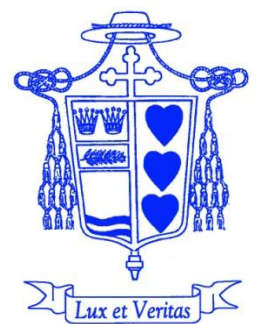


2011 - 2012

*Student-
Parent*

Handbook

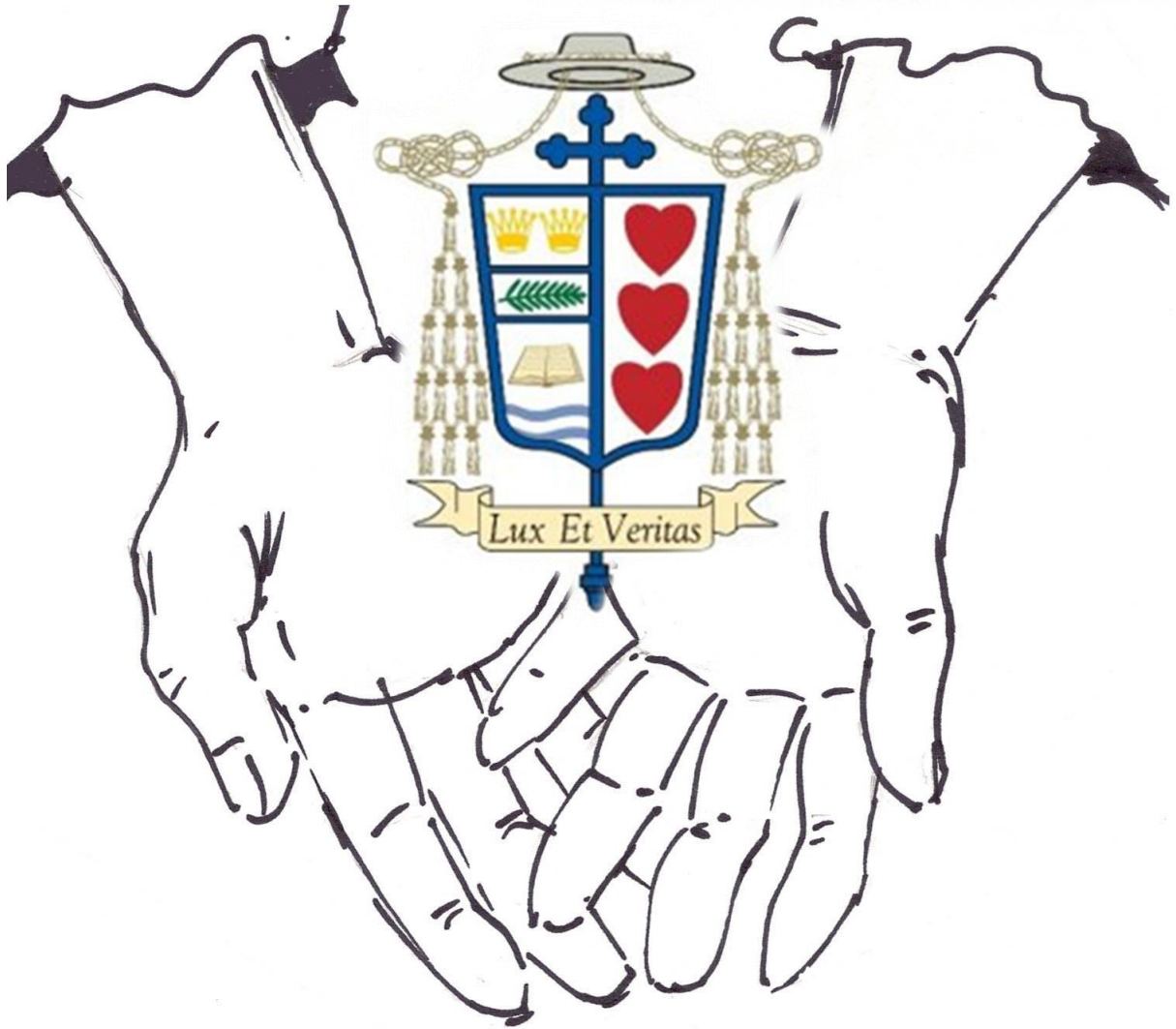


Cardinal Newman High School

An I.B. World School

512 Spencer Drive
West Palm Beach, FL 33409
www.cardinalnewman.com

We Are Mary's Hands



Cardinal Newman High School has been dedicated to service and kindness for fifty years. We have brought Blessed Mary's gentle touch, her help, her protection, and her mantle of love to those less fortunate, those who are hurting, and those who need a friend.

"May the Holy Mother of God, who points us to her Son, our brother, remind Christians everywhere of our duty to love our neighbor..."

Pope Benedict XVI, March 22, 2009

INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of Cardinal Newman High School. To answer some of your questions concerning the school's policies, Cardinal Newman High School has prepared this Student-Parent Handbook. Please read it thoroughly and retain it for future reference.

The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of Cardinal Newman High School, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, Cardinal Newman High School has the right to add, delete or revise any school policy or procedure without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about Cardinal Newman High School policies, please ask the principal for assistance.

You, as Parent or Legal Guardian acknowledge that you have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

You agree to cooperate with Cardinal Newman High School in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. You also understand that Cardinal Newman High School has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, you further understand that all of Cardinal Newman High School's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

You also hereby agree that you have read and agree to the terms of the **RELEASES** outlines in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

CARDINAL NEWMAN HIGH SCHOOL
2011-2012 STUDENT - PARENT HANDBOOK
 (Revised June, 2011)

School.....	(561) 683-6266
School (FAX)	(561) 683-7307
Guidance	(561) 683-7606
Guidance (FAX).....	(561) 640-5476
Athletics	(561) 683-7207
Development	(561) 615-8530
Office of Student Life (FAX).....	(561) 683-6164
E-Mail cnhs@cardinalnewman.com	
World Wide Web	www.cardinalnewman.com

USUAL SCHOOL HOURS

Monday thru Friday.....	7:50 am - 2:20 pm
Homeroom days	7:50 am - 2:33 pm
No-lunch days	7:50 am - 12:00 pm

***For information about* Contact**

Academic Counseling.....	Guidance
Achievement Tests	Guidance
Admissions.....	Admissions Office
A.P. Exams.....	Guidance
Alumni.....	Development Office
Athletics.....	Athletic Director
Attendance.....	Dean of Students
Bookstore	Bookstore Moderator/Business Manager
College Placement.....	Guidance
Dance Information.....	Dean Marikay Gomez
Discipline	Dean of Students
Dress Code	Dean of Students
Early Dismissal	Dean of Students
Graduation.....	Principal
Guidance	Guidance
Health/Clinic Info.....	Central Office
Home-School Association	Principal
Incoming Freshman Testing.....	Admissions Office
Lost and Found.....	Central Office
PSAT Examinations	Guidance
Placement Examinations	Admissions
Religious Activities	Chaplain
Report Cards.....	Registrar
SAT Examinations	Guidance
School Calendar	Principal
School Rings	Dean Marikay Gomez
Senior/Junior Prom.....	Junior Class Moderator
Student Parking	Dean of Students
Textbooks.....	Bookstore Moderator/Business Manager
Transcripts.....	Registrar
Tuition and Finances	Business Manager

*Prayer for the Canonization
of
Blessed John Henry Cardinal Newman*



God our Father, you granted to your servant Blessed John Henry Newman wonderful gifts of nature and of grace, that he should be a spiritual light in the darkness of this world, an eloquent herald of the Gospel, and a devoted servant of the one Church of Christ.

With confidence in his heavenly intercession, we make the following petition: [here make your petition]

For his insight into the mysteries of the kingdom, his zealous defense of the teachings of the Church, and his priestly love for each of your children, we pray that he may soon be numbered among the Saints.

We ask this through Christ our Lord.

Nihil Obstat: Fr Pat McKinney S.T.L.
Imprimatur: + Bernard Longley, Archbishop of Birmingham
30th March 2010

TABLE OF CONTENTS

Academics and Graduation	8
Activities	52
Administration and Staff.....	5
Admissions.....	7
Athletics	59
Attendance	16
Cheating/Academic Irregularities	38
Computer System Policy.....	62
Discipline	24
Dress and Appearance.....	20
Drug/Alcohol Policy	33
Emergency Drills	67
Finances	12
Food/Drink/Gum.....	25
Guidance Department.....	46
Health Services	49
Honor Code.....	38
Introduction.....	ii
Parking/Cars (Students)	40
Religious Expression.....	43
School History	4
School Organizations	6
Student Services.....	44
Weather/School Closing Emergency Information	69




***Cardinal Newman High School
Alma Mater***

*Cardinal Newman, we sing
Of the memories you bring
As we wander through life's winding ways.*

*Riches you helped us find,
Body, Spirit, and Mind
That abound as we live out our days.*

*Cardinal Newman, you teach us to serve,
To have peace in our heart for mankind
Join in loving as God loved us first,
Alma Mater, through Guidance Divine.*

*Lyrics by Molly Bernard
Music by Glen Rovinelli*



FOREWORD

The Cardinal Newman High School Crest represents the symbolic elements of the school and therefore has great significance. The three hearts on the right side of the crest symbolize the theme “Heart Speaks to Heart” and are taken from the crest of the school’s namesake, John Henry Cardinal Newman. The left half of the crest is the shield of the Diocese of Palm Beach. The two crowns honor the two titles of Our Lady as Queen of Heaven and Star of the Sea. Florida inspires the palm frond and Atlantic Ocean symbols.



In order that a school function most effectively, full understanding of the goals, policies, and procedures of the school is necessary. Parents and students are expected to be familiar with the information contained in this Handbook. By enrolling in Cardinal Newman High School, each student agrees to abide by its rules and all parents/guardians agree to support the school’s policies. Students and their parents give written agreement to this fact when they sign the C.N.H.S. Policy and Emergency Card at the beginning of the school year. These rules and expectations apply: any time a student is on campus; any time a student is participating in or attending a school connected event on or off campus; any time a student is officially representing the school; and any time a student is traveling on school-authorized transportation. In addition, the school regards any behavior detrimental to the best interests of Cardinal Newman High School by anyone in the Cardinal Newman community, whether at school or elsewhere, as sufficient grounds for a disciplinary response and/or expulsion. The school will determine when there are behaviors exhibited that are detrimental to the best interests of the school.

The characteristic Newman spirit has always been identified with inspiring the cooperation and enthusiasm which has prevailed since the foundation of the school. This Handbook seeks to express and confirm a common ground for the further development of the extraordinary spirit of Cardinal Newman High School.

God has created me to do Him some definite

service. He has committed some work to me which He has not committed to another. I have my mission. I may never know it in this life, but I shall be told it in the next.

I am a link in a chain, a bond of connection between persons. He has not created me for naught. I shall do good. I shall do His work. I shall be an angel of peace, a preacher of truth in my own place while not intending it – if I do but keep His commandments.

Therefore, I will trust Him. Whatever, wherever I am, I can never be thrown away. If I am in sickness, my sickness may serve Him; in perplexity, my perplexity may serve Him; in sorrow, my sorrow may serve Him.

He knows what He is about. He may take away my friends. He may throw me among strangers. He may make me feel desolate, make my spirits sink, hide my future from me. Still, He knows what He is about.

John Henry Cardinal Newman

Cardinal Newman High School

MISSION STATEMENT

“The glory of God is the human person fully alive.”
St. Irenaeus

The Mission of Cardinal Newman High School is to educate the whole person: spirit, mind, and body, and to help all students develop their God-given talents according to the gospel values of Jesus Christ.

In fulfillment of this Mission:

We are a Catholic Christian community in which students learn self-fulfillment through Catholic teachings, retreats, liturgical, and para-liturgical experiences.

We are committed to high academic standards.

We strive to understand the diverse needs of each student and work with each student in a caring and supportive environment, challenging the student intellectually and morally.

We provide religious, academic, athletic, extracurricular, and community service programs to form individuals who accept leadership and are spiritually alert, academically inquisitive, and physically sound.

SCHOOL HISTORY

*“To live is to change, and to be perfect is to have changed often.”
John Henry Cardinal Newman*

Cardinal Newman High School, a central Catholic school serving parishes in Palm Beach County, was originally a branch of St. Ann’s Catholic School of St. Ann’s Parish, the mother church of the Palm Beaches. Because of rapid population growth, the late Archbishop Coleman F. Carroll announced construction of a new high school in the isolated area known then as the “Westward Expansion.” In September 1961 a core faculty of Adrian Dominicans and lay men and women transferred from St. Ann’s to the new one-building Cardinal Newman High School. A second classroom building was added within five years, and Archbishop Carroll dedicated a new cafeteria and gymnasium in 1973. The John P. Raich Athletic Building was added in 1985, and the Crusaders Stadium was completed in 1993.

In the fall of 1997, a new classroom wing opened in the former retreat center. Both the North and South buildings underwent extensive renovations during 1998 and 1999, and the school gymnasium was equipped with new bleachers and a new floor in 2000. In 2001, new science labs and a music program were introduced. During the 2002-2003 school year, security enhancements were added to the school, including fencing and security cameras. The athletic facility renovations which began in 2003 included the addition of practice fields, and a softball diamond. A track and field complex was completed in the summer of 2006. The school cafeteria was completely renovated in 2010 and a baseball press box was added in 2011.

*Looking to
the Future*



GENERAL POLICIES

Cardinal Newman High School is committed to the belief that “with respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language, or religion, is to be overcome and eradicated as contrary to God’s intent.” (Vatican Council II, *Gaudium Et Spes*, No. 29).

The Catholic Schools of the Diocese of Palm Beach restate their open admission policy, namely, that no person, on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services at any school operated by them, nor do they discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

ADMINISTRATION AND STAFF
ADMINISTRATION OF CARDINAL NEWMAN HIGH SCHOOL

Rev. David W. Carr President
Chief Executive Officer *Supervisor of Athletics* *School Board*
Development and Finances *Supervisor of Administration*

Mr. John F. Clarke Principal
Chief Operating Officer *Academic Supervisor* *Personnel Director*
Faculty Supervisor *Home-School Association*

Ms. Theresa Fretterd Assistant Principal for Academics
Assistant Academic Supervisor *Student Scheduling* *Supervisor of Guidance Services*
Advanced Placement Program and International Baccalaureate Program Coordinator

Ms. Susan Stephenson Assistant Principal for Student Life
Supervisor of Student Services *Supervisor of Discipline*

Miss Marikay Gomez and Mrs. Christine Higgins Deans of Students
Discipline *Attendance*

STAFF

Mr. Alan Botkin Athletic Director
Mr. Robert Savage Plant Manager
Mrs. Louise O’Neill Business Manager
Mrs. Janice McGrath Registrar

GUIDANCE

Ms. Theresa Fretterd Supervisor of Guidance Services
Mrs. Donna Campbell-Michael Director of Guidance, Counselor, Grades 9-12 (E-N)
Ms. Mary Murphy Counselor, Grades 9-12 (A-D, O-Z)
Dr. Liz Johnson Psychologist
Ms. Tania Baker College Placement Officer

MINISTRY

Rev. Andre Dumarsais Pierre-Louis Chaplain
Mrs. Margaret Skantar Campus Minister

DEPARTMENT CHAIRPERSONS

Mrs. Margaret Skantar Religion
Mr. Patrick Johnston English
Mrs. Jill Broz / Ms. Andrea Zaplatynski Science
Mrs. Maria Ippolito / Mrs. Harriet Kwasman Foreign Language
Mr. Patrick O’Hare Social Studies
Mrs. Patricia Smith Mathematics
Ms. Nancy Brown Physical Education
Mrs. Joan Gomez Arts
Mrs. Nelle Martin Media Center
Ms. Ann Frearson Learning Strategies

SCHOOL ORGANIZATIONS

HOME AND SCHOOL ASSOCIATION

The Home and School Association organizes various service and social programs for the parents of students. These programs provide support and assistance for the educational activities of their children and many opportunities for dedication and cooperation to develop into enduring friendships. All parents of students enrolled in Cardinal Newman High School are automatically members of the Home and School Association. There are no fees or dues for memberships.

- Mr. and Mrs. Charles IsimingerPresidents
- Ms. Kathy Elliott and Mrs. Susan Thomas..... Vice-Presidents Class of 2012
- Mrs. Marla Fountain and Mrs. Margaret Arrigo Vice-Presidents Class of 2013
- Mrs. Eryn Grill and Mrs. Sheila Serraes..... Vice-Presidents Class of 2014

- Ms. Laurie Klenoshek and Mrs. Phyllis Murphy..... Vice-Presidents Class of 2015
- Mrs. Mary MartensSecretary
- Mr. Tony MarinoTreasurer

DEVELOPMENT AND ADMISSIONS STAFF

The Development Office encompasses all fund-raising activities and community relations/outreach of the school. A number of committees work under the auspices of the Development Office. Committees include the Auction Committee and the Annual Giving Committee. Parents are encouraged to volunteer for any of these committees.

- Mr. Steve Walsh..... Development Officer
- Ms. Sandra Keagle Database Specialist
- Mrs. Mary Martens..... Events Coordinator, Public Relations
- Ms. Julie A. Carr..... Admissions Coordinator
- Mrs. Jan Joy Admissions Coordinator

“Learn to do thy part and leave the rest to Heaven.”
John Henry Cardinal Newman

ADMISSIONS

ADMISSIONS OFFICE

(561) 683-6266, extensions 1048 / 1050

Freshman Year:

The following criteria will be used as the order in which qualified (academically and behaviorally) students will be accepted as freshmen:

1. Catholic students from Catholic elementary schools
2. Students whose immediate family members attend or have graduated from Cardinal Newman
3. Catholic students from non-Catholic schools
4. Non-Catholic students from any Catholic school in the Diocese
5. Non-Catholic students recommended by minister and school

All failures must be made up prior to admission.

Sophomore and Junior Transfers:

Any inquiry regarding transfer students should be directed to the Admissions Office. Senior transfer applications are not accepted unless the student and family are moving to the area from elsewhere. An interview is required of upper-class applicants.

All students new to Cardinal Newman High School are placed on a 90 day probationary period.

Cardinal Newman High School is not equipped to offer an individualized learning program. Limited assistance is offered to students with minor learning problems through the Learning Strategies course. Every attempt is made to work with the student to the best of the school's limited ability. (*Curriculum Handbook*, Cardinal Newman High School. p.2)

Implementation of any accommodation requires a professional diagnostic evaluation conducted within the last three years, as well as written parental approval.

SOCIAL SECURITY NUMBERS

Cardinal Newman High School requests that each student provide his or her social security number. A student's social security number may be used by the school for identification purposes. This request and use is consistent with state law requirements for all public schools.

OPEN HOUSE

Cardinal Newman sponsors an Open House program in order to allow prospective students and their families the opportunity to tour the school and to meet with members of the faculty and student body. Further information may be obtained by contacting the Admissions Office.

ACADEMICS AND GRADUATION

ACCREDITATION

Cardinal Newman High School is accredited by the Southern Association of Colleges and Secondary Schools. The school also maintains membership in the North American International Baccalaureate Association, the Florida League of International Baccalaureate Schools, the National Catholic Education Association, the National Education Association, the Florida Catholic Conference, and the College Board. In addition, academic departments maintain memberships in area-related professional associations.

CREDIT REQUIREMENTS - GRADES 9-12

The graduation requirements at Cardinal Newman High School are based on standards of the Florida State Board of Education and the Southern Association of Colleges and Schools, policies of the Diocese of Palm Beach, and local school policy. Each year the student is required to take 14 semester units. Remediation is required for any academic failure. All failures must be remediated through the Cardinal Newman High School remediation program. The student's permanent record will reflect grades for all remediation classes and, in courses made up for failures, appropriate passed credit. Remediation grades are not used in compilation of grade-point average or honor roll. All remediation must be completed before the start of the next school year.

COURSES OF STUDY

Parents and students are asked to be aware that State of Florida universities, as well as many other colleges and universities, require two consecutive years of a foreign language for admission. If a ninth-grade student enters Cardinal Newman with a high-school credit in Foreign Language or has passed the Language Placement test, he/she is placed in the second year of that language during freshman year and then he/she will take the third year of that language during sophomore year in order to complete the school's language requirement. Cardinal Newman High School reserves the right to require a placement exam before accepting an incoming freshman's high-school credit.

CURRICULUM

The Cardinal Newman High School course of studies has been drawn up in conformity with the school's consistent policy of promoting the greatest intellectual competence together with the highest moral character. The scope of the curriculum provides for a liberal education which meets the most stringent of college entrance requirements. Students in the International Baccalaureate (I.B.) Diploma Programme are selected during their sophomore year of study.

GRADING AND REPORT CARDS

Courses at Cardinal Newman High School operate on a semester basis. Report cards are issued at the completion of each quarter and semester through *NetClassroom*. The school reports grades using the alpha characters A, B, C, D, and F. The B, C, and D marks are further qualified with the use of a + or - qualifier. Although a student may receive an A or an A-, the grade of A+ is not included on the grade scale. Parents can check grades at any time on *NetClassroom*.

The final course grade in each semester course is computed by weighing each quarter grade 40% and the semester exam 20%. A student will receive 0.5 credits in each class that he/she successfully completes each semester.

GRADE POINT AVERAGE OF TRANSFER STUDENTS

In the interest of equitability, Cardinal Newman High School reserves the right to determine courses, levels, and weighting factors. For the purpose of senior awards, including valedictorian and salutatorian, GPA and class ranking are based on records of students who have been enrolled in classes on campus at Cardinal Newman since at least the beginning of sophomore year.

GRADUATION

The graduation exercises, both the Baccalaureate Mass and the Commencement Exercises, are held during May. All seniors are required to participate in both the Baccalaureate Mass and Commencement Exercises. Participation in the Commencement Exercises requires participation in the Baccalaureate Mass and the Senior Retreat. Parents of seniors receive all the necessary information regarding graduation during the winter months. Further information may be obtained by contacting the Principal.

Grad Night, Prom, Baccalaureate Mass, Commencement Exercises, and related graduation activities are considered a privilege. Disruptive behavior, failure to meet graduation academic requirements, disregard of school rules/policies, and/or a poor attendance record may result in the denial of student participation in one or more of these graduation activities.

COMMUNITY SERVICE

In keeping with the school's Mission Statement and Philosophy, all students are required to complete a minimum of twenty-five hours of community service each year they are enrolled. This is a requirement for graduation from Cardinal Newman High School. **Senior service hours must be complete by December 1st of the senior year; underclass hours are due before the end of the third quarter each year.** Failure to complete community service hours may result in a hold being placed on the student's NetClassroom account, the withholding of a senior's diploma and final transcript, and may also result in the loss of certain privileges. Completion of community service is a requirement for a student's return to Cardinal Newman High School the following school year. Please refer to the Community Service page on the Cardinal Newman website for complete information, due dates, and forms.

ACADEMIC PROBATION

Students will be placed on Academic Probation if in any quarter or semester they fail two or more classes and/or their quarter or semester average results in a 1.5 or lower Grade Point Average. After consideration by the Academic Review committee, students who fail two or more courses in any semester and/or who are on Academic Probation for two consecutive quarters may be required to withdraw from Cardinal Newman High School.

EXAMINATIONS

Semester examinations must be taken at the scheduled time. Cardinal Newman High School may excuse students from the scheduled exam time only for serious illness, verified by a physician's note; death in the immediate family; or exemptions for seniors who qualify. A \$50.00 fee, per exam, will be assessed should a reschedule be granted by the Principal. Exemption policies are available from individual teachers of seniors. Seniors are required to have an A average in order to qualify for an exemption.

NATIONAL HONOR SOCIETY

The Cardinal Newman High School Chapter of the National Honor Society seeks to create an enthusiasm for scholarship, to stimulate leadership, and to encourage the development of good character. Membership is determined by meeting certain standards in the areas of scholarship, leadership, character, and service. Specific criteria for selection as outlined in the Chapter By-Laws are available upon request. The selection and induction of new members is made by a faculty committee appointed by the Principal. Once a student is inducted he or she is expected to continue serving the school in various projects throughout the year.

HONOR ROLL

The Honor Roll is comprised of three levels of recognition based upon achievement. *The Principal's List* includes students with a 4.0 GPA or higher. *First Honors* are awarded to students with a grade point average of 3.5 or above with no grade lower than a B-. *Second Honors* are awarded to students with a grade point average of 3.0 or above with no grade lower than a B-. The Honor Roll is displayed prominently outside of the Central Office to recognize the outstanding achievement of its members.

EXPLANATION OF THE HONOR CODE

Cardinal Newman High School's mission is to educate the whole person: spirit, mind, and body, according to the gospel values of Jesus Christ. As a Catholic high school, Cardinal Newman strives to uphold Christian values and to embody our mission statement. Responsibility, respect for self and others, regard for the welfare of the community, pride in accomplishments, and the rights of everyone, involve each of us being persons of integrity whose actions demonstrate this commitment. Any actions which disregard honesty, whether intentional or unintentional, diminish the integrity of both the individual and the community. Moreover, such actions do not give the teacher the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience which is crucial to educating the whole person.

In certain academic situations, behaviors may arise that do not comply with the instructions of the teacher, therefore disrupting the testing or evaluation process. Such *Academic Irregularities* fall within the bounds of Honor Code violations. These behaviors include, but are not limited to: unauthorized talking, regardless of the content; moving from the seat/desk without permission; or blatant disregard for written or verbal instructions during testing or similar academic situations.

CARDINAL NEWMAN HIGH SCHOOL HONOR CODE PLEDGE

As a member of the Cardinal Newman community, I pledge to be a person of integrity. **I will neither give nor receive unauthorized assistance in any academic exercise.**

**SCHOOL FINANCIAL POLICY
2011-2012 School Year**

A. TUITION PAYMENTS

Tuition for the 2011-2012 academic year has been set at: \$10,650.00. Affiliated Catholics that provide proper documentation will receive a \$1000.00 credit.

Families have the option of paying tuition in one of three ways.

1. FULL PAYMENT

	Affiliated Catholics*	Non-Affiliated Families**
Tuition	\$10,650.00	\$10,650.00
Credit for Affiliation	-\$1000.00	0.00
Registration Fee (due Jan/Feb)	500.00	\$500.00
Activity Fee (due July 1)	200.00	200.00
Technology Fee (due July 1)	200.00	200.00
Class fees	Listed under fees	Listed under fees
Total	\$10,550.00	\$11,550.00

Payments are due July 1, 2011 and delinquent 15 days after due date.

*** Affiliated:** Those students who are practicing Catholics and **registered, participating** members of a Catholic Church in the Diocese of Palm Beach who provide proper documentation.

**** Non-Affiliated:** Those students who are either non-Catholic or Catholic students who are not registered or participating in a Catholic Church in the Diocese of Palm Beach.

2. TWO PAYMENTS

	Affiliated Catholic*	Non-Affiliated Families**
Tuition	\$10,650.00	\$10,650.00
Credit for Affiliation	-\$1,000.00	0.00
July 1, 2005	\$4,825.00	\$5,325.00
December 1, 2005	\$4,825.00	\$5,325.00
Registration Fee (due Jan/Feb)	\$500.00	\$500.00
Activity Fee (due July 1)	200.00	200.00
Technology Fee (due July 1)	200.00	200.00
Class Fees	Listed under fees	Listed under fees

**Due July 1, 2011 and December 1, 2011. Payments are delinquent 15 days after due date.
Report cards will be held for students with unpaid tuition.**

3. TWELVE MONTH PLAN (F.A.C.T.S.) (10, 11, & 12 MONTH PLANS AVAILABLE)

	Affiliated Catholics*	Non-Affiliated Families**
	\$9,650.00	\$10,650.00
***12 Month Payment Plan July - June	\$804.00 monthly	\$887.50 monthly
Registration Fee	\$500.00	\$500.00
Activity Fee	200.00	200.00
Technology Fee	200.00	200.00
Class Fees	Listed under fees	Listed under fees

***** Does not include fees.**

The *F.A.C.T.S. Plan*, for those choosing to pay on a monthly basis, is an automatic payment plan. Your account is debited in the amount of your monthly tuition. Payments may be made on the 5th, 15th, or the 20th of each month. The **Processing Fee of \$35.00** will be deducted from your account upon presentation of the application to F.A.C.T.S.

ALL PAYMENT PLANS INCLUDE THE FOLLOWING FEES:

ACTIVITY FEE - Each family is required to pay a \$200.00 Activity Fee. The fee will be credited to the following school year provided **20** hours of service are given to Cardinal Newman High School. There will be no partial credit for hours worked. This fee will be due in July.

BOOK FEE – ALL STUDENTS PAY A \$425.00 BOOK FEE DUE AUGUST 1.

TECHNOLOGY FEE - Each student is required to pay a \$200.00 Technology Fee.

SUBJECT FEES - These fees, including the fees assigned for the Learning Strategies class, are not included in tuition. These fees will be billed in July. A graduation fee will be billed in March for seniors.

International Baccalaureate (IB)	\$1500.00
Learning Strategies	300.00
Band	200.00
Science	50.00
Art	50.00
Graduation Fee	200.00

B. BILLING SYSTEM:

The student billing system for the 2011-2012 school year will reflect the total tuition amount. You will receive a printed statement of your account during the months of October, December, March and May which will reflect payments received according to the tuition option selected, credits issued and the balance remaining

C. CONDITIONS

1. No student will receive a schedule of classes if tuition is not current. All tuition must be current, including past due amounts.
2. Students who pay annually or semiannually and are not current will be required to use the *F.A.C.T.S.* program (monthly payments).
3. Any past due tuition will result in the suspension of *NetClassroom* privileges.

We realize that extraordinary problems may occur in families. If a problem of this nature arises which may affect tuition payment in a timely manner, you should immediately call the Business Office to make an appointment to address the situations.

D. NOTE:

In order to sit for semester exams, tuition must be current. Students whose tuition is not current prior to exams may not be allowed to sit for their exams and may be kept out of class. Transcripts, report cards, access to *NetClassroom*, and for seniors, seventh semester transcripts and diplomas, may be held until all payments are made.

E. TUITION REFUND:

1. Students who withdraw prior to the beginning of school will be charged one month tuition and the remainder will be refunded.
2. Students who withdraw prior to October 1st will be charged four months tuition and the remainder will be refunded. This policy applies to students paying annually or semi-annually.
3. If a student attends any portion of a given month, a refund for that month will be forfeited.
4. Refunds will not be considered until the parent/guardian has signed an official notice of transfer/withdrawal.
5. **Registration, Activity, Book, and Subject Fees are not refundable under any circumstances.**

F. MISSED TUITION PAYMENTS:

Families who choose the 11 month plan and miss a monthly payment due to insufficient funds will be automatically charged a \$25.00 missed payment fee by F.A.C.T.S. and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment, families are required to pay the amount due directly to Cardinal Newman within fourteen (14) calendar days. If the missed payment is not received within 14 days, the student will not be allowed to attend class until the payment has been received by the business office.

G. RETURNED CHECKS:

- a. A \$30.00 charge will be added to any bill from Cardinal Newman for all checks that are returned by the bank due to insufficient funds.
- b. Cardinal Newman may not accept personal checks which have not been certified by the bank two weeks prior to exam time. Cardinal Newman reserves the right not to accept personal checks under certain circumstances.

H. FINANCIAL AID

Generous tuition grants are available for the 2011-2012 school year to those families who demonstrate financial need. It is necessary to complete the required application forms in order to qualify for these grants.

Financial aid forms are available in the Business Office. These forms for the 2011-2012 school year must have been submitted by April 15, 2011.

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including the payment of tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student record and/or disallow participation in or access to school activities, and/or disenroll a student if any financial obligations are not met.

ATTENDANCE POLICY & GUIDELINES

(561) 683-6266 ext. 5000

1. Students are expected to be in school and on time on all days when school is in session. Class days are noted on the school calendar which is available on-line. In addition, the school calendar is published on a monthly basis and is available in the Central Office.
2. **Upon their tenth and any additional absence per semester a student and his/her parents may be required to appear before the Attendance Review Committee, who will then decide upon a course of action. It is the responsibility of both the student and the parent to closely monitor the attendance record.**
3. An absence may be considered unexcused if the school cannot endorse the reason for it. This holds true even though a student's parents may have requested the absence. Therefore, the parent must submit their request in advance. The student may not arrange to complete work prior to an absence without permission from the Office of Student Life or Administration. Students will not be permitted to make up any work missed or due in class on the day of an unexcused absence.
4. **Parents are to inform the school of an absence by phoning the school (683-6266, ext. 5000) before 9:00 a.m. on the day of the absence.** Upon returning to school, the student is to present a written excuse to the Dean of Students. This note, signed by the parents or guardians, states the student's name, grade level, date, day(s) of absence, and reason for the absence. Students who fail to comply with the above policy, or who submit an attendance note containing false or misleading information, are subject to disciplinary penalty in addition to the absence being marked unexcused.
5. **Once a student arrives at school in the morning, he/she may not leave the premises until the school day is over without written parental permission and clearance with the Dean of Students.** Cardinal Newman High School cannot be responsible for students who leave campus without permission. **Parents wishing to have their child excused early must inform the Dean of Students by note or fax with the EXACT time of the early dismissal indicated. Parents must confirm the request by telephone before the student will be dismissed.** Students who drive to school must sign-out in the Office of Student Life before leaving campus. Parents who have arranged for an early dismissal from school must come to the Office of Student Life to sign-out their student. Parents are asked to present valid identification at this time.

6. Students are expected to arrive at school on time and be present in their first period class at 7:50 a.m. **Students who are late to their first period must report to the Office of Student Life for a tardy slip.** It is the student's responsibility to report to 105 upon any tardy arrival to school. **Failure to do so will result in a 3-hour Detention.** Tardies are noted on the school records and the report card. Parents aware that their child will be coming in late on a given day should give their child a note for the Office of Student Life, along with a phone call confirming the fact.
7. The school reserves the right to determine whether a tardy will be excused or unexcused. Chronic tardiness may result in teacher-imposed academic penalties, such as points being deducted from the quarter grade.
8. **Students who accumulate ten or more tardies to school in a semester maybe assessed a ten dollar (\$10.00) fine for the tenth and each subsequent tardy for the semester.** A 3-hour detention and \$25.00 fee will be assigned upon the sixteenth tardy and each tardy thereafter per semester. Tardies are permanently recorded on the student transcript which is sent to colleges and universities.
9. Should a student be absent from school or have an early dismissal on the day he/she is to serve a detention, **it is his/her responsibility to serve the detention on the day he/she returns to school.** In the event of an emergency, a Dean must be contacted prior to the detention in order to excuse the student from serving at that time. Should the student be excused from serving a detention, for any reason, **it is his/her responsibility to serve the detention on the day he/she returns to school.** Failure to serve a detention will result in the student receiving a 3 hour Saturday detention which includes a \$25.00 fee.
10. Any student who is too ill or fatigued to follow the school program must return home. **Students who become ill must first secure a pass from their teacher and then report to the Central Office.** The school, by law, may not provide any medication, including aspirin. In the case of a child returning home, someone will call home to request that the child be picked up. Students are not to make a phone call on their own. **If a student leaves campus sick, he/she may not return for the balance of that day. He/she may not participate in any activities, sports, practices, rehearsals, etc. on that day, and may not participate until after they have attended a school day.**
11. **Truancy** is defined as the willful incurrance of an absence considered unexcused by the Administration. Truancy is considered a serious violation of school policy and may result in two 3-hour detentions or a suspension. **Students may not be permitted to make up any work missed or due in class because of an unexcused absence, truancy, or suspension, including tests and quizzes.**

12. **A student who has been absent from a school day for more than two periods (including Mass and school-wide assemblies which are considered class periods) will be marked absent for the entire day and may not participate in any activities, sports, practices, rehearsals, etc. on that day, and may not participate until after they have attended a school day. Violation of this policy will result in the absence being considered unexcused. Also, on a day that a student is marked absent from school, he/she may not be permitted to take a test or hand in a project or paper; unless the paper/project is submitted directly to the teacher, by a parent, before 7:50 a.m. on the day of the absence.**

13. In the unfortunate event of a death within the Cardinal Newman family, we ask that those students wishing to pay their respects by attending services please remain home for the full day. Of course, this is considered an excused absence.

14. Cardinal Newman High School requires all students attending the school to maintain residency with their parent(s) or legal guardian(s).

15. **In order to attend school sponsored events, i.e. Prom, etc., students must have an acceptable attendance record, including tardies and absences. This will be determined at the discretion of the Attendance Review Committee.**

ATTENDANCE RECORDS

1. Parents are informed of their child's absences and tardies on the report card. Parents wishing for a more current record are free to call the Office of Student Life on any school day.

2. In checking their child's report card, parents may believe that there is an error in the absence or tardy record of their child. All errors in a marking period must be rectified within two weeks of that marking period. After two weeks the listing becomes official school record and will not again be reviewed. Parents bring errors to the attention of the school through a letter addressed to the Dean of Students.

3. Attendance records include the facts of all absences and tardies. It is worth noting that both absences and tardies are part of the student's permanent record. Such records are reviewed by colleges in the application process.

4. **Students with excessive tardies and/or absences may be prohibited from participating in school activities, events, athletics, and government.**

5. **Excessive tardiness to class will result in Dean's Detentions.**

MAKE-UP WORK

Tests administered during an absence must be made up by the student on the day designated by the faculty member. Students who miss tests because of excused absences must make-up the test within five days of the student's return to school, or at the teacher's discretion. It is the teacher who determines the date and time of the make-up test. All other work must be submitted at the time designated by the faculty member.

If a student is absent for two days or less due to illness, parents or the student should contact a fellow student or email teachers concerning missed work. Parents whose child will be out of school for three or more days should contact the Guidance Department concerning the work the child is missing. If a student is absent for an extended period of time (two weeks or more) with a doctor's excuse, parents should contact the Guidance Department to arrange for a homebound teacher through the public school system.

If a student is absent from class due to a field trip, class related activity, or approved travel, the student MUST find out what work was missed and MUST turn in their work on the date assigned by the teacher. If the student reports to school before the trip, they must have their work turned into the appropriate teacher before they leave on the trip if the work/report was due that day.

Students who do not attend scheduled field trips, approved travel, or class related activities are required to complete all assignments given in lieu of their participation.

DRESS AND APPEARANCE GUIDELINES

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered by the Administration to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Students, unless otherwise notified by Administration, will wear the school uniform. **All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.** The purpose of a uniform is two-fold. Primarily it serves as a means of consistency in student dress while keeping costs to a minimum. It also reduces the problem of competitive dressing.

Cardinal Newman High School has a Code of Dress and Appearance, as follows:

Ladies

1. The standard uniform bottoms for the girls consist of the uniform split skort, uniform shorts, or uniform female trousers. Belts are to be worn with the ladies' trousers and shorts, and should be visible at all times. Shorts and skorts should extend no higher than 4 inches above the middle of the knee cap. As with all uniform items, the proper fit of the skort is ultimately determined at the discretion of the Dean of Students. **Students with 3 infractions involving the fit of the skort or shorts may be required to wear the uniform trousers for the remainder of the school year.**
2. The standard uniform tops for the girls consist of the uniform polo shirt or uniform blouse, **tucked in and modestly worn, with the waist band of the skort, shorts, or trousers visible at all times.** All collars must be worn properly. The blouse is to be properly buttoned with only the top button left open. All tops are to fit appropriately and may not be oversized or undersized. Solid white T-shirts (devoid of any advertisements or illustrations) or gray PE T-shirts may be worn under the uniform top. Bras are required to be worn.
3. The Cardinal Newman sweater, sweatshirt, fleece, and letterman's jacket are permitted to be worn over the uniform top. Non-uniform sweatshirts, jackets, sweaters and/or over-blouses are not permitted.
4. **During the winter months, ladies may wear solid gray, white, black or navy blue tights or leggings under their uniform skort. The tights and leggings may not have any lace or decoration on them. Skorts must be at regulation length when leg wear is worn.**
5. **Socks are not to be worn above the knees.**

Gentlemen

1. The standard uniform for the boys consists of the uniform shorts or pants. Uniform pants are to be properly fitted and hemmed. Both pants and shorts are to be worn at the waist. As with all uniform items, the proper fit of the shorts and trousers is ultimately determined at the discretion of the Deans of Students. **Belts are to be worn every day and must be visible at all times.**
2. Gentlemen may wear either the uniform oxford shirt or the uniform polo shirt. **Collars are to be properly worn and shirts are to be completely tucked in, with the belt visible at all times. Solid white T-shirts (devoid of any advertisements or illustrations) or gray PE T-shirts may be worn under the uniform shirt.** A necktie is optional with the uniform oxford shirt.
3. The Cardinal Newman sweater, sweatshirt, fleece, and letterman's jacket are permitted to be worn over the uniform shirt. Non-uniform outerwear of any kind is not permitted.
4. Gentlemen are to be clean shaven every day. Any student sent to the office to shave may receive a Dean's Detention.

All Students

1. Shoes for all students are to be solid black, dark brown, or beige leather. No white shoes are permitted. Shoes must be in good condition and worn properly, with laces securely tied and/or *Velcro* straps in place. As with all uniform items, the shoes must not be tattered, untidy, or defaced. Shoes are to have a fully closed toe and a fully closed heel. The heel of the shoe must completely cover the heel of the foot and must fit snugly against the foot at all times. Folding the heel of the shoe is not acceptable. Shoes with a broken or damaged heel are not to be worn. Shoe laces are to be dark in color, blending with the shoe. High-top shoes which cover the ankles, boots, slippers, flip-flops or similar footwear are not permitted.
2. In the event of a foot injury, the option of wearing alternate footwear may only be possible with permission from a Dean of Students. A Dean will require the presentation of a current doctor's note prior to considering such requests. In making arrangements for an injured student, keep in mind that under no circumstances are flip-flops or other footwear lacking a secure heel-strap to be worn to class during the school day.
3. Hats are not to be worn in the school building. No sweat shirt hoods, visors, sweat-bands, sunglasses, flannel shirts, or military-style apparel are to be worn by either boys or girls. No faddish clothing, make-up, or hairstyles are permitted.

4. The hair is to be neatly groomed and of moderate length, as determined by the Administration. Bandanas/kerchiefs covering the head are not permitted. Hairstyles that are “bushy” or that entail significant contrasts of longer and shorter hair, or unnatural contrasts in color, are not acceptable. Hair styles that are extreme or bizarre, or that involve design or architecture are not permitted. Sideburns may not extend below the ear and must be kept neat in appearance. Boys’ hair must not extend over the eyebrows or over the collar.
5. Student I.D. cards must be carried upon one’s person at all times during the school day. Failure to do so may result in a consequence for violation of the school I.D. policy.
6. Boys may not wear earrings on school grounds during school hours. Neither boys nor girls may wear nose posts, barbs, and/or nose rings, tongue posts, eyebrow ornaments, etc. Tattoos may not be visible at any time on campus or while in school uniform. Students may not have visible drawings or writing on their person. Students may not wear any type of wrist band that is inappropriate for school.
7. Uniform items bought from suppliers other than Sunshine School Uniform Company are not considered school uniform. *Sunshine School Uniform Company is located at 2650 South Military Trail in West Palm Beach.*
8. All clothing items that a class, club, or team wishes to purchase must be approved by the Administration prior to the item being worn to school. **Items purchased without prior approval will not be permitted to be worn.** Wearing unapproved items to school will result in disciplinary action for violation of this policy. Class, club, and team t-shirts are only to be worn by their respective members on Spirit Day Fridays. T-shirts must be tucked in at all times.
9. **Hooded sweat shirts are to be worn only during the second and third quarters. The garment should be devoid of any rips and tears, and the hood may not be worn indoors.**
10. *Because it is impossible to encompass every eventuality of dress and appearance, the judgment of the Deans’ of Students is final in these matters. Students who are not in conformity with the Code of Dress and Appearance may not be permitted to attend classes.*

NON-UNIFORM DRESS CODE

On special occasions students will be permitted to come to school in jeans and a Cardinal Newman spirit shirt. On these occasions, students will be expected to follow the non-uniform dress code.

1. Students are permitted to wear full-length denim **blue** jeans as long as they are neat in appearance, and are not ripped or frayed, and do not have holes worn through them.
2. Students are permitted to wear **only approved Cardinal Newman spirit shirts or uniform tops.**
3. Only uniform shorts are permitted.
4. Skin-tight clothing is not to be worn as part of the uniform or non-uniform apparel. Girls may not wear any clothing that exposes the midriff or any other significant part of the body.
5. Sneakers may be worn. **Slippers and boots are not permitted.** Due to safety issues, students with backless shoes will not be permitted to attend class.
6. Failure to comply with the non-uniform dress code may result in a future loss of privilege and a Deans' Detention.

CONSEQUENCES OF UNIFORM VIOLATIONS

Students not in compliance with the Code of Dress and appearance may be assigned a Dean's Detention. An individual's repeated failure to maintain proper length of skirts or shorts may result in a mandatory wearing of uniform trousers for the remainder of the school year. Other major violations of the uniform policy may result in the student being sent home or being denied class attendance. Of course, a student's absence from class because of his/her failure to be in uniform shall be counted as an unexcused absence. **Due to safety issues, students with backless shoes will not be permitted to attend class. In the event of a foot injury, a Dean must be contacted for approval of alternate footwear. In addition, a doctor's note must be provided to a Dean. Under no circumstances may "flip flops" or backless shoes of any kind be worn during the school day.**

DISCIPLINE POLICIES & GUIDELINES

(561) 683-6266 ext. 1014

Cardinal Newman High School assumes that students intend to do their best in all areas of school life. Students and their parents are expected to willingly support the philosophy, policies, and rules of the school. Students are expected to behave in a manner consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook. Students are Catholic school representatives 24 hours a day, seven days a week, and are responsible for acting in a way that brings credit to both church and school. Inappropriate conduct whether inside or outside of the school, that is detrimental to the reputation of the school, is not tolerable and is subject to disciplinary action. **This includes any inappropriate conduct on the Internet and electronic devices (i.e. cell phones, etc.).** Students involved in any noteworthy failure to observe rules of conduct are referred to the Dean of Students.

The disciplinary policies and procedures set forth in this handbook provide guidelines that Cardinal Newman High School may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the school administration.

CONSEQUENCES FOR CHRONIC DISCIPLINARY RULE INFRACTIONS

- **The maximum number of Dean's Detentions (1-hour detentions) a student may serve in a semester is four (4). If a student is in a position to receive a Dean's Detention after having incurred his/her fourth for the semester, he/she will automatically be given a 3-hour detention.**
- **Three-hour detentions are held on a regular basis on Saturday mornings. Multiple 3-hour detentions may be assigned for certain rule infractions as determined by the Administration and may result in Disciplinary Probation and/or other consequences.**

EATING FOOD/DRINK/GUM

Food/drink/gum fines may be given to a student anytime he/she is in the school building, outside of the cafeteria, and before and after school. **Chewing gum at any time is not permitted.** Water bottles or any other form of liquid beverage are not permitted outside the cafeteria. Before and after lunch, sealed cold drink bottles must be kept in zipped book bags. Students who violate this food/drink/gum policy may face the following penalties:

All food/drink/gum fines are \$10.00 each. On the fourth and for any additional offense during the school year, the penalty includes a three-hour detention, and a \$25.00 fine. Cardinal Newman believes that a student's constant disregard of any school policy warrants a more serious consequence.

Any student who has unpaid food/drink/gum and/or detention fines may not be permitted to take semester or final exams (or receive an exam exemption) until the fine is paid. Also, the parent of a student owing fines may be blocked from accessing *NetClassroom*.

DEANS' DETENTIONS/3-HOUR DETENTIONS

Students are assigned a detention at the direction of the Dean of Students. Students will be given a minimum of 24 hours notice prior to their detention.

The Dean notifies the student of the time he/she will be serving detention. It is the student's responsibility to inform parents, arrange for transportation, and to serve the assigned detention. Detention times will not be changed except in cases of emergency; the child's parent or guardian must notify the Dean of each individual emergency. A detention may be rescheduled only once; failure to serve a rescheduled detention may result in additional consequences. Should a rescheduled detention be missed due to an absence or early dismissal from school, the student must return to school with a doctor's note for the absence. Failure to provide such documentation may result in additional consequences.

During a Dean's Detention, students may be assigned written work to be completed during the allotted time. During a 3-hour Detention, students are required to complete three hours of school work and/or may be assigned written work. Any student serving a three-hour detention will be charged a fee of \$25.00, due by that detention, to help defray the costs of supervision. Any student who has an unpaid fine may not be permitted to take semester or final exams until the fine is paid.

Failure to serve a Dean's Detention will result in a 3-hour Detention. If a student is in a position to receive a fifth Dean's Detention in a semester, he/she will automatically be given a 3-hour Detention.

SEARCH AND SEISURE POLICY

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of Cardinal Newman High School. Or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

SUSPENSION

Suspension is a disciplinary penalty that requires a student to be absent from classes for a specific period of time as determined by the Administration. A suspended student may be given an in-school suspension or an out of school suspension, as determined by the Administration, as well. A suspended student may not attend any school function, including after-school activities or sports, until the suspension is lifted. Violation of suspension policies will result in additional suspensions or expulsion.

Prior to serving the suspension, the student's parents will be notified by a Dean. **Should the student miss tests, projects, etc. during the suspension, a grade of F will be given for all work missed.** Once a student receives a third suspension in a given year, he/she may be asked to withdraw from the school.

Reasons for incurring suspension include, but are not limited to:

- a. Failure to report to the Dean when directed to do so by a teacher or administrator.
- b. Fighting or violence on campus or in the vicinity of Cardinal Newman High School.
- c. Possession or use of drugs and/or alcohol on school property.
- d. Inappropriate use of computers/Internet, on or off campus.
- e. Proceeding to the student parking lot without a pass from the Dean's Office during school hours.
- f. Involvement in a food fight or riotous behavior.
- g. Truancy.
- h. Gross insubordination.
- i. Violation of the Sportsmanship Policy and Code of Conduct.

Other situations may arise which are deemed by the Administration to be serious enough to warrant suspension. At the discretion of the Principal, an alternative punishment to suspension may be issued.

DISCIPLINARY PROBATION

Students with serious or chronic disciplinary problems will be placed on disciplinary probation at the discretion of the Administration. The school Administration will notify the parents that the student is at the next-to-last step before being asked to withdraw from Cardinal Newman High School. If a student commits any serious offense while on disciplinary probation, i.e. fighting, truancy, vandalism, etc. or continues to exhibit a chronic pattern of misbehavior, the student may be asked to withdraw immediately from school.

EXPULSION

Expulsion is defined as a student's immediate withdrawal from school. Reasons for incurring expulsion include, but are not limited to:

- A. Willful violation of disciplinary probation
- B. Possession, distribution, and/or use of drugs/alcohol on school property or at any school-sponsored activity
- C. Possession of a weapon (any item whose purpose is to harm something or someone)
- D. Other infractions which are deemed by the Administration to be serious enough to warrant expulsion

EXTRAORDINARY EXCLUSION

A student of Cardinal Newman High School understands and agrees that the school reserves the right to exclude him/her at any time if his/her conduct, attitude, or academic standing is regarded by the school Administration as undesirable. It is understood and agreed that Cardinal Newman High School, or any of its administrative officers or faculty, shall not be liable in any way whatsoever for such exclusion.

HAZING/HARASSMENT/BULLYING

Cardinal Newman High School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizen status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. **All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal.** If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Hazing, harassment and/or bullying in any form are strictly prohibited. Cardinal Newman teaches fundamental values of loyalty, responsibility, mutual respect, and common courtesy. Conducts that deny a student their right to be treated with dignity are not tolerated. **Any breach of this regulation is considered serious and merits serious punishment.** Any threats or allusions to such intimidation are intolerable and will be dealt with accordingly. Students involved in an incident of hazing, harassment and/or bullying may also be required to participate in conflict resolution through the Guidance Department.

Hazing

Hazing refers to any activity that humiliates, degrades, or risks emotional or physical harm, as a requirement to join or maintain membership in a group (StopHazing.org, 2005). This includes but is not limited to team, club, and class initiation rites and practical jokes.

Harassment

Harassment includes words, gestures, and action that tend to annoy, alarm, and verbally abuse another person. Examples of harassment include but are not limited to the following (Shaughnessy, 2005):

1. Telephone calls made with the purpose of legitimate conversation
2. Insults, taunts, or challenges
3. Repeated, anonymous communications at inconvenient hours or in offensive language
4. Alarming touching
5. Any alarming conduct that serves no purpose
6. Sexual comments, touching, innuendos, invitations and/or requests for sexual favors.

Bullying

Bullying, another form of harassment, involves the use of force to hurt, threaten or reject another person. It may be covert or subtle and does not necessarily require physical contact. Exclusion and ignoring another student are included in this category (Shaughnessy, 2005).

The following is the Diocese of Palm Beach policy on bullying.

Anti-Bullying Policy

Cardinal Newman High School is committed to promoting a safe, healthy, caring, and respectful learning environment for all its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Damaging, extorting or taking a person's personal property;
3. Placing a student in reasonable fear of emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of Cardinal Newman High School.

I. Definition

a) **Bullying** may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying, or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

b) This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

- a) This policy prohibits bullying that occurs either:
 - i. On school premises before, during, or after school hours;
 - ii. On any bus or vehicle as part of any school activity; or
 - iii. During any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

- a) Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated, and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

- a) Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.
- b) False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

“It is almost the definition of a gentleman to say that he is one who never inflicts pain.”

John Henry Cardinal Newman

DISTURBANCES

Fights and/or violence will not be tolerated. Any person involved in a fight (regardless of who started it) on school grounds, or in the general vicinity of the school, may be suspended for at least one day. In addition, the students may be required to participate in conflict-resolution sessions as arranged by the Guidance Department.

HALLWAY BEHAVIOR

Students are to conduct themselves in an orderly manner in the halls and stairwells at all times. Running, shouting, whistling, fighting, and any other form of disturbance are out of order.

STUDENT IDENTIFICATION CARDS

Student Identification Cards must be carried upon one's person at all times during the school day. Also, the Student I.D. Card is required for all school functions. Failure to present the Student I.D. Card upon request by school personnel may result in a consequence for violation of the school I.D. policy. The defacing of any Student I.D. Card is a violation of school policy. It is the student's responsibility to immediately report a lost, stolen, or damaged card to the Dean of Students. A replacement fee will be charged.

SPORTSMANSHIP POLICY/CODE OF CONDUCT

Parents, student-spectators, student-athletes/participants, and guests of the members of the Cardinal Newman family are expected to maintain respectful demeanor at all athletic events. Cardinal Newman encourages participation and support of our athletic teams. We expect those who represent Cardinal Newman to promote a healthy, competitive atmosphere while displaying appropriate sportsmanship and respect. Violation of this code of conduct as determined by the Administration and/or the Athletic Director may result in suspension and/or loss of the privilege to attend school events. By signing the Cardinal Newman High School Emergency Information Card, required upon enrollment, parents/guardians agree to the terms of this code of conduct.

SMOKING

Students are not permitted to smoke on school grounds or at school-sponsored events. No cigarettes or tobacco of any kind may be carried on one's person at school or school sponsored events. Initial offenders may incur a one-day suspension and a disciplinary letter. If a second offense occurs, the student may be fined \$100.00 and be suspended for a minimum of three days. Students who leave the campus grounds after arriving in the morning, and are found to be smoking, may be subject to the same disciplinary action as a student found smoking on school grounds.

POSSESSION OF WEAPONS OR OTHER DANGEROUS OBJECTS

Cardinal Newman High School reserves the right to search the campus for weapons or other dangerous objects. This search may be conducted by a member of the Administration, law enforcement, or by a professionally trained K-9 unit.

It is prohibited to possess, display, store, or use any physical or material object on school grounds, or any school sponsored activity, that could be used to harm another person. Any item used to threaten or cause bodily harm may be considered a weapon. Even the mere allusion to possessing a weapon (including a “toy weapon”) will be treated in a severe manner. Any student who violates this policy may be asked to withdraw or be expelled from Cardinal Newman. Each case will be handled on an individual basis by the school’s Administration.

THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty, or staff or destruction of property, may include, but not be limited to:

- a) Immediate suspension from the school;
- b) Treatment or consultation by a psychologist or psychiatrist at the parents’ expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c) If allowed to return to school, the child may be placed on probation with the indication that, should a similar threat occur, the child will be expelled from school.
- d) The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

*Jesus shine through me
And be so in me
That every soul I come in contact with
May feel Thy Presence
In my soul.*

John Henry Cardinal Newman

DRUG/ALCOHOL USE AND ABUSE POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgressions of this rule will result in disciplinary action, which may include expulsion from the school, even for the first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

Cardinal Newman High School is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.

There exists no expectation of privacy in any student's book bag, desk, locker, car, cell phone, or any other belonging. Students themselves are subject to search at any time while at school or attending a school sponsored function. This search may be conducted by a member of the Administration, law enforcement, or a professionally trained K-9 unit. Also, students are expected to follow the directives of the campus security guard and to cooperate with his/her instructions. No probable cause or suspicion need precede any search. Enrollment and study at Cardinal Newman High School is preconditioned upon acceptance of this rule.

The presence of any Cardinal Newman student in any narcotic or drugged state at any school activity or event on or off campus is forbidden. Any student notoriously involved with the use and/or possession of drugs/drug paraphernalia at any time off school property is ipso facto liable to extraordinary exclusion, as described earlier.

Alcohol consumption under the age of 21 is illegal. The use and/or possession of alcoholic beverages by a Cardinal Newman High School student on the school property or at any school event are strictly forbidden. Students may be subject to random, alcohol breathalyzer testing. The presence of any Cardinal Newman student in any state of intoxication, at any school activity on or off campus, is strictly forbidden. Failure to observe either of these regulations merits severe punishment, including expulsion.

The use and/or possession of prescription or non-prescription narcotics or drugs, and the possession of drug paraphernalia by a Cardinal Newman student on the school property or at any school event could result in expulsion with the matter referred to law enforcement. Disciplinary procedures will be rendered on an individual basis. Any student found to be distributing alcohol/drugs on school grounds or at a school-sponsored event may be expelled and the matter referred to law enforcement.

PUBLIC DISPLAYS OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love, respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school. Inappropriate public displays of affection are not permitted on school grounds.

FIREWORKS

The possession or use of fireworks (or any similar devices) jeopardizes the safety of the student and others. Accordingly, the possession or use of fireworks (including “stink bombs”) in school or at any school associated activity is strictly forbidden.

PETS/ANIMALS

For purposes of general health and safety, pets and/or other animals may not be brought onto campus at any time without the explicit permission of an administrator. Mistreatment of any animal, whether in a laboratory situation as a living or preserved specimen, or as a natural resident of the school’s campus, is considered a serious offense and will be dealt with on an individual basis by the Administration.

REPORTING AFTER SCHOOL

Teachers, for academic and/or disciplinary reasons, may ask students to report after school. Failure to report to a teacher is a serious offense and may incur a referral to the Dean of Students. Failure on the part of a student to report to the Dean of Students when directed to do so renders him or her liable to suspension.

CARDS AND GAMES

Cards and similar games may not be played at any time during the school day. The playing of electronic games in any form is prohibited during the school day. Playing games on computers is prohibited, unless specifically permitted by the instructor at that point in time. Gambling in any form is strictly forbidden.

MAGAZINES/NEWSPAPERS

Newspapers & magazines not directly related to a specific class assignment are not to be brought into the school.

FORGERY/DECEPTION

Forgery is considered dishonest, a form of deception, and a violation of the Cardinal Newman Honor Code. Any other form of deceit or misrepresentation, including the presentation of falsified information, may result in an Honor Code Violation, a 3-hour Detention and/or a suspension, to be determined on an individual basis.

RESPECT FOR PROPERTY/THEFT

All property on the campus, indoors and out, should command the full respect of the student body. Vandalism of any sort will result in appropriate punishment, including suspension or expulsion. In addition, restitution must be made monetarily or through service to the school. If a student should happen to damage something by accident, he/she should report it to the teacher or office immediately. Students are to keep all areas throughout the school, such as homerooms, hallways, desks, and bulletin boards, neat and orderly.

Any student found violating the security of another student's locker, tampering with the property of anyone, or found to be in unauthorized possession of another's property (including school property) will be subject to serious disciplinary measures, including expulsion.

LOCKERS

Lockers are assigned at the beginning of the school year by the homeroom teacher. Combination locks must be purchased from the school. Student lockers are the property of the school. The school Administration reserves the right to inspect student lockers at any time. Lockers should be kept locked at all times and students should not reveal the lock combination to anyone. **Failure to maintain a locked locker will result in disciplinary action.**

Money or valuables should not be left in the locker. Lockers should always be neat. Nothing may be attached to or hung on the inside or outside of the locker. This includes such things as posters, photos, stickers, and other similar items.

Interference with another student's locker is a serious offense, rendering one liable to disciplinary action. Any damage caused by misuse or abuse will be charged to the students responsible.

Students may go to their lockers at the change of classes or during eight-minute break. **Students are not permitted to use their lockers while class is in session without obtaining a pass and permission from the homeroom teacher or an administrator.** Any locks or items remaining in lockers following dismissal on the last day of the school year are considered abandoned and will be removed.

BOOKS/BOOK BAGS/BACKPACKS

All texts are rented by students for their use during the school year. Books are to be kept in good condition. Any interference with the books of another student - including theft - is considered a serious offense rendering the student liable to disciplinary action.

The exteriors of student book bags should be devoid of writings, and drawings; messages and graffiti, or advertisements not related to Cardinal Newman. The Administration may choose to confiscate any book bag displaying inappropriate material. Book bags are subject to being searched by the Administration.

CAMERAS/AUDIO DEVICES/ELECTRICAL EQUIPMENT

No digital cameras, electronic games, video cameras/recorders or laser pointers are to be brought to school. Audio devices such as *iPods*, or similar entertainment equipment are not to be used during school hours. **All such items must remain powered-off in the backpack or locker throughout the school day.** If confiscated, the item must be picked up by the parent from the Dean. The student may also receive a disciplinary consequence.

“Virtue is its own reward, and brings with it the truest and highest pleasure.”

John Henry Cardinal Newman

CELL PHONES

Cell phones may not be used in any way during school hours or at any time in the Media Center. Cell phones brought into the school building must be powered-off and remain stored in the student's book bag at all times during the school day. **Cell phones are not to be visible or carried on one's person.** Therefore, cell phones may not be used for photographic and/or video graphic purposes.

No harassment or threatening of others via the cell phone is permitted.

Cell phones may not be used for game playing, Internet or e-mail access, text messaging, *Twittering*, gambling, or making purchases or sales of any kind.

Failure to adhere to the above policies will result in serious and escalating consequences, as determined by the Dean. In addition to disciplinary action, the phone will be confiscated and returned only to a parent/guardian.

Should a legitimate need arise during the school day, office phones may be used to contact a parent once permission is granted by office personnel. Students who become ill during the school day are to follow the procedure for contacting a parent, outlined in the *Health Services* section of this handbook.

OTHER OFFENSES

Dishonesty, deceptive behavior, immoral conduct, insubordination, and disrespect are major offenses against Christian morality and will not be tolerated by school officials. Violations of this nature will be treated as serious offenses entailing suspension or expulsion. Any offense which, in the mind of the Cardinal Newman Administration, fails against the spirit and philosophy of the school will be treated accordingly.

CHEATING AND OTHER ACADEMIC IRREGULARITIES

The Honor Code Pledge, its explanation, procedures, and sanctions for violations are outlined below. The student's signature of acceptance of the pledge, as well as the parents' acknowledgment of this, appears on the Emergency Card to be kept on file. Teachers may, if they choose, require students to sign the pledge on any assignment.

HONOR CODE PLEDGE

As a member of the Cardinal Newman community, I pledge to be a person of integrity. **I will neither give nor receive unauthorized assistance in any academic exercise.**

EXPLANATION OF THE HONOR CODE

Cardinal Newman High School's mission is to educate the whole person: body, mind, and spirit, according to the gospel values of Jesus. As a Catholic high school, Cardinal Newman strives to uphold Christian values and to embody our mission statement. Responsibility, respect for self and others, regard for the welfare of the community, and pride in accomplishments involve each of us being persons of integrity whose actions demonstrate this commitment. Any actions, which disregard honesty, whether intentional or unintentional, diminish the integrity of both the individual and the community. Moreover, such actions do not give the teacher the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience which is crucial to educating the whole person.

In certain academic situations, behaviors may arise that do not comply with the instructions of the teacher, therefore disrupting the testing or evaluation process. Such *Academic Irregularities* fall within the bounds of Honor Code violations. These behaviors include, but are not limited to: unauthorized talking, regardless of the content; moving from the seat/desk without permission; other blatant disregard for written or verbal instructions during testing or similar academic situations.

While a member of the Cardinal Newman community, each student is expected to conduct himself/herself with integrity and to uphold the Honor Code. Though not exhaustive, the following represent examples of actions which violate the Honor Code:

- 1. Cheating:** Copying work or giving your own work to another; unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; giving or receiving information regarding a test before, during, or after the test.
- 2. Plagiarism:** Representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit.
- 3. Falsifying data/citations:** Buying, selling, giving, or receiving term papers, notebooks, or the like, from any source, including the Internet.
- 4. Fabricating documentation, academic or otherwise.** (e.g., letters of reference, community service validation, etc.).
- 5. Abuse of Media Center privileges:** Defacing books or other library materials; failing to return overdue books, thus depriving others of their use.

6. **Purposeful destruction, theft, or misuse of electronic media** (computer hardware or software).
7. **Lying to an administrator or teacher during investigations of academic dishonesty.**

PROCEDURES/SANCTIONS FOR HONOR CODE VIOLATIONS

In issues concerning the Honor Code, the teacher will initially speak with the student to ascertain the facts. The details of this conversation, as well as the facts which are discussed, will be reported in writing. All materials pertinent to the situation will be given to the Assistant Principal for Student Life, who will meet with the student to make a determination regarding the upholding of the Honor Code Pledge. If at this meeting it is determined that the student has violated the Honor Code, the appropriate remedies apply. Violations will be reviewed at the weekly Administration/Guidance/Ministry meeting.

While a student at Cardinal Newman High School, in cases where it is determined that a student has violated the Honor Code, the following will apply:

1. For a **first offense**, the student receives a zero on the assignment with no opportunity for make-up. The student's parent(s)/guardian(s) are advised that the student has violated the Honor Code.
2. For a **second offense**, all as in #1 above, plus a one-day suspension. In addition, the student must relinquish any/all leadership positions (e.g., class or club officer, athletic captain) for a period of one calendar year from the date of the second offense.
3. For a **third offense**, all as in #1 above, plus a five-day suspension. In addition, the student is henceforth ineligible for any leadership position while at Cardinal Newman.
4. For a **fourth offense**, all as in #1 above, and dismissal from Cardinal Newman.

*"It is often said that second thoughts
are best. So they are in matters of
judgment but not in matters of
conscience."*

John Henry Cardinal Newman

GENERAL REGULATIONS

CARS AND STUDENT PARKING

1. Students who drive themselves to school are required to park in the student parking lot. Since students are forbidden to park off campus, Cardinal Newman High School assumes no responsibility for the health and well being of students who violate this policy.
2. There is a \$175.00 charge for parking in the student lot. The fee is non-refundable and is pro-rated by the month. There will be a \$10.00 replacement fee for a lost tag. This parking fee is used to supplement the cost of security and lot maintenance throughout the year.
3. Cars must be registered in the Office of Student Life and must display a numbered hang-tag on the rearview mirror at all times. Exchanging tags is not permitted nor is allowing another student to drive one's car.
4. Any car that is parked in the student lot and is not registered with the Dean may be towed away at the owner's expense. Of course, owners are encouraged to lock their vehicles and keep any valuables hidden.
5. The privilege of parking in the student lot is contingent upon the student signing the parking lot contract. Failure to comply with the terms of the contract may result in the loss of parking privileges and/or other consequences to be determined by the Dean of Students.
6. Students may park in any spot with the exception of the gravel/grass area, which is specifically assigned.
7. Students may be asked to move their vehicle at the discretion of the Dean of Students.
8. Students are forbidden to park in the church parking lot.
9. All no-parking areas must be free of cars.
10. **Students may not go to their cars while class is in session without a pass from Administration.**

11. Students who endanger others by improper use of their vehicles, to include transporting a student on the outside of the vehicle, etc., may be denied parking privileges and may be subject to additional consequences. Speeding or driving recklessly on school grounds, in the vicinity of the campus, or at any school-connected event will not be tolerated and may be dealt with severely.
12. The playing of loud music is disruptive and can contribute to or cause less-safe driving conditions. No loud or offensive music is permitted on or in the vicinity of the campus.
13. Loitering/tailgating is not permitted. Students are expected to leave the parking lot or report to after school activities within 15 minutes of the dismissal bell. **NO RE-ENTRY will be permitted into the student parking lot until 20 minutes after the final afternoon bell.**
14. Students are expected to follow the directives of the campus security guard and to cooperate with his/her instructions.
15. Since parking in the CNHS student lot is a privilege, CNHS reserves the right to deny or suspend student parking for infringement of school policies.
16. Should a student's parking privilege be suspended, his/her hang-tag is non-transferrable. **Hang-tags are non-transferrable under any circumstance.**
17. Although security is provided, the school assumes no responsibility for car damages on or off school property.
18. Student vehicles may be searched at any time while on the Cardinal Newman campus.

GOVERNMENTAL INVESTIGATIONS

The school will make all efforts to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. Unless directed by an investigator or law enforcement officer to the contrary, the school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises. The school will attempt to have a school representative present during such an interview where it is possible and permissible. There are times, however, when in the course of a police investigation it is not possible to contact parents ahead of time.

OUTSIDE PARTIES

Cardinal Newman High School does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by Cardinal Newman.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE Cardinal Newman High School, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by Cardinal Newman High School. Students engaged in conduct that is contrary to the mission and philosophy of Cardinal Newman High School will be subject to disciplinary action regardless of whether the conduct occurred at a School-sanctioned function.

ASSEMBLIES

Students move to all assemblies in an orderly manner at the direction of their class teachers or moderators, and unless otherwise instructed, are to remain in their assigned areas. Appreciation of the assembly is shown by attention and polite applause. Return from assemblies is at the direction of the teacher. Textbooks and other materials are to be left in the classrooms.

RELIGIOUS EXPRESSION

The school day officially begins with a prayer broadcast over the P.A. system. Teachers begin each class with a prayer. Faculty, Staff, Administration, and Students gather for Liturgy on major feast days. The freshman class celebrates Orientation Mass at the beginning of the school year. Students participate in prayer services during various seasons of the liturgical calendar. Mass is celebrated in the school chapel on most weekdays during second period of the rotating class schedule, with individual Religion classes in attendance. Mass is also offered at 6:45 a.m. on Wednesdays and Fridays. Reconciliation is available during the school day by student request, and during Advent and Lent through all Religion classes. The school chapel is open for personal prayer and reflection each morning from 7:15 a.m. - 7:45 a.m. Adoration of the Blessed Sacrament is offered periodically throughout the school year. The Crowning of the Blessed Mother takes place during the month of May. Masses are held periodically for our various athletic teams at the coaches' requests. A parent prayer group meets each Tuesday at 8:00 a.m. in the school chapel. Campus Ministry also offers a variety of all-school assemblies featuring presentations and performances by Catholic-Christian artists or speakers. All students are invited to participate in the annual *Walk for Life* in Washington, D.C. each January.

Both the Chaplain and Campus Minister are available to speak with individual students seeking spiritual direction.

RETREATS

Every student has the opportunity to participate in retreats during the school year. Campus Ministry offers freshman, sophomore, and junior class retreats during the first semester. Students are invited to participate in the Emmaus Retreats offered to the junior and senior classes. These retreats are intended to help students recognize that God's love is real for them, and that if they allow Christ into their hearts, the invisible becomes real and effective. In addition, seniors have a class retreat to help them with the transition from high school to college. A retreat for Extraordinary Ministers of Communion and Lectors is offered once a year for all students serving in this ministry.

In conjunction with the retreat program, there are ways students can express their faith commitment and explore their spiritual journey within the arena of Campus Ministry. Opportunities include becoming an Extraordinary Minister of Holy Communion, Alter Server, Lector, Cantor, and Sacristan.

Students with musical and vocal talent are encouraged to participate in the many opportunities available to them in the Mass Ensemble, which provides music for all liturgies. All students are welcome; participation in the school band or chorus programs is not a requirement. The School Chaplain, Campus Minister, Religious Studies Department, and Student Government work together to address the pastoral needs of the school community. All students are invited and encouraged to participate in the work and service of Campus Ministry.

*"To holy people the very name of
Jesus is a name to feed upon, a
name to transport. His name can
raise the dead and transfigure
and beautify the living."*

John Henry Cardinal Newman

STUDENT SERVICES

BOOKS / BOOKSTORE

At the beginning of each semester the book store is open before and after school each day to supply students' textbook needs.

Cardinal Newman High School will provide each student with their textbooks on their first day of class. Each student account will be charged a \$425 book fee. Below are the usage policies:

1. Students are responsible for the care and security of their textbooks. In the event that a textbook is lost or stolen Mr. Kokinda should be notified. The Deans' Office should be notified in the event of book theft. Students are responsible for lost or stolen books.
2. Students are required to bring their books to class as there will be periodic book checks, including inspections for misuse.
3. Students may not write in their textbooks.
4. Students are permitted to write in their non-reusable workbooks.
5. If the condition of a returned book drops two grades, based on the inspection rating system, the student will be charged the price of a new book.
6. If a student does not return his/her book at the end of the course, or if there is evidence of the book being misused, i.e., unacceptable language, graffiti, cover or binding destroyed, etc., the student is responsible for the fee to replace the book. Their account will be charged for the price of a new book. A statement will be sent to the parent(s). Grades, report cards and transcripts may be held for those students with outstanding book fees.
7. The book fee must be paid in order for a student to receive his/her books.
8. Book orders may be placed for students who would like to purchase additional textbooks.
9. Found textbooks may be returned to the Book Store, where claims for lost textbooks may be placed.
10. There will be disciplinary consequences for any student found to be in possession of a book belonging to another student, or any book that has an altered inventory number.

LOST AND FOUND

All items found in the school are placed in the Lost and Found Department, located in the Central Office. Students should check the Lost and Found Department before claiming that a missing item has been stolen. **The school assumes no responsibility for any item that is lost, damaged, or stolen.**

CAFETERIA

The school cafeteria provides food service for students during their lunch periods. Both hot and cold lunches are available during the lunch periods. A microwave oven is available for those students who wish to use it. All food and drink is to be consumed in the cafeteria. **Anyone consuming food or drink outside the cafeteria will be subject to a food fine.**

Students are required to be in the cafeteria during the lunch period. Students who choose to go to the Media Center are responsible for signing in and are to sit in an area designated by the media specialist. No student may go to the Media Center after the lunch period has been in session for 15 minutes. Students may not leave the Media Center to go to lunch.

Eating in the cafeteria is a privilege. Failure to comply with policies of etiquette and behavior may result in a loss of this privilege. Students are to maintain the good order of the cafeteria and to observe proper forms of etiquette. After finishing lunch, the student should clear his or her table, place the chair back to its right position, and deposit all waste paper in the proper receptacles. Students may not leave the cafeteria without the permission of the cafeteria proctor. **A student who initiates a food fight will receive a minimum of a 3-day suspension.**

GUIDANCE DEPARTMENT

(561) 683-6266 ext. 1028

The Guidance Department offers its services as an integral part of the educative program sponsored by the school. The Department assists the students individually in their goal-planning, decision-making, and personal development, through counseling, and collectively, through the various programs it sponsors. In addition, the Guidance Department administers standardized tests on each grade level and assists in the interpretation of the tests' results.

The Guidance Department posts available jobs in the local community. Students are encouraged to work no more than 15 hours per week, however, in order to maintain a healthy balance between work and studies.

To promote the effectiveness of their efforts, counselors often consult with parents, administration, and other significant parties in the lives of students. All appointments are made through the guidance counselor in the guidance office located on the first floor of the south building. This is done before school, during eight minute break, or after school. Counselors see the students throughout the day and appointments may be canceled by the classroom teacher for academic reasons and/or abuse of scheduled appointment times.

The school employs a licensed psychologist, Dr. Liz Johnson-Widlansky. All referrals to Dr. Johnson are made through the student's Guidance Counselor.

If a student is absent for two days or less due to illness, parents or the student should contact a fellow student or email teachers concerning work that will be missed. Parents whose child will be out of school for three or more days should call the Guidance Department concerning the work the child is missing. If a student is absent for an extended period of time (more than two weeks) with a doctor's excuse, parents should contact the Guidance Department to arrange for a homebound teacher through the public school system.

COUNSELING SERVICES

Personal counseling is either student or counselor initiated and takes place at least once a year. Group counseling, which is initiated by either the parent or the counselor, can help the student become self-directed. In addition, academic counseling is available in a variety of ways. The counselors work with students and faculty on appropriate course selections for students while in high school as well as working with students and parents on the college admissions process. Various computer software and written materials, and career testing are available to guide the student in decision making concerning future goals. The Guidance Department hosts several evening sessions for parents, including a financial aid workshop. All Junior and Senior parents are invited to attend a college information session. The Guidance Department also hosts an evening for Freshman and Sophomore parents to discuss academics, transcripts, college/career direction and other pertinent topics.

SEXUAL OR PHYSICAL ABUSE

Students or parents who have suspicion of any form of sexual or physical abuse should immediately report this to a member of the Cardinal Newman faculty or staff. Cardinal Newman follows the state and diocesan regulations and procedures concerning the reporting of suspected sexual or physical abuse. Diocesan policies can be found on the Diocesan web-site, <http://www.diocesepb.org>.

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, must report knowledge to the Department of Children and Families (DCF). Cardinal Newman High School will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, Cardinal Newman High School will seek to notify the parents that their child has been asked to participate in a child protective investigation. Cardinal Newman High School may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida Law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member presence during these interviews.

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

Money is available to students attending Florida colleges. These scholarships are known as the Bright Futures scholarships. Students are encouraged to check with their guidance counselor to see if they are eligible for these scholarships which have course, GPA, community service, and test requirements. Available money varies from year to year, depending on state funding. **Further information on scholarships may be obtained from the Guidance Department**

STANDARDIZED TESTING

The Guidance Department arranges for standardized testing to be administered by grade level as follows:

- Grade Nine: Explore (ACT)
- Grade Ten: PLAN (ACT)
- Grade Eleven: PSAT / Career Assessment Test

The College Boards (SAT and ACT) are administered on certain Saturdays throughout the school year. These tests are recommended for both Juniors and Seniors. Students must register for the SAT and/or ACT. Registration materials are available in the Guidance Department. The testing code assigned to CNHS is 101835.

Students are encouraged to register on-line as follows: ACT: www.act.org SAT: www.collegeboard.org

COLLEGE REPRESENTATIVES

Junior and Senior students are encouraged to make appointments with the visiting representatives of colleges that they are interested in attending. Students are required to sign up at least one day in advance of the scheduled visit. Students are limited to attending no more than two visits a day and a total of five per week. Please sign up through your *Naviance* Family Connections account.

PALM BEACH ATLANTIC UNIVERSITY DUAL ENROLLMENT CREDIT

Students interested in attending Palm Beach Atlantic University and earning college credit, please see the Guidance Department for qualifying details. To participate, students must meet the prerequisites of PBAU and receive prior approval from the Cardinal Newman Guidance Department. Credit earned through Dual Enrollment courses may not be substituted for high school credits in courses mandated by Cardinal Newman High School for graduation.

PALM BEACH STATE COLLEGE DUAL ENROLLMENT CREDIT

Any Sophomore, Junior, and Senior student interested in attending Palm Beach State College and earning college credit, please see the Guidance Department for qualifying details. Credit earned through Dual Enrollment courses may not be substituted for high school credits in courses mandated by Cardinal Newman High School for graduation.

TRANSCRIPTS

Students may obtain official transcripts by making their request through their *Naviance* Family Connections account. Such transcripts are needed for college applications, scholarships, and summer programs. Transcripts will be furnished free of charge. Please allow a minimum of two days to complete the above mentioned process.

Students are responsible for sending their SAT and ACT scores to their colleges directly from the testing companies – College Board and/or ACT.

COURSE CHANGES

Students are advised to think carefully before choosing their courses for the coming year. Parents are asked to sign the student course request sheet indicating their approval of the student's choices. Upperclassmen receive priority in scheduling. **Since offerings are dependent upon, among other things, student selection, in order to be fair to all, students will not be allowed to change classes once rosters are finalized.**

There is a one week period for changes due to the following:

- 1. Incorrect class assignment**
- 2. Graduation requirement**
- 3. Level Change (i.e. IB, Advanced Placement, Honors, Regular, etc.)**
- 4. All band/chorus courses are year-long offerings and though they are electives, may not be dropped at semester as this will be disruptive to the students of the classes.**

Changes are not automatic; rather, they require the approval of both the guidance counselor and an administrator-

HEALTH SERVICES

Any student who is too ill or fatigued to follow the school program must return home. Students who become ill must first secure a pass from their teacher and then report to the Central Office. School clinics, by law, are centers of first aid only and may not provide any medication, including aspirin. Minor first aide issues will be handled in the Central Office. Students may not solely rest in the clinic-room. Students who are mildly indisposed may return to class; those unable to attend class must return home. A student must secure parent/guardian permission before he/she may leave campus. **Students are not to make this phone call on their own.** Once approval is given, the student must leave campus through the Office of Student Life. **A student will not be allowed to return to school that day for any reason.** Students who exhibit signs of a contagious disease or a temperature above 99.9°F will be sent home to the care of the guardian. The nurse will notify the guardian in these cases.

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physician if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow administration on campus, and only under the following guidelines:

1. A Cardinal Newman "Authorization for Medication" form must be completed and submitted to the Central Office by a parent or legal guardian of the student. The name of the medication and dosage instructions should be indicated on the form. The form is to be signed by the student's physician and co-signed by the parent or guardian.
2. Medication to be taken by students must be personally brought by the parent or legal guardian to the Central Office. Medications to be dispensed at school must be labeled with the student's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office where it will be kept in a locked cabinet and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

Medication of any type, prescription or non-prescription, may not be kept in a school locker, book bag, or carried on one's self. The only approved exceptions are hand held respiratory inhalers and epi-pens. Both the respiratory inhalers and epi-pens must have the type of device and the appropriate dosage listed on the medication information sheet. All required paper work must be completed and on file for these medications. The type of inhaler and strength of dosage must be on file with the Central Office. Both prescription and non-prescription medication must be in the original container and have current expiration dates. Students taking non-prescription medication must follow the manufacturer's guidelines for dosage.

Some students may require medical treatments on a regular basis, such as blood sugar monitoring. Diabetic students may keep blood glucose monitoring equipment and food on their person in order to control their blood sugar appropriately and prevent complications. Students with insulin pumps may adjust their insulin dose as needed. Other treatments, however, must take place in the nursing office, where proper disposal of hazardous materials can take place. All medical devices with needles or syringes must be stored in the medicine cabinet in the Central Office. All medical conditions should be reported in confidence to guidance or the school nurse to ensure the health and safety of the student. Medical issues are decided upon by the Principal and school nurse on an individual basis, after consultation with the student's doctor. **The transfer between students of any form of medication or medical device is prohibited and may result in disciplinary action, including expulsion.**

MEDIA CENTER

The media center is open from 7:00 A.M. to 5:30 P.M. on regular school days, and until 2:00 P.M. on early dismissal days. Students are encouraged to use the media center and are entitled to borrow books and other media.

Students coming to the media center from classes must have a pass from the classroom teacher and must sign in and out at the circulation desk. Students will be asked to sit in a designated area as directed by the media specialist. Students coming with their classes are asked to leave book bags in the classroom.

Students are welcome to come to the media center during lunch. Students must come during the first fifteen minutes of lunch and remain until the bell rings. **No food or drink is allowed in the media center.**

Computers are for academic purposes only. Students are not allowed to make any changes to the computer settings nor may they be used to play games.

The media center is open before and after school for quiet reading, research, or homework. The front doors are locked at 4:00 P.M. Students will still be admitted. Disruptive students will be asked to leave the media center and will not be readmitted.

At no time, including before and after school hours, are cell phones permitted to be used in the media center.

CIRCULATION PROCEDURE

Most materials may be checked out for a two-week period. The fine for overdue books is ten cents per day. Overdue notices are sent to homerooms weekly.

Periodicals, reserve books, and reference books may be checked out overnight and are due the following morning before the first bell. The fine for overnight materials is \$1.00 per day. Students with excused absences are not charged.

Kindles are available at the circulation desk for check-out. Students must have a signed Parent Permission Form on file.

SCHOOL RINGS

Students desiring school rings are measured during the sophomore year. Information regarding school rings may be obtained from the Dean Marikay Gomez.

ACTIVITIES

An important part of the high-school experience is the participation with fellow students and faculty members in activities of personal interest and development. Cardinal Newman High School offers a full range of activities which stimulate and develop areas of student interest. All students are encouraged to participate in activities as early as freshmen year. No activity may hold a meeting, practice, or event, without a moderator present. All money collected from student organization fund-raising, as well as expenditures, pass through the Cardinal Newman High School checking account. Forms are available in the Faculty Mailroom to handle these transactions. It is the responsibility of the moderator to supervise, verify, and see that proper forms are completed whenever money is collected. At no time may a student be given the sole responsibility for such funds.

Academic failure may render a student ineligible for participation in activities, as determined by Dean Marikay Gomez. Disciplinary problems may also render a student ineligible for participation in activities, as determined by the Deans of Students.

All qualified students may apply for membership in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who applies can be accepted. The decision of the moderator, in conjunction with the principal, is final. Ordinarily the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

CLASS/CLUB/TEAM SHIRT AND OUTERWEAR POLICY

All clothing items that are purchased by a class, club, or team must be approved by the Administration prior to the item being worn to school on Spirit Day. Items purchased without prior approval will not be permitted to be worn. **Hooded sweatshirts are only to be worn during the 2nd and 3rd Quarters.** Wearing unapproved items to school may result in disciplinary action for violation of this policy. Class, club, and team shirts are only to be worn on Spirit Day Fridays. Only qualified members or participants in a club, team, or class may wear the corresponding garments. **Please see Dean Marikay Gomez for guidelines regarding t-shirt/sweatshirt/jacket approval.**

Cardinal Newman High School recognizes the following activities and clubs:

ART CLUB

The Art Club is comprised of students interested in artistic expression. Students provide service needed to the school in the various areas of art.

C.N. NEWS

This organization is responsible for the school news program that is telecast over the TV monitors in the classrooms. Students are involved in the filming, editing, and presentation of major happenings around school, such as election speeches and special events.

CAP SOCCER CLUB

The CNHS Cap Soccer Club aims to promote the game of bottle cap soccer in school and to instill its participants with a sense of ingenuity, creativity, competitiveness, strategy and self-esteem.

CHESS CLUB

This club is open to all students who wish to play the game of chess. Players of all levels of expertise, including beginners, are welcome to join. The club meets formally once a week. Players are given the opportunity to arrange to play after school, Monday thru Thursday, outside of the formal meeting times.

GREEN CLUB

The Green Club, previously known as the Environmental Science Club, is an organization dedicated to the enrichment of science at Cardinal Newman High School. Members will participate in organizing campus recycling, science tutoring, and can participate in Science Fair competitions. It is a student run organization, where they are responsible for and will take a hands-on approach to increasing science and environmental awareness on school grounds.

FRENCH CLUB

Dedicated to promoting the French language and culture, this club is open to all who study French and those who are interested in the country and the language. Students meet monthly to explore opportunities in the Palm Beach area to experience French culture and to be of service to the school.

FRENCH HONOR SOCIETY

This chapter, Sainte Thérèse de Lisieux, is an honorary organization of the Secondary Schools of America. Selected juniors or seniors actively engaged in the study of French, and sophomores in the third or fourth year of advanced French classes, are eligible for acceptance. Candidates must maintain an A-average or higher in their regular classes and a B average in honor classes, during their two consecutive years of studying French. They must also have a 3.00 GPA. Students inducted in their sophomore or junior year are required to continue on to the next level of French. Candidates are selected on the basis of leadership, character, and service. Although membership is by selection, the *Société Honoraire de Français* (French Honor Society) does function as a club in promoting scholastic achievement as well as school and community service.

FUTURE BUSINESS LEADERS OF AMERICA

This organization promotes an interest and understanding of American business enterprise. Through career speakers, leadership conferences, and fund-raisers, FBLA teaches students to understand the business world so as to prepare them for life after high school

DRAMA CLUB *THE NEWMAN PLAYERS*

This club promotes interest and seeks to develop ability in the dramatic art of theater. It is open to any student with a desire to be involved in theatrical performance either on stage or in a technical capacity. Meetings are monthly with increased participation required for major performances.

KEY CLUB

This club is a service organization which has as its objective the development of initiative and leadership among its members. The Key Club provides experience in working together and serving the school and local community.

LITERARY CLUB

This club provides a means of self-expression to students (and other interested contributors) through creative poetry, essays, short stories, doodles, drawings, and photography. We encourage students, alumni and faculty alike to offer work for publication. The magazine, entitled *Illustrated Manuscript* will showcase the best that we have to offer.

NATIONAL FORENSIC LEAGUE

The N.F.L. is a nationally sponsored Honor Society comprised of students who aspire to success through leadership. Appreciating that outstanding leaders know first how to communicate well, members compete in various speech contests from September until May. As skills improve, members are awarded advanced degrees of honor, excellence, distinction, and special distinction.

NATIONAL HONOR SOCIETY

The CARDINAL NEWMAN HIGH SCHOOL COMPONENT of the NATIONAL HONOR SOCIETY is an honorary service organization of students. Cardinal Newman High School follows the by-laws, rules and regulations created by the National Honor Society. Membership is by selection; students are invited to complete an informational form in either their sophomore, junior or senior year. Students are selected by a faculty committee on the basis of scholarship (3.50 GPA), leadership, character and service. Once a member, in order to maintain active status in the National Honor Society, a student must maintain a minimum 3.50 GPA as well as participate in community and school events. Although membership is by selection, The Cardinal Newman High School Honor Society does function as a club in promoting scholastic achievement as well as school and community service.

PALS CLUB

PALS stands for Pure Abiding Love Saves. It is a pure club that facilitates prayer, formation, and mutual support to help students live, love, and remain true to the virtue of chastity.

S.A.D.D.

The mission of S.A.D.D. (Students Against Destructive Decisions) is to educate and make aware the dangers of drinking and driving, as well as other destructive decisions.

SPANISH CLUB

This club strives for the betterment of the student in understanding himself/herself and others through the knowledge of the Spanish speaking world.

THE SOCIEDAD HONORARIA HISPÁNICA (SPANISH HONOR SOCIETY)

The Sociedad Honoraria Hispánica (SHH), Spanish National Honor Society, is a national honor society for high school students enrolled in Spanish and Portuguese and is sponsored by the American Association of Teachers of Spanish and Portuguese. The purpose of the society is to recognize high achievement of high school students in the Spanish and Portuguese languages and to promote a continuing interest in Hispanic and Portuguese studies. Preliminary eligibility for membership in our chapter, Sandra Cisneros, is based on the following criteria: A cumulative 3.0 weighted average in all subjects, a cumulative 3.667 weighted GPA in Spanish with no grade lower than AB+@ in regular and AB@ in honors, a weighted AA or A-A first semester grade in this year=s Spanish class. All juniors and seniors must be currently enrolled in Spanish and all sophomores must take Spanish their junior year. All candidates must submit application in a timely fashion and prove good character, leadership, seriousness of purpose, cooperation, honesty, service and commitment to others. Once membership is established, each student must accumulate points through the various activities each year in order to continue to remain a member. Although membership is by selection, the Sociedad Honoraria Hispánica (SHH) does function as a club in promoting scholastic achievement as well as school and community service.

STUDENT GOVERNMENT ASSOCIATION

This vital branch of the school community serves as a liaison between the students and the administration. This organization also provides a forum for student expression. Participation requires appropriate attendance and disciplinary standing as determined by Administration.

CLASS OFFICERS

The four class divisions are each served by a four-member leadership team. The offices of President, Vice-President and Secretary are elected positions, while the position of Treasurer is an appointed/elected position. Elections for senior, junior and sophomore class officers are held in the Spring of the preceding year, while freshman class officers are elected in September. The class moderator may appoint the Treasurer after consultation with the outgoing and incoming officers as well as with Dean Marikay Gomez.

QUALIFICATIONS FOR CLASS/CLUB OFFICERS

1. A candidate must possess a 2.0 GPA and must be passing in six courses.
2. The candidate must not have received a less-than-satisfactory conduct grade twice from more than one teacher this year. (One less-than-satisfactory conduct grade from different teachers does not prevent a student from running for office)
3. A good attendance and tardy record (to be determined by the Dean of Students) prior to and throughout the term of office.
4. Approval of the Dean of Students, the Class/Club moderator, and the Principal.
5. No student may run for or hold an office while on disciplinary probation.
6. Once elected, a class/club officer is expected to maintain the same standards that are outlined above. Failure to do so may result in the officer being placed on probation or removed from office. Moderators will provide a list of duties to all students interested in seeking office.

Students wishing to hold an office in a class or club should realize that:

1. A student may serve as President of only one club or class per year. A student may serve as an officer in more than one club only with the approval of the moderators involved and Dean Marikay Gomez.
2. Campaign posters are to be designed in good taste and require the approval of the class/club moderator prior to distribution.
3. An officer may be required to enroll in the Christian Leadership class.

If an officer fails to discharge his or her assigned responsibilities in an adequate fashion, he or she may be removed from office. In such a case, the moderator and other officers will first issue a warning. If the warning fails to secure the desired effect and the officer in question continues to neglect his or her duties, he/she can be removed from office by a majority vote of the moderator and fellow officers. The moderator, as always, maintains the right of veto.

OTHER ACTIVITIES

Other activities are initiated as need and interests arise. Usually new activities are suggested by members of the student body. All such requests are directed to Dean Marikay Gomez. Cardinal Newman High School assumes no responsibility for activities not approved by the school Administration. No post-prom or post-graduation parties or private trips are sponsored by Cardinal Newman High School. Simply put, it is the policy of Cardinal Newman High School to not conduct, approve, or support any private trips. Students who organize private trips may not involve the name or the property of Cardinal Newman High School in any aspect of their private activity. Cardinal Newman High School assumes no responsibility whatsoever for the quality, safety, or reputability of any such privately organized trip. The involvement of Cardinal Newman High School in any such privately organized trip is a serious action, rendering the student liable to very serious disciplinary action, including expulsion.

DANCE REGULATIONS

School dances are generally held from 7:30 p.m. to 10:30 p.m. or 9:00 p.m. to 11:30 p.m. after games. Times of dances other than those previously listed will be announced. Law 322.16(2) states that “any person who is under 17 may not operate a vehicle between 11 p.m. - 6 a.m., unless accompanied by a licensed 21 years old or driving to and from work”. Parents understand that it is their responsibility to be aware of and enforce this law.

Please remember - All students are to carry school ID cards at all times.

1. All students and their guests are required to sign-in before being admitted to the dance.
2. **Students will not be permitted entrance into the dance later than one hour before the dance ends.**
3. Students have access only to the area where the dance is held.
4. Students not attending Cardinal Newman High School are not permitted to attend the dance unless as a guest of a Newman student. **Only one guest per Cardinal Newman student per event is allowed.** All guests must conform to the dance regulations. It is the responsibility of the Newman host student to impart this information to his/her guest. The Cardinal Newman student assumes full responsibility for the actions of his/her guest. Cardinal Newman High School reserves the right to refuse the admittance of any guest.
5. Once a student and/or guest leave the dance area, he/she may not return. A student who leaves the dance early must sign-out, listing the time of departure.
6. In conformity with school regulations, no smoking is permitted on school grounds.

7. No students may remain in cars on the premises.
8. Appropriate dress is required for all dances. Shoes must be worn. Girls are not permitted to wear halters, etc.. Boys' shirts must have a sleeve. The Administrator-in-charge has the final say regarding appropriate dress. The style of dancing must be in conformity with good etiquette and morality, reflecting the spirit and philosophy of Cardinal Newman High School. Any student who is not found to be in compliance with the above mentioned standards by the Administrator-in-charge may be asked to discontinue their participation in the event, and may incur disciplinary measures.
9. **Students may be subject to random alcohol breathalyzer testing.** Any student or guest, regardless of age, under the influence or possession of intoxicating beverages or drugs, will be reported immediately to the sponsoring moderator who in turn will notify the parents and the Administrator-in-charge. Parents will be expected to come for the student and appropriate disciplinary action will be taken. The police will be notified if deemed necessary.
10. No dance will be held unless there are eight parents of students included among the chaperones. There also must be four faculty chaperones, two men and two women, in addition to the moderator. One of these faculty chaperones is to be an administrator. The names of the chaperones must be submitted to Deans at least four days prior to the event. The sponsoring moderator will be in attendance and will be responsible for the activity. In addition, West Palm Beach police officers are present at every school dance to assist in security and parking-lot supervision.
11. Any organization engaging a band or disc jockey must present to the Administration the name and the contract price before signing a contract. The contract will be signed by the Dean Marikay Gomez.

ATHLETICS

The Athletic Department offers a wide range of sports and activities. Students are urged to participate, but are reminded that the Athletic Department reserves the right to make demands above and beyond the school itself. In order to try out and participate in athletics a student must:

1. Have a physical exam by an M.D. on or after June 1 of the present school year.
2. Have forms EL2 and EL3 completed as provided by the FHSAA.
3. Have a birth certificate, a notarized parental consent, and provide a social security number.
4. Maintain a 2.0 cumulative, unweighted average, including the semester preceding participation.

The physical, FHSAA forms, parental permission and purchase of athletic insurance must be completed before a student may tryout for a team. Tryouts and the selection of the team are at the discretion of the coach. Students and parents are reminded that participation is a privilege. All athletes compete at the pleasure of the Principal.

All qualified students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director, is final. Ordinarily the Principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

SPORTSMANSHIP POLICY/CODE OF CONDUCT

Parents, student-spectators, student-athletes/participants, and guests of the members of the Cardinal Newman family are expected to maintain respectful demeanor at all athletic events. Cardinal Newman encourages participation and support of our athletic teams. We expect those who represent Cardinal Newman to promote a healthy, competitive atmosphere while displaying appropriate sportsmanship and respect. Violation of this code of conduct as determined by the Administration and/or the Athletic Director may result in suspension and/or loss of the privilege to attend school athletic events. By signing the Cardinal Newman High School Emergency Information Card, required upon enrollment, you agree to the terms of this code of conduct.

DEFINITION OF AN ATHLETE

A student is an athlete from the first day of tryouts until he/she is cut from the squad. If the student makes the squad, he/she remains an athlete until the team or individual is eliminated from FHSAA tournament play. The athlete then reverts to student status. The athlete is an athlete 24 hours a day, regardless of where he/she is. All cheerleaders are considered athletes.

Once a student has made the team he/she should remember that he/she is responsible for the care, maintenance, and return of all school uniforms and property. The student is responsible for any damages. A student participating in one sport must complete that season before trying out for the next sport. For example, a student on the basketball team must complete basketball season before trying out for baseball. The student will, at that time, be permitted to try out for baseball.

SPORTS

The following sports are recognized by Cardinal Newman High School and are subject to the discretion of the Athletic Department.

FALL

Bowling	Golf
Cheerleading - <i>Noncompetitive</i>	Swimming & Diving
Cross Country	Volleyball – <i>Girls only</i>
Football	

WINTER

Basketball	Soccer
Cheerleading - <i>Noncompetitive</i>	Wrestling

SPRING

Baseball	Softball – <i>Girls Only</i>
Lacrosse	Track
Tennis	

Parents acknowledge that participation in these sports is inherently dangerous and, while the school will attempt to secure the well-being of each student, it can not ensure the safety of all students involved in their activities and programs.

Cardinal Newman High School is not responsible for student participation in sports/leagues/clubs not listed in this section. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the School does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such programs or activities.

BASIC POLICIES: SPORTS

The basic policies which apply to all sports in addition to school policies are as follows:

1. Use and/or possession of alcohol/drugs:

First offense: One-week suspension from participation. In case of suspected alcohol/drug use, an athlete may be required to obtain a medical release before participation.

Second offense: Expulsion.

2. Use of tobacco products (cigarettes, chewing tobacco, snuff, etc.):

First offense: One-week suspension from participation.

Second offense: Removal from the team for the remainder of the season. After completion of the sport from which the athlete was removed, he/she may try out for another sport during the school year. First offense in the other sport terminates athletic participation for that school year.

3. Fighting: See school regulations.

4. Suspension from the team:

The athlete cannot participate or dress out for any contest during the time period; however, the athlete must attend all practices and meetings.

5. Obscene language:

Disciplinary action will be taken at the discretion of the coach to fit the offense and the circumstances.

6. Hair: Must meet the standards of the school.

7. Suspension from school:

No athletic participation is allowed during the duration of the suspension, practice or contest.

Violation of any of the sports policies must be reported by the head coach to the Athletic Director, who in turn must report any such violations to the Dean of Students.

COMPUTER USE POLICIES AND GUIDELINES

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.

2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others;
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.

4. Respect the principles of the Catholic School;
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. Do not access, transmit, copy, or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy, or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like MySpace or Facebook;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h.** Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information on disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, social networking, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, **both in and out of the school setting**. Accordingly, students may not post, place, upload, share, or communicate images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol, or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member or other person. This includes, but is not limited to, communications on social networks such as MySpace and Facebook. In addition this rule applies to communications **both during the school year and while students are on vacation or summer breaks**. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

COMPUTER SYSTEM POLICY AND GUIDELINES

Individual computers and computer networks are available to students and teachers throughout the school in classrooms, computer labs, Guidance, and the Media Center. Vast, diverse, and unique resources, including Internet access, are available to both students and teachers. *These resources should be viewed as an extension of the Cardinal Newman High school physical environment, and their use entails the same privileges, obligations, and responsibilities that come with using any school facilities.* Misuse or vandalism of any sort will result in appropriate punishment, including restitution and suspension or expulsion. (Please see Respect for Property, page 37.) Members of the Cardinal Newman community shall conduct themselves in a responsible, safe, ethical and legal manner. Use of the computer resources at Cardinal Newman High School is a privilege and should not be considered an assumed right. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Users may have access to: electronic mail; World Wide Web sites; public domain software and shareware; discussion groups; and access to many university library catalogs and the Library of Congress.

While recognizing that it is impossible to control all materials, and that an industrious user may discover controversial information, Cardinal Newman High School believes that the information and interaction available on the computers and the computer network outweigh the possibility that users may procure material that is not consistent with the educational goals of Cardinal Newman High School.

All Cardinal Newman High School students are expected to abide by the provisions listed below; if a user violates any of these provisions, his or her use of the computers and the computer network may be terminated, disciplinary action may be taken, and future access may be denied.

Acceptable Use: The student's use of computers and the computer network must be in support of education and research and must be consistent with the educational philosophy of Cardinal Newman High School. **Electronic games are not to be played, unless specifically assigned by the instructor for educational purposes.** Transmission of material in violation of any U.S. or state regulation is prohibited, including, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of profanity, gender or racial slurs, or any form of malicious language is prohibited at all times. Electronic mail systems, bulletin boards, and conferencing programs shall be given the highest form of integrity and respect.

Privileges: The use of computers at Cardinal Newman is a privilege, not a right; and inappropriate use may result in a cancellation of privileges and/or disciplinary action. The administration, faculty, and staff of Cardinal Newman High School may request the system administrator to deny, revoke, or suspend specific user accounts.

Security: Security on any computer system is a high priority; if a user identifies a security problem on the network, he/she must notify the system administrator. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the Cardinal Newman High School computers and/or computer network.

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy hardware or software, harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Cardinal Newman High School computers or computer network. This includes, but is not limited to, the deliberate transfer, uploading or creation of computer viruses. **Vandalism will result in cancellation of privileges and disciplinary action. Students will be required to make financial restitution for repair, service, and/or replacement of vandalized equipment.**

External Storage Devices: Students may be issued various types of external storage devices. Any external storage device may not be used without permission from the system administrator or his/her designee. External storage devices issued to students must remain with the instructor. Students will be assigned to a specific computer and must remain at that computer unless otherwise directed by the instructor or system administrator. Alteration or modification of system files or configurations is prohibited. All data and programs residing on computers and the computer network are the property of Cardinal Newman High School and may not be copied, moved, altered, or used outside of the school under any circumstances without expressed written permission from the system administrator.

INTERNET ACCESS

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers, and support staff may have supervised access to:

- **electronic mail (e-mail) with the ability to communicate all over the world**
- information and news from a variety of sources and research institutions
- public domain and shareware software of all types
- discussion groups on a variety of topics
- many college and university libraries, Library of Congress, etc.

YouTube, Twitter, and all social networks may only be accessed under the supervision of the system administrator.

- At Cardinal Newman, each student's access to, and use of the Internet will be under a teacher's direction and will be monitored as a regular instructional activity. Students will be shown proper techniques and standards for participation in the Internet, and will be guided to appropriate sections of the Internet. Students who misuse the Internet may lose their computer privileges at Cardinal Newman High School.

- **The use of remote proxies by students is not allowed.**

Likewise, the use of the name of Cardinal Newman High School and/or any reference regarding the Cardinal Newman High School community on the Internet in a fashion deemed inappropriate by the school will result in severe consequences. The police will also be notified. Unauthorized use of the name “Cardinal Newman High School” is strictly prohibited.

E-MAIL

Electronic communication is a part of the curriculum for some of our courses. Students will be given a student email account at Cardinal Newman High School for the 2011-2012 school year. This email account will be used for a new Guidance program, *Naviance*. Students will also use this email account for other classes and assignments. All Cardinal Newman High School computer and Internet policies will be followed for student email accounts. These accounts will be supervised by Cardinal Newman. Logins and passwords for these accounts should not be shared with other students.

- Use of e-mail accounts will be in accordance with the mission and policies set forth by Cardinal Newman High School. Sending and receiving of messages will be under teacher supervision and will be monitored when it occurs as a regular classroom instructional activity.
- Students should not access personal e-mail accounts. Cardinal Newman High School. Cardinal Newman High School is not responsible for e-mail usage that is not part of a supervised classroom activity.

A parent who does not wish for his/her student to participate in activities requiring access to the Internet at Cardinal Newman High School must notify the chairperson of the Arts Department, in writing, on or before the first day of classes.

EMERGENCY DRILLS

1. Emergency/Crisis Plan

The school's Emergency/Crisis Plan is available for inspection in the Principal's Office.

2. Fire Drills

- a. All students observe absolute silence in moving out of the building.
- b. Each class, following the lead of the teacher, shall proceed in single file and at rapid pace.
- c. All windows and doors are closed and lights extinguished. Books should be placed under the desks so that the aisles are clear.
- d. Each student should familiarize himself/herself with the proper exit that the class is to use. A sign giving this information is posted in each room.
- e. At the end of the drill, a signal is given for all classes to return to their rooms in absolute silence.
- f. Any school time that is missed due to a bomb threat or evacuation is made up at the end of that school day.

3. Tornado Warnings/Drills

If a tornado warning is received at the school, it will be communicated to the student body by the PA (public address) system. Unless otherwise directed, the school will follow a Code Yellow emergency response. Students who are in the cafeteria or gymnasium are to go to the hallway on the north side of the locker rooms.

FUNDRAISING, SOLICITATION AND SALES

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal. Only with the school's sponsorship may a student solicit money and sell items on campus. Fliers for outside events, and other solicitations, are not to be distributed on campus. Students should direct in writing any requests to conduct sales or solicitations to the Principal.

LOITERING

Students will be under the direction of Cardinal Newman High School personnel for 30 minutes before and 30 minutes after official school hours (usually 7:50 a.m. to 2:20 p.m.) and 30 minutes before and after official school-sponsored activities, at the designated location (the student pick-up area). The school cannot guarantee supervision of its students at other times or places not specified. *Failure to adhere to this policy may result in the student's exclusion from school-sponsored activities.*

Students may not loiter on the school campus at the end of the school day. Students are to depart from school at the conclusion of their classes unless they are participating in an extracurricular activity, seeking extra help from a teacher, serving a detention, utilizing the Media Center, or taking a make-up exam. Cardinal Newman High School cannot assume responsibility for students who are not picked up within the 30 minutes after the end of school.

PHOTO AND MEDIA RELEASES

Parents or guardians give permission for Cardinal Newman High School to use the names, and photographs or likenesses of their children in publications or materials for use in the school's promotion and advancement initiatives and programs, including the Cardinal Newman website. Any parent who would like to exclude his/her child from this rule is asked to notify the Principal in writing by August 1st of each school year. **Parents, by executing acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

TELEPHONE CALLS AND MESSAGES

No student will be called from class for a telephone call. In the case of a grave emergency the call will be routed through the Guidance Department or the Office of Student Life. Students may be granted permission to use phones in the school offices. Students are not permitted to use the phone during class periods unless they receive permission from the Dean of Students. Students in violation of this policy may face disciplinary action. Students must obtain a pass from class to call home should they become ill during the school day. **Under no circumstances are students permitted to use cell phones during school hours.**

STUDENT VISITORS

Non-Cardinal Newman High School students may not attend classes at Cardinal Newman High School. On rare occasions, non-Cardinal Newman High School students may be permitted to visit the campus. Please contact the Administrative office if you have any question about student visitors. The Office of Admissions can provide further information concerning the shadowing program for students considering applying to Cardinal Newman High School.

All guests of Cardinal Newman High School must observe the behavioral expectations described in the CNHS Student/Parent Handbook.

WEATHER/SCHOOL CLOSING/EMERGENCY INFORMATION

When weather conditions make transportation extremely difficult and there is doubt as to whether classes will be held, parents and students should not call the school. Instead, parents and students should tune in to any local radio or television station for an announcement. Cardinal Newman High School generally follows the decision of the Palm Beach County Public School District. However, circumstances may allow CNHS to remain open, or re-open at a time different than the public district. All CNHS school-closing information will be conveyed through the CNHS website, phone chain, and e-mail bulletins. In addition, the local media will be provided this information.

CYCLE OF DAYS

The school week is on a seven-day cycle. Each semester begins on an “A” day. In the event of a holiday or school closing due to weather emergency, the next day of classes is the next day in the cycle.

SCHOOL CALENDAR

The School Calendar contains all pertinent information regarding dates which are important for the school year. Among these dates are included such events as the beginning of the semesters, holidays, days off, etc. The School Calendar also contains information regarding dates of sporting events, parents’ programs in the evening, and other events sponsored by school organizations. Of course, vacations should be planned around the School Calendar. The general School Calendar is available on the Cardinal Newman website. Any inquiries regarding the calendar may be directed to the Principal.

EMERGENCY CARDS

Emergency cards MUST be completed and on file before any student may attend classes. Any changes in information on the emergency card must be written out and sent to the Office of Student Life.

When parents are out of town, a written notice is to be sent to the Office of Student Life. Information to be included would be the date of the parents' trip, the name of the person responsible for the child, and the guardian's telephone number.

WITHDRAWAL

Any student withdrawing from school, either voluntarily or because of academic or disciplinary problems, must immediately notify the Guidance Office and the Principal. The Principal's Office will provide the student and parent with all the necessary information to complete the withdrawal procedure. Students are not considered withdrawn from school until this form has been completed and returned to the Registrar. Only then can student records be forwarded to the student's new school.

SUBPOENA/SCHOOL EMPLOYEES

The Catholic Church recognizes marriage as a Sacrament. In the union of Christian spouses, the Sacrament of Matrimony celebrates the relationship of Christ to the Church. Cardinal Newman High School strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceeding which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School Principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

2. The right to request the amendment of the student’s educational records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the School Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate interest if the official needs to review an educational record to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5902

CARDINAL NEWMAN HIGH SCHOOL VIEWS THE EDUCATION OF A STUDENT AS A PARTNERSHIP BETWEEN THE PARENTS AND THE SCHOOL. PARENTS AND STUDENTS ARE EXPECTED TO COMPLY WITH THE SCHOOL RULES AND POLICIES, AND TO ACCEPT AND SUPPORT THE AUTHORITY OF SCHOOL OFFICIALS. JUST AS A PARENT CAN WITHDRAW A CHILD FROM THE SCHOOL IF DESIRED, THE SCHOOL HAS THE RIGHT TO DISENROLL A STUDENT IF IT DETERMINES AT ITS DISCRETION THAT THE PARENT OR STUDENT PARTNERSHIP WITH THE SCHOOL IS IRRETRIEVEABLY BROKEN.

CARDINAL NEWMAN HIGH SCHOOL RESERVES THE RIGHT TO MODIFY OR CHANGE ANY POLICY AT ANY TIME. CONDITIONS OR CIRCUMSTANCES NOT SPECIFICALLY COVERED BY THE POLICIES OUTLINED IN THIS HANDBOOK MAY ARISE. ON SUCH OCCASIONS, THE SCHOOL ADMINISTRATION WILL MAKE DECISIONS OR PURSUE COURSES OF ACTION WHICH, IN ITS JUDGEMENT, CAN BEST SUSTAIN THE WELL-BEING OF CARDINAL NEWMAN HIGH SCHOOL, INCLUDING THE HEALTH AND SAFETY OF THE FACULTY, STAFF, AND STUDENT BODY.