

## TABLE OF CONTENTS

<b>SCHOOL HISTORY</b>	<b>5</b>
<b>SCHOOL SYMBOLS</b>	<b>6-7</b>
<b>SCHOOL SONG</b>	<b>7</b>
<b>SCHOOL DATA</b>	<b>7-9</b>
<b>ADMINISTRATION</b>	<b>9-10</b>
<b>DAILY SCHEDULES</b>	<b>11</b>
<b>ACADEMICS</b>	<b>12-16</b>
Academic Honesty	12
Academic Honor Roll	12
Academic Probation	12
Awards Assembly	12
Course Syllabi and Outlines	13
Curriculum Guide	13
College Representatives	13
Forgery	13
Grading Philosophy	13
Grade Point Average	14
Grading Procedures	14
Graduation Participation	14
Homeroom	15
Parent Conferences	15
Parent Information System	15
Rank	15
Report Cards	16
Semester Exams	16
Transcripts	16
<b>ADMISSIONS</b>	<b>16-17</b>
Admissions Policy	16
Non Discrimination Policy Statement	17
Exit Procedure	17
<b>ATTENDANCE</b>	<b>17-19</b>
Attendance Policy	17
Excessive Absences	18
Homework	18
Leaving School Building	18
Planned Absence from School	18
Reporting Procedure	18
Tardiness to School or Class	19
Types of Absences	19

## TABLE OF CONTENTS

<b>BEHAVIOR</b>	<b>20-24</b>
Student Behavior	20
Board of Discipline	20
Conduct at Co-Curricular Events	20
Detention	20
Disrespect to School Personnel	21
Dress Code	<b>21-23</b>
Shirts	21
Pants	21
Shorts/Capris	21
Skirts	22
Sweaters/Sweatshirts	22
Shoes	22
Socks	22
Hair	22
Facial Hair	22
Jewelry	23
Hats, Caps, Sunglasses and Bandanas	23
Tattoos	23
Spirit Dress Days	23
Dress Code Infractions	23
Ejection from Class	23
Excessive Detentions	24
Gum Chewing	24
Inappropriate Language/Behavior	24
Saturday Detention	24
Suspension from School	24
<b>GENERAL</b>	<b>25-33</b>
Assemblies	25
Cafeteria	25
Bring Your Own Device (BYOD)	<b>25-26</b>
Cameras/Phones	<b>25-26</b>
Electronic Devices	26
Administration of a Test	26
Dance Regulations	27
Emergency Closings	27
Emergency Information	27
Fighting	28

## TABLE OF CONTENTS

<b>Gambling</b>	<b>28</b>
<b>Gangs and Gang-Related Activities</b>	<b>28-29</b>
<b>Good Student Driving Applications</b>	<b>29</b>
<b>Hall Passes</b>	<b>29</b>
<b>Harassment/Bullying</b>	<b>29-30</b>
<b>Inappropriate Language</b>	<b>31</b>
<b>Inspection Policy</b>	<b>31</b>
<b>Lockers</b>	<b>31-32</b>
<b>Lost and Found</b>	<b>32</b>
<b>Mailing Address, Telephone, Email Changes</b>	<b>32</b>
<b>Possession of Weapons</b>	<b>32</b>
<b>Student Parenthood Policy</b>	<b>33</b>
<b>Vandalism</b>	<b>33</b>
<b>Work Permits</b>	<b>33</b>
<b>HEALTH AND SAFETY</b>	<b>33-35</b>
<b>Medication at School</b>	<b>33</b>
<b>Physical and Immunization Policy</b>	<b>33</b>
<b>Alcohol, Tobacco and Other Drugs</b>	<b>34-35</b>
<b>Drug Testing Policy</b>	<b>35</b>
<b>Possession and/or Sale of Illegal Drugs</b>	<b>35</b>
<b>Consequences for Use and/or Possession</b>	<b>38-36</b>
<b>Self-reporting</b>	<b>36</b>
<b>Appeal</b>	<b>36</b>
<b>LIBRARY/MEDIA CENTER</b>	<b>36</b>
<b>SPIRITUALITY</b>	<b>37</b>
<b>Mass</b>	<b>37</b>
<b>Retreats</b>	<b>37</b>
<b>STUDENT ACTIVITIES</b>	<b>37-39</b>
<b>Academic Eligibility for Co-Curricular Participation</b>	<b>37</b>
<b>Class Officers</b>	<b>37-38</b>
<b>Other Clubs and Organizations</b>	<b>38</b>
<b>Personal Conduct and Standards of Sportsmanship</b>	<b>38</b>
<b>Student Council</b>	<b>39</b>
<b>Summer Functions Policy</b>	<b>39</b>

## TABLE OF CONTENTS

<b>STUDENT ATHLETIC HANDBOOK</b>	<b>40-53</b>
Welcome Letter	40
Academic Eligibility for Athletics	41
Alcohol, Tobacco and Other Drugs	41-43
Self-reporting	42
Rules for Newman Athletes	42-43
Athletic Director	42
Athletic Awards	43-44
Attendance at Practice Sessions	44
Attendance at School	44
Behavior of Athletes	45
College Athletics Academic Requirements	45
Commitment to the Athletic Program	45-46
Concussion Information	46
Conference	46
Disciplinary Eligibility	46
Equipment	47
Facilities	47
Home Sites	47
IHSA Performance Enhancement Drug Policy	47
Illinois High School Athletic Regulations	47
Injury	47
Insurance, Health and Injuries	48
Harassment/Bullying	48
Medical Consent Form	48
Meetings	48
On-Line Registration	49
Parent/Guardian Guidelines	49
Participation of Athletes in Out-of-Season Activities	49
Penalties for Athletic Unexcused Absences	50
Required information needed Before the Season	50
Sports at Newman	51
Sports Physicals	51
State Contests	51
Suspension Table	52
Team Size	52
Travel To and From Games	53

## SCHOOL HISTORY

Newman is a Rockford Diocesan Central Catholic High School. As such, it is an educational institution with its own Articles of Civil Incorporation in the State of Illinois and is under the Ecclesiastical Jurisdiction of the Bishop of the Diocese of Rockford. In the United States, there are three forms of governance for Catholic High Schools – private, parochial and diocesan. Private schools typically are schools operated by religious orders of priests, brothers or sisters. Parochial schools normally are operated by a single parish or two or three parishes. Diocesan schools are operated by a diocese and are directly under the authority of the Bishop of the Diocese. Newman is a cooperative venture of twenty (20) Catholic parishes located in the Whiteside, Ogle and Lee Counties. These twenty (20) parishes are each assessed a percent of their income to help support Newman Central Catholic High School. Newman, in conjunction with the twenty (20) Catholic parishes, accept this economic burden to provide youth with a faith based education that will prepare them for participation in the Church and the world.

The educational policy making body for the Rockford Diocese is the Diocesan Education Commission. This body has representative members from all areas of the diocese and its policy determinations are applicable to all elementary and secondary schools. The local policy making body for Newman is Newman’s Council of Administration. The Council membership consists of representative pastors and lay persons from each of the twenty (20) participating parishes.

Newman’s beginnings started when Monsignor A. J. Burns founded a high school in 1915 on the St. Mary’s Parish campus known initially as St. Mary’s High School and then Catholic Community High School before the present name of Newman Central Catholic High School. In 1959, Newman was constructed and dedicated by His Excellency, The Most Reverend Loras T. Lane, Bishop of Rockford. In 1960, the student body from Catholic Community High School moved to the new structure known as Newman. The school and convent were built on the 30-acre site. In the early years, the Sisters of Loretto, who served in this community for over 50 years, staffed Newman. Diocesan priests and lay teachers completed the staff.

## SCHOOL SYMBOLS

John Henry Newman became famous as an Anglican priest and a faculty member at Oxford University. He founded the Oxford Movement, which tried to reform the Anglican Church by steering a path towards a “High Church” restoration of ancient doctrine and practice. For years, he was accused of leaning toward Rome. He vehemently denied it. His dead-serious intellectual approach with his perception of the supernatural world, made him famous within Oxford and outside it.

In 1845, after many years of subtle and obscure research into fifth-century heresies, he had an acute religious crisis. “In the middle of the fifth century, I found Christendom of the nineteenth century reflected. I saw my face in that mirror and I was a Monophysite.” Newman explained his conversion, “Still so it is; we need a relief to our hearts, that they may be dark and sullen no longer, or that they may not go on feeding upon themselves; we need to escape from ourselves to something beyond.” Newman became a Catholic and was ousted from Oxford. He found a new place for himself at the Oratory of St. Philip Neri, a community of priests living under a rule but not under vows, which would allow him to continue his research and writing.

In 1879, Pope Leo XIII elevated John Henry Newman to the status of Cardinal. In his later years, he was to be an influence on the next generation of Oxford undergraduates and counseled many (including the great poet Gerard Manley Hopkins) through their own religious crises. He tended to advise caution to those who expressed an interest in going over to Rome. “You must be patient; you must wait for the eye of the soul to be formed in you.” Cardinal Newman died in 1890. He chose for his memorial, “*Ex umbris ex imaginibus in veritatem*” translated to “[f]rom shadows and images to the truth.” Cardinal Newman is our patron saint and his feast day is celebrated on January 5<sup>th</sup>.

Newman Chapel Stained Glass Window depicts Christ the Teacher standing on top the globe. His arms are outstretched to the young and old. Right of Christ is Cardinal John Henry Newman, with a bible in his hand and his finger pointing to Christ, teaching four students kneeling to the right of the center figure. Left of Christ are four adults representing various phases of the Community; the mailman, demonstrates the Newman is an American School; the steel worker pictures the dominant industry in the community; the housewife kneeling portrays women’s role in Christ’s plan; a man at the far end, depicts white-collar workers and professional men and women of the community. Right of Christ is a T-square, ruler and a hoe designating vocational work.

## SCHOOL SYMBOLS

There is an atomic cloud, test-tube and butterfly designating Science. Left of Christ is a music staff and notes calling attention to the Music Department; numerical equations denote the Math department; and a scroll and pen signifying Literature and English. The Newman Alumni Association in 1959 donated the 17 ft. by 10 ft. stained glass window.

**Newman's Logo** symbolizes Christ in the middle of Newman's life and effort. The cross, in the middle of the crest, is the same as the wooden cross above the tabernacle in the Chapel.

**Newman's Comet** represents our energy and effort as being out of this world.

## SCHOOL SONG

### **Newman Loyalty**

N.H.S. N.H.S. we salute the blue and white

N.H.S. N.H.S. for our colors we will fight

Ever loyal, 'til we die

For our victory we will fight

Come on team let's win

For good old Newman High.

Fight team fight, fight team fight

As we march on down the field

Fight team fight, fight team fight

Charge the foe and make them yield

Gallantly, we never fail

For a victory we will cry

Come on team, let's win

For good old Newman High.

## SCHOOL DATA

<b>Type of School</b>	Diocesan Co-educational Central Catholic High School, Founded 1959
<b>Location</b>	Whiteside County, Sterling, IL, Sterling Township, 73 <sup>rd</sup> Legislative District and 16th Congressional District

## SCHOOL DATA

<b>Community</b>	Residential and rural
<b>Grades</b>	9, 10, 11 and 12
<b>Accreditation</b>	Advanced-Ed
<b>Recognition</b>	Illinois State Board of Education, National Catholic Education Association
<b>Grading Periods</b>	Four 9 week quarters; two semesters per year
<b>Passing Mark</b>	D - 70%
<b>Graduates</b>	Over 99% continue their education at colleges or universities
<b>School Colors</b>	Royal blue and white

**School Website** [www.newmancchs.org](http://www.newmancchs.org)

The school web site contains detailed information about the school, school activities, lunch menus, daily announcements, etc. Please use our web site to stay informed about Newman Central Catholic High School

## MISSION

The mission of Newman Central Catholic High School is an extension of the teaching Mission of Christ and His Church. Newman provides its students with an education in the Catholic faith and offers a secular education within the context of that faith. Within the academic curriculum, there is an emphasis on oral and written communication in math, science, social studies and humanities. Newman strives to develop students spiritually, intellectually, emotionally and physically. This is facilitated in an environment of faith and Christian service in the Church and society.

## PHILOSOPHY

Newman Central Catholic High School is a traditional institution serving students from ninth through twelfth grades in the Sterling Deanery. As a community, we profess faith in Jesus Christ, Our Savior, "...the WAY, the TRUTH and the LIFE." Our existence is founded on the Gospel imperative; "You shall love the Lord your God with all your heart, with all your soul, with all your strength and with all your mind; and your neighbor as yourself." Our purpose is to motivate students through knowledge to embody this command of Jesus Christ.



## **SCHOOL DATA**

### **PHILOSOPHY (Continued)**

In accordance with the Roman Catholic Church, we continue the teachings of Jesus Christ as a community in an academic setting. Being Christian in nature, we support each student's spiritual, social, moral, emotional, physical and psychological development. As educators, we encourage what will dignify mankind and aid in the process of salvation.

### **HANDBOOK UPDATES**

The student handbook is published and distributed at the beginning of the school year. Administration reserves the right to update this Handbook at any time. Major changes will be communicated to students and parents by email. The most current handbook can be found on the school website.

## **ADMINISTRATION**

### **SUPERINTENDENT/PRINCIPAL**

The Superintendent/Principal serves as the Chief Executive Officer in a role of leadership and service to the total high school community and is responsible with the Council of Administration for the direction of the institution's policies and finances. In addition, the Superintendent/Principal is responsible for all areas regarding maintenance of the plant and grounds and its upkeep and development, the alumni and development programs as well as the recruitment and public relations programs of the school.

The Superintendent/Principal is responsible for all spiritual matters at Newman Central Catholic High School. The Superintendent/Principal serves the pastoral needs of all members of the Newman community and is responsible for all liturgical functions.

The Superintendent/Principal also serves as the Chief Executive Officer of all academic and student activity programs. He provides leadership and is responsible for directing all areas relating to the instructional program. All certified personnel report to the Superintendent/Principal.

### **DEAN OF STUDENTS**

The Dean of Students is the chief disciplinarian of the school. In addition, the Dean of Students is responsible for attendance.

## **ADMINISTRATION**

### **CO-CURRICULAR MODERATOR**

The Co-curricular Moderator is responsible for maintaining and communicating the activity calendar as well as directing, organizing and coordinating all student and school co-curricular activities.

### **DEVELOPMENT DIRECTOR**

The Development Director is responsible for development and alumni activities including fund raising campaigns, donor records, promotional materials, public relations, parent support groups, all school communications and records, financial assistance for families, scholarships, and the alumni association.

### **ATHLETIC DIRECTOR**

The Athletic Director is responsible for all matters pertaining to the athletic program including scheduling of contests, ordering and maintaining an inventory of all equipment and supplies and arranging transportation for all athletic contests.

### **GUIDANCE COUNSELOR**

The Guidance Counselor is responsible for all matters pertaining to guidance and counseling. The Guidance Director is also responsible for building the master schedule, class needs, make-up credits, producing grade reports and maintaining the school's grading system.

## DAILY SCHEDULES

### Normal Schedule

Opening Bell	7:55
1 <sup>st</sup> Block	8:00–9:22
2 <sup>nd</sup> Block	9:26–10:48
3 <sup>rd</sup> Block A Class	10:52–12:14
A Lunch	10:48–11:13
B Class	11:17–12:39
B Lunch	12:14–12:39
4 <sup>th</sup> Block	12:43–2:05
Homeroom	2:09–2:39

### Mass Schedule

1st Block	8:00-8:57
2nd Block	9:01-9:59
Mass	10:02-11:02
3rd Block A Class	11:07-12:14
A Lunch	11:02-11:27
B Class	11:31-12:39
B Lunch	12:12-12:39
4th Block	12:43-2:05
Homeroom	2:09-2:39

### ½ Day Schedule

1st Block	8:00-8:50
2nd Block	8:54-9:44
3rd Block	9:48-10:38
4th Block	10:42-11:32

## ACADEMICS

### ACADEMIC HONESTY

Students are expected to demonstrate honesty and integrity while in attendance at Newman Central Catholic High School. Each student is expected to do his or her own work. This includes test taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific research. All work submitted by students should be a true reflection of their effort and ability. The following are considered cheating:

1. Plagiarism which is defined as the act of an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.
2. Claiming credit for work not the product of one's own honest effort.
3. Providing access to materials or information so that credit may be dishonestly claimed by others.
4. Sharing work with another student or assisting him/her to obtain another's work unless permitted by the teacher.
5. Accessing electronic devices, such as cell phones, during a test.  
Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to education at Newman Central Catholic High School. Students who cheat should expect to be confronted by their teacher and be subject to penalties.

### ACADEMIC HONOR ROLL

High Honors is 3.5 and above and Honors is 3.49 to 3.00. No students may be placed on the Honor Roll if a grade of D, F or an Incomplete has been received. I, D or F in Physical Education can affect Honor Roll status.

### ACADEMIC PROBATION

A student whose credits fall below the required number of credits because of multiple failures in a given semester may be placed on academic probation. Students demonstrating an inability to adequately progress towards graduation may be dismissed.

### AWARDS ASSEMBLY

Newman hosts an annual awards assembly that recognizes students for their achievement with the announcement of scholarships.

## **ACADEMICS**

### **COURSE SYLLABI AND OUTLINES**

During the first week of classes, each student will receive a course outline and/or syllabus for each of his or her classes listing the procedures and requirements and stating the course objectives and the evaluation measures used to determine the student's grade. Students should retain these syllabi and outlines for the duration of the course.

### **CURRICULUM GUIDE**

The Curriculum Guide may be found on the Newman website. The Curriculum Guide includes course descriptions, grading scale, graduation requirements, block schedule and more.

### **COLLEGE REPRESENTATIVES**

College representatives visit the school regularly throughout the school year to recruit potential students. To schedule a meeting, the student must procure a "College Representative Visit" form from the Guidance Office. This form must be presented to the classroom teacher at the beginning of the period for which the appointment is scheduled. The classroom teacher has final authority to grant or not grant such permission. The signing of the form by the classroom teacher indicates the student is granted permission to miss class to attend the meeting with the college representative.

### **FORGERY**

Forgery includes changing the time or date on a pass, forging the name of school personnel or parents/guardians. Students engaged in such activities will be referred to the Dean of Students for disciplinary action.

### **GRADING PHILOSOPHY**

Grades are an evaluation of what the student has learned, reflecting both on the mastery of the course objectives and the total effort and enthusiasm expended by the student in this process. In accordance with the concepts of motivation and reinforcement as well as in cooperation with the Illinois Board of Education, Newman requires a letter grade evaluation for each class. Grades are a part of the student's transcript and are important for entrance into institutions of higher learning and to potential employers. For more details on grading philosophy, please review the Curriculum Guide.

## ACADEMICS

### GRADE POINT AVERAGE (GPA)

Cumulative GPA is computed at the end of each semester. Course values are used for GPA computations. To compute the GPA, add the course values and divide by the total course values. The cumulative GPA is the average of the semester grades.

### GRADING PROCEDURES

Grade reports can be found on Parent Information System. Each grading period will count 40% of the final grade for each semester. The final semester exam may not exceed 20% of the final grade. For a student to pass a course she/he must pass two of the three segments that make up the semester grade.

LETTER	PERCENTAGE	4-POINT	WEIGHTED GRADE*
A+	100 – 99	4.25	4.75
A	98 – 95	4.00	4.50
A -	94 – 93	3.75	4.25
B +	92 – 91	3.25	3.75
B	90 – 87	3.00	3.50
B -	86 – 85	2.75	3.25
C+	84 – 83	2.25	2.75
C	82 – 79	2.00	2.50
C -	78 – 77	1.75	2.25
D +	76 – 75	1.00	1.00
D	74 – 72	1.00	1.00
D -	71 – 70	1.00	1.00
F	69 – BELOW	0.00	0.00

\*Weighted grades are given for Honors and AP courses.

### GRADUATION PARTICIPATION

Participation in the Baccalaureate/Graduation ceremony is reserved for those seniors who have completed the academic and other graduation requirements of the school. Students who have not met these requirements due to course failures, incomplete work, outstanding tuition/financial obligations, disciplinary issues, etc. may not be allowed to participate.

## **ACADEMICS**

### **HOMEROOM**

Homeroom is intended to make available a quiet time for students to study, get extra help in their studies or participate in organizational meetings and activities. Students otherwise should be in their assigned homeroom. All students must report to their assigned homeroom at the start of the period. After announcements, only those students with passes or slated to go to organizational activities may leave. Pre-arranged passes are necessary for going to math, the library, choir, etc. Five minutes after the beginning of homeroom, no one should be in the halls without an official pass.

### **PARENT CONFERENCES**

After first quarter report cards have been distributed, parent/teacher conferences may be scheduled by contacting the Main Office. Parents may request a parent/teacher conference whenever the need arises. Any message to a particular teacher may be left on their voicemail or e-mail.

### **PARENT INFORMATION SYSTEM**

Parent information system allows for interactive communication between parents, students, teachers and school administration. Both parents and students need to activate their individual accounts. Any problems, please contact the Guidance Office.

### **RANK**

Class rank is based on the cumulative grade point average at the end of each semester on all classes taken whether passed or failed.

The Valedictorian Medal is awarded to the senior student ranking as number one after eight semesters. In the case of a tie in rank for this position, the student with the greater number of honor points will be the valedictorian. In case of a tie in honor points the honor will be bestowed on both students.

The Salutatorian Medal is awarded to the senior student ranked number two after eight semesters. In case of a tie for this position, the student with the greater number of honor points will be the Salutatorian. In case of a tie in honor points, the honor will be bestowed on both students.

## **ACADEMICS**

### **REPORT CARDS**

Report cards are issued each quarter. Only the semester grades are recorded on student's transcripts. If an error appears on a report card, the student is responsible for discussing the matter with the teacher who issued the grade. Grades must be contested within ten days after report card distribution. If an error is deemed made, the teacher will complete a grade change form and turn it into the Guidance Office.

### **SEMESTER EXAMS**

All courses at Newman Catholic High School require a semester examination in written or oral form. For second semester only, at the discretion of the instructor, any senior who has earned an A for the second semester grade is eligible to be exempt from the final semester exam.

### **TRANSCRIPTS**

Please contact the Guidance Office to request a transcript.

## **ADMISSIONS**

### **ADMISSIONS POLICY**

Students are eligible to be admitted to Newman upon successful completion of eighth grade in an accredited school, provided they meet the eligibility requirements for enrollment.

Students who have been educated in Home Study or in a non-accredited school must be fourteen (14) years of age by September 1 in order to be considered for admission to Newman. For such students, eligibility will be based upon an assessment of a student's readiness, placement test results, social maturity, etc.

A student who wishes to transfer to Newman Catholic from a local high school should submit an official transcript of completed academic work to Newman. After a scheduled interview with the student and the

Parents, the Principal will determine whether the student will be accepted. A student will only be granted acceptance into Newman if he or she is under the legal jurisdiction of a parent or guardian. The Diocesan Education Commission policy states "married students are not permitted to enroll or continue enrollment in Diocesan schools."



## **ADMISSIONS**

### **NON DISCRIMINATION POLICY STATEMENT**

If an individual believes that he or she is a victim of unlawful discrimination by the School the individual should report this to the Principal or Superintendent of the school. If the complaint of discrimination is against the Principal or Superintendent, the individuals may instead report the matter to the Superintendent of Catholic Schools of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated, and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation.

Catholic Schools in the Diocese of Rockford shall be in compliance with all relevant case law interpreting the Illinois School Code, including Plyler v. Doe.

### **EXIT PROCEDURE**

Before transcripts and records will be released, the following conditions must be fulfilled:

1. A completed exit form must be filled out and filed in the main office.
2. Bring all outstanding accounts up to date. Please note, student registration fees are not refundable. Once a student has completed two weeks of a quarter's work, he or she will be responsible for the entire quarter's tuition.
3. Clean out hall and physical education lockers and remove student locks.
4. Return all loaned athletic equipment and uniforms.
5. Return loaned books and classroom supplies that belong to the school.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Attendance is part of the student's permanent school records and is recorded on their transcript. All absences are classified as excused or unexcused. Medical appointments, early dismissals and college visits are included in this regulation. A student who misses two class periods will be marked absent for a half day. A student who misses three or more class periods will be marked a full day absent.

## **ATTENDANCE**

### **EXCESSIVE ABSENCES**

Once a student has accumulated seven (7) absences from any single class, the student will be required to sign an Attendance/Behavioral Contract and the parents/guardians will receive a letter advising them of the attendance concern. If a student accumulates a total of 11 absences, the parents/guardians and student will be required to meet with administration and will be handled on a case by case basis. In the event a student accumulates a total of 18 absences, the student may no longer be allowed to continue enrollment at Newman Central Catholic High School.

### **HOMEWORK**

**SHORT TERM ABSENCE:** If a student is too ill to attend school, Newman prefers the student spend time recuperating and resume regular school work when he or she returns to school. Therefore, the Attendance Office usually does not provide homework assignments.

**LONG TERM ABSENCE:** For absences of two days or more, parents may request teachers to provide assignments from the teacher.

Students who are absent from classes are required to make up work missed in each class. It is the student's responsibility to make arrangements with teachers or other students to obtain all make-up work. Make-up tests are taken at times other than the regular class session so students do not miss another class period.

### **LEAVING SCHOOL BUILDING**

Students are to remain in school building at all times during the school day unless the Attendance Office is notified. If returning the same day, he or she must obtain an admission slip to return to class.

### **PLANNED ABSENCE FROM SCHOOL**

Any student, wishing to be absent from school will be required to have a Planned Absence Form signed by each teacher and the Dean of Students before their departure. This completed form must be submitted to the Dean of Students prior to the planned absence. A "no" from any student's teacher will prevent the student from participating in the planned activity. In addition, the student must be academically eligible.

### **REPORTING PROCEDURE**

When a student is going to be absent, the parent must report the absence to the school prior to 8:30 am. Parents must report every day the student is absent, even when the illness continues for more than one day.

## ATTENDANCE

### TARDINESS TO SCHOOL OR CLASS

Tardiness is part of the student's permanent school record and is recorded on the transcript. If the student arrives late for school or class, teachers will not allow the student to enter the class until he/she reports to the Attendance Office and receives an admission slip. Unexcused tardiness will result in detention. Should a student accumulate (8) eight unexcused tardies, the student will be required to sign a Tardiness/Behavioral Contract and the parent/guardian will receive a letter advising them of the attendance concern.

### TYPES OF ABSENCES

**EXCUSED:** an absence with the consent of the school and the parents/guardians is considered an excused absence. The school should be notified as soon as possible.

Examples:

1. Illness on the part of the student.
2. Serious illness or death in the immediate family.
3. Medical or dental appointment.
4. Early dismissal.
5. College visits (requires completion of Planned Absence Form).
6. Family vacation (requires completion of Planned Absence Form).
7. Other planned absences which require completion of Planned Absence Form.
8. Other absences as determined by the Dean of Students.

**UNEXCUSED:** unexcused absences are not acceptable behavior and students will be disciplined accordingly. Examples:

1. Individual or group skipping school.
2. Oversleeping.
3. Other absences as determined by the Dean of Students.

**TRUANCY:** an absence without the consent of the school or parents/guardians is truancy. Leaving during the school day without the consent of the school is also truancy. Truants will serve an in-school suspension and the absence will be recorded as an unexcused absence. A second truancy will result in an in-school suspension and a Saturday detention. A third truancy will necessitate going before the Board of Discipline.

## **BEHAVIOR**

### **STUDENT BEHAVIOR**

Good behavior, which reflects the school's philosophy, is expected from all members of the Newman community. Students are to treat others with respect, dignity and courtesy. These attributes are to be exercised in classrooms, hallways, and in the cafeteria as well as at all school activities. A student who interferes with the teaching procedures and hinders the learning process is to be referred to the Dean of Students for disciplinary action. Likewise, students may be penalized for public behavior deemed unacceptable. Included in this regulation is off-campus behavior which reflects poorly on the Newman community. Penalties may take the form of exclusion from Newman's co-curricular activities, teams, dances, programs, etc. Appropriate disciplinary action is solely an administrative decision.

### **BOARD OF DISCIPLINE**

The Board of Discipline is convened at the special request of the Dean of Students to consider a student's serious or repeated behavior. The Board of Discipline also serves as the appeal board for athletic and co-curricular code violations. The Dean of Students will notify parents/guardians of any student under Board of Discipline review. The Board of Discipline meets during closed meetings attended only by the student, parents/guardians, members of the Board, Administration and a student advocate, if the student chooses one. Once a judgment is determined, the Board of Discipline will give the Superintendent/Principal their recommendations. The Superintendent/Principal will then make the final determination.

### **CONDUCT AT CO-CURRICULAR EVENTS (Sportsmanship)**

Students attending home and away athletic contests or any other co-curricular functions are to maintain the standards of behavior identified in the Student Handbook. School pride, loyalty, sportsmanship and proper respect toward the opponent and the opponent's school must always be observed.

### **DETENTIONS**

Students will be informed and parents will be notified when a school detention is issued and given minimum 24 hour notice when it has to be served. Detentions are served in Room 108 at 7:25 am until 7:55 am on Wednesday or Friday. If a student misses a morning detention he/she will be considered truant and assigned a Saturday Detention.

## **BEHAVIOR**

### **DISRESPECT TO SCHOOL PERSONNEL**

Any student who utters or writes abusive, insulting or threatening language to or about any member of the Newman faculty or staff will be referred to the Dean of Students and/or to the Board of Discipline. In the judgment of the Administration, any student who is disrespectful to a faculty or staff member is subject to suspension and possible expulsion. Verbal or physical abuse of a faculty or staff member is cause for automatic suspension and probable expulsion.

### **DRESS CODE**

Dressing for school reflects a positive image of our uniqueness and lends dignity to our most important task at school, teaching and learning. It also allows us to recognize the demands of society regarding professional dress and makes a distinction between work and recreational activities. Modesty is always expected.

The responsibility of dressing within the Newman dress code is that of the parents and the students. The dress code is in effect from the first bell until school is dismissed.

#### **SHIRTS**

1. Girls and boys are required to wear either a navy blue or white, long or short sleeved uniform shirt with the Newman emblem purchased from Land's End.
2. If a t-shirt is worn under the uniform shirt, no image or wording may show through the uniform shirt. The t-shirt must be white, gray or blue.
3. No undergarments should be visible.
4. All shirts must be tucked in, and remain tucked in, to the pants, shorts, capris or skirts.

#### **PANTS**

1. Only navy blue or khaki pants may be worn. Corduroy pants are permitted.
2. If pants are designed for a belt, a belt must be worn.
3. Pants must come to the top of the shoes and may not drag on the ground.
4. Pants may not be worn below the hips.
5. Sweats, jeggings, leggings, and yoga pants are not permitted.

#### **SHORTS/CAPRIS**

1. Shorts or capris must be navy blue or khaki.
2. Shorts must be long enough to accommodate modesty. The hem shall be no more than 3 inches above the top of the kneecap.
3. If shorts or capris are designed for a belt, a belt must be worn.
4. Shorts or capris may not be worn below the hips.

## BEHAVIOR

### DRESS CODE (Continued)

#### SKIRTS

1. Newman plaid uniform skirts may be purchased from Land's End.
2. Skirts are to be worn at the waist to accommodate modesty. The hem shall be no more than 3 inches above the top of the kneecap.

#### SWEATERS/SWEATSHIRTS

1. Gray uniform cardigan (Land's End), sweatshirt or fleece with a small Newman emblem on the upper left chest are available for purchase from the Spirit Shop.
2. The uniform sweatshirt with the large Newman emblem are no longer available for purchase. This uniform option is being phased out.
3. No hoodies or Newman athletic sweatshirts may be worn during the school day.
4. A uniform shirt must be worn under sweater/sweatshirt with collar showing.

#### SHOES

1. Shoes must be cleanly maintained.
2. Students may not wear boots of any type, flip flops, sandals or slippers.
3. Toes and heels must be covered.
4. Shoes with eyelets must be laced to the top and tied.

#### SOCKS

1. Socks should be worn at all times to ensure good hygiene.

#### HAIR

1. Hair must be neat and properly groomed at all times.
2. Hair for boys may be no longer than the eyebrows in the front and top of the collar in the back.
3. Hair for boys must be cut above the ears.
4. Boys may not have ponytails.
5. Both boys and girls hair must be a natural color and appropriate to the nature of education at Newman.
6. Hair styles unduly drawing attention are not allowed.

#### FACIAL HAIR

1. Boys must be clean-shaven.
2. Beards and mustaches are not allowed.
3. Sideburns may not be flared or longer than the bottom of the ear.

## BEHAVIOR

### DRESS CODE (Continued)

#### JEWELRY

1. If jewelry is worn, it must be tasteful and not excessive. Jewelry should not be noisy or distracting in the classroom.
2. Boys with pierced ears are not to wear earrings while on school grounds during the school day, at any school-sponsored event or when representing the school for any occasion. No other visible body piercings will be allowed.
3. Girls may wear pierced earrings. No more than three pairs of earrings are allowed for each ear. No other visible body piercings will be allowed.
4. Students are not allowed to wear hemp or hemp-like necklaces, chokers, choke chains, spiked collars or wallet chains.

#### HATS, CAPS, SUNGLASSES AND BANDANAS

No headgear of any type is to be worn in the building at any time.

#### TATTOOS

1. Tattoos must be covered at all times so that they are not visible.

#### SPIRIT DRESS DAYS

Students may wear Newman Spirit attire. Jeans may not have holes in them, shorts must be school uniform length to be appropriate. No flip flops or sandals. No athletic shorts, yoga pants or sweats. No hoodies. Any student not wishing to participate must be in school uniform.

### DRESS CODE INFRACTIONS

1. First line of responsibility for checking for dress code violations is each faculty/staff member. Faculty/staff members are responsible for issuing detentions for dress code infractions.
2. Students will be referred to the Dean of Students only when the dress code is questionable, confusing or the student is being insubordinate when complying with the dress code.
3. If the student is referred to the Dean of Students, the student must conform to the dress code before being allowed to return to class.
4. Repeat offenders for dress code violations will be referred to the Dean of Students.

### EJECTION FROM CLASS

Any student ejected from a class for disciplinary reasons is to report immediately to the Dean of Students. School detentions will be assigned. Failure to report to the Dean of Students will result in further disciplinary action. If a student is ejected from a class a third time, the student may be suspended from that class until parents/guardians and the Dean of Students schedule a conference to resolve the difficulty.

## **BEHAVIOR**

### **EXCESSIVE DETENTIONS**

Once a student has accumulated seven (7) detentions within one academic year, the student will be required to meet with the Dean of Students and the parents/guardians will receive a letter advising them of the disciplinary concern.

### **GUM CHEWING**

Gum chewing is permitted but discouraged. Students chewing gum are responsible for proper disposal of gum in a wrapper or tissue.

### **INAPPROPRIATE LANGUAGE/BEHAVIOR**

Good manners and common courtesy are the norms at school and school sponsored activities. Vulgar, inappropriate or abusive language or gestures will be subject to disciplinary action.

### **SATURDAY DETENTION**

The Saturday Detention Program will allow students to remain in school and go to regularly scheduled classes although they have violated school rules. Students will be able to attend classes on a regular basis providing they meet the regulations and procedures provided for the Saturday Detention Program. This procedure is intended to help students improve their attitudes and behavior while still being able to attend classes. The procedures and guidelines for Saturday Detention are as follows:

1. Saturday Detention will be from 8:00 a.m. to 11:00 a.m.
2. Students assigned to the Saturday Detention will be supervised by a staff member.
3. The Dean of Students will notify students and parents or guardians by written notice of the date and time of the Saturday Detention. The Dean of Students must approve all changes after the written notification.
4. The student will be responsible for his or her transportation to and from school.

### **SUSPENSION FROM SCHOOL**

For any act deemed unacceptable in a Catholic School setting, students may be given an in-school or out-of-school suspension for up to five (5) days. The Dean of Students will make these decisions. Students and parents/guardians will be apprised of the disciplinary action to be taken. Serious situations may be referred to the Board of Discipline for possible expulsion. Any second suspension, in the academic year, will necessitate a meeting with the Board of Discipline concerning possible expulsion. During out-of-school suspensions, students are not permitted to attend classes, be in the building, on school grounds, or participate in any school functions.



## GENERAL

### ASSEMBLIES

Assemblies are designed to be entertaining as well as educational. Courtesy demands the student body be attentive and respectful. Talking, whispering, booing, etc. are discouraged; yelling is appropriate only at pep rallies. Inappropriate behavior may result in the assigning of a detention. When assembled, students should report directly to their assigned area and be seated.

### CAFETERIA

No food or drink will be allowed out of the cafeteria. Water is permitted in the classroom in a clear bottle or cup. Breakfast is available until 8:15 am. The kitchen will be closed until lunch. Students must remain in the cafeteria for the entire lunch period. Cell phones may be used during lunch. Snacks will be available after school in the cafeteria. Students may not order food in for delivery. Any student with a negative balance on their lunch cards must address the issue within 2 school days.

### BRING YOUR OWN DEVICE (BYOD)

Newman Central Catholic High School has implemented a technology plan allowing students to bring their own electronic devices to school. We ask that students and parents/guardians refrain from texting each other during the school day.

#### CAMERAS/PHONES

Cell phones may be used for classwork if the teacher has given permission to use phones for a given activity. Teachers may rescind permission at the teacher's discretion.

The teacher determines if phones will be detrimental or complementary to the learning environment. Teachers are under no obligation to allow phones in the classroom and will establish and publish classroom rules.

Phone ringers must be silenced during the school day.

Even when phones are permitted, use of phones during class time is limited to **instructional and educational use**. Phones may not be used in such a way as to cause a distraction from the business of learning.

Social media should not be accessed during class time unless deemed necessary by the teacher for instructional and educational use. This includes but is not limited to: *Facebook, Instagram, Snapchat, Twitter or You Tube*.

Phones and head phones are not permitted in the bathrooms, nor are students to use phones and head phones in the hallways or common areas during the instructional time. Electronic devices are not allowed at religious activities.

## GENERAL

### **BRING YOUR OWN DEVICE (BYOD) (Continued)**

Personal items that can take and/or transmit electronic images cannot be used by students to take or transmit images of others without the written consent of all involved.

Taking pictures, videos, or recordings of teachers, staff or students without their knowledge or permission is a violation of this policy. The transmission, display, and or sharing of such images is subject to disciplinary and legal action. The Diocesan Acceptable Use Policy for Technology may contain additional guidelines.

Sharing, transmitting, and display of images taken without appropriate consent is a violation of this policy and is subject to further disciplinary and legal action.

Violators will have their devices confiscated, and the Dean of Students will determine the appropriate course of action following these recommendations:

1. First incident – morning detention and turn in phone for 5 days
2. Second incident – 2 morning detentions and turn in phone for 20 days
3. Third incident – Saturday detention and no phone in the building for remainder of Semester

### **ELECTRONIC DEVICES**

1. Electronic devices may be used in the classroom at the teacher's discretion for educational applications.
2. Newman Central Catholic High School is not responsible for any loss or damage to a student's personal electronic device.
3. Students may use electronic devices owned by the school and are responsible for any loss or damage.
4. Newman is not responsible for charging personal electronic devices.

### **ADMINISTRATION OF A TEST**

If a student is observed using an electronic device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) during the administration of a test any or all of the following consequences will be enforced:

1. Testing for the student will cease.
2. The device will be confiscated and is subject to search.
3. The Dean of Students and the parents will be notified.
4. The student will receive a grade of zero for the exam.

## GENERAL

### DANCE REGULATIONS

Students from other schools may attend dances if accompanied by a Newman student. The following are regulations concerning all students' attendance at dances:

1. Students who do not attend school during the day cannot attend a dance the same evening.
2. No student will be allowed to enter a dance one (1) hour after the event has begun. The only exceptions to this regulation include members of a team who have a scheduled game.
3. Students who work may be excused from the one (1) hour regulation if they have done the following: (a) notified the moderator of the dance in writing one day prior to the dance; (b) brought a note from their employer on letterhead stationery stating their work hours.
4. All students are to enter and exit the building at the same entrance.
5. Once a student enters the dance, he or she must remain inside the building.
6. Should a student leave the building before the event has ended, he or she will not be allowed to re-enter.
7. All Student Handbook regulations apply for co-curricular events.
8. Inappropriate dancing including sexually explicit forms of dancing will not be tolerated.
9. Any student leaving the dance early is required to sign out with a faculty member.
10. Some activities are not open to participation by all students. The Junior/Senior prom is open only to juniors, seniors, and guests of juniors and seniors. Guests must be 20 years old or younger. No freshman or sophomore from any school is allowed to attend Newman's prom.

### EMERGENCY CLOSINGS

School officials will notify these stations before 6:00 a.m. in the event of a closing. Emergency school closings are announced on local radio and television stations. You will also receive a voicemail, email or text message if you have set-up for these notifications. Athletic contests and practices will be determined based on weather conditions or by updating their portal information.

### EMERGENCY INFORMATION

Emergency information is to be provided when Registration is completed each year. The school needs an accurate record of parent's home, cell and work phone numbers and phone numbers of two adults who will serve as an emergency contact. They should also include any medical condition that might affect your child's education. During the school year, any changes that occur to the information should be reported to the school's Main Office at (815) 625-0500 ext. 100.

## GENERAL

### FIGHTING

Because of serious and permanent injury, anyone involved in a fight on school ground or at a school-sponsored activity will be assigned disciplinary consequences up to a three-day suspension. If there are damages, either to persons or property, the parties concerned will be held liable. Repeat offenders will be referred to the Board of Discipline.

### GAMBLING

Gambling is not permitted and includes games of chance with monetary payoffs. Students found engaging in such activities will be referred to the Dean of Students for disciplinary action.

### GANGS AND GANG – RELATED ACTIVITIES

Newman is a gang-free environment. Gangs include individuals who associate with each other primarily for criminal activities and/or disruptive activities prohibited by law or school rules and regulations. Gangs, gang-related activities and secret societies are not permitted at Newman. Their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and may foster anti-social behaviors, attitudes and practices which may endanger the health, safety and welfare of other students or personnel. Students are prohibited from participating in any activity related to gangs or secret societies while on school property or in conjunction with school-related activities. Activities prohibited by this policy, but not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in or inciting physical violence.
3. Extorting or soliciting money or services by requesting any person to pay for protection or the payment of dues.
4. Coercing, harassing, intimidating, threatening or causing harm to any person.
5. Wearing, possessing, using, displaying in any manner, distributing Selling any clothing, jewelry, emblems, badges, symbols, sign or other items associated with membership or affiliation with a gang or a secret society.
6. Using any verbal or nonverbal communications (gestures, handshakes, etc.) suggesting or showing membership or affiliation with a gang or a secret society.
7. Engaging in any activity where the intent is to promote or further the interest of any gang, gang activity or secret society such as distributing literature, drawing or displaying gang-related symbols on any surface, and teaching others to “represent” or act like a member of a gang or secret society.
8. Any other activity which violates any law, policy, rule or regulation of the school or the Catholic Diocese of Rockford when such act or activities is taken to further the interests of gangs or secret societies.

## GENERAL

### **GANGS AND GANG – RELATED ACTIVITIES (Continued)**

The school may also consider gangs and gang-related activities in which a student engages **OUTSIDE** of the school as part of this policy because of potential repercussions to the school. Violation of the policy may result in discipline up to and including expulsion from the school.

### **GOOD STUDENT DRIVING APPLICATIONS**

Some insurance companies give a reduced insurance premium for students who maintain a particular grade point average. Students who have obtained these applications from their insurance agents should complete the form and submit it to the Main Office.

### **HALL PASSES**

Students are to be in their assigned classroom each period throughout the academic day. Students are not permitted in the hallways during class unless they have an official classroom pass. Any student found in an area not designated by the pass is subject to a detention.

### **HARASSMENT/BULLYING**

Newman Central Catholic High School exists to transmit the Gospel values that reflect the active presence of God. An environment reflecting our Catholic tradition and Christian values is an integral component of the entire educational mission of this institution. Consequently, anything contrary or incompatible with the essential mission of Newman Central Catholic High School will not be permitted.

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (“cyberbullying”) as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the school.

## GENERAL

### **HARASSMENT/BULLYING (Continued)**

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber bullying”), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyberbullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos and social media (*i.e.*, Facebook, Twitter, My Space etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive. Students who violate this policy will be subject to the disciplinary action by the school.

Harassment or bullying of any type is diametrically opposed to the mission of Newman Central Catholic High School and it will not be tolerated. Harassment of any student or adult by any other student or by an employee while acting as a representative of this institution is not acceptable. Furthermore, any individual judged to harass another will be subject to appropriate disciplinary action.

A student who feels that he or she has been subjected to harassment or bullying should notify a parent or a Newman staff member. The matter should also be reported to the Principal and an investigation of the incident will take place. In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation.

## GENERAL

### INAPPROPRIATE LANGUAGE/BEHAVIOR

Good manners and common courtesy are the norms at school and school sponsored activities. Vulgar, inappropriate or abusive language or gestures will be subject to disciplinary action.

### INSPECTION POLICY

Individuals entering upon the premises of Newman– whether students, employees and guests – are expected to conduct themselves in keeping with established norms for personal conduct. To provide students and employees with a safe and health-filled environment, Newman reserves the right and discretion to conduct inspections of school property as well as the property of students and visitors on the school’s premises. Included within this policy is the right to inspect:

1. Lockers.
2. Book bags, briefcases, bags, gym bags or such devices brought onto school premises.
3. Vehicles on school premises.
4. Clothing (with appropriate safeguards for the individual’s personal privacy).
5. Desks.
6. Other property (whether school, student or visitor) on school premises.

Any student’s failure to cooperate with such an inspection may lead to disciplinary action up to and including expulsion.

### LOCKERS

Students are assigned lockers. Students may occupy only that locker assigned to them. Newman maintains the ownership of the lockers. Students are granted use of lockers according to the following regulations:

1. Book bags and backpacks are not to be taken to class
2. Only items such as clothing, school books or supplies relating to school use, lunches and personal items, which the student is legally entitled to have, are allowed in students’ lockers.
3. The school is not responsible for lost or stolen property.
4. Students must keep their hall and gym lockers locked. Only locks purchased from the school are to be used. Unauthorized locks will be removed from the lockers. Students will be issued a detention if a non-school lock is found on the locker.
5. The student is financially responsible for the replacement or repair cost if damage is done to the locker.

## GENERAL

### **LOCKERS (Continued)**

6. Students are to keep lockers in good order at all times. There are to be no markings on either the outside or inside of the lockers nor are any items to be permanently attached to the inside of the locker. Any locker decorations are to respect the academic and Christian nature of the school.
7. Lockers may have an organizational identifier. However, sports identifiers are to remain only during that sport season. Posters for individual event must be taken down immediately after the event is over.
8. Students are not to share their combination with anyone.
9. Beverages are not to be kept opened in the lockers.

### **LOST AND FOUND**

Lost and Found is located in the Main Office.

### **MAILING ADDRESS, TELEPHONE NUMBER, E-MAIL ADDRESS CHANGES**

To insure accuracy in mailings and to receive school communications in a timely manner, parents need to inform the school office of any change in a mailing address, telephone number and/or e-mail address. Please contact the Office by calling 815 625-0500 with any changes or by updating their portal information.

### **POSSESSION OF WEAPONS**

It is a violation of school policy for a student to bring or possess a weapon on school premises or at any time in connection with school-related activities. Included in the prohibition of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale, trade or use of any firearm, knife, martial arts device or other object which may reasonably be considered a weapon. Violations may result in disciplinary action up to and including expulsion from school.



## GENERAL

### STUDENT PARENTHOOD POLICY

The Diocesan Education Commission Policy states, “Schools shall be committed to the guidance and pastoral support of all students, especially those facing parenthood. Each school shall establish a procedure to address the situation of unmarried pregnancy within the parameters of any applicable diocesan regulations. When the school becomes aware that a male or female student is involved in an unmarried pregnancy, the circumstances surrounding each case shall be assessed on an individual basis. The medical, psychological, spiritual well-being and continued educational development of the student shall always be the major consideration.” The final decision concerning the student’s educational program will be determined by the Principal, Dean of Students, Guidance Counselor, parents, student(s) and any medical professional as deemed necessary in accord with Diocesan policies.

### VANDALISM

**All acts of vandalism to a school are classified as a felony by law.** Students who destroy deface or commit acts of vandalism on or against school property may subject themselves and their parents/guardians to civil and/or criminal liability. School disciplinary action may be in the form of detentions, suspensions or expulsion. Restitution of the damaged property is the responsibility of the student and the parents.

### WORK PERMITS

The State of Illinois has established the following requirements for minors seeking employment:

1. Students over 16 years of age must present a statement from their employer stating the type of work for which they are employed.
2. Students under 16 years old must present a statement from their employee stating the type of work and the hours they will be working, a doctor’s statement indicating they are physically fit and a statement from their parents giving them permission to work.

These certificates should be brought to the main office where the work permits are issued. No student under the age of 14 may receive a work permit.

## HEALTH AND SAFETY

### MEDICATION AT SCHOOL

With the parental permission given during registration, the Main Office will administer acetaminophen or ibuprofen. Parental authorization for special needs, including prescribed medication, must be presented in writing to the Main Office. The required medication form must be completely filled out and on file before any medication can be distributed. Medication is to be brought to the office. It should be in an appropriately labeled container with the student's name and required dosage. A student's safety necessitates accurate communication between home and school.

### PHYSICAL AND IMMUNIZATION POLICY

Freshman and/or transfer students must submit all official Illinois Health Examination forms prior to participation in athletic practices and/or the first day of school.

### ALCOHOL, TOBACCO AND OTHER DRUGS

Students are prohibited from using or being under the influence of alcohol or drugs while at school or any school related functions. Included within the prohibitions are the following:

1. Use, possession, manufacture, distribution, dispensation or sale of drugs, paraphernalia or alcohol on school premises or with respect to school related functions.
2. Storing in a locker, desk, automobile or other repository on school premises or in connection with any school related activity or event any drugs, drug paraphernalia or alcohol.
3. Being under the influence of drugs or alcohol on school premises or in connection with any school related activities.
4. Being known to be present at a location when drugs and/or alcohol are being used. Violations of the provisions of this section may result in disciplinary action up to and including expulsion from school. **The Alcohol, Tobacco and Other Drugs Policy is cumulative over the student's academic career.**

## HEALTH AND SAFETY

### ALCOHOL, TOBACCO AND OTHER DRUGS (Continued)

#### NEWMAN CENTRAL CATHOLIC HIGH SCHOOL DRUG TESTING POLICY

Newman recognizes the importance of security and stability in order to establish a healthy learning environment. To enhance the development of our students' physical, mental, emotional, psychological and spiritual well-being, the following policy is set forth:

1. Every student at Newman is subject to drug testing.
2. Testing will be done in a random and confidential manner.
3. Testing will also be done if there is "reasonable suspicion" of alcohol or drug abuse. "Reasonable suspicion" is when a school official witnesses or can verify alcohol or drug abuse as well as the observation of behavior that may reflect drug usage.
4. Results of any drug testing will be shared with student, parents/guardians and principal.
5. Newman pays for random drug testing.
6. Other drug testing will be paid for by the persons involved.
7. Procedures from the National Institute of Drug Abuse Testing Standards will be utilized in testing. See <http://www.drugabuse.gov/related-topics/drug-testing> for more information.

#### POSSESSION AND/OR SALE OF ILLEGAL DRUGS

Students who are determined to be dealing illegal drugs or possess drugs with the intent to deliver drugs will be immediately expelled from Newman Central Catholic High School.

#### CONSEQUENCES FOR DRUG/ALCOHOL USE AND/OR POSSESSION

Student athletes are subject to the additional provisions regarding use and/or possession of alcohol and drugs found in the Student Athletic Handbook. Board of Discipline will review the incident and use the following as guidelines for their decision.

**1<sup>st</sup> Offense:** Two-day suspension, Saturday detention; parent/guardian notification and conference with principal; enrollment and completion in a Newman approved drug/alcohol abuse program by a date determined by the principal and paid for by the family; suspension from participation in co-curricular activities for a minimum of 1 month. The student will also be dismissed from student government or any other position of leadership for the remainder of the school year.

**2<sup>nd</sup> Offense:** all above and possible probation or expulsion.

## HEALTH AND SAFETY

### ALCOHOL, TOBACCO AND OTHER DRUGS (Continued)

#### CONSEQUENCES FOR TOBACCO USE OR E-CIGARETTES AND/OR POSSESSION

Student athletes are subject to the provisions regarding use and/or possession of tobacco or e-cigarettes found in the Student Athletic Handbook. Board of Discipline will review the incident and use the following as guidelines for their decision.

**1<sup>st</sup> Offense:** One-day suspension; Saturday detention; parent/guardian notification; refused participation in co-curricular activities for a minimum of two weeks.

Student athletes are subject to the provisions regarding use and/or possession of tobacco found in the Student Athletic Handbook.

**2<sup>nd</sup> Offense:** Three-day suspension; parent/guardian notification and conference with the principal; enrollment and completion in a Newman approved tobacco abuse program by a date determined by the principal and paid for by the family; suspension from participation in co-curricular activities for a minimum of one month.

**3<sup>rd</sup> Offense:** all the above and possible probation or expulsion.

#### SELF-REPORTING

Self-reporting is meant for students who wish to seek help for possible drug and/or alcohol usage. Students who self-report will not be suspended from co-curricular activities as long as there are no impending violations from previous actions. If use or possession of alcohol or drugs takes place after the self-report, the 1<sup>st</sup> Offense for alcohol and drug use and/or possession will be enforced. Second instance of use and/or possession after a self-report will be reviewed by the Board of Discipline for probation or expulsion.

#### APPEAL

Appeals from the random drug test are to be made to Newman's administration.

## LIBRARY

### LIBRARY MEDIA CENTER

Materials may be borrowed from Newman or other libraries within the local library consortium for a period of three weeks. Students will be issued an overdue notice if the material has not been returned on time. A fine of \$.10 per school day will be assessed for overdue library materials. Any lost or damaged materials must be replaced at the expense of the borrower. Students needing to use the Library during homeroom must procure a pass from the Librarian before homeroom and present it to their homeroom teacher.

## **SPIRITUALITY**

### **MASS**

The celebration of the Holy Mass is central to the Catholic faith. School Masses are celebrated monthly. Respectful and attentive participation is mandatory for all faculty and students. In addition, Mass is celebrated daily at 7:00AM at Sacred Heart for anyone wishing to attend.

### **RETREATS**

Retreats are scheduled for students each year. Participation in these spiritual activities is a Newman requirement for graduation.

## **STUDENT ACTIVITIES**

### **ACADEMIC ELIGIBILITY FOR CO-CURRICULAR PARTICIPATION**

Eligibility is determined on a weekly basis. The weekly grade check is the grade the student would receive if that student were to transfer to another school. Students are ineligible to participate for the following week if, he/she has a) 2 or more Fs; b) F and 2 or more Ds; c) 4 or more Ds. Ineligible students will not be allowed to participate in any interscholastic games or activities from Monday through Sunday of the following week. Ineligible students may practice with their team, but this is up to the discretion of the coach. Students failing three classes for a semester will not be eligible for athletics the next semester.

### **CLASS OFFICERS**

Each class has the following officers; president, vice-president, and secretary. These positions are elected by the members of the class. To be eligible for these positions, candidates are required to have a minimum cumulative 2.5 grade point average, display qualities of leadership, and have a good disciplinary record. Elections for senior, junior and sophomore class officers are held in May of the previous school year. Freshmen class officer elections take place in September. Class officers are responsible for attending Student Council meetings, conducting class meetings, and facilitating class activities such as forming committees, obtaining chaperones, organizing set-up and clean-up crews, etc. A brief review of some of the specific activities for each class is as follows:

Freshmen Class: Organize float building for Homecoming.

Sophomore Class: Organize float building for Homecoming and sponsor Levi Leap Dance.

## STUDENT ACTIVITIES

### CLASS OFFICERS (Continued)

Junior Class: Organize float building for Homecoming, work football concessions, and sponsor the Junior/Senior Prom.

Senior Class: Organize float building for Homecoming, sponsor the Homecoming Dance, assist in Homecoming activities, and select graduation announcements.

The specific duties and responsibilities for all class officers are available from their respective moderators. Failure of any officer to comply with or fulfill the responsibilities, duties and/or expectations could result in removal from office.

### OTHER CLUBS AND ORGANIZATIONS

Scholastic Bowl Team, Departmental Clubs/Teams, Fine Arts, Foreign Language, B.L.I.N.D., Key Club, National Honor Society, Envirothon

### PERSONAL CONDUCT AND STANDARDS OF SPORTSMANSHIP

Students attending co-curricular events are to maintain all standards of behavior identified in the student handbook. School pride, loyalty, sportsmanship and respect toward the opponent's school should always be emphasized.

Derogatory cheering directed toward opponents and/or officials is not allowed. No artificial noisemakers are to be used at any indoor events. The use of banners, placards, signs and similar items is permitted, provided:

1. They are in good taste and reflect good sportsmanship in their message and use.
2. They reflect identification and encourage the participants and their school and community.
3. They are not displayed on the field of play or in a manner which interferes with play.
4. They do not obstruct the view of participants or spectators they are not safety hazards.

Use good judgment, be responsible and show respect for person and property. An athlete will share responsibility in the actions of any group or individuals with which he/she associates.

Be respectful to all adults and be cooperative in following the instructions of coaches. Refrain from the use or possession of tobacco products, alcohol and other illegal drugs, or the misuse of prescription drugs or normally legal products that may cause harm when improperly used.

Maintain a good reputation as a representative of the school.

## **STUDENT ACTIVITIES**

### **STUDENT COUNCIL**

Student Council helps to prepare students for leadership roles and gives them a voice in the governing of the school. Membership in Student Council is by student election. Interested students are required to attend Student Council meetings and serve on committees for the various activities. Student Council officers include president, vice-president, secretary and treasurer.

Elections for Student Council Officers are held in May of the previous school year. To be eligible for these positions, candidates are required to have a minimum cumulative 2.5 grade point average, display qualities of leadership, and have a good disciplinary record.

Candidates for president must have senior standing. Specific duties for all officers are available from the moderator. Failure of any members of the Student Council to comply with the responsibilities, duties and/or expectations for their positions could result in being removed from the Student Council. All class officers are automatically members of the Student Council.

### **SUMMER FUNCTIONS POLICY**

Newman's Council of Administration as well as administration encourage and promote student and staff participation and attendance at coaching schools, music clinics, athletic camps, dance/cheerleader camps and other such events that may be held at or away from Newman during the summer months. All Newman summer sport's activities are strictly on a voluntary basis.

Newman shall not, however, incur any liability for any of these aforementioned summer activities nor does it assume responsibility for transporting, collecting funds, or payment of any fees related to those activities unless they are officially sponsored activities of the school. All Newman sponsored activities need prior approval from the principal and only those sponsored by Newman shall be known as such. Staff, students, parents and sponsors entered in summer activities under the name of Newman shall conform to all of the Newman Central Catholic High School codes of conduct.

## STUDENT ATHLETIC HANDBOOK

Dear Athletes and Parents,

Welcome to the Newman Athletic Program. Being a member of a Newman Catholic athletic team carries responsibilities. Each student athlete must commit to complete loyalty and dedication. Parent and athletes are expected to be positive leaders in promoting good sportsmanship.

There are nearly 400 scheduled athletic events, 28 teams and approximately 40 coaches involved in the athletic program at Newman Catholic. The purpose of the athletic program is to provide youth with the opportunity to experience success through interscholastic competition as they develop into mature, responsible people.

This handbook is provided to give parents and athletes the information required to become a successful Newman athlete. We ask you to read this handbook carefully and discuss it with your child involved in the Newman Athletic Program.

It is mandatory that parents and athletes complete on-line athletics registration before a student athlete may participate in practice or interscholastic competition. A physical must also be completed and turned in prior to 1<sup>st</sup> practice.

Respectfully,

Mike Papoccia,  
Athletic Director

[mpapoccia@newmancchs.org](mailto:mpapoccia@newmancchs.org)

815 625 0500 x126

815 625 2684



## STUDENT ATHLETIC HANDBOOK

### ACADEMIC ELIGIBILITY FOR ATHLETICS

Eligibility is determined on a weekly basis. The weekly grade check is the grade the student would receive if that student were to transfer to another school. Students are ineligible to participate for the following week if, he/she has a) 2 or more F's; b) F and 2 or more D's; c) 4 or more D's. Students failing three classes for a semester will not be eligible for athletics the next semester. Ineligible students will not be allowed to participate in any interscholastic games or activities from Monday through Sunday of the following week. Ineligible students may practice with their team, but this is up to the discretion of the coach.

### ALCOHOL, TOBACCO AND OTHER DRUGS

Students are prohibited from using or being under the influence of alcohol or drugs while at school or any school-related functions. Included within the prohibitions set forth in this policy are the following. Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities.

Storing in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol;

Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities;

Being known to be present at a location where drugs or alcohol is being used;

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other evidence-giving rise to a suspicion of violation of this policy by a school official or the individual's parents or guardian. A student's failure to cooperate in testing required by this policy or other violation of this policy may result in disciplinary action up to and including expulsion from school. Tobacco use or e-cigarettes or possession of tobacco products in or on Newman property is likewise prohibited.

## STUDENT ATHLETIC HANDBOOK

### ALCOHOL, TOBACCO AND OTHER DRUGS (Continued)

#### SELF-REPORTING

Self-reporting is meant for students who wish to seek help for possible drug and/or alcohol usage. Students who self-report will not be suspended from co-curricular activities as long as there are no impending violations from previous actions. If use or possession of alcohol or drugs takes place after the self-report, the 1<sup>st</sup> Offense for alcohol and drug use and/or possession will be enforced. Second instance of use and/or possession after a self-report will be reviewed by the Board of Discipline for probation or expulsion.

#### RULES FOR NEWMAN ATHLETES

Student athletes, at Newman Central Catholic High School, are held to a higher standard than other Newman students regarding the illegal use of drugs, alcohol and other illegal acts.

Any student who is a participant in any of the school sponsored sports, academic team or other IHSA sponsored events shall be subject to all rules written in this section. These rules apply twenty-four hours a day, seven days a week, twelve months of the year, in school or out of school. **There are no exceptions.** The following regulations are in effect under the following circumstances:

1. Confirmed involvement in the use or possession of smoking tobacco and/or e-cigarettes products.
2. Confirmed involvement in the use or possession of alcoholic beverages, other illegal drugs, steroids and/or controlled (un-prescribed) substances.
3. Confirmed involvement in acts of vandalism, violence, theft or any act considered unlawful in any legal jurisdiction.
4. Confirmed involvement as a participant at a party or gathering where illegal activities are occurring. The student will be treated as a participant should he/she fail to leave the premises once he/she becomes aware of these illegal happens.

Confirmed involvement is when any student is apprehended by law enforcement authorities or witnessed by, reported and verified by any school official (administrator, faculty member, and coach), shall be considered in violation of the stated rules.

## STUDENT ATHLETIC HANDBOOK

### ALCOHOL, TOBACCO AND OTHER DRUGS (Continued)

These penalties for confirmed involvement span a student/athlete's 4 year sports career.

In addition to the provisions of the corresponding sections of the Newman Student Handbook the following additional consequences apply to Newman athletes. Board of Discipline will review the incident and use the following as guidelines for their decision.

**1st Offense:** Suspension from participation in all regular season contests for 20% of the competitive season, refer to Suspension Table. The student is expected to participate in all practices during that time.

**2nd Offense:** Suspension from participation in all regular season contests for 50% of the season, which could result in the consequences being served over two seasons, refer to the Suspension Table. The student is expected to participate in all practices during that time.

### ATHLETIC DIRECTOR

The Athletic Director is responsible for all matters including scheduling of contests, ordering of athletic equipment and arranging transportation for all athletic contests.

### ATHLETIC AWARDS

Coaches will put into writing criteria requirements for earning an athletic award. This will be handed out at the annual athlete/parent pre-season meeting.

**FRESHMAN** - numerals will be given for participating and completing the season in the sport. It is possible to earn a minor "N" or a varsity "N" if competing at a higher level and qualifying under the criteria for the sport.

**SOPHOMORE** - minor "N" will be given for participation and completing the season in the sport. It is possible to earn a varsity "N" if competing at a higher level and qualifying under the criteria for the sport.

**JUNIOR** - a varsity blue "N" will be given for participating and completing the season in the sport if you qualify under the criteria for the sport.

**SENIOR** - a varsity "N" will be given if the athlete qualifies under the criteria for the sport.

## STUDENT ATHLETIC HANDBOOK

### **ATHLETIC AWARDS (Continued)**

An athlete will receive only one such level award per year. Upon qualifying for a second varsity award in the same sport a white varsity "N" will be awarded. Individual and team awards will be presented at the conclusion of each sports season at an awards assembly announced by the Athletic Director. An athlete must complete the season in order to earn an award. All athletes are required to be present at this awards assembly to receive their individual awards. In cases of exceptional circumstances, athletes that are unable to attend the awards assembly can get their individual awards by meeting with the Athletic Director.

### **ATTENDANCE AT PRACTICES SESSIONS**

An athlete must attend each scheduled practice session. The only exceptions are the following:

1. Excused all day absences (If the athlete is in school and goes home prior to practice, the athlete should contact his/her coach or the Athletic Director prior to leaving school.)
2. Pre-arranged events approved by the coach. Whenever possible, athletes are asked to seek approval from their coach 24 hours in advance.

### **ATTENDANCE AT SCHOOL**

The athlete must be in school a minimum of the last two periods of the school day (by 10:45 a.m.) to be eligible to participate in a practice or a contest.

If an athlete is absent from school because of illness during the day of a contest, the athlete will not be eligible to participate in a practice or a contest.

If an athlete leaves school because of illness during the day of a contest, the athlete will not be eligible to participate in a practice or a contest.

If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the Athletic Director or Principal.

During an in-school suspension, the athlete will not be allowed to participate in contests, practice sessions or any other school events. If an athlete must miss a contest due to an emergency, the athlete shall contact their coach prior to the event.

## STUDENT ATHLETIC HANDBOOK

### BEHAVIOR OF ATHLETES

It is important that student athletes conduct themselves in an appropriate manner. The Athletic Director will suspend any team members not living up to the highest standards of personal conduct and sportsmanship from further competition. Consequently, behavior such as swearing, uncontrolled anger, riding and ridiculing the officials, negatively inciting the fans and taunting the other team will incur the following penalties:

- 1st Offense - written warning,
- 2nd Offense - game suspension,
- 3rd Offense - suspension for 20% of the season,
- 4th Offense - suspension for 50% of the season, and
- 5th Offense - expulsion from the team.

Penalty for being in a restricted area, uninvited or unsupervised, may result in disciplinary action.

### COLLEGE ATHLETICS ACADEMIC REQUIREMENTS

A student who wishes to practice and play his/her freshman year at a NCAA Division I or II must review the eligibility guidelines found on their website.

NCAA Division I: [www.ncaa.org/student-athletes/play-division-i-sports](http://www.ncaa.org/student-athletes/play-division-i-sports)

NCAA Division II: [www.ncaa.org/student-athletes/play-division-ii-sports](http://www.ncaa.org/student-athletes/play-division-ii-sports)

### COMMITMENT TO THE ATHLETIC PROGRAM

As a member of a Newman Catholic athletic team, all athletes and parents are to understand and abide by the expected level of commitment for such membership. Newman athletes are expected to attend and participate at all practice sessions and contest, support fellow teammates and respect coaches.

At the beginning of each athletic season the school has scheduled a Mass for all coaches, athletes and parents. All athletes who intend to participate in a sport must attend the Mass scheduled at the beginning of each season.

Coaches may develop contracts specific to their sport if they choose. Attendance at practices and contests is important for the continuity and development of any team. However, an athlete, who will be absent for a vacation or trip with parent(s), must present notification of that intent to his/her coach.

## STUDENT ATHLETIC HANDBOOK

### **COMMITMENT TO THE ATHLETIC PROGRAM (Continued)**

Written notice must be presented a minimum of one week in advance of the planned vacation or trip stating the days he/she will be missing practice/contest each season. The student will lose team status and be responsible for personal improvement as assigned by the coach upon return.

Your choice to compete in the Newman Athletic Program will have precedence over any outside athletic activities. Each practice or game missed, as a result of attending outside athletic activities, will result in an athletic unexcused absence.

### **CONCUSSION INFORMATION**

Newman has an extensive concussion policy, developed in accordance with state law. A copy of the concussion policy is available in the athletic office. Our Concussion Policy states that a physician may increase the restrictions of our Return to Play procedures, but they may not decrease the time needed to complete the Return to Play process.

### **CONFERENCE**

Newman Central Catholic High School adheres to the rules and regulations of the Illinois High School Association (IHSA) and Three Rivers Athletic Conference. The members of our conferences are: Amboy, Princeton, Taylor Ridge Rockridge, Sherrard, Orion, Kewanee, Fulton, Riverdale, Morrison, Erie, Prophetstown, Bureau Valley, Spring Valley Hall, Peru St. Bede.

### **DISCIPLINARY ELIGIBILITY**

All students are expected to adhere to all school regulations and policies. Failure to do so may result in the athlete losing his/her privilege to participate in the school's athletic program.

Each athlete is expected to take excellent care of athletic equipment. This includes laundering uniforms. If the equipment needs repair any time during the season, the athlete should notify the coach as soon as possible.

The original equipment and uniform issued must be cleaned and returned by the athlete within one week after the close of the season.

The athlete must accept full responsibility for equipment or uniforms issued by the school. If they are lost or anything is damaged, he/she must pay the Athletic Director for its replacement.

## STUDENT ATHLETIC HANDBOOK

### EQUIPMENT

When an athlete completes a sports season, he/she will have one week from the final contest to return issued equipment to the coach. The penalty for not returning or paying for lost equipment or uniforms will be charged to the student's tuition account.

Athletes will wear appropriate attire while traveling with the team. Each coach will establish the guidelines for their team.

### FACILITIES

Coaches' offices are for coaches. No student athlete should be in a coaches area unattended or uninvited. The training room is off limits unless attended by the athletic trainer or a coach. Weight room facilities are to have an adult supervisor there at all times.

### HOME SITES

Football	Sterling HS, Roscoe Eades Stadium
Tennis	Sauk Valley Community College, Dixon
Volleyball	Newman Gymnasium
Wrestling	Newman Gymnasium
Basketball	Newman Gymnasium
Baseball	Newman/George Komerek Field
Softball	Newman Softball Field
Track	Newman/Chuck Rosenberry Track
Golf	Emerald Hill Country Club, Sterling
Swimming	Sterling Y.M.C.A.

### IHSA PERFORMANCE ENHANCEMENT DRUG POLICY

Performance enhancing drug policy will need to be reviewed and acknowledged by the parent and the athlete during on-line Athletic Registration.

### ILLINOIS HIGH SCHOOL ATHLETIC REGULATIONS

For further information go to [IHSA.org](http://IHSA.org)

### INJURY

If a student is placed on restrictions by a physician or other licensed health care provider for an injury or illness, Newman must abide by those restrictions. If the student or their parent/guardian wish to have the restrictions lifted prior to the date prescribed by the health care provider, Newman requires a written release from the provider or second opinion health care provider.

## **STUDENT ATHLETIC HANDBOOK**

### **INSURANCE, HEALTH AND INJURIES**

When you complete the on-line Athletic Registration, you will be required to acknowledge agreement with the Insurance Waiver Form and provide personal insurance information for the athlete.

In the case of an accident, no matter how minor, the student has the responsibility to report the accident to the teacher or coach in charge.

If an individual has any special medical problem, you will be asked to enter this information during on-line Athletic Registration. The parent must inform the Athletic Director in writing to safeguard your athlete's health. This information in turn will be given to the athletic trainer.

Any injury occurring during practice or a contest is to be reported to the coach and/or athletic trainer immediately.

### **HARASSMENT/BULLYING**

In addition to the provision of the Student Handbook, additional Athletic Department consequences for such actions include the following.

1st Offense: Suspension for participation in all regular season contests for 20% of the competitive season, refer to Suspension Table. The student is expected to participate in all practices during that time.

2nd Offense: Suspension from participation in all regular season contests for 50% of the competitive season which could result in the consequences being served over two seasons, refer to the Suspension Table. The student is expected to participate in all practices during that time.

### **MEDICAL CONSENT FORM**

When you complete the on-line Athletic Registration, you will be required to acknowledge agreement with the Medical Consent Form.

### **MEETINGS**

Prospective athletes and at least one parent/guardian are required to attend the athletic department meeting scheduled at the beginning of each sport season.



## **STUDENT ATHLETIC HANDBOOK**

### **ON-LINE REGISTRATION**

All Athletes must register on-line before first practice. The information required to complete includes parent and emergency contact information, student health information, IHSA Performance Enhancement Drug and Concussion Policy, Medical Consent and Insurance Waiver.

The web site is [newmancentralcatholichs.8to18.com/accounts/login](http://newmancentralcatholichs.8to18.com/accounts/login).

### **PARENT/GUARDIAN GUIDELINES**

Be supportive of the team, the participants and the coaches. Help the participant follow and uphold the training rules and team policies. Learn the basic rules and strategies of the sport to gain a better understanding of it. Because sportsmanship begins with you, we ask that you exhibit good sportsmanship at all times. Your admission to a contest is to watch the performance of our student athletes. It is not a license to abuse officials, coaches, players or other spectators. Be a positive role model for our entire student athletes.

Bring any questions or problems concerning your son/daughter to the attention of the coach involved first. If your questions or problems are not answered, please contact the Athletic Director and then if necessary the Principal.

### **PARTICIPATION OF ATHLETES IN OUT-OF-SEASON ACTIVITIES**

Participation of athletes in any out-of-sport activity related to the athletic program at Newman Central Catholic High School is voluntary and completely at the discretion of the athlete and his/her parents. Any form of coercion to force an athlete to participate in any out of season activity is inappropriate.

Athletes are welcome to participate in as many out-of-season sports that are available. Athletes and parents are welcome to consult a coach for recommendations and advice concerning participation in these sports. However, non-participation in these sports cannot be justification for a player being cut or having less playing time than a teammate of comparable talent.

Athletes that choose to participate in out-of-season sports make the decision (with parental input) which activities and how much time is dedicated to those activities.

During the off-season, no athlete is to use or have use of school equipment pertaining to a sport that is out-of-season. Off-season activities are limited to weight training and running. Exceptions are for use of equipment needed for a summer camp or league.

## STUDENT ATHLETIC HANDBOOK

### PENALTIES FOR ATHLETIC UNEXCUSED ABSENCES

#### **Athletic Unexcused Absence from Practice:**

1st Offense: The athlete will not be allowed to start the next contest and will be expected to do personal improvement drills at the next practice as outlined by the coach prior to the beginning of the season.

2nd Offense: The athlete will not be allowed to participate in the next contest. Athletes will participate in all practices prior to the contest missed.

3rd Offense: The athlete will be subject to dismissal from the team as determined by the coach and the Athletic Director.

#### **Athletic Unexcused Absence from Contest:**

1st Offense: The athlete will not be allowed to participate in the next contest and will do personal improvement drills at the next practice as outlined by the coach prior to the beginning of the season.

2nd Offense: The athlete will not be allowed to participate in the next three contests. Athletes will participate in all practices before contests to be missed.

3rd Offense: The athlete will be subject to dismissal from the team as determined by the coach and Athletic Director.

Any Newman athlete quitting a team during the sport season they are participating must notify the Athletic Director.

### **REQUIRED INFORMATION NEEDED BEFORE THE SEASON STARTS**

A sports physical and on-line Athletics Registration must be completed prior to starting practice. The student will then be given clearance from the Athletic Director to start first practice.

## STUDENT ATHLETIC HANDBOOK

### SPORTS AT NEWMAN

With the exception of golf, Newman offers no co-ed sports. The following is a list of the interscholastic sports offered at Newman during the course of the school year:

	FALL	WINTER	SPRING
Boys	Cross Country Football Golf	Basketball Wrestling Swimming	Baseball Tennis Track
Girls	Cheerleading Cross Country Golf Swimming Tennis Volleyball	Cheerleading Basketball	Softball Track

### SPORTS PHYSICAL

A sports physical is required by IHSA to be completed annually by all participating athletes. A completed physical form must be turned in to your coach on or before the first day of practice. An incoming freshman or transfer student must have the required school entrance physical. A physical is valid for one calendar year from the date of the physical. It is recommended that physicals be taken after June 1st.

### STATE CONTESTS

Students who are members of an athletic team may be excused from school when their team, or a member of their team, is playing/competing in an Illinois High School Association (IHSA) State Contest. Athletic coaches will assume supervisory responsibility only for those team members designated for competition in the athletic contests. Non-participating members are required to have parent permission and parents assume full responsibility for travel, lodging, and supervision.

## STUDENT ATHLETIC HANDBOOK

### SUSPENSION TABLE

The suspension table, which follows, reflects scheduled contests for varsity teams. 20% of the season may be fewer games for lower levels. Suspension served during post season may be fewer games for lower levels. Suspension will be served during post season contests if necessary. If an athletic contest is canceled during the suspension, it will not count as part of the suspension. A suspension will be carried over to the participant's next sport season or into extra-curricular activities when necessary.

<b>SPORT</b>	<b>20% Contest</b>	<b>50% Contest</b>
Baseball	8	18
Basketball	6	14
Cheerleading	6	15
Cross Country	3	8
Golf	4	9
Football	2	5
Softball	8	18
Swimming	2	5
Tennis	5	10
Track	2	5
Volleyball	4	9
Wrestling	3	7

### TEAM SIZE

Every attempt will be made to allow as many students as possible to participate in any sport. Practical situations such as facilities, number of coaches, available playing time, etc., dictate that in certain situations, a team will have to be "cut" down to a manageable size.

In no case will cuts be made before five practices have been completed. In general sophomore and varsity team sizes will parallel IHSA tournament regulations. Freshman team sizes will generally be larger than sophomore and varsity team sizes. The team sizes in sports offer freshman "A" and "B" levels if participation is large enough to field teams for both levels.

## STUDENT ATHLETIC HANDBOOK

### TRAVEL TO AND FROM GAMES

Newman Central Catholic High School provides transportation for student athletes by school bus and/or smaller activity buses. Coaches, faculty, and/or adult supervision is provided for all activities. Coaches and supervisors shall assume major responsibility for the proper and safe conduct of student athletes at all times.

Unauthorized passengers may not ride in a Newman Central Catholic High School bus with NCCHS athletes.

When feasible, smaller teams will be transported by the white activity buses.

Student-athletes are allowed to drive themselves to/from athletic contests under special circumstances only and only if approved by the parent and coach.

Student who will be late for the bus departure time for an athletic contest must the following these steps:

1. Coach will contact the student-athlete and the parent(s). If no direct contact is made, a voicemail message will be left.
2. Student will contact his/her parent(s) to inform them that he/she did not arrive at the appointed time for departure. Student and parent(s) will set up a transportation plan.
3. Student will contact the coach to inform him/her that he/she will not arrive at the appointed time for departure.
4. If no direct contact is made by either the coach, student or parent, the coach will inform the Athletic Director.
5. Coaches maintain individual procedures/policies regarding "sitting out" due to missing the bus.