

Newman Central Catholic High School



Student Handbook

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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 a Saint on October 13th 2019. He 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.

SCHOOL SYMBOLS

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 October 9th.

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.

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

Type of School	Diocesan Co-educational Central Catholic High School, Founded 1959
Location	Whiteside County, Sterling, IL, Sterling Township, 73 rd Legislative District and 16th Congressional District
Community	Residential and rural
Grades	9, 10, 11 and 12
Accreditation	Advanced-Ed
Recognition	Illinois State Board of Education, National Catholic Education Association
Grading Periods	Four 9 week quarters; two semesters per year
Passing Mark	D - 60%
Graduates	Over 99% continue their education at colleges or universities
School Colors	Royal blue and white

School Website 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

In Jesus' name, we pray, teach, learn and serve.

VISION

Students will grow in virtue, develop self-discipline, and become who God created them to be.

PHILOSOPHY

Newman Central Catholic High School is a traditional institution serving students from ninth through twelfth grades in the Sauk Valley 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. 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.

SCHOOL DATA

HANDBOOK UPDATES

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.

FAITH'S LAW

CODE OF PROFESSIONAL CONDUCT FOR SCHOOL EMPLOYEES

Pursuant to Illinois's Faith's Law requirements, the Diocese of Rockford adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Rockford, but are restated as a Code of Conduct for School Employees to comply with the law.

Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one.

EDUCATOR CODE OF CONDUCT

Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

FAITH'S LAW

EDUCATOR CODE OF CONDUCT (continued)

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations, that apply to Catholic schools.

SEXUAL MISCONDUCT

The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor:

Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, (105 'LCS 5/22-85.5).

FAITH'S LAW

SEXUAL MISCONDUCT (continued)

Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

EXPECTATIONS OF SCHOOL EMPLOYEES

The Diocese restates here the Diocese's expectations of all its employees, including employees who work at parish elementary schools and Diocesan high schools in the Diocese of Rockford:

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

These expectations are set forth in detail in the following:

Diocese's Code for the Pastoral Use of Technology and Social Media;

Diocese's Code of Pastoral Conduct; the Diocese's Guidelines for Youth and Those Working with Youth Employee, Volunteer, and Youth Participant General Guidelines and Boundaries Expectations;

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment; Illinois DCFS

Acknowledgement of Mandated Reporter Status form; and the following trainings: Virtus Protecting God's Children; Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training.

SCHOOL EMPLOYEES ARE MANDATED REPORTERS

The Diocese restates here the Diocese's requirement that its employees, including employees who work at parish elementary schools and Diocesan high schools in the Diocese of Rockford, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services.

Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 Il-CS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-80025-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

FAITH'S LAW

SCHOOL EMPLOYEES ARE MANDATED REPORTERS (continued)

This requirement is contained in the following:

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment; Illinois DCFS Acknowledgement of Mandated Reporter Status form; and the following trainings: Virtus Protecting God's Children; Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training.

EMPLOYEE TRAINING RELATED TO CHILD ABUSE AND EDUCATOR ETHICS

The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training.

Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors.

The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators.

References:

Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment;

Illinois DCFS Acknowledgement of Mandated Reporter Status form;

Diocese's Code for the Pastoral Use of Technology and Social Media;

Diocese's Code of Pastoral Conduct; the Diocese's Guidelines for Youth and Those Working with Youth Employee, Volunteer, and Youth Participant General Guidelines and Boundaries Expectations; and the following trainings:

Virtus Protecting God's Children;

Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and State of Illinois' Prohibition of Sexual Harassment training. Effective 7/1/2023

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.

ATHLETIC DIRECTOR

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

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 st Block	8:00–9:23
2 nd Block	9:27–10:45
A Lunch	10:45–11:15
3 rd Block A Class	11:19–12:37
3 rd Block B Class	10:49–12:07
B Lunch	12:07–12:37
4 th Block	12:41–2:09
Study Hall	2:13–2:35
Bus Departs	2:45

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

Mass Schedule

1st Block	8:00–8:55
2nd Block	8:59–9:54
Mass	10:00–10:45
3rd Block A Class	11:24–12:37
A Lunch	10:50–11:20
B Class	10:50–12:07
B Lunch	12:07–12:37
4th Block	12:41–2:10
Study Hall	2:14–2:35

Late Start - 2 Hours

1st block 10:00 to 10:45	
2nd block 10:49 to 11:34	
A lunch 11:34 to 12:04	3rd block 12:08 to 12:53
3rd block 11:38 to 12:23	B lunch 12:23 to 12:53
4th block 12:57 to 2:09	
Homeroom 2:13 to 2:35	

Late Start - 1 Hour

1st block	9:00 to 9:52
2nd block	9:56 - 10:45
Return to normal schedule	

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 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, such as Slader, Google Translate, and A.I. Programs.
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.

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.

ACADEMICS

THE STATE SEAL OF BILITERACY AND STATE COMMENDATION TOWARD BILITERACY

Newman Central Catholic High School offers the opportunity for students to participate in achieving the State Seal of Biliteracy and the State Commendation toward Biliteracy.

The State Seal of Biliteracy is a recognition given by a district/school to graduating high school students who have demonstrated a high level of proficiency in English and in reading, writing, listening and speaking in another language.

The State Commendation toward Biliteracy is a recognition given by a district/school to graduating high school students who have demonstrated significant progress toward achieving a high level of proficiency in English and in reading, writing, listening and speaking in another language. Districts/schools may choose to award the Commendation toward Biliteracy in addition to the Seal each year, however it is not required to participate.

Students must meet the qualifications in both English and another language to earn the Seal or Commendation. The following qualifications must be attained:

- AP Language and Culture Exam by attaining a score of 4 to qualify for the Seal of Biliteracy or a score of 3 to qualify for the Commendation toward Biliteracy and
- SAT English proficiency requirements by attaining a cut score of 480, or
- ACT College Ready Benchmark on the English subject area test or a composite score of at least 21, or
- AP English Language and Composition Exam attaining a score of 4 or 3, respectively, qualifying them for the Seal or Commendation.

The designation of the Seal of Biliteracy or the Commendation toward Biliteracy will be placed on the diploma and will include the required designation on the transcript of each qualifying student. ISBE/MD provides the symbol for the diploma and the specific language for the transcript.

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 administration for disciplinary action.

ACADEMICS

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 State 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. They reflect the rigor of the class and the linkage to the standards. For more details on grading philosophy, please review the Curriculum Guide.

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 42.5% of the final grade for each semester. The final semester exam may not exceed 15% 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 – 98	4.25	4.75
A	97 – 93	4.00	4.50
A -	93 – 90	3.75	4.25
B +	89 – 87	3.25	3.75
B	86 – 83	3.00	3.50
B -	82 – 80	2.75	3.25
C+	79 – 77	2.25	2.75
C	76 – 73	2.00	2.50
C -	72 – 70	1.75	2.25
D +	69 – 67	1.00	1.00
D	66 – 63	1.00	1.00
D -	62 – 60	1.00	1.00
F	59 – BELOW	0.00	0.00

*Weighted grades are given for Honors and AP courses.

ACADEMICS

GRADUATION REQUIREMENTS

CREDITS

Newman requires 29.0 credits for graduation as listed below.

REQUIRED COURSES	CREDITS
English	4.0
Speech	<u>0.5</u>
English Total	4.5
World Language and/or Fine Arts	2.0
Mathematics	3.0
Physical Education (includes Health)	1.0
Drivers Ed (Classroom)	<u>0.5</u>
Physical Education Total	1.5
Theology	4.0
Science (includes Biology)	3.0
Social Studies	1.0
World History	1.0
American History	1.0
American Government	0.5
Social Study Elective	<u>0.5</u>
Social Studies Total	3.0
Consumer Ed	0.5
Electives	7.5

All required courses must be taken at Newman Central Catholic High School. Elective courses may be taken in an approved summer school program.

All students must complete a minimum of 7.0 credits per year. Failures in required courses may be repeated in an approved summer program. Failures in elective courses may necessitate the student making up the deficient credits in an approved summer program. A student lacking these requirements will be placed on academic probation and may not be able to continue his/her education at Newman Central Catholic High School.

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, disciplinary issues, etc. may not be allowed to participate.

ACADEMICS

STUDY HALL

Study Hall is intended to make a quiet time available for students, to study and get extra help in their studies or participate in organizational meetings and activities. Students otherwise should be in their assigned study hall. All students must report to their assigned study hall 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 another teacher's study hall.

All students are required to attend study hall first quarter. Beginning second quarter, juniors and seniors may opt out of attending study hall by abiding the criteria below:

1. One unexcused tardy
2. One unexcused absence
3. Only two excused absences for the quarter
4. No detentions or suspensions for each quarter
5. Students must maintain a C or above in each class.

The criteria will be evaluated the quarter before to ensure those juniors and seniors have met the criteria to opt of study hall.

PARENT CONFERENCES

Parent/teacher conferences will be held in the first and third quarters. Parents/guardians may schedule appointments by contacting the Main Office. Parents may request a parent/teacher conference whenever the need arises.

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

Courses at Newman Catholic High School may require a semester examination and/or final project. Exams must be taken during scheduled times.

TRANSCRIPTS

Student transcripts are available and updated each semester. If additional assistance is needed, contact the Guidance Office.

ACADEMICS

VALEDICTORIAN AND SALUTATORIAN

Beginning with the class of 2025, there will no longer be a valedictorian or salutatorian. Newman will recognize students with a grade point average (GPA) of a 4.0 and above by classifying them as Summa Cum Laude

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 honor will be bestowed on both students and no salutatorian will be recognized

The salutatorian medal is awarded to the senior student ranked number two after eight semesters. In case of a tie for this position, the honor will be bestowed on both students.

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."

GUIDELINES FOR PART TIME ENROLLMENT

1. Students taking fewer than four (4) scheduled courses per day are considered part-time.
2. Part-time students enrolled in one or more courses per day, must take Theology.
3. Applicants for part-time enrollment who have been homeschooled for a majority of their education must provide the school with the applicant's grades from their accredited homeschool program and any standardized testing results. Incoming freshmen are required to take the High School Placement Test (HSPT) to ensure appropriate course placement.
4. Full-time students shall receive priority over part-time students in the event classes should reach capacity.
5. Part-time students are expected to follow all policies stated in the Student Handbook including but not limited to attendance, discipline, and dress code.
6. Part-time students are required to attend and participate in class level annual retreat.

ADMISSIONS

GUIDELINE FOR PART TIME STUDENTS(continued)

7. Tuition for classes shall be prorated based on the regular tuition rates for the school year enrolled. Additional fees shall apply to part-time students on the same basis as full time students. Part-time students will be required to purchase the same computer as other Newman Catholic students. All tuition and fees will be paid through [FACTS Payment Plans](#).
8. Financial Assistance is not available for part-time students.
9. Parents must provide transportation for their part-time student to and from all classes/courses. If there are gaps of time between classes, students must be enrolled in a study hall and will be assessed a fee for the study hall.
10. At the discretion of the principal, students enrolled on a part-time basis may participate in extracurricular activities such as student clubs, drama productions, and the like.
11. In the event of a change in daily schedule, part-time students are expected to follow the adjusted class time.
12. Part-time students are not eligible for Honor Roll, Valedictorian, or Salutatorian status. Part-time students are not eligible to participate in the school's commencement ceremonies.
13. At the discretion of the principal, part-time students may participate in the school's standardized testing or student growth model assessments. There is an additional fee for such testing and assessment. The scores of part-time students may not be included in class or school test and assessment score averages.
14. Students intending to earn a Newman Central Catholic High School diploma, must be enrolled full-time for junior and senior year and meet all graduation requirements, including service hours and retreats.
15. The final decision regarding admission and placement for all part-time students seeking enrollment in the school rests with the principal.

Home Schooling Policy

1. Incoming freshmen who have been homeschooled for their elementary grades will be accepted on the basis of the Newman placement examination and on meeting the other admissions criteria.
2. Transfer students who have participated in an accredited homeschool program for any portion of their high school education and wish to enroll at Newman Central Catholic High School for grades 10 or 11 will be accepted under the following conditions:
 - a. The student meets all criteria for admission
 - b. The student will be placed at the appropriate grade level as determined by the school.
 - c. Students enrolling from a non-accredited homeschool program will not be eligible to receive a diploma from Newman Central Catholic High School nor participate in any commencement ceremonies.
3. Students who are currently enrolled at Newman Central Catholic High School part-time may be eligible to participate on Newman's athletic teams. Students interested in participating in extracurricular activities should contact administration.

ADMISSIONS

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.

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.

TUITION PAYMENTS AND COLLECTION

Payment Plan: Tuition may be paid annually (one payment), semester (2 payments), quarterly (4 payments), or monthly (10 or 12 payments).

Annually: A 3% discount if tuition is paid in full by June 30th. All annual payments due August 31st.

Semester: Payments are due August 15th and January 15th

Quarterly: Payments are due August 15th, October 15th, January 15th, and April 15th

Monthly: You may choose 10 or 12-month plan; money is withdrawn on the 5th or 20th of the month or both

The 10-month plan begins in August and goes through May. Payments are made through direct withdrawal plan from a checking or savings account when an authorization form is signed by a parent at least two weeks prior to the first withdrawal date. When you sign up for ACH you can combine your fees and tuition.

Per Diocesan Tuition Policy 3115 "No student will be allowed to take first semester exams unless his or her tuition is current. Furthermore, no student will be allowed to take second semester exams unless his or her tuition and fees have been paid in full."

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. Regular attendance results in high achievement and for students to be on track for graduation. State attendance law requires "that every person having custody or control of any child between the age of six and seventeen years, shall annually, cause such child to attend some public or private school for the entire time during which the public school in the district wherein the student resides, is in session unless excused for an approved reason by a duly constituted authority." A student who misses one or 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. A student must be present by 8:15 a.m. in order to be eligible to participate in extracurricular activities unless they have evidence of an appointment. This will be enforced after the 1st unexcused tardy.

If a student is absent/ill for 3 days or more, a doctor's excusal is required.

TYPES OF ABSENCES

EXCUSED: Students receive an excused absence when they are absent from school or reasons as defined by the Illinois School Code.

The law defines excused absences as follows:

1. Illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Situations beyond the control of the student as determined by the administration
6. Such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

UNEXCUSED: Are those absences that do not come under any of the definitions of excused absences. Students who are absent for reasons other than those listed will be considered truant from school. A truant is defined by the Illinois School Code as a "Child subject to compulsory school attendance who is absent from school without valid cause for a school day or any portion of a school day." Leaving during the school day without the consent of the school is also truancy. Truants will serve a Saturday detention. A third truancy will necessitate going before the Board of Discipline.

Examples:

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

EXCESSIVE ABSENCES

Excessive absences are defined as nine school days both excused and unexcused. As deemed necessary by the Board of Discipline, a student with excessive absences will be required to sign an Attendance/Behavioral Contract and the parents/guardians will receive a letter advising them of the attendance concern. If the student continues to miss school, the parents/guardians and student will be required to meet with the Board of Discipline. The number of days absent will be reflected on the student's final transcript.

ATTENDANCE

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.

LONG TERM ABSENCE: For absences of three or more, students 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 contact attendance secretary with dates of being absent. The student will be required to complete a planned absence form. Planned absence form is not required for school sponsored events.

REPORTING PROCEDURE

Parents / guardians are responsible for notifying the school when their child will be absent. The law requires the school to make every reasonable effort to account for all absent students within two hours after the beginning of the school day. When a student is going to be absent, the parent must report the absence to the school prior to 8:15 am. Parents must report every day the student is absent, even when the illness continues for more than one day. If a phone call is not received by the school documenting an absence for a valid cause, parents, or the person they have designated as the one to contact in emergencies, will be contacted regarding the child's absence from school.

TARDINESS TO SCHOOL OR CLASS

Students will receive a 2 hour Saturday detention for 3 or more unexcused tardiness. If more than 3 unexcused tardies, 15 minute increments will be added to the 2 hour Saturday detention. As deemed necessary by the Board of Discipline, a student with excessive tardiness will be required to sign an Attendance/Behavioral Contract and the parents/guardians will receive a letter advising them of the attendance concern. If the student continues to be late for school or class, the parents/guardians and student will be required to meet with the Board of Discipline. The number of days tardy will be reflected on the student's final transcript. The last detention will be served on the last day of school.

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 administration for disciplinary action. Likewise, students may be disciplined for public behavior deemed unacceptable. Included in this regulation is off-campus behavior which reflects poorly on the Newman community. Consequences 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 administration 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 administration 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 may appoint a student advocate, if the student requests one. Once a judgment is determined, the Board of Discipline will give the administration their recommendations. The administration 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.

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 administration 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 the Board of Discipline at which time consequences will be determined. Verbal or physical abuse of a faculty or staff member is cause for automatic suspension and probable expulsion.

BEHAVIOR

DRESS CODE POLICY

SHIRTS

1. Girls and boys are required to wear either a navy blue, white or gray long or short sleeved uniform shirt with the Newman emblem purchased from Lands' End.
2. Boys can wear a long sleeve striped oxford dress shirt with Newman logo purchased from Lands' End.
3. 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.
4. No undergarments should be visible.
5. All shirts must be tucked in, and remain tucked in, to the pants, shorts, capris or skirts.

PANTS

1. Pants must be navy blue or khaki pants. 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, joggers 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.

SKIRTS

1. Skirts must be navy blue or khaki purchased from Lands' End.
2. Skirts are to be worn at the waist to accommodate modesty. The hem shall be at the knee cap.
3. Only navy tights may be worn underneath the skirt.

SWEATSHIRTS/SWEATERS

1. Navy blue or gray uniform cardigan, sweatshirts or fleeces with a small Newman emblem on the upper left chest and can be purchased from Lands' End.
2. No hoodies or Newman athletic sweatshirts may be worn during the school day.
3. A uniform shirt must be worn under sweatshirts with collar showing.

SHOES

1. Shoes must be cleanly maintained.
2. Students may not wear boots of any type, flip flops, sandals, slippers, crocs or moccasins.
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.

BEHAVIOR

DRESS CODE POLICY (continued)

HAIR

A boy's haircut and girl's hairstyles are considered part of the Newman uniform. No erratic style haircut or color will be allowed including, punked, tailed, spiked, multicolored, grooved, partially shaved, emblems or striped.

1. Boys hair should be off the ears, above the eyebrows, and off the collar. Should be neatly trimmed not tucked behind the ears and hair should not fall forward covering the student's cheeks.
2. Hair must be neat and properly groomed at all times.
3. Boys may not have ponytails, mullets, Mohawk, or designs.
4. Both boys and girl's hair must be a natural color and appropriate to the nature of education at Newman.
5. 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.

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

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

DRESS DOWN DAYS

1. Spirit Days- Students may wear Newman Spirit attire and jeans with no holes or uniform shorts/pant/skirts only. Athletic shorts, yoga pants, sweats, flip flops or sandals will not be allowed. Any student not wishing to participate must be in school uniform.
2. Dress Down Days- Includes spirit attire and sweats that are school appropriate.

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 administration only when the dress code is questionable, confusing or the student is being insubordinate when complying with the dress code.
3. Repeat offenders for dress code violations will receive a detention and parents will be notified.

BEHAVIOR

DRESS CODE POLICY (continued)



DRESS CODE POLICY (continued)



DRESS CODE POLICY (continued)



REMOVAL FROM CLASS

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

EXCESSIVE DETENTIONS

Once a student has accumulated 3 Saturday detentions within one academic year, the student will be required to meet with the administration. The student and parents/guardians will receive a letter advising them of the disciplinary concern.

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.

BEHAVIOR

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. This procedure is intended to help students improve their attitudes and behavior while still being able to attend classes. Students and parents will be notified when a Saturday detention is issued and will be given 24-hour notice when it has to be served. Saturday detentions will be once a month.

The procedures and guidelines for Saturday Detention are as follows:

1. Saturday Detention will be scheduled in the morning with a minimum of 2 hours.
2. Students assigned to the Saturday Detention will be supervised by a staff member.
3. The administration will notify students and parents/guardians by written notice of the date and time of the Saturday Detention.
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 ten (10) days. The Discipline Committee will make the decision. Students and parents/guardians will be notified of the disciplinary action to be taken. 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. Breakfast is available until 7:55 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.

GENERAL

ELECTRONIC DEVICES/CELL PHONES/IMAGING DEVICES

Students are allowed to bring cell phones to school. Cell phones must be turned in to the teacher at the beginning of each class. Phone ringers must be silenced during the school day.

Phones and head phones or ear pieces are not permitted in the bathrooms, nor are students to use phones and head phones in the hallways or common areas during instructional time. Student will have access to their cell phones between classes and in the cafeteria during their lunch period.

Students will use school issued Chromebooks and are responsible for any loss or damage to the Chromebook. Newman is not responsible for charging the school issued Chromebook.

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.

POLICY #5173 INVESTIGATIONS REGARDING STUDENT SOCIAL NETWORKING

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may conduct an investigation, and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under the law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, polices, or handbook, or communicating it by similar means.

Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

ELECTRONIC DEVICE VIOLATIONS

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

1. First incident – Turn in device for 5 attendance days.
2. Second incident – Saturday detention, turn in device for remainder of semester and parent must pick up the student's device from the school office.
3. Third incident – A meeting with the discipline board, parent/guardian and student will be conducted. The device must be turned in for the remainder of the school year and parent must pick up the student's device from the school office.

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.

DRIVING/PARKING PRIVILEGE POLICY

It is a privilege to drive and park at school, including Whiteside Area Career Center, it is not a right. Violations of the Student Handbook or Law may revoke this privilege at any time and the student will be required to return the parking permit upon request without a refund. The following are examples for loss of parking privileges include but are not limited to:

1. Reckless driving (speeding, squealing tires, erratic driving, students riding on top of cars, etc.)
2. Possession of drugs or drug paraphernalia
3. Vandalism of school or other person's property and/or vehicle
4. Failure to display parking permit properly
5. Parking in another student's parking spot

WACC students who are found violating the Driving/Parking Privilege Policy will lose the privilege of driving to and from WACC.

Students and parents must sign a Student Parking Contract each school year.

EMERGENCY CLOSINGS

School officials will notify families 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 your portal for these notifications. Athletic contests and practices will be determined based on weather conditions and students are notified by text or email.

GENERAL

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.

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 board. 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 administration 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.
9. 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 a referral to the Disciplinary Board.

GENERAL

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. "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.

GENERAL

HARASSMENT/BULLYING (continued)

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, Snapchat and Instagram 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.

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.

GENERAL

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. 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.
2. The school is not responsible for lost or stolen property.
3. 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.
4. The student is financially responsible for the replacement or repair cost if damage is done to the locker.
5. 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.
6. 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.
7. Students are not to share their combination with anyone.
8. Beverages are not to be kept opened in the lockers.

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 x100 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.

PARKING PERMIT

All students are required to have a parking permit in their vehicle for emergency purposes. Parking permits can be purchased in the Main Office.

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 employer 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

A Medication Authorization Form must be on file to administer medication. With the parental & doctor's permission given during registration, the Main Office will administer acetaminophen or ibuprofen. Parental & doctor's 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.

SUNSCREEN

A student may possess and use a topical sunscreen product while on school property or at a school sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

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.

NEWMAN CENTRAL CATHOLIC HIGH SCHOOL DRUG TESTING POLICY

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.
5. Student Athletes see section in Athletic Handbook.

The Alcohol, Tobacco and Other Drugs Policy is cumulative over the student's academic career.

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.

HEALTH AND SAFETY

DRUG TESTING POLICY (continued)

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.

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.

CONSEQUENCES FOR DRUG/ALCOHOL USE AND/OR POSSESSION

Board of Discipline will review the incident and use the following as guidelines for their decision.

1st 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.

2nd Offense: all above and possible probation or expulsion.

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

Tobacco use or e-cigarettes or possession of tobacco products in or on Newman property is prohibited.

Board of Discipline will review the incident and use the following as guidelines for their decision.

1st 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.

2nd 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.

3rd Offense: all the above and possible probation or expulsion.

HEALTH AND SAFETY

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 1st 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 regularly. Respectful and attentive participation is mandatory for 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.

The Junior retreat, Kairos, will be hosted off campus for a three night stay at a retreat location. If a student is unable to attend this retreat he or she has two options:

1. Attend the following year (Senior year)
2. Or be assigned a community service project for 30 hours

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 was 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.

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.

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: Organize float building for Homecoming.
- Sophomore: Organize float building for Homecoming and sponsor Levi Leap Dance.
- Junior: Organize float building for Homecoming, work football concessions, and sponsor the Junior/Senior Prom.
- Senior: 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, Knitting.

STUDENT ACTIVITIES

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.

PERSONAL CONDUCT AND STANDARDS OF SPORTSMANSHIP

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.

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.

Appendix A INFECTIOUS DISEASE

PERSONAL HYGIENE AND SANITIZATION STATIONS

Masks will be worn at all times in the building. Masks must be school appropriate.

Sanitizing stations will be at each entrance of the building, drinking fountains, cafeteria, and in classrooms. Students, staff and visitors will be required to use hand sanitizer when entering the building.

Students and staff members will self-screen for symptoms using the 8 to 18 App provided. Students, staff and visitors will have their temperature checked prior to entering the building.

ENTRANCE/EXIT

There will be 7 entrances where students can enter the building. All students who are dropped off must be dropped off in the front. No drop offs will be allowed in the back parking lot.

Students who are dropped off with last names A - M must enter the doors # 3 at the front entrance.

Students who are dropped off with last names N - Z must enter the doors #1 at the Gymnasium doors.

Students who drive or ride with a student who drives beginning with the last names A - H and bus riders must enter the doors #8 the back entrance.

Students who drive or ride with a student who drives beginning with the last names I - Z must enter the doors #11.

CEO student will park in the front and enter in the front door #3.

Staff will review the student self-screening process for symptoms and take the student's temperature.

At 8:00 a.m. when doors are locked, the back entrance will no longer be an entrance. If late, students will have to park at Sacred Heart Church and walk in the front entrance.

Parents/visitors are allowed but must wear a mask and temperatures will be taken. Parents need to call ahead for an appointment and must enter through the front door #3.

There will be a drop box for payments of tuition and lunch money inside the foyer.

Floor markers in hallways will display 6 feet social distancing and directions of hallway flow.

CLASSROOM SET-UP AND DISTANCING

Desks and table spacing 6ft away from each other where possible; group work will be on-line in class as well as labs.

Floor markers are placed in each classroom

Recording lessons, live virtual classrooms

Assigned seating for all classes

INFECTIOUS DISEASE

PE

Health classes will be provided in the fall semester.

PE classes will be provided in the spring semester.

Masks will be worn during PE classes.

Equipment will be sanitized after each use.

Adjustment to PE curriculum will be addressed to avoid any physical contact exercises.

At this time, locker rooms will be off limits.

CAFETERIA

There will be 2 scheduled lunch periods- A & B lunches. One of the lunches will have 3 different locations and the other will have 2 locations for lunch. 1. cafeteria, 2. gym and 3. concession stand area. When weather permits, students will be allowed to eat outside.

There will be assigned seating in the lunch areas and seats will be assigned seats 6 ft. apart. Students will sit in assigned seats and will be called to get in line to avoid students standing in the hallway.

There will be a choice of hot or cold lunch. Students and staff will be served by the lunch staff.

Morning breakfast items or after school purchases from the cafeteria will no longer be available to the students and staff.

The use of the cafeteria microwave and the storage of items in the cafeteria refrigerator will not be allowed at this time.

Floor markers, with distancing, are placed for lunch lines.

TRANSPORTATION

Masks must be worn at all times.

A limit of 50 students will be allowed on the bus.

Dixon Bus route will run normal routes. Students will be spaced with assigned seating to maintain social distancing rules. Students will self-screen prior to entering on the bus and the bus driver will take temperatures before getting on the bus.

Buses will be sanitized after each use. Bus driver will clean once students have exited the bus.

Hand sanitizer will be available to students when entering and leaving the bus.

DEVICE AND LEARNING RESOURCE DEPLOYMENT

Our goal at Newman is to be one-to-one. We have ordered 50 more Chromebooks which are currently on back order. We will allow for personal devices until we receive our shipment at which time we will deploy the new devices to those students.

INFECTIOUS DISEASE

SCHEDULE

7:30 a.m. - Students may enter the building by using the door designated above. Students must then go straight to their 1st block class. Lockers will not be allowed at this time. Only backpacks will be allowed for students to store their items and take from class to class.

Newman is shortening the class minutes from 82 minutes to 75 minutes. There will be 5 minutes in between class for passing minutes. This allows for us to have staggered release times for classes so not all students are in the hallway at the same time.

8:00 a.m. -Start time

8:00 a.m. - 9:15 a.m. - 1st Block

9:20 a.m. - 10:35 a.m. - 2nd Block

10:40 a.m. - 11:55 a.m. - 3rd Block

11:55 a.m. - 12:25 p.m. - A Lunch

12:30 p.m. - 1:45 p.m. - A Lunch students in 4th Block or WACC

12:00 p.m. - 12:45 p.m. - B Lunch students in 4th Block

12:45 p.m. - 1:15 p.m. - B Lunch

1:15 p.m. - 1:45 p.m. - B Lunch students back to 4th Block

No Homeroom

Students will clean their desks and area prior to leaving class.

Teachers will be available from 1:45p.m. - 3:00 p.m. by appointment to assist with students who need extra assistance. Students must immediately leave the campus upon dismissal. The parking lot will be monitored.

WACC students should not return to school unless they have an appointment with a teacher.

This schedule is subject to change with the ever evolving situation.

Restroom use will be allowed during class time and backpacks will remain in the classrooms.

INFECTIOUS DISEASE

If we should return to Remote Learning, here is Newman Central Catholic High School's Plan:

REMOTE LEARNING DAYS

Remote days will be utilized on occasions when school is cancelled due to inclement weather or other unexpected closures. While traditional instruction is always our goal, Remote Learning will allow for little or minimal disruption to the instructional process with school closures by making those out-of-school days as educationally productive and engaging as possible. Remote Learning involves the use of technology, such as a computer, Chromebook, or other technical devices, to access teacher prepared lessons or instructions that students will complete while away from the school building. In the event Remote Learning needs to be used the following will occur:

1. Students are expected to be actively engaged based on the following schedule:

Remote Learning A/B Schedule

First Hour	8:00-9:00
Second Hour	9:30-10:30
Third Hour	11:00-12:00
Fourth Hour	12:30-1:30
Office Hour	2:00-3:00

2. Each student will complete the check-in Google Form for their class and receive their assignment and/or instructions for each of their classes through each of their Google Classrooms.
3. Each teacher will have the flexibility to determine if the assignment will be due the same day, next day or later in the week.
4. Students and parents/guardians are encouraged to contact their teachers during their scheduled office hour between 2:00-3:00 P.M. If that time frame does not work, please contact that teacher to set up an alternate time to meet via phone, email, or Google Meet.
5. If circumstances occur which prevent the student from checking-in on the announced Remote Learning Day, a parent will need to call the attendance line just as they would do if the student was to be absent that school day. If the student does not take part in the Remote Learning Day, the absence will be accumulated as normal and all make-up work is expected to be completed within the appropriate grace period by the school for an absence. Regular attendance policies still apply.
6. Individual households with internet issues are strongly encouraged to address these concerns with the teacher and school at the beginning of the school year or as they emerge during the course of the year.
7. Students that are having difficulties with their internet connectivity may park in the front or back parking lot in order to connect to the Newman WiFi. Students are expected to stay within their vehicle.

GOOGLE MEET NORMS

Camera on portrait view, face visible for the camera
Mic off until prompted to speak
Seated and dressed in an educationally appropriate manner
School appropriate Academic setting, school appropriate etiquette
Expected to contribute honestly
First Hour Prayer led by teacher

INFECTIOUS DISEASE

LEARNING PLATFORM

Newman will use Google Classroom as our learning platform.

Students will be taught the first days of school about Google Classroom and Meet. Parents will be provided with virtual training options to be viewed on-line on our website.

Google Classroom will be integrated from the beginning of the school year and utilized daily.

Google Classroom and Google Meet will be established and used when meeting virtually, Google Classroom will be used continuously throughout both models - in-person or Remote Learning.

EXTRACURRICULAR

Extracurricular will be offered for athletics Newman will follow the regulations and guidelines as shared by the IHSA, IDPH and ISBE.

Newman utilizes NFHS for individuals to view games and events online. This will be offered again for those who think it may be risky to attend in person events. There is a cost to the subscriber.

CLEANING AND SANITIZATION

The building will be deep cleaned regularly before students arrive each morning. Restrooms will be closed during all passing periods to allow for cleaning.

MASS

Mass will be offered. Freshmen and sophomore students will attend Mass wearing masks and Junior and Seniors will attend Mass virtually. Then the next time Juniors and Seniors will attend Mass wearing masks and Freshmen and Sophomores will attend Mass virtually. We will switch each time Mass is offered.

INFECTIOUS DISEASE

Signage will be placed in entrances noting that persons may not enter the building if they have any currently known symptoms of COVID-19 or other infectious disease, such as:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Fatigue
- Muscle and body aches
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea
- Headache

When students are reported absent, school personnel will request specific information and ask about COVID-19 exposure and/or diagnoses.

COVID-19 diagnoses and exposure cases will be reported to the local health department.

The school will follow the ISBE, IDPH, CDC guidelines for students who were suspected of having COVID-19, whether they were tested or not, which state that 72 hours must elapse from the resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared.

INFECTIOUS DISEASE

INFECTIOUS DISEASE (continued)

Students diagnosed with or exposed to COVID-19 will be tracked. Tracking methods include checking in with the school nurse/principal/superintendent upon returning to school to verify the resolution of the symptoms and that any other criteria for the quarantine have been met.

Students or staff returning to school following a quarantine period as a result of COVID-19 are required to check in with the school nurse or building administrator before they are admitted back into the school building.

PROCEDURES FOR INDIVIDUALS WITH POTENTIAL INFECTIOUS DISEASE (COVID, INFLUENZA, ETC.)

Staff and students should not come to school if they are ill. They should notify the school that they are ill and will not attend that day. If COVID or other infectious disease is suspected, they are to stay home until they are cleared by a medical professional. If they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case, they are to contact the Principal as soon as possible, so contact tracing can begin.

Sick staff members or students should not return until they have met CDC/Local Health Department's criteria to discontinue home isolation and/or written release from a medical provider.

PROCEDURE IF SOMEONE COMES DOWN WITH INFECTIOUS DISEASE SYMPTOMS AT SCHOOL

Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms.

If a student is identified as potentially having an infectious disease, either by reporting symptoms or reporting that they have been in contact with a potential/diagnosed ill individual, they will be immediately removed from the general population and put in the designated isolation area. School administration will contact the parents to come pick them up as well as notify the health department if a COVID exposure is suspected.

The isolation area will be in the Guidance office. It has an extra office where the student can remain socially distant from others as well as anyone supervising them prior to parent pick up. The room can be controlled to avoid exposure. After the individual has left the school, the maintenance staff will initiate cleaning/disinfecting procedures.

If you are calling an ambulance or bringing someone to the hospital, alert them that the person may have COVID-19.

All isolated areas will be cleaned and disinfected after each use per the health department guidelines.

School administrators will work with the local health department and medical providers to identify potential contacts/exposures. In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.

STUDENT ATHLETIC & ACTIVITIES 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 athlete's 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 1st practice.

Respectfully,

Justin Stevenson,
Athletic Director

jstevenson@newmancchs.org

815 625 0500 x112

STUDENT ATHLETIC & ACTIVITIES 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 was 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.

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.

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.

STUDENT ATHLETIC & ACTIVITIES HANDBOOK

DRUG TESTING POLICY (continued)

RULES FOR NEWMAN ATHLETICS & ACTIVITIES

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.

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

ALCOHOL, TOBACCO AND OTHER DRUGS POLICY

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.

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.

STUDENT ATHLETIC & ACTIVITIES HANDBOOK

DRUG TESTING POLICY (continued)

CONSEQUENCES FOR DRUG/ALCOHOL USE AND/OR POSSESSION

Board of Discipline will review the incident and use the following as guidelines for their decision.

1st 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.

2nd Offense: all above and possible probation or expulsion.

CONSEQUENCES FOR DRUG/ALCOHOL USE AND/OR POSSESSION

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. 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. The student is expected to participate in all practices during that time.

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

Tobacco use or e-cigarettes or possession of tobacco products in or on Newman property is prohibited.

Board of Discipline will review the incident and use the following as guidelines for their decision.

1st 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.

2nd 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.

3rd Offense: all the above and possible probation or expulsion.

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. 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. The student is expected to participate in all practices during that time.

STUDENT ATHLETIC & ACTIVITIES HANDBOOK

DRUG TESTING POLICY (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 1st 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.

ATHLETIC AWARDS

Coaches will put into writing criteria requirements for earning an athletic award.

FRESH/SOPH - 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.

JV - 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.

VARSITY - 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.

An athlete will receive only one physical letter of each type. Upon qualifying for a second varsity award in the same sport a white varsity "N" will be awarded. An athlete must complete the season in order to earn an award.

ATTENDANCE AT SCHOOL

The athlete must be in school by 8:15 a.m. to be eligible to participate in a practice or a contest.

If an athlete leaves because of illness during the day, 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.

If a student has a doctor's appointment during school hours, a doctor's note is required to be eligible to participate.

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 or practice due to an emergency, the athlete shall contact their coach prior to the event.

BEHAVIOR OF ATHLETES

It is important that student athletes conduct themselves in an appropriate manner. Behavior such as swearing, uncontrolled anger, riding and ridiculing the officials, negatively inciting the fans and taunting the other team will not be tolerated. Coaches may enforce consequences per team policy.

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

STUDENT ATHLETIC & ACTIVITIES HANDBOOK

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

NCAA Division II: 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 any and all preseason meetings.

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.

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.

Students 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: Bureau Valley, Erie, Kewanee, Mendota, Monmouth-Roseville, Morrison, Orion, Princeton, Prophetstown, Riverdale, Sherrard, Spring Valley Hall, and Taylor Ridge Rockridge.

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 Newman Athletics for its replacement.

STUDENT ATHLETIC & ACTIVITIES 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 coach's 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/Larry Ybarra Field
Softball	Newman Softball Field
Track	Newman/Chuck Rosenberry Track & Westwood Sports Complex
Golf	Emerald Hill Country Club, Sterling

IHSA PERFORMANCE ENHANCEMENT DRUG POLICY

The 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

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 & ACTIVITIES 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 needs, you will be asked to enter this information during on-line Athletic Registration. 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.

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 newmancentralcatholics.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.

STUDENT ATHLETIC & ACTIVITIES HANDBOOK

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.

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.

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	Baseball Tennis Track
Girls	Cheerleading Cross Country Golf Tennis Volleyball	Cheerleading Basketball	Softball Track

STUDENT ATHLETIC & ACTIVITIES HANDBOOK

SPORTS PHYSICAL

A current 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.

SUSPENSIONS

Suspensions will be 20% & 50 % of the season and 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.

TEAM SIZE

Every attempt will be made to allow as many students as possible to participate in any sport or activity. 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.

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 Athletic Director.

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.

STUDENT ATHLETIC & ACTIVITIES HANDBOOK

Dual Sport Participation Policy

Dual sport participation is when an athlete competes on two Newman athletic teams during the same season (ie: volleyball & golf). While dual sport participation is allowed at Newman, it does increase the workload of our student-athletes and is something that should be carefully considered. Below are the rules of dual sport participation.

1. The student must obtain and complete a dual sport participation contract from the athletic director **prior** to the start of organized practices of that season.
2. The student must designate which of the two sports will be the "primary" sport. A primary sport is defined as the sport which takes precedence over the other sport in the event of schedule conflicts. Games/contests always take priority over practices - regardless of the primary/secondary designation. During the season a student may **not** change the primary and secondary sports.
3. The student must attend practices of both sports, but the amount of time will be agreed upon by the head coaches of both sports. Should the coaches disagree on the amount of time the student is practicing, the athletic director will mediate the discussion and his/her decision will be final.
4. If a student is disciplined in either the primary or secondary sport, the same consequence will be enforced in the second sport.
5. If a student quits one or both of their teams, they will not have the option to participate in any dual sports for the remainder of the school year.
6. The athletic director will serve in the capacity of advisor and will have the final decision on all matters relating to dual sport participation.

Part-Time Student Athletic Participation

IHSA By-laws do not prohibit participation in interscholastic athletics by home schooled students at IHSA member high schools. On the other hand, IHSA By-laws also do not mandate that member schools permit homeschooled students to participate. The determination of whether

IHSA By-law 3.011 includes provisions which permit interscholastic participation by home schooled students at their local IHSA member school, under specified conditions. By-law 3.011 states:

A student must attend a member school and may only represent in interscholastic competition the member school the student attends. For purposes of this by-law, the term "attend" shall mean that the student is enrolled at the member school, and is taking at, or under arrangements approved by the member school, a minimum of twenty-five (25) credit hours of work for which credit toward their high school graduation will be granted by the member school upon the student's completing and passing the courses. The school which enrolls the student shall be exclusively responsible to verify the student's compliance with all of the eligibility requirements of all IHSA by-laws.

Under the provisions of this by-law, any student, including one who is home schooled, must meet five specific requirements to be eligible for interscholastic participation:

1. The student must follow all guidelines in the Newman Part-Time Student Policy/Homeschooling Policy.
2. The student must be enrolled in 4 classes per day, one of which must be Theology.
3. The student must be taking and passing a minimum of twenty-five (25) credit hours of work (the equivalent of five .5 credit courses) at Newman Central Catholic High School or in a program approved by Newman Central Catholic High School on a weekly and semester basis. The accredited homeschool program must report grades weekly for athletic eligibility. Please note freshman/sophomore year Theology is five hours per week, while junior/senior Theology is three hours per week.

STUDENT ATHLETIC & ACTIVITIES HANDBOOK

Part-Time Student Athletic Participation(continued)

4. The student must be granted credit toward graduation by Newman Central Catholic High School for the work taken either at the member school or in a program it approved.

5. The student must be in compliance with all eligibility requirements of all IHSA By-laws. (Residence, Transfer, Scholastic Standing, etc.)

6. The student must pay applicable tuition and fees at the member high school. Part-time students are not eligible to receive financial assistance, but may apply for scholarships from Newman Central Catholic High School.