

**NEWARK CATHOLIC HIGH SCHOOL**  
**PARENT-STUDENT HANDBOOK**  
**2009-2010**

**MISSION STATEMENT**

Newark Catholic High School is committed to offering students an environment for growing in their Catholic Faith, expanding their knowledge, and extending their talents in service to others. Rich in tradition, yet sensitive to change, Newark Catholic High School is devoted to educating its students to become sensitive, capable, responsible members of their families, church, community, nation, and world.

**BELIEF STATEMENTS**

Newark Catholic High School believes that...

- A true Catholic community is one in which human knowledge, understanding, and care, enlightened and enlivened by faith, are shared by its members.
- Each person is a valued individual with unique physical, social, emotional, spiritual, and intellectual gifts.
- Curriculum and instructional practices should incorporate a variety of instructional approaches and activities to accommodate different learning styles.
- The school communicates its mission through the curriculum it teaches, the service it provides, the rules and expectations it maintains, the adult role models it offers, the activities it sponsors, and the traditions it honors.
- Education is a personal and lifelong experience.

**OBJECTIVES**

1. To provide students with a comprehensive program of learning in the arts, humanities, sciences and mathematics, social studies, theology, and skill areas.
2. To foster, through this program, students' spiritual, physical, intellectual, social, aesthetic, and moral development.

3. To help students grow in their faith through the witness given by faculty and staff through ongoing religious education and through opportunities for prayer, worship, and community service.
4. To encourage students to recognize that their education is a personal, life long experience for which they have primary responsibility, but which their families, the school, and the society in which they live also have commitment.
5. To provide students with an environment characterized by mutual respect among administration, faculty, staff, and student.
6. To guide students toward self-direction, responsible decision-making, and care for others, and to assist students with their educational and career planning.
7. To offer students opportunities for taking initiative, exercising leadership, and developing social and group skills.
8. To maintain strong ties and close communication between school and home by keeping families regularly informed of their children's progress and school activities.
9. To provide the faculty with resources for competent and creative teaching and with opportunities and encouragement for professional growth.

**ADMISSIONS POLICY**

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 sincerely seek the religiously oriented education, which N.C.H.S. can provide. In accordance with diocesan policy, Newark Catholic High School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation.

In accordance with diocesan policy 5119.2, the custodial parent is required to provide the school with a certified copy of any child custody order or decree pertaining to a pupil.

### **EMERGENCY BUILDING EVACUATIONS**

In the event of an emergency requiring the evacuation of the building, students, faculty, and staff will assemble at Wilson Middle School or at other designated safe areas outside the building.

### **SCHOOL ATTENDANCE AREAS**

Diocesan policy 5117.0 states: "the location of the residence of the student's legal guardian is used to determine the assigned high school. Licking and Knox Counties are the areas assigned to Newark Catholic High School.

According to this policy, waivers will be granted only for the following reasons: 1, if siblings have attended the requested school, 2, if either parent attended the requested school, 3, if the assigned school feels it would be in the best interest of the student to attend the requested school, 4, if the requested school has an academic program that is not available in the assigned school, or 5, if transportation is not available to the assigned school. Waivers will not be granted for reasons related to participation in athletics. Waivers may be granted solely at the discretion of the superintendent.

### **ATTENDANCE**

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, 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.

If a Newark Catholic student is absent for seven (7) or more class days in a grading period, credit for all classes will be withheld (i.e., failing grades assigned). Any day in which a student is not in school and is not on a school-sponsored field trip is considered a day of absence. Days of absence can be excused when an illness or injury has medical documentation, or when personal circumstances, in the principal's judgment, warrant the absence. Failure to observe this regulation is a serious matter and could lead to expulsion.

Any student who arrives after 8:30 a.m. shall be recorded as missing a half-day of school.

In order to participate in an extra-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.

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.

Absence resulting from the failure of public school buses to operate will be regarded and recorded as an excused absence.

### **ABSENCES**

According to diocesan policy: excused absence refers to personal/family illness substantiated by a doctor's statement, quarantine in home, or a family death. Unexcused absence refers to illegal detention by parents (i.e., against school rules) and truancy. Following the spirit of this policy, the principal will make final determinations as to the type of student absence incurred.

### **PROCEDURE FOR REPORTING ABSENCE**

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

1. Parent or guardian must call the school between 7:00 a.m. and 9:00 a.m.
2. If an absence is extended, the parents must phone in each day.
3. Occasional requests for early dismissals for reasonable purposes may be allowed. Requests for early dismissal must be made in writing, signed 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.
4. Verification of parental approval for absence due to illness will be handled by phone. Any extended absences must have medical documentation.
5. All other types of absences require a note signed by parent/guardian explaining the reason for the absence. Students are not excused for driver's tests.

### **ATTENDANCE AT FUNERALS**

Students will be granted an excused absence to attend a funeral when a parent submits the request in writing prior to the funeral. This absence from school will count towards the seven days absence in a grading period.

### **VACATION/RELEASE DAY**

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 as truancy.

Requests from parents to take students on a family vacation or a family day during school time will be handled on a case-by-case basis. Parents should contact the school at least one week in advance of the vacation. The absence will count toward the seven (7) day per grading period rule.

### **COLLEGE VISITS**

Excused absences for college visits are permitted only for seniors. Each senior is permitted a maximum of two (2) such days which will not count in the seven (7) day attendance rule. Except by administrative decision, these days must be taken before May 1. College visits require prior notice in writing and verification of the visit from the college must be provided upon the student's return to NC.

### **ILLNESS**

Should a student become ill during the school day, s/he 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 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. 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 a definite opportunity to make up work in classes missed as a result of an excused absence.

1. Inform the front office (in writing) in advance of the absence
2. The student must contact each teacher on the first day back for the assignments.
3. Make-up work may consist of home or after-school assignments.
4. For a planned excused absence, the student is expected to see teachers ahead of time,

obtain all assignments, and turn in all completed work on the first day of return to school.

5. If a student has made no effort to complete make-up work within five (5) school days after returning to school, that student will not be allowed to make up the work missed and will fail any missed test.
6. Work missed as a result of an unexcused absence may not be made up for credit.

### **TARDINESS**

Students are tardy when they are not in the classroom when the tardy bell sounds at 8:00 a.m. More than three (3) days of being tardy to school per quarter renders a student subject to a school detention. The fourth and each successive occurrence of that quarter will incur another school detention. The seventh and each successive occurrence that quarter will incur an out-of-school suspension and no credit for missed work will be given. The classroom teacher will determine consequences for tardiness to individual classes.

### **TUITION REFUND POLICY**

Transfer families into and out of Newark Catholic High School will have a pro-rated balance based on number of days in attendance. The department fee is not refunded. Families transferring out of Newark Catholic are still responsible for raffle tickets per their Financial/Enrollment agreement.

### **SCHEDULE CHANGE FEE**

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

### **PUBLISHING STUDENT INFORMATION**

Diocesan Policy 5126.1 states: "Directory information regarding students will be released in various forms including websites unless a parent 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."

A consent form signed and dated by the parent(s) of a student must be turned into the school during the first week of classes.

### **GUIDELINES FOR BEHAVIOR**

Diocesan policy 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 violence are considered serious violations of the code. The administration reserves the right to take any necessary disciplinary actions on such occasions.

### **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/her designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.

Newark Catholic ("the School") is not in charge of its students when they are not in school or not participating in school-related or school-sponsored activities. Nevertheless, in light of Diocesan policy stated above, the School reserves the right to discipline as it deems appropriate student misconduct occurring in other circumstances. Misconduct for the purposes of this section means serious or repeated violations of civil law or the tenets of the Church, or behavior that otherwise deviates significantly from that expected of Newark Catholic students, as set forth in this handbook.

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. If a student engages in misconduct off school grounds and not at a school-related or school-sponsored event, the decision as to whether to take disciplinary action or not will be made by the School. The decision will be determined by the circumstances of the case by the impact the student's misconduct has upon the operation of the School and its programs, and the impact such misconduct has on the ability of the offending student and other students to properly participate in those programs. If the School decides that disciplinary action is warranted, then it may impose whatever punishment it deems appropriate from those discussed elsewhere in this handbook.

### **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.

Textbooks, library material, software, 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 assigned to students by number must be returned or a replacement fee will be assessed.

All accidental breakage must be reported to the office immediately, costs of the accidental breakage will be assumed by the student.

### **TECHNOLOGY/ACCEPTABLE USE POLICY**

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

In accordance with Diocesan policy, students are responsible for appropriate behavior when using the Internet just as they are in a classroom or in the hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. Should students encounter such material by accident, they should report it to a teacher immediately.
- Do not give out personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval
- Do not access or participate in chat rooms, download or play games, download music files, or check, send or receive e-mail.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software 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.

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

Since Internet access is a privilege and not a right, students have the responsibility to use the Internet in an appropriate manner. Consequences for misuse of abuse of the Internet, depending upon the severity of the situation, may include, but is not limited to the following:

- Loss of privilege of Internet access for a period deemed appropriate by the principal

- Notification of parents or parent conference
- School detention

All students must sign and return the *Technology Acceptable Use* form during the first week of classes, indicating that they have read the Diocesan Department of Education Technology Acceptable Use Policy and agree to follow the rules contain therein.

#### **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/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 Harassment Policy on the first day of school. Once this policy is read and understood, the *Harassment Policy Verification* form must be signed and returned to the school where it will be kept on file.

A person who abuses the dignity of anyone through 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 s/he has been subjected to harassment, the incident should be reported to a faculty member who will forward the complaint to the principal, or the incident should be reported to the principal. The principal shall investigate the complaint. If the complaint is determined to be valid, disciplinary action, which is warranted, will be taken.

#### **STUDENT PREGNANCY**

As per Diocesan Policy 5138.0, Newark Catholic High School shall follow these guidelines:

“In consideration for the sacredness of life and Christ’s example of compassion and forgiveness, no Catholic School shall expel a student on the grounds of pregnancy.

The religious instruction given in a Catholic school should make clear that any act involving procreation is the exclusive right of those who are married. If, in the case of an unmarried student, the faculty has an attitude of compassion rather than approval, and if the school offers appropriate religious instruction, there is

reasonable hope that the attitude of the student body will, likewise, be a rational and a Christian one.

At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion, and counsel. It is the Christian community’s responsibility to give support and aid to those involved. For both the boy and the girl, counseling by those who may be of assistance is strongly recommended.”

#### **BULLYING**

Newark Catholic High School shall not tolerate any bullying on school grounds or at any school activity on or off campus.

Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumors; false accusations; cyber-bullying; and social isolation.

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion.

#### **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. Any student who is in the hallway during class time **MUST** have his/her Hallway Passport (located in his/her Student Agenda) properly signed by a faculty member. There are **NO EXCEPTIONS** to this rule.

Students may use the restroom before and after school, between classes, during the morning break, 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, s/he 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 them permission for some specific purpose.

Students on athletic teams may go to the locker room before school to drop off any needed equipment. There is to be no loitering in this area. Only students in gym class may enter the locker room during the school day.

## 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. 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 lunch proctors and principal.
6. 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 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. One person at a time will be excused to go to the restroom or go to the office once attendance has been taken.

7. Students may sign up to go to the library once attendance has been taken and the moderator requests the sign up

## **DISCIPLINARY PROCEDURES**

### TEACHER DETENTIONS/DISCIPLINE

Teachers shall uphold the spirit of the school's code of conduct. Consequences for minor, daily misbehavior situations rest with the classroom teachers and staff. All forms of reasonable discipline (including same day detentions) have the full backing of the school administration. A student's failure or refusal to accept his/her responsibility in these situations will be considered a serious offense.

### TEACHER 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 and the student is responsible for his/her transportation.

### SCHOOL DETENTIONS

Faculty, staff, or principal 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 Tuesdays from **7:00-7:45 a.m. and 3:00- 3:45 p.m.**
3. Detention hall is an extension of the class day. Thus, all rules apply (e.g., dress code, silent study, no food/drink).
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 Tuesday School.

## **TUESDAY SCHOOL DETENTIONS**

A Tuesday School 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.

- Tuesday School 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.
- Tuesday School 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 absent on Tuesday for illness will be considered excused and must make up that detention the next scheduled Tuesday.
- No Tuesday School 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 Tuesday School, the student will be suspended (with no credit for work missed) for the same number of days s/he had been assigned to Tuesday School. No further Tuesday Schools will be required.

If a student thinks a detention is unwarranted, s/he should follow this procedure:

1. Confer as soon as possible with the faculty or staff member who issued the detention.
2. If this conference does not resolve the disagreement ask parents to schedule a conference with the faculty or staff member.
3. If this conference does not resolve the disagreement or does not occur, refer the matter to the principal.

## **SEVERE BEHAVIOR CASES**

Diocesan policy states: Serious or repeated misconduct is liable to suspension and expulsion. Expulsion shall not take place except as a result of the suspension procedure described below. Conduct liable to suspension and expulsion is that which disrupts the academic atmosphere of the school, endangers fellow

students, teachers, or school officials, damages property or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified.

## **IN-SCHOOL SUSPENSION**

In-school suspension is the automatic step, which occurs when a student has received six (6) school detentions or two (2) Tuesday School detentions during one grading period. It may follow as the consequence for other behavior as well. 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 Tuesday 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 following consequences accompany an out-of-school suspension:

1. A conference involving the student, his/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**

A student may be placed on academic or conduct probation. This situation will involve a parent/student conference with the principal. The principal will establish specific terms for the student's continuation at Newark Catholic. If these terms are not maintained, it could lead to immediate withdrawal of the student.

#### **EXPULSION**

Expulsion may follow when a student's behavior warrants a second school suspension or as the principal deems necessary in serious situations. The diocesan school office offers an appeals process to families in these situations of expulsion.

#### **CHEATING/PLAGIARISM**

See "Newark Catholic High School Code of Academic Integrity"

#### **DRUGS AND ALCOHOL**

No drugs or alcoholic beverages shall be brought, purchased, possessed, distributed or consumed by Newark Catholic students at school or at school-sponsored events. Nor shall any student under the influence of drugs or alcohol be permitted on school property or at a school-sponsored event. A student who violates any part of this rule (this includes being in the company of a group possessing and/or using drugs or alcohol) may be suspended from school immediately.

First Violation - With due regard for the consequences allowed by the paragraph above, ordinarily, a student who violates this regulation for the first time shall participate in a conference with his/her parents and the principal. Others may be included at the principal's discretion. Following the conference, the student may be suspended from school for an extended period of time OR the student may be referred to a school-approved drug/alcohol treatment center. If the latter occurs, the principal is to receive all information regarding the assessment of the student and the type(s) of help recommended.

Subsequent Violations - With due regard for the consequences allowed by the first paragraph above, ordinarily, a student who violates this regulation for the second (or subsequent) time(s) shall participate in a conference with his/her parents and the principal. Others may be included at the principal's discretion. Following the conference, the student may be expelled OR the student may be referred to a school-approved drug/alcohol treatment center. If the latter occurs, the

principal is to receive all information regarding the assessment of the student and the type(s) of help recommended. As a condition for continued enrollment at Newark Catholic, the student is to participate in any and all recommended treatment program(s) beginning as soon as treatment is available. The school is to be informed of the student's attendance at scheduled appointments and the student's progress. If the student fails to follow through as described above, s/he is subject to expulsion.

The distribution, sale, or offering of drugs or alcohol for sale is grounds for expulsion, and legal action may be taken.

#### **TOBACCO PRODUCTS**

Students may not use or possess tobacco products at school or school-sponsored events. Violators of this rule are subject to the school's normal disciplinary procedures.

#### **THREATS TO WELFARE AND SAFETY**

No student will use, possess, handle, transmit or conceal any object which is or can be considered a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions (Diocesan policy 5-140.11). If a student is found in violation of this policy, any or all of the following disciplinary actions may be imposed by the administrator depending on the severity of the offense as well as the previous disciplinary record of the student: detention; approved school/community service; in-school suspension; referral to Juvenile Court and/or appropriate law enforcement agency; suspension from school; expulsion from school; diversion programs.

#### **FIREARMS**

Firearms and other weapons are not permitted at any time on school property. If a student violates this rule, the student will be expelled.

#### **GUM**

Gum is not permitted during the school day. Teachers may levy fines.

#### **BACKPACKS/BOOK BAGS/PURSES**

Backpacks/book bags are NOT permitted in any classroom, cafeteria, library, or other area of the school. They must be left inside the student's school-assigned locker during the academic day. Likewise, oversized purses are not permitted. Teachers may request that all purses are placed in a designated part of a classroom during classes.

### **ELECTRONIC DEVICES / CELLPHONES**

No electronic devices (outside of the required graphing calculator) or any item deemed inappropriate during the academic day are permitted.

Students are not permitted to use cell phones during school hours. The first violation of this rule will result in the phone being taken for the rest of the school day and a fine of \$10.00. For a second violation, the fine is increased to \$20.00. The fine for a third violation is \$40.00. A fourth violation will result in the phone being locked in the principal's office until the final exam is completed. This policy is subject to change at the principal's discretion.

### **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). All visitors are required to wear the school's "visitor" badge for proper identification.

### **PARKING**

Students must park properly and observe all other parking rules (e.g., no parking in fire lanes). Driving speed is not to exceed 10 mph in the parking lot. Reckless operation of any motor vehicle may result in the loss of parking privileges and is subject to disciplinary action. Students are to park only in the south parking lot. The designated areas with "RESERVED" are for faculty/staff only. Students may not be in the parking lot during school day without explicit permission from an administrator, teacher, or staff member.

### **PROGRESS REPORTS**

During the fifth week of each quarter a Progress Report will be issued to all students. These reports will be taken home with the students. Conference dates are listed on the master calendar but parents are encouraged to communicate their concerns with teachers at any time.

### **TELEPHONES**

The office telephone is for official business only and not for student use unless by permission. A public pay phone is located in the front lobby for student use after school, evenings, and during lunch periods. Parents should call the school only in cases of real emergency. Messages will be delivered to the students only if an emergency and it is the parent or guardian calling.

### **USING MEDICATION IN SCHOOL**

Diocesan policy (#5141) states: A student possessing or using prescribed medication during school hours must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. Authorization forms are available from the school office. 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.

### **OTHER GUIDELINES**

Academic regulations are contained in the school's academic catalog.

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

Procedures for fire and tornado drills are posted in every room of the building, as well as emergency building evacuation procedures. (These crisis situations include hazardous material spills, bomb threat, gas leaks and lockdown situations.) Every classroom teacher will review these instructions with students; it is the students' responsibility to be aware of directions for each classroom.

As a diocesan school, Newark Catholic follows the policies and regulations written in the diocesan handbook. The administration of Newark Catholic High School reserves the right to do what is fitting to the occasion, even where specific terms have been stated. Therefore, rules may sometimes be set aside in favor of either stricter or more lenient accountability if the situation so warrants.

## DRESS CODE

Newark Catholic's Dress Code is designed to reflect the seriousness of purpose, which each student should bring to his/her studies. 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 principal for disciplinary action. **At the principal's discretion students out of dress code may be sent home to change after parents are called.** It is the students' responsibility to approach the subject 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. Time missed from classes is considered unexcused.

**If a student accumulates five (5) dress code violation detentions s/he will forfeit the privileges of Jeans Days and Warm Weather Dress code for the remainder of the school year.**

### 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
- May be worn by any student

### Belt

- A brown or black leather belt is required

### Sweaters

- Are to be purchased through uniform supplier.

### Jackets

- 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 and knee high in length. Hose must be black, white, or beige. No fishnet or extreme style of hosiery is permitted.
- Traditional solid-colored black or brown leather dress shoes must be worn, excluding all athletic styles, boots, sandals, moccasins or extreme styles.
- Shoelaces shall be tied.

### 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 not acceptable and must be covered at all times.
- 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, excluding sandals or extreme styles.

#### **Optional Jeans and Tennis Shoe Days**

- Students will pay \$1.00 to participate.
- Clothing is to be in good condition and not contain inappropriate wording or graphics.
- All dress code rules apply.
- 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.

#### **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. Girls are not to wear excessively short length or bareback dresses and necklines must be modest with no cleavage visible. Boys are to wear appropriate shirts and pants. No T-shirts are permitted at formal dances.

#### **ATHLETIC TRANSFERS**

Bylaw 4, Section 7 of the Bylaws of the Ohio High School Athletic Association states that if a student transfers from a non-public to a public school after the first day of the student's ninth grade year THE STUDENT WILL BE INELIBIBLE TO PARTICIPATE IN ATHLETICS FOR ONE YEAR FROM THE DATE OF ENROLLMENT IN THE NEW SCHOOL. (This rule may be reviewed in its entirety in the OHSAA Handbook in the Athletic Director's office or on the OHSAA web page.)

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

Students who wish to participate in interscholastic athletics or extra-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. S/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. S/he fails more than one (1) subject in a quarter, s/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. S/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. S/he is on an in-school or out-of-school suspension

NC students 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

#### **FINGERPRINTING - STAFF AND VOLUNTEERS and "PROTECTING GOD'S CHILDREN"**

Diocesan Policy 4110.0 states: "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 and must attend the "Protecting God's Children" workshop.

#### **SCHOOL VISITORS**

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
3. return to main office to sign out at the end of the visit

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

#### **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.

#### **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.

## *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 in the classroom, laboratory, or 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.

## **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.

## **I. 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/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.

## II. 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/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.

#### **1<sup>st</sup> 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 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 s/he will be ineligible to participate in the next event following the meeting specified in #2 (student may practice.)

## **2<sup>nd</sup> 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-weeks period.
6. Student is excused from any honor societies that s/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/her high school career.
9. If the student is involved in an extracurricular activity, then s/he is ineligible to practice or participate in events for 2 weeks following the meeting specified in #2. School breaks will not be counted in the two weeks.

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

1. Using the referral form, teacher reports incident to the Administrator.
2. Student, teacher and administrator meet after school on the day of the incident.
3. All interested parties-student, parent, teachers, administrator, and counselor-meet to discuss violation of the policy and consequences. Consequences for any additional violations of the Policy will be discussed at that time
4. All students involved receive a zero for the assignment.
5. Student's grade for that course is dropped twenty percent at the end of the nine-weeks 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/her high school career."
9. Student is immediately removed from any extracurricular activity.

## **Works Consulted**

- Capital Community College. "A Statement on Plagiarism." 9 May 2007.  
<http://webster.commnet.edu/mla/plagiarism.shtml>
- Granville High School, "Honor Code." Sept. 2006  
[http://www.granville.k12.oh.us/ghs/site/files/ghs\\_acadcode.pdf](http://www.granville.k12.oh.us/ghs/site/files/ghs_acadcode.pdf)
- Mountain Lakes High School. "Honor Code." 7Feb. 2006  
<https://www.mtlakes.org/hs/honcode.pdf>
- Langley High School. "Honor Code." 8 Ap. 2007  
<http://www.fcps.edu/LangleyHS/saxon/honor.html>
- Official Site of the National Honor Society and the Nation Junior Honor Society. "NHS Constitution." Revised May 2005.  
[http://www.nhs.us/s\\_nhs/sec.asp?CID=135&DID=5290#art10](http://www.nhs.us/s_nhs/sec.asp?CID=135&DID=5290#art10)

**Newark Catholic High School  
Calendar 2009-2010**

August	12	Freshmen Orientation 9 – 11:30 am & Freshmen Parent Orientation 6 pm
	18	Opening Faculty Meeting 9 am until 2 pm
	20	Classes Begin 1:30 pm Release Time
September	3	Open House
	7	Labor Day – No Classes
	17	Faculty Meeting – Late Arrival
	22	Progress Reports due
October	8 & 9	OCEA (Ohio Catholic Education Association) Convention – no school for students
	15	Faculty Meeting – Late Arrival
	23	End of First Quarter
	27	First Quarter Grades due
November	18	8 <sup>th</sup> Grade Visitation Day & Perspective Parents’ Meeting 6 pm
	19	Faculty Meeting – Early Release
	23	Parent/Teacher Conferences 3-8:30 pm
	25-27	Thanksgiving Break – No Classes
December	8	Progress Reports due
	10	Faculty Meeting – Late Arrival
	<b>16-18</b>	<b>Exams – core courses (including Social Studies and Theology)</b>
January	21-Jan. 1	Christmas Break
	4	School Resumes at 8 am
	<b>15</b>	<b>Elective Exams (in class, regular school day schedule), end of 2<sup>nd</sup> Quarter, 1<sup>st</sup> Semester</b>
	18	Martin Luther King, Jr. Day – No Classes
	20	Second Quarter and First Semester Grades due
	21	Faculty Meeting – Late Arrival
February	25-29	Catholic Schools Week
	12-15	Winter Break/Presidents’ Day – No Classes
	18	Faculty Meeting – Late Arrival
	23	Progress Reports due
March	11	Faculty Meeting – Late Arrival and Parent/Teacher Conferences 3-8:30 pm
	15-19	Ohio Graduation Test (OGT) Testing Week
	19	End of Third Quarter
	21-25	Senior Class Trip to Washington D.C. (Sunday through Thursday)
	23	Third Quarter Grades due
April	29-April 2	Spring Break
	15	Faculty Meeting – Late Arrival
	24	Touch of Class Dinner & Auction
	27	Progress Reports due
May	30	St. Joseph the Worker Day of Community Service & May Crowning
	1	Prom
	16	Honors Assembly 7pm
	20	Faculty Meeting – Late Arrival
	TBA	Senior Exams
	21	Senior Mass of Farewell
June	26-28	Underclassmen Exams
	28	End of Fourth Quarter/Second Semester
	30	Graduation 2 pm (Memorial Day Weekend)
	1	Final Grades due by 9 am and Closing Faculty Meeting at 9 am
	TBA	Summer Physical Education Course

**Baccalaureate Mass and Dinner Date TBA**

In the event calamity days need to be made up, they will be made up on June 1, 2, 3, 4, or 7  
(Revised: March 9, 2009)

