



**NOLAN CATHOLIC HIGH SCHOOL  
STUDENT-PARENT HANDBOOK  
2011-2012**

# ADMINISTRATION

**President** – Rev. Richard Villa, S.M.  
**Principal** – Mrs. Cathy Buckingham  
**Assistant Principal, Academics** – Mr. Benedict Reyes  
**Assistant Principal, Student Affairs** – Mrs. Cary Meiners  
**Dean of Students** – Mr. Doug Jones  
**Director of Campus Ministry** – Ms. Mary McCullough  
**Athletic Director** – Mr. Steve Prud'homme

## ADVISORY BOARD

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

Executive Committee:

**Chair** – Mrs Ann White  
**Vice Chair** – M Ed. Duskocil  
**Finance Committee Chair** – Mr. Steve Evans

Regular Board Members:

Henry Borbolla	Michael Casey
Tom Doran	Ed Duskocil
Steve Evans	Rev. Richard Eldredge, T.O.R.
Mike Grant	David Griffith
Rev. Robert Hackel, S.M.	Romana Hughes
Karen Kallas	Jennifer Knight
Sr. Joan Markey, S.S.M.N.	Denise Pulido
David Rich	Ann White

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

# 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 HIGH SCHOOL**

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 NCHS Student-Parent Handbook, Rev. 8-4-11 4

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 2011 was offered over \$10 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.

## SCHOOL POLICIES

*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 Academic Affairs 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 Academic Affairs 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.

Since the completion of Christian Ministry Hours is a graduation requirement, a deficiency in the number of hours will count as one course failure at the end of each quarter. Therefore, a student with two or more course failures, or one course failure and deficiency in the Christian Ministry hour requirement will be ineligible for participation in extra-curricular and co-curricular activities. Once a student fulfills the Christian Ministry hour deficiency, that "failure" will be considered corrected.

Christian Ministry hours must be submitted within six weeks of the date of service, unless prior approval has been given by the Director of Christian Ministry for a long-term project. The exception is summer Christian Ministry hours, which must be turned in by **Wednesday, August 31, 2011**.

Awards for the successful completion of CM hours beyond the requirement are given at the end of the school year. Completed Christian Ministry forms must be turned in by **Friday, April 20, 2012** for a student to be eligible for an award for this school year. The awards given are as follows:

- Freshmen receive a pin for completing 50 hours or more.
- Sophomores receive a 100 hour certificate for completion of 100 hours or more.
- Juniors receive a 150 hour certificate for completion of 150 hours or more.
- Seniors receive a gold cord at graduation for completion of 200 hours or more.

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

## **CONFERENCES**

Parent-Teacher Conference night is Wednesday, October 12<sup>th</sup>, from 4:00 p.m. – 6:30 p.m. Appointments are required. Priority will be given to the parents or guardians of students who are earning a 75 or below in the teacher's class.

Conferences may be made at other times by contacting the teacher, preferably by email.

## **COMMUNICATION**

It is the intention of the school to keep in close contact with parents and students alike. Sometimes these lines of communication 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.

For classroom issues:

- 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;
- The next level of discussion is with the Assistant Principal of Academic Affairs;
- The next level of discussion is with the Principal.

For Student Activity issues:

- If a parent has a problem with a moderator, he/she should discuss it first with the moderator.
- The next level of discussion is with the Assistant Principal of Student Affairs;
- The next level of discussion is with the Principal.

For Athletic issues:

- If a parent has a problem with a coach, he/she should discuss it first with the coach.
- The next level of discussion is with the Athletic Director;
- The next level of discussion is with the Principal.

Please always make an appointment to talk to the individual you need to speak with. Appointments for conferences may be arranged by telephone call or email. 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.

## **COUNSELORS**

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.

Counselors may see a student for personal issues up to 3 times without parental notification. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concern arises.

## **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 Academic Affairs office. In the absence of a court order to the contrary, NCHS will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that information should not be given to the non-custodial parent, it is the custodial parent's responsibility to provide NCHS with a court certified copy of the court order. 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 Academic Affairs. 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 Academic Affairs 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. General questions regarding the use of Edline can be emailed directly to [edline@nolancatholic.org](mailto:edline@nolancatholic.org). The student's teacher should be contacted if there is a question regarding a grade.

## **ELIGIBILITY 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 Academic Affairs. 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.

Since the completion of Christian Ministry Hours is a graduation requirement, a deficiency in the number of hours will count as one course failure at the end of each quarter. Therefore, a student with two or more course failures, or one course failure and deficiency in the Christian Ministry hour requirement will be ineligible for participation in extra-curricular and co-curricular activities. Once a student fulfills the Christian Ministry hour deficiency, that "failure" will be considered corrected.

The Assistant Principal of Academic Affairs reserves the right to determine academic eligibility 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 obtain permission from the Assistant Principal of Academic Affairs. If the student is deemed ineligible to attend the activity, the teacher of the course for which the activity is planned will provide an alternative assignment for the student to complete while the student remains behind.

**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.....	4 credits
Social Studies .....	4 credits
(Geography, World History, U.S. history, U.S. Government, Economics)	
Science .....	4 credits
(Must include Biology, Physics or Conceptual Physics, Chemistry, and one other science class)	
Foreign Language .....	2 credits
(3 credits for Honors Diploma)	
(Latin, French, Spanish, or German – all credits must be in the same language in consecutive years)	
Fine Arts .....	1 credit
(Music, instrumental and vocal, art, theatre arts, photography, or dance)	
Physical Education .....	1 credit
P.E. Options (athletics, trainer, dance, cheerleading, or marching band can fulfill P.E. requirements)	
Health.....	½ credit
Communication Applications .....	½ credit
Technology .....	1 credit
Other .....	2 credits
(1 credits for Honors Diploma)	
Completion of at least 75 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.

## **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. In addition, the student must successfully complete one full credit in six (6) or more of the following courses:

- Great Theological Controversies Honors
- English I Honors
- English II Honors
- World Geography Honors
- Geometry Honors
- Algebra II Honors
- Pre-Calculus Honors
- Scientific Research & Design Honors (Ecology)
- Biology Honors
- Chemistry Honors
- Anatomy and Physiology Honors
- Spanish II Honors
- Spanish III
- French III
- French IV
- German III
- German IV
- Advanced Latin Honors (above Latin II)
- Computer Science Honors
- Java Programming Honors
- Visual Basic Projects Honors
- Advanced Office
- Applications Projects Honors
- Independent Study Honors
- Art III/IV Honors
- Music Honors
- Dance III Honors
- All Advanced Placement Courses

## **HONOR ROLL**

At the conclusion of each semester grading period, Nolan Catholic posts the names of those students who have made the honor roll on the bulletin board outside the Commons. The semester honor roll is determined 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 cumulative numerical average of 94.00 or higher are informed of their candidacy in the second semester of their sophomore year. Applications are distributed to those who are academically eligible, and must be returned by a specific date. The final decision is made by the NHS Moderator based on the qualities of Leadership (teacher and self-evaluation), Service (completion of more than the required number of CM hours), and Character (teacher and moderator assessment), in addition to the cumulative grade point average requirement of 94.00.

To remain a member in good standing of the National Honor Society, students must maintain a numerical average of at least 94.00 and complete two service projects per semester in addition to completing more than the minimum required CM hours.

## **OUTSIDE PHYSICAL EDUCATION CREDITS**

Please direct requests for outside activities to receive PE credit to the Physical Education and Health Department Chair. Activities will only be approved if they are not available to students at Nolan Catholic. Permission to receive credit must be obtained prior to the start of the semester that the activity will be done. Once approved, documentation of completion must be submitted to the Assistant Principal of Academic Affairs at the conclusion of the semester.

## **PROGRESS REPORTS**

Mid-quarter progress reports will be emailed to all students 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. 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 77 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 grade. If this situation occurs the teacher will notify the parents. Parents are encouraged to keep in touch with the teachers by email and /or telephone.

## **REPORT CARDS**

Report cards are emailed to parent(s)/guardian(s) at the conclusion of every quarter, and mailed at the conclusion of each semester. Final report cards will not be sent to parent(s)/guardian(s) if there are financial obligations to Nolan Catholic that have not been settled.

## **SCHEDULE CHANGES**

Based upon pre-registration information, courses are scheduled, and teachers are employed for the next school year. Any schedule change must be approved by the Assistant Principal of Academic Affairs.

Justifiable reasons for schedule changes include:

- 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

## **SEMESTER EXAMS**

Exams should be taken at appointed times. Arrangements must be made with the Assistant Principal of Academic Affairs if rescheduling is necessary. Exam days are considered regular school days. Parents and students are not to schedule family vacations, trips, or other activities during these days.

## **SENIOR EXAM 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 semester exam grade will be determined by averaging the two nine week's grades. Students who take the AP exam are not automatically exempt from the final exam.

Teachers are not required to grant exam exemptions and their decision is final.

## **TESTING POLICY**

The following testing schedule is used for major tests and other assessments that are given on non-block days:

ODD DAYS: Theology, Math, Social Studies, and Fine Arts;

EVEN DAYS: 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.)

## **TRANSCRIPTS**

A transcripts is the official record of each student and includes the following:

- all courses taken
- approved transfer credits
- 1<sup>st</sup> and 2<sup>nd</sup> semester grades for each course
- annual cumulative numerical grade
- credits earned for graduation
- summer school courses taken

- attendance
- graduation date

Nolan Catholic High School does not numerically rank students.

No transcripts will be sent until all financial obligations to NCHS have been settled.

### **TRANSFER OF CREDITS**

All core courses, required for graduation must be taken at NCHS. Students must have prior approval of the Assistant Principal of Academic Affairs to take coursework at any other institution for transfer credit. Any coursework taken for enrichment or without approval of the Assistant Principal of Academic Affairs will not appear on the student's transcript.

## **ATTENDANCE INFORMATION**

**PHONE: (817) 496-9772**

**FAX (817) 654-9272**

**EMAIL: [attendance@nolancatholics.org](mailto:attendance@nolancatholics.org)**

### **ATTENDANCE PHILOSOPHY**

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. Therefore, the school wants to work with parents/guardians on this issue to encourage the very best for our students. We count on your support.

### **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 class periods in one semester (ten percent) in any given course may be denied credit in that course. The Principal's Council will determine whether credit for academic courses will be given or denied. (Please note: 3 morning tardies in a particular course will count as 1 absence for a student's first class of the day.)

It is the family's responsibility to contact the Assistant Principal of Academic Affairs if a student has a valid reason for missing more than 8 days, and to make arrangements to pick up the student's work.

Parents will be notified by the Dean of Students when their student has accumulated 6 absences and are in danger of possibly being denied credit for the semester.

### **ABSENCE**

An absence is any time a student is not in school or at a school sanctioned function.

### **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:

Zeros are automatically given for any work, tests or quizzes missed. 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.

## **REPORTING AN ABSENCE**

When a parent deems it necessary for a student to miss school, we ask that they please notify the school by 9:00 a.m.

- Phone: 817-496-9772
- Fax: 817-654-9272
- Email: [attendance@nolancatholics.org](mailto:attendance@nolancatholics.org)

## **RETURNING AFTER AN ABSENCE**

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. Failure to present a note to the Dean of Students in a timely manner may cause the absence to be labeled as "unexcused."

Students who present a forged note will be suspended, with zeroes, for the day. Repeat offenders will be put on probation.

## **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. 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. However, course teachers will determine when missed quizzes or tests are to be taken.

## **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. Notes can be hand written, faxed, or emailed. The student will receive an early dismissal slip that 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. Official verification from the doctor must be provided.

All other late arrivals to school are subject to the escalating consequences listed under "TARDIES."

## **LEAVING SCHOOL**

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.

## **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. Juniors and seniors are allowed up to three days for college visits. 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.

Advance notice should be given to the Assistant Principal of Academic Affairs and to the Dean's Office prior to the college visit. Students should also notify their teachers in advance for assignment information. Proof of the college visit must be presented to the Dean of Students upon return to school.

## **TARDIES**

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.

Unexcused tardies apply to a student's late arrival to any class/period and are counted on a quarterly basis. Three morning tardies to school that that results in 3 tardies to the same course will also be considered 1 absence from that course.

### ***Escalating Consequences:***

- 3 Tardies: Detention.
- 6 Tardies: Detention.
- 9 Tardies: Detention.
- 12 Tardies: Parent meeting and In-school Suspension.

Students who exceed 12 tardies may be placed on a Probationary Contract.

Information on Detention, In-school Suspension, and Probationary Contract may be found under "DISCIPLINARY CONSEQUENCES."

## **ACADEMIC SATURDAY SCHOOL**

Because days absent from the classroom deprive the student of needed interaction and integration of subject matter, Academic Saturday School may be assigned by the Assistant Principal of Academic Affairs, after consultation with the Principal's Council. This would apply to students who have missed 9 or more days of school in a semester, or students who have missed 9 or more class periods of a particular course. This pertains to all absences that are not due to school functions, such as retreats, field trips, and athletic events.

Students attending Academic Saturday School will be assessed \$30 to defray the cost of the teacher/supervisor.

# **BEHAVIORAL EXPECTATIONS**

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. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Per school policy:

- Disciplinary information and documents are confidential
- Disciplinary information and documents are only shared with personnel on a need-to-know basis
- Disciplinary information and documents do not become a part of the student's permanent file

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 students grow into the profile of a Nolan Catholic High School graduate.

### **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.

### **CELL PHONES/ELECTRONICS**

Parents may reach their student during the day by calling 817-457-2920 making the use of a student's cell phone during the school day not necessary.

Cell phone usage:

- Ringers should **always** be silenced on the Nolan campus.
- Cell phone usage is **not permitted** in the **classrooms and library**.
- Cell phone texting only (no verbal) is permitted if necessary in the hallways.
- General cell phone usage is permitted in the commons during lunch periods, as well as, before and after school hours.

Use of other electronic devices in the classroom is left to the discretion of the teacher. Electronic devices would include, but are not limited to, MP3 players, cameras or any other games or gadgets which are considered a distraction to the educational mission of NCHS. If a student violates this policy, the teacher may confiscate the cell phone or electronic device and turn it in to the Dean's Office for further action.

Any student using a cell phone during an assessment will have their phone confiscated and they will be referred to Honor Council. 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.

Consequences for confiscation of cell phones or other electronic devices:

**First Offense:** Detention issued and phone/electronic device returned to student at end of the day.

**Second Offense:** Detention issued and phone/electronic returned to parent/guardian after paying \$20 fine.

**Third Offense:** One day in school suspension issued, phone/electronic returned to parent/guardian after paying \$25 fine.

## 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 help maintain the academic moral standards stated in the Profile of a Nolan Catholic High School Graduate.

The Honor Council is charged with adjudicating violations of the Honor Code which consists of lying, cheating, forgery, plagiarism, and stealing. Because all Honor Council issues are serious violations of the academic enterprise and are affronts to personal integrity, most carry both academic and disciplinary consequences depending on the infraction.

The Honor Council works on a three-strike basis. The first violation of any one of the elements of the Honor Code results in a detention, the parents being notified, a 0 on the assignment if applicable, and constitutes a first-strike.

The second violation of any one of the elements of the Honor Code results in either an in-school suspension or two detentions, a 0 on the assignment if applicable, parents are notified, and is now constituted as two strikes.

If a student is found guilty of a third offense by the Honor Council, the student will receive a 0 on the assignment if applicable, the parents are notified, and the Council will submit a written report to the Dean of Students with the recommendation of placing the student on a probationary contract. The Principal's Council will review the case and determine the validity of the finding and apply consequences.

Students may be referred to the Honor Council by teachers, staff, or other students.

A note on plagiarism seems to be in order due to both the number of plagiarism cases received and the apparent confusion. Herewith is the operating definition used by the Honor Council:

### 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."*

## **CONDUCT GRADES ON PROGRESS REPORTS AND REPORT CARDS**

Teachers assign conduct grades for Progress Reports and Report Cards. A conduct grade of Satisfactory is considered the norm. Teachers will call home if a student's conduct grade is Unsatisfactory or Needs Improvement.

## **DANCES, SOCIALS, AND OTHER SCHOOL-SPONSORED FUNCTIONS**

To be admitted to a school-sponsored function, students are required to present their NCHS I.D. card.

Guest passes for dances may be obtained in advance from the Dean of Students. It is the responsibility of the host to see that their 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.

Fort Worth police officers are hired for all school sponsored activities 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.

## **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. *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:**

#### **Parker Uniform Trousers (Navy, Khaki, or Gray)**

- 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

#### **Parker Uniform 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
- Only solid white, gray, or black T-shirts underneath with sleeves no longer than outer shirts. Undershirts should match or be lighter in color than the outer shirt

#### **Parker Uniform Shoes**

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

#### **Socks**

- Must be white, black, navy, gray, or khaki and solid in color
- Must cover the ankle

#### **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

#### **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. Anything that draws undue attention to the student and/or serves as a distraction is NOT allowed.
- 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 shave during the student's lunch period and be given a detention)

**Dress Uniform for Liturgies & Other Announced Days**

- Gray slacks, belt, white button down shirt and uniform tie

**GIRLS:**

**Parker Uniform Skirts, Jumpers (plaid, navy, and gray)**

- 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

**Parker Uniform Blouses**

- White or blue oxford button-down
- White outer blouse with pointed collar and  $\frac{3}{4}$  sleeves or short sleeved white blouse
- Navy and white rugby shirts may be worn, with skirts only, by juniors and seniors only
- Oxford blouses must always be neatly tucked into skirts, not rolled under sweaters
- Only solid white or gray T-shirts may be worn under blouses

**Parker Uniform 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, or gray—no sheer, see-through, or patterned
- Tights are acceptable in the same colors listed above (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
- Solid black yoga pants, with socks, may be worn under uniform skirts and jumpers.

**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

**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

**Dress Uniform for Liturgies and Other Announced Days**

- Gray box pleated skirts or gray jumpers, white oxford blouse (tucked in) or white outer blouse ( $\frac{3}{4}$  sleeve)

**BOYS AND GIRLS:**

**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

### **Caps and Head Wear**

- No headwear may be worn in the building

**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.

### **Infraction 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 uses an NCHS supplied jumper and does not return it, a fee will be assessed for the replacement cost of the jumper.

For liturgies, students not in dress gray and white uniform will be seated in a designated area at Mass.

A detention will be issued for each dress code or grooming infraction. If a student continues to violate the dress code and grooming guidelines, the student will be subject to further disciplinary action.

### **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. Shorts may be worn 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. 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.
  - 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 given the choice of changing into a uniform 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 uses an NCHS supplied uniform and does not return it, a fee will be assessed for the replacement cost of the uniform. Students may lose this privilege for remainder of semester.

### **DRESS CODE FOR DANCES AND OUT-OF-SCHOOL FUNCTIONS:**

**Homecoming Dance and Prom:**

**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 Prom, 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.

**Welcome Dance and Guys and Dolls Dance:** Attire for these dances should follow the “out of-uniform” dress code.

**Out of School Functions:** Attire for these functions should follow the “out of-uniform” dress code.

### **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, signing of a probationary contract, expulsion. Financial restitution for damages may also be assigned.

### **DRUG DETERRENT AND SCREENING**

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. Drug dogs are present and students are required to pass a breathalyzer test to enter all dances. If a student is suspected of being under the influence during the school day or at a school function, breathalyzers may be used or the school may request the student submit to school-designated drug screening at the parent’s or guardian’s expense.

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.

### **ELECTRONICS – SEE “CELL PHONES/ELECTRONICS”**

### **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 out of school suspension, maximum of expulsion.

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

### **FOOD, DRINKS, GUM, AND CANDY**

Consumption of food, water, gum, or candy is left to the discretion of the teacher. Drinks other than water are not allowed in the academic wings during the school day. Meals during the school day are provided by Educational Catering in the Commons.

## **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, signing of a probationary contract, expulsion.

## **HALL PASSES**

Students may not be in the halls during the school day without a hall pass issued by the classroom teacher.

## **HARASSMENT**

The school reserves the right to discipline a student for actions committed either on or off-campus if they are intended to have a negative 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, emails, online posts, text messages), **visual harassment** (including, but not limited to: leering, gestures, suggestive objects, pictures, cartoons, posters, picture emails, 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, signing of a probationary contract, expulsion.

## **HOMECOMING MUMS**

Homecoming mums worn during the school day may not be any larger than two flowers. Bells must be silenced. Anything that draws undue attention to the student and/or serves as a distraction to the academic environment is not allowed.

There are no restrictions on Homecoming mums worn during the Homecoming Pep Rally and during the Homecoming Football Game.

## **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. Free admission to athletic events will be granted only to students who are able to present a current NCHS I.D.

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. Students who are not wearing their own, current, I.D. will be issued a new I.D. and given a detention. The fee to replace an I.D. and lanyard is \$10.

## **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.

## **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.

### **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.

### **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 cost of the parking permit is \$50.00. 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.). Students driving without parking stickers will be required to serve a detention for the first offense, serve a detention and pay a \$20 fine for the second offense, and serve a one day in school suspension 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.

### **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.

### **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.

### **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.

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

### **POSTERS**

Posters may be displayed with the approval of the Assistant Principal for Student Affairs. In order to prevent damage, please refrain from hanging posters on wooden doors or glass display cases. Please use only blue tape when attaching paper to metal or brick surfaces as any adhesive may cause the paint to chip or crack. Those who place the posters are also responsible for their removal.

## **PREGNANCY**

Pregnancy outside of marriage is against the teaching of the Roman Catholic Church. Students should strive at all times to adhere to the tenets of their faith and live a morally acceptable life. However, pregnancy is not a reason for dismissal from school.

## **PUBLIC DISPLAYS OF AFFECTION**

(P.D.A.) Public displays of affection at school or at school functions are not appropriate and will be addressed.

## **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, 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, 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. Due to the health hazard, 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.

## **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.

## **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 suspension.

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

## **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.

*Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun.*

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 for a first offense. A second violation is cause for a probationary contract or dismissal.

## **DISCIPLINARY CONSEQUENCES**

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. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Per school policy:

- Disciplinary information and documents are confidential
- Disciplinary information and documents are only shared with personnel on a need-to-know basis
- Disciplinary information and documents do not become a part of the student's permanent file

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 students grow 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.

Parents will be notified when their student is issued a detention.

### **DISCIPLINARY SATURDAY SCHOOL**

Saturday school is held on Saturday mornings for four hours. It may involve quiet study time or service to the school. Saturday school is scheduled with the Dean of Students. Any student who does not show up for Saturday school will serve an in school suspension upon returning to school.

### **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. 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, including after school practices.

## **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. Out of school suspensions may result in zeroes for daily assignments as well as denial of any makeup work. (Major assessments may be completed for full 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 Principal's Council, 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 of 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.*

# **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. Students wishing to participate must meet the Academic and Christian Ministry requirements established for athletes (see Interscholastic Athletics). 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. 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 2010, 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.

**DELIVERIES**

The school asks that all messages and deliveries (homework, books, gifts, etc.) be delivered to the Main Office. Messages will be delivered and students will be notified of items to be picked up before lunch, during their homeroom period.

To leave a message:

- For students ..... 817-496-9772
- For faculty/staff..... 817-457-2920

**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.

**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 2011-2012 by the designated date in June
- 2) Full or partial financing for 2011-2012 from the Texas Catholic Credit Union arranged through Nolan Catholic by the designated date in June
- 3) Full or partial financing for 2011-2012 from Your Tuition Solutions with funds received by NCHS by designated date in June

**Late Fees:**

If payment is not arranged by the designated date in June, a \$250 late fee per student will be assessed, no exceptions.

**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 3.75% 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, no exceptions;
- 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. However, birthday cakes or cookies will be allowed during lunch periods.

### **FUND-RAISING**

The Department of Advancement is responsible for coordinating all fundraising activities and solicitations at Nolan Catholic High School. All fundraising activities must be approved through the Office of Institutional Advancement. For further information please contact the Director of Advancement.

### **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**  
**WBAP - 820 AM / 96.7 FM**  
**KTVT – CHANNEL 11**

**KDFW - CHANNEL 4**  
**KXAS - CHANNEL 5**

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 half of the school day to be eligible to participate in athletic competition that day or evening.

#### **Eligibility**

##### **Academic:**

If a student is failing two or more courses at the end of the first quarter, third quarter or first semester he/she is considered ineligible and remains ineligible at least 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 Academic Affairs. If the student is failing one or more classes at progress report time or the quarter/semester following a failure, the student will remain ineligible for the duration of that quarter. Eligibility for the third quarter will be determined by a student's semester grades not second quarter grades. The Assistant Principal of Academic Affairs reserves the right to invoke academic ineligibility in special cases at any time.

**Christian Ministry:**

Students must be compliant with the Christian Ministry Program policies. Christian Ministry policies are described on page 6 of this handbook.

**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.

**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**

- Oral temperature of 100° or above
- Vomiting, nausea or severe abdominal pain
- Marked drowsiness or lethargy
- Sore throat, acute cold or persistent cough
- Red, inflamed or discharging eyes
- Skin rashes or eruptions
- Swollen glands around jaws, ears or neck
- Suspected scabies or impetigo
- ANY skin lesion in the weeping stage
- Earache
- Head lice

**RETURN GUIDELINES**

- Fever free for 24 hours
- Symptom free
- Symptom free
- Symptom free
- Written doctor release
- Written doctor release
- Written doctor release
- Written doctor release
- Covered & diagnosed as non-contagious
- Symptom free
- Lice and nit (egg) free

**PARENT BEHAVIOR – SECTION (F) OF THE FORT WORTH DIOCESAN 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.

## **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.

## **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 to 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**

<b>Commons:</b>	opens @ 6:30 a.m.	closes @ 6:00 p.m.
<b>Main Office:</b>	opens @ 7:00 a.m.	closes @ 4:00 p.m.
<b>Library:</b>	opens @ 7:00 a.m.	closes @ 4:30 p.m.
<b>Academic Wings:</b>	opens @ 7:30 a.m.	closes @ 3:30 p.m.
	(8:30 a.m. on Thursday)	
<b>Arena:</b>	opens @ 7:30 a.m.	closes @ 4:00 p.m.

Please call the school if you need an appointment outside of posted school hours.

The Commons is open at 6:30 a.m. for early arrivals. Breakfast will be served at 7:00 a.m. Once students arrive on campus, it is expected that they will remain on campus until the end of the school day.

Unless in conference with a teacher or in attendance at a club meeting or other school event, students who are in the building before or after the school day must be in the library or in the commons. Students who leave the building are expected to leave the campus.

## **SEARCHES**

With probable cause, school administrative personnel shall have the authority to require students to submit to a thorough search of lockers, vehicles on premises, and personal belongings.

## **STUDENT INFORMATION/PICTURES**

NCHS reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

## **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 activities. Parents/guardians are advised that the school's ordinary supervisory responsibilities extend from 7:30 a.m.-3:30 p.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. Students who are in the building before or after the school day must be in the Library or in the Commons. Students who leave the building are expected to leave the campus.

## **VISITORS**

Nolan Catholic High School welcomes potential students, alumni of NCHS, parents, and guest speakers to our campus. All visitors must report to the Main Office upon entering 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. The visitor should wear the tag for the duration of their visit on campus. Before leaving the school building, the visitor must 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. Students who have been exited from Nolan Catholic for disciplinary reasons are not permitted to visit the school or to be present at school sponsored events, on or off campus, without prior permission from the Dean of Students.

Visitors are not permitted during exam week.

## **VOLUNTEERS**

All volunteers must attend a Safe Environment training program, "Keeping Children & Youth Safe," sponsored by the Fort Worth Diocese and their paperwork must be on file with Nolan Catholic High School before volunteering.

# **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:

- 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 receive notification of the 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 as deemed necessary by the school administration.
- 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 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 and the Dean of Students.

### **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 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.
- 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 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 and the Dean of Students.

**STUDENT VIOLATION – LEVEL THREE – SALE, DISTRIBUTION**

A student shall be in violation of this policy when distributing, manufacturing, selling, 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 their jurisdiction to submit to a thorough search of lockers, vehicles on premises, and personal belongings. If a student fails to cooperate in this investigation, it may be grounds for dismissal.
- 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, etc.)
  - 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 administrator.
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.
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

	<b>Monday</b>	<b>Tuesday</b>	<b>Friday</b>
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 – 11:15	Homeroom	Homeroom	Homeroom
11:20 -11:45	D1	D1	D1
11:48-12:13	D2	D2	D2
12:15-12:40	D3	D3	D3
12:45-1:30	E	E	E
1:35-2:20	F	G	A
2:25-3:10	G	A	B

<b>Wednesday</b>	
7:45-8:30	O
8:35-10:00	B
10:05-11:30	C
11:35 – 11:45	Homeroom
11:50 -12:15	D1
12:18 -12:43	D2
12:45-1:10	D3
1:13-1:40	D4
1:45-3:10	A

<b>Thursday</b>	
7:30-8:40	Staff
8:45-9:30	O
9:35-11:00	F
11:05 – 11:35	Homeroom
11:40-12:08	E1
12:11-12:39	E2
12:42-1:10	E3
1:13 – 1:40	E4
1:45-3:10	G

## SPECIAL SCHEDULES

<p><b>Liturgy (Thursday)</b></p> <p>O        8:45 - 9:30  F        9:35 - 10:40  Lit.     10:50 - 12:10  E1      12:20 - 12:45  E2      12:47 - 1:12  E3      1:15 - 1:40  E4      1:43 - 2:00  G        2:05 - 3:10</p>	<p><b>Liturgy (Non-Thursday)</b></p> <p>O        7:45 - 8:30  A        8:35 - 9:05  B        9:10 - 9:40  C        9:45 - 10:15  D        10:20 - 10:50  LIT     11:00 - 12:25  E1      12:35 - 1:00  E2      1:05 - 1:30  E3      1:35 - 2:00  F        2:05 - 2:35  G        2:40 - 3:10</p>
<p><b>School Assembly Schedule (Thursday)</b></p> <p>Staff    7:30 - 8:40  O        8:45 - 9:30  F        9:35 - 10:55  Assembly:            11:00 - 11:50  E1      11:55 - 12:20  E2      12:25 - 12:50  E3      12:55 - 1:20  E4      1:25 - 1:45  G        1:50 - 3:10</p>	<p><b>Pep Rally</b></p> <p>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  HR      11:15 - 11:25  D1      11:30 - 11:55  D2      12:00 - 12:25  D3      12:30 - 12:55  A        1:00 - 1:35  B        1:40 - 2:15            Pep Rally 2:20 - 3:10</p>
<p><b>8:15 Start / 12:15 Dismissal</b></p> <p>O        8:15 - 8:40  A        8:45 - 9:10  B        9:15 - 9:40  C        9:45 - 10:10  D        10:15 - 10:40  E        10:45 - 11:10  F        11:15 - 11:40  G        11:45 - 12:15</p>	