can be classified as "underperforming" if they earn less than a cumulative GPA of 2.0 in all CCP courses or has withdrawn from 2 or more courses in the same term. These students are placed on CCP Probation, can only enroll in 1 CCP course while on probation, and the course cannot be in the same subject as the course with low grades. If the GPA doesn't improve after one term, the student is dismissed from CCP.

Please see your counselor or the CCP director if you hope to participate in this program for detailed information and deadlines for application.

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 at an after-school Theology class is required. See your counselor for further information.

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. We cannot sponsor a student who requests a transfer into NC as a junior and attends C-TEC.

GRADES

PROGRESS REPORTS

Midway through each quarter, all students will receive progress reports indicating their current grades via Progress Book. Parents are encouraged to review them carefully and contact teachers in regard to them.

PROGRESS BOOK

This program allows students and parents to access their student's academic progress, homework, progress report, grade card and attendance, at any time through the internet. Parents and students can e-mail their teachers with any questions or concerns.

Parent Access Alerts allow parents and students to sign up to get an email if the student has a missing assignment or a low assignment score. Parents will need to activate this aid. If parents do not activate this feature they still have the option to sign on in Progress Book and check each class for homework, assignments, grades, etc. This is helpful when a student is absent, so he or she can be sure all school work has been submitted to the teacher. We strongly urge every household to activate the Parent Access Alert. With busy schedules this can be a very helpful tool to encourage your students to get assignments in on time.

Families are issued a Login and Password that will be used all four years at Newark Catholic. Contact the school office with questions. Access to Progress Book may be blocked if the student's financial account is delinquent. Contact the bookkeeper with concerns.

GOOGLE CLASSROOM/GMAIL

Students are given many methods of staying in contact with their teachers and tracking their assignments and course responsibilities. 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, and download paperwork. Students are encouraged to actively engage in these classrooms for each subject as well as their guidance classroom.

REPORT CARDS

Report cards are issued four times per year. Each classroom teacher will explain to students how the grade categories are determined.

The four-point scale:

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

TRANSFER STUDENTS

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).

PARENT- TEACHER CONFERENCES

Newark Catholic High School schedules parent-teacher conferences twice per year. Parents are able to schedule through Google Calendar to see specific teachers. Parents may call the school or email at any time to arrange time to discuss a student's progress with teachers, school guidance counselors, and/or the school administration.

GRADE POINT AVERAGE

There are two grade point averages calculated for each student: (1) a GPA for each grading period, (2) a cumulative GPA. Both utilize the 4-point credit scale (see "Report Cards").

The GPA for each quarter is calculated at the finalization of the grading period according to credit value from the 4-point scale. The credit values are added together and divided by the number of courses taken. This is the grade that is taken into consideration for First Honors and Second Honors designations.

At the end of each semester, a semester grade is calculated for each course, based on the grading periods at 40% each, and the exam grade at 20%. The cumulative GPA is updated at the end of each semester, and averages all semester grades up to that point in the student's high school career.

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.

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.

The Second Semester Rule - Additionally, in order to pass a full-year course in which a final exam is given, the student also must pass at least one of the following: the second semester exam or the combination of the 3rd and 4th grading periods.

Exemption from an exam: 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

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.

Courses taken in public school summer school: Credits earned in summer school courses for credit recovery must be approved by Newark Catholic High School, and taught by a licensed teacher present in a classroom situation. 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.

Unless the school administration has approved an exception, coursework taken in summer school may be used for remedial (i.e. to make up for a failed class) purposes only.

PROMOTION AND RETENTION

To qualify for graduation, students must earn course credits outlined in the Newark Catholic Academic Handbook in detail in one's pathway toward graduation. Generally, that is six credits earned per year and twenty four total per Newark Catholic requirements by Spring of the senior year to graduate. 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 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. Payment for the cost of course recovery is the responsibility of the parent/guardian, not Newark Catholic. 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.

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 C-TEC notation made.

SPECIAL ACADEMIC PROGRAMMING

NATIONAL HONOR SOCIETY CRITERIA

(detailed information is available from the NHS Advisor)

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.

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 through Naviance. 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 or on www.eligibilitycenter.org.

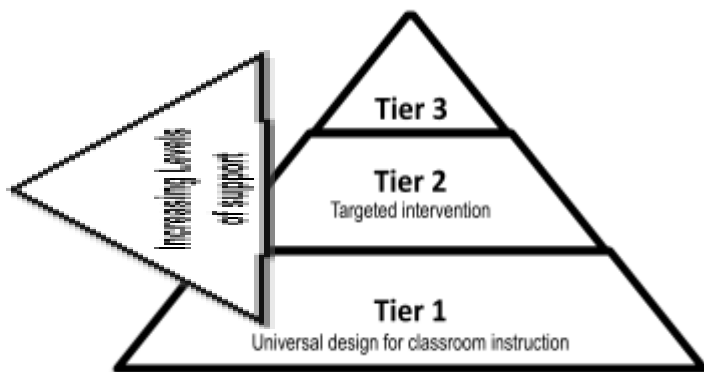
SPECIAL EDUCATION

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 your student's academic success given the student-centered supports we have in place in our Catholic school.

STUDENT SERVICES TEAM / RTI

Newark Catholic offers Response to Intervention (RTI) to every student in the building through the collaboration of the student services team who works to meet students where they are and serve them spiritually, emotionally, and academically; the RTI Process functions through the NC Student Services Team composed of various members of administration, the faculty, the school nurse and the school-based clinical counselor; the student services team works to closely monitor referrals, timelines and tiered interventions, to compile data and track student success. RTI is not specific to students who need special education services; it is designed to help any student with behavior or learning needs who may need extra intervention. These interventions are offered in a multi-tiered approach, through the classroom teachers, and when necessary are elevated to our Intervention Specialist.



Tier 3 – Intensive Interventions with Intervention Specialist; when Tier 2 interventions are not sufficient.

Tier 2 – Supplemental (Small Group) Instruction Targeted intervention for students with some risk factors; when Tier 1 interventions are not sufficient.

Tier 1 – Universal Classroom Instruction; curriculum designed to benefit all learners

SPICE FUNDING

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.

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).

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.

St. John Bosco Study Program

Students receiving the Jon Peterson or Autism scholarships are part of the St. John Bosco Study Program, supported by the structure and support of SPICE 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.

ACADEMIC DEPARTMENTS

000 BUSINESS

<u>Grade</u>	<u>Course</u>	<u>Title</u>	<u>Credit</u>
9	001	Freshman Foundations	½
10, 11, 12	012	Computer Applications I	½
10, 11, 12	013	Computer Applications II	½

001 FRESHMAN FOUNDATIONS

(1 semester)

Prerequisites: None

½ credit

9

This foundational course will be a requirement for all incoming freshmen. The course content is divided into 2 areas: (1) skills necessary for success in high school, and (2) technology. Topics will include study and organizational skills, test-taking skills with emphasis on state-mandated testing and college entrance testing, career and college exploration, emotional wellness, basic keyboarding skills, brief introduction to word processing and spreadsheets, sensible research techniques and resources, and responsible use of technology.

012 COMPUTER APPLICATIONS I

(1 semester)

Prerequisites: none

½ credit

10,11,12

Students will learn the fundamentals of technology education and learn to use computers to solve problems, develop higher level thinking skills and use computers as a tool in instruction. Students will also learn how to use computers for interdisciplinary learning and understanding the ethics involved in the use of computers in society. The use of Internet research and tools is developed and skills are refined to maximize effectiveness and minimize time spent. Skills will be demonstrated through typing practice and drills as well as using Microsoft Office (Word, Excel and PowerPoint) to complete projects combining the individual applications.

013 COMPUTER APPLICATIONS II

(1 semester)

Prerequisites: Computer Applications I

½ credit

10,11,12

This course is a continuation of Computer Applications I allowing students to expand their technological skills and work toward mastery of the programs and concepts introduced in the previous course.

100 FINE ARTS

	<u>Grade</u>	<u>Course</u>	<u>Title</u>	<u>Credit</u>
Visual Arts	10, 11, 12	102	Art Fundamentals	½
	9, 10, 11, 12	104	Drawing	½
	10, 11, 12	111,116	Painting I, II	½
	10, 11, 12	112	Three-Dimensional Art/Sculpture	½
	11, 12	113,114	Ceramics I, II	½
	11, 12	115	Studio Art–Portfolio & Career Development	1
	10, 11, 12	131, 132,133	Yearbook Production	1
	10 11, 12	141	Intro to Digital Communications	½
	11 12	142	Sacred Art & Faith	½
	11, 12	143	Mathematics of Art	½
Performing Arts	9, 10, 11, 12	161,162	Percussion Concepts I, II	½
	10, 11, 12	163	Music Appreciation	½
	9, 10, 11, 12	164	Vocal Music Ensemble	½
	9, 10, 11, 12	166,167	American Music Productions I, II	½

To satisfy the art credit required by the state of Ohio, sophomores will take one semester of Art Fundamentals and one semester of Music Appreciation. If students are unable to schedule this period of fine art as a sophomore – due to double-scheduled math or a strict academic need of the student as determined by the counselor – the art/music block will be scheduled into the student’s junior year.

* Students who earn at least a “B” in both art fundamentals and music appreciation will satisfy the *Fine and Performing Arts* graduation seal.

102 ART FUNDAMENTALS

(1 semester) purchase of a sketchbook required by student
Prerequisite: None

½ credit
10 (gr 11, 12 as needed)

A fine arts course that introduces basic art skills such as the principles and elements of design. Students work in a hands-on environment with a variety of creative projects, such as drawing, painting and ceramics, to find a media that best suits them. Students will learn about artists, art styles and self-expression through this studio course. A sketchbook purchase is required.

104 DRAWING

(1 semester) purchase of a sketchbook required by student
Prerequisite: None

½ credit
9,10,11,12

A studio course designed for persons who cannot draw at all and who believe they probably can never learn to draw. Students will learn to draw and develop their skills through daily drawing exercises, sketchbook assignments, and projects. Students will sketch using various media including pencil, pastel, charcoal and India ink. Students will become familiar with artists, art styles and self-expression through this studio course. A sketchbook purchase is required.

111 PAINTING I

(1 semester)
Prerequisite: Drawing

½ credit
10,11,12

A studio course exploring painting with watercolors, tempera, acrylics, and oils. Students will be exposed to different artists and their styles of expression. A three-ring binder with blank sheets of paper will be required.

116 PAINTING II

(1 semester)
Prerequisite: Painting I

½ credit
10,11,12

A studio course in which students will further develop painting techniques and skills through the media of watercolor, acrylic and oil paints. Emphasis is on further developing the artist's ideas and communicating through the painted subject matter. Students need to have the ability to work independently with good time management skills. A 3-ring binder with blank sheets of paper will be required.

112 THREE DIMENSIONAL ART/SCULPTURE

(1 semester)

Prerequisite: Art Fundamentals

½ credit

10,11,12

This is a hands-on course focusing on the art of sculpture. Students will learn about different artists, methods and mediums for creating three-dimensional works. Students will work in wire, paper mâché, clay, wood, plaster and found art materials. A three-ring binder with blank sheets of paper will be required.

113 CERAMICS I

(1 semester)

Prerequisite: Art Fundamentals

½ credit

11,12

A hands-on course in which students will use clay as a medium to create a number of ceramic forms. Students will be exposed to various construction methods, firing procedures, glazing techniques, as well as the works of various ceramic artists. Students need to have the ability to work independently with good time management skills. A 3-ring binder with blank sheets of paper will be required.

114 CERAMICS II

(1 semester)

Prerequisite: Ceramics I

½ credit

11,12

A studio course in which students will further develop hand building techniques, glazing, decorating, and firing procedures. Emphasis is on further developing the artist's idea and communicating it through the ceramic form. In this course, students will have the opportunity to create on the potter's wheel. Students need to have the ability to work independently with good time management skills. A 3-ring binder with blank sheets of paper will be required.

115 STUDIO ART - PORTFOLIO & CAREER DEVELOPMENT

(1 semester)

Prerequisite: Art Fundamentals and two of the following: Painting I/II, 2-D Art, 3-D Art, Ceramics 1 & II, Drawing

1 credit

11,12

Students will develop a portfolio presentation for college, visit and discuss careers in the visual arts. Students will create the curriculum with assistance from the art instructor. A sketchbook purchase is required. Students can take this course to prepare for an AP Studio Art portfolio in Drawing, 2-D Design, or 3-D Design. Students must have instructor approval to participate. This course will be offered first semester.

131, 132, 133 (1st, 2nd, 3rd year) YEARBOOK PRODUCTION

(full year, course or independent study when necessary in coordination with instructor)

Prerequisite: None

1 credit

10,11,12

Tell the Story of the Year - What if you could create something that lives beyond your time here, and becomes a permanent part of Newark Catholic High School's history? In Yearbook Production, you will do just that. In the course of learning how to take dynamic photographs that speak to readers without words, how to write compelling stories that bring events alive, how to design pages on a computer that are both technically correct and pleasing to the eye, and how to present yourself professionally by selling advertising, you will end up with a permanent record of your hard work that will be shared with the rest of the NC community for years to come.

Please note that this course is independent study, and course requirements will need to be completed outside of the school day or during a scheduled study hall. Students will need to document hours spent, as well as advertising sales as a required part of the course to earn credit at the end of the year. The sales goal for each student is dependent on the number of students in the class. But do not let that scare you – it is over quickly!

141 INTRODUCTION TO DIGITAL COMMUNICATIONS

(1 semester)

Prerequisite: None

½ credit

10,11, 12

This course is an introduction to multimedia video production. Students will gain skills needed to become more effective communicators with digital technologies. Students will learn news gathering techniques, scripting, camera techniques, interviewing skills, storyboarding, video editing, and

post production work. Students will produce a short documentary, broadcast/online commercial, and a movie trailer. Good written and oral communication skills are required. If the course becomes overfilled, juniors and seniors will have priority.

142 SACRED ART & FAITH
(1 Semester)

½ credit
9, 10, 11, 12

In Sacred Art and Faith, students will gain a new awareness of the Catholic faith through the creation of art and the study of the history of art. The class will have a special focus on sacred art in Spanish-speaking countries as well as the integration of cultures into the ways the Catholic faith is lived. Some examples of projects may include: Glass painting of a Saint, Jewelry Arts, Calligraphy and Illumination, and Ceramic Vessels.

143 MATHEMATICS OF ART
(1 Semester)

½ credit
11, 12

Prerequisite: Algebra II

In this class students will discover the links between Art and Mathematics by creating projects based upon various theories like the Golden Mean, Tessellations, and the Art of Architecture. Students will be introduced to the artists Leonardo da Vinci, MC Escher, Le Corbusier and many other artists and architects. Various speakers will visit to discuss the role of both mathematics and art in their professions. The course will culminate in a final culminating project, of the students' choice, encompassing the material presented during the course. This course will be co taught by a member of the math and art department. 142 VIDEO PRODUCTION / CHANNEL NONE ½ credit

(1 semester)

11, 12

Prerequisites: Introduction to Digital Communications

The major focus of this class is producing school-related videos. Students will use the skills learned in Introduction to Digital Communications to independently produce videos, including news packages and features, and broadcast commercial advertisements. Enrollment preference is given to students who have demonstrated outstanding self-motivation in Introduction to Digital Communications. Course may be taken a maximum of two times.

161 PERCUSSION CONCEPTS I
(1 semester)

½ credit
9,10,11,12

Prerequisite: none

Beginning percussion is intended as an introduction to playing different percussion instruments and rhythms. Basic areas covered would include: playing basic percussion patterns, different sticking techniques, learning various percussion instruments, and learning to play together as a group. Class size is limited to 12 students per semester.

162 PERCUSSION CONCEPTS II
(1 semester)

½ credit
9,10,11,12

Prerequisite: Percussion Concepts I

This course will continue with different percussion techniques, patterns and learning to play as a group. We will also focus on improving our personal drumming skills. All of this will be achieved through the use of a drum pad and other various percussion instruments.

163 MUSIC APPRECIATION
(1 semester)

½ credit
10 (gr 11, 12 as needed)

Prerequisite: None

Music Appreciation will study music from a historical and theoretical perspective. Students will study a wide variety of music styles and how these styles influence the music which is enjoyed by audiences today. This course will include music from the Medieval through Modern Jazz eras, as well as a variety of popular styles.

164 VOCAL MUSIC ENSEMBLE

(1 semester)

Prerequisite: None

½ credit

9,10,11,12

This Ensemble gives the student an opportunity to study, rehearse, and perform songs and choral music taken from different style periods. The student is encouraged to sing for his or her own enjoyment, and to provide choral music for various school and community activities. Emphasis is placed on developing a supported tone, vocal control, and learning and implementing those skills necessary for understanding, appreciating, and performing vocal music. This group sings at all school Masses. Course may be taken a maximum of four times with the approval of the instructor.

166 AMERICAN MUSIC PRODUCTION I

(1 semester)

Prerequisite: None

½ credit

9,10,11,12

AMP is a course designed to provide the student with a greater appreciation for musical theatrical performance. Students will learn basic production techniques used in acting including scenery, costume, make-up design, lighting, directing, and musical / dance. Students will learn to apply these concepts in analyzing plays, and in unit projects. At the end of the semester, students will perform or help “behind the scenes” in a school musical production.

167 AMERICAN MUSIC PRODUCTION II

(1 semester)

Prerequisite: AMP I

½ credit

9,10,11,12

AMP II is a more in depth course designed to expand and develop student actors in several areas of the musical theatre/theatre environment. Students will learn to apply these concepts through a variety of ways and will perform or help “behind the scenes” in a school musical production.

200 ENGLISH / LANGUAGE ARTS

<u>Grade</u>	<u>Course</u>	<u>Title</u>	<u>Credit</u>
9	201	English I	1
10	221	English II	1
10	222	Honors English II	1
11	231	English III	1
11	232	Honors English III	1
12	241	English IV	1
12	242	AP English IV	1
10, 11, 12	251	Speech	½
11, 12		English CCP (if pursued)	1

Please note: CCP offerings available through a given institution of higher education may count for high school dual credit within this department with a passing grade if pursued; students are to follow the application process to apply for and be granted credits from the state of Ohio; students then work with the guidance counselor in the semester prior to ensure course selections fulfill requirements. Core content area courses for graduation must be taken at Newark Catholic High School— ie: a CCP English cannot take the place of these Newark Catholic courses.

201 ENGLISH I

(full year)

Prerequisite: None

1 credit

9

This course provides a study of literary genres including the short story, the novel, poetry, and drama with an emphasis on multiculturalism. Grammar and usage is presented and reinforced in the context of the student's writing. Writing skills are developed through multi-paragraph compositions and essays related to literary readings. Vocabulary is presented through literary selections. Students will be taught fundamentals for state-mandated testing.

221 ENGLISH II

(full year)

Prerequisite: English I

1 credit

10

This course provides further study of literary genres including the short story, the novel, poetry, and drama. Students are taught how history affects the writing of the 20th century, as well as our culture today. Grammar and writing skills are further developed through multi-paragraph compositions with an emphasis on the thesis statement and the concluding paragraph. Vocabulary is presented throughout the year. Students will be taught fundamentals for state-mandated testing.

222 HONORS ENGLISH II

(full year)

Prerequisite: "A" in English I

Admission determined by the English Department.

1 credit

10

Honors English II is an in-depth study of literary genres focusing upon how history affects and influences the writing of the 20th century. In addition to the material covered in English II, students will read and do research on other authors, novels and historical time periods. Students will be required to do additional essays and or presentations on these works. Students will be taught fundamentals for state-mandated testing. The course is designed to prepare students for Honors English III.

231 ENGLISH III

(full year)

Prerequisite: English II

1 credit

11

English III provides a comprehensive study of American Literature from the Colonial Period to the Contemporary Period. Students will examine the works of important authors from each of the major eras of our nation's literary development. Required reading includes selections from the literature text and selected novels. Writing skills are strengthened through various multi-paragraph assignments usually dealing with themes and ideas presented in the literature works, and students are taught the steps to writing a formal research paper. Vocabulary is presented with all literary works. Additional grammar and testing strategies are taught to help with the English and Reading portions of the ACT.

232 HONORS ENGLISH III

(full year)

Prerequisites: "A" average in English II / "A" or "A-" average in Honors English II

Admission determined by the English Department.

1 credit

11

Honors English III is an in-depth study of major authors from all periods of American Literature. In addition to material covered in English III, students will read and complete research on additional American authors and their works. Emphasis is placed on literary analysis and strong writing skills. The course is designed to prepare students for advanced studies in English at the senior level. Additional grammar and testing strategies are taught to help with the English and Reading portions of the ACT. This course is designed to prepare students for AP English I.

232 HONORS ENGLISH III

(full year)

Prerequisites: "A" average in English II / "A" or "A-" average in Honors English II

Admission determined by the English Department.

1 credit

11

Honors English III is an in-depth study of major authors from all periods of American Literature. In addition to material covered in English III, students will read and complete research on additional American authors and their works. Emphasis is placed on literary analysis and strong writing skills. The course is designed to prepare students for advanced studies in English at the senior level. Additional grammar and testing strategies are taught to help with the English and Reading portions of the ACT. This course is designed to prepare students for AP English IV.

241 ENGLISH IV

(full year)

Prerequisite: English III

1 credit

12

The senior English course provides an exposure to the study of many great works in British and world literature covering the Medieval period to the Modern Age. Writing skills are enhanced and reinforced through personal and literary essays and a formal research paper. Language of literature through vocabulary and literary terms is included throughout all literary selections.

242 AP ENGLISH IV

(full year)

Prerequisites: "A" average in English III / "A" or "A-" average in Honors English III

Admission determined by the English Department.

1 credit

12

AP English IV is an enriched and in-depth class covering World literature with an emphasis on various themed units. Advanced writing and literary analysis skills will be incorporated throughout the study of the literature. Students will be responsible for graded practice AP tests as well as a formal research paper. AP English Literature and Composition exam materials are an essential part of the curriculum. Students take the AP English Literature and Composition exam in May. To prepare for the course, students will be required to read two novels during the summer prior to the school year.

251 SPEECH

(1 semester)

Prerequisite: None

½ credit

10,11,12

The purpose of this course is to develop a student's ability to formulate and communicate his/her ideas and feelings effectively to others. Students write and present various types of public speeches, both formal and informal. Oral presentation skills are also taught.

COMPOSITION I – College Credit Plus Course

(1 semester)

Prerequisites: **Admission determined by COTC**

1 credit - High School

3 sem hours- College Credit

11,12

Composition I is a writing intensive theme-based course that facilitates the development of college-level writing skills. The student will compose papers using expository writing while incorporating one's own thinking with credible research using MLA format. The student also will be introduced to APA format guidelines. The course emphasizes critical thinking, analytical reading, thesis development and deep revision of one's own compositions. The course also includes analysis of audience and theme in one's own writing and the writings of others, while developing the student's critical reading skills. This course fills up quickly. In the case the course is taken in person and if it becomes overfilled, NC will fill the class according to descending grade level (seniors first, then juniors), then by the date that funding was submitted in the SAFE Account.

400 WORLD LANGUAGE & CLASSICS

<u>Grade</u>	<u>Course</u>	<u>Title</u>	<u>Credit</u>
9, 10, 11, 12	421	Spanish I	1
9, 10, 11, 12	422	Spanish II	1
10, 11, 12	423	Spanish III	1
11, 12	424	Spanish IV – CCP	1
12	425	Spanish V - CCP	1
9, 10, 11, 12	431	Latin I	1
9, 10, 11, 12	432	Latin II	1
10, 11, 12	433	Latin III	1
11, 12	434	Latin IV	1
11, 12		Other Language-CCP (if pursued)	1

Please note: CCP offerings available through a given institution of higher education may count for high school dual credit within this department with a passing grade if pursued; students are to follow the application process to apply for and be granted credits from the state of Ohio; students then work with the guidance counselor in the semester prior to ensure course selections fulfill requirements.

Prerequisite for Level 1 world language:

A “C” average or higher in previous Language Arts and consultation with the School Counseling Department. A student not meeting this prerequisite may, with counselor permission, be admitted for a six-week provisional period. If the student does not achieve a “C” average in this period, the student may be asked to drop the course.

Please note – colleges place emphasis on at least three years of a world language and take special note of students continuing a world language as a senior.

421 SPANISH I 1 credit
(full year) 9,10,11,12

Spanish I has two goals: cultural competence and language proficiency. Culture will be explored through the categories of cultural products, practices and perspectives. Language proficiency will focus on the three modes of communication: interpretive (reading and listening), interpersonal (speaking, writing and listening) and presentational (writing and speaking). Novice Mid proficiency level is the end target of this course.

422 SPANISH II 1 credit
(full year) 9,10,11,12

Prerequisite: "C" average or higher in Spanish I

Spanish II has the same goals as Spanish I with a Novice High proficiency level as the end target.

423 SPANISH III 1 credit
(full year) 10,11,12

Prerequisite: "C" average or higher in Spanish II

Spanish III has the same goals as Spanish I and II with an Intermediate Beginning proficiency level as the end target.

ADVANCED SPANISH OVERVIEW

Students who want to expand their Spanish beyond the third year can do so through College Credit Plus. Spanish is available through The Ohio State University's Academy program. To participate in this program, students are required to:

- (a) Apply for acceptance into The Ohio State Academy,
- (b) Follow the process to participate in College Credit Plus, including an application for funding through the state,
- (c) Qualify for placement into a credit-earning course in Spanish (Span 1102 or 1103) through one of the available placement tests at OSU.

Students participating in online CCP courses will be scheduled for a study hall during the semester(s) they take the course to give time during the day for course completion.

CCP – Spanish 1102 1 HS credit + 4 sem hours
(one semester) 11,12
Prerequisite: See *Advanced Spanish Overview*, previous page

Further development of listening, reading, speaking, and writing skills in cultural contexts. Not open to native speakers of this language through regular course enrollment or EM credit. Considered “Spanish 2” at the college level.

CCP – Spanish 1103 1 HS credit + 4 sem hours
(one semester) 11,12
Prerequisite: See *Advanced Spanish Overview*, previous page

Continuing development of listening, reading, speaking, and writing skills in cultural contexts. Considered “Spanish 3” at the college level.

LATIN OVERVIEW: The Latin program is designed to teach the students to read and comprehend the written Latin language through readings in English and Latin, writing, vocabulary, grammar, language derivatives and syntax. A second objective teaches students the cultural and historical background of the Romans to better appreciate their own society and understand the modern impact on the Western world.

431 LATIN I 1 credit
(full year) 9,10,11,12

Latin I focuses on grammar items including noun declensions, verbs conjugations, numbers, adjectives, and pronouns. Cultural topics include the Roman house, Olympians, growing up, the Roman Monarchy, Pompeii, Roman entertainment, mythical monsters, and the Underworld.

432 LATIN II 1 credit
(full year) 9, 10,11,12
Prerequisite: "C" average or higher in Latin I

Latin II is a continuation of the vocabulary and syntax studies from Latin I with a grammatical focus on pronouns, subjunctive verbs, verbals, and irregular verbs. Cultural topics include the Roman Republic, Punic Wars, mythical heroes, and Julius Caesar. Excerpts from original Latin texts are used to reinforce the language skills learned.

433 LATIN III 1 credit
(full year) 10, 11,12
Prerequisite: "C" average or higher in Latin II

Latin III is an extensive study of Roman poets from the late Republic, Roman politics and the study of Cicero, Roman warfare, and Greek history. Latin texts are translated from authors such as Ovid, Catullus, Horace, Cicero, Pliny and Caesar. The focus is on reading and comprehending the Latin text and gaining an appreciation for the literature in its native language.

434 LATIN IV 1 credit
(full year) 11, 12
Prerequisite: "C" average or higher in Latin III

Latin IV is a continued study of poetry and other literature in the late Republic to early Empire. The focus continues to be on reading and comprehending the Latin text and gaining an appreciation for the literature in its native language. Cultural topics include the history of the Roman Empire, Trojan War cycle including Virgil's *Aeneid*, and Homer's *Iliad* and *Odyssey*.

OTHER LANGUAGE COURSE- CCP 1 HS credit + 3 sem hours
(one semester) 11,12
Prerequisite: inquire with guidance counselor

500 MATHEMATICS

The mathematics courses offered at Newark Catholic High School are designed to challenge students at every ability level. Accordingly, students are expected to take courses appropriate to their ability. Four years of mathematics is required, and students in the state of Ohio must complete Algebra 2 before graduation.

In general, the material in the mathematics classes is presented in a lecture-discussion format, supplemented with cooperative learning, technology, and manipulative activities. Emphasis is placed on completion of homework, practical applications, and, where possible, the interrelationship between mathematics and the physical sciences.

Texas Instruments graphing calculators (TI-84) are required and expected to be maintained by the student.

Students should pay particular attention to prerequisites for courses, as they will be strictly observed.

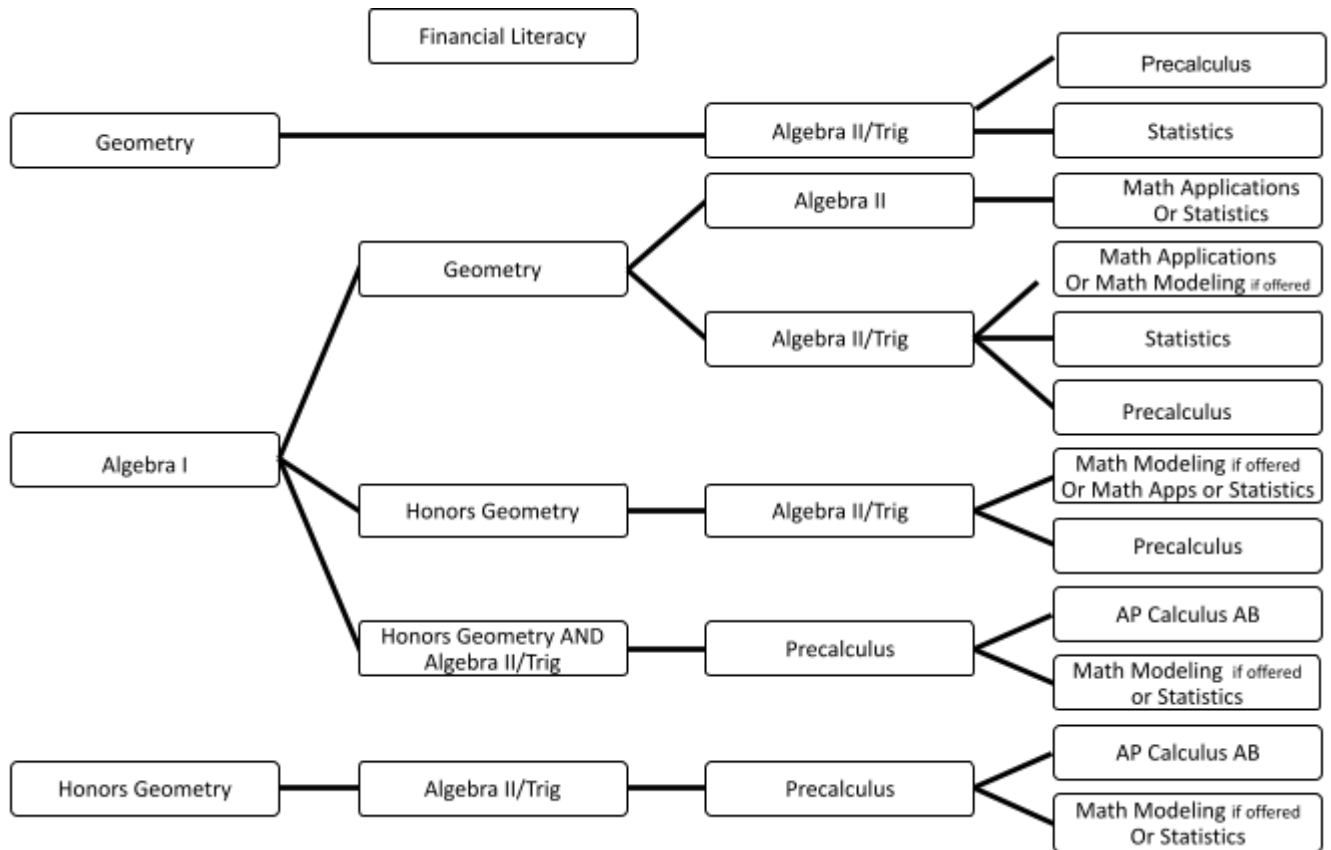
<u>Grade</u>	<u>gCourse</u>	<u>Title</u>	<u>Credit</u>
9	502	Algebra I Block (not offered '23-24)	1
9	511	Algebra I	1
10	522	Geometry	1
9, 10	523	Honors Geometry	1
11	531	Algebra II	1
10, 11	532	Algebra II with Trigonometry	1
12	537	Math Applications	1/2
11, 12	539	Mathematical Modeling (not offered '23-24)	1
11, 12	540	Precalculus	1
12	541	AP Calculus AB	1
11, 12	542	Statistics & Probability	1/2
11, 12	****	Math-CCP (if pursued)	1
11, 12	543	Financial Literacy	1/2

The sequence of study demonstrated below is an example of the *most common* pathways taken by our students for their four years. For more detailed information on alternative pathways, please refer to the prerequisites listed in the course descriptions and inquire with guidance.

Please note: CCP offerings available through a given institution of higher education may count for high school dual credit within this department with a passing grade if pursued; students are to follow the application process to apply for and be granted credits from the state of Ohio; students then work with the guidance counselor in the semester prior to ensure course selections fulfill requirements.

SEQUENCE OF STUDY

To satisfy the state requirement for personal finance education, all juniors will learn finance through the Financial Literacy Course taken typically in the junior year at NC. Students transferring in that have not satisfied the requirement will work with the guidance counselor to schedule this.



Prerequisites for Double Scheduling Math

The Algebra I teacher recommends students for double scheduling math based on grades through the end of semester one. These students are determined by: an “A” or “A-” in Algebra.

All students scheduled in double math their sophomore year are automatically placed in Honors Geometry and Algebra II/Trig. These students have first priority in being placed in Honors Geometry. The students involved in the 8th grade Algebra program will have second priority in placement into Honors Geometry with the recommendation of the instructor.

Students enrolled in either Honors Geometry or Geometry will be able to schedule for Algebra II/Trig the following year if their grades are sufficient and the teacher recommends it.

Prerequisites for Incoming Freshmen to take Honors Geometry

1. Student has taken and successfully completed an Algebra I class in the eighth grade that has been taught by a certified Algebra teacher following the Diocesan Course of Study or the Public School District course of study.
2. Students take and pass the Algebra Achievement Test with a score of at least 85%. This test is supplied by the Diocesan Department of Education and is required to be taken by all students attempting to successfully complete a high school Algebra I requirement as an eighth grader.
3. Student takes and passes the Honors Geometry placement test administered by the NC math department.

The student will be required to take Algebra I as a freshman if prerequisites 1 and 2 are not met. If prerequisite 3 is not met, students will be scheduled into Geometry. This applies to both incoming public and private school students. The Algebra Achievement Test will be administered at a date to be determined in May.

502 ALGEBRA I - BLOCK (not offered in 2023-2024) 1 credit
(full year) 2 class periods
Prerequisite: Placement determined by the School Counseling Department upon admission 9

The Ohio Department of Education, in conjunction with the new state learning standards, expects all high school students to take Algebra 1 or higher as their entry-level course. *Algebra 1 – Block* will schedule students for two periods per day of Algebra 1; one period will be in a typical Algebra 1 section and a second period will be for additional reinforcement of concepts with just Algebra 1-Block students. This will provide additional time to practice skills and bring students up to grade level in mathematics. Deductive reasoning will be taught through work with polynomials and problem solving. Topics will include: graphing and solving linear and second-degree equations and inequalities; graphing and solving linear and second-degree systems; rational and irrational numbers; and polynomial operations. This course is designed to help prepare the students for state-mandated assessments.

511 ALGEBRA I 1 credit
(full year) 9
Prerequisite: Placement determined by the School Counseling Department upon admission.

Deductive reasoning will be taught through work with polynomials and problem solving. Topics will include: graphing and solving linear and second-degree equations and inequalities; graphing and solving linear and second-degree systems; rational and irrational numbers; and polynomial operations. This course is designed to help prepare the students for state-mandated assessments.

522 GEOMETRY 1 credit
(full year) 10
Prerequisites: Algebra I “B” average or lower

The basic concepts of Euclidean geometry are introduced by relating geometry to algebra through the coordinate plane. Topics covered include: congruence, similarity, area, volume, transformational and coordinate geometry, and right triangle trigonometry. The emphasis of this course is the strengthening of algebraic skills through geometry. This course is designed to help prepare the students for state-mandated assessments.

523 HONORS GEOMETRY 1 credit
(full year) 9,10
Prerequisites: Algebra I “B+” average or higher; incoming freshman qualify according to the conditions outlined aboveP

The basic concepts of Euclidean geometry are introduced. Written formalization of deductive reasoning is taught through geometric proof. Topics covered include: congruence, similarity, area, volume, transformational and coordinate geometry, and right triangle trigonometry. The emphasis of this course is deductive and inductive reasoning. This course is designed to help prepare the students for state-mandated assessments.

531 ALGEBRA II 1 credit
(full year) 11
Prerequisites: Geometry “B-“ average or lower

This course will review and extend the algebraic concepts from Algebra I and Geometry. Topics include: linear, quadratic, rational and polynomial equations and inequalities; functions; irrational and complex numbers; and graphing techniques. The emphasis of the course is on the solidification of the skills of deductive reasoning.

532 ALGEBRA II WITH TRIGONOMETRY 1 credit
(full year) 10,11
Prerequisites: Geometry “B” average or higher or Honors Geometry “B-” average or higher
Algebra I “C” average or higher
May be taken concurrently with Honors Geometry if student qualifies for double scheduling

This course will briefly review the algebraic concepts from Algebra I and Geometry, and will extend them to include linear, quadratic, rational and polynomial equations and inequalities; functions; irrational and complex numbers; discrete mathematics; analytic geometry; graphing techniques; and a thorough treatment of trigonometry.

537 MATHEMATICAL APPLICATIONS 1/2 credit
(1 Semester) 12
Prerequisites: Algebra II, Algebra II with Trigonometry
Placement determined by the Math Department

Mathematical applications is a senior level course. Topics covered will include set theory, logic, various number systems, algebra, geometry, number theory, consumer math, and elementary probability.

538 STATISTICS & PROBABILITY 1/2 credit
(one semester) 12
Prerequisites: Algebra II, or Algebra II with Trigonometry
Placement determined by the Math Department

This course will serve as an introduction to basic statistics and probability. It will focus upon skill sets such as: statistical data analysis– mainly in one variable but some multivariable analysis, how to make inferences and best model for data, as well as probability and expected outcomes.

539 MATHEMATICAL MODELING (*not offered in 2023-2024*) 1 credit
(full year) 11,12
Prerequisites: Algebra II with Trigonometry “C” average or above
Placement determined by the Math Department

Course introduces mathematical modeling, based on the use of elementary functions, to describe and explore real-world data and phenomena. Graphical, numerical, symbolic, and verbal methods are used in the investigation of data, functions, equations, and models. Emphasis is placed on the applications and the ability to construct useful mathematical models, to analyze them critically, and to communicate quantitative concepts. Setting up and solving basic word problems is a key component of the course.

540 PRECALCULUS 1 credit
(full year) 11,12
Prerequisites: Algebra II with Trigonometry “B” average or higher
Placement determined by the Math Department

Course will explore the interrelationships between geometry and algebra. Topics will include: concepts of functions, circular and trigonometric functions, analytic geometry, nonlinear graphing, polar graphics, complex numbers, series and sequences, and an introduction to statistics.

541 AP CALCULUS 1 credit
(full year) 12
Prerequisites: Precalculus “B” average or higher
Students are required to take physics concurrently, and the AP Calculus Test upon completion of class

Placement determined by the Math Department

This course is designed to show the relationships between functions, graphs, and limits, and how they relate to Differential and Integral Calculus. Topics include: deriving formulas for the derivative of various functions, evaluating finite and infinite limits, expressing answers and ideas graphically, and developing integral formulas. This class is designed to expand on Precalculus knowledge and show how Calculus is formed on those principles. Students participate in the AP Calculus AB test in May for the opportunity to earn college credit.

560 FINANCIAL LITERACY

(one semester)

Prerequisites: Algebra I

Placement determined by the Math Department

1/2 credit

11

This is an introductory course in the study of Financial Literacy and Consumer Economics/Personal Finance. It is a one semester course and is aligned to Ohio's New Learning Standards. The course will begin by examining the ability of individuals to use knowledge and skills to manage limited financial resources effectively for a lifetime of financial security. A heavy emphasis will be placed on preparing students for their immediate financial future and teaching skills that will be applicable in real-world situations. The second half of the semester will explore the fundamentals that guide individuals and nations as they make choices about how to use limited resources to satisfy their wants, placing focus on micro and macro economic concepts, as well as the global economy.

OTHER MATHEMATICS CCP /Advanced HS Math Credit

(one semester)

Prerequisite: Algebra II with Trig

1 HS credit + 3 sem hours

11,12

600 SCIENCE

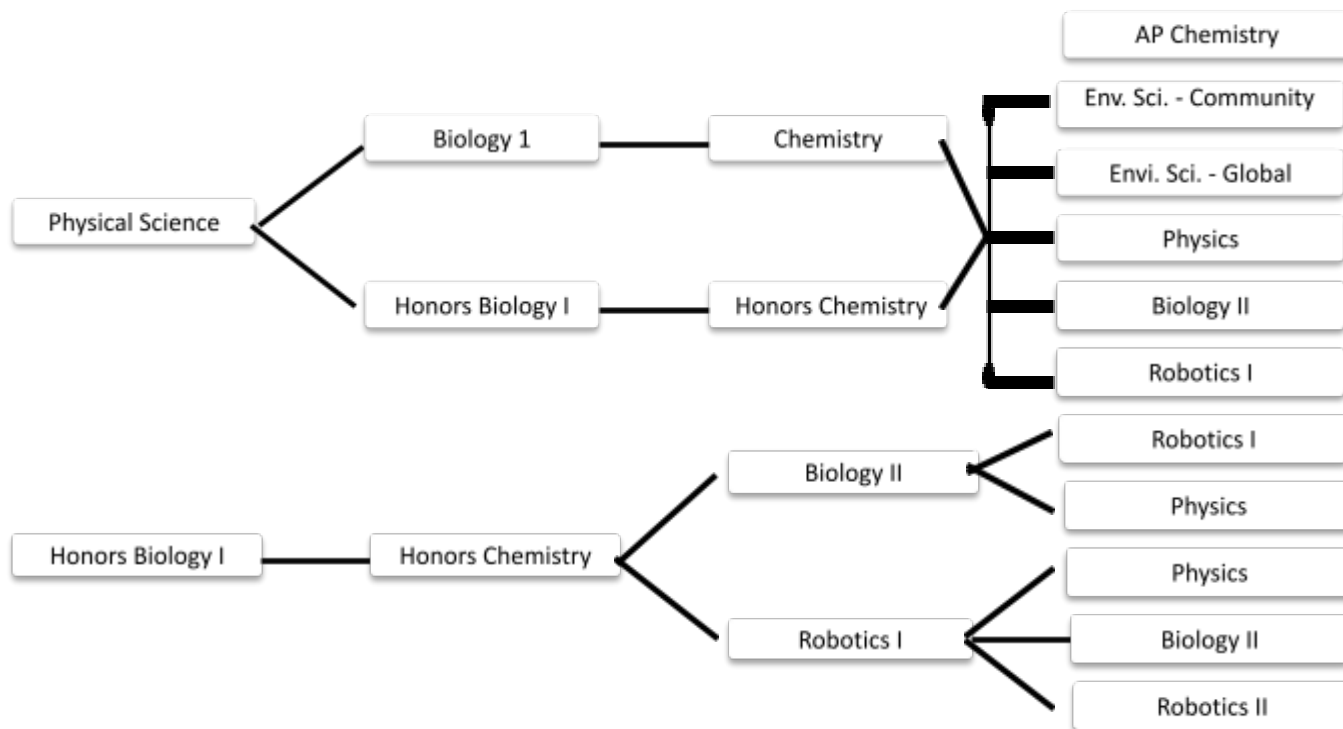
<u>Grade</u>	<u>Course</u>	<u>Title</u>	<u>Credit</u>
9	611	Physical Science	1
10	621	Biology I	1
9, 10	622	Honors Biology I	1
11, 12	623	Biology II	1
11	631	Chemistry I	1
10, 11	632	Honors Chemistry I	1
11, 12	633	AP Chemistry	1
11, 12	641	Physics	1
12	650	Environmental Science – Community	½
12	651	Environmental Science – Global	½
11, 12	652	Physics for Robotic Engineering I	1
12	653	Physics for Robotics Engineering II	1
11, 12	660	Astronomy	1
11, 12		Science- CCP (if pursued)	1

Honors Science courses have limited space. Students with an “A” in the previous prerequisite courses will automatically be allowed to take the honors course. Those with an “A-” will be admitted to the course until the class is full, using the following criteria for selection: cumulative GPA, standardized math scores, determination of the science and math instructors.

The sequence of study demonstrated below is an example of the most common pathways taken by our students for their four years. For more detailed information, please refer to the prerequisites listed in the course descriptions.

Please note: CCP offerings available through a given institution of higher education may count for high school dual credit within this department with a passing grade if pursued; students are to follow the application process to apply for and be granted credits from the state of Ohio; students then work with the guidance counselor in the semester prior to ensure course selections fulfill requirements. Core content area courses for graduation must be taken at Newark Catholic High School– ie: a CCP English cannot take the place of these Newark Catholic courses.

SEQUENCE OF STUDY



611 PHYSICAL SCIENCE

(full year)

Prerequisite: none

1 credit

9

This course is an introduction to chemistry, physics, and earth science and includes development of problem solving skills and laboratory procedures. The focus of the course will be the nature of matter, changes in matter, chemical reactions, motion and energy, waves and wave properties, electricity and magnetism, earth and space.

621 BIOLOGY I

(full year)

Prerequisite: Physical Science

1 credit

10

Designed for the first year biology student, Biology I covers an array of modern biology topics: molecular and cellular biology, genetics, classification, evolution, ecology, and a comparative survey of the domains and kingdoms of all of the organisms on earth. The course emphasizes skills in scientific problem solving, taxonomy, and development of laboratory skills, including use of the microscope and other laboratory apparatus. This course uses an inquiry-based approach to biology. This course is designed to help prepare the students for state-mandated assessments.

622 HONORS BIOLOGY I

(full year)

Prerequisites: **Placement determined by the Science and Math Departments**

Sophomore with an "A" in Algebra I and Physical Science, and

must be concurrently enrolled in Honors Geometry or a higher math course

1 credit

9, 10

Honors Biology I will be analyzing the organization of life, from the cell to the environment. The major topics being covered will be the scientific method, genetics, botany, anatomy, evolution, taxonomy, animal behavior, and ecology. Emphasis will be placed on developing the scientific mind through critical thinking, laboratory experiments, reading science novels, and looking into current scientific research. Projects will be done periodically through the year.

623 BIOLOGY II

(full year)

Prerequisites: Bio I

1 credit

11,12

This course is designed for students considering a career in the sciences and/or wishing to build upon their Biology I background. This course covers the "study of all life" which includes analyzing the creation of a cell as well as the organization of the environment. Basic principles of genetics, botany, microbiology, ethology, ecology, anatomy, and evolution will be discussed. "Current research" will be brought into the classroom through discussion, homework, and projects. Laboratory experiments, dissections, and possible field trips will take place periodically throughout the year. This course fulfills the requirements for an advanced science for graduation.

631 CHEMISTRY I

(full year)

Prerequisites: Algebra, Biology I

1 credit

11

This course utilizes a conceptual approach to the major principles of chemistry. Solving problems will be one of the course objectives. However, the major emphasis will not be on the mathematics of chemistry. Topics covered include measurement, matter-energy-change, atomic theory, bonding, chemical shorthand, descriptive chemistry, nuclear chemistry, organic chemistry, and qualitative analysis. This course is designed to provide those students planning careers in traditionally non-science majors such as business, social sciences, arts and the humanities with a fundamental understanding of chemistry and its connection to other sciences and technologies. This course meets college requirements for a laboratory science and will serve as preparation for college basic science courses for non-science majors. This course fulfills the requirements for an advanced science for graduation.

632 HONORS CHEMISTRY I

(full year)

1 credit

10,11

Prerequisites: **Placement determined by the Science and Math Departments**

"A" average in Honors Biology I or Biology 1, and a recommendation from the Chemistry teacher

This course follows a logical, sequential development of major chemical principles, beginning with the "mechanics" of chemistry, the theoretical development of the atom and the structure of matter as it relates to the periodic table. Other topics include the mole concept, stoichiometry, equilibrium, reaction rates, acids and bases, and oxidation and reduction. Some descriptive and analytical chemistry is included. Extensive application of mathematical skills in problem solving and laboratory work is integral to this course. This course meets college entrance requirements and is intended for science or math majors.

633 AP Chemistry

(full year)

1 credit

11 or 12

Prerequisites: **Placement determined by the Science Department**

This course provides students with a college-level foundation to support future advanced coursework in chemistry. Students cultivate their understanding of chemistry through inquiry-based investigations, as they explore content such as: atomic structure, intermolecular forces and bonding, chemical reactions, kinetics, thermodynamics, and equilibrium. Students will take the AP exam in the second semester.

641 PHYSICS

(full year)

1 credit

11,12

Prerequisites: **Placement determined by the Science Department**

Successful completion of Algebra II or Algebra II w/Trig

Physics is a college level course that investigates the macroscopic world in which we live. This course is mathematic intensive and emphasizes problem solving involving the fundamental concepts of physics. The topics covered include kinematics, dynamics, forces, gravitation, momentum, states of matter and energy, wave motion, optics, sound, electricity and magnetism, nuclear and astrophysics. This course fulfills the requirements for an advanced science for graduation.

**AP Calculus students are required to take Physics, however a Physics student does not have to be in AP Calculus.*

650 ENVIRONMENTAL SCIENCE - COMMUNITY (not offered in '23-24)(1st semester)

½ credit

12

Prerequisite: None; both Environmental Sciences are taken the same year, one each semester

Environmental Science introduces ecological topics ranging from ecosystems to individual organisms. Some of the topics introduced in the course include the nature of ecology as a science, the individual and its physical environment, population distribution and growth, biodiversity, and community dynamics. Environmental concepts will be explained using examples from diverse habitats and across a broad spectrum of taxa (bacteria, fungi, animals and plants). Special topics include recent advances in environmental studies as well and specific studies of environmental issues in our local community. Students will participate in the Ohio Energy Project.

651 ENVIRONMENTAL SCIENCE - GLOBAL (not offered in '23-24)(2nd semester)

½ credit

12

Prerequisite: None; both Environmental Sciences are taken the same year, one each semester

Explores Earth's natural systems, as well as how human activity affects the environment; students will apply the scientific method to investigate natural flows of chemical, water and energy in terrestrial, aquatic, and atmospheric systems, and how humans impact these natural flows and systems. Students will participate in the Ohio Energy Project.

652 PHYSICS FOR ROBOTIC ENGINEERING I

(full year)

1 credit

11,12

Prerequisites: Placement confirmed by the science department

Students will learn to apply Physics topics (Electricity and Magnetism, Series and Parallel Circuits, Solid-State Electronics, Work and Simple Machines, Motion, Forces in One and Two Dimensions, and Rotational Motion) combined with computer programming and circuit design to solve real world problems. Students will make use of the Arduino Uno Microcontroller, Makerbot Replicator 3D Printer, Autodesk Inventor, and other lab equipment to complete assignments. Students will design and build a First Robotics Competition robot based on the FRC guidelines posted

every January. (*See note)

653 PHYSICS FOR ROBOTIC ENGINEERING II

1 credit

(full year)

12

Prerequisites: Successful completion of Physics for Robotic Engineering I

Students will complete four projects (quarter long projects) based on skills learned in Robotics I. Students and the instructor will design the parameters of the project and students will use project management skills to create goals and deadlines in order to complete their project within the given time period. Project difficulty will require students to research advanced skills in order to complete their project. (*See note)

**Physics for Robotics is intended for students with specific interest in expanding their skills in the applied physics and technology specified above. It is not a replacement for a core track science, such as Physics, Biology 2, or Environmental Science.*

660 Astronomy

1 credit

(1 full year)

11, 12

Prerequisites: Algebra II with trig preferred or Algebra II with an A

This course provides an overview of the universe and its components, covering topics such as the solar system, stars, galaxies, and black holes. Students will develop scientific inquiry skills and engage in hands-on activities, such as astrophotography and observing the night sky. Additionally, they will learn about the history of astronomy and the importance of space exploration. By the end of the course, students will have a solid foundation in Astronomy and be prepared for further studies in science and related fields. This course fulfills the requirements for an advanced science for graduation.

Other SCIENCE CCP /Advanced HS Science Credit

1 HS credit + 3 sem hours

(one semester)

11,12

700 HEALTH & WELLNESS

<u>Grade</u>	<u>Course</u>	<u>Title</u>	<u>Credit</u>
9, 10, 11, 12	701	Physical Education	¼
9, 10, 11, 12	702	Fitness For Life	½
9, 10, 11, 12	703	Physical Education	¼
11, 12	704	Leadership & Communication Development	½
9, 10, 11, 12	731	Health	½

701 PHYSICAL EDUCATION

(one semester) *only offered if the Summer Session of PE in June prior to start of school is not offered*
Prerequisite: None

¼ credit
9,10,11,12

This course is offered primarily to both freshmen and sophomores. The course meets five days per week, giving the students the opportunity to complete the State requirement in Physical Education. Classes, which are co-educational, enable the student to increase understanding of fitness and total wellness through individual and group activities. Each student will be encouraged to participate in goal setting for individual fitness, cooperative group activities, and strategic games. Students will be graded on their knowledge of activities demonstrated through quizzes, homework, daily participation, and general attitude toward others.

702 FITNESS FOR LIFE

(one semester)
Prerequisite: None

½ credit
9,10,11,12

This course is designed to provide an opportunity for students to increase their level of physical fitness through basic to moderate exercise training. In addition, each student will gain an understanding of the importance of physical fitness and flexibility. This course includes, but is not limited to cardiovascular activities, plyometrics, basic kinesiology, and aerobic exercises. Healthy sportsmanship is incorporated during team play.

703 PHYSICAL EDUCATION SUMMER SESSION (not offered for '23-24)

(summer session – 7 days)
Prerequisite: None

¼ credit
9,10,11,12

This course is designed for a two week, intense Physical Education experience. The course will follow the Diocesan Course of Study.

Students are required to complete two (2) semesters of physical education for graduation. By the end of 10th grade if a student has not completed this requirement and has not scheduled for summer school physical education, the school will schedule physical education in the 11th grade. The rationale for this policy is that if a student waits until their senior year to take physical education, the school cannot guarantee the course will be offered or that it can be scheduled, thus precluding the student from graduating.

704 LEADERSHIP & COMMUNICATION DEVELOPMENT

(one semester)
Prerequisite: None

½ credit
11,12

This course will work on defining leadership, its role on influence, and the impact of communication. These topics will be studied regarding influence on all aspects of a person's life (personal, career, social, family, and spiritual), and all periods in a person's lifespan. Content areas include: the role of influence, decision-making, problem-solving, goal setting, effective communication, organization and time management, leadership styles, influence in relationships, community impact, and strategies to implement change. Students will engage in reading, group and individual projects, interviews, self-analysis and discussion.

731 HEALTH

(one semester)

Prerequisite: None

½ credit

9,10,11,12

This course is designed to assist students in developing positive health attitudes and practices throughout their lives. The course work will involve information to assist students in increasing their awareness about physical, mental, social, and spiritual health. This course will also include information dealing with individual, family, and community well-being.

800 THEOLOGY

<u>Grade</u>	<u>Course</u>	<u>Title</u>	<u>Credit</u>
		<i>Theology I</i>	
9	811	The Revelation Of Jesus Christ In Scripture	½
9	812	Who Is Jesus Christ	½
		<i>Theology II</i>	
10	821	The Mission Of Jesus Christ (The Paschal Mystery)	½
10	822	Jesus Christ's Mission Continues In The Church	½
		<i>Theology III</i>	
11	831	Sacraments As Privileged Encounters With Jesus Christ	½
11	832	Life In Jesus Christ	½
		<i>Theology IV</i>	
12	841	History Of The Catholic Church	½
12	842	Living As A Disciple Of Jesus Christ In Society	½
11, 12	850	Exploring the Vocation to Catholic Education	½

Failure of any semester course will be made up during summer school.

811 THE REVELATION OF JESUS CHRIST IN SCRIPTURE

½ credit

1st Semester

9

This course is designed to give students basic information about Sacred Scripture in order to prosper reading and understanding the Bible. Students will focus on key concepts highlighting the fact that Scripture is the Inspired Word of God and a primary means for encountering the Revelation of the Living God with a particular focus on the Good News of Jesus Christ.

812 WHO IS JESUS CHRIST

½ credit

2nd Semester

9

This course is designed to move students into a deeper understanding of Jesus Christ as the ultimate revelation from God to us. Students will delve into the mystery of Jesus through the study of the Incarnation. Exploring the great mysteries of Christ, students will then focus on the human response – faith.

821 THE MISSION OF JESUS CHRIST (The Paschal Mystery)

½ credit

1st Semester

10

Students will explore what God has done for us (Redemption) through Jesus Christ and the Paschal Mystery. Through this course, students will learn they share in this redemption and explore what it means to be a disciple of Christ.

822 JESUS CHRIST'S MISSION CONTINUES IN THE CHURCH

½ credit

2nd Semester

10

Students will study the Apostles and the beginning of the Church. Students will learn that the Church is the Body of Christ sustained by the Holy Spirit with an emphasis on the sacred nature of the Church.

831 SACRAMENTS AS PRIVILEGED ENCOUNTERS WITH JESUS CHRIST

½ credit

1st Semester

11

Students will study each of the Sacraments as the means by which they receive Christ in a full and real way with a special emphasis on the Eucharist.

832 LIFE IN JESUS CHRIST

½ credit

2nd Semester

11

Students will study and learn the moral precepts and concepts that should govern a life lived as a disciple of Christ. This focus will help students understand that it is only through Christ that they can fully live out God's plan for their lives.

841 HISTORY OF THE CATHOLIC CHURCH

½ credit

1st Semester

12

This course will explore the 2,000-year history of the Catholic Church beginning with the Apostles and ending with the present apostolic successor. Students will also learn about the role of the Holy Spirit in sustaining the Church through its tumultuous time emphasizing the church's both Divine and human elements.

842 LIVING AS A DISCIPLE OF JESUS CHRIST IN SOCIETY

½ credit

2nd Semester

12

This course is to introduce students to the Church's Social Teaching. In this course students are to learn how Christ's concern for others, especially the poor and needy, is present today in the Church's social teaching and mission.

850 Exploring the Vocation to Catholic Education

½ credit

(Semester)

11, 12

This course explores the call to Catholic Education as a vocation; it is designed to give students a theoretical background in pedagogy and the philosophy of Catholic Education which distinguishes service in Catholic schools from other school cultures. Students will also examine topics such as: classroom management, high yield instructional strategies, how to gather and analyze data, and introductory lesson planning techniques among others. Student participation in the required field experience assisting an assigned teacher(s) in the school requires that the student can arrange for their own transportation; parent permission and forms must be completed prior to participation in the field experience components of the course.

NC/C-TEC Dual Enrolled Students**THEOLOGY III / THEOLOGY IV**

1 credit each

(All year)

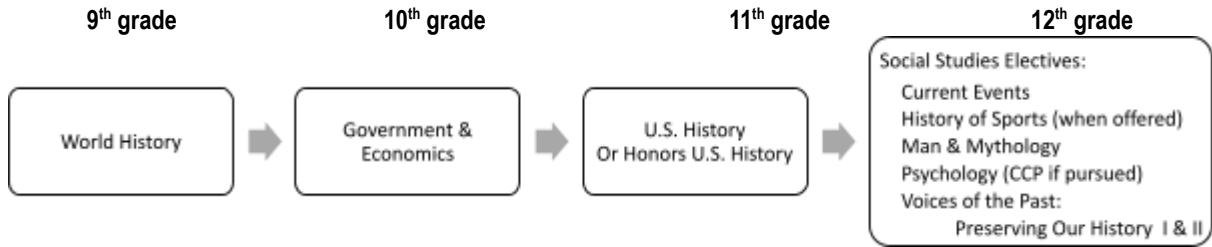
11,12

Students who attend C-TEC and remain at Newark Catholic as their home school *are required to participate in theology instruction daily on campus at NC*. Generally, this occurs during the first or last period of the day; students are accommodated to ensure they are free during supervised study at C-TEC and can travel to NC for these courses and fulfill requirements. Should this be impossible due to a lack of flexibility in lab time at C-TEC, the student will be made aware in the Spring by the Guidance department because the Newark Catholic High School Diploma requires that students comply with Diocesan theology course policy as outlined in this handbook.

900 SOCIAL STUDIES

<u>Course</u>	<u>Title</u>	<u>Credit</u>
911	United States History	1
912	Honors United States History	1
925	Government & Economics	1
941	World History	1
951	Current Events	½
953	Psychology- CCP (if pursued)	1
954	Man and Mythology	½
955	History of Sports (not offered in 2023-2024)	½
956	Voices of the Past: Preserving Our History I	½
957	Voices of the Past: Preserving Our History II	½
959	Criminology	½
	Other Social Studies-CCP (if pursued)	

The chart below demonstrates the social studies progression.



Students transferring to NC after freshman year may have taken a different order of social studies courses. Students will be placed in Government & Economics and U.S. History first to ensure there is enough time to complete state graduation testing, then they will schedule World History if needed.

911 UNITED STATES HISTORY

(full year)

Prerequisite: None

1 credit

11

Students will chronologically study the history of the United States of America with an emphasis on both domestic and foreign affairs from 1877 to the present. In addition, emphasis will be placed on historical documents that helped shape the United States, applying concepts of the earlier Enlightenment movement to the application of the U.S. Constitution. The episodes of America's past have shaped the nature of the country today and prepared it to attend to the challenges of tomorrow. The concepts of historical thinking introduced in earlier grades continue to build with students locating and analyzing primary and secondary sources from multiple perspectives in attempts to draw solid conclusions in students' understanding of how these events came to pass and their meaning in our world today.

912 HONORS UNITED STATES HISTORY

(full year)

Prerequisite: Teacher Recommendation in consultation with Honors instructor

1 credit

11

Students will chronologically study the history of the United States of America with an emphasis on both domestic and foreign affairs from 1877 to the present. In addition, emphasis will be placed on historical documents that helped shape the United States, applying concepts of the earlier Enlightenment movement to the application of the U.S. Constitution. The episodes of America's past have shaped the nature of the country today

and prepared it to attend to the challenges of tomorrow. The concepts of historical thinking introduced in earlier grades continue to build with students locating and analyzing primary and secondary sources from multiple perspectives in attempts to draw solid conclusions in students' understanding of how these events came to pass and their meaning in our world today.

925 GOVERNMENT & ECONOMICS

(full year)

Prerequisite: None

1 credit

10

The purpose for this course is to study the American government system from the beginning origins of state laws and the development of the constitution to the current political system. The course will emphasize the three branches of government, constitutional laws at both the national and state levels, comparative political and economic systems, participating in state and local government, and political behavior. Students will also be introduced to the basic concepts of the American economic system. Students will study the American free enterprise system, how markets work, business and labor organizations, finance, taxes and government spending, and the global economy. Additionally, students will study personal finance, including budgeting, taxes, financing college education, and credit. Students will understand the impact of debt on their personal economy.

941 WORLD HISTORY

(full year)

Prerequisites: None

1 credit

9

This course examines world events from 1600 to the present. It explores the impact of the democratic and industrial revolutions, the forces that led to world domination by European powers, the wars that changed empires, the ideas that led to independence movements and the effects of global interdependence. The concepts of historical thinking introduced in earlier grades continue to build with students locating and analyzing primary and secondary sources from multiple perspectives to draw conclusions.

951 CURRENT EVENTS

(1st semester)

Prerequisite: None

½ credit

12

This elective course discusses political, social, and economic issues both domestically and around the world. Various forms of media, magazines, newspapers, and other periodicals will be used as resources to brief students on world events. An emphasis will be placed on the proper use of the internet for current information and recognition of potential bias in the media. There will be a number of reading/homework assignments daily in addition to weekly assessments.

953 PSYCHOLOGY – College Credit Plus Course

(1 semester)

Prerequisites: **Admission determined by COTC**

1 credit - High School Credit

3 sem hours- College Credit

11, 12

Introduction to Psychology is a college course, taught by a COTC professor, that provides an introduction to the areas of basic theoretical constructs, nervous system functioning, perception, learning, memory, emotion, cognition, intelligence, personality theories, stress, social psychology and motivational psychology. This course fills up quickly. If it becomes overfilled, NC will fill the class according to descending grade level (seniors first, then juniors), then by the date that funding was submitted in the SAFE Account.

** Note – Additional requirements for Psychology/CCP taken at NC:*

(1) Acceptable placement test score or ACT score;

(2) State funding to classify as a CCP student.

954 MAN AND MYTHOLOGY

(1 semester)

Prerequisite: None

½ credit

11, 12

This semester-long elective course is designed to help students learn about the impact of the modern and historic global community on the Catholic Church and their own culture. Ancient European mythology, which includes Sumerian, Babylonian, Egyptian, Greek, Roman, and the Norse cultures, will be the focal point of discussions. Students will gain an understanding and appreciation for the literature, policies and beliefs of these cultures through reading, writing, and comparing. Students will also focus on the impact these mythologies have on their own language and society in respect to basic human needs and concerns. Students will be assessed through homework activities, class presentations, writing assignments, and tests.

955 HISTORY OF SPORTS (not offered in '23-24)
(1 semester)
Prerequisite: None

½ credit
12

This history elective will examine how American culture has developed a special and intense relationship with sports. Our studies will focus on helping students gain a greater comprehension of the social, economic, and cultural influence that sports have on American society. We will examine the roles that gender, race, ethnicity, consumerism, mass media, and economics have played over time. Students will do historical investigation through a wide range of primary and secondary documents, examining videos and speeches, reading oral histories, and beginning research of their own. This course is broken down into current event readings in sports, examination of historical documentaries, and application of sports in real world literature.

956 VOICES OF THE PAST: PRESERVING OUR HISTORY, I
(1 Semester)
Prerequisite: World History

½ credit
10, 11, 12

In this research based course, students will use primary and secondary sources to assemble and synthesize stories of family and community members, veterans, and former students at Newark Catholic. This course will involve working with community stakeholders, public records, historical societies and databases to create biographies of the topics researched. Students will take an in-depth look at how specific historical events and time periods have affected the lives of the individuals they study. Collaborative learning principles will be utilized in this project-based course. Students will also be expected to complete a service learning project based on their work in this course.

957 VOICES OF THE PAST: PRESERVING OUR HISTORY, II
(1 Semester)
Prerequisite: Voices of the Past: Preserving Our History, I

½ credit
10, 11, 12

In this research based course, students will delve deeper into independent study with mentorship from the instructor to set forth the purpose for the project, points of inquiry, and strands from the high school social studies course of study for immersive, project-based study. Students will draw upon primary and secondary sources to assemble and synthesize stories of family and community members, veterans, and former students at Newark Catholic. Students may choose to build upon the topics of study from course I and expand the service learning element or set forth a related or different topic of study with the instructor's approval.

959 CRIMINOLOGY
(one semester)
Prerequisite: Government/Econ

½ credit
11,12

As an all-encompassing introduction to the study of crime, criminals and the justice system, students will engage in study rooted in analysis and synthesis of past and current practices. Students will consider the justice system's response through a Catholic world-view of morality and through a social science lens. With regard to crime, the course examines its relativity to society, the history, the cost, and why it occurs. Students will take an in-depth look at a criminal's behavior. The course examines the criminal justice system's response, recidivism and prevention.