Nolan Catholic High School
2009/2010

Property of:_____

Address: _____

Phone #:_____

In case of emergency, please notify:

Name:_____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.

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Dear Parents and Students-

For your convenience, you will find the NCHS covenant below. Please read the handbook, sign the covenant, tear it out, and return the covenant to the Dean's Office by Friday September 4.

We look forward to a happy and productive year with you.

Thank you.

The NCHS Administration

Please Return To:

Dean's Office
Nolan Catholic High School
4501 Bridge Street
Fort Worth, TX 76103

Due By: Friday, September 4, 2009

I have read the 2009-10 Nolan Catholic High School Student-Parent Handbook. I hereby agree to enter into a covenant with the administration, faculty, and staff of NCHS, to work hand-in-hand with them. I agree to live by and be governed by the policies in the Student – Parent Handbook.

I understand that my student(s) picture may be used in promotional material.

_____ _____

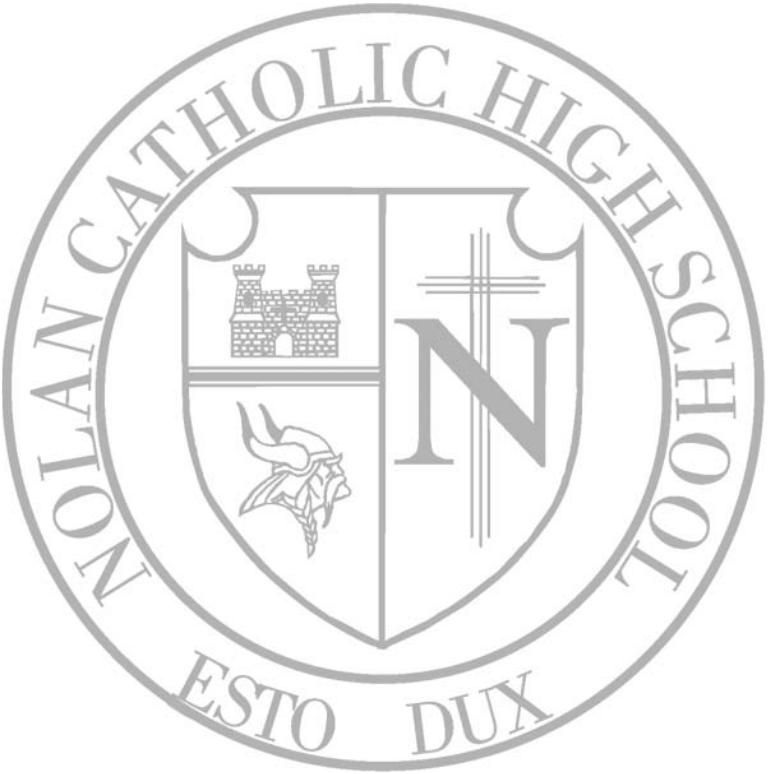
Parent's Signature Student's Signature

_____ _____

Print Student Name Print Grade

_____

Date


NOLAN CATHOLIC HIGH SCHOOL
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NOLAN CATHOLIC HIGH SCHOOL ADMINISTRATION

President – Rev. Richard Villa, S.M.

Principal – Mrs. Cathy Buckingham

Assistant Principal, Academics – Mr. Benedict Reyes

Assistant Principal, Student Affairs – Mrs. Cary Meiners

ADVISORY BOARD

The Nolan Catholic School Advisory Board assists the administration in its strategic and financial planning for the school.

Executive Committee:

Chair – Mr. Jerry Reis

Vice Chair – Mr. Walter Hunt

Secretary – Ms. Carol Charette Cradick

Finance Committee Chair – Mr. Richard Marx

Regular Board Members:

Guadalupe Arriola
Michael Casey
Rev. Robert Hackel, S.M.
Sr. Joan Markey, S.S.M.N.
Denise Pulido
Roger Spathias
Ann White
Henry Borbolla
Steven Evans
Jose Hernandez
Bro. Eugene Meyerpeter, S.M.
David Rich
Kristi Trampe
Rev. Joe Pemberton

Ex Officio Members:

Mr. Donald Miller
Superintendent of Schools,
Roman Catholic Diocese of Fort Worth

Rev. Richard Villa, S.M.
President, Nolan Catholic High School

Mrs. Cathy Buckingham
Principal, Nolan Catholic High School

NOLAN CATHOLIC HIGH SCHOOL MISSION STATEMENT

Nolan Catholic High School, a college preparatory institution of the Diocese of Fort Worth administered in the Marianist tradition, serves the mission of the Roman Catholic Church by educating youth. This is accomplished according to the characteristics of Marianist education which are:

- To educate for formation in faith;
- To provide an integral quality education;
- To educate in family spirit;
- To educate for service, justice, and peace; and
- To educate for adaptation and change.

PROFILE OF A NOLAN CATHOLIC HIGH SCHOOL GRADUATE

EDUCATE FOR FORMATION IN FAITH

1. Spiritual
   - Seeks personal relationship with Christ
   - Is prayerful and reverent
   - Recognizes one's transcendent dignity
   - Maintains hope
   - Recognizes need for repentance
2. Moral
   - Knows the good, loves the good, and strives to do the good
   - Embraces gospel values and church teaching, and relates them to his/her life
3. Intellectual
   - Has the ability to discern the truth
   - Searches for meaning in life
   - Has knowledge of scripture and church teaching

PROVIDE AN INTEGRAL QUALITY EDUCATION

1. Moral
   - Is responsible
   - Is honest
   - Possesses discipline
   - Has the desire to develop character
   - Develops habits in moral action: prudence, temperance, justice, fortitude
2. Psychological/Social
   - Is self-confident
   - Is respectful
   - Has the ability to make a good first impression
   - Displays traits of a gentleman/lady; is courteous and generous
   - Has overcome fear of failure
   - Exhibits school pride
   - Possesses a sense of humor
   - Is a good role model
   - Has good manners
   - Has understanding of self-worth
   - Is able to develop healthy friendships with both sexes
3. Intellectual
   - Possesses "right reason"
   - Possesses a liberal education
   - Has an awareness of the roles of virtues
   - Is able to think critically
   - Has self-knowledge and the ability to look within
   - Takes pride in work well done
4. Physical
   - Has learned how to care for his/her body
   - Takes pride in personal appearance
   - Practices good personal hygiene
   - Is aware of threats to physical well-being

EDUCATE IN FAMILY SPIRIT

1. Cultivates interpersonal relationships characterized by openness, respect, integrity, loyalty, and dialogue
2. Influences others by exhibiting the Marian traits of openness, hospitality, graciousness, and faith
3. Is able to forgive and ask for forgiveness
4. Recognizes a responsibility to the local Church
5. Exercises authority in a spirit of Christian love

EDUCATE FOR SERVICE, JUSTICE, AND PEACE

1. Has learned to be just by giving another his/her due
2. Recognizes institutional injustice and his/her obligation to participate in promoting just structures
3. Has obligation to fulfill the social teachings of the church
4. Exhibits virtues of compassion, simplicity, generosity, patriotism, and evangelical poverty
5. Is committed to the common good
6. Practices good stewardship, especially toward the poor and needy, and the environment
7. Looks to Jesus Christ as a model for service and concern for justice
8. Understands his/her role in promoting peace

EDUCATE FOR ADAPTATION AND CHANGE

For the Christian believer, adaptation and change means furthering the kingdom of God.

1. Understands the promise of Christ present in one's life and in the world
2. Has begun to discern his/her vocation in life
3. Is a positive participant in adaptation and change, not merely a spectator
4. Is politically active as a way of ordering a just society
5. Is becoming aware of and understands his/her bias and how it affects adaptation and change
6. Is developing a necessary technological competence for dealing with the rapidity of change
7. From a faith perspective, is learning skills for being critically conscious, creative, and is developing decision-making skills

HISTORY OF NOLAN CATHOLIC

In 1961, students from Our Lady of Victory girls academy (OLV) and Laneri boys academy moved from their respective schools south of downtown Fort Worth to a new east-side property and began a new high school. Along with the priests and brothers of the Society of Mary, the Sisters of St. Mary of Namur opened Our Lady of Victory High School with their accreditation from OLV. The school was "co-institutional" (girls in one corridor, boys in another, with separate administrations). In 1963 the school was officially renamed Monsignor Robert M. Nolan High School. In 1968, a junior high was added (7th and 8th grades.) The junior high was phased out in the spring of 2007. The school became co-educational in 1972, with the Marianists taking full responsibility for the administration. Modular scheduling was introduced at that time and remained the mode of daily routine for close to 10 years. In 1983, the school returned to a more traditional style of scheduling.

In 1978, a program was designed whereby Nolan High School became the first private school in the country to require computer competency to graduate. Computers were donated to the school by the Fort Worth-based Tandy Corporation. Such innovation led to further construction of a new wing of the building which houses a large chapel, two computer labs, a large library/computer space and library offices, all completed in 1989. In 1997, an additional "E-hall" was added with classrooms to accommodate more students.

In 1996, Bishop Joseph Delaney officially changed the name of the school to "Nolan Catholic High School." Over the decades of NCHS history, there have been many significant accomplishments by sports teams (including state varsity football championships, soccer team state titles, and state titles in track, cross country, tennis, and marching bands) as well as individual accomplishments by students in academic fields. The graduating class of 2009 was offered over $9.5 million in scholarships.

In 2003, the Multi-purpose Activity Center was opened, an $8.2 million facility which houses a sports arena, locker room and training facility, health classroom, dance studio and state of the art music hall.

Today, NCHS is an educational ministry of the Catholic Diocese of Fort Worth, under the continued sponsorship of the Society of Mary. It is the only traditionally styled college-preparatory Catholic high school in Tarrant County.

THE SOCIETY OF MARY (MARIANISTS)

The story of the Society of Mary (Marianists) begins with its founder: Blessed William Joseph Chaminade. Fr. Chaminade was a priest of the Diocese of Bordeaux, France. Father Chaminade spent the early years of his priesthood as a teacher, steward and chaplain. His life changed drastically with the beginning of the French Revolution. The political tension and religious persecution during that time period made life difficult for Catholics. With the end of the French Revolution in 1800, Fr. Chaminade was allowed to return to Bordeaux where he brought men and women together into communities called Sodalities. These communities brought together people from all stations of life sharing a sense of equality. The Sodalities were characterized by a sense of mission. Fr. Chaminade placed this work under the patronage and protection of the Virgin Mary. Out of these sodalities grew the religious congregation known as the Society of Mary or Marianists.

The Marianists today share Fr. Chaminade's vision to re-christianize our world. The Marianists are dedicated to the education of the young. Throughout the United States there are currently 17 schools that share the vision of Fr. Chaminade.

NOLAN CATHOLIC PARENT/STUDENT HANDBOOK 2009-2010

The Administration of Nolan Catholic High School reserves the right to make any and all judgments on matters not explicitly outlined in this handbook and reserves the right to amend the handbook after giving due notice to students and parents/guardians.

Respect and community are two of the main principles of our school, therefore students and parents are always expected to behave in ways reflective of the philosophy and ideals of the Nolan Catholic Community and in ways that do not impede the educational process. Faculty, staff and administration will be the judges as to what is appropriate in all facets of campus life. This handbook is not designed to be an inclusive treatise of all acceptable and non-acceptable behaviors. The final decision on matters regarding this handbook ultimately lies with the administrators of Nolan Catholic High School.

If the school's mission and program are in conflict with the values of an individual parent or student, or if the student does not contribute positively to the academic and religious environment of the school, it is evident that Nolan Catholic High School is not the appropriate school for that student. Under such circumstances, the administration will ask the family to seek a more suitable educational environment.

DIOCESAN POLICY 5000 *reads as follows:*

"*No student has a right to attend a diocesan school. The schools and the Diocese retain the right not to allow a student to continue attending or to re-enroll in a school. No teacher, principal, or pastor has the right to agree to consent to any individual having a right to continue as a student. Advanced enrollment, pre-enrollment, or continuing enrollment of a student is a conditional enrollment subject to review and termination by the school at any time. The conduct of the student or the student's parents may be grounds for the school revoking the enrollment of a student. Prior to the first day of school, the school does not have to state the reasons or have grounds for the revoking of a conditional enrollment of a student.* Prior to the first day of school, the conditional enrollment is subject to termination without cause."

STATEMENT OF NONDISCRIMINATION

Nolan Catholic High School admits students of any color, race, national ethnic origin, faith, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, race, national ethnic origin, faith, or gender in the administration of its educational policies, employment practices, need-based aid, loan programs, or athletic and other school-administered programs.

ACADEMIC INFORMATION

ACADEMIC EXCELLENCE

Nolan Catholic High School's college preparatory curriculum offers a wide range of subjects and subject levels. Students are placed in the level found appropriate to skill and preparation so that each student has the opportunity to excel.

ACADEMIC FAILURE

In order for the student to maintain good academic status and remain on graduation target, he/she must work diligently to pass all assigned courses.

If a student fails 3 or more courses (total of 1 and ½ or more credits), he/she may be denied re-admission to NCHS. The student who experiences failure in 1 or 2 courses (total of ½ -1 credit) must retake the

courses during the summer months. A student may be denied re-admission if the make-up courses are not passed.

ACADEMIC PROBATION

If a student fails 2 or more classes during one semester he/she is placed on academic probation. A student placed on academic probation must have no failing grades at the end of the probation period (one semester). If, at the end of the probation period, there is a failing grade, the student may be dismissed from Nolan Catholic. If a student is placed on academic probation, the Assistant Principal of Academics will contact the parent(s) and student, informing them that the student has been placed on probation and communicate the terms of the probation. At the end of the probationary period, the Assistant Principal of Academics will review the student's status and recommend to the Principal whether a student should be dismissed from Nolan Catholic due to academic difficulty.

ADVANCED PLACEMENT COURSES

Advanced placement courses offer our students the opportunity to do college work while still in high school. These courses are available to qualified, highly motivated students in the eleventh and twelfth grades. Advanced placement offerings include the following: English III AP, English IV AP, Calculus AP, Probability and Statistics AP, Physics II AP, French IV/V AP, Spanish IV/V AP, German IV/V AP, World History AP, U.S. History AP, Psychology AP, European History AP, Macroeconomics AP, US Government AP, Biology AP and Chemistry AP. A student must achieve a grade of 77 or higher in order to receive the 8-point bonus in Advanced Placement courses. These points will be added at the end of each grading period.

CHRISTIAN MINISTRY PROGRAM

In order to ensure that all students participate in service to the community, Nolan Catholic has established criteria, which must be met for graduation. A student must complete 20 hours of service by the end of 9th grade, 40 hours by the end of the 10th grade, 60 hours by the end of 11th grade, and a total of at least 75 hours must be completed by the end of senior year. Students not meeting the grade level requirement for service hours will be placed on probation and a note will be placed on the transcript documenting the deficiency until the hours have been completed, submitted and processed. Students who do not complete required service hours will not be recommended for leadership positions in the school including but not limited to Ambassador, Honor Council, Student Council, and National Honor Society. An additional consequence of probation, which will be in effect starting with the Spring Semester, 2010, is that any student on probation will be barred from participation in any extracurricular activity. This includes but is not limited to all clubs, sports, etc. The restriction is lifted when the student becomes compliant with CM hours. With all CM hours turned in, they must not be more than 6 weeks old. Any hours older are considered void. The exception is summer hours, which will be accepted during the first two weeks of school in the Fall Semester. Awards for the successful completion of CM hours by each year's deadline are as follows. Freshmen receive a pin upon completing 25 hours. Sophomores receive a 50 hour certificate upon completion of 50 hours. Juniors receive a 100 hour certificate upon completion of 100 hours. Seniors receive a gold cord at graduation upon completion of 200 hours or more.

For complete information on the Christian Ministry program, including what hours are valid and what are not, turn in policy, format, hours earned at NCHS, etc., please consult the NCHS website under "current students" then "Christian Ministry."

COMMUNICATION

It is the intention of the school to keep in close contact with parents and students alike. Sometimes these lines of communication do break down and a sense of frustration is experienced. Many problems can be avoided if all parties endeavor to rebuild these methods of keeping in touch. In keeping with the church's principle of subsidiarity, problems should be solved as close to the issue at hand as possible. Thus it would be advisable that persons having problems go directly to that person before going to the person's superior. If a parent has a problem with a teacher, he/she should discuss it first with the teacher. The next level of discussion is with the department chair; after that the discussion could move to the Administration. Please do not visit a teacher's classroom without an appointment.

CUSTODY ISSUES

The intent of Nolan Catholic High School is to be supportive of all families. To assist Nolan Catholic in providing the necessary information NCHS asks for the following:

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Assistant Principal of Academics' office. The school will not be held responsible for failing to honor arrangements that had not been made known to the school in the appropriate manner.

DROPPING COURSES

On rare occasions it may be necessary and in the student's best interest to drop a course from the student's schedule if the course is not required for graduation. Approval to drop a course is gained through a request to the Assistant Principal of Academics. A "WF" (Withdrew Failing) may be entered on the transcript and a "69" calculated into the student's cumulative grade average. At the discretion of the Assistant Principal of Academics a course may be dropped for non-academic reasons.

EDLINE

Parents and students may access grades and course syllabi by logging onto Edline. You may go to the Nolan Catholic website and click on the "Edline" link on the home page and follow the prompts. Questions regarding Edline MUST BE e-mailed directly to edline@nolancatholichs.org.

Appointments for conferences may be arranged by telephone call, E-Mail or by note. If a return call is requested, parents are asked to list telephone numbers and times available for contact. Visits to the classroom to discuss problems are not appropriate during class time.

GRADING

Grading is numerical only; no equivalents are given. Grades of 70 and above are passing. Grades of 69 and below are failing. Semester grades are comprised of 40% for 1st quarter and for 2nd quarter grade, plus 20% semester exam grade.

A bonus of 8 points will be added to Honors and AP courses when computing grades of 77 and above. Honors and AP courses are listed under Honors Diploma in this Handbook and can also be found in the Academic Course Guide. The cumulative numerical average is used to determine the valedictorian and salutatorian. Nolan Catholic High School does not numerically rank students.

GRADUATION CEREMONIES

Participation in all three ceremonies (Baccalaureate Mass, Senior Awards/Robing, and Commencement) **is required for all graduating seniors**, as is participation in rehearsals. Failure to be present could result in the diploma and final transcript being withheld.

GRADUATION REQUIREMENTS

The minimum requirement for graduation from Nolan Catholic High School is 28 credits, including

Theology ..... 4 credits
English ..... 4 credits
Math ..... 3 credits
(Beginning with the Class of 2011, 4 credits)
Social Studies ..... 4 credits
(geography, world history, U.S. history, U.S. government, economics)
Science ..... 4 credits
(must include biology, IPC, physics , conceptual physics, chemistry, and one other science class)
Language ..... 2 credits for Recommended Diploma
..... 3 credits for Honors Diploma
(Latin, French, Spanish, or German – all credits must be in same language)
Fine Arts ..... 1 credit
(music, instrumental and vocal, art, drama, or dance)
Physical Education ..... 1 ½ credits
P.E. Options (athletics, trainer, dance, cheerleading, or marching band can fulfill P.E. requirements)
Health ..... ½ credit
Speech ..... ½ credit
Technology ..... 1 credit
Other ..... 2 ½ credits for Recommended Diploma
..... 1 ½ credits for Honors Diploma

Completion of Christian Ministry Hours

Honors Diploma requirements: (See "Honors Diploma" section below)

For a complete description of courses offered at Nolan Catholic High School, including Honors and AP courses, refer to the NCHS Academic Course Guide.

*One-half credit in Theology is required for every semester the student attends Nolan Catholic High School.

HOMEWORK

In keeping with the strong academic focus of Nolan Catholic, the conscientious student is expected to study, read, do written assignments and review lessons for at least two hours nightly.

HONORS DIPLOMA

Qualified students may earn a designated Honors Diploma with Honors notification on their transcripts. Honors Diploma requirements include a minimum cumulative numerical average of 93 by the end of the fall semester of the senior year. The student must have taken biology, physics, and chemistry, as well as three years in the same foreign language. (Successful completion of a foreign language in 8th grade at Nolan Catholic High School will count as one of the three years in foreign language; however the student must take two additional years of foreign language in grades 9-12.) In addition, the student must successfully complete one full credit in six (6) or more of the following courses:

English I Honors, English II Honors

Algebra I Honors, Geometry Honors, Algebra II Honors

Pre-Calculus Honors, Calculus Honors

World Geography Honors

Scientific Research and Design Honors, Anatomy and Physiology Honors

Spanish III Honors

French III Honors

German III Honors

Advanced Latin Honors (above Latin II)

Computer Science Honors, Visual Basic Projects Honors

Advanced Office Applications Projects Honors

Independent Study Honors

Art III / IV Honors

All Advanced Placement Courses

College Courses – only as approved by the Assistant Principal of Academics

HONOR ROLL

At the conclusion of each semester grading period, Nolan Catholic posts the names of those students who have made the honor roll. The semester honor roll is posted using the criteria below.

"HONORS" are earned by those students who have earned a numerical average of 85 to 89.999 with all grades being a "70" or higher, and no "incompletes" as of the last day of the semester.

"HIGH HONORS" are earned by those students with a numerical average of 90 to 95.999 with all grades being a "70" or higher, and no "incompletes" as of the last day of the semester.

"HIGHEST HONORS" are earned by those students with a numerical average of 96 or above with all grades being a "70" or higher, and no "incompletes" as of the last day of the semester.

Graduating seniors are eligible for the following honors:

A student's entire four year high school transcript is reviewed when determining the awards listed.

Amon G. Carter Scholars

- 95 or higher for 7 consecutive semesters
- Completed 6 or more credits in Honors/AP classes

Summa cum Laude (Highest Honors)

- 96.0 to 108
- No semester grade below 70

Magna cum Laude (High Honors)

- 90.0 to 95.999
- No semester grade below 70

Cum Laude (Honors)

- 85.0 to 89.999
- No semester grade below 70

Valedictorian/Salutatorian

Valedictorian and Salutatorian awards are based on seven semesters, five of which must have been attended at Nolan Catholic including the senior year by the time the awards are announced.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a privilege, which is not solely based on academic achievement. Students having a numerical average of 94 are informed of their candidacy. Applications are given out and must be returned by a specific date. The final decision is made by the Faculty Council based on the qualities of Leadership, based on teacher and self-evaluation, Service, based on completing more than the required number of CM hours, and Character, based on teacher and Council assessment, in addition to Academics. To remain a member in good standing of the National Honor Society, students must maintain a numerical average of 94 and perform two service projects per semester in addition to more than the minimally required CM hours. These standards are aligned with the national criteria.

OUTSIDE PE CREDITS

Please direct requests for outside activities to receive PE credit to the Physical Education and Health Department Chair. Activities only will be approved if they are not available to students at Nolan Catholic. *Beginning with the Class of 2013, only PE credits issued by Nolan Catholic or transferred from an accredited high school will be accepted.*

PROGRESS REPORTS

Mid-quarter progress reports may be viewed on Edline beginning on the date noted on the calendar for each quarter**.** If a family does not have internet access, the family must notify the school office and the progress reports can be mailed. Appointments for family conferences can be made at any time by contacting the teacher. Progress reports allow the student and parent to know how a student is doing in each class and may cite deficiencies in a student's work or subject mastery. Grades of 76 or below indicate that a student is in danger of failing. Because it is possible that a student may perform satisfactorily up to the middle of the quarter in a subject, but may do poorly in the second half of the same quarter, a passing quarter grade cannot be guaranteed based on the progress report. If this situation occurs the teacher will notify the parents. Parents are encouraged to keep in touch with the teachers by e-mail and /or telephone.

REPORT CARDS

Report cards are mailed to parent(s) at the conclusion of every quarter. Final report cards will not be mailed to parent(s) until all financial obligations to Nolan Catholic have been settled.

SCHEDULE CHANGES

Based upon pre-registration information, courses are scheduled, and teachers are employed for the next school year. Thus, choices will be considered permanent. Any schedule change must be approved by the Assistant Principal of Academics.

Among justifiable reasons for schedule changes are:

- administrative request
- student lacking prerequisite course requirements
- student not scheduled for a course for which he was recommended
- student scheduled for a course in which he/she already has credit
- senior student requiring a course for graduation
- physical handicap which prevents adequate class participation

Discretionary changes not based on any of the reasons above will not be approved.

SEMESTER EXAMS

Exams must be taken at appointed times and cannot be rescheduled. Exam days are considered regular school days. Parents and students are not to schedule family vacations, trips, or other activities during these days. The teacher's decision is final with regard to exam exemptions.

SENIOR EXEMPTION POLICY

Subject to the teacher's discretion seniors with a semester class average of 93 or above before honor points are added may be exempt from the semester exam. The final exam grade will be determined by averaging the two nine week's grades. The senior exemption policy applies to the second semester only for yearlong classes. Seniors may be exempt from a one-semester class final exam in either semester by meeting the same criteria as for yearlong classes. Students who take the AP exam are not automatically exempt from the final exam.

ELIGIBILTY FOR ATHLETICS AND ACTIVITIES

Students wishing to remain academically eligible to participate in extracurricular activities, including athletics, marching band, theater, cheerleading, dance team, speech & debate team, or other extracurricular trip or activity must be in compliance with the following eligibility policy:

If a student is failing two or more courses at the end of a quarter, he/she is considered ineligible and remains ineligible until progress report time of the following quarter. Students may regain eligibility at progress report time of the following quarter if the student is passing all classes according to the records of the Assistant Principal of Academics. If the student is failing one or more classes at progress report time in the quarter following a failure, the student will remain ineligible for the duration of the quarter. Eligibility for the third quarter will be determined by a student's semester grades. The Assistant Principal of Academics reserves the right to invoke academic ineligibility in special cases.

Participation in retreats and curricular trips associated with coursework:

A distinction needs to be made between extracurricular activities and trips or activities associated with retreats or coursework which may take a student out of class. Students need the opportunity to participate in retreats and other curricular trips, even though they may be ineligible to participate in extracurricular activities. The following policy applies:

Students, who are ineligible to participate in extracurricular activities needing to participate in a school retreat or "out-of-class" activity related to coursework, must have a passing grade and /or acceptable work status in every course at the time of the activity. The ineligible student must submit the "Teacher Awareness Form" to the sponsoring moderator or teacher no earlier than 5 days and no less than two days prior to the activity verifying his/her status in each class. The evaluation of each teacher is final. If the student is deemed ineligible to attend the activity, the teacher of the course for which the activity is planned must provide an alternative assignment for the student to complete while the student remains behind.

TESTING POLICY

Major tests and other assessments will be given on a schedule of odd and even days. ODD: Theology, Math, Social Studies, and Fine Arts; EVEN: Science, English, Foreign Language, Technology/Business and PE/Health. This schedule is to be understood in the following ways: (a) tests, essays, assessments or evaluation instruments that take more than 25 minutes of the class period (NOTE: Such tests/assessments ought to have been announced a minimum of five full days in advance, allowing five nights of study time); (b) the due date for a project, paper or other major assessment tool which when graded will be the equivalent of one test grade (or higher.)

TRANSFER OF CREDITS

All core courses, required for graduation must be taken at NCHS. Students must have the approval of the Assistant Principal of Academics to take coursework for transfer at any other institution. No grade below 75 or C will be transferred. Any coursework taken for enrichment or without approval of the Assistant Principal of Academics will not appear on the transcript.

TRANSCRIPTS

Transcripts are the official record of each student and contain vital statistical information about the following:

- all courses taken
- approved transfer credits

- 1st and 2nd semester grades for each course
- annual cumulative numerical grade
- credits earned for graduation
- summer school courses taken
- annual absences and tardies
- test scores from all standardized tests completed (Optional by request)
- Nolan Catholic High School does not numerically rank students.

Nolan Catholic will send one transcript per year free of charge. Every additional transcript thereafter will require a $3.00 transcript fee. No transcripts will be sent until all financial obligations to Nolan have been settled.

ATTENDANCE/DISCIPLINE INFORMATION

ATTENDANCE: PH. (817) 496-9772

FAX (817) 654-9272

E-MAIL: ATTENDANCE@NOLANCATHOLICHS.ORG

While it is impossible to address every situation or incident that may arise, the following information has been developed for the purpose of providing guidance to the students, parents, faculty, and administration. The nature and seriousness of a particular situation or incident may result in disciplinary action by the administration which is less than or which exceeds that set forth in these guidelines.

ATTENDANCE

Class attendance is directly related to academic success. In terms of learning, every absence counts, both excused and unexcused. Making attendance a top priority is the first step to learning. Parents can assist the learning process by excusing their children only when absolutely necessary.

Attendance Policy

Making up assignments at home cannot replace the in-class experience of participating in discussion and other experiential learning activities. A student who misses more than 9 days of school in one semester in any given course may be denied credit in that course. In order to assure credit, a student must fill out a Credit Appeal form for *each* course in which the student missed more than 9 classes. This form must be signed by the student, guardian/parent, counselor, and classroom teacher, and turned in to the Assistant Principal of Academics by the last day of classes, before semester exams. The student may also be placed on attendance probation. Students who miss more than 9 days for two consecutive semesters may be exited from Nolan Catholic. The Assistant Principal of Academics and the Dean of Students will determine whether credit for academic courses will be given or denied. It is the family's responsibility to contact the Assistant Principal of Academics if a student has a valid reason for missing more than 9 days, and to make arrangements to pick up the student's work. In extremely severe cases, referring the student to the resident district for home study may be recommended.

Parents will be notified by mail when students have missed up to 4 days and again when they have accumulated 7 absences and are in danger of possibly being denied credit for the semester.

Once a student arrives on campus, he/she is considered officially in school and may not leave without proper permission. If a student leaves campus without proper permission, he/she will be considered truant.

Absences

We believe that attendance is critical for academic success. Therefore, the Dean of Students wants to work with parents/guardians on this issue to encourage the very best for our students. We count on your support.

Reporting an Absence

When a parent judges that an absence is necessary, we ask that they please phone the Dean of Students at 817-496-9772 by 9:00 a.m. to notify the school of the absence and the reason for it. This should be done even if the absence is only for a half day. When a student returns to school, they must bring a signed, dated excuse from a parent. If a student is out of school for four or more days due to illness, a doctor's statement is required. Students who present a forged note will be suspended, with zeroes, for the day. Repeat offenders will be put on probation.

Returning After an Absence

When a student returns to school after any absence, he/she is required to report to the Dean of Students with a written note signed and dated by a parent explaining the absence. The student will receive an "Admit" form, which must be presented to each teacher at the beginning of each period which the student missed. (Please note: Students requesting a duplicate copy of an "Admit" slip will be charged a $1.00 replacement fee.) Failure to get an "Admit" from the Dean of Students may result in a detention. If a student is late or misses any part of the school day due to a doctor, dental, or orthodontic appointment, he/she may bring a card or other verification from that doctor's office which could substitute for a note from a parent in order to obtain an "Admit" slip. The same procedure should be followed even when the student is absent only for the morning or only for the afternoon classes except that the "Admit" slip should be presented the next day and only to the teachers whose classes were missed. Failure to present a note to the Dean of Students in a timely manner may cause the absence to be labled as "unexcused."

Make Up Work

Make up work is allowed for excused absences. Students are responsible for contacting all teachers for any necessary make-up work, quizzes, or tests. Parents are welcome to email teachers and pick up books at any time. After 3 days of absence, a student or parent may request assignments through the Dean of Students. These assignments may be picked up at the front Administrative Office. When a student is legitimately absent from school, he/she will automatically be given the number of days missed plus one to complete make-up work, including weekends. However, course teachers will determine when missed quizzes or tests are to be taken.

Excused Absences

An absence is considered excused (with a written note from the parents) for one or more of the following reasons:

- Medical or dental appointments (confirmed by a note from the physician/dentist)
- Illness of the student
- Serious illness or death in the family
- A personal excuse confirmed by parent/guardian

Unexcused Absences

When a student has an unexcused absence, the academic consequences are as follows:

No make-up of assignments, quizzes, or tests is permitted and other academic penalties are left to the discretion of the classroom teacher. Zeroes are automatically given for any work, tests or quizzes missed. The second instance of an unexcused absence from a class per semester will be treated as a truancy. Disciplinary consequences may include any of the following: in school suspension, out of school suspension, Saturday school, meeting with the parents, and/or signing of a probationary contract.

Truancy

Truancy is an absence from class or any part of the school day without the knowledge and consent of parents/guardians or school authorities. In the event of truancy, the parents will be notified. Academic credit will be withheld for work missed. Disciplinary consequences for truancy may include any of the following: in school suspension, out of school suspension, Saturday school, meeting with the parents, and/or signing of a probationary contract.

College Visits

It is sometimes advisable or necessary to visit a prospective college in order to make an informed decision about possible attendance. College visits are excused absences, however, the days do count toward the total number of absences. Absences from individual classes will also count if the student attends a presentation by a college rep on Nolan Catholic's campus. Each student is responsible for obtaining all assignments and taking any quizzes or tests missed. Proof of the college visit must be presented to the Dean of Students upon return to school.

Early Dismissal

NCHS cannot release a student from school without written permission from a parent or guardian. If parents are requesting an early dismissal for their student, a note must be presented to the Dean of Students. The student will receive an early dismissal slip. This can then be presented to the teacher at time of dismissal. The parents must pick up the student for early dismissal unless the student drives. Early dismissal notices will not be delivered after 2:45pm. All students must check with the Dean of Students before they leave and when they return.

Late Arrival

Upon arriving late in the morning after an appointment, students must present a note from a medical or dental practice, or parents. Medical and dental appointments are the only excused tardies.

Tardiness

Tardies represent a lack of discipline that is detrimental to a student's future life. Tardies show a lack of courtesy both to teachers and fellow classmates. Students are expected to be at classes, divisional meetings, assemblies, and other gatherings punctually. Classroom teachers are responsible for tardiness to their individual classes for all periods except first period. These tardies are handled by individual teacher policies. Chronic tardiness to class will be referred to the Dean of Students by individual teachers.

Morning Tardies

Morning tardies apply to a student's tardiness upon arrival to school for first period.

The only regularly excused morning tardies are doctor, dental, or orthodontic appointments.

Escalating Consequences for morning tardies to school (1st period)

- **3 Tardies:** Warning.
- **4 Tardies:** Detention served within 2 days- letter sent home.
- **5 Tardies:** 2 Detentions served within 1 week.
- **6 Tardies:** Parents called and In-school suspension (maximum grade of 60 for all classes)
- **7 Tardies:** Out of school suspension (maximum grade of 50 for all classes.)
- **8 Tardies:** Out of school suspension (maximum grade of 50 for all classes) and probationary contract with students and parents

Please remember: Absences and tardies are counted on a semester basis, August-December and January-May. Students receiving the maximum numbers of tardies or absences for two consecutive semesters will be put on probation. No student will be allowed to ask a faculty member to remove a tardy that has been issued.

GENERAL DISCIPLINE

The high school years are a critical time in life. The transition from child to young adult involves learning. Making decisions is part of the growth process. Nolan Catholic High School students are expected to become mature and responsible in their decisions as part of their character development. To assist students in learning personal responsibility and leadership, NCHS has established rules of discipline. The rules and procedures are intended to help guide students into the profile of a Nolan Catholic High School graduate. Disciplinary actions may include, but are not limited to, the following:

DETENTION

Detention is issued to a student to help a student reflect on a pattern of behavior that is problematic in the setting of Nolan Catholic High School. Detention is a quiet study period held after school for 45 minutes. Students may not arrive late for detention. Students who are disruptive will be asked to leave and will be issued an additional detention. A detention must be served within one week of the date the detention was issued. Failure to serve an assigned detention will earn a student another detention in addition to the original one. Any student who fails to serve assigned detentions more than twice, will receive an in school suspension.

IN-SCHOOL SUSPENSION

Students who are assigned an in-school suspension will be required to spend the instructional day or a number of periods, as determined by the administrative staff, in a specified location. Students are required to bring textbooks, pens, notebooks, and other material for a full day of study. Teachers will provide specific assignments for students who attend in-school suspension. Assignments will be completed and given a maximum of 60% credit. Students are responsible for notifying their teachers and the collection of assignments for the designated day of ISS. The Dean of Students is responsible for coordination of the program. Parents will be notified when a child is placed in ISS. Students may not participate in any school activity on the date of an ISS.

SATURDAY SCHOOL

Saturday school is held on Saturday mornings for four hours. It may involve quiet study time or community service. Saturday school is scheduled with the Dean of Students. Any student who does not show up for Saturday school will be suspended from school the following Monday.

OUT-OF-SCHOOL SUSPENSION

Depending on the severity of the incident or misbehavior, the administrative staff may remove students from school and from school-sponsored events, for a stated period of time. During the time of suspension, students are not permitted to be on school grounds and are not allowed to participate in, or attend any school activities. Any student suspended from classes will have to make up class work and tests for no more than 50% credit. Parents/guardians will be notified by mail or telephone prior to the effective date of the suspension. A parent/student conference may be requested prior to re-admission to school.

PROBATIONARY CONTRACT

A student who exhibits serious and/or persistent breaches of school policy may be placed on a probationary contract. Academic, attendance, and probationary contracts are agreements between NCHS, a student, and a student's parent/guardian with the intention of the student reaching community standards of behavior in one or more of these areas. The nature of the probationary contract is at the discretion of the Dean of Students or Assistant Principals. Eligibility for activities, courts, councils, athletics or offices may be restricted when students are on a probationary contract.

EXPULSION

Under extreme conditions, students may be asked to withdraw or may be expelled.

DUE PROCESS

The Dean of Students, after consultation with the Administrative Team, has the authority to request a student to withdraw from school. A parent wishing to appeal a decision by the Dean of Students would be referred to, in order, the Assistant Principal of Student Affairs, the Principal, the President, and ultimately, the Superintendent. If a student must be expelled, Diocesan Policy 5220 applies concerning due process. Diocesan Policy 5220 states:

If the parents or the guardian wish to appeal the principal's decision, a written appeal must be filed with the Superintendent of Schools within five (5) days from the date the parent's or the guardian's receipt of notification of the principal's decision. The decision shall be sent by certified or registered mail and if the parent or guardian refuses to accept the mail, the five (5) day time period shall begin to run on the day the letter is mailed. The decision of the Superintendent is final and is not subject to any other appeal, grievance, and mediation or conciliation process of the Diocese.

CELL PHONES

Students are not allowed to use cell phones during the academic day from 7:45am – 3:10pm. Cell phones must be turned off and kept in lockers or cars during the academic day. Any cell phone or item confiscated by the school is subject to search. Students may be required to unlock a cell phone if it has been locked.

First Offense: $10 contribution to the assistance fund and parent must retrieve phone. Contribution shall be made prior to retrieval of phone. Student will serve one detention.

Second Offense: $15 contribution to the assistance fund, parent must retrieve phone and student will serve two detentions. Contribution shall be made prior to retrieval of phone.

Third Offense: $20 contribution to the assistance fund, parent must retrieve phone, student suspended for one day. Contribution shall be made prior to retrieval of phone. After the third offense, each subsequent offense will result in a fine of $25 and the phone will be kept for one week.

CHEATING/DISHONESTY: HONOR COUNCIL VIOLATIONS

The Honor Council is made up of junior and senior students of Nolan Catholic High School and acts under the direction of a faculty moderator to preserve the moral standards stated in the Profile of a Nolan Catholic High School Graduate.

The Honor Council will address key areas of student concern regarding lying, cheating, copying assignments, forgery, plagiarism, etc. Because all Honor Council issues are serious violations that deal with issues of integrity, most carry both academic and disciplinary consequences depending on the infraction.

If a student is found guilty of a fourth offense by the Honor Council, the Council will submit a written report with recommendations to the Dean of Students regarding the student's offense. The Administrative Team

will review the case and determine appropriate consequences which may include probation or dismissal. Students may be referred to Honor Council by teachers, staff, or other students.

The Council will provide written recommendations to the Dean of Students regarding student activity deemed in conflict with the Nolan Catholic High School Mission Statement.

DRESS CODE AND GROOMING

There is a direct correlation between a young person's appearance and his/her overall attitude toward school. Since attendance at NCHS is a privilege, every student is expected to abide by the dress and grooming code**.** *All uniform apparel must be purchased at Parker Uniform Company (www.parkersu.com). Two convenient locations for Parker's Uniforms are: 1125 Oakland Blvd., Fort Worth, TX (817) 429-9969* and *3001 Hwy. 121, Euless, TX (817) 545-4000.*

BOYS:

Trousers (Navy, Khaki, or Grey)

- Must be worn at waist with brown or black leather belt (no oversized or baggy pants)
- Must be neatly hemmed with no torn or frayed edges

Shirts

- White or blue oxford button-down, cuffs must be buttoned or rolled neatly, shirt tail to be tucked in
- Black or navy polo knits with school crest; may be worn in or out
- Navy and white rugby shirts may be worn by juniors and seniors only, and may be worn in or out
- Only solid white, grey, or black T-shirts underneath with sleeves no longer than outer shirts. Undershirts should match or be lighter in color than the outer shirt

Shoes

- Must be purchased at Parker Uniform from the selection approved for Nolan Catholic

Socks

- Must be white, black, navy, grey, or khaki and solid in color
- Must be crew or knee socks (no athletic socks)

Fashion Accessories

- Black or brown leather belts only
- Should be in good taste and not detract from uniform
- No earrings or spacers for boys
- No pierced visible body parts
- No chain wallets or spikes on belts, bracelets or necklaces
- No body art or painting on visible body parts

Outer Garments

- Official letter jackets, team jackets or any sweaters/jackets from Parker Uniform or Viking Spirit Gear
- Nolan Catholic sweatshirts with crew neck (no front pockets) purchased from Viking Club
- No hooded sweatshirts or jackets are allowed during the school day
- Sweaters and jackets may not be tied around the waist

Hair and Facial Grooming

- Neat, clean, well-groomed and appropriate natural color or evenly highlighted
- Not permitted: two-toned, extremely streaked, oddly bleached or colored, decorated, grooved, lined, spiked, Mohawk, extreme bi-level or long strands hanging from any part of head
- Boys' hair cannot be longer than bottom of collar when out of rubber band, or longer than the eyebrows
- Clean shaven with sideburns not longer than bottom of ear lobe (students who are asked to shave will be issued a $1.00 razor fee and given a detention)

Caps and Headwear

- Headwear is not permitted in the building

Dress Uniform for Liturgies & Other Announced Days

- Grey slacks, belt, white button down shirt and uniform tie only (no knit polos)

Fridays Only: Class, Club, Team or Organization shirts, sweatshirts, or jerseys may be worn on Fridays only. Only polo type knit shirts with collars may be worn. Coaches must let faculty know when their teams will be wearing team shirts on game days. Team shirts may be worn on one game day a week plus Fridays. Beginning with the 2010-2011 school year, this privilege will be granted one Friday per month.

Consequences

Students will be issued detentions for the first three uniform infractions. Saturday school will be issued for the fourth infraction. If a student continues to violate the uniform code, the student will be given out of school suspension. For liturgies, students not in dress grey and white uniform will also sit in a designated area at Mass.

Uniform infractions are counted on a semester basis, August-December and January-May.

GIRLS:

Skirts, Jumpers (plaid, navy, and grey)

- Must be to the top of the knee or longer
- Skirts may not be rolled down at the waist (as a low-rider)
- Please leave plenty of hem to allow for growth

Blouses

- White or blue oxford button-down
- White outer blouse with pointed collar and ¾ sleeves or short sleeved white blouse
- Navy and white rugby shirts may be worn by juniors and seniors only
- Oxford blouses must always be neatly tucked into skirts, not rolled under sweaters
- Only solid white or grey T-shirts may be worn under blouses

Shoes

- Must be purchased at Parker Uniforms from the selection approved for Nolan Catholic High School
- May not be painted or decorated.
- Must be in good condition.
- Must be worn as intended.

Socks and Legwear

- Must be worn at all times
- Must be solid in color, white, navy, black—no sheer, see-through, or patterned
- Pantyhose or tights are acceptable in the same colors (no pattern)
- Socks must completely cover the ankle bone and come partly up the calf of the leg
- Fishnet leg-wear, multi-colored socks, thermal underwear, or pajamas are not permitted
- No mini athletic socks are ever acceptable

Fashion Accessories

- Should be in good taste and not detract from uniform
- May not wear more than 2 earrings in each ear
- No pierced visible body parts
- No spike bracelets or necklaces
- No body art or graffiti on visible body parts

Outer Garments

- Official letter jackets, team jackets or any sweaters/jackets from Parker Uniform or Viking Spirit Gear
- Nolan Catholic sweatshirts with crew neck (no front pockets) purchased from Viking Club
- No hooded sweatshirts or jackets are allowed during the school day
- Sweaters and jackets may not be tied around the waist
- No Blankets

Hair and Grooming

- Neat, clean, well-groomed and appropriate natural color or evenly highlighted
- Not permitted: two-toned, extremely streaked, oddly bleached or colored, decorated, grooved, lined, spiked, Mohawk, extreme bi-level or long strands hanging from any part of head

Caps and Head Wear

- No headwear may be worn in the building

Dress Uniform for Liturgies and Other Announced Days

- Grey box pleated skirts, white oxford blouse (tucked in) or white outer blouse (3/4 sleeve)

Fridays Only: Class, Club, Team or Organization shirts, sweatshirts, or jerseys may be worn on Fridays only. Only polo type knit shirts WITH COLLARS may be worn. Coaches must let faculty know when their teams will be wearing team shirts on game days. Team shirts may be worn on one game day a week plus Fridays. Cheerleaders and Royelles must wear long uniform pants. Beginning with the 2010-2011 school year, this privilege will be granted one Friday per month.

Consequences

Girls wearing jumpers/skirts that are inappropriate in length will be given the choice of changing into a jumper provided by NCHS or calling a parent to bring an appropriate item of clothing. The student may not go back to class until they are in compliance. If a student chooses to change into a NCHS jumper, there will be a $5 cleaning fee. If the student fails to return the borrowed jumper, she will be fined $5/day until the jumper is returned or until the fine is equal to the replacement cost of the jumper. A detention will be issued for the first three dress code infractions (including jumper/skirt length infractions). Saturday school will be issued for the fourth infraction. If a student continues to violate the uniform code, the student will be given out of school suspension. For liturgies, students not in dress grey and white uniform will also be seated in a designated area at Mass. If a student continues to violate the uniform code, the student will be subject to further disciplinary action.

Uniform infractions are counted on a semester basis, August-December, and January-May.

END OF YEAR SENIOR PRIVILEGE

Any senior with fewer than 4 uniform infractions in a semester will be rewarded with out of uniform privileges at the end of the year.

OUT-OF-UNIFORM DRESS CODE

- Students should be neatly dressed with no holes or frayed edges on clothing, even if they are purchased that way. Students may wear sandals or boots, but flip flops of any kind are not permitted. Pajamas or nightwear, boxer shorts, thermal underwear and slippers/house shoes are never appropriate.
- No mini length apparel is permitted. Dresses and skirts must be no shorter than three inches above the knee including any slits. Girls may not wear shorts, even with leggings. Boys may wear shorts but they must be appropriate in length and style. If T-shirts are worn, they may not have any writing that is suggestive in nature or have slogans, which have double meaning or innuendoes.
- T-shirts may not advertise alcohol or tobacco products or in any other way be in poor taste. The final determination lies ultimately with the Dean of Students.
- The clothing itself should not be of such a nature that it is considered suggestive or immodest. No extremely tight clothing, spaghetti straps, or tank tops, sundresses, low necklines, shirts or blouses which reveal any part of the stomach, clothing made of clingy, revealing fabrics, etc. are acceptable or appropriate. Boys may not wear extremely baggy pants, which hang below the waist. Once again, the final determination lies ultimately with the Dean of Students.
- The wearing of caps or hats of any kind during the school day is not permitted in the school building even if the student is out of uniform. Earrings for boys are not permitted during the school day. Any other visible pierced body parts (i.e. noses, eyebrows, tongues, etc.) also are not permitted.
- Hair code and shaving code for boys remains the same. All boys must be cleanly shaven and the hair may not be longer than the collar's edge when worn out of a rubber band. Boys hair may not cover the eyebrows. Sideburns must not be longer than the bottom of the earlobe.

- While “out-of-uniform” days are an opportunity for the students to express their individuality, the attire should not be of such a nature as to cause a distraction and consequently interfere with the learning process.
- Those students who are in violation will be asked to report to the Dean of Students and they may either have parents bring proper clothing, or find appropriate apparel in “Lost and Found.” Students will lose this privilege for remainder of semester.

Dress Code for Dances:

Formal and Semi-formal Dances

Boys: Normal attire would be a suit or sport coat, dress slacks, dress shirt and tie, dress shoes. If the weather is too warm, the suit jackets or sport coats would be optional. For formal dances, tuxedos are appropriate but not required. Grooming codes apply.

Girls: Dresses should be modest, and the back of the dress should not be below the waist; a shawl or wrap of some sort may accompany the dress and help in securing the modesty of the wearer. The length of the dress, skirt should be no higher than three inches above the knee. Appropriate dress shoes must be worn.

Costumes are not permitted at semi-formal or formal dances.

Casual Dances: Attire for these dances should follow the “out-of-uniform” dress code. This dress code also applies to other school functions such as award banquets, award ceremonies, etc.

DRUG DETECTION

In the spirit of providing a safe environment for our students, Nolan Catholic High School is committed to being pro-active against drugs, alcohol and controlled substances. The school has therefore hired a drug detection agency to come in during the school year to do random drug searches. Please be aware that according to state law, anything on the school’s property is legally subject to search. This includes cars on the parking lot, lockers, schoolbags, etc., namely anything but people. Students are required to pass a breathalyzer test to enter ALL dances. Breathalyzers may also be used at the discretion of the Dean of Students during the school day if necessary.

Parking permits and rules are intended to protect the common good/safety of the Nolan Catholic community. By requesting a parking permit a family/student consents to the policies of the school with regards to searching of vehicles. For more detailed information, see the Drugs and Substance Abuse Policy at the end of the handbook.

DISRESPECT FOR PROPERTY, VANDALISM

Any act which demonstrates a lack of respect for the property of the school or others is not acceptable. Any student guilty of vandalism, destruction of property, graffiti, or making an unnecessary mess, etc. will be subject to disciplinary action by the Dean of Students. The discipline would be dependent on the circumstances and seriousness of the situation. Disciplinary consequences may include (but not be limited to) any of the following: detention, in school suspension, Saturday school, out of school suspension, meeting with the parents, probation, signing of a probationary contract, expulsion. Financial restitution for damages may also be assigned.

FIGHTING

When a fight does break out, all parties are considered at fault and each will receive a consequence. Depending on the circumstances and seriousness of the situation, consequences will be imposed at the discretion of the Dean of Students.

First Offense: Parents called; minimum of one-day suspension, maximum of expulsion.

Repeat Offense: Parents called; minimum of three-day suspension and probation, maximum of expulsion.

GAMBLING

Students are not to engage in any activity that includes gambling. Students found gambling on campus will be subject to disciplinary action. The discipline will be determined by the circumstances and seriousness of the situation. Disciplinary consequences may include (but not be limited to) any of the following: detention, in school suspension, Saturday school, out of school suspension, meeting with the parents, probation, signing of a probationary contract, expulsion.

HARRASSMENT

The school reserves the right to discipline a student for actions committed either on or off-campus if they are intended to have an effect on a student or if they adversely affect the safety and well-being of a student while in school. This includes **verbal harassment** (including, but not limited to: statements, questions, slurs, jokes), **written harassment** (including, but not limited to: letters, notes, invitations, e-mails, online posts, text messages), **visual harassment** (including, but not limited to: leering, gestures, suggestive objects, pictures, cartoons, posters, picture e-mails, posted pictures), **physical harassment** (including, but not limited to: bullying, unwanted physical contact, intimidating behavior), **sexual harassment** (includes any of the previous forms of harassment that also take on a sexual nature). Any student who engages in the harassment of another student will be subject to disciplinary action by the Dean of Students. The severity of the infraction will dictate the level of discipline. Parents will be notified and disciplinary consequences may include (but not be limited to) any of the following: detention, in school suspension, Saturday school, out of school suspension, meeting with the parents, probation, signing of a probationary contract, expulsion.

I.D. CARDS

At the beginning of the school year, each student is issued a Nolan Catholic I.D. card and lanyard which must be worn at all times during the school day. This card must be presented at all dances and home athletic events. In the event that a card is lost, the student should contact the Dean of Students. Damaged or defaced I.D.s must be replaced. I.D.s must be functional at all times for the student's safety. The fee to replace I.D.s is $10 for I.D. card and $3 for lanyard. Students who are found to be wearing another person's I.D. will be issued a new I.D. Both students involved will be given detentions.

INAPPROPRIATE LANGUAGE

Students are expected to treat classmates and adults with respect by refraining from profanity, crude or inappropriate language. Even when not directing such language at particular individuals, such language is offensive to hear. Violating this ethic, at the very least, will result in a detention. Continued violations could lead to a parental conference and probation.

PORNOGRAPHY OR INDECENT IMAGES

Students found in possession of, or distributing any indecent and/or pornographic materials or images will be subject to the following:

First Offense: Parents notified; minimum of suspension, maximum of probation.

Repeated Offense: Parents notified; minimum of suspension and probation, maximum of expulsion.

PUBLIC DISPLAYS OF AFFECTION

(P.D.A.) Public displays of affection at school or at school functions are not appropriate These expressions would include kissing, prolonged hugs, etc.

First Offense: Parents notified; minimum of detention, maximum of probation.

Repeated Offense: Parents notified; minimum of suspension and probation, maximum of expulsion.

RESPECT FOR AUTHORITY

Disrespect for teachers, substitute teachers, staff, volunteer parents, etc., or general disregard for school authority is counter to Family Spirit and to the spirit of the Characteristics of Marianist Education. This includes general thwarting of school rules and guidelines. The discipline would be dependent on the circumstances and seriousness of the situation. Disciplinary consequences may include (but not be limited to) any of the following: detention, in school suspension, Saturday school, out of school suspension, meeting with the parents, probation, signing of a probationary contract, expulsion.

STEALING

Students caught stealing or in the possession of stolen items will be subject to disciplinary action. The discipline would be dependent on the circumstances and seriousness of the situation. Disciplinary consequences may include (but not be limited to) any of the following: detention, in school suspension, Saturday school, out of school suspension, meeting with the parents, probation, signing of a probationary contract, expulsion. Financial restitution for stolen items may also be required.

STINK BOMBS

It is against the law to set off stink bombs or other disruptive devices in public places. Any student releasing these at school or a school function will minimally be suspended for one day with full academic penalty. If the offense is repeated, the student could be exited and Fort Worth police called.

TOBACCO

The use of tobacco in any form including nicotine-infused gum at school, on campus (including the parking lot), or at any school-sponsored function is prohibited.

First Offense: Parents notified; minimum of detention, maximum of probation.

Repeated Offense: Parents notified; minimum of suspension and probation, maximum of expulsion.

WEAPONS

No weapons or instruments of a threatening or harmful nature are allowed at school or any school function. If a student brings a gun of any kind (including B-B guns, starter pistols, etc.) he/she will be immediately exited from NCHS with no possibility of re-admission.

In addition to guns, other instruments including, but not restricted to knives, clubs, brass knuckles, mace, razor blades, exacto knives, pocket knives, laser pens, lighters etc. are also considered weapons. Depending on the seriousness of the situation, a student may be asked to withdraw immediately if found in possession of one of these weapons. At the very least, students caught with any harmful instrument will be suspended and put on probation for a first offense. A second violation would automatically be cause to ask for the student's dismissal.

MISCELLANEOUS/GENERAL INFORMATION

ACTIVITIES AND ATHLETICS PARTICIPATION

All qualified students may try out for membership on sports teams, extracurricular activities and some upper level classes. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out or applies can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, teacher, and /or instructor in consultation 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 students understand that not everyone will be selected.

ALARMS AND ALERTS

Fire Drill Alert: (a continuous pulsing horn) Students are to clear the building as soon as possible. Fire escape routes are posted in each room near the door. No one returns to building until the all-clear sound is given.

Tornado Alert: (P.A. announcement) Students are to move into the hallway and / or assigned areas away from doors and windows and protect their faces and necks.

Crisis Alert: As directed by announcement on PA.

ASBESTOS NOTICE

Nolan Catholic High School is required by law to give a notice to employees and contracted workers of the presence of asbestos-containing materials in the school. The asbestos is primarily found in the floor tile in some of the classrooms in the original wing (A, B, & C Halls.) The location of these materials is found in the approved management plan located in the Facilities Director's office.

In April 2007, a three year re-inspection was done. Periodic checks will continue to be performed. The results of the checks and surveillances are recorded in the Management Plan.

The asbestos found in the floor tile is found in a non friable form which is not dangerous and is periodically inspected as mandated by law. This notice is provided as a way of meeting a legal requirement and is not intended to serve as an alarm.

CLOSED CAMPUS

As a means of ensuring the safety and security of all school personnel, Nolan Catholic High School operates a closed campus. Visitors to the campus will be required by campus security personnel to identify themselves, state the purpose of their visit, and report to the Main Office prior to proceeding to their intended destination on campus. The Nolan Catholic High School campus is secured by video cameras. Any person entering our campus will be monitored by video cameras.

CONDUCT GRADES ON REPORT CARDS

Any student who receives two or more U's in conduct for two consecutive quarters will be placed on Disciplinary Probation. The student will reduce the number of U's to one by the next quarter. If the reduction does not occur, the student may be asked to withdraw from Nolan Catholic. Teachers will call home if a student is receiving a "U" or "N" in citizenship.

DANCES, SOCIALS AND OTHER SCHOOL-SPONSORED ACTIVITIES

Tickets for all dances must be purchased in advance. Tickets are not sold at the door.

Nolan Catholic High School frequently sponsors evening events for both parents and students, as well as after school activities. As is the case during the school day, students are expected to conduct themselves in a way that is acceptable and appropriate.

To be admitted to a dance, social, or other school-sponsored function, students are required to present their NCHS I.D. card. Guest passes may be obtained at least one day in advance for a friend who does not attend Nolan Catholic. All guest passes must be signed by the Dean of Students. It is the responsibility of the host to see that each guest behaves in an appropriate manner.

Students must arrive at school-sponsored dances no later than one hour after the scheduled start of the dance, and they are not permitted to leave more than one-half hour before the dance is scheduled to end.

Once students enter a school activity, including varsity football games, they are not permitted to return to the parking lot unless they are leaving the activity. At school dances, the permission of a chaperone must be obtained if there is some extenuating circumstance.

The parking lot is never a place to congregate when a dance, social, or other activity is sponsored by Nolan Catholic. Students must make the choice of coming to the activity or dance, or immediately leaving the campus.

At all dances, social and other activities of a school-wide nature sponsored by Nolan Catholic, security officers will be hired to monitor the parking areas and are authorized to take any necessary action to resolve a problem. Breathalyzers and drug dogs will be present at all school dances.

DELIVERIES

The school asks that all deliveries (homework, books, gifts, etc.) be delivered to the Main Office. Academic items will be delivered periodically throughout the day. Students will be notified of gifts to be picked up at the end of the school day.

DIGITAL CAMERAS/PHONES

Personal items that can take and/or transmit electronic images cannot be used to take or transmit images of other individuals without the consent of all involved. Taking pictures, videos, or recordings of teachers/students without their knowledge is a violation of this policy. The transmission and display/sharing of such images is subject to disciplinary and legal action.

ELECTRONICS

Audio players are not allowed in the halls, however, classroom use of audio players with headphones is at the discretion of the classroom teacher. Students are not allowed to have other electronic gadgets in classrooms during the school day; these would include, but are not limited to, cameras or any other games or gadgets which would be considered a distraction to the educational mission of NCHS. Students in possession of any of these items will have them confiscated until the end of the school day. After the second time, the item will be kept until the end of the semester or until a parent comes to retrieve it.

FINANCIAL INFORMATION

Registration

A non-refundable fee is assessed for registering a student at Nolan Catholic. Notification will be provided to returning students with a due date. If registration is received after the due date a late fee will be assessed.

Tuition

Tuition for all grades is recommended by the Nolan Catholic School Board.

Payment Methods:

1) Full payment by cash, check or credit card for 2009-2010 by the designated date in June
2) Full or partial financing for 2009-2010 from the Texas Catholic Credit Union arranged through Nolan Catholic by the designated date in June

Note: For 2009-2010 an additional option is available for families with multiple students. One half of the tuition must be paid by the designated date in June and the other half must be paid 90 days later. A fee of $300 per family will be assessed for this option. The option will be evaluated at the end of the school year to see if it will be continued.

Late Fees:

If payment is not arranged by the designated date in June, a $250 late fee per student will be assessed.

Tuition Refund Protection:

1) NCHS has a no refund policy. However, tuition refund protection is available for purchase.
2) If this guarantee is purchased, the unused portion of tuition will be refunded if full payment was made, or the remainder of the loan is paid off if payments are current.
3) Tuition refund protection is mandatory if financing is arranged through the Texas Catholic Credit Union. It is optional for those paying in full.
4) The cost of the protection is 4% of the amount financed or paid.

Loans through TCC Credit Union:

1) Loan payments are made over 10 months, July through April on the 10th of each month. Late fees and additional interest will be assessed by the credit union if timely payment is not made.
2) If a family becomes 60 days delinquent, Nolan Catholic is required to repurchase the loan.
3) If this happens a fee will be assessed and payment arrangements will need to be made through the Office of Business Operations.
4) Once Nolan Catholic is required to repurchase a loan for a family, that family will no longer be eligible for this option in subsequent years.
5) If a parent/guardian fails to contact Nolan Catholic to arrange payment, the student will be asked to remain at home until an arrangement is made.

Outstanding Financial Obligations

If there are outstanding financial obligations to NCHS for a student:

1) A financial hold will be placed on all student records;
2) The student will not be allowed to take midterm and/or final exams;
3) Diplomas and transcripts will be withheld for graduating seniors.

FOOD DELIVERY

The delivery of fast food/pizza is not permitted during the school day, although birthday cakes or cookies will be allowed during lunch periods.

FOOD, DRINKS, GUM, CANDY

No food, drinks (including water), gum, or candy are allowed in the academic wings during the school day. Faculty members are asked to deal with students who violate this rule on an individual basis. (On some occasions, exceptions to this rule may be granted to faculty upon request.) Food during the school day is provided by Educational Catering in the commons.

FUND-RAISING

The Department of Advancement is responsible for coordinating <u>all</u> fundraising activities and solicitations at Nolan Catholic High School. For further information please contact the Director of Advancement.

GUIDANCE SERVICES

Guidance counselors are available for academic and personal counseling. Students and parents should feel free to call and make an appointment by calling 817-451-7486.

HALL PASSES

Students may not be in the halls during the school day without a proper hall pass issued by the classroom teacher. The pass must be completely filled out and signed by a teacher. Students must have a pass to go to the library or the computer lab.

HOMECOMING MUMS

Homecoming mums may not be any larger than two flowers and bells must be silenced.

INCLEMENT WEATHER AND OTHER EMERGENCIES

NCHS cannot release a student from school without written permission from a parent or guardian. If inclement weather or other emergencies develop, any of the following methods of communication may be used to inform parents of the change in the regular schedule:

1) the NCHS website
2) email
3) automated phone message
4) automated text messaging
5) the following local media:

KRLD - 1080 AM **KDFW - CHANNEL 4**
WBAP - 820 AM **KXAS - CHANNEL 5**
KTVT – CHANNEL 11

Please do not call the school for this information.

INTERSCHOLASTIC ATHLETICS

Nolan Catholic is a member of the Texas Association of Private and Parochial Schools (TAPPS).

Age Limit

A student who has reached his/her 19th birthday on or before the first day of September shall not participate in any league contest.

Attendance

A student must be in attendance for at least four periods to be eligible to participate in athletic competition that day or evening.

Eligibility

If a student is failing two or more courses at the end of a quarter, he/she is considered ineligible and remains ineligible until progress report time of the following quarter. Students may regain eligibility at progress report time of the following quarter if the student is passing all classes according to the records of the Assistant Principal of Academics. If the student is failing one or more classes at progress report time of the quarter following a failure, the student will remain ineligible for the duration of the quarter. Eligibility for the third quarter will be determined by a student's semester grades. The Assistant Principal of Academics reserves the right to invoke academic ineligibility in special cases.

LIBRARY

The mission of the Nolan Catholic High School library is to ensure that students are effective users of ideas and information enabling them to be literate life-long learners. This is accomplished with sufficient funding and resources provided by the school library staff and in collaboration with our school community in various ways:

- By providing instruction in acquiring and using information and ideas in evaluating information resources,
- By stimulating interest in reading and appreciation of literature,
- By providing intellectual and physical access to materials in multiple formats: print, electronic, tape, etc.
- By working with other educators to design and carry out learning experiences.

The Nolan Catholic High School library is an expanded classroom and students are expected to behave in a manner which fosters and maintains an environment suitable for academic achievement whether in a class or working independently. When working independently, students are to remain silent, respectful of others studying around them. The library opens at 7:00 a.m. and is open every afternoon until 4:30 p.m. Most library services are available via the Internet, accessible from the "Library" link on the Nolan Catholic High School page, http://www.nolancatholichs.org. This feature allows students, and their family members, 24-hour access to many Nolan Catholic library services.

Those students observed by library staff behaving inappropriately will be asked to leave. A detention will be issued.

LOCKERS

Each student is assigned a locker at the beginning of the school year. A student may not switch lockers without the authorization of the Dean of Students. Students are to use only locks from the Master Lock series sold in the main office. Unauthorized locks will be removed. The school reserves the right to open and inspect lockers at any time. School lockers are not insured against theft of valuable personal possessions. Students are responsible for keeping locks on their lockers at all times and assume responsibility for maintaining its security. This is accomplished by preventing any individual access to the lock combination and by ensuring the locker is locked at all times. Lockers without locks may be locked by the Dean of Students and the student will be given a detention. Lockers are to be used only before school, after school, or during the change of class time. Proper care of the lockers is expected. Students should not write on lockers. Misuse or damage of the locker will result in the student being assessed a fine to cover damages and necessary repairs. Any signs or birthday greetings that are put on lockers must be taped with masking tape only.

LUNCH PERIOD

Each student's schedule provides for a 30 minute lunch period. During lunch a time for communication will be designated for reading the daily bulletin, broadcasts, and quiet time. Students may work on homework or rest quietly. If students need to go to another teacher for tutoring during the lunch period, students must make arrangements with the teacher, and get a pass, prior to the lunch period.

MARRIED STUDENTS

The primary responsibility of the school is education. The primary responsibility of a married person is the marriage. Because of the potential conflict in the divergent responsibilities, married students will not be allowed to attend NCHS. A married student will be asked to withdraw immediately.

MEDICAL RECORDS

Current student medical information is required to be kept on file in the nurse's office and received prior to the first day of school. The information may be updated as needed during the school year.

Physical Examination

A physical examination is required for all students entering Nolan Catholic High School. This physical examination is required for all 9th grade students or transferring students in any other grade level from another school within a twelve (12) month period prior to the first (1st) day of school. This physical examination is required each school year, prior to the start of practice and after June 1, for participation in athletics, choir, band, orchestra (students who travel), cheerleaders, Royelles, Norsemen, trainers, dance company, filmers, P.F. credit classes (Personal Fitness, Fit for Life, Dance I,II,III, &IV).

Immunizations

A complete and current immunization record is required before the student is admitted to class. All immunizations must include month, day and year and be validated by a physician. Immunizations must be maintained to current state requirements. Updated health information should be submitted to the nurse.

Health Records

Health data is maintained for all students. A copy of the student's health record must accompany him/her to/from another school.

Emergency Care Form

Each school year a new Emergency Care Form is required for each student. It is essential that parents have three (3) persons listed for emergency contacts in the event of illness or emergency when the parent/guardian is not able to be reached. All telephone numbers must be current.

Medication

Only necessary medication will be given at school. All medication should be given outside of school hours when possible. The Diocese of Fort Worth medication form is required for all medication that is to be administered to students at school. This form is required to be updated each school year and signed by both the parent and physician.

Approved non-prescription medications listed on the non-prescription medication permit form will be administered in the clinic as indicated by the parent on the completed signed permit. A new permission form is required at the beginning of each school year for all medications.

All medication will be safely stored and dispensed in the nurse's office. Students are not permitted to carry medication on their person with the exception of an inhaler for asthma. In addition, a back-up inhaler with physician permission is to be kept in the nurse's clinic. Unused medications are to be taken home at the end of each school year or they will be destroyed.

Accident or Illness

In the event of an accident or illness, the parent/guardian will be notified. If the parent/guardian cannot be contacted, the emergency contact person will be contacted. As stated on this form, if deemed a medical emergency, the student's physician will be notified and the student will be transported by ambulance to the hospital or medical facility as listed. The Student Emergency Care Form is signed by the parent/guardian when the student is admitted to Nolan Catholic High School. The parent/guardian is responsible for the payment of all expenses incurred.

Contagious Disease

If a student contracts a contagious disease, the student is not permitted to attend school . The parents are asked to notify the school immediately. Depending on the nature of the contagious disease, Nolan Catholic High School may be required to notify the Health Department.

EXCLUSION GUIDELINES	RETURN GUIDELINES
Oral temperature of 100° or above	Fever free for 24 hours
Vomiting, nausea or severe abdominal pain	Symptom free
Marked drowsiness or lethargy	Symptom free
Sore throat, acute cold or persistant cough	Symptom free
Red, inflamed or discharging eyes	Written doctor release
Skin rashes or eruptions	Written doctor release
Swollen glands around jaws, ears or neck	Written doctor release
Suspected scabies or impetigo	Written doctor release
ANY skin lesion in the weeping stage	Covered & diagnosed as non-contagious
Earache	Symptom free
Head lice	Lice and nit (egg) free

MESSAGES

Messages to students will be delivered either during their lunch periods or at 2:30 p.m. and must be called in no later than 2 p.m**.** Only emergency messages from parents will be delivered to students.

For students 817-496-9772

For faculty/staff 817-457-2920

OFF-CAMPUS CONDUCT

Students should remember that they are responsible for the good name of Nolan Catholic High School. Any conduct, in and out of school, that reflects negatively upon the reputation of Nolan Catholic High School may be subject to disciplinary action up to and including dismissal.

PARENT BEHAVIOR – SECTION (F) POLICY 5220 READS AS FOLLOWS:

"Actions of the parent of a student may be grounds for the student to lose the privilege of attending a school. The parents of a student are expected to conduct themselves so as not to be a disruptive influence on the school or a teacher. A parent of a student who becomes a disruptive influence shall be requested to withdraw the student from the school. The student's records shall reflect that the student has either withdrawn or transferred. The student's records shall not reflect expulsion, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school."

If, in the opinion of the administration, a student or his/her parent(s) do not support the philosophy and mission of the school, the student may be asked to withdraw. It is the school's expectation that students and parents follow both the letter and spirit of the school's mission.

PARKING LOT PASS

Students needing to go to their cars to retrieve necessary items during the school day will be given a parking lot pass and a detention.

PARKING

For the convenience of all, parking places at Nolan Catholic will be numbered. Seniors will register first as to be guaranteed the parking place of their choice. The remaining places will be issued on a first-come, first-serve basis. All students who drive to school must purchase a parking sticker and place it on the front windshield. The student's driver's license must be shown in order to buy parking stickers. The cost of the parking permit is $50.00 for all. The purpose of the sticker is to allow the school administration to contact the student if there is a problem or emergency (lights left on, flat tire, engine running, etc.). On some occasions, a student might have to drive a different car to school. If such should be the case, please remove the self-adhering sticker and place it on the car driven that day. Students driving without parking stickers will be required to pay a fine of $10.00 for the first offense, $15.00 for the second offense, and $20.00 for the third offense. After the third offense, the car may be immobilized or towed at the student's expense and parking privileges may be revoked.

Students should not leave items of value in plain sight**.** Nolan Catholic High School cannot be held responsible for any damage or vandalism to vehicles**.**

Parking permits and rules are intended to protect the common good and safety of the Nolan Catholic community. By requesting a parking permit or parking on school property, a family/student consents to the policies of the school with regard to searching of vehicles as stated under the Drug Detection Policy.

Since both the library and the commons are open before and after school, students are asked not to use the parking lot as a gathering place. When arriving at school, students should go immediately to the library or the commons. At 7:40 a.m., students should proceed directly to their first class. After school, the parking lot should be cleared out by 3:30 p.m. unless the student is actively engaged in an after school activity.

PARKING – EARLY DISMISSALS AND SPECIAL DAYS

On early dismissal days and on special days as designated by the Principal, everyone is asked to follow the direction of police officers, security officers or school personnel.

PARTIES

Nolan Catholic will not participate in nor facilitate the planning of any non-school sponsored event. No faculty member, staff member, or administrator can participate in the planning or execution of a non-school sponsored event including powder puff football.

PLAGIARISM

As defined by St. Louis University School of Law:

"Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work ideas, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such an acknowledgement was required. Plagiarism includes, without limitation, the following:

A. Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.

B. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.

C. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is specifically permitted by the instructor."

Instances of plagiarism will be referred to the Honor Council.

POSTERS

Posters may be displayed with the approval of the Assistant Principal for Student Affairs. Posters from in school activities, etc. must be initialed by the moderator. In order to prevent damage of any wood surface, please refrain from hanging posters on wooden doors or display cases. Please use only masking tape when attaching paper to metal or brick surfaces as any adhesive may cause the paint to chip or crack. Tape is prohibited on any glass surface as it mars the glass**.** Those who place the posters are responsible for their removal.

PRAYER AND PLEDGE OF ALLEGIANCE

In keeping with the spirit of Nolan Catholic as a faith community, each school day begins with prayer and the Pledge of Allegiance and concludes with prayer. The pledge and the prayers are led by student volunteers. In addition, each class period begins with prayer.

REGISTRATION AND ADMISSION POLICY

Students enroll at Nolan Catholic High School annually. Nolan Catholic and the Diocese retain the right deny a student re-enrollment. The registration process for the following school year usually begins in January with the deadline for returning materials in mid-February. Pre-registration is a conditional enrollment subject to review and determination by the school. The conduct of a student or the student's family may be grounds for the school revoking the enrollment of a student. Prior to the first day of school, the school does not have to state the reasons or have grounds for the revoking of a conditional enrollment of a student.

SCHEDULES

Schedules may be found on the last page of this handbook.

SCHOOL DAY TIMETABLES

The school day begins at 7:45 a.m. Students are to be in their first period class by 7:45 a.m. each day.

*Main Halls Close: .....3:30 p.m.

Commons Closes: .....5:30 p.m.

Library Closes:.....4:30 p.m.

Office of Student Affairs / Dean's Office Closes: .....4:00 p.m.

Main Office Closes: .....4:30 p.m.

The Commons will be open at 6:30 a.m. for early arrivals. Breakfast will be served at 7:00 a.m. The computer lab hours will be posted on the web site. The school building closes at 4:30 p.m.

*Because school offices are open, students cannot wait in the hallway.

STUDENT RESIDENCY

Each student, as a member of Nolan Catholic High School, must reside with a least one parent or with a legal guardian.

SUPERVISION OF STUDENTS

For student safety, parents are asked to pick up students promptly after activites. Parents/guardians are advised that the school's ordinary supervisory responsibilities extend from 7:30a.m.-3:30p.m. on normal school days. The school cannot and does not take responsibility for supervising students arriving at or staying on campus outside these hours, with the exception of those taking part in a school-sponsored activity conducted by an authorized staff member.

TECHNOLOGY

ACCEPTABLE USE POLICY

Nolan Catholic High School wants to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the school.

In an effort to further these objectives, while maintaining the integrity and reputation of N.C.H.S, the following Code of Conduct has been developed for persons accessing the Nolan Catholic network and Internet through N.C.H.S.

Access is conditioned upon the User's agreement to and compliance with this Code of Conduct. The following list is non-exclusive and should not be considered license to commit other illegal activities not specified below. All illegal activity is prohibited. Nolan Catholic High School will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities. Parents are responsible for supervising home Internet use.

1. The User shall only use the Internet and related technologies in support of education and research consistent with the educational objectives of N.C.H.S., and to promote educational excellence by facilitating resource sharing, innovation and communication. We understand that this use of such technology is within the larger educational context of the Catholic Church.

2. The User is responsible for his/her activities involving the N.C.H.S. network.
3. The User shall not engage in the transmission of child pornography as defined by U.S. law. This is strictly prohibited and will be dealt with quickly and harshly.
4. The User shall not use the N.C.H.S. network to harass or threaten any other person (in the legal sense of the term).
5. The User of the N.C.H.S. network shall not engage in any illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
6. The User shall not use the N.C.H.S. network for illegal activity such as the violation/transmission of copyright or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
7. The User shall not store on any N.C.H.S. equipment any programs, pictures, or other files that are not appropriate for viewing at school.
8. The User shall not use the N.C.H.S. network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy the data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
9. The User shall not plagiarize the works of others. (Plagiarism is defined in the N.C.H.S student handbook.)
10. The User shall not use the N.C.H.S. network to play games or engage in any unauthorized chat or communications.
11. The User shall not use the N.C.H.S. network while access privileges are suspended or revoked.
12. The User shall not reveal the personal address or telephone numbers of students, staff persons, faculty members, or administrators.
13. In addition to the Acceptable Use Policy, N.C.H.S. uses software that blocks or filters access to unacceptable Internet sites. Filtering/Blocking software does not fully protect a student from inappropriate sites. It is the responsibility of the student to make good choices regarding what is accessed.

Because of the nature of technology, this policy is intended to set forth the spirit in which technology should be used by N.C.H.S. students and families. This policy may have to be adjusted or changed should technology changes occur during the school year.

Consequences for the violation of the Acceptable Use Policy or misuse of N.C.H.S. technological items/hardware will be dealt with seriously. Depending on the seriousness of the violation, an individual may be prohibited from using the school network, may receive a detention, or must attend Saturday school. In severe cases, a student may be placed on probation, or may be asked to withdraw from Nolan Catholic High School.

Issues of honesty/plagiarism fall under Honor Council/Dean of Students.

VISITORS

Visitors are restricted to those who are considering the possibility of attending Nolan Catholic, alumni of NCHS, or foreign exchange students. All visitors, including former students, must report to the Main Office as soon as they enter the school. A visitor's tag will be provided after signing in and the request to visit a person or area has been verified/granted. Before leaving the school building, the visitor must return the tag and sign out. Inappropriate attire may result in a refusal to grant visitation during school hours. Former students are requested to call for appointments with the teacher(s) they wish to visit as school policy does not permit social visits during teaching periods.

When an outside visitor is brought to Nolan Catholic, a visitor's pass must be secured from the Main Office prior to the beginning of school on the day of the visit. No outside visitors are allowed at lunches. Permission for the visit must be obtained at least 2 days in advance.

Visitors must wear the Visitor's Badge at all times. Visitor passes will not be issued during exam week.

VOLUNTEERS

All volunteers must meet these requirements before volunteering: 1. background checks 2. must attend one three hour diocesan class held at various times throughout the school year 3. paperwork must be on file.

***DRUGS AND SUBSTANCE ABUSE POLICY

Purpose: The administration, faculty and staff are dedicated to the welfare of the students attending Nolan Catholic High School. As an educational institution, Nolan Catholic shall strive to protect the health, safety and welfare of all concerned and to prevent abuse of controlled substances and other health endangering compounds.

Delegation of Responsibility:

Responsibility of School Personnel

In partnership with parents and the community, Nolan Catholic High School plans to develop 9 -12 instructional programs to meet present and future needs related to drugs and alcohol abuse prevention, as well as provide intervention and supportive services for those students affected, directly or indirectly, by drugs, alcohol, mood-altering substances and other health endangering compounds.

To assist students in keeping themselves and the school environment free of substance abuse so that optimum learning can occur and be maintained, the following measures have been adopted:

- Planned courses of instruction on substance abuse will eventually be taught 9 -12
- Whenever possible, planned courses of instruction will be introduced to address such topics as decision making and communication skills. These courses will enable students to make informed choices involving the use and abuse of drugs, alcohol, mood-altering substances and other health endangering compounds. The ultimate goal is for a no-use message to be woven throughout the entire curriculum.
- The administration, faculty and staff of Nolan Catholic shall work toward a positive school climate which promotes a positive attitude about the school as a place to learn.
- Nolan Catholic High School's Code of Conduct related to chemical use shall be consistently and fairly enforced.
- The principal, with the faculty and staff, will adhere to the procedures, which shall be published and distributed in teacher and student handbooks, supplemental contracts, and rules for chaperones. These procedures will be followed as published in all school sponsored activities as well as classes.

Student Violation – Level One – Possession:

A student shall be in violation of this policy for possession of alcohol, drugs, mood altering or controlled substances, or other health endangering compounds while under school jurisdiction.

Immediate Actions

- Parents or guardians shall immediately be contacted by administration or school designee. The student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by school administration or their designee.
- The Dean of Students may notify the Fort Worth police department and the student may be referred for appropriate action.
- Initially, the student will be suspended for a minimum of three school days. School work must be made up, for a maximum grade of 60.
- Parents will receive notification of the date, time, and location of a conference to discuss the matter and to issue consequences. If this verification is verbal, a written letter will follow.

Parental Conference

- Within the three day period mentioned above, a conference will be held with the student, his / her parents or guardian, the Dean of Students, and any other person who, in the judgment of the administration, could make contributions to aid in determining the course of action. As a result of the meeting, the administration may impose the following:
- Full suspension for up to ten school days for first-time offenders with a maximum grade of 60 for all assignments.
- Referral to the appropriate law enforcement agency
- Students violating the Nolan Catholic High School Drugs and Substance Abuse Policy will be placed on a probationary contract with the understanding that the next violation would lead to an immediate withdrawal

- The contract will require a request for a Substance Abuse Subtle Screening Inventory evaluation, immediate complete drug and alcohol screen, and compliance with the recommendations of the SASSI; 10 additional hours of community service, random drug testing during the life of the contract, no major violations of other rules or regulations as stated in handbook and regular meetings with the guidance counselor.

Student Violation – Level Two – Use or Under Influence

A student shall be in violation of this policy while using or under the influence of alcohol, drugs, mood-altering or controlled substances, or other health endangering compounds while under school jurisdiction.

Immediate Actions – Same as Level One

- Parents or guardians shall immediately be contacted by administration or school designee. The student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by theschool administration or their designee.
- The Dean of Students may notify the Fort Worth police department and the student shall be referred for appropriate action.
- The student initially will be suspended for a minimum of three school days. Assignments must be made up for a maximum grade of 60.
- Parents will receive notification of the date, time, and location of a conference to discuss the matter and consequences. If this verification is verbal, a written letter will follow.

Parental Conference – Same as Level One

- Within the three day period noted above a conference will be held with the student, his /her parents or guardian, the Dean of Students, and any other person who, in the judgment of the administration, could make contributions to aid in determining the course of action. As a result of the meeting, the administration may impose one or more of the following.
- Full suspension for up to ten school days for first-time offenders with a maximum grade of 60 for all work turned in.
- Referral to the appropriate law enforcement agency.
- Students violating the Nolan Catholic High School Drugs and Substance Abuse Policy will be placed on contract with the understanding that the next violation would lead to an immediate request for withdrawal from school.
- The contract will require a request for a Substance Abuse Subtle Screening Inventory evaluation, immediate complete drug and alcohol screen, and compliance with the recommendations of the SASSI; 10 additional hours of community service, random drug testing during life of contract, no major violations of other rules or regulations as stated in handbook; and scheduled meetings with the guidance counselor.

Student Violation – Level Three – Sale, Distribution

A student shall be in violation of this policy when distributing, manufacturing, selling, when aiding in the procurement or when attempting to distribute alcohol, drugs, mood-altering or controlled substances or other health endangering compounds while under school jurisdiction.

Immediate Actions

- Parents or guardians shall immediately be contacted by the administration or other school designee. The student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the school administration or their designee.
- The Dean of Students shall notify the Fort Worth Police Department and the student shall be referred for appropriate action.
- Initially, the student will be suspended for a minimum of three school days.
- Parents will receive notification of the date, time, and location of the informal hearing. If this verification is verbal, a written letter will follow.

Informal Hearing

- Within the three day period mentioned above, an informal hearing shall be held with the student, his /her parents or guardian, local police (if appropriate), the school administration, and any other person who, in the judgment of the administration, could make contributions to aid in determining the course of action.
- Referral to the Administrative Team for immediate expulsion.

Transfer or Intent to Transfer "Look Alike Drugs" (see definitions at end of section)

A student who, while under the school's jurisdiction, is found to transfer or intends to transfer "look alike drugs" shall be subject to conditions outlined above.

Procedures and Practices: Dealing with Suspects

All students, faculty, and staff of Nolan Catholic High School shall report to the principal, or designee, any person suspected of soliciting, distributing, appearing to be under the influence, or using alcohol or other drugs, narcotics, mood altering or controlled substances or other health endangering compounds on or about school property or while attending any school related functions.

- Persons who have been in a position to make such a report and have failed to do so shall be subject to disciplinary action by the principal when reasonable evidence is presented indicating that such person has ignored the responsibility.
- With probable cause school administrative personnel shall have the authority to require students or other persons under the jurisdiction to submit to a thorough search of clothing, handbags, wallets, cars on premises, backpacks, and lockers.
- School officials shall take possession of any unauthorized materials suspected of being in a student's possession and preserve the chain of custody for possible prosecution.
- Students who refuse to submit to a reasonable cause search as outlined in this policy shall immediately be suspended from school and referred to the Dean of Students office for disposition which shall include any of the enumerated designations in the "Informal Conference" section of this policy.
- Persons found to possess, use, abuse, distribute, or be suspected of being under the influence of alcohol or other drugs, narcotics, mood altering substances or other health endangering compounds are to be promptly subjected to the steps outlined in this policy.
- Persons who, after submitting to a search, are found not to be in possession of alcohol or other drugs, narcotics, mood- altering substances or other health endangering compounds, are to be promptly excused and no further action is to be taken. A report of the incident shall be filed with the Dean of Students for future reference, but shall not be retained for a period or more than one year from the date of the report if no similar instances are reported.

Students Who Voluntarily Request Substance Abuse Help

A student seeking help who while not under the immediate influence of, or in the act of distributing or in possession of alcohol or other drugs, mood altering or controlled substances or other health endangering compounds within the school, comes or is referred to the Dean of Students, is not subject to the provisions of this policy. These students will be given the necessary help to deal with the problem.

However, any violation will incur the consequences stated above, where applicable.

Medicine in the Schools

All medicine taken in school is to be stored in and taken through the nurse's office. Please refer to medical paperwork mailed to you in the registration packet.

Definitions

Alcohol or other drugs, narcotics, or other health endangering compounds include but are not limited to alcohol, alcoholic beverages, tranquilizers, amphetamines, prescription medication, synthetic opiates, marijuana, LSD, other hallucinogens, and glue solvent-containing substances. A more specific and comprehensive list would include all substances identified in the following laws:

- Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law) as amended.
- The Controlled Substance Drug, Device, and Cosmetic Act of April (P.L. 233, Nop.64) as amended.

Look-Alike Drugs are any substances manufactured or designated to resemble drugs, narcotics, or other health endangering compounds.

Cooperative behavior is the willingness of a student to work with the board, principal and school personnel in a reasonable and helpful manner, complying with requests and recommendations made by school personnel.

Uncooperative Behavior is the resistance or refusal, verbal, physical, or passive, on the part of the student with the reasonable request or recommendations of the board, principal or school personnel. Defiance, assault, deceit, destruction of property, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include parent/guardian and /or a student's refusal to comply with the recommendations made by the principal and/or school personnel.

Distributing is defined as the transfer, delivery, selling, passing, sharing or giving any alcohol, drug, mood altering or controlled substances, or other health endangering compounds as defined by this policy between persons.

Possession is to hold, without any attempt to distribute, any alcohol, drug, mood-altering substances or other health endangering compounds determined to be illegal or other substances identified in this policy.

Drug paraphernalia includes any utensil or item, which, in the school's judgment can be associated with the use of drugs, alcohol, mood-altering substances or other health endangering compounds. Examples include but are not limited to roach clips, pipes, and bongs.

School personnel are any employees or agents of Nolan Catholic High School.

School property shall mean and include all buildings, lockers, and property owned or operated by Nolan Catholic High School. It shall also include school buses, bus stops, school parking lots, facilities rented or used for school-sponsored activity such as hotels, or any property where a school sponsored activity is occurring which involves Nolan Catholic High School students.

School related activity/function is any activity or project, which is under the direction of the school or any authorized person acting on behalf of the school. These activities or projects may or may not be held on "school property." Authorized persons include chaperones, volunteers, coaches, activity sponsors, all professional staff and all other school employees.

Preserving the Chain of Custody of Confiscated Substances

The following procedure is recommended to protect the school and faculty/staff, as well as the rights of the student:

1. Place any confiscated sample in an envelope
2. Note the following on the outside of the envelope:
   - Date and time
   - School name
   - Description of the contents (i.e. leafy vegetable material, pill, capsule –do not guess at the contents)
   - Signature of the person confiscating the substance
   - Any subsequent individuals who receive this envelope must date it; put the time on it and their signature.
3. Seal the envelope. To insure proper sealing, use tape.
4. Call a local law enforcement agency. This call should be made by a school official.
5. Indicate at the time of the call that there is a sample to be analyzed and that the proper authorities should pick it up (always turn it over to someone who is authorized to dispose of the substance).
6. Have the official receiving the sample open it in the administration's presence and verify that the sample has been delivered. Have the officer sign the envelope also.
7. Request that the officer advise you of the results of the sample analysis.

REGULAR SCHEDULES

	Monday	Tuesday	Friday
7:45-8:30	O	O	O
8:35-9:20	A	B	F
9:25-10:10	B	F	G
10:15-11:00	C	C	C
11:05-11:35	D1	D1	D1
11:38-12:08	D2	D2	D2
12:10-12:40	D3	D3	D3
12:45-1:30	E	E	E
1:35-2:20	F	G	A
2:25-3:10	G	A	B

Wednesday	
7:45-8:30	O
8:35-10:00	B
10:05-11:30	C
11:35-12:04	D1
12:07-12:36	D2
12:39-1:08	D3
1:11-1:40	D
1:45-3:10	A

Thursday	
7:30-8:40	Staff
8:45-9:30	O
9:35-11:00	F
11:05-11:33	E1
11:36-12:04	E2
12:07-12:35	E3
12:38-1:05	E
1:10-1:40	Homeroom
1:45-3:10	G

SPECIAL SCHEDULES

LITURGY
30 minutes

O	7:45 - 8:30
A	8:35 - 9:05
B	9:10 - 9:40
Lit.	9:55 - 11:05
C	11:10 - 11:40
D1	11:45 - 12:15
D2	12:20 - 12:50
D3	12:55 - 1:25
E	1:30 - 2:00
F	2:05 - 2:35
G	2:40 - 3:10

DIVISIONAL MEETING (THURSDAY)
80 Minutes

Staff	7:30 - 8:40
O	8:45 - 9:30
F	9:35 - 10:55
E1	11:00 - 11:28
E2	11:30 - 11:58
E3	12:00 - 12:28
E4	12:30 - 12:50
Divisional meeting	12:55 - 1:45
G	1:50 - 3:10

PEP RALLY
35 Minutes

O	7:45 - 8:30
F	8:35 - 9:10
G	9:15 - 9:50
C	9:55 - 10:30
E	10:35 - 11:10
D1	11:15 - 11:45
D2	11:50 - 12:20
D3	12:25 - 12:55
A	1:00 - 1:35
B	1:40 - 2:15
Pep Rally	2:20 - 3:10

12:15 DISMISSAL
28 Minutes

O	7:45 - 8:30
A	8:35 - 9:03
B	9:07 - 9:35
C	9:39 - 10:07
D	10:11 - 10:39
E	10:43 - 11:11
F	11:15 - 11:43
G	11:47 - 12:15