

**NEWARK CATHOLIC HIGH SCHOOL  
PARENT-STUDENT HANDBOOK  
2020-2021**

**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 differed 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.

## **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 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, 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, and school. We take the safety and welfare of each child as our number one priority, and 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, it is important that 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.

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,
- Unexcused: an absence for illness, vacation, etc. that does not have an official doctor's note or official document, or
- Prohibited: senior pictures, driving tests, outside sporting events, etc.

Students can miss up to 7 unexcused days per grading period. On the 8<sup>th</sup> 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 grading period will affect the student's classroom performance.

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.
- Home school cancellation or failure of the district buses to operate. If the busing for a district is cancelled 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 recruiter.
- 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.** 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
- Athletic events
- 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)

### **Attendance & Athletic Eligibility**

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 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

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 seven days allowed 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. More than three (3) days of being tardy to school per grading period renders a student subject to a school detention. The fourth, fifth, and sixth successive occurrence of that grading period will incur another school detention. The seventh and each successive occurrence that grading period will incur an out-of-school suspension and "0" credit for missed work will be given. The classroom teacher will determine consequences for tardiness to individual classes.

## **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 acts of 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, school-issued iPads, and other classroom materials loaned to students must be kept in good condition. Students must pay for the replacement of damaged or destroyed materials. The textbook assigned to a student (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, or download music files.
- 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 or school-issued iPad:**

Since Internet access and iPad usage is a privilege and not a right, students have the responsibility to use the Internet and school-issued iPad 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, indicating that they have read the Diocesan Department of Education Technology Acceptable Use Policy and agree to follow the rules contained therein.

## **SOCIAL NETWORKING TOOLS**

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.

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/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, 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.

## 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 lunch proctors and principal.
7. All students are to remain in the cafeteria during their assigned lunch period unless the lunch proctors on duty excuse them.
8. Students may use cell phones and other electronic devices in the cafeteria during their lunch period only.

## 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.

## 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. Parents can view assigned detentions on Progress Book under “lunch.”

### 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. **This includes missing co-curricular activities.** 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 3:00-4:00 pm.**

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 a “Disciplinary Extended Day,” a three-hour detention period.

## **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 s/he had been assigned to DED. No further extended days 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 an optional 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 (including e-cigarette devices) at school or school-sponsored events. Violators of this rule are subject to the school's normal disciplinary procedures which can include intervention programs through the Licking Memorial Health Cessation Program and/or 2 day suspension with no credit.

## **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 or issue detentions for infractions.

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

Backpacks/book bags/large purses are NOT permitted in any classroom, cafeteria, library, or other areas of the school. They must be left inside the student's school-assigned locker during the academic day.

## **ELECTRONIC DEVICES / CELLPHONES**

The use of electronic devices (outside the school-issued iPad and required graphing calculator) is not permitted during the academic day. Electronic devices include, but are not limited to, cell phones, eReaders, iPad/tablets, portable computers, MP3 players, personal radios, pagers, games and cameras. All such devices are to be stored, completely powered off and kept out of sight during the school day. Individual teachers may allow these devices during class for legitimate academic reasons. Students who wish to use electronic devices must get prior approval from the principal or individual teacher. Any use of electronic devices is considered a privilege that may be revoked due to abuse of the school's policy.

The first violation of this rule will result in the electronic device 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 electronic device being locked in the principal's office until the final exam is completed at the end of the school year. Contents of cell 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. This policy is subject to change at the principal's discretion.

Newark Catholic assumes no responsibility for theft, loss, damage or vandalism to such 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/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

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, harassed, embarrassed or intimidated. (See Newark Catholic/Diocesan policy on Bullying) 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. (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. Prohibited electronics

include but are not limited to: computers, tablets, headphones, cameras, media players, watches or other wearable technology, and timers.

Parents/guardians are advised that the best way to contact their children during the school day is to call the school office.

### **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.

### **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.

### **BUILDING AND OFF-LIMITS AREAS**

The academic building is open from 7:15 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.

### **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 via Progress Book. Conference dates are listed on the master calendar, but parents are encouraged to communicate their concerns with teachers at any time.

### **OFFICE TELEPHONE USE**

The office telephone is for official business only and not for student use unless by permission. 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, tornado and evacuation 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; 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.

### 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, sandals, moccasins or extreme styles.
- Shoelaces shall be tied.
- Boots are to be worn under pant leg only and must 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.

### **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.
- 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 pants.
- 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. Girls are not to wear excessively short length or bareback dresses and necklines must be modest with no cleavage visible. Boys are to wear collared shirts and appropriate pants at all school events.

## ATHLETICS

All athletic programs at Newark Catholic abide by the rules and regulations of the Ohio High School Athletic Association. 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-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 “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. Newark Catholic High School is committed to creating a safe environment, free of sexual abuse, for all children and youth.

The 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.

## **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.

## **TUITION**

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

1. Payment of tuition is made by using one of the following payment plans:
  - a. Payment in full by July 31<sup>st</sup>
  - b. Ten equal monthly payments through EFT 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 students who have been expelled as well as students withdrawing for their own reasons.
  - 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 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](http://www.newarkcatholic.org).
  9. Returned checks are subject to a \$30 fee by Newark Catholic.
  10. Any payments after May 1<sup>st</sup> must be made by cash, money order, or cashier's check.

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

### **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.o for further information.

*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.

### **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/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/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 s/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 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 participate in meetings, practice or events for the next two weeks from the date of the second offense.

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

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

#### **Works Consulted:**

Capital Community College. "A Statement on Plagiarism." 9 May 2007.

<http://webster.comnet.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 2020-2021

|           |             |   |
|-----------|-------------|---|
| August    | 17          | Freshmen Orientation 9 – 11:30 am, Opening Faculty Meeting beginning 11 am & Freshmen Parent Orientation 6 pm |
|           | 19          | Classes Begin (1:30 pm Release Time)  |
| September | 7           | Labor Day – no classes  |
|           | 13          | Homecoming Dance 7 – 10 pm  |
|           | 14          | Professional Development Day – no classes   |
|           | 16          | Progress Reports due  |
|           | 17          | Faculty Meeting – late arrival<br>All School Retreat Day  |
| October   | 15          | Prayer Breakfast at 7 am, Faculty Meeting at 8 am and classes begin at 10 am                                  |
|           | 16          | End of First Quarter, Faculty Professional Development Day – no classes                                       |
|           | 21          | First Quarter Grades due  |
| November  | 4           | 8 <sup>th</sup> Grade Visitation Day & Prospective Parents' Meeting 6 pm                                      |
|           | 11          | Progress Reports due  |
|           | 18          | Parent/Teacher Conferences 3-8:30 pm  |
|           | 19          | Faculty Meeting – late arrival  |
|           | 25-27       | Thanksgiving Break – no classes   |
| December  | 16-18       | Semester Exams  |
|           | 18          | End of Second Quarter/First Semester  |
|           | 21 – Jan. 1 | Christmas Break   |
| January   | 4           | School Resumes at 8 am, Second Quarter and First Semester Grades due  |
|           | 15-16       | Winter Drama Production   |
|           | 18          | Martin Luther King, Jr. Day – no classes  |
|           | 21          | Faculty Meeting – late arrival  |
|           | 24-30       | Catholic Schools Week   |
|           | 28-30       | March for Life Trip to Washington, DC   |
|           | 29          | Professional Development Day – no classes   |
| February  | 3           | Progress Reports due<br><b>Kairos Retreat</b>   |
|           | 12-15       | Winter Break  |
|           | 18          | Faculty Meeting – late arrival  |
| March     | 4           | Parent/Teacher Conferences 3-8:30 pm  |
|           | 12          | End of Third Quarter  |
|           | 17          | Third Quarter Grades due  |
|           | 18          | Faculty Meeting – late arrival  |
|           | 22-25       | Senior Class Trip   |
|           | 29-April 5  | Spring Break  |
| April     | 8           | Faculty Meeting – late arrival  |
|           | 17          | Prom  |
|           | 21          | Progress Reports due  |
|           | 24          | <i>Touch of Class</i> Dinner & Auction  |
|           | 29          | St. Joseph the Worker Day of Community Service & May Crowning   |
|           | 30          | Professional Development Day – no classes   |
|           | 30-May 1    | Festival of the Arts Weekend (Cabaret & Art Show)   |
| May       | 19-20       | Senior Exams  |
|           | 20          | Faculty Meeting – late arrival, Honors Assembly 7pm   |
|           | 21          | Senior Mass of Farewell   |
|           | 25          | Baccalaureate Mass 6:15 pm and Dinner   |
|           | 26-28       | Underclassmen Exams   |
|           | 28          | End of 4 <sup>th</sup> Quarter/Second Semester  |
|           | 30          | Graduation 2pm  |
|           | 31          | Memorial Day – no classes   |
| June      | 1           | Closing Faculty Meeting at 9 am, Grades due by 11 am  |
|           | 2-4, 7-11   | Summer Physical Education Course  |

Contingency make-up days for bad weather: June 1, June 2, June 3, June 4 and June 7

Revised: **2/11/2020**

**REGULAR BELLS**

| period  |   | start         | end   |   |
|---------|---|---------------|-------|---|
| 1       | * | 8:00          | 8:56  | * |
| 2       | * | 8:59          | 9:50  | * |
| 3       | * | 9:55          | 10:46 | * |
| 4 lunch | * | 10:49         | 11:19 | * |
| 5 class | * | 11:22         | 12:13 | * |
| 4 class |   | 10:49         | 11:40 | * |
| 5 lunch |   | 11:43         | 12:13 |   |
| 6       | * | 12:16         | 1:07  | * |
| 7       | * | 1:10          | 2:01  | * |
| 8       | * | 2:04          | 2:55  | * |
|         |   | Class length: | 0:51  |   |

**TWO-HOUR DELAY BELLS**

| period  |   | start         | end   |   |
|---------|---|---------------|-------|---|
| 1       | * | 10:00         | 10:35 | * |
| 2       | * | 10:38         | 11:13 | * |
| 3       | * | 11:18         | 11:53 | * |
| 4 lunch | * | 11:56         | 12:26 | * |
| 5 class | * | 12:29         | 1:04  | * |
| 4 class |   | 11:56         | 12:31 | * |
| 5 lunch |   | 12:34         | 1:04  |   |
| 6       | * | 1:07          | 1:42  | * |
| 7       | * | 1:45          | 2:20  | * |
| 8       | * | 2:23          | 2:58  | * |
|         |   | Class length: | 0:35  |   |

**MASS BELLS**

| period     |   | start         | end   |   |
|------------|---|---------------|-------|---|
| 1          | * | 8:00          | 8:45  | * |
| 2          | * | 8:48          | 9:28  | * |
| 3          | * | 9:33          | 10:13 |   |
| transition |   | 10:13         | 10:30 |   |
| MASS       |   | 10:30         | 11:30 |   |
| clean-up   |   | 11:30         | 11:38 |   |
| 4 lunch    | * | 11:38         | 12:08 | * |
| 5 class    | * | 12:11         | 12:51 | * |
| 4 class    |   | 11:38         | 12:18 | * |
| 5 lunch    |   | 12:21         | 12:51 |   |
| 6          | * | 12:54         | 1:34  | * |
| 7          | * | 1:37          | 2:17  | * |
| 8          | * | 2:20          | 3:00  | * |
|            |   | Class length: | 0:40  |   |

**ASSEMBLY BELLS**

| period  |   | start         | end   |   |
|---------|---|---------------|-------|---|
| 1       | * | 8:00          | 8:51  | * |
| 2       | * | 8:54          | 9:40  | * |
| 3       | * | 9:45          | 10:31 | * |
| 4 lunch | * | 10:34         | 11:04 | * |
| 5 class | * | 11:07         | 11:53 | * |
| 4 class |   | 10:34         | 11:20 | * |
| 5 lunch |   | 11:23         | 11:53 |   |
| 6       | * | 11:56         | 12:42 | * |
| 7       | * | 12:45         | 1:31  | * |
| 8       | * | 1:34          | 2:20  | * |
|         |   | Class length: | 0:46  |   |

\* - bell rings

**Addendum I**  
**Diocesan Handbook Acknowledgement of Risk COVID 2020**

**COVID-19 Acknowledgement of Risks**

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

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees'/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

**Addendum II**  
**Diocesan Policy on Virtual Classroom Activities**  
**Policy for Virtual Classroom Activity**

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content.

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child’s classroom teacher or principal. My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

## **Addendum III**

### **Diocesan Policy of School Travel**

#### **Policy on Travel**

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff. Effective immediately, those who travel to high risk states as defined by the State of Ohio (<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>) are required to quarantine for 14 days prior to returning to school.

When making your future travel plans, please keep in mind the 2 tiers of this policy:

Tier 1: You can return to school immediately after traveling if:

- You have not traveled to a hot spot or high risk state
- If you traveled in a private car
- If you were not exposed to Covid-19
- If you are not showing symptoms of Covid-19

Tier 2: You must quarantine for 14 days if:

- You visited a hot spot or high risk state
- If you traveled by train, plane, motor coach, or other mass transportation service

Our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.