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## **MISSION STATEMENT**

Newport Central Catholic High School is a private Catholic school of the Diocese of Covington. Its mission is received from the Gospel Message of Jesus Christ: to form men and women for service, leadership, and evangelization in the Church and community.

## **MOTTO**

To Succeed You Must Believe, and **WE BELIEVE!!!**

## **PHILOSOPHY**

We faculty, staff and students, as well as parents and board, become a "family" in our respect and support of one another. As the N.C.C. family, we work to bring to fuller realization the Kingdom of God that has already begun in our hearts.

The school commits itself to sharing in the education of the whole person with the family, the parish and the civic community. N.C.C. leads each student not only to understand personal giftedness and freedom, but also to develop them through a curriculum and activities that provide for all facets of growth in an atmosphere guided by the principles of the Catholic Church.

N.C.C. recognizes its unique role as educator in the academic area. Today's students at N.C.C. are being prepared to bring hope and competence to a complex society through a sharing of gospel values and the good use of knowledge and scientific technique. Students are challenged to develop themselves to the level of their ability. Our students are prepared for a lifetime of learning. The faculty endeavors to make students conscious of God's presence in their lives, and so building in each a positive self-image. The students will be called upon in their futures to make courageous decisions concerning justice and the care of life and creation.

Newport Central Catholic admits students of any race, color and national or ethnic origin and the school does not discriminate on the basis of race, color and national or ethnic origin in the administration of its policies and programs.

## SCHOLASTIC REQUIREMENTS AND CURRICULUM

### ADMISSION

Students who have completed eight years of elementary education and who wish to enter the ninth grade at Newport Central Catholic High School should:

1. Send to the school, not later than the date designated by the Principal, their registration with a fee of 25 dollars.
2. Take the High School Placement Test, which is administered, at the school in December.
3. Send an immunization record to the school by August 15th.

Newport Central Catholic High School does not discriminate on the basis of race, color or national or ethnic origin. Students of any race who meet the school's eligibility requirements are admitted to all the rights, privileges, programs, and activities generally accorded to students at Newport Central Catholic High School and Newport Central Catholic High School does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarships and loan programs, and other school-administered programs.

### **GRADUATION and CURRICULUM REQUIREMENTS**

In accordance with the State of Kentucky, Diocese of Covington, and Newport Central Catholic requirements a student needs 30 credits to graduate from NCC\*\*. Below is a breakdown of the required 30 credits.

Curriculum Guides are available in the office. Detailed descriptions of class offerings as well as information and policies regarding classes and scheduling are contained in the guides.

<b>Religion (Diocese)</b>	4 credits	Introduction to Catholicism- A & B, Scripture A & B, Church History A& B, and Morality A & B
<b>Religion (NCC)</b>	2 credits	Into to Cath C, Scripture C, Church History C, and Morality C
<b>Electives (NCC)</b>	2 credits**	
<b>Total Credits (Dio &amp; NCC)</b>	<b>8 credits **</b>	
<b>English</b>	4 credits	English 1, 2, 3, and 4
<b>Mathematics</b>	3 credits	Algebra 1, 2, and Geometry
<b>Science</b>	3 credits	(4 credits beginning with the class of 2013)
Physics)		Biology, Physical Science(Chem. or
<b>Social Studies</b>	3 credits	and Geology/Astronomy World Civilizations, US History, Geography, and Government
<b>Health</b>	½ credit	
<b>Physical Education</b>	½ credit	
<b>Foreign Language</b>	2 credits	
<b>Fine Arts</b>	1 credit	
<b>Electives</b>	5 credits	
<b>Total Credits (Kentucky)</b>	<b>22 credits</b>	
<b>Total Credits **</b>	<b>30 credits</b>	

\*\*Students who have been **permitted** to retake a maximum of 2 select non-required electives could graduate with 29 credits.

## **CURRICULUM COURSES**

Certain courses are available to each division and on a rotating schedule – see counselors for specifics. **Honors courses are offered in: English, Math, Science, Foreign Language, and Health**

### ***Religion***

Introduction to Catholicism  
Scripture  
Church History  
Catholic Morality

### ***Business Education***

Accounting 1, 2  
General Business  
Marketing  
Personal Finance  
Personal Investing  
Business Ethics

### ***English***

English 1, 2, 3, 4  
Advanced Placement English  
Bizarre in Literature  
Creative Writing  
Christian Literature  
English Workshop  
Instructional English  
Introduction to Film  
Journalism  
Literature and Music  
Mythology & Greek Literature  
Poetry 1, 2  
Shakespeare  
Speech  
War in Literature

### ***Fine Arts***

Acting 2  
Advanced Placement Studio Art  
Applied Music Instrumental  
Art 1, 2, 3, 4  
Choir 1, 2  
Dance 2  
Music 1, 2, 3  
Performance 1, 2  
Theatre Appreciation  
Theatre Production

### ***Foreign Language***

Advanced Placement Spanish 4  
Fundamental Spanish 1, 2  
Spanish 1, 2, 3

### ***Health/Physical Education***

Health  
Physical Education

### ***Information Technology***

Computer Science

Desktop Publishing

Illustrator  
Independent Study in Graphic Design  
Intro to Graphic Design  
Graphic Design 2  
Microsoft Office  
Photoshop  
Video Production

### ***Mathematics***

Advanced Placement Calculus  
Algebra 1, 2, 3  
Basic Algebra 1,2  
Basic Geometry  
Calculus  
Consumer Math  
Geometry  
Precalculus  
Trigonometry

### ***Science***

Advanced Placement Biology  
Advanced Placement Physics  
Biology  
Chemistry 1, 2  
Chemistry in the Community  
Conceptual Physics 1  
Environmental Science  
Geology/Astronomy  
Human Anatomy & Physiology  
Introduction to Sports Medicine  
Sports Medicine 2

### ***Meteorology***

### ***Social Studies***

Advanced Placement American Government  
Advanced Placement Modern World Civ.  
Advanced Placement Psychology  
Advanced Placement United States History  
American Government  
Child Development  
Civil War  
Current Events  
Egyptian History  
Geography  
Law and Justice  
Modern World Civilization  
Psychology  
Sociology  
United States History  
United States History – Dual Credit

## **Community Service**

Following the Gospel call of Jesus to serve our brothers and sisters, all students are required to perform Christian service each of their four years at Newport Central Catholic as a requirement for graduation. We believe that formation in service is an important part of forming young men and women to live their faith after graduation. We therefore require students to complete one extended service project and 10 additional hours of service each year.

### **Service Projects:**

Students are to complete one major service project in the course of the year. Freshman and Sophomore projects must be at least 10 hours long. Junior and Senior projects must be at least 15 hours long.

#### **Where:**

Service projects are to be completed at non-profit community organizations. School and parish activities do not qualify as major projects, although some may count for miscellaneous service hours (see below: What Constitutes Service).

#### **When:**

One service project must be completed each school year. Projects may include summer activities. If the service project is completed in the summer, it still needs to be planned and documented just as it would be during the school year. All summer hours must be documented by the end of the first trimester.

#### **How:**

Projects should be planned as one would plan a job or internship, by contacting the agency at which the student desires to serve and setting up an agreement with that agency on the times of service and the duties to be performed. The project plan must be written and signed off on by parent, teacher and service supervisor before the student begins work on the project. Summer projects can be approved prior to the end of the school year or through submitting an electronic copy of the service plan to Mrs. Therese Blank ([tblank@ncchs.com](mailto:tblank@ncchs.com)).

Service projects do not need to be completed individually. A group of students can plan a project to perform together. Additionally, a student who plans service experiences for other students could count the planning as part of his/her project.

### **Miscellaneous Service Hours:**

It is important that students remain aware of and open to the many service opportunities that arise throughout the school year. Therefore, students are required to complete a minimum of 10 miscellaneous service hours per school year (particularly for their parish or school community). Students must document these 10 hours, and any additional hours of service, on their service hour form and turn it in at the end of the school year.

### **Deadlines:**

#### **1<sup>st</sup> Trimester**

- Completed plan for service project along with record of any hours completed during the summer must be turned in by the end of the first trimester for a grade in the 1<sup>st</sup> trimester Religion class.

#### **2<sup>nd</sup> Trimester**

- Work on project must be documented and turned in, along with any miscellaneous service hours, by the end of the second trimester, to demonstrate progress, for a grade in the 2<sup>nd</sup> trimester Religion class.

#### **3<sup>rd</sup> Trimester**

- Completed project must be documented and reflection turned in, along with the record of 10 or more miscellaneous service hours, by the end of the third trimester for a grade in the 3<sup>rd</sup> trimester Religion class.

**Grade:**

Service counts as 10% of a student’s religion grade each trimester. 100% constitutes full completion of service requirement. 80% or 60% constitute partial completion of the service requirement. 0% constitutes failure to complete the service requirement.

**What Constitutes Service:**

Service is a genuine sacrifice on the part of the doer that involves compassion toward another. Generally, service involves extra effort, effort that is beyond mere kindness to family and neighbors, as they are people we would help anyway. Service places a demand on our time and sometimes asks us to step out of our comfort zones and to risk a new experience because of our love for Christ. It is not easy, but its rewards are great and rich.

Some activities are a part of what it means to be a member of a school or parish community and thus do not count as service hours. As such, the following things will not count for service hours:

- helping family members (either immediate or extended family)
- helping friends
- babysitting (except helping in organized babysitting programs, such as parish nurseries or parents’ night out programs)
- pet sitting
- doing yard work for a neighbor
- activities that are required as a member of a team or club
- liturgical ministries – server, lector, Eucharistic minister, choir (however, planning or assisting in training sessions for new ministers can count)
- work for a for-profit organization or any work for which a student is paid

**GRADING SYSTEM**

A report card is issued for each student at the end of the trimester. This report is one indication of a student’s achievement in each course. An interim report is issued for each student in the middle of each trimester, as well as reports at 3 and 9 weeks for those students with a 76% or lower in any class. In addition, any student who is ineligible for extracurricular activities (2 or more failures) will receive a letter each week.

NCC students receive number grades for the trimester marks (12 weeks of course work), trimester exam marks and final trimester average marks. The final trimester grade is comprised of the 12 weeks of course work (80%) and the Final cumulative Exam (20%). In the case of Religion Classes, the final trimester grade is comprised of 12 weeks for course work (70%), Service Project (10%) and Final cumulative Exam (20%).

This table shows the number grades and how they are grouped with the corresponding quality point value:

- 95-100% = 4.00 points
- 93-94% = 3.90 points
- 91-92% = 3.50 points
- 87-90% = 3.00 points
- 85-86% = 2.90 points
- 83-84% = 2.50 points
- 79-82% = 2.00 points
- 77-78% = 1.90 points
- 75-76% = 1.50 points
- 72-74% = 1.00 points
- 70-71% = 0.90 points
- 0-69% = 0.00 points

I - An "I" is an incomplete grade. This grade indicates the student has not yet met all the course requirements but has been given the opportunity to do so by the teacher. An "I" will keep the student from making the honor roll and from graduating.

P – Passing Grade – This grade is given in courses that are not part of the everyday curriculum such as: Instrumental lessons, summer school courses or when the administration deems necessary they will not receive a number grade, nor will the grade be included in honor roll or GPA.

Most courses at NCC do not receive extra quality points. Rather, the final trimester average corresponds to the above table. This non-weighted mark is used to compute the non-weighted grade point average (GPA).

Some courses at NCC move at an accelerated pace and have stronger course expectations. For these courses, the final trimester average is converted to the corresponding quality point of the above table, and then this number is multiplied by 1.5. For example, a 91% in an honors or accelerated class is worth  $3.50 \times 1.5$  for a quality point value of 5.25 quality points.

Some courses at NCC are designated as Advanced Placement courses (AP). These courses are comparable to a first year college course. These courses align themselves with a set of standards and methods used in college, and students who take these courses are expected to take the national exams in these subjects. College professors and high school AP instructors design these exams. The Educational Testing Service located in Princeton, N.J, administers the tests. For these courses, the final trimester average is converted to the corresponding numerical mark of the above table, and then this number is multiplied by 2.0. Thus, a 91% in an AP course is worth  $3.50 \times 2.0$  for a quality point value of 7.00 quality points.

To calculate the regular GPA, add the quality points earned and divide by total number of classes (5). To calculate the weighted GPA, add the adjusted quality points earned and divide by total number of classes (5). Honor roll status and a student's rank in class are based on the weighted GPA, which is calculated at the end of each marking period.

Students and parents can contact the counselors for further information regarding accelerated or AP courses.

### **PROMOTION**

It is expected that a student have the following minimum credits to proceed to the next level:

- 9th grade students -  $7 \frac{1}{2}$  credits
- 10th grade students - 15 credits
- 11th grade students -  $22 \frac{1}{2}$  credits

### **FAILURE**

A failure in any term of a state or diocesan course must be made up either in an approved summer school program, an approved correspondence program, or an accredited private agency (e.g. Sylvan Learning Center). Select courses will be eligible to be retaken rather than made up in summer school etc. Students should see counselors for more details. Any senior failures in the 3<sup>rd</sup> Trimester **must** be made up during the first session of summer school.

### **CLASS RANK**

Class Rank is cumulative and is determined by the total number of quality points earned by a student in his/her academic career. Every course carries a quality point value between 0(F) and 4(A). Advanced Placement courses get weighted with a 2.0 multiplier. This means an A in an Advanced Placement course is worth 8 ( $4 \times 2.0$ ) quality points. A class designated by an Academic Department as "Honors" is weighted with a 1.5 multiplier. All other courses have no special designation and are multiplied by 1.0. As no policy can cover all situations, the administration will rule on all special or unusual situations.

### **CREDIT**

Credit is given at the end of each trimester. In order to receive credit, the student must receive a passing grade at the end of the trimester.

### **TERM EXAMS**

Comprehensive exams are given at the end of each term for all courses. Teachers may exempt students from term exams at their discretion following the school's policy as a minimum standard. All exam grades will account for 20% of the term's overall grade.

## **EXEMPTIONS**

There are no exemptions for Core Curriculum Courses (Religion all classes; English 1-4; Spanish 1 & 2; Algebra 1, 2, & Geometry; Geo/Astro, Biology, Chemistry, Chem Com.; World Civilization, US History, Government, Geography; Health and Physical Education).

Any non-core course with a part A and B must give a cumulative exam to all students in part A and can exempt in part B. All exemptions must use a minimum standard of 95% or higher for a 12 week average in the course.

## **GUIDANCE DEPARTMENT**

The Guidance Department consists of two full-time counselors and one personal counselor. Counseling services are available throughout the school day (7:30 am – 3:00 pm).

Students are permitted to see a counselor anytime during the day with proper authorization of their teachers. Students should use their student planners (hall pass sheet) to see a counselor. Counselors will also request that students come to the counseling offices, and a counselor request form will be used/sent to the classroom.

Parents may call the guidance office to schedule appointments to meet with a counselor anytime during the school day. Parents are also encouraged to call the guidance counselors if students will be absent for an extended period of time.

Counseling services include (but are not limited to) the following:

- Course selection & schedule changes
- Academic progress (eligibility)
- Career counseling
- College planning
- Standardized testing ( PLAN, PSAT, ASVAB, ACT, SAT)
- Personal counseling

Counselors collaborate with the Administration/Dean of Discipline and parents when necessary.

As part of the college planning process, college representatives visit NCC to speak with students (and parents if they are able to attend) during the school day. Students must sign the sheet on the counselor's office door. They will also have to obtain parent permission the day before the visit. Teachers will sign the permission slip in order to allow the student to miss class and attend. (Students are always responsible for any class work/assignments missed while attending a college rep visit). Career counseling follows the same procedure. Military recruiters are allowed to visit NCC during the lunch periods only (once per trimester).

Seniors are allowed to take a total of three college visits during the school year provided they follow this procedure (to be an excused absence):

- Students schedule their own visits
- Students notify the guidance department at least one week in advance of their visit by bringing a parents permission slip (with name of college/university and date they plan to attend)
- Visits may not be taken the day before or after any major extra curricular activity (such as Homecoming, Sweetheart, Prom) or Christmas break/Spring break.
- Students must have the college visit form provided by the guidance department signed (by the college rep) and returned the following school day, or it will not be an excused absence.

**No visit may be taken after April 15<sup>th</sup>. No set of rules can cover every situation, if you need special consideration please contact the counselors.**

## **SCHEDULE CHANGES**

Because we are operating under our 12-week trimester system, once a Trimester begins, schedule changes should be kept to a minimum to ensure the best opportunity for a student's success in a course. However, we realize there is a need for some schedule changes to occur.

All schedule changes must be made before the start of a new year. Any changes made after classes begin must be approved by the assistant principal of academics/or guidance counselors and will be charged a \$10.00 fee payable at the time of the schedule change.

## AWARDS AND SCHOLARSHIPS

### SCHOLASTIC AWARDS

#### HONORS

- First Honors: Students attaining a 4.00 **weighted** grade point average with no grade below an 87% receive first honors.
- Second Honors: Students attaining a 3.50 **weighted** grade point average with no grade below a 79% receive second honors.

#### HONOR ORGANIZATIONS

National Honor Society  
10<sup>th</sup> and 11<sup>th</sup> grade students having a cumulative, weighted 3.75 grade point average and demonstrating the qualities of service, leadership and character are **eligible** for membership. Service hours beyond those required for religion classes are necessary for NHS consideration. Chapter bylaws will be mailed home with first trimester report cards and may also be obtained from the school website or by contacting either the office or the NHS moderator. Due to the qualities rewarded by membership, students are responsible for knowing and meeting all application requirements. This includes but is not limited to filing paperwork correctly and on time.

**\*both Honors and NHS grade point averages will use the weighted scale.**

#### ATHLETIC AWARDS

Athletic awards are established by the Athletic Department in each interscholastic sport. These students will be chosen by coaches and/or team members.

#### ATTENDANCE AWARDS

Attendance awards are given for:

Perfect Attendance: Is awarded to a student who does not miss any school time. This includes absences, tardies, or early dismissals. College Visits, Field Trips, Driver's Test and Team trips do not count as missing school time.

Exemplary Attendance: Is awarded to a student who attends school 98% of the time or more, does not have an unexcused absence, and does not have any disciplinary consequences for being tardy. College Visits, Field Trips, and Team trips do not count as absences. The following reasons with a note or other documentation are excused absences: Death of someone close, Driver's Test, Parent calls a student in as sick or family emergency ( the absences must be documented with a note to be excused). If the attendance procedure is not followed by parents/guardians and the student an absence is considered unexcused. (See the Attendance Policy in this Handbook)

#### AWARDS ASSEMBLIES

Each fall an academic awards assembly is held. At that time students who made the honor roll all 3 trimesters of the preceding year, students with perfect attendance and students who have participated in various competitions are honored. Athletic awards assemblies are held at the completion of the fall, winter and spring sports.

#### SENIOR AWARDS

Senior awards are presented at the Senior Banquet. They are given for outstanding achievement in the areas of: participation in student life, academics, and athletics. Information about these awards will be passed out to the seniors at the beginning of their senior year.

## **STUDENT BEHAVIOR**

A Roman Catholic School should reflect values of respect for others and maintain the individual dignity of each person involved in the school community. Attending a Catholic School should be considered a privilege and should be reflected in the conduct of each student.

Newport Central Catholic High School attempts to actualize the idea of a Christian community. Active concern for others is basic to this idea. Good manners in the classroom, in the cafeteria, in the halls, in the library, and on the campus are essential. When good order is disturbed or the rights of others abused, the community is weakened. Abusive and vulgar language is contrary to the Christian philosophy. Behavior outside of the classroom ought to always show respect for students and teachers.

Educating the total person encompasses the teaching of self-discipline and occasionally the imposing of discipline. This imposed discipline is needed when students exhibit behavior that is contrary to the good order that is necessary to run a successful school.

Since our school's reputation is of paramount importance to us, any student who acts in such a manner as to bring embarrassment or disrepute to the school or jeopardize the educational environment may be subjected to disciplinary action, up to and including dismissal from Newport Central Catholic. These actions do not have to be violations of existing policies. Since no set of policies can cover all circumstances, the administration of Newport Central Catholic reserves the right to make any disciplinary decision necessary to maintain the spirit of the discipline plan with regards to those situations that arise and are not specifically dealt with in this handbook.

## **ATTENDANCE**

Regular and consistent attendance at school is necessary for the total growth of the student. Absences and early dismissals **must** be kept at a minimum. The only authorized excuses from school are for personal illnesses, a death in the family, or driver's license test. Absences for interviews, appointments, and the like are discouraged.

Because most learning occurs in the classroom through teacher presentation, discussion, audio-visual presentations, etc., a student who misses more than 3 days in a trimester will likely find it difficult to pass his/her courses. Attendance at any school event on an evening when a student has been absent or left school early is not acceptable. **School is the first priority.**

If a student is absent from school, the following procedure **must** be followed:

- 1) A parent or guardian is to call school between 7:30 and 8:45 A.M. to inform the office of the student's absence. Regardless of age no student can call on his/her behalf.
- 2) Upon his/her return, the student must bring a note from his/her parents explaining the absence. This note is to be taken to all of the student's teachers for them to sign, and then presented to the school secretary before the beginning of the school day.
- 3) **If the school is not called and/or a note (with teacher signatures) not sent in, the student will be considered unexcused. They will be listed as such until a properly signed note is received.**
  - a. **The note must be received by the time make-up work is due or no credit will be given for the make-up work.**

## **EARLY DISMISSAL**

Early dismissals are recorded as half-day absences. Students who become ill at school will be sent to the office. Parents or guardians will be contacted if the illness warrants the student to be sent home. Students will be sent home only with parental permission. **A student must bring a note upon returning to school from an early dismissal for illness.**

## **TARDY**

**A student is tardy if he or she arrives after homeroom begins. On most days that is 8:00 a.m. When tardy a student should report to the Main Office for an admittance slip before going to class.**

Any student arriving after the completion of the 1st period is considered a 1/2 day absent. Though the school allows for unforeseen circumstances, excessive tardiness is considered a serious matter. Excessive tardiness will likely make it difficult to pass the first period class. The administration of Newport Central Catholic will monitor excessive absences/tardiness, and action will be taken to change the behavior as we deem necessary. During the school day, being tardy to class will result in detention at the discretion of the Dean of Discipline.

A student who accumulates three tardies during an individual trimester will receive the following consequences: Tardy 3, 4, & 5 will result in afternoon detention. Tardy 6 – 10 will serve morning detentions from 7:00 until 7:55. Tardy 11- 14 will serve in-school suspensions. Tardy 15 will result in a review of the student's status at NCC by the Dean of Discipline and the Principal and could result in expulsion. Each trimester students will start with zero tardies counted against them. This will allow behavior changes to be rewarded. The administration will monitor students' overall tardy numbers for the year and will take action on an individual case-by-case basis.

## **MISSED WORK DUE TO ABSENCE, EARLY DISMISSAL, OR TARDY**

Once homework has been communicated to a class it is the responsibility of individual students to complete the work on time. Even if a student is absent from school, the student is responsible for work that has been assigned. It is the expectation of NCC that students will get missed work by one of the means available: making arrangements with another student from class, checking Ed-line, or emailing the teacher. The preferred method of each teacher will be communicated at the beginning of each trimester.

**All work to be made up from a full day's absence(s) should be made up in the number of days absent plus one.** (eg: If you are out on a Monday and return Tuesday, all work is due no later than Wednesday of that week.) In the case of students with extended absences (5 or more days) due to illness or unusual family situations, the time schedule for completing course work can be adapted and reviewed by teachers, counselors, and administration to meet reasonable deadlines.

Even if a student returns from an absence for less than a full day, the time schedule for make up work begins upon his/her return. The student is responsible for seeing the teachers of any classes they missed on the day they return.

If a student arrives late for school and misses any classes she/he is responsible for making up any tests or quizzes after school that day. All homework is due as if the student had actually been in class that day.

If a student leaves school early, she/he must see teachers of classes they will miss before leaving the building. Tests and quizzes are to be made up when the students returns to school. Homework it is to be handed in as if the student had actually been in class that day.

## **BAD WEATHER**

Newport Central Catholic generally remains open during bad weather in the winter. Some days, delays are necessary. **We will be using the ALL CALL SYSTEM to contact parents and students about weather related changes: delays, cancellations, early release etc. Each family needs to supply us with at least 2 phone numbers to be part of our all call list.** You may give us as many as 4 numbers, but please only due this if absolutely necessary. We will also contact local media with details about opening and closing.

There are three plans. 1 hour delay - School begins at 9:00 A.M. 90 minute delay - School begins at 9:30 A.M. CLOSED. The media will identify us as "Newport Central Catholic High School".

A tape-recorded message will be put on line 292-0001 that will give the day's schedule. The message will be put on as early as possible but always before 6:45 A.M.

## **THE SCHOOL DAY**

**Beginning:** Each student has the responsibility to be in the homeroom before 8:00 A.M. At 8:00 A.M. a sixteen-minute organizational period will be held at which time attendance will be taken, the daily bulletin will be read, and any other organizational matters will be handled.

**Homeroom :** During the 16 minute homeroom students should be in their assigned room studying quietly. Teachers or coaches may use this time for formal organizational meetings or individual meetings with students. On the first day of the week, Homeroom is the time to go to the Cafeteria to purchase lunch tickets for the week. The Administration and Counselors use this time to meet with students for a variety of reasons. A student needing to go to the Library to use computers must get a pass from the main office before homeroom and give that pass to the homeroom teacher. These should be the only reasons to leave homeroom. The only other reasons should be emergency purposes. **Students should not be going to lockers, restrooms, or locker rooms.**

**Class periods:** The remainder of the day is divided into five periods. It is assumed that students will come to class prepared. Students are to be attentive, respectful and engaged in course work. On rare occurrences teachers can permit students with student planners to leave the room. This is up to the teacher's discretion. If it happens too often disciplinary consequences should be expected.

**Between Classes:** Four minutes are allowed between classes to enable students to move from class to class. This is plenty of time to stop at lockers or get a drink; it is not time to socialize. If students need to use the restroom at this time they should check in with their teachers first in case they are late for class. If they do not they will be required to get a tardy slip from the office before entering class. Anything that makes a student late for class will require a note for entry.

**Dismissal:** Dismissal on regular school days is 2:45 P.M. Students are expected to leave in an orderly manner from the building and proceed to their next destination. Students who drive are expected to leave the premises in a safe, orderly manner.

## **STUDENT PLANNERS**

All students will be given day planners at the beginning of the school year. Students are expected to use these to record project due dates and daily assignments for each class. In order for a student to leave class, for any reason, he/she **must** have his/her own Hall Pass sheet in his/her planner signed by a teacher, and he/she must take the planner with them. If a student loses his/her planner he/she must purchase a new one in the main office.

## **STUDENT ID CARDS**

Student ID cards will be issued to all students. Photos for the cards will be taken on picture day. This also applies to seniors. It is very important that students are present on picture day. Students must carry their ID cards with them every day. ID cards will be used for entrance into school when a student is tardy and will be used as an activity pass should the family choose to pay the activity fee.

## **BUILDING ACCESS**

Students are restricted from using certain areas of the building during certain times of the school day in order to promote proper safety monitoring by the school.

- Entering school for morning start and afternoon dismissal. Students may only use the front doors by the circle. No one is to enter or exit using any other doors at these times.
- No student is to use the locker rooms during the school day. Bags may be dropped off in the morning, but doors will be locked at 8:00. Written permission from coaches or administrators is the only other reason to be in the locker rooms during the day.

## **ASSEMBLY**

When going to or from assemblies, students should proceed quickly and quietly. Talking quietly before the assembly begins is permitted, but when the program begins courtesy demands respectful and complete attention to the speaker. The appropriate response at the end of a

program is applause.

### **CAFETERIA**

The cafeteria functions primarily as an eating-place. Students who buy their lunch should enter the line for hot food and respect the fact that there are others in line also waiting to eat. "Checking in" is not allowed.

Good manners and cleanliness are the rule in the cafeteria. When students are finished eating, they must carry their dishes, utensils and trays to the cleaning window. Students who "brown bag" must discard their paper and waste in the garbage cans, several of which are provided for this purpose. The women who serve the food and wipe the tables are volunteers from the Mothers' Club. They are our guests and are providing a service. Neither they nor the cafeteria prefects should have to take back trays, dishes and the like.

Newport Central Catholic provides sufficient time for lunch. The following is expected of all students:

- a) All food and drink is to be kept in the cafeteria.
- b) During a students lunch period they are to be in the cafeteria. They may go to the Library if they have a note from the office. No one who is at lunch is to be in a hallway, classroom, locker rooms, or any other area not listed above.
- c) The only restrooms to be used by those at lunch are the ones between the gym and cafeteria.

### **LIBRARY**

The library is open during the school week from 7:30 A.M. until 3:15 P.M. A quiet atmosphere for study or reading must prevail. Students are permitted to visit the library during the school day with the proper authorization of their teachers or supervisors. Students, whose conduct is unsatisfactory in the library may be denied use of the library for a period of time.

During the lunch periods, students are permitted in the Library with a slip from the office and must be compliant with library rules. Students are to be quiet and respectful of others. To be granted entrance, students must be in the library at least 10 minutes before the end of their lunch period. In accordance with other school rules, food and drinks are not permitted in the library at any time. Students are not permitted to play games on the library computers.

Books in the reference section and periodicals may not be checked out. Books in the general collection, however, may be checked out for one (1) month. A student who loses a book must pay the replacement cost of the book. Any student whose account is not settled with the library will be denied a report card.

### **COMPUTER AND INTERNET USE**

We are pleased to offer NCC students access to the Internet. To gain access, all students must obtain parental permission and must sign and return the attached contract to the technology coordinator.

Internet access through the school is used for instruction, research, and school-related communications. This will enable students to explore thousands of libraries, databases, and electronic information resources throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits of Internet access exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying standards that their children should follow when using media and information sources. To that end, NCC supports and respects each family's right to decide whether or not to apply for access.

### ***Rules and Regulations***

Students are responsible for good behavior on school computers just as they are in the classroom. Access is given to students who agree to act in a responsible manner. On a regular basis the faculty and network administrator will monitor student activity.

#### **Access is a privilege -- not a right.**

The following actions are not permitted and will result in loss of access as well as other disciplinary action:

1. Sending, receiving, and/or viewing offensive messages or pictures

2. Accessing and/or altering network or computer software settings
3. Damaging computer hardware
4. Revealing passwords to others
5. Installing personal software or games
6. Using any instant response feature including “chat rooms” and e-mail
7. Revealing personal identity information to “strangers” on the Internet
8. Violating copyright laws

Before a student can access the Internet for research materials, he/she must perform the following procedures:

1. Read the Internet and Computer Acceptable Use Policy.
2. Sign the Technology User Contract.
3. Have a parent or guardian read the Internet and Computer Acceptable Use Policy and sign the Technology User Contract.
4. Give the signed contract to the technology coordinator.

Note: Permission to print a reasonable number of pages must be granted by a faculty member.

### **TECHNOLOGY USE OUTSIDE SCHOOL**

NCC reserves the right to impose consequences for inappropriate behavior that takes place off school grounds and outside school hours. Thus, inappropriate use of technology (on a home computer etc.), may subject the student to consequences. Inappropriate use includes but is not limited to harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. We do not actively monitor student use of technology outside school, and we recognize the parent’s right and responsibility to set and monitor technology use at home. However, where the school name, employees, and students are brought into matters and the reputation and educational environment are affected in any way, we have a right and responsibility to be involved and respond.

### **MARRIAGE**

Married persons may attend Newport Central Catholic High School if they have been validly married in the Catholic Church and can demonstrate the ability to handle both the responsibility of being a married person and a student.

### **PREGNANCY**

Newport Central Catholic continually stresses the reverence for life in all its stages. We emphasize the importance of chastity as the moral choice for an unmarried teenager. Any time a student (male or female) is found to have conceived a child outside of marriage they, along with a parent or guardian must meet with the administration. **It is expected that the family will take the lead and inform the school of these situations when they know.** This meeting will help determine the best way for the student to continue his/her education at NCC during the pregnancy and after the birth of the child. The following conditions will need to be met:

- Students are required to see a counselor at Catholic Social Services (or other approved counseling service). The length and frequency of counseling will be determined through consultation of the principal, professional counselors, and those deemed appropriate by the principal in cooperation with the family.
- A waiver will need to be signed by the parent/guardian and the student so the school can receive reports from the counselor regarding attendance and cooperation.
- In the case of a female student, her attendance at school will be contingent upon her physical and emotional well being during and after the pregnancy.
- A student choosing to parent will need to share with the school administration his/her plan for meeting the needs of a normal school routine.
- All absences due to the pregnancy will be treated like regular absences, and the student will be responsible for all missing work.

### **ABORTION**

Consistent with its proactive position on the sacredness of all life, Newport Central Catholic, in support of the teaching of the Church, does not view abortion as a viable alternative or a moral option.

- Any student who publicly supports abortion is to be referred to the administration, who has the right to require counseling or other measures deemed appropriate.
- If it is brought to the attention of school personnel that a student has been involved in an abortion, the administration has the right to require counseling from Catholic Social Services (or other approved service) or take appropriate measures as deemed necessary. The length and frequency of the counseling will be determined through consultation with appropriate professionals. It is expected that the family will inform the school should a situation arise.
- If a student who has been involved in an abortion as a means of terminating a pregnancy, confirms this action to a member of the school administration, faculty, staff, or member of the school, they are encouraged to offer compassion and assist in the student seeking emotional, physical, and spiritual help.
- A mandatory meeting will be held with the student, parent/guardian, and the necessary school personnel to establish a follow-up program. After all measures have been taken, the administration has the right to institute suitable disciplinary actions.

### **HARASSMENT/BULLYING**

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, religious or political beliefs, color, national origin, physical or mental ability, gender, sexual orientation, marital or parental status. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any of the following:

**VERBAL HARASSMENT:** derogatory comments and jokes, threatening words spoken to another person, taunting, name-calling, bullying, and explicit/offensive references.

**VISUAL HARASSMENT:** derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

**SEXUAL HARASSMENT:** unwelcome contact or looks, sexual advances, requests for sexual advances, or sexual favors, and other verbal, visual, or physical conduct of a sexual nature. This includes Sexting (sending sexually explicit messages or photographs, primarily between mobile phones).

**PHYSICAL HARASSMENT:** unwelcome contact, intimidating acts, bullying.

**HAZING:** any act intended to put a student in a ridiculous, disconcerting, or embarrassing position.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false or frivolous charges will also be subject to disciplinary action.

### **TECHNOLOGY HARASSMENT**

Any student who makes negative or inappropriate comments via the internet (ie: facebook, youtube, twitter, etc.), cell phone text messages, or emails, including threats or defamatory statements about others, will be held accountable. Newport Central Catholic reserves the right to discipline students for off-campus conduct that is determined to affect the atmosphere at the school in any way.

All instances of harassment will be dealt with by the administration. The severity of the discipline action will be determined based on the circumstances. Action could be as severe enough to include suspension or expulsion.

### **FIGHTING**

Fighting is never an acceptable means of behavior. Fighting is very serious and will not be tolerated. Students who participate in a fight will be Out-of-School Suspended for 3 days. Students and parents will then meet with the Dean of Discipline to decide if the student will return to school. 2 weeks and 2 Saturdays of detention will be the usual punishment but more severe actions such as probation or expulsion may also be taken.

## **WEAPONS**

At school or a school-sponsored event students are not permitted to possess an instrument determined by the administration to be a weapon. Anyone found in violation of this rule will be removed from the premises immediately and will be placed on suspension until a conference can be held between the student, her or his parents, and the administration. This conference will help determine if re-admittance is possible and if so under what conditions re-admittance is acceptable to all parties. In accordance with Kentucky Revised Code we report any weapons incidents to the local authority.

## **SMOKING/TOBACCO PRODUCTS**

Newport Central Catholic supports the Surgeon General's report on the hazards of tobacco useage. The use of tobacco on school property by a student is also in violation of Kentucky State Law KRS.438.050. Tobacco, snuff, chewing tobacco, etc. is not permitted anywhere on school property. **Smoking or possession of tobacco products will result in a \$10 fine and disciplinary consequences.** Repeat offenders will have their situations handled individually by the Dean of discipline and the Administration. **Loitering in areas where violations are taking place will be cause for same or similar disciplinary action.**

## **DRUGS AND ALCOHOL**

Students are not permitted to use, buy, sell or be under the influence of drugs or alcohol. Students are not permitted to possess drug or alcohol paraphernalia or to attempt to use, buy, or sell drugs or alcohol. This policy applies to all students and their guests while they are at school, attending, or participating in school-sponsored activities, and on school grounds.

A student not complying with this policy is seriously violating a school rule as well as a state regulation and is liable for severe disciplinary action. Parents of these students will be contacted to come and "remove" their son or daughter from the school or activity. The administration will make the determination as to whether the local authorities need to be involved. The student will be suspended from school and all school related activities immediately upon violating the drug and alcohol policy. This suspension will not be terminated until a conference with the student, his/her parents, and the administration is held. The conference will determine whether re-admittance is possible and if so under what conditions re-admittance is acceptable to all parties.

Each case will be handled based on the circumstances of the violation and history of the student or students involved. The administration will consult outside professionals as necessary based on the circumstances. Along with the mentioned disciplinary actions and any resulting academic consequences, a specific and appropriate plan for counseling and treatment will be outlined and must be agreed upon by all parties in order for a student to continue at NCC.

In addition, any student who is convicted by judicial authorities for using, buying, and or/selling drugs and/or alcohol is subject to the above guidelines.

## **ACADEMIC HONESTY**

Newport Central Catholic High School believes that students should maintain the highest standard of academic and disciplinary conduct and integrity.

Examples of academic dishonesty include the following:

1. Cheating on a quiz, test, or exam.
2. Plagiarizing essays and research papers.
3. Cutting and pasting documents without proper documentation.
4. Buying and selling others' work.
5. Claiming someone else's work as one's own.
6. Copying any course work without instructor's permission.

**Note: Anyone who allows another to cheat, plagiarize, or copy is also guilty of academic dishonesty.**

### **Definition:**

**Plagiarism** – taking ideas, writing, etc., from another and passing them off as one's own

**Cheating** – using prepared cheat sheets, books, notebooks, electronic aids, or visual or audio signals; communicating content with students taking or waiting to take the quiz, test, or exam.

**Copying** – writing word for word or rewording another person's ideas with or without that person's permission.

## **Consequences**

Students found guilty of academic dishonesty will receive a zero on the assignment until the teacher and appropriate members of the administration review the situation. Final decision will be based on past history and specifics of the infraction. The teacher will formally notify the administration, and the administration will send home a form letter notifying the parents once a final decision has been made. Instances of academic dishonesty will affect a student's standing with the National Honor Society. A pattern of academic dishonesty of at least three instances or a major infraction of the policy will be grounds for review by the administration.

## **TRUANCY**

A student is truant if he or she is absent from school without parental permission; if he or she leaves the grounds during the school day without proper permission; or if he or she misses a class within the school day without proper permission. In all cases of truancy parents will be notified of the truancy immediately upon its discovery.

## **LOCKERS**

Students will be issued a locker during the orientation days. This locker is furnished so that they might have a secure, private place in which to store their books, jackets, etc. **Lockers are to be locked at all times.** Students should not give out their combinations to other students. No other student has any reason to be in another's locker. The Dean of Discipline who is in charge of lockers and combinations is the only one to grant exceptions. Newport Central Catholic reserves the right to enter any locker at any time.

In general, students should plan their needs early in the school year to minimize trips to their locker. Students are not to go to their lockers during class time.

## **BOOK BAGS and PURSES**

Book bags and Purses are not allowed into classrooms during the course of the school day. They are to be left in lockers during school.

## **FOOD**

Absolutely NO food or drink including gum and candy is to be in the building unless specifically approved by the Administration. Morning coffee, drinks purchased at lunch etc, are never to be out of the cafeteria. If you have a drink and cannot finish it, it should be properly discarded. No food or drink is to be stored in lockers with the exception of packed lunches. **Food or drink for medical purposes can be cleared through the ADMINISTRATION.**

## **ELECTRONIC DEVICES**

Pagers, Cell Phones, I Pods, etc are not to be used during the school day (the second you enter the building in the morning until 2:45 pm). Many students have these for safety purposes, so they may keep them in their lockers. However, all devices must be turned off and are not to be used on premises between school hours. Any student caught with their electronic device on or on their person during school hours will have it confiscated for two weeks for a first offense and 30 days for a 2<sup>nd</sup> offense. These days will continue through and over school breaks (Christmas, Spring, Summer) until the full time is completed. In the case of a third offense, the punishment will be determined by the administration with permanent loss of the device as a possibility. **If a phone is important to a child outside of school it should be important enough to follow the rules so they don't lose it in school. We will not give phones back for any reason until the confiscation period is up. Any inconvenience this causes will have to be handled within the home.**

Parents should not call or talk with their child on the child's cell phone during the school day. All communications during school time should be through the office phone only. Even if they are talking to you they will have consequences for using the phone.

**Any phone that is confiscated may be searched to determine if another school rule has been broken (cheating etc) or illegal activity is involved.**

## **DRESS CODE**

The dress code of Newport Central Catholic has as its main purpose neatness, with a uniform look. All students are to follow the spirit of this dress code as well as the actual dress code. Wearing clothes that are extremely tight fitting or excessively baggy are examples of being outside the spirit of the dress code. **Students not following the dress code will have parents notified and either have proper attire brought to school or go home to dress properly.**

Slacks and pants      **Navy or tan slacks for all students.** No corduroy, stretch material, jean material, or sweatpant material is acceptable. Slacks and pants should be cotton or cotton-polyester. Rivets, cargo pockets, elastic waists, or non-traditional styles are not acceptable. Docker-style or uniform-style pants are the type we are permitting. Pants and slacks must be worn at the waist without an excessive baggy look. Low rise and hip hugger styles are unacceptable. **Manufacture** designed slits in the cuffs of pants are the only acceptable cut pant leg.

Shirts      **Any solid-colored shirt or blouse with a collar and 2 or more buttons is permitted.** Golf-style or oxford knit shirts that are solid-colored and have a collar and 2 or more buttons are also acceptable. Shirts with business/work logos of any kind are not permitted. Plain white or NCC logo long sleeve T-shirts can only be worn underneath regulation dress code shirts. All shirts must be tucked in at all times. Students with shirts that are determined by the school to be too tight or too short will be considered out of dress code. **No shirt is to have more than 2 buttons unbuttoned at any time.**

Outerwear      Solid color non-logo crewneck sweatshirt or any NCC logo outerwear purchased through the spirit shop or a school team is acceptable. Letter jackets or the equivalent are not acceptable as in-school outerwear. All outerwear must be worn over the regulation shirt. All shirts under outerwear must be tucked in and not rolled up and must be dress code shirts.

Socks      Socks must be worn by all students. No knee socks or thigh-high socks or nylons are permitted. Regular-style nylons are acceptable. Solid navy blue or white tights may be worn.

Shoes      Dress shoes or gym shoes must be worn by all students in regular dress code. No sandals, clogs, flip flops, moccasins, or work boots etc. may be worn. **All shoes must be tied properly as designed by the manufacturer.**

Boys      Boys will be clean-shaven and hair neatly groomed at all times. This assumes daily washing and combing or brushing. Anyone warned about hair in their eyes may be given pins to hold it back regardless of embarrassment. Earrings are not permitted. Band-aids over newly pierced ears is unacceptable.

Girls      Girls should keep earrings and all other jewelry to a minimum ( no more than two per ear). Faddish and outlandish displays are not permitted. Hair is to be neatly groomed at all times, this assumes daily washing and combing or brushing.

## **BODY PIERCING and BODY ART**

Body piercing, except earrings for girls, is not permitted. Body art is highly discouraged. Those who have it may not have it visible while at school or while representing NCC in any activity.

**CASUAL DRESS DAYS** Regardless of the occasion, hats, boys earrings, and flip-flops, clogs or sandals are not acceptable during special dress days. Sweatpants or any type of pant with print on the behind is not permitted. Specific instructions will be given as to the special dress attire and these instructions must be followed.

**SHORTS and CAPRIS** **Shorts or Capris can be worn when the Administration has decided that the weather is warm enough to warrant the need. An announcement will be made when students are permitted to wear shorts. Shorts are a convenience when the weather is hot. Students needing to wear a sweatshirt to and around school do not need to wear shorts.**

Shorts are to be an appropriate length (within 2 inches of the knee) and must meet the following criteria: Colors blue and khaki only are acceptable. Capris are acceptable as well. Shorts or Capris with cargo style pockets are unacceptable. Any student wearing unacceptable shorts or capris will have to make arrangements to get acceptable shorts or capris. Anyone wearing unacceptable shorts or capris and not having asked questions ahead of time could lose the privilege of wearing shorts or capris for the year.

### **FIELD TRIP DRESS CODE**

Anyone going on a field trip should be in school dress code or better. The teachers and students should discuss and determine the appropriate dress for the type of field trip so as to best represent NCC to the public. An administrator should be consulted on these decisions.

### **FORMAL AND SEMI-FORMAL DANCES**

Anyone attending a Newport Central Catholic Dance must wear an outfit that matches the Catholic High School philosophy. Specifically that means:

#### **Boys:**

Any male who attends a Newport Central Catholic Dance must wear school dress code pants or better. Pants are to be solid color only. Pants of colors other than traditional (black, blue, gray, khaki, brown, etc.) must be approved in advance by the Dean of Discipline or the Principal.

Shirts are to be button down the front dress shirts once again of traditional color (blue, white, off white, etc.). All shirts should remain buttoned to within the top two buttons at all times. Anyone wanting to wear a shirt outside of traditional color or style must get approval in advance from the Dean of Discipline or the Principal.

Shoes worn to dances must be school dress code or better with anything else approved in advance by the Dean of Discipline or the Principal. Jackets, sweaters, and ties are not requirements for all dances, but should you choose to wear one of these items they should be traditional and within the spirit of this policy.

In the case of tuxedos, use good judgment as to maintaining traditional dress. If you have any concerns at all, get approval from the Dean of Discipline or the Principal. Accessories that come with a tuxedo such as Top Hat and cane are acceptable as long as they are traditional. Hats and other accessories that give the impression of students being dressed as pimps or other "vocations" are unacceptable. Baseball caps no matter how nice are not acceptable at formal or informal dances.

#### **Girls:**

- Dresses and skirts are to be **no more** than 2 inches above the knee and **must stay that length**. They should not have to be pulled down every time a young lady moves. Dresses at the 2 inch length of the knee should not have any slits in them.
- Any long dresses should not have a slit that goes above 2 inches over the knees.
- The top of the dress must not show any cleavage and all dresses should have straps that serve the purpose of keeping the dress in place.
- Two-piece or open mid dresses are not allowed.

- Young ladies do have many options and can dress in a manner that is very feminine without going outside the lines of decency.

These are the only standards of dress we will accept. The administration reserves the right to refuse anyone admission to NCC dances if they do not meet the standards above as well as the spirit of the rule. If you are refused admission and you leave, no refund will be given. Therefore you should be certain you are within the rules before you leave home. If you have any question please ask in advance so you do not cause yourself to miss a school dance. Pictures of a student in their dance outfit can be submitted to the administration ahead of time so you can be certain of acceptability.

### **Substance Concerns**

We reserve the right to evaluate and refuse admission to anyone who we believe is under the influence of any substance (eg: illegal drugs or alcohol). Anyone we believe to be under the influence of a substance will have parents or guardians called to pick them up. If we determine it to be necessary we will call the authorities and allow them to deal with the matter. The school reserves the right to check anyone at a dance for the use of alcohol. We have acceptable saliva tests and will use them as we feel necessary. The determination of who is to be tested will be made by the school representatives in charge of the dance. A student denied access or removed from a dance for substance concerns will be accountable to school policies relating to substance abuse. This will also apply to students whose guest is determined to be under the influence of a substance.

### **Guests who do not attend NCC**

- NCC students are welcome to bring guests who are not NCC students, but the NCC student is responsible for their guest and can receive consequences for their guest's actions.
- Each NCC student who attends a dance is able to bring one guest of the opposite gender.
- No one over the age of 21 is permitted at an NCC dance.
- No one under high school age is permitted at an NCC dance.
- Anyone who is not an NCC student must sign a waiver that they understand they are required to follow NCC rules while at the dance. Guests in violation will be asked to leave and could be turned over to the authorities. The NCC student responsible for the guest would have to leave as well.

### **PARKING LOT**

Any driving on the school grounds must conform to local and state laws as well as school property rules and regulations. Parked cars on our lot are NOT covered by school insurance. Every student who drives and parks on our lot is responsible for his/her car. Always enter in the lower lot and exit through the upper lot.

**ALL STUDENTS ARE TO ENTER THE BUILDING THROUGH THE NORTH ENTRANCE** at the circle. Even students needing to go to the locker rooms should enter school first through the north entrance.

For safety and security students are not permitted to go to their cars during the day, lunch periods included. Only the school office personnel can grant an exception. Students must check out and back in at the office whenever going to the parking lot during school hours.

When all marked spots are full students must park off campus and walk. It is preferred and encouraged that students park in the banks extra lot, **not in the lots by KFC.** We encourage continued carpooling to avoid the lot becoming full. Students parking in unmarked areas are subject to consequences. **Students who do not follow the automobile regulations can be suspended from parking in the school lot, fined by the school, or have their vehicle towed at their expense.**

## DISCIPLINARY CONSEQUENCES

All disciplinary consequences are not reported to the parents. It is the responsibility of the student to inform parents of "minor infractions". Certain actions and accumulated consequences cause us to involve the parents. If special circumstances arise we can make arrangements to communicate with parents more frequently about discipline matters.

### DETENTION

It is the belief of the school that discipline matters are best handled between the faculty member and the student or students involved. If this method fails, a detention may be issued. Detention is after school, formal method of discipline which may be used when a faculty member feels it is warranted. Students who receive a detention from a staff member have violated a school rule that the staff member believes is necessary for the Dean of Discipline to impose a penalty. If a student receives such a detention, the following procedure is to be followed:

- a) The teacher is to give the Dean of Discipline the names of any students they give detention.
- b) Students who receive detention will report to Room 202 by 2:50 P.M. and bring with them pen and loose leaf paper.
- b) Students will not be released from detention until 3:45.
- c) We reserve the right to use these students to do reasonable tasks around school.

In cases determined by the Principal and Dean of Discipline a student may be given a Saturday School Detention. Saturday School dates and times will be determined by the Dean of Discipline as situations arise.

### REMOVAL FROM CLASS

Any student, who is dismissed from class, will be sent to the **Main office only along with a note from the teacher**. Dismissal from class is a serious matter and will require a conference with the teacher, student and the Dean of Discipline. Any detention or action will be based on this conference.

### SUSPENSION

In serious matters, a student may be suspended. Suspensions may be either an in-school or out-of-school suspension. Most all offenses that lead to suspensions will be accompanied by a period of probation.

**In-school suspension** involves the student being in school but not attending classes. The student will spend the entire day in the Dean of Discipline's office working on assignments. In-school suspension begins at 7:30 A.M. and ends at 3:15 P.M. **A student on in-school suspension is responsible for getting and completing all missed assignments from classes missed while on suspension.** A student on in-school suspension will be permitted to make up any tests, quizzes, and assignments missed while on suspension for a **maximum** grade of 70%. Test or quiz make-up arrangements are the responsibility of the student, and must be made the day the student returns to classes from suspension. A student on in-school suspension will be readmitted to classes only after there has been a parental conference with the Dean of Discipline. In-school suspensions are considered unexcused absences from school.

**Out-of-school suspension** entails the student staying away from school and school activities for a minimum of two days and requires a parental conference for re-admittance. A student on out-of-school suspension will have work they **must complete** in order to be readmitted to school. So that they do not fall behind in class, **students are responsible to make arrangements to get any missed class work while they are on suspension. This work is to be completed to the teacher's satisfaction.** A student on out-of school suspension is required to make up tests, quizzes, and assignments missed for the purpose of evaluation of progress, but they will receive a **maximum** grade of 70%.

## **DISCIPLINARY PROBATION AND EXPULSION**

Serious violation of school rules including repeated detention may result in disciplinary probation.

**Probation** means a student is not permitted to participate in or support as a fan or visitor any school sponsored activity for a designated period of time. Students on disciplinary probation and their parents will be required to meet with the Dean of Discipline to discuss and resolve the problems. Any violation of disciplinary probation will result in a conference with the Principal and could lead to expulsion.

**Expulsion** means a student is no longer welcome at Newport Central Catholic. The decision to expel is made by the principal after consulting with the Dean of Discipline regarding a serious offense or a series of offenses. Expulsion goes on a student's permanent record.

## **ACADEMIC PROBATION**

- Students who demonstrate poor academic performance and an apathetic attitude leading to multiple failures or jeopardizing their ability to graduate, will be placed on Academic Probation.
- Students guilty of academic dishonesty offense can be placed on Academic Probation. More than one academic dishonesty offense will result in Academic Probation.
- Depending upon the seriousness of a student's academic standing, Academic Probation can lead to students losing the privilege to participate in extra curricular activities, membership in school clubs, and attendance at school activities all the way up to being dismissed from school.

Students placed on Academic Probation will be notified and be required to attend a meeting with their parent(s)/guardian(s) and the administration. Once a student has been notified of probation they will have one week to arrange for this meeting to take place. Should the meeting not take place within the one week time period, the student will have all student privileges suspended until the meeting is held.

At this meeting:

- academic deficiencies of the student will be discussed.
- a plan for improving academic progress will be laid out.
- consequences for continued poor academic performance will be outlined.

## **EXTRA CURRICULAR ELIGIBILITY**

We follow the KHSSA Policy on academic eligibility. On our Trimester schedule, that means a student must be passing 4 classes in order to be eligible. Eligibility runs from Monday until Sunday of one week.

Students must be in school the full day of an activity or contest to be eligible to participate in that activity. The full day in these cases means 8:00 a.m. until 2:45 p.m. Tardies, half-days, and any absence other than documented doctor visit or family emergency will prevent the student from participating on that day. However, the principal may waive this rule in unusual cases.

All activities, clubs and sports will follow these requirements for eligibility. The principal must approve any additional regulations.

## FINANCIAL MATTERS

### TUITION

*The tuition for 2010-2011 is:*

<i>Diocesan Parish Members</i>	<i>\$5,400</i>
<i>Non-Diocesan Members</i>	<i>\$6,100</i>

### MULTIPLE CHILD DISCOUNTS

The family discount will be as follows:

- Second student \$600.00 discount
- Third student \$900.00 discount
- Additional students free

### TUITION PAYMENT POLICY AND OPTIONS

The tuition policy of the NCC School Board is to charge the lowest possible tuition. This policy requires that **all tuition be collected.**

1. *No student will start attending NCC while still owing tuition to another school.*
2. *Five days after a missed payment a letter will be generated to remind you of the missed payment by Tuition Management Systems. A \$50.00 late fee will be charged.*
3. *Five days after the first letter is mailed, a second letter will be mailed reminding you of the importance of your payment. The business manager of the school will also attempt to contact families via telephone at this time.*
4. *If no response is received from either communication, a phone call from a member of the Newport Central Catholic School Board to the family may occur. **IF NO COMMUNICATION IS MADE THE FOLLOWING CONSEQUENCES WILL RESULT:***
  - a. *No grades or any other records will be given to families or sent to any third party (no transcripts for transfer or colleges).*
  - b. *At the end of a term a student will not be permitted to take exams.*
  - c. *Students will not be permitted to register or schedule classes for the following school year.*
  - d. *Extra Curricular participation will be refused*
  - e. *Graduation materials will be withheld*
  - f. *Parents will be asked to keep students at home until the matter is settled.*
5. ***We are optimistic that any and all situations will be resolved before we reach step four of this process. It is our hope that parents/guardians will not allow things to get to the point that we need to enforce the consequences of step 4.***
6. *Tuition may be paid using one of the following plans:*
  - Plan #1: *Full annual tuition, \$100 discount if paid by July 5<sup>th</sup>*
  - Plan #2: *One-half payment of tuition July 5<sup>th</sup>, and one-half payment December 5<sup>th</sup>, \$25 discount each time.*
  - Plan #3: *Ten equal payments of tuition, beginning July 5<sup>th</sup> and ending April 5<sup>th</sup> plus a \$50 late charge if received after the fifth of the month.*
  - Plan #4 *Eleven equal payments of tuition, beginning June 5<sup>th</sup> and ending April 5<sup>th</sup> plus a \$50 late charge if received after the fifth of the month.*
7. ***We need to have a copy of any legal documentation that details the responsibility of each guardian for tuition.***

### TUITION AND DISCONTINUED ATTENDANCE

Tuition is charged based on a full trimester at a time. If a student begins a trimester they will be charged tuition for that entire trimester. Fees are not refundable regardless of when a student withdraws.

### **RETURNED CHECKS**

There will be a \$30.00 service charge for any check returned.

**Any exceptions to the above financial policies must be presented to the School Board Finance Committee in writing for consideration and approval.**

**Please be aware, that in extreme tuition collection problems when the family makes little or no effort to communicate with the school, the account will be turned over to a Collection Agency. Should you not respond, the Agency will have our authority to pursue credit reporting and legal action. This is not a preferred method of tuition payment, but we expect everyone to do his or her fair share.**

### **GENERAL FEES**

All students pay a general fee of that is used for guidance services, standardized testing, library, all call service, and audio-visual materials. The other required fee is a Diocesan Department of Education assessment.

Fees for individual courses and special senior activities are explained in a mailing sent to each student during the summer months. All fees must be paid on or before the first day of school.

### **BOOK FEES**

The book rental fee is **\$ 185.00** for a first student and **\$135.00** for any additional children to be paid with all other fees at the beginning of the year. This fee will cover all textbooks and workbooks for all three trimesters. Bibles are additional and can be purchased from our bookstore.

**All books are the responsibility of the student and parents or guardian. Books are to be covered at all times. A fine of \$10 will be charged for damage done to a book. If a book is damaged to the point the school determines it can no longer be used the student will be charged for the cost of a new book regardless of the book's age.**

### **CAPITAL IMPROVEMENT FEE**

The Capital Improvement Fee is \$100.00. This fee is new this year and will allow all families to share, to some degree, the cost of the addition and renovation completed in 2009-2010.

### **CAFETERIA FEE**

All families will be charged a \$50.00 cafeteria fee at the beginning of the year. This fee will be returned during the year as the family works in the cafeteria.

### **INSURANCE**

All students are covered by accident insurance, which extends during school hours, coming to and returning from school and school events. The cost of this insurance is included in the general fee paid by all students at the beginning of the year. All claims are processed through the Athletic Department. This person should be notified immediately after the accident for the necessary forms. This is a secondary insurance to your own insurance. A report must be made and papers filed immediately after the accident.

### **OPTIONAL FEE- Activity Pass (\$40.00)**

Students will be given the opportunity with their student ID to get an activity pass sticker. With this pass students receive admittance to all NCC regular season home sporting events and discounts on select Student Government Events.