

Cardinal Newman School

2018-2019 Student/Parent Handbook



*Heart Speaking to Heart
Truth, Integrity, Fidelity*

Redefining Excellence -----

In the Classroom

On the Field

In the Community

For Their Futures



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MISSION STATEMENT

CARDINAL NEWMAN SCHOOL, in order to address a rapidly changing world where learning expectations are higher than ever and faith-filled values are the foundation of a stronger tomorrow, seeks to exceed the traditional definition of educational success. Our mission is to discover the young faith-filled leader that God created inside every child through our commitment to *REDEFINING EXCELLENCE* in everything we do. We offer a holistic learning experience built on Catholic Values, and we deliver it within the new campus that is your school and your home.

PHILOSOPHY

We believe:

- that God's love and Divine Providence sustain and guide us;
- that each student is a valued individual with unique physical, emotional and intellectual needs;
- that each student should be challenged to achieve academic and personal excellence;
- that each student can become a self-disciplined learner;
- that the support and collaboration of parents with the faculty, staff, and administration are essential;
- that a safe, structured environment promotes student learning;
- and that truth, integrity and faith, as articulated in the gospel of Jesus Christ, are at the heart of Christian formation.

HISTORY

The history of Cardinal Newman High School is a rich one, reaching back to 1834 when the Ursuline Sisters arrived in Charleston, SC from their native Ireland. Through the efforts of the Right Reverend John England, South Carolina's first Bishop, the Sisters were sent from Ursuline Convent to begin a work that endures to this day.

In 1858, Ursuline High School for young women opened its doors on Blanding Street, where it remained until Sherman's army burned the city of Columbia, SC during the Civil War in 1865.

The School was then moved to Valle Crucis, a country place belonging to the Right Reverend Lynch. The School remained at Valle Crucis for twenty-two years, where it maintained an average of forty students a year. In addition to their regular students, the nuns taught local African-American children during the summer.

Unable to obtain the continuing services, two of the Sisters moved back to Columbia and opened St. Peter's School in 1872. The School's first classrooms were located in a cottage on Park Street. The School, soon outgrowing its small Park Street cottage moved to the Preston Place on Hampton Street

in 1887. It is here the Sisters rejoined the rest of their community from Valle Crucis. Ursuline High School was reborn.

In 1938, Ursuline High School was accredited as a Class A private institution and the first male students graduated in 1951.

In 1957 the property of Ursuline High School was transferred to the Most Reverend J. J. Russell, Bishop of Charleston, and the name was changed to Catholic High School of Columbia.

Monsignor Martin C. Murphy, Pastor of St. Peter's Church, and Monsignor A. F. Kamler were designated as the School Board of Catholic High School of Columbia. The Reverend Charles Kelley was designated Rector, and Sister Mary Bernard, O.S.U. became principal. The faculty was composed of Ursuline Nuns. Together, this new administration earned Southern Association accreditation in 1958.

In 1961 the Catholic High School of Columbia moved to its new home on 4701 Forest Drive and its name was changed to Cardinal Newman High School. The new location consisted of an eight-acre lot where they built nine classrooms, a library, chapel, cafeteria, kitchen and a number of offices and utility rooms.

In 1971 the School not only celebrated the arrival of Mr. Harold J. Bayerl as Principal, but also a new, well-equipped gymnasium containing more classrooms and a weight room. Five additional classrooms were constructed to accommodate an increased enrollment in 1974. By 1978, the School's enrollment doubled and almost every aspect of the school was remodeled to include a new science laboratory, faculty room and library.

1978 also marked the growth of the School's curriculum, which was now supplemented by honors courses and specialized electives. Teachers and coaches were recruited from across the country so that students would benefit from the best-qualified faculty.

In 1977, the practice football field was upgraded with the installation of seating and lights. That very year, the school hosted five home football games.

In its efforts to provide Catholic education to as many students possible, Cardinal Newman School began its operation of a Middle School (grades 7 and 8) in 1989. The building, which formerly served as the Ursuline Convent, was thoroughly renovated and welcomed over 100 students.

In January of 2016, Cardinal Newman moved to a state-of-the-art, 50-acre campus at 2945 Alpine Road.

FOREWORD

The information found in this handbook is presented as guidance for members of the Cardinal Newman School community. We realize that no handbook can be all-inclusive; therefore, **the administration reserves the right at any time to amend, adjust, and adapt policies based on the needs of the school.**

It is the administration's expectation that all students, parents/guardians, faculty, and staff will familiarize themselves with these policies. Additionally, all parents and students are required to sign the Handbook verification form stating that they have read the contents and are supportive of school policies.

Non-Discrimination Policy

Cardinal Newman School is part of the system of schools of the Catholic Diocese of Charleston and is accredited by AdvancEd division of Southern Association of Colleges and Schools. The school does not discriminate because of race, religion, or ethnic background in relation to employment or student admission.

PARENT PILLARS of the CARDINAL NEWMAN WAY

In keeping with the Philosophy of Conduct and the Pillars of the Cardinal Newman Way for students, there are five “Pillars of the Cardinal Newman Way” that all parents must consistently practice. Those pillars are:

- I. I will treat others and myself with dignity and respect at all times, and especially at all CN programs, events, and athletic practices and contests.
- II. I will demonstrate good judgment in all communication with the school, both verbal and written, in order to be a positive example to my child(ren).
- III. I will be respectful of the school’s discipline program, supporting CN’s efforts to build character and good judgment in its students.
- IV. I will be respectful of all policies and procedures of CN and the administration’s duty to exercise them.
- V. I will live by the example of my faith, seeking justice, peace, a closer relationship with God.

PARENTS AS PARTNERS

Cardinal Newman School holds that the education of a student is a partnership between the parents and the school. As partners in the educational process at Cardinal Newman School, we ask parents:

- To support the religious and educational goals of the school
- To treat teachers with respect and courtesy in discussing student problems.
- To support and cooperate with the discipline policy of the school
- To set rules, times, and limits so that your child:
 - ✓ Arrives at school on time and is picked up on time at the end of the day or the after-school activity
 - ✓ Is dressed according to the school dress code;
 - ✓ Completes assignments on time;
- To actively participate in school activities such as Parent-Teacher Conferences
- To notify the school with a written note when the student has been absent
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student’s well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student’s total education.

Procedure for Handling a Difficulty with a Teacher:

Should a student or a parent be experiencing a difficulty with or have a complaint about a teacher or a particular class, the following are the steps that should be followed to try to resolve the issue:

- **Either the student or the parent must first speak directly to the teacher about the difficulty.**
- **If no satisfactory resolution is reached, the student or the parent should contact the Assistant Principal for Curriculum and Instruction at 803-888-1614.**
- **Parent(s) and students may meet with the Assistant Principal for Curriculum and Instruction and the teacher to seek a resolution.**

Parent Role in Education

We, at Cardinal Newman School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Cardinal Newman School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Cardinal Newman School, we trust you will be loyal to this commitment. No matter what age your child is, s/he needs constant support from both parent(s) and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parent(s) nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parent(s) and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parent(s) must make investigation of the complete story your first step. This evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

THE SCHOOL RESERVES THE RIGHT TO PURSUE ITS MISSION

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

In the event the Principal determines that a student or member of the student's family has interfered with the school pursuing its mission, the Principal may determine that Cardinal Newman School is not an appropriate venue for the student to continue his/her education. The Principal will place the student on probation. This probation is a formal and serious warning to the student and his/her family that such behavior is not consistent with an intention to remain a part of Cardinal Newman. If the Principal determines that the behavior does not improve satisfactorily, the Principal may require the student to withdraw.

ADMISSIONS

Acceptance: Acceptance is contingent upon space availability and a number of other factors, including an applicant's school records, standardized test scores, recommendations, and administration interview. Because the primary mission of the school is to serve the Catholic community of the Diocese of Charleston, priority is given to those students currently enrolled in Catholic schools. It is important to note that all students accepted to Cardinal Newman School, whether at the beginning of a new school year or transferring in anytime during the school year, are accepted on a 45 day probationary status in order to demonstrate that CN is the appropriate placement for them. The students' records at the end of 45 days (including academics, attendance and discipline) may be reviewed by administration to make sure that Cardinal Newman is the right placement. Should the administration feel that CN is not able to meet the needs of a student or the student is not able to meet CN expectations, the student may be asked to withdraw.

Students with exceptional needs and/or learning challenges: It is the policy of the Diocese of Charleston to admit students with exceptional needs and/or learning challenged whenever it is possible, provided that the school has the means to reasonably accommodate the student's needs. A student with learning challenges can be admitted to Cardinal Newman School's college preparatory program through the use of an assistance plan that is custom-designed by the school. To qualify for such a plan, a student must be tested either through the public school of residence or by a qualified third-party medical evaluator (psychologist, physician, psychiatrist, counselor, etc.) who makes accommodation recommendations based on the student's testing results. When a student with learning challenges applies for enrollment, the student's testing results should be submitted to Cardinal Newman for evaluation and placement purposes.

Students who are cognitively handicapped may apply directly to Cardinal Newman's **DeLaSalle Program**. Students accepted into this program will receive a Certificate of Achievement upon the completion of coursework; the certificate qualifies them to apply to post-secondary institutions with programs that meet their needs.

Registration: Registration is not complete until each of the following is on file with the school.

1. A completed registration form signed by custodial parent(s)
2. A South Carolina Certificate of Immunization
3. Payment of all fees – NOTE: Fees are NOT refundable should the student decide not to attend Cardinal Newman School.

Transfer of grades: Cardinal Newman School accepts credits from accredited schools only. No adult education courses or unaccredited home schooling credits are accepted.

ACADEMICS AND EDUCATIONAL PROGRAM

Academic placement of students: Current teachers are most qualified to assess the optimum academic level for students; therefore, the subject teachers will recommend the appropriate levels. These recommendations are ordinarily not changed because of parent or student requests. Whenever possible, student course selections and teacher recommendations will be honored, but final schedules and academic placement are subject to course availability.

Initial placement for incoming seventh and ninth grade students is based upon the following criteria:

1. Previous academic achievement in 6th, 7th, and/or 8th grades

2. National test results
3. Test scores on the Cardinal Newman School placement test
4. Cardinal Newman School writing sample
5. If further clarification is needed, Cardinal Newman School will seek recommendations from the teachers and principal of the partner elementary school

Academic levels: The program of studies at Cardinal Newman School is consistent with our philosophy of striving to meet the individual needs of students. The following is a brief description of each of our academic levels:

- 1) **College Credit:** College Credit courses are offered in association with the University of South Carolina. Students taking such courses follow the university curriculum and expectations, and they receive both high school and college credit simultaneously. These courses are offered on a faculty availability basis and with the continued support of the university. There will be an additional cost associated with these courses. Grades for College Credit courses are awarded additional weighting in the high school GPA. Placement will be by teacher recommendation, and students must also meet the admissions requirements set by the University of South Carolina. Students are required to take an exam and will follow the USC Sumter exam schedule for Semester 2 exams.
- 2) **Advanced Placement:** Advanced Placement (AP) courses are high school courses which require in-depth and rigorous study of content, completion of extra projects, and learning at an accelerated pace. Grades for AP courses are weighted the same as College Credit courses. Placement will be by grades earned in prior courses, the College Board PSAT indicator for success in AP Courses, and teacher recommendation. In order to receive an AP weighting on their Cardinal Newman G.P.A., students are **required** to take the AP Exam and will follow College Board exam schedules. Their chosen universities may or may not award advanced college credit. The Educational Testing Service charges a fee for each AP Exam, and students must pay the fee before taking the AP Exam(s).
- 3) **Honors:** Similarly, Honors courses require in-depth and rigorous study of content, completion of extra projects, and learning at an accelerated pace. Honors courses are weighted more than CP courses but less than AP and College Credit courses.
- 4) **College Preparatory:** This program provides a challenging curriculum for the majority of our students. Some independent study and a fast learning pace characterize this level of study. Students selected for this program follow a rigorous college preparatory course of study.

NOTE: If a student changes levels during the academic year that involve a change in weight (ie. AP to Honors or Honors to College Preparatory), students will receive the appropriate weight of the newly scheduled course.

Schedule change: The Principal or Associate Principal must approve all course changes after school begins.

- All schedule change requests for level changes must be recommended by the Academic Dean, the guidance counselor and/or the classroom teacher. These requests will be given FIRST priority and may be submitted to the Associate Principal during the first quarter of the year.
- Students desiring any other schedule changes, such as a different elective or a different block, must wait until September 4 through September 7, 2018 in the first semester and January 22 through January 25, 2019 in the second semester to submit a request. When the schedule change time window opens, a student who wishes to request a change must fill out a form in guidance with Mrs. Mann to seek an appointment with a guidance counselor.
- **Students may NOT approach an administrator or a counselor directly. Course change requests will be considered on the basis of class size (seat availability) and appropriateness of request.**

- This policy also applies to changes in academic level except for those students who are new to CN (freshmen and transfer students).
- Examples of appropriate reasons for schedule changes:
 - The teacher or Academic Dean feels that the student is misplaced academically.
- Examples of inappropriate reasons for schedule changes:
 - The student does not like the teacher or the class.
 - The student wants to be in a class with her/his friends.
 - The class interferes with a job or extracurricular activity.

Grade Categories

- **Formative Assessments (FA) = 40% of quarter grade and 10 assignments minimum in traditional classes. 60% and 10 assignments minimum in production-based classes. Includes homework, practice work sheets, guided reading questions, group work, practice of performance, practice sketches/drafts/ outlines, quizzes and other exercises that require practice of execution/application. Students will have the opportunity to practice skills and receive a completion grade until they have been given feedback on a new concept; only then will an FA be graded for accuracy.**
- **Summative Assessments (SA) = 60% of quarter grade and 4 assignments minimum in traditional classes; 40% and 4 assignments minimum in production-based classes. This category may include project-based learning assessments, process writing, research projects, lab reports, presentations, and other exercises that the student may perform, demonstrate, create, build etc. after exposure, practice, and feedback. At least one of the four assessments will be non-traditional in structure and may be given in class or out of class. These non-traditional SAs may include project-based learning assessments, process writing, research projects, lab reports, presentations, and other exercises that the student may perform, demonstrate, create, build etc. after exposure, practice, and feedback. All process writing, projects and performances should be accompanied by a rubric which is given to students at the time the SA is assigned.**

Homework Grading Procedure:

Students will receive a completion grade in the **formative** category each time that they attempt to master a new concept. Teachers may include specific expectations such as requiring a certain length or requiring that all work is shown, etc. After a concept has been practiced once in this manner, homework may be graded for accuracy.

Grade reporting: Parents and students may utilize the Parent Portal of our RENWEB Student Information System (available through our homepage at www.cnhs.org) to view grades and **access other IMPORTANT protected information.**

NOTE: Because the RENWEB grading and attendance system is organic and changing on a daily basis, parents and students should check the parent portal at least bi-weekly.

Make-up Work Procedures

1. When a student is absent from school, s/he is expected to check the teacher's "Access Assignments" on the school web site before returning to school and to complete all work that has been assigned during the absence. This includes any worksheets that the teacher has attached to her/his web page. All work, with the exception of tests, will be expected to be complete and handed in on the day the student returns to class.

2. **If a student is absent on the day of a pre-assigned test or project, s/he will be expected to take the test or give the project on the day of return and should be prepared to do so.**
3. In the case of tests and worksheets that were assigned while the student was absent, s/he is expected to meet with the teacher on the day of return **at the end of the class** to make arrangements to take the missing test or complete the missing worksheet(s). Ordinarily, the student will be expected to have this work complete before the next class day.
4. In the case of an **extended absence (more than 2 days)**:
 - 1) **The student will receive a make-up work contract on the day of return to school from her/his HOMEROOM teacher.**
 - 2) **The student will use this contract to meet with each teacher to determine a mutually-agreed-upon schedule for making up quizzes, tests or projects.**
 - 3) **Both teacher and student will keep a copy of the signed make-up contract.**
 - 4) **Students may make up work during free periods (if student is a senior), skinnies or after school based on the teacher's schedule.**
 - 5) **Make-up work supersedes all after-school activities, and no student will be penalized for being late to a practice or other CN-sponsored function.**
 - 6) **Both teachers and student MUST abide by the make-up schedule.**
 - 7) **Upon return to school, students are required to turn in homework and/or classwork assignments to the individual teachers (gathered from Access Assignments). If a student is too ill to complete make-up work to submit on her/his return to school, a parent may send an email to the classroom teacher(s) prior to the class meeting time and copy the Academic Dean on the email; then an extension will be granted.**
 - 8) It is at the discretion of the teacher whether or not to attach worksheets to her/his web page or in SHOWBIE. If worksheets are not attached, the teacher will give them to the student upon her/his return and will set a date for their completion.
 - 9) An "M" (which indicates missing work due to an absence) will be placed in the online gradebook. The "M" calculates into the grade as a "0" until the work is complete. If the work is not completed during the specified time, the "M" is automatically changed to a "0".
 - 10) Should the student not complete the make-up work as scheduled, a zero (0) will be entered into the gradebook and will become permanent.
 - 11) **A grade of "I" (Incomplete) will be placed on the quarterly report card whenever a student has make-up work that extends beyond the end of the quarter. In that case, the "I" will be changed as soon as the make-up deadline has been reached and the appropriate grades entered for that make-up work.**

Late Work Procedures for High School Courses

- Each Cardinal Newman School teacher is responsible to set a policy for her/his classroom concerning the acceptance of "late work". "Late work" is defined as work the student has not completed for class even though the student was not absent. Some examples are 1) coming to class without homework 2) coming to class unable to take a test or give a presentation.
- Late work in the **Summative** categories will receive partial credit. Teachers will **apply a 10% deduction** for every class day these are late.
- Whether or not "late work" is accepted after the due date, and how the student's grade is affected by turning in "late work" is at the teacher's discretion.

HOWEVER: Teachers may NOT award any credit for any “late work” turned in more than six (6) calendar days after the due date.

Late Work Procedures for Junior High courses taken for High School Credit

- Each Cardinal Newman School teacher is responsible to set a policy for her/his classroom concerning the acceptance of “late work”. “Late work” is defined as work the student has not completed for class even though the student was not absent. Some examples are 1) coming to class without homework and 2) coming to class unable to take a test or give a presentation.
- Late work in the **Summative** categories will receive partial credit. Teachers will **apply a 10% deduction** for every class day these are late.
- Whether or not “late work” is accepted after the due date, and how the student’s grade is affected by turning in “late work” is at the teacher’s discretion.

HOWEVER: Teachers may NOT award any credit for any “late work” turned in more than six (6) school days after the due date.

Late Work Procedures for Junior High Courses

For Junior High classes not for high school credit, the late work policy is as follows:

- **Homework**- Late or incomplete homework **must** be turned in **at** the beginning of the next class meeting for 50% credit. Students are responsible to give the assignment to the teacher. Teachers will not ask students for late work.
- Late work in the **Summative** categories will receive partial credit. Teachers will **apply a 10% deduction** for every class day these are late.
 - **HOWEVER: Teachers may NOT award any credit for any “late work” turned in more than six (6) school days after the due date.**

Extra-credit Work Procedures

1. During the quarter, no extra credit work will be given other than bonus questions on tests. Whether or not to include testing bonus questions is completely at the discretion of the classroom teacher.
2. At the end of the quarter, **if a student has completed every assignment and assessment**, a teacher may choose to give one extra-credit assignment. That extra-credit assignment cannot raise a quarter grade more than one (1) percentage point. Whether or not to use this extra-credit option is completely at the discretion of the classroom teacher.

Incomplete grades

When students are missing end of quarter, semester, or final grades due to extended excused absences, the guidance counselor and classroom teacher will set a reasonable date by which time all make-up work must be completed. **If a student does not make up the work missed by the assigned date, the teachers will record zeroes for all work not completed.**

Parent conferences: Time is allotted after each of the first three quarters for parent conferences. Parents/guardians with serious concerns that cannot wait until that time should contact the teacher.

End of Course Exams (EOCs)

- 1) **EOCs** will be administered in all courses at the end of the school year for year-long courses and Semester II courses and at the end of Semester I for Semester I courses.
- 2) Each **EOC** will be a comprehensive assessment of the students' mastery of the concepts, skills, and performance objectives taught from the beginning through the end of the course.
- 3) With the exception of Seniors and those underclassmen qualifying for exemptions, all students will take **EOCs** at the conclusion of each course.
- 4) The only accepted excuses for not taking an **EOC** at the scheduled time are personal illness (doctor's note required) or an extraordinary family situation as determined by the Principal.
- 5) A student without an excused absence who fails to take an **EOC** during the scheduled time **will receive a zero** on that **EOC**.
- 6) **EOCs** for all courses that will be awarded high school credit will count for 10% of the final grade for the respective courses. This includes courses such as languages, Algebra I, Geometry, and Algebra 2 that are being taken by Junior High students.
- 7) **EOCs** for all Junior High courses not being awarded high school credit will count for 10% of the final grade for each course.

Exemptions from EOCs

- 1) Seniors, because of their year-long senior project requirement, **will not take EOCs**. A senior may choose to take an exam if s/he feels it could help to raise her/his final grade. Once a senior chooses to take an exam, the exam will count towards the final grade whether or not it raises the grade.
- 2) **Students in grades 7—11 who have worked diligently all school year and have been able to maintain a solid average of no less than 92.5% may be eligible to exempt up to 3 EOCs.**
- 3) **Exemption Status Determination for 7, 9, 10, and 11th Grade Students: All gradebooks will be updated and all major grades for Quarter 4 will be entered by teachers by Monday, May 20, 2019. Teachers will inform students of their exemption eligibility on Tuesday, May 21 and Wednesday, May 22. Eligible students must choose the exams they are going to exempt and inform their teachers of their intentions on Thursday, May 23 and Friday, May 24.**
- 4) Students in certain courses are required to take a College Credit or Advanced Placement exam. These exams may not be exempted regardless of grade, but students will not be required to sit for a formal EOC for these classes during exam week.

Promotion Standards and Summer School

- **IMPORTANT NOTE: In order for a Cardinal Newman student to receive credit for any course s/he takes at Cardinal Newman School, s/he must earn a minimum grade of 68% as calculated on the Cardinal Newman Grading Scale found on Page 19.**
- **Ordinarily, at the Principal's discretion,** in order to be promoted out of 7th or 8th grade, a student cannot have failed more than one core subject.
- To be given sophomore status and be placed in a 10th grade homeroom, a student **MUST** have earned a minimum of 7.5 credits by the beginning of the 10th grade year, **MUST** have successfully completed English 9 and the prescribed 9th grade Theology credit, and **have completed the service hour requirement**. (Students may take no more than 2 courses in summer school credit recovery programs to meet this requirement.)

- To be given junior status and be placed in a 11th grade homeroom, a student **MUST** have earned a minimum of 15 credits by the beginning of the 11th grade year, **MUST** have successfully completed English 10 and the prescribed 10th grade Theology credit, and **have completed the service hour requirement** (Students may take no more than 2 courses in summer school credit recovery programs to meet this requirement.)
- To be given senior status and be placed in a 12th grade homeroom, a student **MUST** have earned a minimum of 22.5 credits by the beginning of the 12th grade year, **MUST** have successfully completed English 11 and the prescribed 11th grade Theology credit, and **have completed the service hour requirement** (Students may take no more than 2 courses in summer school credit recovery programs to meet this requirement.)

Students who fail to pass a course may choose to retake that course, with the approval of the Principal, at any other accredited public, private, virtual, or online school. Ordinarily, no more than 6 units of failing credit recovery toward graduation may be earned through summer school. Students planning to attend summer school must check with the guidance office and the Academic Dean to make sure that the chosen school meets accreditation standards. Ordinarily, credit will not be awarded for tutoring, for courses taken through non-accredited schools, or for new (as opposed to credit recovery) courses.

Academic Probation

Students who fail three or more classes for any given quarter will be placed on Academic Probation. Students and parents will meet with the Academic Dean and Guidance Counselor to discuss the academic difficulty. If the student fails three or more classes for the year, s/he may be asked to:

- a) Repeat the grade
- b) Take credit recovery courses over the summer
- c) Withdraw from the school

Extra Help and Peer-Tutoring

- Students **MUST** seek extra-help assistance from their classroom teachers **FIRST** before requesting peer tutoring. All full-time teachers do provide a minimum of two 30 minute extra-help sessions per week, one of which must be after school. All teachers' extra-help sessions are published in their Classroom Instructional Plans (CIPs). Weekly extra-help sessions are also published in the *CARDINAL COMPASS*.
- A student will not be permitted to attend peer tutoring until s/he has attended at least five (5) extra-help sessions with her/his classroom teacher. The student may obtain a request form from either the Academic Dean or the classroom teacher. The teacher must date and sign at each extra-help session. After the five required teacher extra-help sessions, if the student still wishes to receive peer tutoring, then the Academic Dean will assign the student a peer tutor during skinnies on either Tuesdays or Thursdays.
- Students who are failing a subject may also be required to attend extra-help sessions with the teacher (until the grade improves) as determined by the Academic Dean. Seniors who are failing a subject(s) may also be subject to loss of senior privileges until the grade improves.

Academic Eligibility to Participate in Extra-curricular Activities

1. Extra-curricular eligibility at Cardinal Newman School will follow the guidelines stated in the SCISA Bluebook, which states, "A student must take and pass at least four (4) one unit CORE courses or any five (5) one unit courses each grading period."
2. At Cardinal Newman School, the rule stated in #1 above is applied in the following way: For first quarter, eligibility is determined using grades from the previous year. For second quarter, eligibility will be determined using the first quarter grades. For third quarter, eligibility will be determined by using the Semester I grades. For fourth quarter, eligibility will be determined using the third quarter grades.

3. Extra-curriculars are defined as those activities that take place outside the school day. Included in these are: athletic try-outs, practices, and games or matches; drama try-outs, practices, and performances; as well as any others deemed so by the administration.
4. Spiritual activities such as retreats are not included.
5. Dances are not included.
6. For athletic eligibility, please consult the SCISA Bluebook and the CN Athletic Handbook.

Parent Ability to Monitor Academic Progress

At any time, parents may monitor their children's progress using the Parent Portal of the RENWEB system. Parents will receive instructions on acquiring a user name and password from the Registrar. Parents are encouraged especially to monitor grades at the midpoint of each quarter, as this will give an indication of student progress and afford enough time to improve before the final quarter grading occurs. If necessary, parents are encouraged to request a consultation with the teacher and outline a plan for improvement.

Parents who would like to monitor daily assignments, may go to the "Access Assignments" hot link on the homepage of the CN webpage.

Online Courses

Ordinarily, students are not permitted to take additional credit courses online. If a student wishes to take an additional online course, he/she must present the request in writing to the Principal and include the reason for taking the course and what the course encompasses. The educational institution must be accredited; therefore, the Principal's approval is required.

Report Cards

As part of the regular communication about student progress between the school and parents, report cards will be mailed approximately every nine weeks throughout the school year.

Class Rank

Cardinal Newman School calculates class rank at the end of each school year for all students in grades 9 through 12 based on South Carolina Uniform Grading Policy. Because of the size and the academically-competitive nature of our student body, the school does not disclose rank to colleges during the college application process unless specifically requested.

Cumulative GPA

Cardinal Newman School calculates two cumulative GPAs to be reported on the students' transcripts at the end of each school year.

The first is based on the SCUGP which is considered in awarding Palmetto Fellows, LIFE and HOPE scholarships. Under South Carolina state guidelines, the cumulative GPA reported on the final transcripts is calculated using the SCUGS 10 point scale found on pg. **20** of this Handbook. This 10 point SCUGS is in the process of being transitioned to full use in the following manner:

- a) Class of 2018 is a ratio of 2:2.
- b) Class of 2019 is a ratio of 1:3.
- c) Class of 2020 is the first class to have fully implemented the SCUGS 10 point scale in calculating the Cumulative GPA for the final transcripts.

The second is the Cardinal Newman GPA based on the grading scale found on pg. **19** of this Handbook.

Graduation Requirements

- **Each Diocesan-owned secondary school sets its own credit requirement for earning a high school diploma. All Diocesan-owned secondary schools require all of their graduates to**

have met the graduation standards set by the South Carolina Department of Education plus all additional standards internal to the school.

- In order for a student to receive credit for a course that s/he is taking at Cardinal Newman School, s/he must earn a minimum final grade of 68% as calculated using the Cardinal Newman School Grading Scale depicted on pg. 19.
- Students in Diocesan-owned secondary schools must have completed eight semesters of high school in order to graduate.
- Ordinarily, students may not graduate prior to completing eight semesters.
- Students must have earned a minimum of 30 credits, including all requirements of the State Department of Education, in order to graduate from Cardinal Newman School. (See below.)
- Transfer students are responsible for 1 credit in theology for each year they attend Cardinal Newman School.

| | |
|--|-----------|
| Theology | 4 |
| English | 4 |
| Speech/Intro to Research | 0.5 |
| Mathematics -Algebra I, Geometry, Algebra II and one elective math | 4 |
| Lab Sciences Biology, Chemistry and one elective..... | 3 |
| Social Studies – Recent Global Studies, US History, Government/Economics and Contemporary World Geography (Class of 2021 and beyond) | 3.5 |
| Foreign Language - All three should be in the same language..... | 3 |
| Technology Education | 1 |
| Physical Education/Health | 1 |
| Fine and Performing Arts | 1 |
| Electives | 5 |
| Total Credits Required | 30 |

NOTE: Four years of Community Service and successful completion of the Senior Social Exit Project are also required for graduation.

Commencement/Baccalaureate/Honors Convocation Exercises

1. Participation in the graduation ceremony, the Baccalaureate Mass, and the Honors Convocation is ordinarily mandatory for eligible students.
2. Ordinarily, at the discretion of the Principal, students who do not meet the criteria for graduation (i.e. successfully completing credit requirements) are not permitted to participate in the ceremony.
3. All financial obligations to the school must have a zero (0) balance in order for the student to be eligible to receive a diploma and/or to have transcripts forwarded.

Valedictorian and Salutatorian

The valedictorian and salutatorian of the senior class occupy the first and second places in the class rankings at the end of **eight (8)** semesters, the last six of which must be at Cardinal Newman School. Home School, Homebound, Summer School credits, and off-site College Courses are not eligible for consideration.

Cardinal Newman Grading Scale

The following grading scale will be used to calculate cumulative GPA's for Cardinal Newman School students at the end of each semester of study:

| Numerical Average | Letter Grade | College Prep | Honors | Advanced Placement/ College Credit |
|--------------------------|---------------------|---------------------|---------------|---|
| 100 | A | 4.875 | 5.375 | 5.875 |
| 99 | A | 4.750 | 5.250 | 5.750 |
| 98 | A | 4.625 | 5.125 | 5.625 |
| 97 | A | 4.500 | 5.000 | 5.500 |
| 96 | A | 4.375 | 4.875 | 5.375 |
| 95 | A | 4.250 | 4.750 | 5.250 |
| 94 | A | 4.125 | 4.625 | 5.125 |
| 93 | A | 4.000 | 4.500 | 5.000 |
| 92 | A | 3.875 | 4.375 | 4.875 |
| 91 | A | 3.750 | 4.250 | 4.750 |
| 90 | B | 3.625 | 4.125 | 4.625 |
| 89 | B | 3.500 | 4.000 | 4.500 |
| 88 | B | 3.375 | 3.875 | 4.375 |
| 87 | B | 3.250 | 3.750 | 4.250 |
| 86 | B | 3.125 | 3.625 | 4.125 |
| 85 | B | 3.000 | 3.500 | 4.000 |
| 84 | B | 2.875 | 3.375 | 3.875 |
| 83 | C | 2.750 | 3.250 | 3.750 |
| 82 | C | 2.625 | 3.125 | 3.625 |
| 81 | C | 2.500 | 3.000 | 3.500 |
| 80 | C | 2.375 | 2.875 | 3.375 |
| 79 | C | 2.250 | 2.750 | 3.250 |
| 78 | C | 2.125 | 2.625 | 3.125 |
| 77 | C | 2.000 | 2.500 | 3.000 |
| 76 | C | 1.875 | 2.375 | 2.875 |
| 75 | C | 1.750 | 2.250 | 2.750 |
| 74 | C | 1.625 | 2.125 | 2.625 |
| 73 | D | 1.500 | 2.000 | 2.500 |
| 72 | D | 1.375 | 1.875 | 2.375 |
| 71 | D | 1.250 | 1.750 | 2.250 |
| 70 | D | 1.125 | 1.625 | 2.125 |
| 69 | D | 1.000 | 1.500 | 2.000 |
| 68 | D | 0.875 | 1.375 | 1.875 |
| 67 | F | 0.750 | 1.250 | 1.750 |
| 66 | F | 0.625 | 1.125 | 1.625 |
| 65 | F | 0.500 | 1.000 | 1.500 |
| 64 | F | 0.375 | 0.875 | 1.375 |
| 63 | F | 0.250 | 0.750 | 1.250 |
| 62 | F | 0.125 | 0.625 | 1.125 |
| 0-61 | F | 0.000 | 0.000 | 0.000 |
| 61 | FA | 0.000 | 0.000 | 0.000 |
| 61 | WF | 0.000 | 0.000 | 0.000 |
| - | WP | 0.000 | 0.000 | 0.000 |

South Carolina Uniform 10-point Grading Scale

| Numerical AV | Letter Grade | CP Weighting | Honors Weighting | AP/CC Weighting |
|--------------|--------------|--------------|------------------|-----------------|
| 100 | A | 5.000 | 5.500 | 6.000 |
| 99 | A | 4.900 | 5.400 | 5.900 |
| 98 | A | 4.800 | 5.300 | 5.800 |
| 97 | A | 4.700 | 5.200 | 5.700 |
| 96 | A | 4.600 | 5.100 | 5.600 |
| 95 | A | 4.500 | 5.000 | 5.500 |
| 94 | A | 4.400 | 4.900 | 5.400 |
| 93 | A | 4.300 | 4.800 | 5.300 |
| 92 | A | 4.200 | 4.700 | 5.200 |
| 91 | A | 4.100 | 4.600 | 5.100 |
| 90 | A | 4.000 | 4.500 | 5.000 |
| 89 | B | 3.900 | 4.400 | 4.900 |
| 88 | B | 3.800 | 4.300 | 4.800 |
| 87 | B | 3.700 | 4.200 | 4.700 |
| 86 | B | 3.600 | 4.100 | 4.600 |
| 85 | B | 3.500 | 4.000 | 4.500 |
| 84 | B | 3.400 | 3.900 | 4.400 |
| 83 | B | 3.300 | 3.800 | 4.300 |
| 82 | B | 3.200 | 3.700 | 4.200 |
| 81 | B | 3.100 | 3.600 | 4.100 |
| 80 | B | 3.000 | 3.500 | 4.000 |
| 79 | C | 2.900 | 3.400 | 3.900 |
| 78 | C | 2.800 | 3.300 | 3.800 |
| 77 | C | 2.700 | 3.200 | 3.700 |
| 76 | C | 2.600 | 3.100 | 3.600 |
| 75 | C | 2.500 | 3.000 | 3.500 |
| 74 | C | 2.400 | 2.900 | 3.400 |
| 73 | C | 2.300 | 2.800 | 3.300 |
| 72 | C | 2.200 | 2.700 | 3.200 |
| 71 | C | 2.100 | 2.600 | 3.100 |
| 70 | C | 2.000 | 2.500 | 3.000 |
| 69 | D | 1.900 | 2.400 | 2.900 |
| 68 | D | 1.800 | 2.300 | 2.800 |
| 67 | D | 1.700 | 2.200 | 2.700 |
| 66 | D | 1.600 | 2.100 | 2.600 |
| 65 | D | 1.500 | 2.000 | 2.500 |
| 64 | D | 1.400 | 1.900 | 2.400 |
| 63 | D | 1.300 | 1.800 | 2.300 |
| 62 | D | 1.200 | 1.700 | 2.200 |
| 61 | D | 1.100 | 1.600 | 2.100 |
| 60 | D | 1.000 | 1.500 | 2.000 |
| 59 | F | 0.900 | 1.400 | 1.900 |
| 58 | F | 0.800 | 1.300 | 1.800 |
| 57 | F | 0.700 | 1.200 | 1.700 |
| 56 | F | 0.600 | 1.100 | 1.600 |
| 55 | F | 0.500 | 1.000 | 1.500 |
| 54 | F | 0.400 | 0.900 | 1.400 |
| 53 | F | 0.300 | 0.800 | 1.300 |
| 52 | F | 0.200 | 0.700 | 1.200 |
| 51 | F | 0.100 | 0.600 | 1.100 |

Community Service Requirements

In order to progress from one grade level to the next at Cardinal Newman School, all students must have fulfilled a certain number of community service hours. These guidelines have been developed to assist students in planning service work and determining which hours will fulfill these requirements. Some of these policies may be different from past years. These guidelines hold true for the current year. They will be revisited every summer and new guidelines posted in the Student/Parent Handbook and distributed yearly. Any questions must be addressed to Ms. Bobbie Anne Abson, Dean of Student Life. She may be reached by phone at 888-1650, or babson@cnhs.org.

FAQ's

How many hours are required?

1. Each 7th and 8th grade student is required to do 15 hours. Opportunity for some of these hours will be provided through the school.
2. Each 9th grade student is required to do 20 hours. Opportunity for some of these hours may be provided through the school.
3. Each 10th grade student is required to do 30 hours. Opportunity for some of these hours will be provided through the school.
4. Each 11th and 12th grade student is required to do 40 hours.

How are service hours recorded?

1. Each Cardinal Newman student must join Mobile Serve (<https://mobileserve.com/>) using his or her Cardinal Newman student email address. Students must register for an account. A free app is available to make recording service easy and accurate.
 - a. In order for a Mobile Serve account to be associated with Cardinal Newman School, the appropriate organization code must be entered when creating an account, or at any time under “settings”. The organization codes are as follows:

Class of 2019: E3C0C5
Class of 2020: DA0AD6
Class of 2021: 5CECFC
Class of 2022: DABFFC
Class of 2023: D346B6
Class of 2024: 4A86A6

2. Upon completion of each service activity, students should log the activity and request verification by the supervisor, either through electronic signature, or by email verification. Please note that attaching a location is not accepted as sufficient verification. A student may attach his or her location but must also have the supervisor verification.
3. In order for service hours to be approved, the “service organization” and “description” areas must be completed.

4. Any inappropriate content (including, but not limited to, service descriptions or photos) will be removed by the Dean of Student Life and reported to the appropriate Dean of Discipline.
5. Service opportunities offered to the school will be added to MobileServe and invitations sent out to the appropriate class levels.

All hours must be submitted to the students MobileServe account and verified by the supervisor. No paper forms will be acceptable.

NOTE: Seniors who have not completed their service hours by Wednesday, April 3rd will lose their off-campus lunch privilege until their obligation is fulfilled. Note, too, that seniors must have completed the required number of service hours in order to be eligible for graduation from Cardinal Newman School.

In order for students in grades 7 - 11 to be moved to a homeroom in the next grade level, all service hours for the prior year must be completed and logged.

What type of work is acceptable as service hours?

1. No work for any organization whose philosophy is contrary to the teachings of the Roman Catholic Church is acceptable.
2. No work for any for-profit organization or company in the course of its business is acceptable. Work in connection with a company's charitable and service activity is accepted. For example, working in a lawyer's office organizing a file for a client which is a charity is not accepted. Volunteering at the law office's blood drive is acceptable.
3. Nothing can be received in return for the service. This includes money, gifts, etc. Recognition by the organization is acceptable.
4. No service done for the benefit of an immediate family member is accepted without the prior approval of The Dean of Student Life. As such, parent signatures for service are not acceptable.
5. Service to Cardinal Newman School should be a part of the student's life and is accepted as part of the service requirements in limited amounts.
6. Service to the parish/church should be a part of every member's life and will be accepted. Acceptable service would include volunteering for other organizations within the parish, such as the Senior Citizens, Respite Care, the St. Vincent de Paul Society, or youth group service activities. Service at the liturgical worship is accepted on a limited basis. For altar serving, one hour per Mass may be submitted.
7. Sophomores, Juniors and Seniors should strive to include service that involves direct ministry to the poor and suffering. These students will be encouraged to 'get their hands dirty' in the name of service.

What are some examples of acceptable service activities?

1. Working at a non-profit animal shelter caring for God's creatures, working at a nursing home, helping with Home Works or Habitat for Humanity or similar groups, preparing food for a soup kitchen, volunteering at Providence Hospital.
2. These are just some of the opportunities presented to the students. The student is encouraged to use his or her imagination and interests in deciding what to do.

What else should be considered?

1. **Age appropriate service is important. Middle school students should not be involved in certain ministries requiring more maturity. Older students should limit non-hands on activities, such as walk-a-thons.**
2. **The Dean of Student Life will address any questionable service submissions. If the parent or the student has any question as to the appropriateness of any service, please call her immediately. It is preferred that contact is made before the service is completed.**
3. **Hobbies, interests, and career possibilities should be used to make decisions and focus service.**
4. **Potential NHS members should turn in hours as soon as possible at the beginning of the school year. Only service submitted into Mobile Serve will be considered as completed for NHS hours.**

****SENIOR SERVICE HOURS ARE DUE PRIOR TO GRADUATION.**

****HOURS for GRADES 7-11 ARE DUE BY THE END OF THE SCHOOL YEAR.**

****THE PRESIDENTIAL SERVICE AWARD WILL BE GIVEN FOR HOURS BEYOND THE MINIMUM THAT ARE REGISTERED BY APRIL 3rd.**

Academic honors for grades 7-12 are

- BISHOP'S HONOR ROLL -----Average of 4.0 or higher on the Cardinal Newman Grading Scale
- PRINCIPAL'S HONOR ROLL -----Average of 3.5 or higher on the Cardinal Newman Grading Scale

National Honor Society (NHS)

The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Beginning in the sophomore year, students with a minimum G.P.A. of 3.8 after the third quarter of the school year are eligible to apply for membership in the Kelley Chapter of the National Honor Society (NHS). A **faculty council, appointed each year by the Principal**, reviews all membership applications in reference to the required points in each of the following areas: academics, leadership, service, and character. More information on the National Honor Society is available in the high school front office.

National Junior High Honor Society (NJHS):

The National Junior High Honor Society promotes appropriate recognition for students in 9th grade who reflect outstanding accomplishments in the areas of scholarship, character, as well as leadership, and service to the school. Students who have earned a 3.8 or higher GPA throughout 8th grade will be eligible to apply in the beginning of their ninth grade year, and successful candidates will be inducted into the Newman Chapter of the NJHS in a fall ceremony of their ninth grade year.

ATTENDANCE INFORMATION

Missing school, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement; therefore, students should be present and on time whenever

school is in session.

1. Absences at Cardinal Newman are tracked daily. Any student who, in the morning, arrives after the conclusion of the first Block of the day will ordinarily be charged with a half day of absence regardless of the circumstances.
2. More than 2 Blocks out of school, constitutes a full day of absence; 2 blocks or less out of school constitutes a half day of absence
3. Any student who accumulates ten absences from a year-long course or five (5) absences from a semester course may be denied credit for that class.
 - If a student is in danger of losing credit due to absences, parents MUST meet with the respective Guidance Counselor and the Academic Dean.
 - After ten (10) absences, students are required to have a doctor's note for each subsequent absence.
 - Absences for CHRONIC or EXTENDED illnesses or extreme hardships may be approved by the Principal only when verified by a physician's statement.
4. Juniors and seniors will be permitted to miss **two** extra days for **college visits**, provided that they get approval from the respective guidance counselor **in advance** of the anticipated visit. Upon return to school, **the student must submit documentation to the guidance secretary verifying the student's visit to the college.**
5. Students may not participate in an extra-curricular activity, such as athletic practices and games or matches, drama practices, and evening school activities such as dances, drama performances, and athletic contests, **unless they are in school for at least three academic Blocks on that given day.**
6. Students who leave school due to illness, may NOT return to participate in extra-curricular activities after school or in the evening. This includes attendance at school dances and athletic contests.

Medical appointments

1. Any student requesting an excused absence or early dismissal for a medical appointment must present a dated note, signed by the parent, to the **Attendance Secretary** in the morning prior to the student leaving for the appointment. The note must describe the reason for the appointment and the time to be dismissed.
2. If returning from a medical appointment to school the same day, the student must present a doctor's/dentist's note (no telephone calls, faxes, or e-mails) to the office with the date and time the student left the medical office.
3. Failure to present the note may result in disciplinary consequences.

Failure to follow appropriate attendance procedures may result in disciplinary and/or academic consequences including the student not being able to make up missed class work.

Student Early Release

With the exception of medical appointments/medical emergencies, school-sponsored activities and Seniors leaving for off-campus lunch, all requests for early dismissals, must be made by the parent/guardian in writing. **The student must submit the written request to the Attendance Secretary (located in the Main Office in the morning when s/he arrives).** A student arriving to school without a written note for early dismissal may not leave unless the parent/guardian comes into the Main Office to sign her/him out of school. After the school day has begun, any students who are leaving campus for any reason should adhere to the following procedures:

1. All students must check-out at the Main Office before leaving campus and, likewise, must check back in at the Main Office if they return to school that day.
2. Students are responsible for completing any work assigned while away.
3. Students who do not follow appropriate early dismissal procedures may receive disciplinary and/or academic consequences including the student not being able to make up missed class work.

Missed classes due to school-sponsored activities: Students who miss class for school-sponsored activities, including athletics, field trips, class trips, college visits, etc., accept the responsibility of securing assignments and making up work based on reasonable teacher expectations. Whenever a student is to miss classes due to a school-sponsored activity, then a parent/guardian must have completed the appropriate paperwork for that activity.

Late Arrival

1. With the exception of the seniors who have late arrival privilege if they have no first Block class scheduled and other students with scheduled medical appointments, ALL students who are not in their respective first Block classes by the bell or in Homeroom are considered as **LATE ARRIVAL**.
2. A **LATE ARRIVAL** will be considered “**EXCUSED**” **only with a doctor’s note**. A call or note from a parent reporting the reason for the student’s lateness **does NOT excuse the LATE ARRIVAL**.
3. **LATE ARRIVAL** students must check-in with the Dean of Discipline (office in middle of A Wing) in the morning when s/he arrives in order to receive an admit slip for class. All **LATE ARRIVALS** after the second instance are subject to disciplinary consequences.
4. The consequences for LATE ARRIVALS are as follow:
 - a. 5 unexcused per semester (This includes late arrivals due to traffic.)
 - b. 6+ unexcused late arrivals will result in ISS for each infraction (following day). The disciplinarian will call parents concerning ISS, as well as send a standard email or letter home stating handbook policy.
 - c. 10+ unexcused late arrivals during the 2018-2019 school year will result in:
 - i. The disciplinarian, along with the student, will immediately call the parent.
 - ii. The student will immediately serve OSS and the family must meet with the disciplinarian the following day before the student is allowed back in the classroom.
 - iii. The student is placed on disciplinary probation for the remainder of the semester and is not permitted to participate in any extra-curricular activities during this time.

Cut days

1. Cardinal Newman School does not authorize “cut days.”
2. Should a significant number of students be absent on particular day, the administration reserves the right to require medical verification, to require students to make up school days, or to impose disciplinary consequences when students have missed school without prior permission.

Campus DROP-OFF AND PICK-UP

Student Drop Off

1. The doors in the C-Wing (by the gymnasiums) are unlocked from 7:15 – 8:00 AM for carpool drop-off.
2. The doors in the B-Wing (by the Performing Arts Center and student parking lot) are open from 7:15 – 8:00 AM to allow students who drive to enter the school. **There is NO Carpool drop-off at these doors! Please abide by this and help us to keep our entering students safe!**
3. All students entering the building between 7:15 AM and 7:45 AM **MUST** go directly to Alumni Hall (lunchroom) at the end of B-Wing to wait for the 7:45 AM bell to ring. At that time, students may proceed to their lockers and to their first Block classrooms.

Student Pick Up

1. The school day ends at 3:10 PM on regular days and at 2:00 PM on early dismissal days.
2. Students should leave campus, if they have no scheduled after-school activity, within 20 minutes of the dismissal bell.
3. Ordinarily, the school has supervision in the after-school study hall in the cafeteria until 5:30 PM. Parents should pick up their students from the back door of the cafeteria. **See pgs. 59-60 of this Handbook for the actual “Wait Procedure for after school.”**
4. Therefore, any students who remain on campus to wait for parental pick-up after 3:40 PM or to wait for a supervised activity to begin **MUST** wait in the after-school study hall in the cafeteria unless they are in a supervised activity that is being monitored by a school employee.
5. **No students may wait in either of the gyms or in the Athletic Center Atrium after 3:40 PM.**
6. The school is not responsible for students who leave campus to wait elsewhere instead of reporting to the cafeteria.
7. Non-driving students must be picked up from the cafeteria no later than 5:30 PM, or after athletic practices or other activities no later than 30 minutes after the practice/activity ends.
8. Parents who fail to pick up after practices/activities within the appropriate time frame should be aware that the school will:
 - a. Make one call to the parent
 - b. If no answer, make one call to the emergency contact
 - c. If no answer, the police will be called to transport the student home.

Parent Responsibility

1. On days with a normal schedule, the school is not responsible for students **dropped off before 7:15 AM or picked up after 3:30 PM** unless the student is involved in a school-sponsored activity such as athletic practice or is in the supervised after-school library.
2. On late start days, the school is not responsible for students **dropped off before 7:15AM or picked up later than 30 minutes after the end of the school day unless the student stays in the cafeteria.**
3. No areas of campus, except the cafeteria and scheduled practices and meetings, are directly supervised after 3:30 PM.
4. The gymnasiums and Weight Rooms are not available to students unless a coach or other responsible adult is there to supervise.

DAILY BELL SCHEDULES

The regular school day begins at 8:00 AM and ends at 3:10 PM. It is divided into time Blocks as detailed below. Because special events necessitate amending the normal schedule, classes may be conducted according to one of the following bell schedules:

Regular Schedule – RED and (BLACK) Days

7:45 Warning Bell
 8:00 - 9:20 Block A (E)
 9:25 - 10:45 Block B (F)
 10:50 – 11:20 Lunch Skinny I
 11:20 - 11:50 Lunch-Skinny II
 11:50 - 12:20 Lunch-Skinny II
 12:25 - 1:45 Block C (G)
 1:50 - 3:10 Block D (H)

Early Dismissal – RED and (BLACK) Days

8:00 - 9:05Block A (E)
 9:10 - 10:15Block B (F)
 10:20 – 11:25Block C (G)
 11:25 – 11:55 ... Lunch/Skinny I
 11:55 – 12:25 ...Lunch-Skinny II
 12:25 - 12:55Lunch-Skinny III
 1:00 - 2:00Block D (H)

Weds. Late Start – No All-School MASS

7:30 – 8:45Study Hall in cafeteria
 8:50 – 9:55Block A(E)
 10:00 – 11:05Block B (F)
 11:10 – 11:40 ... Lunch/Skinny I
 11:40 – 12:10...Lunch/Skinny II
 12:10 – 12:40...Lunch/Skinny III
 12:45 – 1:55Block C (G)
 2:00 - 3:10Block D(H)

Weds Late Start with All-School MASS

7:30 – 8:45Study Hall in Cafeteria
 8:50 – 9:40Block A (E)
 9:45 – 10:45 MASS and B (F) Block
 10:45 – 11:50 ...MASS and B (F) Block
 11:55 – 12:20 ... Lunch/Skinny I
 12:20 – 12:45 ...Lunch/Skinny II
 12:45 - 1:15 Lunch/Skinny III
 1:20 – 2:10 Block C (G)
 2:15 - 3:10Block D (H)

CARDINAL NEWMAN SCHOOL PHILOSOPHY OF STUDENT CONDUCT

The Cardinal Newman School Code of Conduct flows from our belief in the process of growth as a means to Christian maturity. We believe that all students learn responsibility for their actions through choices and the acceptance of the consequences of their actions.

The primary goal of the Cardinal Newman School Code of Conduct is to ensure that Cardinal Newman School stands as a physically, emotionally, intellectually, and spiritually safe place in which all students are able to mature into the type of person described in the Cardinal Newman School Philosophy and in which the entire Cardinal Newman community is able to fulfill the Cardinal Newman School Mission Statement.

We recognize that the young women and men who attend Cardinal Newman School are at an exciting, and sometimes confusing time in their lives and that the transition from dependent child to responsible adult can pose particular challenges. However, we also believe that, given clear guidelines and expectations, fair and consistent consequences, and loving support and opportunities for growth, all students are able to meet these challenges.

CARDINAL NEWMAN SCHOOL STUDENT PILLARS OF CONDUCT

In keeping with the Philosophy of Student Conduct, there are five “Pillars of the Cardinal Newman Way” that all students must consistently practice. Those pillars are:

- I. I will treat others and myself with dignity and respect at all times.**
- II. I will demonstrate good judgment in dress, communication, and conduct.**
- III. I will be excellent in my academic effort and will meet all of my responsibilities as a student.**
- IV. I will live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God.**
- V. I will represent my school and my Church with pride and honor in all that I do.**

We believe, regardless of each student’s physical, emotional, intellectual, or spiritual capacity, that all students are *capable* of physical, emotional, intellectual, or spiritual maturity. Indeed, it is our desire that such maturity be a hallmark of every Cardinal Newman School student, and we are honored and pleased to be a part of this process.

When called upon to handle a disciplinary situation, it is the intent of the Administration to act as consistently as possible. However, sometimes situations arise which, in the judgment of the Principal or

Assistant Principal, require individual handling. The Administration retains the right to make those judgments. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her/his discretion.

When a(n) administrator, faculty or staff member notifies the disciplinarian of a student not living up to the expectations of one or more of the Pillars of the Cardinal Newman Way, the disciplinarian will meet with the student to discuss that student's decision to make a poor choice. During the meeting, the student will commit, in writing, not to make the same mistake again, and the disciplinarian will assign an appropriate consequence that allows the student to make amends to the Cardinal Newman Community for her/his poor choice.

Student behavior should reflect that of Christian young women and men who are aware of their obligations to respect other people and property. This includes public displays of affection (PDA) during school or at school-related functions. Students should keep in mind that their behavior reflects not only on them, but also on their families and the entire school community. **Therefore, whether on campus or not, a student should be aware that if the school gains knowledge of any inappropriate behavior that violates any of the Pillars of the Cardinal Newman Way, that behavior may be reported to the student's parents. In addition, the student is subject to disciplinary consequences as dictated by how poor a decision s/he has made, including extra-curricular consequences.**

Other Important Information Concerning Discipline

Infractions

All minor infractions will result in **MBC** the day of the infraction if before lunch or next day after lunch (**this is not major CN Way referrals**) These MBCs are written by teachers, administrators or full time staff members. The MBC slip should be handed to the student at the time it is assigned.

Examples of minor infractions are, but not limited to: No ID or the ID is not worn correctly or is defaced; uniform violations including hair and shaving, classroom disruption, eating outside the cafeteria, technology, chewing gum, class tardies etc.

Examples of major infractions, are but not limited to: vaping, inappropriate language, inappropriate websites, teacher/staff/administrator disrespect, bullying behavior, repetitive minor infractions etc. Major infractions are handled through the disciplinarians.

- 1-5 infractions MBC students will serve (silent lunch) during the time they are in the cafeteria and will be supervised by the cafeteria monitors
- 6-9 infractions will be handled by the disciplinarians. Parents are called immediately and student given a morning detention(s). Teachers may not assign morning detentions. Morning detentions are 45 minutes long, 7:00 – 7:45 AM. Late arrival from 7:01-7:05 stays for the detention and receives an additional detention. 7:06 or later, parents will be called and the student given OSS. If the student is a no-show for morning detention, the student may not attend classes that day and will receive an OSS. If a student receives an OSS for morning detention, it will be considered an unexcused absence and the student will NOT be allowed to make up work missed.
- 10+ student attends ISS and a parent meeting is necessary before the student is allowed back into the classroom. Student is placed on disciplinary probation with NO extra-curricular activity.
- Failure to report to MBC will result in:
 - Morning detention(s)
 - At 3 missed MBCs letter goes home to parents and 3 ISS assigned

- At 5 missed MBCs The student will be sent home, OSS, as an unexcused absence and a meeting with the parents before the student returns to the classroom and the student will be placed on disciplinary probation

Defiance is considered a major infraction.

- A STUDENT REFUSING to comply with a teacher's request is immediately sent to the respective disciplinarian or another administrator in the absence of the disciplinarians.
- ANY STUDENT who willfully disobeys or is defiant to the request of an administrator, will be sent home immediately after a conversation with the parent. Upon returning to school the parent and student will meet with the respective disciplinarian and the principal. The student may be asked to leave the school.

ISS – In-School Suspension

Students may be issued In-School Suspension for actions that reflect poor choices that detract from the learning environment and that violate any of the Pillars.

- Reasons for In-School Suspensions could include, but are not limited to, the following: repetitive poor classroom or free-time behavior choices, failure to make adjustments to poor behavior after corrective action has been issued, excessive numbers of poor choices (including excessive late arrivals) that may not warrant an OSS.
- While in ISS, students will be monitored for the entire school day.
- Students **are required to secure** academic and written work **from their classroom teachers prior to reporting on time to ISS**, and will be responsible for completing all of it.
- Students on ISS **will not be permitted** to participate in extra-curricular activities, including but not limited to athletic practices and games, field trips, drama practices/performances on the day of the ISS.
- The scheduling of the ISS is at the discretion of the respective Dean of Discipline, and excessive In-school suspensions may result in OSS.
- ISS procedure:
 - Arrive no later than 7:50 and enter school through the main entrance only
 - Stay in the office until Coach Dutton comes for you
 - TOTAL student isolation the entire day, including lunch
 - No technology
 - May not put head down, do school work or work assigned by Coach Dutton
 - Must leave the building before the bell to dismiss students. Must leave through the main entrance. May not walk to carpool
 - May not return to school until 7:45 the following day
 - May not participate or watch any extra-curricular activities

OSS – Outside School Suspension

Students may be suspended Out of School for any act that, in the judgment of the Administration, detracts from the learning environment prescribed by the mission of the school and the Pillars of the CN Way.

- Additionally, students who have experienced OSS may, depending on the situation, be placed on disciplinary probation for a period of 18 weeks (equivalent to one semester).
- An OSS student **MUST** make up academic work. The highest grade a student may receive for any class work or tests s/he misses and subsequently makes up as a result of being in OSS is 65%.
- During the period of suspension, students are not permitted to attend or participate in any co-curricular activities.

- Students who are suspended will not be permitted to return to school until readmitted by a school administrator.

Disciplinary probation: Students who are experiencing discipline difficulties are subject to being placed on disciplinary probation.

- Failure to comply with the strict guidelines established by this probation may result in dismissal from school.
- Probation can be the result of one serious poor choice that goes against the Pillar(s), the accumulation of more than 20 poor choices that violated the Pillars, or anything else as determined by the Administrators of the school.
- The terms of the probation will be determined by the administration.
- Some, but not all, reasons a student may be placed on disciplinary probation include:
 1. If the student accumulates an excessive amount of poor choices (20+) – the probationary period is 18 weeks of in-school time.
 2. If the student, once placed on disciplinary probation, continues to make poor choices (as defined by the Pillars), the probationary period may be lengthened as determined by the administration.
 3. If the offense is of serious nature and/or one that has affected the reputation of Cardinal Newman School.
 4. If the student has not completed assigned consequences for violations of school rules in the prescribed time.
- Ordinarily, any student who is placed on disciplinary probation:
 1. Will not be eligible to participate in extracurricular activities of any kind. This is at the discretion of the Administration.
 2. If a senior, s/he will lose her/his off-campus lunch privileges.
 3. After an accumulation of an additional 10 poor choices, the student may be asked to withdraw from Cardinal Newman School. This decision is the right and responsibility of the Principal.

Expulsion:

Students who accumulate 30 or more consequences for violating the Pillars during a single academic year or who demonstrate behavior that is judged to be detrimental to the school community may be told they must leave Cardinal Newman School and may not apply for readmission. If a student is expelled or asked to leave the school for disciplinary reasons, he or she is not permitted on school property and may not participate in or attend school-sponsored activities without the permission of the Administration. **Seniors leaving school under these conditions have the responsibility of contacting prospective colleges regarding the circumstances involved in withdrawing from Cardinal Newman School.**

Ordinarily, the following offenses will result in an immediate expulsion of a student from Cardinal Newman School, and the Principal may notify the police.

1. **Sale of drugs**
2. **Possession and/or use of a weapon. This includes toy weapons presented as real.**
3. **Any form of assault on an administrator, teacher, staff member.**

ACADEMIC INTEGRITY VIOLATIONS PROCEDURE

Academic Integrity implies the promotion of student responsibility and honesty in academic endeavors by practicing appropriate, honest, and legal use of information and ideas. Because Academic integrity is so foundational and consistent with our Christian Mission at Cardinal Newman, violations will be dealt with firmly and quickly. Such violations include, but are not limited to “Photomath” or similar apps used to solve math problems, plagiarism, copying another’s work or turning in another’s work as ones own, cheating in any way.

Expectations:

- **Students** are expected to study this new policy and become familiar with it so as to avoid questionable practices that may lead to violations. Students are also expected and encouraged to report any misconduct in the realm of academic dishonesty.

- **Teachers** are expected to review this policy with each of their classes so that every student understands what specific practices qualify as dishonesty and what the consequent penalties are. Teachers are also to create and foster an environment where cheating of any kind is not tolerated. They must also report any suspected abuse of academic integrity.

- **Parents** are expected to review this policy and emphasize the importance of it to their children. Family discussions about honesty and integrity in and out of school will help the Cardinal Newman School community immensely.

Honor Council:

To promote a school-wide community in agreement with academic honor and integrity, Cardinal Newman School has instituted an Honor Council. The Council consists of **the Academic Dean, and a faculty designee**, and student honor council members who are nominated and elected by the faculty. The student members of the Honor Council will be made up of three seniors, three juniors, one sophomore, and one freshman. Two seniors and two juniors will always be present during a hearing, and the remaining members represent one council member from each class. When a student is called in front of the Honor Council, his or her respective representative will serve as the fifth council member.

Procedure:

If a Cardinal Newman student or teacher believes that an honor code violation has occurred, he or she will complete an “Honor Violation Form (found in the Campus Ministry Office),” staple it closed, and turn it in to any teacher or administrator. This form will be kept confidential but is very important and should be completed as thoroughly as possible. The teacher or administrator will then give this form to the respective Dean of Discipline who will, in turn, confer with the **Academic Dean**.

Teacher/ Moderator - These two will determine if the alleged violation should be brought before the entire Honor Council.

If a hearing is deemed necessary, the “Honor Violation Form” will be used as an official document; the alleged student will be notified, and an Honor Council hearing will be scheduled promptly. Before the actual hearing, the Honor Council members and the Moderator will meet to review the case and create relevant questions to be used during the hearing. These questions will be reviewed and approved by the Moderator.

Hearing:

The Moderator of the Council will open the hearing by reading the description of the incident from the “Honor Violation Form”. The Moderator will then ask the accused, “Do you admit to the charges made against you?” If the student replies, “Yes,” the council will then determine the severity of the offense, and the Dean of Discipline will be contacted for the appropriate punishment. If the student denies the claim, and feels that he/she can make his/her case, the council will question the accused until clarity of the incident has been established. The accused will be given the opportunity to make a final statement at the end of the hearing. The Council will then be dismissed to deliberate and decide whether or not the student is guilty of academic dishonesty. If the accused is found guilty, the same procedure will apply as stated above. If the council deems a person not guilty, all documents used in the proceedings will be destroyed.

Major and Minor Offenses:

The severity of an offense will be based on the weight of the assignment in question. Generally, a violation on an assignment that is worth less than 10% of the quarter grade will be considered a minor offense.

Minor offenses would include, but are not limited to the following:

- ~~ Copying homework or lab work
- ~~ Working together on an assignment when this was prohibited
- ~~ Trying to look on another student’s paper during a quiz
- ~~ Possessing unauthorized materials during a graded assignment or quiz
- ~~ Passing on information about quizzes, tests or exams to another student
- ~~ Taking credit for a group project when the student did not do the required work
- ~~ Paraphrasing material without proper citations

Major offenses would occur when the above list would apply to an assignment that is worth more than 10% of the quarter grade such as projects, labs, tests, or exams. Other examples might include, but are not limited to:

- ~~ Copying directly from a textbook or website (plagiarism)
- ~~ Having another student write your paper, or do your major assignment
- ~~ Copying or paraphrasing material without proper citations

Penalties for Offenses:

- | | | |
|--------------------------------|----|---|
| First Minor Offense: | ~~ | Zero on assignment for all parties involved |
| | ~~ | Parental contact by administration |
| | ~~ | Other consequences deemed appropriate by the administration |
| First Major Offense: | ~~ | Zero on assignment for all parties involved |
| | ~~ | Parental contact by administration |
| | ~~ | Other consequences deemed appropriate by the administration |
| Second Offenses (of any kind): | | |
| | ~~ | Zero on assignment for all parties involved |

- ~~ Parental contact by administration
 - ~~ Immediate 2-day ISS/ possible expulsion
- Third Offenses (of any kind):
- ~~ Meeting with the Principal to discuss possible expulsion

NOTE: Violations of the Academic Honor Policy may lead to dismissal from the National Honor Society.

Plagiarism Guidelines

Because students do not always have a clear understanding of plagiarism, Cardinal Newman School has established the following Plagiarism Guidelines to complement the Academic Integrity Policy:

Cardinal Newman School is a Catholic college preparatory institution that places a high value on student integrity and responsibility. Since cheating, which includes plagiarism, is prohibited both by the Cardinal Newman School Student Handbook and the Honor Council, students guilty of plagiarism and/or other forms of cheating will be penalized as outlined in the Cardinal Newman School Student Handbook.

To help better prepare and educate students in the ways of proper citation and documentation, several systems have been put into place. First, in the first full week of class, English teachers will review in all classes what constitutes plagiarism (both intentional and unintentional).

Second, all teachers in all departments who assign research or require the use of outside sources will review with students the proper mode for both crediting and citing outside materials.

Finally, plagiarism issues will be handled differently in regard to grade level (middle school versus high school). The policy reflects the understanding that younger students may not be as adept at research skills as older students. There is a step process that involves the plagiarist, the teacher, the Assistant Principal, and the student's parents. The goal is to further educate the student while still holding him accountable as plagiarism is a serious offense.

Once the policy has been reviewed and signed by all students and their parents, the English teachers will keep these policies on file for the academic year. The policy does bind students to follow proper procedure in all academic classes.

If a student is not certain if he is using proper citation and documentation, it is his responsibility to come to the teacher independently and ask for clarification so he knows what to do on the assignment.

TECHNOLOGY ACCEPTABLE USE POLICY and EXPECTATIONS

Cardinal Newman School believes that technology is a vital means to assist those who carry out the educational ministry of the school. We are pleased to offer students of Cardinal Newman School access to our computers and personal IPADS and to their personal IPADS for the Internet and other computer applications. The Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may 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 to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students have the privilege of using telecommunications to facilitate personal growth in technology, information gathering skills and communication skills. **Cardinal Newman School students exercising this privilege shall also accept the responsibility for all materials sent and received under their user accounts.** By signing the parent/student handbook contract, both students and parents agree to abide by the conditions of the Cardinal Newman School Technology Acceptable Use Policy outlined by Cardinal Newman School and described here.

Students have the responsibility to make only those contacts leading to some justifiable personal growth. This includes those students using personal laptop computers and personal IPADS, tablets, etc. on the school campus. The above-listed personal devices may be used ONLY in academic classes, and ONLY for academic work. All personal devices MUST be stored in lockers or backpacks when their owners are not in an academic class. Any connections to inappropriate information, pornographic material or files that are potentially dangerous to the integrity of Cardinal Newman School must be reported immediately by the student to the Administration.

Students are permitted to carry cell phones, but cell phones may not be turned on and/or accessed during classes or in the cafeteria, study halls or homeroom periods. Homerooms, study halls and lunch blocks in the cafeteria are “TECH-FREE” time zones in Cardinal Newman School. Cell phones may be accessed ONLY between classes and after school.

Student IPADS may be used in academic classes for appropriate activities; they may be used in study halls, homerooms and after school with supervisor permission. They may NOT be taken to the cafeteria.

Students are responsible for good behavior on school computers and personal IPADS, just as they are in a classroom or school hallway. Communications on all computers is most often public in nature. General school rules for behavior and communications apply.

While at school, computers and personal IPADS are for students to conduct educational research, to use to access textbooks and complete assignments; in short they are educational tools. Students are also issued school email accounts through which all school and academic communication should be handled. Access to such computers and personal IPADS, as well as to the school network and internet connection is given to students who agree to act in a considerate and responsible manner. **Access is a privilege, not a right. Access entails responsibility.** Individual users of Cardinal Newman School’s internet and network while using school-owned computers and/or personal IPADS MUST assume responsibility for their actions. It is presumed that users will comply with school standards and will honor the handbook contract agreement that they have signed. **Users of school computers and personal IPADS should also be aware that any**

information stored, transmitted, or uploaded using school computers and/or personal IPADS on school property is not private. File storage areas may be treated like school lockers. School personnel may review files and communications to maintain system integrity and to insure that users are using the system responsibly.

USERS HAVE NO PRIVACY RIGHTS TO ANY DATA RECEIVED OR DISSEMINATED ON THE SCHOOL COMPUTERS AND PERSONAL IPADS OR THROUGH E-MAIL. BY UTILIZING THE CARDINAL NEWMAN SCHOOL COMPUTERS AND PERSONAL IPADS, STUDENTS CONSENT TO THE SCHOOL'S RIGHT TO AUDIT ALL FILES AND DOCUMENTS. IF A USER ACTS INAPPROPRIATELY THROUGH THE COMMUNICATIONS SYSTEMS, CARDINAL NEWMAN SCHOOL RESERVES THE RIGHT TO REPORT SUCH ACTIONS TO ANY OUTSIDE AUTHORITIES AND/OR TO TAKE APPROPRIATE INTERNAL DISCIPLINARY ACTION.

THE FOLLOWING ARE SOME EXAMPLES OF INAPPROPRIATE USE AND ACTIVITY:

- SENDING, DISPLAYING, UPLOADING, OR DOWNLOADING OFFENSIVE or INAPPROPRIATE MESSAGES, FILES OR PICTURES. THIS INCLUDES MUSIC FILES.
- ACCESSING OR USING WEB-BASED E-MAIL ACCOUNTS SUCH AS HOTMAIL, YAHOO, or AOL
- Using VPNs
- USING OBSCENE or INAPPROPRIATE LANGUAGE
- HARASSING, INSULTING or ATTACKING OTHERS
- DAMAGING COMPUTERS, PERSONAL IPADS, COMPUTER SYSTEMS, or COMPUTER NETWORKS
- ALTERING SOFTWARE SET-UPS, DELETING FILES or INTRODUCING VIRUSES INTO THE SYSTEMS
- VIOLATING COPYRIGHT LAWS IN ANY WAY
- USING TECHNOLOGY FOR THE PURPOSE OF CHEATING (plagiarism, copying another's work, etc.)
- USING HOTSPOTS (personal/cell phone) ON THE SCHOOL'S NETWORK.
- USING ANOTHER'S PASSWORD
- TRESPASSING IN ANOTHER'S FOLDER, WORK or FILES
- INTENTIONALLY WASTING LIMITED RESOURCES
- POSTING PERSONAL INFORMATION ABOUT YOURSELF OR OTHER PEOPLE
- ACCESSING WEBSITES AND CHAT ROOMS THAT CARDINAL NEWMAN SCHOOL HAS BANNED, SUCH AS "MYSPACE," "FACEBOOK," "TWITTER," "SNAPCHAT," "INSTAGRAM" or any other social networking site.
- EMPLOYING THE COMPUTERS AND PERSONAL IPADS FOR COMMERCIAL PURPOSES

The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations may result in loss of access as well as other applicable disciplinary or legal actions.

Signing of the handbook contract by the parent implies permission for the student to have access to all aspects of telecommunication, including programs which facilitate communication with other users of the Internet. Cardinal Newman School supports and respects the right of parents to decide on the access for their individual children. Questions and concerns should be directed to the Principal or Associate Principal

Wearable Technology

Students may not wear smart electronic devices that connect to the internet or use Bluetooth technology during the school day; this prohibition includes, but is not limited to: devices such as activity trackers such as Fitbits, smart watches and digital eyewear. Students who use such devices to monitor their health and fitness may keep them in a purse, pocket or backpack during the school day where they will continue to count steps, but they may NOT consult or actually use the during school hours unless specified by a teacher for a particular class such as a PE class. In other words, wearable technology may not be seen or heard between the hours of 8 AM and 3:10 PM. Violations

will be handled as cell phone violations are handled. Of course, an **EXCEPTION** will be made if the wearable technology is medically necessary due to a health condition (such as impaired hearing or a need to monitor blood sugar) if medical documentation is provided to the school nurse.

Students in Leadership

All student leaders understand that by assuming a position of leadership within Cardinal Newman School, they will represent Cardinal Newman School positively at all times, including their use of social media. Student leaders agree to allow the Dean of Student Life, Deans of Discipline, and club/activity moderators access to review any social media accounts. Failure to do so may result in probation and/or dismissal from office.

Note that there should be no social media account, page, group, etc. created for a club or co-/extracurricular activity unless previously approved by the Dean of Student Life and the Principal, and there must be an assigned moderator or sponsor to monitor and edit its content.

IPAD Usage

The use of school resources is a privilege and not a right, and technology resources are considered to be school property and resources. This encompasses all technology including wireless resources and all equipment used by students while using school technology. Cardinal Newman has the right to regulate any and all usage of these resources. The policies, procedures and information within this document apply to all IPADs (as well as other media devices) used at Cardinal Newman School. Teachers may set additional requirements in the classroom.

- Students are required to sign a separate copy of the IPAD Agreement at their respective orientations.
- Technology at Cardinal Newman School is to be used **solely for education while in the classroom.**
- Students are **NEVER** permitted to access the school network on their cell phones.
- Each student and her/his parent/guardian agrees not to sue and hereby releases, waives, discharges holds harmless, indemnifies and defends Cardinal Newman School and the Diocese of Charleston, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates and representatives from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, related in any way to the use of the IPAD at Cardinal Newman School.
- The school does not guarantee that internet will be available 100% of time. Students should download books and required materials needed for classes onto their IPADs to ensure resources are available if the internet is not accessible.
- **CN faculty will be using the Apple Classroom feature in order to monitor student iPad usage in their classrooms. Students are REQUIRED to use the Apple Classroom feature, per their teachers' instructions.**

Parent Responsibilities:

- Parents should discuss values with their children concerning using the internet. The school will reinforce this during orientations and in the classrooms.
- Parents and Students are solely responsible for taking care of their personal IPADs and all other media devices whether they are school-owned or personally-owned.
- Cardinal Newman strongly suggests Insurance or a Maintenance contract on IPADS. You have up to six months from purchase to add this to your IPAD through Apple.
- Cardinal Newman **strongly** suggests a **High Quality Protective Case.**

- Parents are responsible for making sure their children remove any books or apps that expire at the end of the year from their IPADs.

Student Responsibilities

- Students should come to school each morning with a fully-charged IPAD.
- Students who forget their IPADs at home or who do not have their IPADs charged, are still responsible for all classwork and assignments.
- Students are responsible for always keeping their IPADs in a safe place. IPADs should **NEVER** be left in unlocked lockers.
- Students are responsible for their IPADs at all times. School employees will pick up any devices that are left unattended and turn them in to the disciplinarian who will assign appropriate consequences when returning the devices to the students.
- When a student's IPAD is undergoing repair work, it is the student's responsibility for finding a way to complete assignments without it.
- Students' IPADs or media devices **MUST have the student's name clearly visible on the outside** of the protective case.
- **Students may use Ear Phones ONLY when approved by the teacher in the classroom or by librarian during study halls, or in the library.**
- Students may **NOT** use IPADs, cell phones, other media devices and/or earphones in the cafeteria or gymnasium during skinnies. At those times, these areas are "TECH-FREE".
- **Students may NOT use IPADs, cell phones, other media devices and/or earphones during school-wide functions including pep rallies, assemblies, talent shows, HOUSE games, etc.**
- Students should keep IPADs muted **at all times** while at school unless directed otherwise by a teacher in the classroom.
- Students are responsible for printing homework/projects **at home**. If a student needs to print something pertaining to a class or a school-sponsored activity while at school, s/he may use the designated printers provided in A, B, C and D WINGS. All materials printed on school-owned printers is subject to review by teachers and/or administrators.
- Students should only have IPADs on their desks **when it is directed by the teacher.**
- Students are responsible for backing-up their own work. They can email work to themselves at their CNSSTUDENT email addresses in order to accomplish this.
- Students are responsible for any failure of their IPADs.
- Students are responsible for any missing information on their IPADs.
- Student **MUST use assigned school email** for all school communication.
- Students are responsible for their actions while using any school technology, as well as their own IPADS.
- Students are responsible for keeping their Passwords safe and not sharing them with others, or allowing others to use their media devices.
- If any student notes anything inappropriate or disturbing on her/his IPAD or anyone else's IPAD, **the student should immediately notify a teacher or an administrator.**
- Students **MUST** turn off the "AIR DROP" function on their IPADs prior to the beginning of each academic block.

Student Prohibited Actions:

- Students should not have inappropriate media, apps, material, or screen savers on their IPADs.
- No texting is allowed on IPADs, Phones, or other media while in classrooms or in Houses. Texting or calling is allowed before school, between classes, or after school.
- **NO** game playing on IPADs is permitted during the school day unless permission is given by the classroom teacher or activity supervisor.

- Students are prohibited from using all technology including wireless access for inappropriate purposes. This includes (but is not limited to) gaming, purchasing/posting of credit, downloading non-school material, spamming, chain letters, inappropriate messaging, Air Dropping, etc.
- **Students may NOT use VPNs.** Such use is subject to appropriate disciplinary consequences.
- **Cyber-bullying, whether on the school campus or at home is prohibited, and students will be held responsible for any and all use that is considered cyberbullying whether on campus or off. Students may not send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, antisocial behavioral, discriminatory, or sexually explicit material.**
- Students may **NOT** access chat rooms anywhere on campus.
- Students are prohibited from impersonating others.
- Students may not post personal information or addresses using school resources.
- Students are prohibited from introducing viruses into school system and will face stiff penalties for doing so.
- Students are prohibited from using or accessing material on teacher's computers, IPADs, phones, etc.
- Students are prohibited from participating in any illegal activity using technology on campus.
- Students may NOT use or access another student's account.
- Students are prohibited from bypassing web filters.
- Students are prohibited from taking or passing of photography, videos, and messages **without the consent of the other person.**
- Students are prohibited from processing of any type of **Hacking software** on any devices including cell phones.
- Illegal installation, transmission or printing of copyrighted materials is prohibited.
- Live streaming of internet sites uses high levels of bandwidth and is prohibited unless directed for use in classroom. This includes but is not limited to the following sites: YOU Tube, Netflix, Social Media sites, Gaming, etc.

School Rights:

- Cardinal Newman reserves the right to do random testing of student IPAD content.
- Cardinal Newman reserves the right to Access student IPADs at any time.
- Cardinal Newman reserves the right to wipe information from student IPADs.
- Cardinal Newman reserves the right to level appropriate disciplinary consequences for students who made poor choices.

School Responsibilities:

- Cardinal Newman will provide content filtering.
- Cardinal Newman will provide wireless access for academic purposes.
- Cardinal Newman will notify students of what apps will be used for school.
- Cardinal Newman will provide a safe check-in the main offices of the school and the junior high for safekeeping of IPADs if students do not wish to store them in their **locked** locker.

**Accepted by the Cardinal Newman School Advisory Board and Secretary for Education on July 3, 2014

BULLYING/HARRASSMENT/THREAT/ABUSE POLICY

Cardinal Newman School is a school that strives to create a community where all individuals are treated with dignity, respect, and compassion. We believe that all individuals are “created in the image and likeness of God.” For these reasons, we believe that at Cardinal Newman School, all individuals are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind that interferes with this development is not acceptable. This applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits. Harassment disrupts the educational process and creates an intimidating or hostile educational or work environment

Bullying and harassment are defined as, but is not limited to, the following behaviors:

Cyber bullying/harassment: includes, but is not limited to, offending, harassing or threatening others through technological means, including but not limited to email, instant messages, web pages, blogs, video and digital photo images, social networking media, YouTube, Virtual Reality sites, texting or sexting; it is considered inappropriate speech when it involves:

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

Please note: Employees’ and students’ home and personal use of technology can have an impact on the school and on other employees and students. If an employee’s/student’s personal expression involving technology, such as a threatening message to another employee or student or a violent web site, creates a likelihood of disruption of the educational process, the employee or student may face school discipline as well as criminal penalties. Similarly, a parent’s personal use of technology can have an impact on the school, its employees, and on students. If a parent’s personal expression involving technology, such as 1) sending a threatening message to a school employee or a student; or 2) posting a violent, demeaning, or otherwise inappropriate remark to a web site or social media source such as Twitter, Facebook, Instagram, etc., that parent’s child may be asked to withdraw from Cardinal Newman School, and the parent could face criminal charges and/or penalties

Physical bullying/harassment: includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting, or slapping, tripping, poking, kicking, scratching) assault, deliberate impeding or Blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another’s belongings or property; additionally, it includes physical acts that are demeaning and humiliating but not bodily harmful.

Retaliation: includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.

Sexual harassment/bullying: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's educational development, participation in a school-related activity, or employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment.
- Sexual harassment bullying may also include spreading sexual rumors or making sexually suggestive or sexually abusive remarks.

Social/relational bullying/harassment: is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through

- ignoring, isolating, excluding, or shunning;
- a pattern of behavior in which a student or a group of students picks on another student or treats her/him in such a way that makes her/him feel uncomfortable or alienated;
- spreading false and/or malicious rumors;
- gossiping or revealing personal information;
- embarrassing or publicly humiliating another.

Verbal bullying/harassment: includes, but is not limited to, the following, whether in oral or written form:

- derogatory comments, jokes, slurs, off-color language, or innuendoes;
- belligerent or threatening words communicated to another student or employee;
- name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

Visual bullying/harassment: includes derogatory, demeaning, or inflammatory posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

Complaint/Reporting/Follow-up Procedures

A student or an employee who feels that she/he is a victim of bullying/harassment:

- Is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop.
- Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying or harassing is almost never interpreted by the perpetrator as a sign that the victim wants it to stop.

If the bullying/harassment continues, or if the student or employee is not comfortable confronting the perpetrator:

- She/he has the responsibility to report the bullying/harassment as soon as possible to a school administrator.
- The administrator will inform the Principal and will investigate the complaint/report.

Any student or employee who is not directly being bullied/harassed, but is an observer or third party who is offended by the behavior witnessed:

- Should bring the situation to the attention of a school administrator so the actions being witnessed can be investigated and possible corrective action taken.
- In a school where integrity matters, students and employees who are bystanders or witnesses **have a RESPONSIBILITY to demonstrate compassionate support** for the targeted person and to report dangerous behaviors and/or situations to appropriate school personnel.

Reports of bullying/harassment:

- Will be documented in writing by the administrator receiving the report.
- The report will include:
 - Details of the incident(s)
 - Names of the individuals involved, and names of witnesses.

All reports of harassment will be investigated by the Administration promptly and in an impartial and as confidential a manner as possible.

If the school determines that bullying/harassing has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any student determined by the Administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the Administration to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

**Accepted by the Cardinal Newman School Advisory Board and Secretary for Education on July 3, 2014

CHEMICAL DEPENDENCY/ABUSE POLICY

Philosophy:

Cardinal Newman School recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. Cardinal Newman School recognizes chemical use, abuse, and dependency to be a serious societal problem that we define as an illness. The school is concerned about the health and safety of all the students adversely affected by alcohol and other drugs because chemical use and abuse increases the likelihood of disruption of the learning process; therefore, it is in the best interest of Cardinal Newman School to provide its students, faculty, and administration with a drug free school environment. Cardinal Newman School recognizes that the health problems of youth are primarily the responsibility of the home and community; however, the school also plays an important role in the early detection and assessment of chemical and drug use. Therefore, the school, in conjunction with the family, will identify resources available to help the student. Diagnostic treatment and after-care are a complete process that requires a trained specialist and must be referred to an outside source. Our goals are education/prevention/intervention/referral and support/guidance.

Policy Statement:

Use of alcohol and/or drugs*, including tobacco of any kind, before coming to school, on school property, and/or at school-related activities is not an acceptable behavior at Cardinal Newman School.

No student should possess, transmit, conceal, consume or show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, or any mind-altering substances, synthetic or look-alike drugs. This includes the misuse of prescription and legal drugs and any substance(s) represented as a controlled substance, non-alcoholic beer, steroids, tobacco, or tobacco products, vaping or vaping products.

Please note: To make Cardinal Newman School as safe an environment as possible, the Richland County Sheriff Department may bring drug-sniffing dogs onto the campus (including the parking lots) several times during the school year. If a dog detects an illegal substance in a student's locker or vehicle, the locker or vehicle will be searched by the deputies in the presence of a school administrator, and the parents will be contacted. If an illegal substance is found, the student will be considered to be in possession, and the protocols listed below will be followed.

The following delineates the consequences for students in violation of the drug and alcohol policy:

In the event of use, suspected use, and/or possession or suspected possession of chemicals, alcohol, and/or drug paraphernalia:

1. The student's parent or guardian will be contacted for an immediate conference with the Administration to discuss the school's concerns.
2. At the family's expense, the student must have a professional evaluation including a blood and/or hair screen rather than a urine test(because urine tests are often not accurate) before returning to CN. The Administration needs to be notified in writing, by the referral facility/specialist, of a) the results of the evaluation and b) if treatment is needed, that a mandatory treatment plan has been presented to the student and parent/guardian. **If the parents and/or student reject the plan, or if the student does not follow the plan, s/he may not continue at Cardinal Newman School.**
3. The student may be subject to additional random drug tests at the parents' expense for a period of time as determined by the Principal.
4. Any repeat offense of chemical use may result in the dismissal of the student from Cardinal Newman School.
5. The Principal may contact the local police.

In the case of the sale or distribution of drugs and/or alcohol by a student:

1. The student will be expelled from Cardinal Newman School
2. The Principal has the right to notify the police.

**Accepted by the Cardinal Newman School Advisory Board and Secretary for Education on July 3, 2015

CARDINAL NEWMAN SCHOOL DRESS CODE

IMPORTANT NOTES for ALL Students

1. Students in grades 8 through 12 may continue to wear the uniforms and tennis shoes they had during 2017-18 if they still fit.
2. All new purchases for high school polo shirts must be made from LOCAL BOY OUTFITTERS. Stores will open on the website, and families will receive email blasts with dates of ordering availability.
3. All new white polo purchases for 7th and 8th graders must be made from LOCAL BOY OUTFITTERS.
4. All new plaid skirts, khaki skorts, sweater vests and white dress blouses for girls, as well as white dress shirts and neckties for boys must be made from LOCAL BOY OUTFITTERS.
5. All new dress pants and shorts for boys must be purchased from Local Boy Outfitters located at 419 Huger Street in Columbia.
6. The Formal Uniform must be worn for all special assemblies, including Masses, and for most field trips.
7. The Informal Uniform may be worn at any time except on formal uniform days.
8. Students representing the school at off-campus activities such as field trips and competitions MUST wear formal uniforms unless the Administration has granted an exception.
9. NON-UNIFORM DAY ATTIRE:
 - All clothing worn by students on special non-uniform days is subject to the approval of the Administration.
 - Students who choose to dress in non-approved attire will be required to change clothing prior to entering any classes for the day.
 - Guidelines for students on approved non-uniform days:
 - Come to school dressed appropriately and in the designated “theme” for the day.
 - Tank tops, halter tops, strapless tops, midriff-baring tops, and low-cut tops are not permitted.
 - NO Leggings are permitted on school days.
 - Skirts and shorts must be no shorter than fingertips when the arms and hands are extended straight downward at the sides. If shorts are shorter than the “fingertip measurement, then the student MUST wear compression shorts of the appropriate length under the shorter shorts.
 - Jeans/pants with holes, tears, or rips are not acceptable.
 - Clothing items displaying inappropriate logos, symbols, words (fraternity, sorority, social club, gang, or other high schools’ emblems or insignias) are not acceptable.

CN School Dress Code - FEMALE STUDENTS

FORMAL Uniform for Females:

- White over blouse with CN Monogram purchased from LOCAL BOY OUTFITTERS
- CN Black Sweater/vest from LOCAL BOY OUTFITTERS
- Plaid skirt purchased from LOCAL BOY OUTFITTERS
- Solid black tights
- Leather dress shoes
- Lanyards with school ID cards MUST be worn at all times

*****All uniform attire must be regulation-style uniform attire as approved by the school.**

INFORMAL Uniform for Females:

- White over blouse with CN black vest with Plaid Skirt (see guidelines to the left)
OR
- Khaki skort, pants, or shorts purchased from LOCAL BOY OUTFITTERS
- Short sleeved banded polo shirt in grade-level-approved colors with appropriate logo
 - Gr. 7-8 white (LOCAL BOY OUTFITTERS)
 - Gr. 9-11 red or gray (LOCAL BOY OUTFITTERS)
 - Gr. 12 black (LOCAL BOY OUTFITTERS)
- Socks are optional, but must be solid white or solid black if worn
- Solid black tights are also permitted
- Tennis shoes and laces may be from any vendor, but must be in white, black, red, or white, or any combination of the four colors ONLY. No glitter, neon, plaid, polka dot, etc.
- Leather dress shoes

Guidelines for Female Students:

- Hair:
 - Must be kept neat, clean and well-groomed, and not styled in a distracting fashion as determined by the Administration
 - May not be abnormally colored as determined by the Administration.
- Jewelry:
 - Should be simple and appropriate
 - Multiple necklaces and hemp style necklaces are not permitted.
 - Two piercings are permitted in each ear only.
 - Hologram contact lenses are not permitted.
 - No other visible piercing, tattoos, or body art is permitted.
- Shirt:
 - Shirts must be tucked in between 8:00am - 3:10pm. (Except the white over blouse)
 - White over blouse shirt with a Black CN sweater vest for formal uniform
 - Banded short or long sleeve polo shirt as part of informal uniform. (Color based on grade)
 - 7th and 8th: White polo with CN monogram from LOCAL BOY OUTFITTERS
 - 9th, 10th, and 11th: Grey or Red polo with CN monogram from LOCAL BOY OUTFITTERS
 - 12th: Black polo with CN monogram from LOCAL BOY OUTFITTERS
 - White, Gray, or Black polo shirts (according to grade level) may be paired with the plaid skirt on INFORMAL uniform days.
 - The RED polo may not be worn with the plaid skirt.
 - Undershirts must be plain white and undergarments should be discreet in color and visibility.

- Skirt:
 - The plaid skirt is required for all female students as part of the formal uniform and may be purchased from LOCAL BOY OUTFITTERS.
 - Plaid Skirts may be hemmed no more than 3 inches above the knee cap. A student who has received 2 warnings concerning skirt length will no longer be permitted to wear the skirt. Rather she will have to wear the khaki uniform pants.
 - No skirts may be rolled at the waistline.
 - Black tights and dress shoes must always be worn with the skirt.
 - Athletic socks and tennis shoes may not be worn with the plaid skirt.
- Skort:
 - 7th grade students must purchase/wear the new-style skort from LOCAL BOY OUTFITTERS.
 - Skorts may be hemmed no more than 4 inches above the knee cap. A student who has received 2 warnings concerning skort length will no longer be permitted to wear the skort. Rather she will have to wear the khaki uniform pants or shorts from LOCAL BOY OUTFITTERS.
 - May be paired with the over blouse, or polo shirt of the appropriate color for informal uniform
 - May be paired with school-approved LOCAL BOY OUTFITTERS tennis shoes or with dress shoes (black knee socks/tights optional)
- Pants/Shorts:
 - Khakis from LOCAL BOY OUTFITTERS (pleated or flat front, no cuff)
 - May only be worn as part of the informal uniform. The pants will be required for girls who have violated the skirt length policy (See above).
- Leg wear:
 - Only solid black tights may be worn with the plaid formal uniform skirt.
 - Socks with the INFORMAL uniform are optional with approved tennis shoes and must be solid black or white if worn.
 - Solid black knee socks pulled to the knee and solid black leggings may also be worn with the skort year-round.
- Footwear:
 - Tennis shoes and laces **MUST** be White, Red, Black or Gray, or any combination of those four colors and may be from any vendor. No glitter, neon, plaid, polka dot, even if in the appropriate colors, may be worn.
 - Dress shoes must be black, brown, cordovan, or natural leather color, and heel height may not exceed two (2) inches.
 - Slipper-style and fur-lined moccasin style shoes may not be worn.
 - Toms in solid black or dark brown canvas only may be worn with both formal and informal uniform.
 - NO boots of any style are permitted.
- Outerwear:
 - Only solid white or solid black scarves may be worn
 - Only the uniform sweater or sweater vest may be worn indoors with the formal uniform.
 - Non-CN outerwear may be worn outside, but it must be removed and placed in lockers once student has entered the building.
 - CN outerwear may be worn anywhere on campus except in Mass.
 - Students may NOT have blankets anywhere during the school day.

- Clothing displaying fraternity, sorority, social club, gang, or other high schools' emblems or insignias are NEVER permitted.
- Senior College Apparel Mondays
 - Once a senior has submitted, to her/his college counselor, a letter of acceptance to a college/university, that senior is permitted to wear a sweatshirt, polo shirt or other collared shirt depicting that college/university's crest or name in place of the CN approved shirts or outerwear on Mondays that are not formal uniform days. The college counselor will publish an updated approved list on a weekly basis.

CN School Dress Code - MALE STUDENTS

The Formal Uniform must be worn for all special assemblies, including Masses, and for most field trips.

The Informal Uniform may be worn at any time except on formal uniform days.

*Students are to remain in uniform while on school property unless they are changed for a team practice or school sponsored activity.

| <u>FORMAL Uniform for Males:</u> | <u>INFORMAL Uniform for Males:</u> |
|---|--|
| <ul style="list-style-type: none"> • Long sleeve white Oxford Shirt with CN monogram from LOCAL BOY OUTFITTERS • Tie/Bowtie from LOCAL BOY OUTFITTERS • Khaki Pants (new purchases must be from Local Boy Outfitters) • Belt • Black or dark brown socks • Dress shoe | <ul style="list-style-type: none"> • Short/long sleeve, collared CN uniform monogrammed polo shirt in appropriate grade-level color • Khaki pants or Khaki shorts (new purchases must be from Local Boy Outfitters) • Belt • Solid white or black socks are optional with Tennis shoes. Tennis shoes and laces may be from any vendor, but must be in white, black, red, or white, or any combination of the four colors ONLY. No glitter, neon, plaid, polka dot, etc. <p>***All uniform attire must be regulation-style uniform attire as approved by the school.</p> |

Guidelines for Male Students:

1) Hair:

- **Hairstyles may not be distracting, as determined by the administration.**
- **Hair may not touch the collar.**
- **Hair may not be pushed behind ears, and only one quarter of the ear may be covered.**
- **Hair must not extend into the eyebrows when combed down.**
- **Portions of the head/hair may not be shaved.**
- **Hair may not be more than four (4) inches from any point on the scalp.**
- **Use of styling gel to circumvent regulations is not permitted.**
- **It is the student's responsibility to anticipate the need for a haircut. Extensions will not be given for hair appointments.**

- **Hair guidelines do not change on DRESS DOWN days.**
- **Hair may not be abnormally colored.**
- **No facial hair is permitted.**
- **No hats are to be worn in the building.**

2) Shirt:

- Formal uniform shirt must be a white oxford (long sleeve) with the CN monogram
- Sleeves on formal uniform oxford shirts may not be rolled up during Mass.
- Informal uniform shirt must be a short or long sleeve polo shirt with the CN Monogram (Color varies by grade level.)
 - **7th and 8th:** Only WHITE colored polo shirts ordered from LOCAL BOY OUTFITTERS are permitted.
 - **9th, 10th, and 11th:** Only RED or GREY colored polo shirts ordered from LOCAL BOY OUTFITTERS are permitted.
 - **12th:** Only BLACK colored polo shirts ordered from LOCAL BOY OUTFITTERS are permitted.
- Shirts must be tucked in between 8:00am - 3:10pm.
- Undershirts must be plain white.

3) Tie/Bowtie:

- Tie/Bowtie must be worn properly for the entire day on all formal uniform days.
- Ties and Bowties must be Black/Red stripe and are available at LOCAL BOY OUTFITTERS.

4) Belt:

- A belt (with no offensive or inappropriate insignias as deemed by the administration) must be worn with all uniform options.
- No chains attached to belt loops or wallets are permitted.

5) Pants/Shorts:

- Khaki Pants and shorts: all new purchases MUST come from Local Boy Outfitters in Columbia
- Pants must be worn on formal uniform days.

6) Socks:

- Must be solid black or dark brown when wearing the formal uniform
- Must be solid black, dark brown, or white when paired with the informal uniform

7) Footwear:

- Tennis shoes and laces MUST be White, Red, Black or Gray, or any combination of those four colors and may be from any vendor. No glitter, neon, plaid, polka dot, even if in the appropriate colors, may be worn.
- Slipper-style and fur-lined moccasin style shoes, Crocs, and cowboy/western-style boots may NOT be worn.
- Dress shoes must be black, brown, cordovan, or natural leather in color. Top-sider shoes are acceptable

8) Other:

- Hemp necklaces, bracelets, or anklets are not permitted.
- No earrings, visible piercing, tattoos, or writing on the skin is allowed.
- Hologram contact lenses are not permitted.

9) Outerwear:

- Only solid white or solid black scarves may be worn
- Only the uniform sweater or sweater vest may be worn indoors with the formal uniform during Mass.

- Non-CN outerwear may be worn outside, but it must be removed and placed in lockers once student has entered the building.
- CN outerwear may be worn anywhere on campus except in Mass.
- Students may NOT have blankets anywhere during the school day.
- Clothing displaying fraternity, sorority, social club, gang, or other high schools' emblems or insignias are NEVER permitted.
- Senior College Apparel Mondays
 - Once a senior has submitted, to her/his college counselor, a letter of acceptance to a college/university, that senior is permitted to wear a sweatshirt, polo shirt or other collared shirt depicting that college/university's crest or name in place of the CN approved shirts or outerwear on Mondays that are not formal uniform days. The college counselor will publish an updated approved list on a weekly basis.

TRANSPORTATION PROCEDURES

1. **Driving to and from campus:** Exceeding the speed limit or driving recklessly either on campus or while in transportation to or from school may result in the suspension of driving privileges or some other consequence appropriate to the poor decision the student made.
2. **Students may not leave their parking spaces until all riders have entered the car, and they may not move their cars to other parts of the campus until after 3:25 PM.**
3. **Driving and/or parking privileges may be suspended or revoked for driving/parking inappropriately.**
4. **Student drivers MUST leave the parking lot immediately whenever school is dismissed early because of the threat of inclement weather.**

Application for parking permit:

- Any student possessing a valid driver's license, car registration, proof of insurance, and a CN parking sticker will be eligible to apply to drive to school. All students who wish to drive to school must apply for and be granted a parking permit in order to drive on campus. Numbered parking spaces will be assigned to students in Lot B by the Performing Arts Center. Students may not park cars in any other areas and may not move their cars to other parking areas until after 3:25 PM.
- As soon as arriving at school, students who drive must park their cars and immediately walk into the main school building. Students, with the exception of seniors with off-campus lunch privilege, are never permitted to go to the parking lot unless they have been dismissed from school. Additional guidelines are included on the parking application form. Violations of these guidelines may result in suspension of privileges or some other consequence appropriate to the poor decision the student made.
- SENIORS are given first opportunity for parking in the CN lot by the school. School parking lot places will be assigned, on a first come, first served basis to SENIORS who have all appropriate paperwork in by the published due date. Parking stickers will then be distributed during Student Orientation.

GENERAL SCHOOL INFORMATION

Announcements: Announcements will be made ONLY during Homeroom. The supervising faculty/staff member must approve any announcements before they are submitted to the Main Office. Announcements must be written legibly, and they will NOT be read more than four times.

Assemblies and all-school Masses: Students will sit by class and demonstrate courtesy at all school Masses and assemblies. Likewise, students should demonstrate appropriate behavior during pep rallies, but they are not required to sit with their classes. Senior privileges do not give students the right to miss an assembly or Mass.

Beverages:

A student may drink ONLY water in the classrooms on campus. ALL water must be in clear plastic containers. The school reserves the right to examine all water bottles and their contents if deemed necessary. No liquids of any kind may be taken into the computer labs, the library, or the Chapel.

Other beverages such as juice, sports drinks, milk, soda are permitted ONLY inside the lunchroom during the Skinny lunch Blocks. The school reserves the right to examine any bottles/containers and their contents if deemed necessary.

Breathalyzer Use: Effective August 15, 2013, Cardinal Newman reserves the right to administer **breathalyzer** tests to any students attending Cardinal Newman sponsored dances such as Homecoming and Prom.

Cell Phone Usage: Cardinal Newman School recognizes that most families feel that it is necessary for their children to have cell phones in this day and age. We also believe in the importance of these devices, especially for students who participate in after-school activities. Therefore, the following will apply to students' cell phone usage on the CN campus:

- Students must turn off cell phones and place them in pockets, purses, back packs, etc. whenever they are in a classroom, in Mass, or in an assembly or meeting during regular school hours.
- Students may turn cell phones on and use them during class exchanges and before and after school. Students may NOT use cell phones during lunch times.
- For safety and communication purposes, earbuds/headphones may NOT be used by students during the exchange of classes.
- We expect all students to respect and abide by the tenets of this policy.
- Using cell phones at appropriate specified times on campus is a privilege – not a right; abuse of the privilege will result in appropriate consequences for making such a poor choice.
- Students are never permitted to access the school network on their cell phones and may not use VPNs.

Change of address and phone numbers: It is imperative that the school be able to contact parents/guardians in the event of an emergency. Any changes in address, telephone numbers, e-mail address, custody arrangements or other important demographic information should be reported to the office immediately.

Child Abuse/Neglect Laws: The school adheres to both the policy of the Diocese of Charleston and the civil laws for the state of South Carolina.

Child custody and the school: Parents/guardians should be aware of pertinent state laws when courts have determined custody arrangements. **Parents/guardians must deliver to the school a copy of the court order as it is applicable to the custody and visitation rights of separated or divorced parents if there is an expectation that the school will enforce the said agreement. Failure, on the part of the parent/guardian to do so, releases the school from all responsibilities.**

Conduct on/off-campus: Because the people of the Columbia community view the conduct of Cardinal Newman students as an indicator of the values that are important to our school, students should conduct themselves appropriately at all times. **This responsibility is present whether students are in or out of uniform, on or off campus.** The Administration reserves the right to impose school sanctions for inappropriate behavior and/or behavior that reflects negatively on the school regardless of the location or times in which that behavior takes place.

Electronic devices: **With the exception of IPADS required for school,** electronic devices such as, but not limited to, personal computers, pagers, headsets, laser pointers, radios, hand-held games, IPODS, MP3 players, etc. should be turned off and may not be used or visible from the time students arrive on campus until all students have been dismissed from school unless the student has secured permission. Failure on the part of a student to comply with this rule will result in consequences that are appropriate for making such a poor choice. **The Administration reserves the right to look at all pictures, messages of any kind, and/or emails on any confiscated devices that are being used at inappropriate times.**

Emergency procedures: Information for handling emergencies such as hurricanes, fire, and other situations has been presented to teachers. It is imperative that students become familiar with these procedures and treat drills in a serious manner. Should the school need to notify its parent constituency of an emergency situation, the **SCHOOL MESSENGER** telephone/texting system will be used.

Facilities Use:

- The athletic director must approve the use of all athletic facilities. The gyms, fields, weight room **and locker rooms** are off-limits **for individual use** before and after school hours.
- **The Chairperson for Performing Arts must approve the use of the Performing Arts Center. This area is off limits for individual use before and after school hours.**
- **The Dean of Facilities must approve ALL other facilities use, including after school, use of classrooms.**

Falsified documents: The school's ability to provide for the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit falsified documents, to alter documents, or to sign under false pretenses, will result in serious disciplinary action.

Field Trips: Students must have parental permission to go on any school-sponsored field trip. Forms will be distributed by the sponsoring faculty/staff member, and only that school form is acceptable. The form must be signed by the parent or guardian and returned to the teacher at least two days before the trip. **A phone call is not an acceptable substitute for the proper form.** The teacher must submit the signed forms to the main office on the day of the trip, and every student must be accounted for before the trip commences.

Field Trips – Overnight Domestic or Foreign Policy

The following policy shall apply to trips outside school led by faculty numbers or staff members of schools in the Diocese of Charleston.

1. Any faculty member who intends to sponsor or coordinate a trip for students and/or others for any school in the Diocese of Charleston must meet with the Principal of the school to discuss the trip plan and receive permission to move forward.
2. Regardless of the number of student participants, there must be two female chaperones (the faculty sponsor may be one of these) to supervise the female students on the trip; likewise there must be two male chaperones (the faculty may be one of these) to supervise the male students. All chaperones MUST be cleared through the Diocese of Charleston Office of Child Protection including a background screen and SafeHaven training.
3. In the “Field Trip Permission” form, the trip should have a specific itinerary and have a specified educational value.
4. The sponsor of the trip must collect a signed “Field Trip Permission” form from each student participating in the trip, a signed “Policy” form, and a signed “Guidelines Agreement”.
5. The participants on the trip will be limited to students currently enrolled at the school or to newly graduated students of a diocesan-owned high school (for trips happening in the summer immediately following graduation) and their parents as determined by the Principal.
6. At least one parent of each participant is required to attend both the initial informational meeting at the school and the final informational meeting at the school. The final informational meeting must be held two weeks prior to the trip departure.
7. Any parents actually taking part in the trip must adhere to the Diocese of Charleston Code of Conduct for Employees and Volunteers. This includes NOT using or abusing alcohol in the presence of the students.
8. The faculty sponsor must act responsibly throughout the planning, coordinating, and implementing of this trip consistent with the policies and procedures of the Diocese of Charleston regarding the mission of Catholic education.
9. The faculty/staff sponsor and others will not condone the use of alcohol or drugs on the trip, and they must not allow or condone any sexual activity by the participants of the trip.
10. The participants and every parent of a participant must sign a copy of this policy in recognition that they have adopted and agreed to follow the terms and procedures on the trip.
11. Any violation of this policy by a faculty member shall constitute just cause and grounds for disciplinary action, up to and including dismissal from the Diocesan school.
12. A violation of these policies by a student will constitute just cause and grounds for disciplinary action including but not limited to:
 - a. Being sent home at the parents’ expense
 - b. Dismissal from the Diocesan school.

Fraternalities, sororities, social clubs and gangs: Within Cardinal Newman School, exclusive sororities, fraternities, social clubs, and gangs are not permitted. Clothing that promotes membership in any internal or external organization of this kind is prohibited on campus during the school day. This also includes non-uniform days.

Gambling: Students are forbidden to gamble on campus.

Gum: NO gum is permitted in any part of the school.

Inclement weather: In case of severe weather conditions, Cardinal Newman School makes its own decisions on school closings and **DOES NOT necessarily follow what the other private and public schools do.** Please tune in to the local news TV stations and watch for **Cardinal Newman School** to scroll across the screen. If the school's name does not appear, then the school is NOT closed. Additionally, the school will send out a SCHOOL MESSENGER message as soon as the decision is made.

Library: Ordinarily, the library will be open from 7:45 AM to 3:45 PM, Monday through Friday. To use the library facilities, students must present a valid student identification card and observe proper behavior at all times.

Lockers: Each student is assigned a locker for the storage of equipment and is responsible for the cleanliness of that locker.

- Students who have problems with their lockers should seek help from the **Dean of Student Activities.**
- Lockers are to be secured at all times, and students may not affix any material that prevents viewing of locker contents.
- Students may not go to their lockers during the academic Blocks unless given permission by the classroom teacher.
- Unauthorized entry into another person's locker is considered a major offense and is subject to serious disciplinary consequences.
- **Lockers are the property of the school, and the Administration reserves the right to open them and examine their contents at any time.**

Lost and found: Information regarding lost and found may be found in the **Bookstore.**

Lunch/Skinny Activity Periods: The following applies to all Cardinal Newman students:

- **Junior High Students**
 - **At the end the second Block each day, 7th and 8th graders will report to their lockers and HOUSE rooms to drop off book bags, etc. and pick up their lunches. The Heads of House will then dismiss their HOUSE members to the cafeteria to eat lunch during Skinny I.**
 - All 7th and 8th graders, return to their HOUSES for Skinnies II and III. All, except those on academic or disciplinary probation, may participate in the Jr. High HOUSE Activities being offered during the Skinnies.
- **High School Students**
 - **SENIORS**
 - Seniors report to their homerooms for announcements and remain there until the Homeroom Teacher dismisses them for lunch.
 - Seniors are permitted to leave campus for lunch beginning in Skinny I after homeroom dismissal. They must sign out with the supervisor in front of the Performing Arts

Center before leaving. When returning, they must sign back in with the supervisor in front of the Performing Arts Center.

- Seniors who return late will be in jeopardy of losing their off-campus lunch privilege as determined by the disciplinarians.
- Seniors who do NOT leave for off-campus lunch must remain in their homeroom study hall during Skinny I and Skinny II or attend their extracurricular activity meetings. They may eat lunch in Alumni Hall during Skinny III.
- Juniors will report to their Homerooms for Skinnies I and II. They will eat lunch during Skinny III.
- 9th and 10th graders will report to their respective HOMEROOMS for Skinnies I and III and to the cafeteria for lunch during Skinny II.
- NO High School students are permitted in the lunchroom during Skinny I. Rather, they should be in their homeroom study halls or in posted activities.
- The library will be open during the Lunch/Skinny Activity Periods on MWF and may be used by students with legitimate academic work.

Married students: Students who are married or have been married may not be enrolled at Cardinal Newman School.

Mass Attendance: All students, whether of the Catholic faith or not, MUST attend all school Masses as scheduled for Wednesday mornings and on special days. This applies to Seniors who do not have a first/SECOND block class; they MUST be in school for the 9:30 AM Mass, but they may sign out after the Mass.

Medication: All prescription medication and potentially dangerous over the counter medications must be handled through the school nurse's office. The possession of or improper use of such medications could be a violation of the alcohol and other drugs policy.

Off-Campus behavior deemed detrimental to the reputation of the school:

Any time a student's off-campus behavior reflects negatively on Cardinal Newman School, the school reserves the right to deliver disciplinary consequences as determined appropriate by the administration of the school. This includes negative reflections of Cardinal Newman School, its administration, faculty, staff, or students through the use of social networking media sites.

Personal property: Because Cardinal Newman students are impacted by the same problems facing the rest of our society, it is imperative that students assume the responsibility of taking precautions with regard to their personal belongings, and in particular, their IPADS. When not being used, the iPad should be safely locked in the student's locker. At all times, book bags should remain in sight and closed, lockers secured, and cars locked. Should it be necessary for a student to bring a large amount of cash or other valuables to school, students may leave these items in the office for safekeeping.

Please note that the school is not responsible for lost or stolen personal devices such as Kindles, Nooks, IPADS, iPods, tablets, laptops, cell phones etc. brought to school from home.

In order to protect their child's iPad, families should:

- Store the serial number of their child's iPad in a safe place in their home.
- Make sure their child's iPad has a protective jacket.
- Make sure their child's name is somewhere on the iPad so that ownership can be easily determined.
- If their child has a Bluetooth keyboard for the iPad, make sure the child's name is prominently marked on it.

- When a student is not using the iPad, it should be safely locked in the student's locker, and the student should NOT give out the locker combination to anyone.
- All students are expected to follow all Cardinal Newman policies concerning the content they are viewing or the purposes they are pursuing. Anyone not adhering to this policy is subject to disciplinary consequences as determined by the respective Dean of Discipline.

Pregnancy and Abortion Policy for Diocesan-owned Secondary Schools

It is understood that we, as Catholic educators, are convinced of the value and dignity of human life. We hold a pro-life stance which enables us to bring to our students the realization that a Christian code of morality based on the Gospel should give their lives direction and that thorough instruction should help them understand their own sexuality.

While we do not condone contraception or premarital sex, once a young couple becomes responsible for the conceiving of human life, we believe every effort must be made and every measure must be taken to preserve this life. In all instances, the student(s) will be treated with charity.

In keeping with these beliefs, the following guidelines will be applied whenever female or male students become involved in a pregnancy:

1. As soon as possible after learning of the pregnancy, the female and male student(s) and their parents will meet with the Principal, Assistant Principal, a school Guidance counselor and the school Nurse to inform the school of the situation.
2. A female student will obtain a medical statement from her doctor giving her due date and her medical fitness to remain in school. The statement must include any medical problems of which the school should be aware. When it is deemed necessary by the administration, she will proceed to a homebound education program. At that time, the male student will also proceed to a homebound education program.
3. Female and male students must follow a bona fide program of counseling which their church or other religious support agency offers. The name of the counselor must be given to the Principal.
4. During the time of the pregnancy and after the birth, participation for both the mother and the father in all co-curricular activities, as well as graduation, is at the discretion of the Principal.
5. After the birth, the students and their parents must schedule an interview with the school administration to determine the feasibility and condition of returning to school.

In addition, we believe that abortion at any stage of pregnancy is the taking the life of an innocent human person. Therefore, a female student who attempts to procure an abortion or a male student who enables this attempt must withdraw from the school immediately.

Religious Education: Catholic education, its instruction and internalization, require both intellectual stimulation and outward expression for optimum spiritual growth. All students, regardless of faith, are required to take required Theology courses, to attend and respectfully participate in liturgies and other services.

Restroom and Locker Room Monitoring Policy

During the school day in Diocese of Charleston schools, faculty/staff members should not be using restrooms while students are also present in the restrooms. However, the Diocese also recognizes that in order for schools to provide an environment that is as safe as possible, restrooms and locker rooms must be monitored for inappropriate student activity. Therefore, the following protocol will be followed:

- Restrooms will be monitored using the following guidelines:
 - a. **Multiple times a day**, including lunch periods, two female employees and two male employees will be assigned to check all restrooms.

- b. These employees should walk together into all of the school's appropriate gender restrooms to look for such things as: smoke rising from stalls, group activities that could be bullying tactics, inappropriate language or discussions, etc.
 - c. This should take no more than 10 seconds/restroom providing everything is quiet.
 - d. This should be done **multiple times a day, and the monitors should record, on a form provided by the administration, the times they monitored and what their findings were. They should vary the times each day. The forms should be submitted to the school's safe-environment coordinator at the end of the day for filing.**
 - e. At no time should they open stall doors or enter stalls.
 - f. Should they witness possible inappropriate behavior, they should announce their presence and instruct students to leave the restroom immediately.
 - g. They (the monitors) should leave the restroom immediately after their announcement and wait in the hallway for all students to exit. They should also notify the appropriate administrator or disciplinarian that they are bringing the students to them for next steps.
- Coaches and PE teachers also should exercise due diligence when their players/students are using the locker rooms.
 - a. As players/students are preparing for class or practice, the teacher/coach (it is always preferable to have at least two of the same sex available) may open the locker room door, without entering, and announce that students have ____ seconds to finish and exit. The teacher/coach should ALWAYS be immediately outside the locker room door.
 - b. The same would be true after class or practice – students/players should be given a reasonable amount of time to change out of practice clothes. The teacher/coach should open the locker room door, without entering, and announce that students have ____ seconds to finish and exit. The teacher/coach should ALWAYS be immediately outside the locker room door in order to be able to listen for any inappropriate behavior.
 - c. Students/players should NEVER be in the locker room unless a teacher/coach (it is always preferable to have at least two of the same sex available) is outside the door so that should a situation arise (perhaps a scuffle, an argument, a fight) the teacher/coach should immediately call for help, have students/players exit the locker room, and turn the situation over to the appropriate administrator/disciplinarian.

Approved by the Vicar General of the Diocese of Charleston on July 18, 2018

School Crest: The school crest, the block CN, and the cardinal head are registered trademarks of Cardinal Newman School, and they may not be used in any way (on clothing, stationery, etc.) without the expressed consent of the Principal.

School organizations: All students are encouraged to become active members of our school clubs and take part in various co-curricular activities. Continued membership in any group depends upon the student's consistent participation and willingness to contribute to the success of the group. Upon judgment of the moderator and in accordance with the requirements of the clubs, members can be dismissed. Only those organizations approved by the Principal are permitted at Cardinal Newman School.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Senior Off-Campus Lunch Privilege: Seniors in good academic and disciplinary standing are granted this privilege. It requires the separate expressed written consent of a parent or guardian and is dependent upon the specific guidelines found in the permission forms. Failure to adhere to these guidelines will result in the loss of this privilege. The following guidelines apply to this privilege:

1. When leaving and returning for lunch, seniors **MUST** check out/in with the supervisor in front of the Performing Arts Center and **MUST** exit/enter through the B-wing doors to Lot B.
2. Upon returning to campus, seniors may not sit in their cars or the beds of their trucks. They must exit their cars and proceed to an approved area.
3. Seniors who are free for the block before lunch **MUST** sign out in the Main Office when leaving the campus.
4. Seniors are responsible for the trash generated in their areas during lunch.
5. School uniform guidelines are applicable at all times, even when students are enjoying the off-campus privilege.

Social functions:

- School dances and other social events for students are held throughout the year. All social activities will be properly chaperoned and must end by midnight.
- **In order to be permitted to attend a social function, students **MUST** be present for a minimum of three academic blocks on the day of the function.**
- The school is not responsible for the monitoring of students after the social ends.
- Students who are under suspension or who have been expelled or asked to leave Cardinal Newman School are not permitted to attend such functions.
- The Junior-Senior Prom is limited to ninth, tenth, eleventh, and twelfth graders.

Summer reading: Summer reading is a requirement of the academic program. Detailed instructions and assessment procedures are distributed prior to summer break. Consult our website (www.cnhs.org) for summer reading information.

Telephone messages: Parents may call the school to leave messages for students only when it is vital that information be passed along to the student. The timing for message delivery is dependent upon the nature of the emergency.

Tuition and Fees Policy: Cardinal Newman School is not only a ministry, but is also a business with employees who must be paid on time as well as with financial obligations to vendors and suppliers. Therefore, families are expected to meet their financial obligations fully and on time so as not to cause difficulty for Cardinal Newman School to meet its financial obligations.

1. Families are given an option of paying tuition in full or participating in the FACTS Tuition Program. In order to receive the parishioner discount on tuition, families must be active, participating, contributing members of a Columbia area Catholic parish.
2. If a student's tuition and fees are not current at the ends of the semesters, the student's exams will **NOT** be graded and processed, grades of "I" (Incomplete) will be placed on transcripts, and report card(s) will not be distributed until the balance is paid in full with a certified check or money order.
3. Any tuition account that falls 60 days or more past due will result in the school disabling the family's RENWEB Parent Portal Account and holding all information having to do with grading and progress.
4. Students graduating from 8th or 12th grades must have a zero (0) balance for all financial obligations to the school in order to have grades processed and complete transcripts forwarded to other institutions.

5. Students withdrawing from Cardinal Newman School prior to the end of the school year are required to pay tuition for the remaining portion of the semester of their withdrawal. Transcripts will not be released until the balance is paid in full with a certified check or money order.
6. Ordinarily, fees are not refunded if a student withdraws before the school year begins.

Unacceptable materials: Students are not permitted to bring offensive materials to school or to distribute such materials while on campus. Unacceptable materials include, but are not limited to: distasteful literature, inappropriate notes, photographs, or videos, racially or gender biased statements, and drug paraphernalia.

Visitors: All visitors, including alumni, must be appropriately dressed and must report to the Main Office. Upon reporting to the office, visitors will register and receive an ID badge that must be displayed prominently while on campus.

Wait Procedure for after school

- From **3:10 PM to 3:39 PM**, students may be in the Rotunda, at their lockers, in the cafeteria eating a snack, or in car pool line.
- At **3:30 PM**, a “**movement**” bell will ring to indicate that students need to be moving to their after-school locations or leaving the campus.
- At **3:30 PM**, the **After-school Study Hall Moderator** will be in place in the cafeteria with a sign in sheet, and **all after-care students waiting for parents and in-season athletes and drama students waiting for their practices to start** should report there and sign in **BEFORE 3:45 PM**.
NOTE: If in-season athletes and drama students remain on campus **after 3:45 PM**, they **MUST** be either in their practices or in the cafeteria at the After-school Study Hall.
- At **3:40 PM**, a “**warning bell**” will ring to notify students that they have 5 minutes to either leave campus or go to the After-school Study Hall.”
- Also at **3:40 PM**, all students still outside from carpool line will be brought inside the school and escorted to the cafeteria by the carpool supervisors.
 - **Any parents who come to pick up students AFTER 3:40 PM when the carpool line is empty should go instead to the area of the B parking lot (student lot) behind the cafeteria to pick up their students at the cafeteria back door. Students will NOT be permitted to wait in the carpool area past 3:40 PM.**
- At **3:45 PM**, a final bell will ring indicating that ALL students remaining on campus **MUST** be in the appropriate place (After-school Study Hall, practice, extra help with a teacher). Otherwise, students are expected to have left for home.
- At this point, any student in the hallway must have a pass (ex. - from a teacher for exit from extra help to return to After-school Study Hall or to leave campus).
- Students who are not in their appropriate places **after 3:45 PM**, or who are in the hallways without a pass, will be issued an **In-School Suspension** the following day.
- CN Disciplinarys will monitor the **video camera footage** and will issue the appropriate consequence to any student who is in violation. Similarly, any student who is seen propping open an outside door will be issued a similar consequence.

- As a reminder the following are items concerning In-School Suspension (ISS):
 - While in the ISS room, students will be monitored for the entire school day.
 - Students will be given academic and written work and will be responsible for completing all of it.
 - Additionally, students serving ISS may also be placed on work detail for a portion of the day.
 - Students in ISS will **NOT** be permitted to participate in extra-curricular activities, including but not limited to **athletic practices and games, field trips, drama practices/performances on the day of the ISS.**
- The After-school Study Hall supervisors will monitor students leaving with pick up at cafeteria back door.
 - Students who are leaving to watch athletic contests **MUST** sign out with the supervisor and then proceed to the gym.
- For students needing to use a restroom:
 - The PAC Atrium restrooms will be available.
- A Wing, C Wing and D Wing will be considered **off-limits** to all students after 3:45 PM unless getting scheduled extra help from a teacher.