



2022-2023
PARENT/STUDENT
HANDBOOK

Cardinal Newman School

2022-2023 Student/Parent Handbook

Heart Speaking to Heart
Truth, Integrity, Fidelity
Redefining Excellence -----
In the Classroom
On the Field
In the Community
For Their Futures

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I. Foreword

The information found in this handbook is presented as guidance for members of the Cardinal Newman School community. No handbook can be all-inclusive; therefore, the administration reserves the right at any time to amend, adjust, and adapt policies based on the needs of the school.

Students, parents/guardians, faculty, and staff are asked to familiarize themselves with these policies. Additionally, all parents and students are required to sign the Handbook verification form stating that they have read and understood the policies and expectations contained within the Handbook and agree to be governed by them.

Diocese of Charleston Secondary Schools:

Common Foundational Belief

Bishop England High School, Cardinal Newman School, John Paul II Catholic School and St. Elizabeth Ann Seton Catholic School, the four secondary schools that are owned by the Diocese of Charleston, offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God.” This foundational belief informs the schools’ missions, visions and approaches.

Similarly, all four schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.” *Catechism of the Catholic Church*, 2270-2275.

In *Evangelium Vitae*, St. John Paul II said, “The Gospel of life is at the heart of Jesus’ message...Even in the midst of difficulties and uncertainties, every person sincerely open to truth and goodness can, by the light of reason and the hidden action of grace, come to recognize in the natural law written in the heart (cf. Rom 2:14-15), the sacred value of human life from its very beginning until its end, and can affirm the right of every human being to have this primary good respected to the highest degree. In a special way, believers in Christ must defend and promote this right, aware as they are of the wonderful truth recalled by the Second Vatican Council: ‘By his incarnation the Son of God has united himself in some fashion with every human being.’ This saving event reveals to humanity not only the boundless love of God who ‘so loved the world that he gave his only Son’ (Jn 3:16), but also the incomparable value of every human person.”

“Through the words, the actions and the very person of Jesus, man is given the possibility of ‘knowing’ the complete truth concerning the value of human life. From this ‘source’ he receives, in particular, the capacity to ‘accomplish’ this truth perfectly (cf. Jn 3:21), that is, to accept and

fulfill completely the responsibility of loving and serving, of defending and promoting human life.”

As Roman Catholic co-educational institutions, all four Diocese of Charleston secondary schools defend and promote the sanctity of all human life. They believe in the dignity of and respect for all human beings from the moment of conception to natural death. This fundamental principle applies to all races, ethnicities, and socio-economic groups, to the unborn child as well as to the terminally ill adult. Creation in the image and likeness of God bestows upon every person a dignity that cannot – must not – be taken away. Every human person has a value that confers upon him/her an importance that must not be dishonored or degraded. This principle of human dignity is at the heart of everything these schools do.

Lord God Almighty, our Creator, we celebrate our existence, we rejoice to be alive. Teach us to understand more and more profoundly that every human life is sacred, whether it belongs to an unborn infant, or to a terminally ill patient; to a handicapped child, or to a disabled adult; to people who live next door, or to those who live far away. Remind us, Heavenly Father, that whatever a person's age, race, color or creed, each individual has been made in Your image and likeness; and has been redeemed by Christ. This makes them precious in Your sight. Help us to see other people with Your eyes, so that we may reverence, preserve, and sustain Your gift of life in them and use our own lives more faithfully in Your service. We ask this through Christ, our Lord. Amen.

From the Pro-life Prayer Book

Cardinal G. Basil Hume, O.S.B., Archbishop of Westminster

Further, the radical appreciation that all of the Diocese of Charleston’s four secondary schools have for the value of human life leads them to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See the “Diocese of Charleston Secondary Schools Statement of Diversity, Equity, Inclusion: A Guideline for Curriculum, Resources, and Professional Development” that follows this statement.) Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

As Pope Francis teaches, “No one will ever openly deny that [those who are different from us] are human beings, yet in practice, by our decisions and the way we treat them, we can show that we consider them less worthy, less important, less human. For Christians, this way of thinking and acting is unacceptable, since it sets certain ... preferences above deep convictions of our faith: the inalienable dignity of each human person regardless of origin, race or religion, and the supreme law of fraternal love.” Fratelli Tutti

Roman Catholic Diocese of Charleston Secondary Schools'

II. Statement of Diversity, Equity, and Inclusion: A Guideline for Curriculum, Resources, and Professional Development

Diversity:

“After this I looked, and behold, a great multitude which no man could number, from every nation, from all tribes and peoples and tongues, standing before the throne and before the Lamb” Revelation 7:9

Catholic Schools in the Diocese of Charleston value and welcome all families, staff, students and supporting communities, acknowledge their unique gifts, and believe diversity is a blessing that enriches our community. With great enthusiasm, we celebrate diversity among our school community inclusive of differences in race, ethnicity, sex, abilities, socio-economic status, national origin, and religious beliefs. Catholic Schools will empower and encourage students to identify and challenge all forms of prejudice, discrimination, and injustice within a global society with love.

Equity:

“There may be no discord in the body, but that the members may have the same care for one another. If one member suffers, all suffer together; if one member is honored, all rejoice together.” 1 Corinthians 12:25-26

Equity in education is the commitment to each student’s academic, social, and spiritual growth, taking into account inequalities of privilege, access to resources, and other effects of marginalization based on prejudice or unjust systems. In Catholic schools, love moves us to seek the fulfillment of each student’s potential as we encounter each other as brothers and sisters in Christ.

As equitable Catholic educators, we must take direct and deliberate steps to change our own actions as well as group, institutional, and systemic practices that harm others by denying them their full, complex, individual humanity, or by dismissing their experiences as members of a racialized or marginalized group.

We must understand how our own individual awareness and biases are shaped by our identity, cultural and otherwise, so that we can meet others with a spirit of authenticity, humility, and openness.

Inclusion:

“Rejoice with those who rejoice, weep with those who weep.” Romans 12:15

In Catholic schools, every individual’s perspective and identity must be taken into account to create a learning environment where all students feel accepted, safe, empowered, supported and affirmed.

An inclusive Catholic educational community must ensure that all members of the community have a voice. As a result of being inclusive, this creates a community in which every member is a valued stakeholder and shares responsibility in creating purposeful conditions in which each member can perform his or her roles successfully.

Cardinal Newman offers a learning community formed by our Catholic faith and rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God.” Cardinal Newman welcomes families of diverse backgrounds that seek a Catholic education for their children. We value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich our community. Our mission directs us to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Cardinal Newman will empower and encourage students to act for justice and to become leaders with empathy and respect both within our school as well as within our global society.

Non-Discrimination Policy

Cardinal Newman School is part of the system of schools of the Catholic Diocese of Charleston and is accredited by Cognia division of Southern Association of Colleges and Schools. For over 150 years, Cardinal Newman has formed young men and women of character and faith, fostering a love of learning and a commitment to service. Cardinal Newman School employs passionate, professional, and motivated faculty and staff who embrace our Catholic mission of discovering the young, faith-filled leader that God created inside every child through our commitment to Redefining Excellence in everything we do.

Within the context of our committed Catholic community, we recognize the value and power of our diversity. We are enriched by our differences and become stronger through them. We work to offer an inclusive environment in our learning community that allows our students to develop spiritually, intellectually, emotionally, physically, and socially.

III. The Catholic Identity of our School

A: Mission Statement

Cardinal Newman School is a Catholic middle and high school whose mission is to provide an academically rigorous Christian education to young men and women from diverse socio-economic and cultural backgrounds. We challenge our students to embrace truth, pursue academic excellence, act with integrity, lead courageously, work for justice, and engage in generous service. We are a community where every student is known, the dignity of all is appreciated, and apparent and potential gifts are developed in mind, body, and spirit.

B: Philosophy

Foundational to our approach is the appreciation of the infinite value of each student that comes to us. All are made in God's image and likeness. Our role is to continue to develop their known and potential gifts and do all with a focus towards the eternal. We partner with parents to continue the formation of their children, helping them to become great persons, always with an eye to their eternal destiny.

We believe:

- God's love and Divine Providence sustains and guide us;
- Each student is a valued individual with unique physical, emotional and intellectual needs;
- Each student should be challenged to achieve academic and personal excellence;
- Each student can become a self-disciplined learner;
- The support and collaboration of parents with the faculty, staff, and administration are essential;
- A safe, structured environment promotes student learning;
- Truth, integrity and faith, as articulated in the gospel of Jesus Christ, are at the heart of Christian formation.

Core Beliefs:

- **“All are made in God's image and likeness and all can learn”** - We believe that all of our students have infinite value because, like all of us, they are created in God's image and likeness. All have will and intellect. All have gifts that need to be developed. All can learn. *“The world is charged with the grandeur of God.” (Gerard Manley Hopkins).*
- **“Parents are partners with us”** - We believe that parents are the primary educators of their children. We collaborate with them to continue the good work they have begun, recognizing that the family is the first and most important teacher in a child's life. We work to further the students' educational foundation in alignment with our shared Catholic values. *“An education in the fullness of humanity should be the defining feature of Catholic schools.” (Pope Francis).*
- **“We are meant to be men and women for others”** - We are committed to building a community where individuals act with virtue - A great portion of our work is helping young men and women grow in character. To this end, we offer co-curricular programs with coaches and moderators who act as strong role models and have an eye for the continued moral growth of students. *“Give your hands to serve and your hearts to love.” (Mother Teresa).*

- **“Learning is joyful”** - We find God in all things. We share the wonder and infinite wisdom of our creator within our classrooms as we create dynamic and engaging learning environments. We find a reflection of the creator in each of our interactions between students, parents, and faculty as we embrace the love of life-long learners. *“We are what we repeatedly do. Excellence, then, is not an act, but a habit” (Aristotle).*
- **“We are home and we are family”** - Learning in the context of a community where the student is confident that they are welcomed and will always be cared for will allow them to flourish.

C: History

The history of Cardinal Newman High School is a rich one, reaching back to 1834 when the Ursuline Sisters arrived in Charleston, SC, from their native Ireland. Through the efforts of the Right Reverend John England, South Carolina’s first Bishop, the Sisters were sent from Ursuline Convent to begin a work that endures to this day.

In 1858, Ursuline High School for young women opened its doors on Blanding Street, where it remained until Sherman's army burned the city of Columbia, SC, during the Civil War in 1865. The School was then moved to Valle Crucis, a country place belonging to the Right Reverend Lynch. The School remained at Valle Crucis for twenty-two years, where it maintained an average of forty students a year. In addition to their regular students, the nuns taught local African-American children during the summer.

Unable to obtain the continuing services, two of the Sisters moved back to Columbia and opened St. Peter's School in 1872. The School’s first classrooms were located in a cottage on Park Street. The School, soon outgrowing its small Park Street cottage moved to the Preston Place on Hampton Street in 1887. It is here the Sisters rejoined the rest of their community from Valle Crucis. Ursuline High School was reborn.

In 1938, Ursuline High School was accredited as a Class A private institution, and the first male students graduated in 1951.

In 1957 the property of Ursuline High School was transferred to the Most Reverend J. J. Russell, Bishop of Charleston, and the name was changed to Catholic High School of Columbia.

Monsignor Martin C. Murphy, Pastor of St. Peter's Church, and Monsignor A. F. Kamler were designated as the School Board of Catholic High School of Columbia. The Reverend Charles Kelley was designated Rector, and Sister Mary Bernard, O.S.U. became principal. The faculty was composed of Ursuline Nuns. Together, this new administration earned Southern Association accreditation in 1958.

In 1961 the Catholic High School of Columbia moved to its new home on 4701 Forest Drive and its name was changed to Cardinal Newman High School. The new location consisted of an eight-acre lot where they built nine classrooms, a library, chapel, cafeteria, kitchen and a number of offices and utility rooms.

In 1971 the School not only celebrated the arrival of Mr. Harold J. Bayerl as Principal, but also a new, well-equipped gymnasium containing more classrooms and a weight room. Five additional classrooms were constructed to accommodate an increased enrollment in 1974. By 1978, the School's enrollment doubled and almost every aspect of the school was remodeled to include a new science laboratory, faculty room and library.

1978 also marked the growth of the School's curriculum, which was now supplemented by honors courses and specialized electives. Teachers and coaches were recruited from across the country so that students would benefit from the best-qualified faculty.

In 1977, the practice football field was upgraded with the installation of seating and lights. That very year, the school hosted five home football games.

In its efforts to provide Catholic education to as many students as possible, Cardinal Newman School began its operation of a Middle School (grades 7 and 8) in 1989. The building, which formerly served as the Ursuline Convent, was thoroughly renovated and welcomed over 100 students.

In January of 2016, Cardinal Newman moved to a state-of-the-art, 50-acre campus at 2945 Alpine Road.

D: Religious Education

As a Catholic school we are committed to helping our students become great persons, with a focus on their eternal destiny. Our students are given the opportunity to encounter and respond to God within our community. We are a Eucharistic community. Worship, service, prayer and participations in the sacraments are hallmarks of our life together.

Prayer and the Sacraments

We begin and end the day in prayer together, celebrate Mass weekly as a community, and make the sacrament of reconciliation available to all throughout the week.

Retreats

As a Catholic school we believe that God invites us into a deeper relationship with him. We seek to foster the spiritual development of our students and help them to grow in faith and love. A

chief means of this effort is our school retreats. Every student participates in a retreat each school year.

The KAIROS experience, recognized by students and faculty as one of the most spiritually impactful experiences we offer, takes place over four days during the Junior year. It focuses on developing knowledge of oneself, others, and God, and encourages openness and mutual support. One experience is offered each term. Seniors act as team leaders for KAIROS retreats (along with faculty assigned to assist with the program).

Service and Justice

We seek to build a culture of service within our school and expect that all students will participate in service. We set minimal expectation of service hours required each year, but strongly encourage our students to go beyond this expectation.

CNHS also teaches our students to ‘act for justice.’ Through the school’s Theology curriculum, which addresses social justice directly, and various other subjects, which take every opportunity to make clear what is just, we help our students understand the nature of just relationships that God has called us to, whether within our family, our Cardinal Newman community, or as citizens. Students are invited to participate in acts of justice, such as the National March for Life.

E: Cardinal Newman High School Faculty and Staff

Administration

Kelly J. Burke, B.S., Med	Principal
Charles Assey, M.A., Med	Associate Principal – Student Formations & Operations
Laura Chambers, B.S.	Assistant Principal – Student Life & Head of Middle School
Erika Fallaw, B.A.	Assistant Principal – Instruction & Curriculum
William Eudy, B.A.	Athletic Director
Robert Watson, B.A.	Director of Facilities
Candace Watson, B.A.	Director of Guidance

Faculty

Alfred Armstrong, M. Ed.	Joshua Holmes, M. Ed.
Israel Ayala, B.S.	Joshua Jamison, PhD
Stephanie Bailey, PhD	Benjamin Jett, M.A.
Patrick Boos, M.A.	Jayne Jett, M.A.
Nell Bramhall, M.S.	George Kaupp, M.A.
Wanda Briley, M.A.	Kristen Kile, B.S.

Sean Briody, B.A.
John Bull, B.A.
Sally Cathcart, B.A.
David Cochrane, M.M.
Philip Deter, B.A.
Cynthia Dimapan, B.A.
Lara Druffner, B.A.
Edwin Dunlap, B.A.
Erachel Ferrario, M. Ed.
Bill Gardner, B.S.
Katie Gatch, B.A.
Garane Garane, PhD
Elizabeth Gertz, M. Ed.
Patrick Greenwood, M. Ed.
Tony Haughey, M. Div.
Cory Helms, B.S.
Susan Henry, B.A.

Anna Lewis, B.S.
Olivia Livingston, M. Ed.
Thomas Lobitz, M.A.
Brooke Maxfield, Ed.S, PhD
March McGill, MBA
Lindsay McManus, PhD
Molly Moore, B.S.
Callie Murphy, M.A.
Allyson Nied, B.A.
William Plexico, B.S.
John Roth, M.A.
Ashley Thomas, B.S.
Allison Tully, M.S.
Hallie Van Camp, M.A.
John Walker, B.A.
John Waters, B.A.
Jennie Worley, B.A.

Staff

Sharon Boneparte
Patrick Blake
Cristina diMauro
Father Frei
Amy Grassinger
Ben Gray
Carol Haltiwanger
Taylor Hanlon
Theresa Harper
Michelle Holbrook
Ronderick James
Mary Mann
Brittany Melvin

Geri Miller
Maura Moore
Patricia Morris
Liz Reardon
Jacquie Rich
Edward Scott
Nancy Sexton
Jill Shellenberg
Julie Six
Geraldyn Swygert
Erin Timmons
Amy Yoho

IV: Admissions

A: Application for Admission

Cardinal Newman High School seeks to provide an environment where visionaries unite tradition with innovation; where students are challenged to think critically and creatively; where collaboration and spirituality offer meaningful opportunities for leadership and social responsibility. Cardinal Newman High School welcomes students who share the philosophy of the school, are willing and able to do college preparatory work, are open to learning and new experiences, and are enthusiastic about pursuing an education within the context of the Catholic faith.

The admissions process reflects everything that Cardinal Newman High School stands for: Excellence, authenticity, and a personalized approach. Families are guided through the application process by the Director of Admissions. Upon receipt of complete materials, students are considered based upon their transcript (former grades), faculty recommendations, prior standardized assessments, and an interview. In some cases, the Director of Admissions may request additional screening, which will be provided by CNHS.

Because the primary mission of the school is to serve the Catholic community of the Diocese of Charleston, priority is given to those students currently enrolled in Catholic schools. It is important to note that all students accepted to Cardinal Newman School, whether at the beginning of a new school year or transferring in anytime during the school year, are accepted on a 45-day probationary status in order to demonstrate that CN is the appropriate placement for them. The students' records at the end of 45 days (including academics, attendance and discipline) may be reviewed by administration to make sure that Cardinal Newman is the right placement. Should the administration feel that CN is not able to meet the needs of a student or the student is not able to meet CN expectations, the student may be asked to withdraw.

B: Students with Exceptional Needs and/ or Learning Differences

It is the policy of the Diocese of Charleston to admit students with exceptionalities and/or learning differences whenever it is possible, provided that the school has the means to reasonably accommodate the student's needs. A student with learning challenges can be admitted to Cardinal Newman School's college preparatory program through the use of an assistance plan that is custom-designed by the school. To qualify for such a plan, a student must be tested either through the public school of residence or by a qualified third-party medical evaluator (psychologist, physician, psychiatrist, counselor, etc.) who makes accommodation recommendations based on the student's testing results. When a student with learning challenges applies for enrollment, the

student's testing results should be submitted to Cardinal Newman for evaluation and placement purposes.

Students who are cognitively challenged may apply directly to Cardinal Newman's DeLaSalle Program. Students accepted into this program will receive a Certificate of Achievement upon the completion of coursework; the certificate qualifies them to apply to post-secondary institutions with programs that meet their needs.

C: Registration

Registration is not complete until each of the following is on file with the school:

1. A completed registration form signed by custodial parent(s)
2. A South Carolina Certificate of Immunization
3. Payment of all fees – Note: Fees are not refundable should the student decide not to attend Cardinal Newman School.

D: Transfer of grades

Cardinal Newman School accepts credits from accredited schools only. No adult education courses or unaccredited homeschooling credits are accepted.

Placements in CP, Honors, and AP are made based on criteria set by departments. Any exceptions are made at the recommendation of the Guidance Counselor and approval of the Department Chair. Exception requests should begin with a student's guidance counselor.

V: Academics and Educational Program

A: Academic levels

The program of studies at Cardinal Newman School is consistent with the school's philosophy of striving to meet the individual needs of students. The following is a brief description of each of our academic levels:

AP Capstone Program

In 2020, Cardinal Newman became one of the first private schools in the South Carolina midlands to offer an AP Capstone Diploma, a College Board program focused on helping students to develop independent research, collaborative teamwork, and communication skills. AP Capstone consists of two interdisciplinary courses, AP Seminar and AP Research, designed to complement the discipline-specific content covered in other AP courses.

Students typically take AP Seminar in grade 10 or 11, followed by AP Research. Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing receive the AP Capstone Diploma, a nationally recognized credential issued by the College Board and widely recognized in the college- admissions process.

Other Recognitions Available to AP Students

The College Board issues a number of awards to students who excel on AP exams. These awards and their criteria are as follows:

AP Scholar: Granted to students who receive scores of 3 or higher on three or more AP Exams.

AP Scholar with Honor: Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.

AP Scholar with Distinction: Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams.

State AP Scholar: Granted to the one male and one female student in each U.S. state and the District of Columbia with scores of 3 or higher on the greatest number of AP Exams, and then the highest average score (at least 3.5) on all AP Exams taken.

National AP Scholar: Granted to students in the United States who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams.

Advanced Placement

Advanced Placement (AP) courses are high school courses which require in-depth and rigorous study of content, completion of extra projects, and learning at an accelerated pace. Students must be prepared to work extensively outside of class, completing outside readings, applications, and writing assignments. Grades for AP courses are weighted the same as College Credit courses. Placement will be by grades earned in prior courses, the College Board PSAT indicator for success in AP Courses, and teacher recommendation. In order to receive an AP weighting on their Cardinal Newman G.P.A, students are **required** to take the AP Exam and will follow College Board exam schedules. Students may choose whether or not they wish to send their scores to universities where they are applying. Their chosen universities may or may not award advanced college credit. The Educational Testing Service charges a fee for each AP Exam, and students must pay the fee before taking the AP Exam(s).

Honors

Similarly, Honors courses require in-depth and rigorous study of content, completion of extra projects, and learning at an accelerated pace. Honors courses are weighted more than CP courses but less than AP and College Credit courses.

College Preparatory

This program provides a challenging curriculum for the majority of our students. Some independent study and an accelerated learning pace characterize this level of study. Students selected for this program follow a rigorous college preparatory course of study.

NOTE: If a student changes levels during the academic year that involve a change in weight (i.e., AP to Honors or Honors to College Preparatory), students will receive the appropriate weight of the newly scheduled course.

Academic honors for grades 7-12 are:

- Newman Scholars Average of 5.0 or higher on the Cardinal Newman Grading Scale
- Bishop's Honor Roll Average of 4.0 or higher on the Cardinal Newman Grading Scale
- Principal's Honor Roll Average of 3.5 or higher on the Cardinal Newman Grading

B. Schedule Changes:

The Principal and Guidance Counselor must approve all course changes after school begins. The Department Chair may also need to approve if a student is moving from College Prep to Honors, from Honors to AP, or from College Prep to AP.

- All schedule change requests for level changes must be recommended by the guidance counselor and approved by the Department Chairperson. These requests will be given first priority and may be submitted to a student's Guidance Counselor during the first two academic weeks (10 academic days) of the year.
- Students desiring any other schedule changes must do so within the allotted window of time to change courses. When the schedule change time window opens, a student who wishes to request a change must meet with their Guidance Counselor to begin the process.
- This policy also applies to changes in academic level except for those students who are new to CN (freshmen and transfer students).

C. Grade Categories:

Formative Assessments (FA)= 35% of the quarter grade and 8-10 assignments minimum per quarter. This category includes homework assignments, quizzes, and classwork.

Summative Assessments (SA)= 65% of the quarter grade and a minimum of 3 major assessments

and 1 production or writing-based assessment per quarter. This SA category includes tests, labs, projects, essays, research projects, presentations, and performances.

D. Make-up Work Procedures

When a student is absent from school, s/he is expected to check the teacher's "Schoology" course folder to determine what assignments have been missed. Students are encouraged to complete assigned work before returning to school. Upon the student's return, s/he must see her/his classroom teachers in order to receive missing assignments and set up a make-up schedule for missing assessments.

- Make-up work supersedes all after-school activities, and no student will be penalized for being late to a practice or other CN-sponsored functions due to making up missed work after school.
- Unless there is an extenuating set of circumstances approved by administration, the student will not be allowed more time than is reasonable and necessary for work to be completed. Most instances will not require more than 1-2 weeks. Be sure to see your Guidance Counselor if it is determined you are in need of additional time due to the particular circumstances.
- An "M" (which indicates missing work due to an absence) will be placed in the online gradebook. The "M" calculates into the grade as a "0" until the work is complete. If the work is not completed during the agreed upon time with the teacher or teacher and counselor, the "M" is automatically changed to a "0". The standard time is three academic days after the assignment is due or after a student returns to school from an absence. Other extended times will involve the Guidance Counselor and will have a valid reason.
- A grade of "I" (Incomplete) will be given to students whose work cannot be completed prior to the end of the quarter for an approved reason. All incompletes must be approved of by the Dean of Faculty. In this case, an 'I' will be placed on the quarterly report card whenever a student has make-up work that extends beyond the end of the quarter. In that case, the "I" will be changed as soon as the make-up deadline has been reached and the appropriate grades entered for that make-up work.
- A grade of "P" (which indicates pending) will be placed in the online gradebook. The "P" is placed if an assignment has been completed and turned into the teacher, but the teacher has not graded the assignment. Once the assignment is complete, an appropriate grade will be entered in the gradebook.

E: Late Work Procedures

- Each Cardinal Newman School teacher is responsible to set a policy for her/his classroom concerning the acceptance of "late work." "Late work" is defined as

work the student has not completed for class even though the student was not absent. This will be dependent on the type of formative assignment given. Some assignments, such as ‘Exit Tickets’, may be excluded from late credit because of the immediate nature of their execution or the minimal worth of the assignment.

- Late work in the Summative categories will receive partial credit. Teachers will apply a 10% deduction for every class day these are late, unless there is an approved reason for this to be given full credit.
- Late work in the Formative categories will receive partial credit deemed appropriate by the policy set by each Cardinal Newman School teacher, up to three academic days.

F: Extra-credit Work Procedures

No extra credit work will be given other than bonus questions on tests.

G: Parent conferences

Time is allotted twice a year in the fall and spring for parents and teachers to meet and discuss student progress.

H: Final Exams

The Final Exam policies are under review as of August 5, 2022. The revised policies will be completed and communicated to families and students by August 30, 2022.

I: Promotion Standards and Summer School

Important note: In order for a Cardinal Newman student to receive credit for any course s/he takes at Cardinal Newman School, s/he must earn a minimum grade of 68% as calculated on the Cardinal Newman Grading Scale found on Page 22.

Students must pass each course. They may repeat the course in summer school at Cardinal Newman, at another approved summer program with special permission of the Principal, with an approved tutor who must present credentials to the Dean of Faculty, or through the approved online courses available. Students transitioning from eighth to ninth grade may have the option of repeating a course failed in Middle School. A student who fails more than two subjects may be asked to withdraw from Cardinal Newman. A student who fails a summer school course or fails to complete an approved tutor or online course before the beginning the next school year may be asked not to return school that school year. Upon successful completion of summer remedial coursework, the failure will be changed to a passing grade of 68 and credits will be issued. A 68 will be recorded into the student’s GPA; the student’s transcript will show both the “68” and the failing grade.

In the event of a failure in a course that is not offered in a summer school program or online, a student must complete the required hours of coursework under the direction of a school-approved tutor. The syllabus and textbook will be provided to the tutor by Cardinal Newman.

Students who remediate failing grades through the use of an approved tutor must have at least 30 contact hours of direct tutoring, unless the school administration judges that a lesser amount may be necessary in order to achieve the desired outcome.

J: Academic Review

The Committee on Student Standing reviews the performance of all students following the end of the first quarter, the end of the first semester, the end of the third quarter, and at the end of the school year. The review determines whether the students are in good standing. The committee is composed of the Principal, the Dean of Faculty, the Dean of Guidance, the Dean for Student Formation, the Dean of the Middle School, and two Guidance Counselors. All students that have been placed on academic or disciplinary probation will be reviewed, and the committee will decide the standing of each student.

Academic Warning

If a student who is not on Academic Probation receives a grade below 68 or three grades of 73 or below, he/she will be placed on Academic Warning status, indicating that the student is in jeopardy of losing his/her good academic status. If a student continues to have low grades through the end of the semester, he/she may be placed on Academic Probation.

Academic Probation

If a student receives three grades of 73 or below, or one grade below 68, for two consecutive quarters or for a semester grade, he or she may be placed on Academic Probation. A student placed on Academic Probation enters a period of intensive grade review, and her/his status will be reviewed at the end of the next semester. Probationary status serves as a communication and regular reminder of the possibility of separation from the community. Recommendations for separation following a probationary period are made by the Committee on Student Standing. An individualized academic intervention plan will be put in place for probationary students.

Extra-Curricular Eligibility

- Extra-curricular eligibility at Cardinal Newman School will follow the guidelines stated in the SCISA Bluebook, which states, “A student must take and pass at least four (4) one unit CORE courses or any five (5) one unit courses each grading period.”
- At Cardinal Newman School, the rule stated in #1 above is applied in the following way: For the first quarter, eligibility is determined using grades from the previous year. For the second quarter, eligibility will be determined using the first quarter grades. For the third quarter, eligibility will be determined by using the Semester I

grades. For the fourth quarter, eligibility will be determined using the third quarter grades.

- Extracurricular activities are defined as those activities that take place outside the school day. Included in these are: athletic try-outs, practices, and games or matches; drama try-outs, practices, and performances; as well as any others deemed so by the administration.
- Spiritual activities such as retreats are not included.
- Dances are not included.
- For athletic eligibility, please consult the SCISA Bluebook and the CN Athletic Handbook.

K: Parent Ability to Monitor Academic Progress

At any time, parents may monitor their children's progress using the Parent Portal of the FACTS system. Parents will receive instructions on acquiring a username and password from the Registrar. Parents are strongly encouraged to monitor grades, especially at the midpoint of each quarter, as this will give an indication of student progress and afford enough time to improve before the final quarter grading occurs. If necessary, parents are encouraged to request a consultation with the teacher and outline a plan for improvement.

L: Online Courses

If a student wishes to take an additional online course, he/she must present the request in writing to the Principal and include the reason for taking the course and what the course encompasses. The educational institution must be accredited; therefore, the Principal's approval is required.

M: Report Cards

As part of the regular communication about student progress between the school and parents, report cards will be emailed after the completion of the first and third quarters, and mailed home after the completion of first and second semesters.

N: Class Rank

Cardinal Newman School calculates class rank at the end of each school year for all students in grades 9 through 12 based on South Carolina Uniform Grading Policy. Because of the size and the academically-competitive nature of our student body, the school does not disclose rank to colleges during the college application process unless specifically requested.

O: Cumulative GPA

Cardinal Newman School calculates two cumulative GPAs to be reported on the students' transcripts at the end of each school year. The first is based on the SCUGP which is considered in awarding Palmetto Fellows, LIFE and HOPE scholarships. Under South Carolina state guidelines, the cumulative GPA reported on the final transcripts is calculated using the SCUGS

10 point scale found on pg. 24-26 of this Handbook. The second is the Cardinal Newman GPA based on the grading scale found on pg. 22-24 of this Handbook.

P: Graduation
Requirements

Each Diocesan-owned secondary school sets its own credit requirement for earning a high school diploma. All Diocesan-owned secondary schools require all of their graduates to have met the graduation standards set by the South Carolina Department of Education plus all additional standards internal to the school.

Students in Diocesan-owned secondary schools must have completed eight semesters of high school in order to graduate. Ordinarily, students may not graduate prior to completing eight semesters.

- Each Diocesan-owned secondary school sets its own credit requirement for earning a high school diploma. All Diocesan-owned secondary schools require all of their graduates to have met the graduation standards set by the South Carolina Department of Education plus all additional standards internal to the school.
- In order for a student to receive credit for a course that s/he is taking at Cardinal Newman School, s/he must earn a minimum final grade of 68% as calculated using the Cardinal Newman School Grading Scale depicted on pg. 22-24.
- Students in Diocesan-owned secondary schools must have completed eight semesters of high school in order to graduate.
- Ordinarily, students may not graduate prior to completing eight semesters. Exceptions must receive approval from the Principal.
- Students must have earned a minimum of 30 credits, including all requirements of the State Department of Education, in order to graduate from Cardinal Newman School. (See below.)
- All Cardinal Newman students, regardless of religious affiliation, are required to take and pass one credit of theology during each year of attendance.
- Transfer students are responsible for 1 credit in theology for each year they attend Cardinal Newman School.

Theology	4
English Speech/Intro to Research	4 0.5
Mathematics -Algebra I, Geometry, Algebra II and one elective math	4

Lab Sciences Biology, Chemistry and one elective	3
Social Studies – Recent Global Studies, US History, Government/Economics and Contemporary World Geography (Class of 2021 and beyond)	3.5
Foreign Language - All three should be in the same language	3
Technology Education	1
Physical Education/Health	1
Fine and Performing Arts	1
Electives	5
Total Credits Required	30
NOTE: Four years of Community Service and successful completion of the Senior Social Exit Project are also required for graduation.	

Commencement/Baccalaureate/Honors Convocation Exercises

- Participation in the graduation ceremony, the Baccalaureate Mass, and the Honors Convocation is ordinarily mandatory for eligible students.
- At the discretion of the Principal, students who do not meet the criteria for graduation (i.e., successfully completing credit requirements) are not permitted to participate in the ceremony.
- All financial obligations to the school must have a zero (0) balance in order for the student to be eligible to receive a diploma and/or to have final transcripts forwarded to receiving schools.

Valedictorian and Salutatorian

The valedictorian and salutatorian of the senior class occupy the first and second places in the class rankings at the end of eight (8) semesters, the last six of which must be at Cardinal Newman School. Home School, Homebound, Summer School credits, and off-site College Courses are not eligible for consideration.

Q: Cardinal Newman Grading Scale

The following grading scale will be used to calculate cumulative GPAs for Cardinal Newman School students at the end of each semester of study:

Numerical Average	Letter Grade	College Prep	Honors	Advanced Placement/ College Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	A	3.875	4.375	4.875
91	A	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	B	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125

77	C	2.000	2.500	3.000
76	C	1.875	2.375	2.875
75	C	1.750	2.250	2.750
74	C	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	D	1.000	1.500	2.000
68	D	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
-	WP	0.000	0.000	0.000

South Carolina Uniform 10-point Grading Scale

Numerical AV	Letter Grade	CP Weighting	Honors Weighting	AP/CC Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900

98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100

70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

VI. Student Expectations

A. Cardinal Newman School Philosophy of Student Conduct

- We believe in the dignity of each individual in our community.
- We believe that each young man and woman has the freedom to make moral choices.
- We believe that it is our responsibility, along with parents, to form young men and women who develop a love of others and heart which is dedicated to service.
- It is valuable for a young man or woman to develop in an environment where he or she is able to make good choices with consistency, thus developing habits of good character, and we strive to create and sustain that environment.

- At times, with the goal of building good character, student choices may lead to disciplinary review and consequences for actions.
- This philosophy applies to students at all times during a student’s enrollment at Cardinal Newman High School, while on campus and off campus. Students should be aware that if the school gains knowledge of any inappropriate behavior that violates any of the Pillars of the Cardinal Newman Way, that behavior will be reported to the student’s parents. In addition, the student is subject to disciplinary consequences based upon the severity of the behavior/actions, which may include constraints to participation in extra-curricular activities.

B. Cardinal Newman School Student Pillars of Conduct

In keeping with the Philosophy of Student Conduct, there are five “Pillars of the Cardinal Newman Way” that all students must consistently practice. Those pillars are:

- I. I will treat others and myself with dignity and respect at all times.
- II. I will demonstrate good judgment in dress, communication, and conduct.
- III. I will be excellent in my academic effort and will meet all of my responsibilities as a student.
- IV. I will live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God.
- V. I will represent my school and my Church with pride and honor in all that I do.

We believe, regardless of each student’s physical, emotional, intellectual, or spiritual capacity, that all students are *capable* of physical, emotional, intellectual, or spiritual maturity. Indeed, it is our desire that such maturity be a hallmark of every Cardinal Newman School student, and we are honored and pleased to be a part of this process.

When called upon to handle a disciplinary situation, it is the intent of the Administration to act as consistently as possible; however, sometimes situations arise or information may come forth which, in the judgment of the Principal or Dean of Student Formation, require individualized responses. The Administration retains the right to make those judgments based upon the actions of the student, the level of parental support for rectifying the situation, the student’s past performance, the age of the student, and confidential information, such as medical, legal or family issues. The Principal is the final recourse in all disciplinary situations.

When a(n) administrator, faculty or staff member notifies the disciplinarian of a student not meeting the expectations of one or more of the Pillars of the Cardinal Newman Way, the disciplinarian will meet with the student to discuss that student's inappropriate ac. During the meeting, the student will commit, in writing, not to make the same mistake again, and the disciplinarian will assign an appropriate consequence that allows the student to make amends to the Cardinal Newman Community for her/his poor choice.

Student behavior should reflect that of Christian young women and men who are aware of their obligations to respect others, their property, and the good of the community. All consequences will follow policy, but will be cognizant of moral development of the child, as well as the need to safeguard the good of the whole community.

Student behavior will encompass public displays of affection (PDA) during school or at school-related functions. Students should keep in mind that their behavior reflects not only on them, but also on their families and the entire school community.

C. Academic Integrity Violations Procedure

Academic Integrity

This implies the promotion of student responsibility and honesty in academic endeavors by practicing appropriate, honest, and legal use of information and ideas. Because academic integrity is so foundational and consistent with our Christian Mission at Cardinal Newman, violations will be dealt with firmly and quickly. Such violations include, but are not limited to using the internet without permission during an assessment, using "Photomath" or similar apps used to solve math problems at any time, plagiarizing, copying another's work or turning in another's work as one's own, cheating in any way. If a student is caught in the act of cheating and is using any outside resource including cell phone, etc., that student will receive a 0 on the assignment.

All students at Cardinal Newman are expected to act with integrity in all that they do. Cardinal Newman students act with courageous authenticity, always speaking and acting in truth. Duplicity with regard to one's work is unacceptable. Acts of academic dishonesty harm the community, creating distrust, damaging communication, and hindering learning. Students will also take a pledge of academic integrity in their work. Cheating, plagiarism, fabrication of one's efforts violate the principles of integrity and are a break of the code of honor.

This code of honor should be understood by students in the presentation of their academic work. A written or verbal articulation of the statement below with regard to a student's work attests to their commitment to this code.

I have fully upheld Cardinal Newman's Code of Honor in letter and in spirit.

Major and Minor Offenses:

The severity of an offense will be based on the weight of the assignment in question. Generally, a violation on an assignment that is worth less than 10% of the quarter grade will be considered a minor offense.

Minor offenses would include, but are not limited to the following:

- Copying homework or lab work,
- Working together on an assignment when this was prohibited,
- Trying to look on another student's paper during a quiz,
- Possessing unauthorized materials during a graded assignment or quiz,
- Passing on information about quizzes, tests or exams to another student,
- Taking credit for a group project when the student did not do the required work,
- Paraphrasing material without proper citations.

Major offenses would occur when the above list would apply to an assignment that is worth more than 10% of the quarter grade such as projects, labs, tests, or exams. Other examples might include, but are not limited to:

- Copying directly from a textbook or website (plagiarism),
- Having another student write your paper, or do your major assignment,
- Copying or paraphrasing material without proper citations.

Penalties for Offenses:

First Minor Offense:

- Zero on assignment for all parties involved,
- Parental contact by administration,
- Other consequences deemed appropriate by the administration.

First Major Offense:

- Zero on assignment for all parties involved,
- Parental contact by administration,
- Other consequences deemed appropriate by the administration.

Second Offenses (of any kind):

- Zero on assignment for all parties involved,
- Parental contact by administration,
- Immediate 2-day suspension with possible expulsion.

Third Offenses (of any kind):

- Meeting with the Principal to discuss possible expulsion

Note: Violations of the Academic Honor Policy may lead to dismissal from the National Honor Society and/or Beta Club.

Procedure for Student Who Witnesses Academic Integrity Issue:

If a Cardinal Newman student believes that an honor code violation has occurred, he or she will complete an “Honor Violation Form (found in the office of Student Formation or Classroom Teacher),” staple it closed, and turn it in to the Dean of Student Formation or any teacher or administrator. The Honor Violation form will be kept confidential but is very important and should be completed as thoroughly as possible. The Dean of Student Formation will review the information and meet with the teacher of the class where the alleged issue occurred, and they will determine whether there is enough evidence to move forward, and if so, will meet with the teacher, student, and Academic Integrity Committee (Small committee comprised the Dean of Faculty, the NHS Moderator, and Chaired by the Dean of Student Formation). The Committee will keep all discussions confidential.

If the Academic Integrity Committee deems that the student has committed an Honor Violation, the Dean of Student Formation will contact parents. Students involved in an honor violation, whether giving or receiving information, will receive a zero on the assignment in question. A formal Honor Violation will be added to the student’s disciplinary file. A second violation may result in dismissal from Cardinal Newman.

Procedure for Teacher Who Witnesses Academic Integrity Issue:

If a Cardinal Newman teacher believes that an honor code violation has occurred, he or she will approach the student and ask him/her about his/her concern. The teacher will then complete an “Honor Violation Form” (found in the Office of Student Formation), staple it closed, and turn it in to the Dean of Student Formation. The Honor Violation form will be kept confidential but is very important and should be completed as thoroughly as possible. The Academic Integrity Committee will review the information and meet with the teacher of the class where the alleged issue occurred, and they will determine whether there is enough evidence to move forward. The Dean of Student Formation will then meet with the student.

If the Academic Integrity Committee deems that the student has committed an Honor Violation, the Dean of Student Formation will contact parents. Students involved in an honor violation, whether giving or receiving information, will receive a zero on the assignment in question. A formal Honor Violation will be added to the student’s disciplinary file. A second violation may result in dismissal from Cardinal Newman.

*The Academic Integrity Committee, under the direction of the Dean of Student Formation, will review each individual case fairly and consistently. Each case is unique and will be taken

seriously. The principal always has the final approval. These moments are moments of growth to learn.

Plagiarism Guidelines

Because students do not always have a clear understanding of plagiarism, Cardinal Newman School has established the following Plagiarism Guidelines to complement the Academic Integrity Policy:

Cardinal Newman School is a Catholic college preparatory institution that places a high value on student integrity and responsibility. Since cheating, which includes plagiarism, is prohibited by the Cardinal Newman School Student Handbook, students guilty of plagiarism and/or other forms of cheating will be penalized as outlined in the Cardinal Newman School Student Handbook.

To help better prepare and educate students in the ways of proper citation and documentation, several systems have been put into place. First, in the first full week of class, English teachers will review in all classes what constitutes plagiarism (both intentional and unintentional).

Second, all teachers in all departments who assign research or require the use of outside sources will review with students the proper mode for both crediting and citing outside materials.

Finally, plagiarism issues will be handled differently in regard to grade level (middle school versus high school). The policy reflects the understanding that younger students may not be as adept at research skills as older students. There is a step process that involves the plagiarist, the teacher, the Dean of Student Formation, and the Academic Integrity Committee, as outlined above in the Academic Integrity section above. The goal is to further educate the student while still holding him accountable as plagiarism is a serious offense.

Once the policy has been reviewed and signed by all students and their parents, the English teachers will keep these policies on file for the academic year. The policy does bind students to follow proper procedure in all academic classes.

If a student is not certain if he is using proper citation and documentation, it is his responsibility to come to the teacher independently and ask for clarification so he knows what to do on the assignment.

Other Important Information Concerning Discipline

An infraction is a violation of Cardinal Newman's Code of Conduct. Infractions are categorized as major and minor.

Examples of minor infractions are, but not limited to: No ID or the ID is not worn correctly or is defaced; uniform violations including hair and shaving, classroom disruption, eating outside the cafeteria, technology, chewing gum, class tardiness, etc.

A teacher will engage a student in dialogue should he or she encounter a student engaged in a minor infraction. The teacher will determine whether an infraction report should be completed at that time. An infraction report will be given to the Dean of Student Formation. A teacher will write an infraction report should a student fail to change his or her pattern of behavior following his or her dialogue with the teacher.

Examples of major infractions, are but not limited to: vaping, inappropriate language, inappropriate websites, teacher/staff/administrator disrespect, bullying behavior, and any behavior so deemed by the administration. Major infractions are handled through the Dean of Student Formation. An infraction report will be written by the teacher or staff member who becomes aware of the infraction. The Dean of Student Formation will then engage the student in dialogue and determine the appropriate consequences.

Defiance is considered a major infraction.

- A student refusing to comply with a teacher's request will be immediately referred to the Dean of Student Formation or another administrator in the absence of the disciplinarians.
- A Student who willfully disobeys or is defiant to the request of an administrator may be sent home immediately after a conversation with the parent. Upon returning to school the parent and student will meet with the Dean of Student Formation and the Principal. The student may be asked to leave the school.

Detentions:

After-school detention is held from 3:15 - 4:15 PM on Tuesday and Thursday afternoons. Students who fail to attend detention will automatically be assigned two additional detentions. Saturday detentions are held from 8:00 AM to 12:00 PM on one Saturday each month. Students could be assigned a community service project or work detail on campus during detention. Students are not excused from or exempt from detention because of athletics or other school activities, doctor's appointments, or other personal matters. Transportation is the responsibility of the student/parent. Students may be asked to perform a work detail as part of their learning experience during detention

OSS – Outside School Suspension

Students may be suspended Out of School for any act that, in the judgment of the Administration, detracts from the learning environment prescribed by the mission of the school and the Pillars of the CN Way.

- Additionally, students who receive OSS will be placed on disciplinary probation until they will remain on such probation until the Principal, at the recommendation of the Student Standing Committee, removes the student from probation.
- An OSS student MUST make up academic work. The highest grade a student may receive for any formative class work or tests s/he misses and subsequently makes up as a result of being in OSS is 65%. A student may make-up any summative assignments for full credit.
- During the period of suspension, students are not permitted to attend or participate in any co-curricular activities.
- Students who are suspended will not be permitted to return to school until readmitted by a school administrator.

Disciplinary Probation

Students who are experiencing discipline difficulties are subject to being placed on disciplinary probation.

- Failure to comply with the strict guidelines established by this probation may result in dismissal from school.
- Probation can be the result of one serious poor choice that violates the Pillar(s), repeated poor choices that violate the Pillars, or other activities as determined by the administrators of the school.
 - The terms of the probation will be determined by the Administration.
- Some, but not all, reasons a student may be placed on disciplinary probation include:
 - If the student accumulates an excessive number of infractions, or may engage in serious infractions during their probationary period.
 - If the student continues to make poor choices (as defined by the Pillars), the probationary period may be lengthened as determined by the administration, as guided by the Student Standing Committee.
 - If the offense is of serious nature and/or one that has affected the reputation of Cardinal Newman School.
 - If the student has not completed assigned consequences for violations of school rules in the prescribed time.
- Ordinarily, any student who is placed on disciplinary probation:
 - May not be eligible to participate in extracurricular activities of any kind. This is at the discretion of the Administration.
 - If a senior, s/he may lose her/his off-campus lunch privileges.

A student comes off of probation at the recommendation of the Student Standing Committee to the Principal. If the pattern of poor choices continues, the student may be asked to withdraw from Cardinal Newman School. This decision is the right and responsibility of the Principal.

Expulsion:

Students who demonstrate behavior that is judged to be detrimental to the school community may be told they must leave Cardinal Newman School and may not apply for readmission. If a student is expelled or asked to leave the school for disciplinary reasons, he or she is not permitted on school property and may not participate in or attend school-sponsored activities without the permission of the Administration. Seniors leaving school under these conditions have the responsibility of contacting prospective colleges regarding the circumstances involved in withdrawing from Cardinal Newman School.

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Some offenses, as they considered completely contrary to our community's values have such an immediate impact on our school community that they may lead to immediate dismissal from Cardinal Newman School. The following offenses are examples of offenses that may result in an immediate expulsion of a student from Cardinal Newman School. The Principal may notify the police in these cases.

- Serious verbal or physical threat or attack on a member of the faculty, staff or another student;
- Stealing or vandalism;
- Possession, distribution or use of illicit drugs or alcoholic beverages;

D. Other Expectations and Policies

- Students are expected to study this policy and become familiar with it so as to avoid questionable practices that may lead to violations. Students are also expected and encouraged to report any misconduct in the realm of academic dishonesty.
- Teachers are expected to review this policy with each of their classes so that every student understands what specific practices qualify as dishonesty and what the consequent penalties are. Teachers are also to create and foster an environment where cheating of any kind is not tolerated. They must also report any suspected abuse of academic integrity. The teacher should provide to the disciplinarian a detailed CNWay Referral as well as any evidence.
- Parents are expected to review this policy and emphasize the importance of it to their children. Family discussions about honesty and integrity in and out of school will help the Cardinal Newman School community immensely.

E: Attendance Information

Missing school, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement; therefore, students should be present and on time whenever school is in session.

- Absences at Cardinal Newman are tracked daily. Any student who, in the morning, arrives after the conclusion of the first block of the day will ordinarily be charged with a half day of absence regardless of the circumstances.
- More than 2 blocks out of school constitutes a full day of absence; 2 blocks or less out of school constitutes a half day of absence.
- Any student who accumulates ten absences from a year-long course or five (5) absences from a semester course may be denied credit for that class.
 - If a student is in danger of losing credit due to absences, parents must meet with the respective Guidance Counselor and the Dean of Faculty.
 - After ten (10) absences, students are required to have a doctor's note for each subsequent absence.
 - Absences for chronic or extended illnesses or extreme hardships may be approved by the Principal only when verified by a physician's statement.
- Juniors and seniors will be permitted to miss two extra days for college visits, provided that they get approval from the respective Guidance Counselor in advance of the anticipated visit. Upon return to school, the student must submit documentation to the guidance secretary verifying the student's visit to the college.
- Students may not participate in an extra-curricular activity, such as athletic practices and games or matches, drama practices, and evening school activities such as dances, drama performances, and athletic contests, unless they are in school for at least three academic blocks on that given day.
- Students who leave school due to illness may not return to participate in extra-curricular activities after school or in the evening. This includes attendance at school dances and athletic contests.

Medical appointments

- Any student requesting an excused absence or early dismissal for a medical appointment must present a dated note, signed by the parent, to the Attendance Secretary in the morning prior to the student leaving for the appointment. The note must describe the reason for the appointment and the time to be dismissed.
- If returning from a medical appointment to school the same day, the student must present a doctor's/dentist's note (no telephone calls, faxes, or e-mails) to the office with the date and time the student left the medical office.
- Failure to present the note may result in disciplinary consequences.

Failure to follow appropriate attendance procedures may result in disciplinary and/or academic consequences including the student not being able to make up missed class work.

Student Early Release

With the exception of medical appointments/medical emergencies, school-sponsored activities and Seniors leaving for off-campus lunch, all requests for early dismissals, must be made by the parent/guardian in writing. The student must submit the written request to the Attendance Secretary (located in the Main Office in the morning when s/he arrives). A student arriving to school without a written note for early dismissal may not leave unless the parent/guardian comes into the Main Office to sign her/him out of school. After the school day has begun, any students who are leaving campus for any reason should adhere to the following procedures:

- All students must check-out at the Office before leaving campus and, likewise, must check back in at the Office if they return to school that day.
- Students are responsible for completing any work assigned while away.
- Students who do not follow appropriate early dismissal procedures may receive disciplinary and/or academic consequences including the student not being able to make up missed class work.

Missed classes due to school-sponsored activities

Students who miss class for school-sponsored activities, including athletics, field trips, class trips, college visits, etc., accept the responsibility of securing assignments and making up work based on reasonable teacher expectations. Whenever a student is to miss classes due to a school-sponsored activity, then a parent/guardian must have completed the appropriate paperwork for that activity.

Late Arrival

- With the exception of the seniors who have late arrival privilege if they have no first block class scheduled and other students with scheduled medical appointments, all students who are not in their respective first block classes by the bell or in Homeroom are considered as late arrival.
- A late arrival will be considered “excused” only with a doctor’s note. A call or note from a parent reporting the reason for the student’s lateness does not excuse the late arrival.
- Late arrival students must check-in with the Front Office in the morning when they arrive in order to receive an admit slip for class.
- The consequences for late arrivals are as follow:
 - 5 unexcused per semester (This includes late arrivals due to traffic.)
 - 6-9 unexcused late arrivals will result in assigned detention for each infraction. *On the 8th late arrival, the Dean of Student Formation will set up a meeting with the student and family.
 - 10+ unexcused late arrivals during the 2022-2023 school year will result in:

- The Dean of Student Formation, along with the student, will immediately meet with a parent to discuss and determine consequences.
- The student may be placed on disciplinary probation for the remainder of the semester and may not be permitted to participate in any extra-curricular activities during this time.

Cut days

- Cardinal Newman School does not authorize “cut days.”
- Should a significant number of students be absent on a particular day, the administration reserves the right to require medical verification, to require students to make up school days, or to impose disciplinary consequences when students have missed school without prior permission.

Parent Responsibility

- Note that the school is not responsible for students dropped off before 7:30 AM or picked up after 3:15 PM unless the student is involved in a school-sponsored activity such as athletic practice or is in the supervised after-school care.
- No areas of campus, except the Alumni Hall, scheduled practices and meetings, and tutoring, are directly supervised after 3:15 PM.
- The gymnasiums and weight rooms are not available to students unless a coach or other responsible adult is there to supervise.
- Students must be picked up from afterschool activities immediately after the activity ends.

F: Technology Acceptable Use Policy and Expectations

Cardinal Newman School believes that technology is a vital means to assist those who carry out the educational ministry of the school. We are pleased to offer students of Cardinal Newman School access to our internet and other computer applications. The internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students have the privilege of using telecommunications to facilitate personal growth in technology, information gathering skills and communication skills. Cardinal Newman School students exercising this privilege shall also accept the responsibility for all materials sent and received under their user accounts. By signing the parent/student handbook contract, both students and parents agree to abide by the conditions of the Cardinal Newman School Technology Acceptable Use Policy outlined by Cardinal Newman School and described here.

Students have the responsibility to make only those contacts leading to some justifiable personal growth. This includes those students using personal laptop computers and personal iPads, tablets, etc. on the school campus. The above-listed personal devices may be used only in academic classes, and only for academic work. All personal devices must be stored in lockers or backpacks when their owners are not in an academic class. Any connections to inappropriate information, pornographic material or files that are potentially dangerous to the integrity of Cardinal Newman School must be reported immediately by the student to the Administration.

Students are permitted to carry cell phones, but cell phones may not be turned on and/or accessed during classes or in the cafeteria, study halls or House periods. House times, study halls and lunch blocks in the cafeteria are “tech-free” time zones in Cardinal Newman School. Cell phones may be accessed only between classes and after school.

Student iPads may be used in academic classes for appropriate activities; they may be used in study halls, homerooms and after school with supervisor permission. They may not be used in the cafeteria during lunch time or skinnies.

Students are responsible for good behavior on school computers and personal iPads, just as they are in a classroom or school hallway. Communications on all computers is most often public in nature. General school rules for behavior and communications apply.

While at school, computers and personal iPads are for students to conduct educational research, to use to access textbooks and complete assignments; in short, they are educational tools. Students are also issued school email accounts through which all school and academic communication should be handled. Access to such computers and personal iPads, as well as to the school network and internet connection is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of Cardinal Newman School’s internet and network while using school-owned computers and/or personal iPads MUST assume responsibility for their actions. It is presumed that users will comply with school standards and will honor the handbook contract agreement that they have signed. Users of school computers and personal iPads should also be aware that any information stored, transmitted, or uploaded using school computers and/or personal iPads on school property is not private. File storage areas may be treated like school lockers. School

personnel may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

Users have no privacy rights to any data received or disseminated on the school computers and personal iPads or through e-mail. By utilizing the Cardinal Newman school computers and personal iPads, students consent to the school's right to audit all files and documents. If a user acts inappropriately through the communications systems, Cardinal Newman school reserves the right to report such actions to any outside authorities and/or to take appropriate internal disciplinary action.

The following are some examples of inappropriate use and activity:

- Sending, displaying, uploading, or downloading offensive or inappropriate messages, files or pictures. This includes music files.
- Accessing or using web-based e-mail accounts such as Hotmail, Yahoo, or your personal Gmail accounts.
- Using VPNs.
- Using obscene or inappropriate language.
- Harassing, insulting or attacking others.
- Damaging computers, personal iPads, computer systems, or computer networks.
- Altering software set-ups, deleting files or introducing viruses into the systems.
- Violating copyright laws in any way
- Using technology for the purpose of cheating (plagiarism, copying another's work, etc.)
- Using hotspots (personal/cell phone) on the school's network.
- Using another's password.
- Trespassing in another's folder, work or files.
- Intentionally wasting limited resources.
- Posting personal information about yourself or other people.
- Accessing websites and chat rooms that Cardinal Newman School has banned, such as "Myspace," "Facebook," "Twitter," "Snapchat," "Instagram" or any other social networking site.
- Employing the computers and personal iPads for commercial purposes.

The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations may result in loss of access as well as other applicable disciplinary or legal actions.

The signing of the handbook contract by the parent implies permission for the student to have access to all aspects of telecommunication, including programs that facilitate communication with other users of the Internet. Cardinal Newman School supports and respects the right of parents to decide on the access for their individual children. Questions and concerns should be directed to the Principal or Dean of Student Formation.

Wearable Technology

Students may not wear smart electronic devices that connect to the internet or use Bluetooth technology during the school day; this prohibition includes, but is not limited to: devices such as activity trackers such as Fitbits, smart watches and digital eyewear. Students who use such devices to monitor their health and fitness may keep them in a purse, pocket or backpack during the school day where they will continue to count steps, but they may not consult or actually use the during school hours unless specified by a teacher for a particular class such as a PE class. In other words, wearable technology may not be seen or heard between the hours of 8 AM and 3:00 PM. Violations will be handled as cell phone violations are handled. Of course, an exception will be made if the wearable technology is medically necessary due to a health condition (such as impaired hearing or a need to monitor blood sugar) if medical documentation is provided to the school nurse.

Cardinal Newman iPad and Other Media Usage Agreement

The use of school resources is a privilege and not a right, and technology resources are considered to be school property and resources. This encompasses all technology including wireless resources and all equipment used by students while using school technology. Cardinal Newman has the right to regulate any and all usage of these resources. The policies, procedures and information within this document apply to all iPads (and other media devices) used at Cardinal Newman School. Teachers may set additional requirements in the classroom.

- Parents and students are required to sign the iPad Usage Agreement.
- Technology at Cardinal Newman School is to be used solely for education while in the classroom.
- Students are never permitted to access the school network on their cell phones.
- Each student and her/his parent/guardian agrees not to sue and hereby releases, waives, discharges holds harmless, indemnifies and defends Cardinal Newman School and the Diocese of Charleston, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates and representatives from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, related in any way to the use of the iPad at Cardinal Newman School.
- The school does not guarantee that internet will be available 100% of time. Students should download books and required materials needed for classes onto their iPads to ensure resources are available if the internet is not accessible.
- CN faculty will be using the Apple Classroom feature in order to monitor student iPad usage in their classrooms. Students are required to use the Apple Classroom feature, per their teachers' instructions.

Parent Responsibilities:

- Parents should discuss values with their children concerning using the internet. The school will reinforce this during orientations and in the classrooms.
- Parents and students are solely responsible for taking care of their personal iPads and all other media devices whether they are school-owned or personally-owned.
- Cardinal Newman strongly suggests insurance or a maintenance contract on iPads. You have up to six months from purchase to add this to your iPad through Apple.
- Cardinal Newman strongly suggests a high quality protective case.
- Parents are responsible for making sure their children remove any books or apps that expire at the end of the year from their iPads.

Student Responsibilities

- Students should come to school each morning with a fully-charged iPad.
- Students who forget their iPads at home or who do not have their iPads charged are still responsible for all classwork and assignments.
- Students are responsible for always keeping their iPads in a safe place. iPads should never be left in unlocked lockers.
- Students are responsible for their iPads at all times. School employees will pick up any devices that are left unattended and turn them in to the disciplinarian who will assign appropriate consequences when returning the devices to the students.
- When a student's iPad is undergoing repair work, it is the student's responsibility for finding a way to complete assignments without it.
- Students' iPads or media devices must have student's name clearly visible on the outside of the protective case.
- Students may use earphones/ear pods only when approved by the teacher in the classroom or other personnel managing study halls or library time.
- Students may not use iPads, cell phones, other media devices, and/or earphones/ear pods in the cafeteria or gymnasium during skinnies. At those times, these areas are "tech-free".
- Students may not use iPads, cell phones, other media devices and/or earphone/ear pods during school-wide functions including pep rallies, assemblies, talent shows, House games, etc.
- Students should keep iPads muted at all times while at school unless directed otherwise by a teacher in the classroom.
- Students are responsible for printing homework/projects at home. If a student needs to print something pertaining to a class or a school-sponsored activity while at school, s/he may use designated printers provided in the Media Center. All materials printed on school-owned printers are subject to review by teachers and/or administrators.
- Students should only have iPads on their desks when it is directed by the teacher.
- Students are responsible for backing-up their own work. They can email work to themselves at their cnsstudent email address in order to accomplish this.

- Students are responsible for any failure of their iPads.
- Students are responsible for any missing information on their iPads
- Student must use assigned school email for all school communication.
- Students are responsible for their actions while using any school technology, as well as their own iPads.
- Students are responsible for keeping their passwords safe and not sharing them with others or allowing others to use their media devices.
- If any student notes anything inappropriate or disturbing on her/his iPad or anyone else's iPad, the student should immediately notify a teacher or an administrator.
- Student must turn off the "air drop" function on his or her iPads prior to the beginning of each academic block.
- Student must turn off cellular data or personal hotspot options on his or her iPad to restrict usage to the school Wi-Fi, (including email and web browsing) during the academic school day.

Student Prohibited Actions:

- Students should not have inappropriate media, apps, material, or screen savers on their iPads.
- No texting is allowed on IPA, Phones, or other media while in classrooms or in Houses. Texting or calling is allowed before school, between classes, or after school.
- No game playing on iPads is permitted during the school day unless permission is given by the classroom teacher or activity supervisor.
- Students are prohibited from using all technology including wireless access for inappropriate purposes. This includes (but is not limited to) gaming, purchasing/posting of credit, downloading non-school material, spamming, chain letters, inappropriate messaging, Air Dropping, etc.
- Cyber-bullying, whether on the school campus or at home, is prohibited, and students will be held responsible for any and all use that is considered cyberbullying whether on campus or off. Students may not send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, antisocial behavioral, discriminatory, or sexually explicit material.
- Students may not access chat rooms anywhere on campus.
- Students are prohibited from impersonating others.
- Student may not post personal information or addresses using school resources.
- Students are prohibited from introducing viruses into school system and will face stiff penalties for doing so.
- Students are prohibited from using or accessing material on teacher's computers, iPads, phones, etc.

- Students are prohibited from participating in any illegal activity using technology on campus.
- Students may not use or access another student's account.
- Students are prohibited from bypassing web filters. Students are prohibited from taking or passing of photography, videos, and messages without the consent of the other person.
- Students are prohibited from processing of any type of hacking software on any devices including cell phones.
- Illegal installation, transmission or printing of copyrighted materials is prohibited.
- Live streaming of internet sites uses high levels of bandwidth and is prohibited unless directed for use in classroom. This includes but is not limited to the following sites: YouTube, Netflix, social media sites, gaming, etc.

School Rights:

- Cardinal Newman reserves the right to do random testing of student iPad content.
- Cardinal Newman reserves the right to access student iPads at any time.
- Cardinal Newman reserves the right to wipe information from student iPads.

School Responsibilities

- Cardinal Newman will provide content filtering.
- Cardinal Newman will provide wireless access for academic purposes.
- Cardinal Newman will notify students of what apps will be used for school.

G: Bullying/Harassment /Threat/Abuse Policy

Cardinal Newman School is a school that strives to create a community where all individuals are treated with dignity, respect, and compassion. We believe that all individuals are “created in the image and likeness of God.” For these reasons, we believe that at Cardinal Newman School, all individuals are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind that interferes with this development is not acceptable. This applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits. Harassment disrupts the educational process and creates an intimidating or hostile educational or work environment

Bullying and harassment are defined as, but not limited to, the following behaviors:

Cyber bullying/harassment

This includes, but is not limited to, offending, harassing or threatening others through technological means, including but not limited to email, instant messages, web pages, blogs, video and digital photo images, social networking media, YouTube, virtual reality sites, texting or sexting; it is considered inappropriate speech when it involves:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful messages;
- Posting information that could cause damage, danger, or disruption of the educational process;
- Making a personal attack, including prejudicial or discriminatory attacks;
- Knowingly or recklessly posting false or defamatory information about a person;
- Using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

Please note: Employees' and students' home and personal use of technology can have an impact on the school and on other employees and students. If an employee's/student's personal expression involving technology, such as a threatening message to another employee or student or a violent web site, creates a likelihood of disruption of the educational process, the employee or student may face school discipline as well as criminal penalties. Similarly, a parent's personal use of technology can have an impact on the school, its employees, and on students. If a parent's personal expression involving technology, such as 1) sending a threatening message to a school employee or a student; or 2) posting a violent, demeaning, or otherwise inappropriate remark to a web site or social media source such as Twitter, Facebook, Instagram, etc., that parent's child may be asked to withdraw from Cardinal Newman School, and the parent could face criminal charges and/or penalties

Physical Bullying/Harassment:

Includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting, or slapping, tripping, poking, kicking, scratching) assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another's belongings or property; additionally, it includes physical acts that are demeaning and humiliating but not bodily harmful.

Retaliation:

Includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.

Sexual harassment/bullying

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's educational development, participation in a school-related activity or employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, offensive school or work environment.
- Sexual harassment bullying may also include spreading sexual rumors or making sexually suggestive or sexually abusive remarks.

Social/relational bullying/harassment

Is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships or reputation of another through

- ignoring, isolating, excluding or shunning;
- A pattern of behavior in which a student or a group of students picks on another student or treats her/him in such a way that makes her/him feel uncomfortable or alienated;
- Spreading false and/or malicious rumors;
- Gossiping or revealing personal information;
- Embarrassing or publicly humiliating another.

Verbal bullying/harassment

Includes, but is not limited to, the following, whether in oral or written form:

- Derogatory comments, jokes, slurs, off-color language, or innuendoes;
- Belligerent or threatening words communicated to another student or employee;
- Name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

Visual bullying/harassment

Includes derogatory, demeaning, or inflammatory posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties or gestures (including subtle gestures such as aggressive stares, eye-rolling, sighs, frowns, sneers, snickers and/or hostile body language).

Complaint/Reporting/Follow-up Procedures

A student or an employee who feels that she/he is a victim of bullying/harassment:

- Is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop.
- Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying or harassing is almost never interpreted by the perpetrator as a sign that the victim wants it to stop.

If the bullying/harassment continues, or if the student or employee is not comfortable confronting the perpetrator:

- She/he has the responsibility to report the bullying/harassment as soon as possible to a school administrator.
- The administrator will inform the respective disciplinarian and will investigate the complaint/report.

Any student or employee who is not directly being bullied/harassed, but is an observer or third party who is offended by the behavior witnessed:

- Should bring the situation to the attention of a school administrator so the actions being witnessed can be investigated and possible corrective action taken.
- In a school where integrity matters, students and employees who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted person and to report dangerous behaviors and/or situations to appropriate school personnel.

Reports of bullying/harassment:

- Will be documented in writing by the administrator receiving the report.
- The report will include:
 - Details of the incident(s)
 - Names of the individuals involved, and names of witnesses.

All reports of harassment will be investigated by the Administration promptly and in an impartial and as confidential a manner as possible.

If the school determines that bullying/harassing has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any student determined by the Administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the Administration to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

**Accepted by the Cardinal Newman School Advisory Board and Secretary for Education on July 3, 2014

Chemical Dependency/Abuse Policy

Philosophy

Cardinal Newman School recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. Cardinal

Newman School recognizes chemical use, abuse and dependency to be a serious societal problem that we define as an illness. The school is concerned about the health and safety of all the students adversely affected by alcohol and other drugs because chemical use and abuse increases the likelihood of disruption of the learning process; therefore, it is in the best interest of Cardinal Newman School to provide its students, faculty and administration with a drug free school environment. Cardinal Newman School recognizes that the health problems of youth are primarily the responsibility of the home and community; however, the school also plays an important role in the early detection and assessment of chemical and drug use. Therefore, the school, in conjunction with the family, will identify resources available to help the student. Diagnostic treatment and after-care are a complete process that requires a trained specialist and must be referred to an outside source. Our goals are education/prevention/intervention/referral and support/guidance.

Policy Statement

Use of alcohol and/or drugs*, including tobacco of any kind, before coming to school, on school property, and/or at school-related activities is not an acceptable behavior at Cardinal Newman School.

No student should possess, transmit, conceal, consume or show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, or any mind-altering substances, synthetic or look-alike drugs. This includes the misuse of prescription and legal drugs, any substance(s) represented as a controlled substance(s), non-alcoholic beer, steroids, tobacco, or tobacco products, vaping or vaping products.

Please note: To make Cardinal Newman School as safe an environment as possible, the Richland County Sheriff Department may bring drug-sniffing dogs onto the campus (including the parking lots) several times during the school year. If a dog detects an illegal substance in a student's locker or vehicle, the locker or vehicle will be searched by the deputies in the presence of a school administrator, and the parents will be contacted. If an illegal substance is found, the student will be considered to be in possession, and the protocols listed below will be followed.

The following delineates the consequences for students in violation of the drug and alcohol policy:

In the event of use, suspected use, and/or possession or of chemicals, alcohol, and/or drug paraphernalia including vaping/juuling devices:

- The student's parent or guardian will be contacted for an immediate conference with the Administration to discuss the school's concerns.
- At the family's expense, the student must have a professional drug/alcohol assessment including a blood and/or hair screen rather than a urine test before returning to Cardinal

Newman School. The Administration must be notified in writing, by the referral facility/specialist, of a) the results of the evaluation and b) if treatment is needed, that a mandatory treatment plan has been presented to the student and parent/guardian. If the parents and/or student reject the plan, or if the student does not follow the plan, s/he may not continue at Cardinal Newman School.

- The student may be subject to additional random drug tests at the parents' expense for a period of time as determined by the Principal.
- Any repeat offense of chemical use may result in the dismissal of the student from Cardinal Newman School.
- The Principal may contact the local police.

In the case of the sale or distribution of drugs and/or alcohol by a student:

- The student will be expelled from Cardinal Newman School
- The Principal has the right to notify the police.

**Accepted by the Cardinal Newman School Advisory Board and Secretary for Education on December 7, 2018

H: Students in Leadership

All student leaders understand that by assuming a position of leadership within Cardinal Newman School, they will represent Cardinal Newman School positively at all times, including their use of social media. Student leaders agree to allow the Dean of Student Life, Dean of Student Formation, and club/activity moderators access to review any social media accounts. Failure to do so may result in probation and/or dismissal from office.

Note that there should be no social media account, page, group, etc. created for a club or co-/extracurricular activity unless previously approved by the Dean of Student Life and the Principal, and there must be an assigned moderator or sponsor to monitor and edit its content.

I: Transportation Procedures

- Driving to and from campus: Exceeding the speed limit or driving recklessly either on campus or while in transportation to or from school may result in the suspension of driving privileges or some other consequence appropriate to the poor decision the student made. Students may not leave their parking spaces until all riders have entered the car, and they may not move their cars to other parts of the campus until after 3:05 PM.
- Driving and/or parking privileges may be suspended or revoked for driving/parking inappropriately.
- Student drivers must leave the parking lot immediately whenever school is dismissed early because of the threat of inclement weather.

Application for parking permit

- Any student possessing a valid driver's license, car registration, and proof of insurance will be eligible to apply to drive to school. All students who wish to drive to school must apply for and be granted a parking permit in order to drive on campus. Numbered parking spaces will be assigned to students in Lot B by the Performing Arts Center or in the lot between the gymnasium and the softball field. Students may not park cars in any other areas and may not move their cars to other parking areas until after 3:05 PM.
- As soon as a student arrives at school, students who drive must park their cars and immediately walk into the main school building. Students, with the exception of seniors with off-campus lunch privilege, are never permitted to go to the parking lot unless they have been dismissed from school. Additional guidelines are included on the parking application form. Violations of these guidelines may result in suspension of driving privileges or another form of consequence deemed appropriate by the Dean of Student Formation.
- Seniors are given first opportunity for parking in the CN lot by the school. School parking lot places will be assigned, on a first come, first served basis to seniors who have all appropriate paperwork in by the published due date. Parking stickers will then be distributed during Student Orientation.

J. Pregnancy and Abortion Policy for Diocesan-owned Secondary Schools

It is understood that we, as Catholic educators, are convinced of the value and dignity of human life. We hold a pro-life stance which enables us to bring to our students the realization that a Christian code of morality based on the Gospel should give their lives direction and that thorough instruction should help them understand their own sexuality.

While we do not condone contraception or premarital sex, once a young couple becomes responsible for the conceiving of human life, we believe every effort must be made and every measure must be taken to preserve this life. In all instances, the student(s) will be treated with charity.

In keeping with these beliefs, the following guidelines will be applied whenever female or male students become involved in a pregnancy:

1. As soon as possible after learning of the pregnancy, the female and male student(s) and their parents will meet with the Principal, a school Guidance Counselor and the school Nurse to inform the school of the situation.

2. A female student will obtain a medical statement from her doctor giving her due date and her medical fitness to remain in school. The statement must include any medical problems of which the school should be aware. When it is deemed necessary by the administration, she will proceed to a homebound education program. At that time, the male student will also proceed to a homebound education program.
3. Female and male students must follow a bona fide program of counseling which their church or other religious support agency offers. The name of the counselor must be given to the Principal.
4. During the time of the pregnancy and after the birth, participation for both the mother and the father in all co-curricular activities, as well as graduation, is at the discretion of the Principal.
5. After the birth, the students and their parents must schedule an interview with the school administration to determine the feasibility and condition of returning to school.

In addition, we believe that abortion at any stage of pregnancy is the taking the life of an innocent human person. Therefore, a female student who attempts to procure an abortion or a male student who enables this attempt must withdraw from the school immediately.

K. Cardinal Newman School Uniform Requirements

Attire for Young Ladies

Formal Attire

White blouse with CN monogram

CN black sweater or sweater vest

Plaid skirt. The appropriate skirt length is no shorter than 3" above the knee.

Solid black tights or solid black ankle length leggings

Solid black dress shoes

Common Attire

White blouse with CN Monogram

Plaid or khaki skort, khaki pants or shorts. The appropriate skirt/skort/short length is no shorter than 3" above the knee. **Pants will be required for girls who have violated the skirt length policy**

Short sleeved banded polo shirt in grade-level approved colors with appropriate logo

Socks are optional, but, if worn, must be solid white or solid black. Socks are not to come above the knee.

Solid black tights or solid black ankle length leggings

Socks/ tights must be in good condition (no runs or holes.)

Tennis shoes or black dress shoes.
Tennis shoes and laces must be in solid white, black, red, or gray, or any combination of these colors. No glitter, no patterns, etc.

- Only Cardinal Newman approved or provided outerwear is permitted once inside the building.
- Lanyards with Student I.D. must be worn by all students at all times
- All apparel should be purchased through Local Boy Outfitters. Online purchases can be made at <https://cap-clothing.com/collections/cardinal-newman-school> .
- Any deviation from the Local Boy brand must be approved by the Dean of Student Formation and Operations.

Attire for Young Men

Formal Attire

Long sleeve white Oxford shirt with CN monogram

Cardinal Newman Tie or Bowtie

Khaki pants

Belt (solid black or brown)

Dark socks

Common Attire

Short or long sleeve polo or dress uniform shirt with CN monogram (polo shirt must be in appropriate grade-level color)

Khaki pants or khaki shorts

Belt (black or brown)

Tennis shoes or dress shoes.

Tennis shoes and laces must be in solid

Dress shoes (black or brown)

white, black, red, or gray, or any combination of these colors. No glitter, no patterns, etc.

Only Cardinal Newman approved or provided outerwear is permitted once inside the building.

All uniform pieces are to be purchased from our vendor.

- Only Cardinal Newman approved or provided outerwear is permitted once inside the building.
- Lanyards with Student I.D. must be worn by all students at all times
- All apparel should be purchased through Local Boy Outfitters. Online purchases can be made at <https://cap-clothing.com/collections/cardinal-newman-school> .
- Any deviation from the Local Boy brand must be approved by the Assistant Principal for Student Formation.

Polo Shirt Colors by Grade level

7th-11th Grades: Red or Grey

12th Grade: Black

General Hygiene + Additional Uniform Details

All students should come to school in clean, wrinkle-free uniforms, with shirts tucked in.

Young men should not have facial hair of any kind

Young men and women should style their hair using the following guidelines:

- No unusual or fad cuts that draw attention. (examples: mullets, shaved designs)
- Hair must be off the collar, above the ears, and above the eyebrows. (Male students only)
- No chemically changed hair color that is not a naturally occurring hair color (i.e., only shades of black, brown, blonde or red are allowed)

On formal days, all students are required to wear dress shoes. (Boots, high tops, Crocs and sneakers are not permitted.)

On formal days, black leggings or tights are required, and must be solid black with no holes, runs, tears or fading.

Pants and skirts should fit properly and be of the appropriate length. (3" above the knee for skirts, skorts and men's shorts, and no more than 2" above the ankle for men's pants)

Students representing the school at off-campus activities such as field trips and competitions must wear formal uniforms unless the Administration has granted an exception.

No hats are to be worn in the building.

Hemp necklaces, bracelets, or anklets are not permitted.

Young men may not have earrings, or visible piercings. Young women may have two piercings in each ear. ,

No tattoos, or writing on the skin is allowed.

Hologram contact lenses are not permitted.

Senior College Apparel -Starting second semester all seniors may wear college sweatshirts or college shirts (must be collared – no T-shirts) to the colleges and universities in which they have been accepted with their informal uniforms.

Dress Down Days-Students must pay the fee, if applicable, and must meet the requirements of the designated theme. Shorts should be of an appropriate "fingertip" length and leggings are only to be worn with a top that comes to at least mid-thigh. No tank tops, strapless or midriff baring shirts will be allowed. Clothing such as, but not limited to, jeans or pants, with holes or tears are not permitted. Clothing items displaying inappropriate logos, symbols, words (fraternity, sorority, social club, gang, or other high schools' emblems or insignias) are not acceptable.

PTO dress down days: Once a month, PTO sponsors a dress down day. For the 2022-2023 school year, students who wish to participate will purchase a special distinctive lanyard, which will serve as their "ticket" to participate each month. Students are encouraged to purchase the lanyard at the beginning of the school year, to maximize the benefit.

School Social Events and Extra Curricular Apparel: Clothing must be pre-approved by Administration and Event Coordinator prior to events.

L. Community Service Requirements

In order to progress from one grade level to the next at Cardinal Newman School, all students must have fulfilled a certain number of community service hours. These guidelines have been developed to assist students in planning service work and determining which hours will fulfill

these requirements. Some of these policies may be different from past years. These guidelines hold true for the current year. They will be revisited every summer and new guidelines posted in the Student/Parent Handbook and distributed yearly. Any questions must be addressed to Mrs. Druffner, Service Director. She may be reached by phone at 803-782-2814, or ldruffner@cnhs.org.

FAQ's

- Students will be required to complete a designated number of hours each year and complete a written reflection of their service including Scriptural references and knowledge of faith learned in their Theology class for each quarter.

Middle school students – 15hrs

9th grade – 20hrs

10th grade – 30hrs

11th & 12th grades – 40hrs

- Required hours *can* be divided between service to Church, school and community - the 3 pillars. Organizations should be non-profit and engaged in activities that are not contrary to Catholic teaching.
- Community service hours: half must be completed before Christmas break, and the rest before the second week of April, (dependent upon Easter break).
- Each grade will be offered service opportunities, but not all service requirements can or will be met in conjunction with school.
- Service opportunities offered to the school will be added to the Engage app in Schoology. Updates and invitations will be sent out to the appropriate class levels.
- Note: Seniors who have not completed their service hours by the second week of April will lose their off-campus lunch privilege until their obligation is fulfilled. Note, too, that seniors must have completed the required number of service hours in order to be eligible for graduation from Cardinal Newman School.
- In order for students in grades 7 - 11 to be moved to a Homeroom in the next grade level, all service hours for the prior year must be completed, logged and verified.

How are service hours recorded?

1. Select a program or other non-profit organization from the pre-approved agency list, see Schoology. If the organization is not on the list, the student may seek pre-approval from the Service Director.
2. Via the Engage app in Schoology fill out all the requested information correctly. Students will be able to view and monitor their service hours via their dashboard in Schoology. Directions are located in Schoology under Student Resources.
3. The completion of these hours, with a quarterly reflection essay, is required as part of their theology grade, as well as a general school policy. Completion of the hours will result in an exempt grade for a SA Service assignment. Failure to complete them will result in an "M" which will count as a zero for the SA; SA's are 70% of the quarter grade.

What type of work is acceptable as service hours?

- No work for any organization whose philosophy is contrary to the teachings of the Roman Catholic Church is acceptable.
- No work for any for-profit organization or company in the course of its business is acceptable. Work in connection with a company's charitable and service activity is accepted. For example, working in a lawyer's office organizing a file for a client which is a charity is not accepted. Volunteering at the law office's blood drive is acceptable.
- Nothing can be received in return for the service. This includes money, gifts, etc.
- Recognition by the organization is acceptable.
- No service done for the benefit of an immediate family member is accepted without the prior approval of the Service Director. As such, parent signatures for service are not acceptable, unless otherwise approved by the Service Director.
- Service to Cardinal Newman School should be a part of the student's life and is accepted as part of the service requirements in limited amounts.
- Service to the parish/church should be a part of every member's life and will be accepted. Acceptable service would include volunteering for other organizations within the parish, such as the Senior Citizens, Respite Care, the St. Vincent de Paul Society, or youth group service activities. Service at the liturgical worship is accepted on a limited basis. For altar serving, one hour per Mass may be submitted.
- Sophomores, Juniors and Seniors should strive to include service that involves direct ministry to the poor and suffering. These students will be encouraged to 'get their hands dirty' in the name of service.

What are some examples of acceptable service activities?

- Working at a non-profit animal shelter, a nursing home, helping with Home Works or Habitat for Humanity or similar groups, preparing food for a soup kitchen, volunteering at a Hospital or VBS.
- These are just some of the opportunities presented to the students. The student is encouraged to use his or her imagination and interests in deciding what to do.

What else should be considered?

- Age-appropriate service is important. Middle school students should not be involved in certain ministries requiring more maturity. Older students should limit non-hands-on activities, such as walk-a-thons.
- The Service Director will address any questionable service submissions. If the parent or the student has any questions as to the appropriateness of any service, please call her immediately. It is preferred that contact is made before the service is completed.
- Hobbies, interests, and career possibilities should be used to make decisions and focus on service.
- Potential NHS members should turn in hours as soon as possible at the beginning of the school year. Only service submitted and verified will be considered as completed for NHS hours.

**Senior service hours are due prior to graduation.

**Hours for grades 7-11 are due by the end of the school year.

**The presidential service award will be given for hours beyond the minimum that are logged and approved by April 1st at 9 am.

Presidential Service Award Levels:

Hours by Award	Bronze	Silver	Gold
Grades 7-9	50 – 74	75 – 99	100 +
Grades 10-12	100 – 174	175 – 249	250+

VI: General School Information

- A. Announcements: Announcements will be made only during Homeroom. The supervising faculty/staff member must approve any announcements before they are submitted to the Main Office. Announcements must be written legibly, and they will NOT be read more than four times.
- B. Assemblies and all-school Masses: All students, regardless of their religious affiliation, are required to attend weekly and special Masses at the school, as well as all assemblies. All must, at all times, demonstrate courtesy and respect at these and all school gatherings. Likewise, students should demonstrate appropriate behavior during pep rallies. Senior privileges do not give students the right to miss an assembly or Mass.
- C. Beverages:
A student may drink only water in the classrooms on campus. ALL water must be in clear plastic containers. The school reserves the right to examine all water bottles and their contents if deemed necessary. No liquids of any kind may be taken into the computer labs, the Media Center, or the Chapel.
- Other beverages such as juice, sports drinks, milk, soda, coffee are permitted only inside the lunchroom during the Skinny lunch blocks. The school reserves the right to examine any bottles/containers and their contents if deemed necessary.
- D. Breathalyzer Use: Effective August 15, 2013, Cardinal Newman reserves the right to administer breathalyzer tests to any students attending Cardinal Newman sponsored dances such as Homecoming and Prom.
- E. Cell Phone Usage: Cardinal Newman School recognizes that most families feel that it is necessary for their children to have cell phones in this day and age. We also believe in the importance of these devices, especially for students who participate in after-school activities. Therefore, the following will apply to students' cell phone usage on the CN campus:
- Students must turn off cell phones and place them in pockets, purses, back packs, etc. whenever they are in a classroom, in Mass, or in an assembly or meeting during regular school hours

- Students may turn cell phones on and use them during class exchanges and before and after school. Students may not use cell phones during lunch times
- For safety and communication purposes, earbuds/headphones may not be used by students during the exchange of classes.
- We expect all students to respect and abide by the tenets of this policy.
- Using cell phones at appropriate specified times on campus is a privilege – not a right; abuse of the privilege will result in appropriate consequences for making such a poor choice.
- Students are never permitted to access the school network on their cell phones and may not use VPNs.
- Phones must be placed on the teacher’s desk when leaving the classroom, homeroom, house or study hall

F. Change of address and phone numbers: It is imperative that the school be able to contact parents/guardians in the event of an emergency. Any changes in address, telephone numbers, e-mail address, custody arrangements or other important demographic information should be entered into the family information on FACTS and reported to the office immediately.

G. Child Abuse/Neglect Laws: The school adheres to both the policy of the Diocese of Charleston and the civil laws for the state of South Carolina.

Child custody and the school: Parents/guardians should be aware of pertinent state laws when courts have determined custody arrangements. Parents/guardians must deliver to the school a copy of the court order as it is applicable to the custody and visitation rights of separated or divorced parents if there is an expectation that the school will enforce the said agreement. Failure, on the part of the parent/guardian to do so, releases the school from all responsibilities.

H. Conduct on/off-campus: Because the people of the Columbia community view the conduct of Cardinal Newman students as an indicator of the values that are important to our school, students should conduct themselves appropriately at all times. This responsibility is present whether students are in or out of uniform, on or off campus. The Administration reserves the right to impose school sanctions for inappropriate behavior and/or behavior that reflects negatively on the school regardless of the location or times in which that behavior takes place.

I. Electronic devices: With the exception of iPads required for school, electronic devices such as, but not limited to, personal computers, pagers, headsets, laser pointers, radios, hand-held games, iPods, MP3 players, etc. should be turned off and may not be used or visible from the time students arrive on campus until all students have been dismissed from school unless the student has secured permission. Failure on the part of a student to comply with this rule will result in consequences that are appropriate for making such a poor choice. The Administration reserves the right to look at all pictures, messages of any kind, and/or emails on any confiscated devices that are being used at inappropriate times.

J. Emergency procedures: Information for handling emergencies such as hurricanes, fire, and other situations has been presented to teachers. It is imperative that students become familiar with these procedures and treat drills in a serious manner. Should the school need to notify its parent constituency of an emergency situation, parents will receive this information via email, text message, social media, and information will be posted to our website

K. Facilities Use:

- The athletic director must approve the use of all athletic facilities. The gyms, fields, weight room and locker rooms are off-limits for individual use before and after school hours.
- The Chairperson for Performing Arts must approve the use of the Performing Arts Center. This area is off limits for individual use before and after school hours.
- The Dean of Facilities must approve all other facilities use, including after school, use of classrooms.

L. Falsified documents: The school's ability to provide for the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit falsified documents, to alter documents or to sign under false pretenses will result in serious disciplinary action.

M. Field Trips: Field trips are NOT a right; they are a privilege which may be withheld or revoked if needed as determined by the Administration. Students must have parental permission to go on any school-sponsored field trip. Forms will be distributed by the sponsoring faculty/staff member, and only that school form is acceptable. The form must be signed by the parent or guardian and returned to the teacher at least two days before the trip. A phone call is not an acceptable substitute for the proper form. The teacher must submit the signed forms to the main office on the day of the trip, and every student must be accounted for before the trip commences.

Field Trips – Overnight Domestic or Foreign Policy

The following policy shall apply to trips outside school led by faculty members or staff members of schools in the Diocese of Charleston.

- Any faculty member who intends to sponsor or coordinate a trip for students and/or others for any school in the Diocese of Charleston must meet with the Principal of the school to discuss the trip plan and receive permission to move forward.
- Regardless of the number of student participants, there must be two female chaperones (the faculty sponsor may be one of these) to supervise the female students on the trip; likewise, there must be two male chaperones (the faculty may be one of these) to supervise the male students. All chaperones MUST be cleared through the Diocese of Charleston Office of Child Protection including a background screen and SafeHaven training.
- In the "Field Trip Permission" form, the trip should have a specific itinerary and have a specified educational value.

- The sponsor of the trip must collect a signed “Field Trip Permission” form from each student participating in the trip, a signed “Policy” form, and a signed “Guidelines Agreement.”
- The participants on the trip will be limited to students currently enrolled at the school or to newly graduated students of a diocesan-owned high school (for trips happening in the summer immediately following graduation) and their parents as determined by the Principal.
- At least one parent of each participant is required to attend both the initial informational meeting at the school and the final informational meeting at the school. The final informational meeting must be held two weeks prior to the trip departure.
- Any parents actually taking part in the trip must adhere to the Diocese of Charleston Code of Conduct for Employees and Volunteers. This includes not using or abusing alcohol in the presence of the students.
- The faculty sponsor must act responsibly throughout the planning, coordinating and implementing of this trip consistent with the policies and procedures of the Diocese of Charleston regarding the mission of Catholic education.
- The faculty/staff sponsor and others will not condone the use of alcohol or drugs on the trip, and they must not allow or condone any sexual activity by the participants of the trip.
- Participants and every parent of a participant must sign a copy of this policy in recognition that they have adopted and agreed to follow the terms and procedures on the trip.
- Any violation of this policy by a faculty member shall constitute just cause and grounds for disciplinary action, up to and including dismissal from the Diocesan school.
- A violation of these policies by a student will constitute just cause and grounds for disciplinary action including but not limited to:
 - Being sent home at the parents’ expense
 - Dismissal from the Diocesan school.

Approved by the Vicar General of the Diocese of Charleston on July 19, 2018

- N. Fraternalities, sororities, social clubs and gangs: Within Cardinal Newman School, exclusive sororities, fraternities, social clubs, and gangs are not permitted. Clothing that promotes membership in any internal or external organization of this kind is prohibited on campus during the school day. This also includes non-uniform days.
- O. Gambling: Students are forbidden to gamble on campus.
- P. Gum: No gum is permitted in any part of the school.
- Q. Inclement weather: In case of severe weather conditions, Cardinal Newman School makes its own decisions on school closings and does not necessarily follow what the other private and public schools do. Should the school need to notify its parent of a delayed opening, or school closing situation, parents will receive this information via email, text message, social media, and information will be posted to the CN website

- R. Lockers: Each 7th and 8th grade students are assigned a locker for the storage of equipment and is responsible for the cleanliness of that locker. Lockers are available for all 9th-12th grade students upon request.
- Students who have problems with their lockers should seek help from the Dean of Facilities.
 - Lockers are to be secured at all times, and students may not affix any material that prevents viewing of locker contents.
 - Students may not go to their lockers during the academic blocks unless given permission by the classroom teacher.
 - Unauthorized entry into another person's locker is considered a major offense and is subject to serious disciplinary consequences.
 - Lockers are the property of the school, and the Administration reserves the right to open them and examine their contents at any time.
- S. Lost and found: Lost and found will be located in Alumni Hall.
- T. Married students: Students who are married or have been married may not be enrolled at Cardinal Newman School.
- U. Mass Attendance: All students, whether of the Catholic faith or not, MUST attend all school Masses as scheduled for Wednesday mornings and on special days. This applies to Seniors who do not have a first/second block class; they MUST be in school for the weekly Mass, but they may sign out after the Mass.
- V. Media Center: The Media Center will be open daily unless otherwise noted. Seniors will be allowed to use the Media Center during free blocks and skinnies. No food or drinks besides water are allowed in the Media Center without special permission.
- W. Medication: All prescription medication and potentially dangerous over the counter medications must be handled through the school nurse's office. The possession of or improper use of such medications could be a violation of the alcohol and other drugs policy. Medication Authorization for Students can be found on the school website.
- X. Personal property: Because Cardinal Newman students are impacted by the same problems facing the rest of our society, it is imperative that students assume the responsibility of taking precautions with regard to their personal belongings, and in particular, their iPads. When not being used, the iPad should be safely locked in the student's locker. At all times, book bags should remain in sight and closed, lockers secured and cars locked. Should it be necessary for a student to bring a large amount of cash or other valuables to school, students may leave these items in the office for safekeeping.

Please note that the school is not responsible for lost or stolen personal devices such as Kindles, Nooks, iPads, iPods, tablets, laptops, cell phones etc. brought to school from home.

In order to protect their child's iPad, families should:

- Store the serial number of their child's iPad in a safe place in their home.
- Make sure their child's iPad has a protective jacket.
- Make sure their child's name is somewhere on the iPad so that ownership can be easily determined.
- If their child has a Bluetooth keyboard for the iPad, make sure the child's name is prominently marked on it.
- When a student is not using the iPad, it should be safely locked in the student's locker, and the student should not give out the locker combination to anyone.
- All students are expected to follow all Cardinal Newman policies concerning the content they are viewing or the purposes they are pursuing. Anyone not adhering to this policy is subject to disciplinary consequences as determined by the respective Dean of Student Formation.

Y. Religious Education: Catholic education, its instruction and internalization, require both intellectual stimulation and outward expression for optimum spiritual growth. All students, regardless of faith, are required to take required Theology courses, to attend and respectfully participate in liturgies and other services.

Z. Restroom and Locker Room Monitoring Policy

During the school day in Diocese of Charleston schools, faculty/staff members should not be using restrooms while students are also present in the restrooms. However, the Diocese also recognizes that in order for schools to provide an environment that is as safe as possible, restrooms and locker rooms must be monitored for inappropriate student activity. Therefore, the following protocol will be followed:

- Restrooms will be monitored using the following guidelines:
 - Multiple times a day, including lunch periods, two female employees and two male employees will be assigned to check all restrooms.
 - These employees should walk together into all of the school's appropriate gender restrooms to look for such things as: smoke rising from stalls, group activities that could be bullying tactics, inappropriate language or discussions, etc.
 - This should take no more than 10 seconds/restroom providing everything is quiet.
 - This should be done multiple times a day, and the monitors should record, on a form provided by the administration, the times they monitored and what their findings were. They should vary the times each day. The forms should be submitted to the school's safe-environment coordinator at the end of the day for filing.
 - At no time should they open stall doors or enter stalls.
 - Should they witness possible inappropriate behavior, they should announce their presence and instruct students to leave the restroom immediately.
 - They (the monitors) should leave the restroom immediately after their announcement and wait in the hallway for all students to exit. They should also notify the appropriate administrator or disciplinarian that they are bringing the students to them for next steps.

- Coaches and PE teachers also should exercise due diligence when their players/students are using the locker rooms.
 - As players/students are preparing for class or practice, the teacher/coach (it is always preferable to have at least two of the same sex available) may open the locker room door, without entering, and announce that students have a limited amount of time to finish and exit. The teacher/coach should always be immediately outside the locker room door.
 - The same would be true after class or practice – students/players should be given a reasonable amount of time to change out of practice clothes. The teacher/coach should open the locker room door, without entering, and announce that students have a limited amount of time to finish and exit. The teacher/coach should always be immediately outside the locker room door in order to be able to listen for any inappropriate behavior.
 - Students/players should never be in the locker room unless a teacher/coach (it is always preferable to have at least two of the same sex available) is outside the door so that should a situation arise (perhaps a scuffle, an argument, a fight) the teacher/coach should immediately call for help, have students/players exit the locker room, and turn the situation over to the appropriate administrator/disciplinarian.

Approved by the Vicar General of the Diocese of Charleston on July 18, 2018

- AA. School Crest/Shield: The school crest, the block CN, the Cardinal Newman Shield, and the cardinal head are registered trademarks of Cardinal Newman School, and they may not be used in any way (on clothing, stationery, etc.) without the expressed consent of the Principal.
- BB. School organizations: All students are encouraged to become active members of our school clubs and take part in various co-curricular activities. Continued membership in any group depends upon the student’s consistent participation and willingness to contribute to the success of the group. Upon judgment of the moderator and in accordance with the requirements of the clubs, members can be dismissed. Only those organizations approved by the Principal are permitted at Cardinal Newman School.
- CC. Search
The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.
- DD. Senior Off-Campus Lunch Privilege: Seniors in good academic and disciplinary standing are granted this privilege. It requires the separate expressed written consent of a parent or guardian and is dependent upon the specific guidelines found in the permission forms. Failure to adhere to these guidelines will result in the loss of this privilege. The following guidelines apply to this privilege:
- When leaving and returning for lunch, seniors **MUST** check out/in with the front office and **MUST** exit/enter through front of school.

- Upon returning to campus, seniors may not sit in their cars or the beds of their trucks. They must exit their cars and proceed to an approved area.
- Seniors who are free for the block before lunch MUST sign out in the Main Office when leaving the campus.
- Seniors are responsible for the trash generated in their areas during lunch.
- School uniform guidelines are applicable at all times, even when students are enjoying the off-campus privilege.

EE. Social functions:

- School dances and other social events for students are held throughout the year. All social activities will be properly chaperoned and must end by midnight. See Uniform Requirements for dress code for all social events.
- In order to be permitted to attend a social function, students must be present for a minimum of three academic blocks on the day of the function.
- The school is not responsible for the monitoring of students after the social ends.
- Students who are under suspension or who have been expelled or asked to leave Cardinal Newman School are not permitted to attend such functions.
- The Junior-Senior Prom is limited to ninth, tenth, eleventh, and twelfth graders.

FF. Summer reading: Summer reading is a requirement of the academic program. Detailed instructions and assessment procedures are distributed prior to summer break. Consult our website (www.cnhs.org) for summer reading information.

GG. Telephone messages: Parents may call the school to leave messages for students only when it is vital that information be passed along to the student. The timing for message delivery is dependent upon the nature of the emergency.

HH. Tuition and Fees Policy: Cardinal Newman School is a ministry of the Diocese of Charleston that operates on the collection of tuition and the generosity of our parents, alumni, employees, and friends who support the school through donations. Tuition rates are set annually to assure that the school can meet its educational costs and maintain quality education. The timely payment of tuition is expected by the published deadlines so that the school can also be timely in meeting its financial obligations. Payments must be made according to the provisions of the enrollment or re-enrollment contract.

All family tuition accounts for the current academic year must be paid in full by May 20th of each year. Transcripts due to colleges, as well as final yearly grade reports, will not be calculated until full payment is made, and students will not be admitted to the school for the following academic year if a family's financial account is not paid in full by May 20th. This policy applies even to those students registered for next academic year.

All families are required to enroll with FACTS Management for all payments – registration, fees, tuition, incidental fees such as course fees (previously charged through MBS Direct), dual enrollment fees and AP course fees.

Payment Options: Payment options will continue to include the one-time payment due in June to receive a 1% discount, semiannual payments due in June and December, and the monthly payments due June through May. Families are given the choice of having tuition payments deducted on the 5th or 20th of each month.

Delinquent Accounts: An account is considered delinquent when a monthly payment is missed. On the first missed payment, the account will be considered 30 days past due. FACTS Management will reattempt the payment within 15 days (on the next drafting date.) If the payment is still not successfully drafted on that reattempt date, this delinquent payment will be attempted one final time with the regular monthly payment the following month. If that payment is still not successful, the family must contact the Finance Office of Cardinal Newman School to make payment arrangements. It is important that the family communicates any issues or concerns with the school in a proactive manner. The school needs to be aware of any unforeseen circumstances which may be affecting the family's ability to pay and is willing to assist as possible in working out a payment plan.

Barring any special arrangement made with the school, it is the school's policy to put the following into effect if two consecutive monthly payments have been missed. The school will contact the parents via phone and email to be sure that they are aware that they have not met obligation, and a letter will be sent notifying parents that their student(s) will be excluded from school including all extra-curricular activities if payment arrangements are not made in 10 business days.

If the student still comes to school on the date of exclusion, he or she will be instructed to report to the Main Office to be sent home. If the account is resolved within 10 business days of the date of exclusion, the student will be able to return and make up all schoolwork missed without penalty. Failure to resolve the delinquent account within 10 business days of the date of exclusion will result in the dismissal of the student from Cardinal Newman School.

Example: The monthly tuition payment is missed on September 5th. The payment is reattempted on September 20th and again on October 5th. If the October 5th draft is still unsuccessful, the parents will be contacted within three days after FACTS notifies the school of the delinquency. The student will be excluded from school and all extra-curricular activities beginning the following school day until payment arrangements are made. After 10 business days, October 20th, if no payment arrangements are made, the student is dismissed from Cardinal Newman School.

Seniors with delinquent accounts will not be able to participate in the Commencement ceremony and will not receive a diploma. Additionally, that student's final completed transcripts will not be forwarded to prospective colleges until the outstanding tuition is paid.

- II. **Unacceptable materials:** Students are not permitted to bring offensive materials to school or to distribute such materials while on campus. Unacceptable materials include, but are not limited to: distasteful literature, inappropriate notes, photographs, or videos, racially or gender biased statements, and drug paraphernalia.

JJ. Visitors: All visitors, including alumni, must be appropriately dressed and must report to the Main Office. Upon reporting to the office, visitors will register and receive an ID badge that must be displayed prominently while on campus.

KK. Wait Procedure for after school

- From 3:00 PM to 3:30 PM, students may be in the Rotunda, at their lockers, in the cafeteria eating a snack, or in carpool line.
- At 3:15 PM, a “movement” bell will ring to indicate that students need to be moving to their after-school locations or leaving the campus.
- At 3:15 PM, the After-school Study Hall Moderator will be in place in Alumni Hall with a sign in sheet, and all after-care students waiting for parents and in-season athletes and drama students waiting for their practices to start should report there and sign in before 3:15 PM. NOTE: If in-season athletes and drama students remain on campus after 3:30 PM, they MUST be either in their practices or in Alumni Hall at the After-school Study Hall.
- At 3:25 PM, a “warning bell” will ring to notify students that they have 5 minutes to either leave campus or go to the After-school Study Hall.”
- Also, at 3:25 PM, all students still outside from carpool line will be brought inside the school and escorted to Alumni Hall by the carpool supervisors.
 - Any parents who come to pick up students after 3:30 PM when the carpool line is empty should go instead to the area of the B parking lot (student lot) behind the cafeteria to pick up their students at Alumni Hall back door. Students will not be permitted to wait in the carpool area past 3:30 PM.
- At 3:30 PM, a final bell will ring indicating that ALL students remaining on campus MUST be in the appropriate place (After-school Study Hall, practice, extra help with a teacher). Otherwise, students are expected to have left for home.
- At this point, any student in the hallway must have a pass (ex. - from a teacher for exit from extra help to return to After-school Study Hall or to leave campus).
- Students who are not in their appropriate places after 3:30 PM, or who are in the hallways without a pass, may be subject to disciplinary action.
- Dean of Student Formation will monitor the video camera footage and will issue the appropriate consequence to any student who is in violation. Similarly, any student who is seen propping open an outside door will be issued a similar consequence.
- The After-school Study Hall supervisors will monitor students leaving with pick up at the Alumni Hall back door.
 - Students who are leaving to watch athletic contests must sign out with the supervisor and then proceed to the gym.
- For students needing to use a restroom:
 - The PAC Atrium restrooms will be available.
- A Wing, C Wing, and D Wing will be considered off-limits to all students after 3:30 PM unless getting scheduled extra help from a teacher.

VII: Athletics and Co-Curricula

A. Cardinal Newman Athletic Handbook

Athletic Director: Will Eudy

Assistant Athletic Director: Philip Deter

Head Athletic Trainer: Heather Key

Athletic Department Staff and Academic Support: JR Roth and Wanda Briley

Sports and Information Director: George Kaupp

PA Football and Soccer: Tony Haughey

Speed and Strength Coordinator: Cory Helms and Josh Holmes

Mission:

The mission of the Cardinal Newman School Athletic Department is to preserve the Catholic identity of our student athletes and to promote their development – in mind, body and soul. We reinforce that we are ONE TEAM devoted to Catholic Virtues and the promotion of athletic EXCELLENCE in everything we do.

Philosophy:

At Cardinal Newman High School we believe in victory with honor. We believe that the process is more important than the outcome. We are a community of character, pride, spirituality, and class. We understand that sportsmanship and respect for our opponents, teammates, and school supersedes all. We are committed to excellence in all that we do. This is done with dedication and integrity.

Cardinal Newman believes in the education of the whole person, and that the competitive activities are an integral part of that overall educational experience. We strive to develop women and men of character and integrity through spiritual guidance, academic challenges and athletic competition.

All students are encouraged to participate in Cardinal Newman's athletic program as part of the healthy development of a well-integrated person.

However, competition means more than a contest between two schools or two individuals. Competition is a means of teaching a way of life. It teaches fair play. It teaches that no one individual is more important than the team. At Cardinal Newman High School athletics and academics combine to develop physical, moral, social, and spiritual values that will help the student grow throughout life.

The successful competitor must have a strong will - the will to prepare to win, the will to persevere despite discouragement and seemingly insurmountable obstacles, and the will to discipline oneself for his/her own good and that of the team. These qualities, developed and promoted by competition and ready to be carried over into more important aspects of life, provide the essential nature of Cardinal Newman High School's athletic program.

The goal for students and teams is to perform at the maximum of each person's capabilities. Every student is encouraged to strive for excellence within the limitations of his/her individual talents. It is the role of the coach/moderator to encourage and help guide this development.

This handbook contains the rules and regulations that govern the athletic program at Cardinal Newman High School and is used in conjunction with other materials, including the SCISA Blue Book, the Cardinal Newman Parent-Student Handbook and the Cardinal Newman Coach's Contract.

Qualified students at our school have the opportunity to participate in our athletic program consisting of the following South Carolina Independent School Association (SCISA) - approved sports:

- For Women: Tennis, Cross-Country, Volleyball, Swimming, Basketball, Bowling, Softball, Soccer, Tennis, Track and Field, Sporting Clays, Speed and Strength, Competition Cheerleading, Sideline Cheerleading, Golf and Western Equestrian.
- For Men: Cross-Country, Football, Swimming, Wrestling, Basketball, Bowling, Soccer, Baseball, Tennis, Track and Field, Sporting Clays, Speed and Strength, Golf and Western Equestrian.

Foreword:

The Right of the Athletic Program to Pursue Its Mission:

In the event the Principal, in agreement with the Athletic Director, decides that a student or member of the student's family has interfered with the Athletic Program pursuing its mission, the Principal and the Athletic Director may determine that Cardinal Newman School is not an appropriate venue for the student to continue his/her education. The Principal will then place the student on probation. This probation is a formal and serious warning to the student and his/her family that such behavior is not consistent with an intention to remain a part of Cardinal Newman. If the Principal and the Athletic Director determine that the behavior has not improved satisfactorily, the Principal may require the student to withdraw.

All prospective student-athletes at Cardinal Newman School and their parents are the recipients of the Athletic Handbook. In order to participate in any of the Cardinal Newman School athletic programs, the student-athlete and her/his parent(s) must read and understand all the information in the handbook. Signatures on the Cardinal Newman School Handbook Policy Acceptance Form indicate willingness on the part of the student and her/his family to accept and adhere to both the general Student/Parent Handbook and the Athletic Handbook.

The Student Athletic Handbook cannot possibly cover every situation that may arise in our athletic department. The Athletic Handbook, along with the Cardinal Newman Student Handbook, addresses the vast majority of issues that take place in athletics. In the event that clear guidance is not offered in the handbooks, the Cardinal Newman Administration will dictate policy and procedure. We also reserve the right to amend the Athletic Handbook at any time.

Membership:

Cardinal Newman School is a member of the South Carolina Independent School Athletic Association. We adhere, at the minimum, to the policies and regulations set forth by SCISA.

The SCISA handbook is available online at www.scisa.org

Athletic Teams Available at Cardinal Newman:

Fall:

- Varsity Football (B): Grades 8-12
- Middle School Football (B): Grades 6-8
- Varsity Volleyball (G): Grades 8-12
- Junior Varsity Volleyball (G): Grades 6-10
- Middle School Volleyball (G): Grades 5-8
- Varsity Cross Country (B&G): Grades 6-12
- Varsity Tennis (G): Grades 6-12
- Junior Varsity Tennis (G): Grades 6-10
- Swimming (B&G): Grades 6-12
- Varsity Cheerleading (G): Grades 6-12
- Western Equestrian (B&G): Grades 6-12

Winter:

- Varsity Basketball (G&B): Grades 8-12
- Junior Varsity Basketball (G&B): Grades 7-10
- Middle School Basketball (G&B): Grades 5-8
- Varsity Wrestling (B): Grades 8-12
- JV Wrestling (B): 6-10
- Sporting Clays (G&B): Grades 7-12
- Bowling(G&B): Grades 7-12

Spring:

- Varsity Baseball (B): Grades 8-12
- JV Baseball (B) 7-10
- Varsity Softball (G): Grades 8-12
- Junior Varsity Softball (G): Grades 6-10
- Varsity Golf (B&G): Grades 6-12
- Varsity Tennis (B): Grades 6-12
- Speed and Strength (B&G): Grades 7-12
- Varsity Soccer (B&G): Grades 8-12
- Junior Varsity Soccer (B&G): Grades 7-10
- Varsity Track and Field (B&G): Grades 6-12

NOTE:

- Due to an overwhelming number of participants in some sports there will be “cuts” made by the coaching staff of that particular sport. All prospective players will be afforded a 2-day tryout period. Final team rosters will be determined after an assessment by the coaching staff.
- To address payer safety, coaches and parents must carefully evaluate the skill level and physical competitiveness of students below the 9th grade before permitting participation

on any varsity teams. The same applies to students below the 7th grade for participation on any team.

- All Middle School sports: While 5th graders are eligible to participate in some of our Middle School athletic teams the Athletic Department will make the final decision on whether or not a 5th grader will make the team he or she is trying out for.
- Practices are allowed to start as early as 3:45pm and the start times for each team will be determined by that programs head varsity coach. On early dismissal days if a student athlete has to stay on campus until practice starts, they will be required to attend after school care until 15 minutes before their practice starts.
- The Athletic Department reserves the right to field teams dependent upon participation numbers.

Absences:

- Ordinarily, a student-athlete who is absent from school will not be permitted to participate in athletic activities that day.
- A student-athlete must be present for a minimum of 50% of their academic blocks in order to participate in that day's athletic activities.
- The Athletic and School Administration reserves the right to review and make decisions on a case by case base when it comes to the minimum percentage of attendance.
- Any student-athlete who leaves school due to illness may not return for any athletic activities that day.
- Student-athletes are advised to check with school and or athletic administration with questions concerning attendance/absences/participation.
- When student-athletes must leave school early to participate in an athletic contest, they must get time-sensitive assignments and materials BEFORE they leave from the teachers whose classes they will be missing. Teachers will NOT be required to supply assignments and work AFTER the fact.
- Athletes scheduled to leave school early for a game or a match are responsible for being prepared for all work for those classes, including tests, papers, etc. – The game or match could be cancelled, and the athlete WILL be responsible for attending class and participating fully.
- Late games are not an excuse to arrive late for school the next day and may be subject to possible athletic suspension in which the athletic director will have final say on game status.

***NOTE: The Athletic and School Administration reserves the right to review and make decisions on a case by case base when it comes to absences.

Age Requirements (per SCISA Handbook):

- A student is ineligible to participate in athletics if her/his 19th birthday is before July 1, 2022.
- Junior Varsity: In order to participate in Junior Varsity athletics, a student must not have reached her/his 16th birthday before July 1, 2022.
- MS-Team: In order to participate in MS-Team athletics, a student must not have reached her/his 15th birthday before July 1, 2022.

Attire:

- Cardinal Newman student-athletes will follow the dress codes and grooming policies established by Cardinal Newman School.
- Student-athletes will not be permitted to be in team pictures if not appropriately groomed.
- Student-athletes will be expected to wear the school uniform or the team uniform to all games.
- Game day attire will not be worn at school without approval from the *Athletic Director*.
- At no time are athletes permitted to practice or play without shirts.
- Female athletes must wear shirts over their sports bras at all times.

Awards Recognition:

- The awarding of a Varsity letter is based on the guidelines set up by the respective varsity coach in his or her sport. These guidelines may include items such as the student-athlete's attitude, effort, dedication, participation in practices/games, and overall contributions to the team.
- First-time Varsity letter winners will receive a monogram (letter) and pin representative of the sport in which the letter was earned. Student-athletes will receive the letter only once during their CN athletic career.
- A student-athlete will receive a pin denoting her/his sport for the first letter year; a gold bar for each letter year thereafter.
- Captain pins will be awarded to varsity team captains.
- The letter and pins will be awarded to each athlete at the end of their senior year at the Senior Athletic Banquet. If an athlete orders a letterman's jacket, they can come to the Athletic Department to receive the pins and bars for their jacket. Athletes who receive this award and will be invited to the banquet must have participated in a varsity level sport during their career at Cardinal Newman.
- Varsity coaches are given the opportunity to choose recipients for any three individual awards for members of their teams.
- All seniors who participate in athletics with a minimum of one year in a varsity sport who meet the criteria based on grades, academic, athletic and discipline standing will receive a black and white honor cord to be worn at graduation.
- All Athletic Programs are recommended to have their end of the year team parties in Alumni Hall but can request approval from Athletic Director to have at different locations upon approval.
- The Athletic Department reserves the right to decide on paying a monetary value to any third party memberships or award ceremonies.

Student-athletes awarded athletic scholarships from colleges or universities may have signing ceremonies in the Cardinal Newman Gym. These ceremonies MUST be approved by the Athletic Director and will be coordinated by the Athletic Department.

The Cardinal Newman Senior Athletes of the Year Awards are presented at the Senior Honors Convocation each year. These awards will be decided by a ballot of the entire coaching staff of Cardinal Newman School. These awards represent the two people – one female; one male – that best exemplify through their work ethics, their attitudes, their love of their sports, and their

leadership, what coaches would like all athletes to strive for. In order to be eligible for this award the male and female athlete must have lettered in at least one sport for their senior year. The Cardinal Newman Scholar-Athlete Award will be given at the Senior Honors Convocation each year to the highest-ranking (GPA) senior female athlete and male athlete who has also maintained exemplary discipline records. In order to be eligible for this award the male and female athlete must have lettered in at least one sport for their senior year.

****The Athletic Department reserves the right to make final determination on all awards and recognition given out****

Parents as Partners:

As partners in the educational and athletic process at Cardinal Newman School, we ask parents:

- To assist the CN Athletic Department and coaching staffs in furthering the mission of our Department
- Not to divide authority between school and home or within the home as it will only teach disrespect of all authority
- To actively participate in athletic activities such as meetings, community service, and other parent obligations
- To see that the student pays for any damage to athletic equipment or property due to carelessness or neglect on the part of the student
- To notify coaches if their child will be absent from or tardy for a practice or game/match
- To notify the coaches/athletic department office of any changes of address or important phone numbers
- To inform the coaches/trainer/and or athletic department of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read Athletic department or team communications in a timely manner and communicate them to your son/daughter when requested
- To support the religious, educational, and athletic goals of the school
- To promote, support and cooperate with the athletic policies of the school
- To treat coaches and athletic staff with respect and courtesy in discussing student problems
- Always to promote sportsmanship_

Sportsmanship:

- All athletes, coaches, parents, students and fans will be expected to conduct themselves in a positive, sportsmanlike and Christian manner at all times according to the guidelines established by the SCISA athletic committee and the Cardinal Newman Handbook.
- Violations of the Code of Conduct by coaches or student-athletes may result in fines, suspensions, or both.
- If a coach or a student is ejected from a contest and the school is fined, the coach or the student may be responsible for paying the fine.
- Any student or coach expelled from a game must meet with the AD before resuming participation. Expulsion from a game or match will carry the minimum of a one game suspension and possible permanent removal from the team.
 - o Athletic Department will have final say in carrying out suspensions.

- Fans that are disruptive or disrespectful will be escorted from the premises and may also be banned from attending future contests.
- Athletes receiving technical fouls, unsportsmanlike conduct penalties, etc. may be subject to game suspension(s) and/or possible dismissal.
- Cardinal Newman Athletic Department and/or Coaches reserve the right to add additional discipline for any unsportsmanlike acts.
- Disrespect of a coach, staff member, or student will not be tolerated and may lead to possible suspension or dismissal.

General Athletic Policies

Daily updates and general information:

Information will be posted on the Cardinal Newman School athletic website: www.cnhs.org. Check it often to keep informed. Information will also be tweeted and put on Instagram (@CNathletics1).

Eligibility:

- Athletic eligibility at Cardinal Newman School will follow the guidelines stated in the SCISA Bluebook which states, “A student must take and pass at least four (4) one unit CORE courses or any five (5) one unit courses each grading period. Students below 9th grade must pass (4) subjects each grading period to be eligible for the next grading period, and a student must have passed the previous year to be eligible for athletic participation in the first grading period.”
- If a student athlete is declared ineligible that means that he/she will not be allowed to participate in athletic contests.
- At Cardinal Newman School, the rule stated in #1 above is applied in the following way: For the first semester, eligibility is determined using FINAL grades from the previous year. For the third quarter, eligibility will be determined by using the Semester I grades. A student athlete may regain eligibility for the fourth quarter if he/she meets the requirements for passing in quarter three. If an athlete is deemed academically ineligible at the end of the first semester, he/she cannot regain his/her eligibility until the end of the quarter 3. A maximum of two credits can be earned/recovered during summer sessions and may be accepted from an accredited school with an established summer school program. If a student athlete is deemed ineligible at the end of Semester II, he/she must be enrolled in summer school or credit recovery working to become eligible for the next year and will be able to participate in summer athletic activities.
- Student athletes who are academically ineligible during tryouts but still have a chance to regain their eligibility during the course of that particular season are still awarded the opportunity to tryout under contract with the athletic department and parents.
- Student-athletes suspended from school for disciplinary reasons will, at the minimum, not be permitted to participate in any athletic functions while under suspension. Additional game suspensions are possible.
- Any student-athlete who misses team tryouts due to a school suspension will not be permitted to try out for or to join that team until the suspension period is over.

- Student Athletes who voluntarily leave or are dismissed from a team before the end of that season_(whether on their own or by the decision of a parent/guardian) may not compete, practice, or work out with another team during that season, nor can that student athlete compete, practice, or work out with the next season’s team before the current season has ended unless approved by the Athletic Department
- Initiations, Hazing, Bullying, Harassing, etc. are NEVER permitted at Cardinal Newman School. Violations of this policy may lead to dismissal from teams and further disciplinary action as deemed appropriate by the Administration of the school.
- Eight Semester Rule- All students will have eight (8) consecutive semesters of eligibility beginning when he/she first enters the ninth grade, regardless of whether he/she participates in athletics. Exceptions to the eight semester rule may be granted by the athletic committee for a documented medical condition, caused by an illness or injury, which prevented his/her attending school sufficiently to pass.
- A Student Athletes gender on their birth certificate defines what a student is eligible for participating in as far as athletic sports offered at Cardinal Newman School. There will be no coed full contact sports per Dioceses of Charleston policy (ex. Football and Wrestling etc.).

NOTE: This policy comes from the Policy for Youth Experiencing same Sex Attraction or Gender Identity Issues. The full policy is available for review at request.

****The Athletic and School Administration reserves the right to review and make decisions on all cases of eligibility.*

Forms:

Forms that are needed for athletics may be found on the Athletic Website (www.cnhs.org). Students may not participate in an athletic contest or practice until all required forms are submitted. All paperwork and physical will need to be submitted online in order for an athlete to be eligible to try out for a sport. All returning athletes must have this information turned in by June 1, 2022 in order to participate in summer workouts.

Physicals: All student athletes are required to have a completed physical examination and parent permission form on file with the athletic department. These forms can be downloaded from our school website at www.cnhs.org. Physicals and online paperwork for all returning athletes must be submitted between the dates of April 29th 2022- June 1st 2022 in order to participate in summer workouts or practices. All incoming or new athletes must have submitted Physicals and Online paperwork before attending workouts, practice or tryouts.

****Everything must be submitted online this year. No more paper copies handed in. Please email Coach Deter (pdeter@cnhs.org) with any questions on this process.**

Injuries:

- All injuries should be reported to the onsite certified athletic trainers.
- Any athlete in grades 5 through 12 may come to the athletic training room for injury evaluation and treatment.
- The athletic training room is located in the gym lobby next to the offices of Coach Deter and Coach Eudy or in the field house next to the men’s home locker room.

- Final decisions regarding a student-athlete's ability to participate after an injury will be made by Cardinal Newman athletic trainers or through a written notification from a physician of the family's choosing.

Practice Guidelines:

- Start dates for all sports can be found on the SCISA website at www.scisa.org . Please refer to our Cardinal Newman website www.cnhs.org and or social media (@CNathletics1) for individual team start dates, which may differ from SCISA start dates.
- Practices, games, and scrimmages ordinarily will not be held on Sundays. Exceptions to this rule may be made by the Athletic Director.
- During Holy Week, all practices, games, and scrimmages must end at 5pm on Holy Thursday. There will be no practices, games, or scrimmages on Good Friday, Holy Saturday or Easter Sunday.
- No practice, games, or scrimmages will be held on Thanksgiving Day, Christmas Eve or Christmas Day without permissions from the Athletic Director.
- On exam days, only varsity teams will practice. Those practices must end by 5:30 PM.
- Student Athletes participating with a team whose season is still in progress may not practice with the next season's team until that current season has officially ended. Athletic Director reserves the final say in all cases when it pertains to this issue if a student athlete would like to participate in multiple sports within the same season.
- Student athletes are expected to attend all practices and games unless an illness, death in the family, or another family emergency prevents their attendance. Parents will notify the coach if their child is unable to make a practice or game. Vacations are not considered appropriate reasons for missing practices/games.

Procedure for handling a difficulty with a coach:

Should a student or a parent be experiencing a difficulty with or have a complaint about a coach or a particular sport, the following are the steps that must be followed to try to resolve the issue:

- The student should speak directly with the coach about the difficulty.
- If no satisfactory resolution is reached, the parent should speak directly to the coach about the difficulty.
- If no satisfactory resolution is reached, the student or the parent should request a meeting with the Athletic Director and the coach together.
- The Athletic Director will facilitate that meeting in order to bring about a satisfactory resolution to the difficulty with all parties present.

Registered Students:

Only those students who have paid their registration fees to Cardinal Newman or who attend one of the Catholic elementary partner schools are permitted to work out with Cardinal Newman teams when school is not in session.

Special Notes:

- Cardinal Newman student athletes can participate in one sport per season. Exceptions to this may be made by seeking permission first from the Cardinal Newman coach, and then from the Athletic Director.

- In- season sports at Cardinal Newman take precedence over all other sports that our student athletes may be participating in. This includes, but is not limited to, all club and travel teams.
- Due to the month overlap between winter and spring sport seasons, it is virtually impossible to have all student- athletes available at the official start of spring sport season. Because of this, tryouts cannot be held with all potential team members present. Winter sport athletes will be afforded the opportunity to try out for spring sports teams, but will not be allowed to do so until the conclusion of their winter sport season. Be advised that there is a possibility that a student-athlete may participate in a spring sport for several weeks before the final team is chosen.
- Athletes are not permitted to communicate outside of practice and game times with the coaching staff via cell phone, home phone, personal e-mail, text messaging or instant messaging, or social media.
- Coaches ARE permitted to email, text or call parents directly for team communication purposes.
- All communication with athletes will take place on Schoology.

Substance Abuse Policy:

The athletic department fully endorses Cardinal Newman School’s policy on substance abuse and tobacco use.

Transfer Students:

The Athletic Director and Assistant Athletic Director consult the SCISA Blue Book concerning transfer students’ eligibility and make the final decision with input from the Principal.

Transportation:

- All student athletes are required to fill the online paperwork and physical that includes a waiver for transportation.
- When a team travels to a sporting event on a bus, it is recommended that the student athletes also return on the bus.
- If not returning on the bus, the athlete must have written permission and must sign out with the coach.
- Students do not ride with other students unless permission has been given for a normal everyday ride to and from school.

Uniforms and Equipment:

Student-athletes will be held financially responsible for any uniforms or equipment not returned to the school. Cardinal Newman will hold grade reports and transcripts until all athletic equipment is turned in or until invoiced payment has been made in full. Head coaches will compile a list of missing equipment and turn it into the Athletic Dept.

Athletic Department and Athletic Training Policy and Procedure Manual

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Anaphylaxis Policy
Spinal Cord Injury Policy
Musculoskeletal Injury Policy
Diabetes Policy
Pre-participation Physical Examination Policy
Mental Health Policy
Signature of approval

Effective Dates:

Effective Date: 8/1/2020
Approved Date: 8/1/2020

Approved by:

Heather Key, MS, SCAT, LAT, ATC (Head Athletic Trainer)
Gillian Shaugnessy, SCAT, ATC (Assistant Athletic Trainer)
Will Eudy (Athletic Director)
Kelly Burke (Principal)
Jill Shellenberg (School Nurse)

Emergency Care Locations & Phone Numbers

Closest Emergency Care Locations:

Prisma Health Richland Hospital
(803)-434-7000
5 Richland Medical Park Drive
Columbia, SC 29203

Prisma Health Children's Emergency Department
(803)-296-5437
7 Richland Medical Park Drive
Columbia, SC 29203

South Carolina Athletic Trai... Cardinal Newman School Ad... Varsity Schedule 2020 - Wo... Berman Airway Kit | Medco... to 5 Medical Park Rd, Colum...

from Cardinal Newman School, 2945 Alpine Rd, Colu... to 5 Medical Park Rd, Columbia, SC 29203

13 min (9.8 miles)
via I-20 W and SC-277 S
Fastest route, the usual traffic

Cardinal Newman School
2945 Alpine Rd, Columbia, SC 29223

- > Get on I-20 W in Woodfield from Alpine Rd
2 min (0.9 mi)
- > Take SC-277 S to Harden Street Extension in Columbia
8 min (8.5 mi)
- > Continue on Harden Street Extension to your destination
2 min (0.4 mi)

5 Medical Park Rd
Columbia, SC 29203

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

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Emergency Phone Numbers:

Local fire department, ambulance, police: 911

Richland County Sheriff Department:

5623 Two Notch Rd

Columbia, SC 29223

803-576-3000

Principal: Kelly Burke

Athletic Director:

Will Eudy

(803)-479-3463

Athletic Trainers:

Heather Key

Head Athletic Trainer

(610)-741-4840

Gillian Shaugnessy

Assistant Athletic Trainer

(203)-535-5576

Medical Director:

Dr. Christopher Mazoue

(803)-361-7207

School Counselor:

Candi Watson

(803)-888-1613

School Nurse:

Jill Shellenberg

Office: (803)-888-1628

Heat Policy

Purpose: The purpose of this policy is to outline the best practices for prevention and treatment of heat related illnesses at Cardinal Newman School.

Definitions:

- Exercise Associated Muscle cramps (heat cramps): sudden painful, involuntary contractions of skeletal muscle during or after exercises.
- Heat Syncope: dizziness and lightheadedness associated with exerting oneself in the heat; often occurring in the acclimatization period.
- Heat Exhaustion: the inability to effectively exercise in the heat, secondary to cardiovascular inefficiency, hypotension, energy depletion, and/or central fatigue. Signs and symptoms include: red skin, heavy sweating, and dehydration.
- Heat Stroke: the most severe heat illness characterized by a core body temperature greater than 105 degrees and neuropsychiatric impairment. Signs and symptoms include:

irritability, confusion, collapse, seizures, and other central nervous system impairment, as well as decreased sweating.

Temperature will be monitored using the Wet Bulb Globe Temperature Thermometer (WBGT). A certified athletic trainer will take the WBGT and record it every thirty (30) minutes as per South Carolina guidelines. The athletic trainer will communicate with all coaches what the WBGT temperature is and what guidelines need to be followed based on the temperature. The coach is responsible for taking WBGT if an athletic trainer is not present. This is the chart that will be followed for WBGT guidelines:

WBGT READING	ACTIVITY GUIDELINES & REST BREAK GUIDELINES
Under 82.0	Normal activities--Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout
82.0 - 86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of four minutes duration each
87.0 - 89.9	Maximum practice time is two hours. For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each
90.0 - 92.0	Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice
Over 92.1	No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs

In the event an athlete presents with mild heat related symptoms such as: mild dizziness, nausea, cramping, and/or headache, the athlete must remove extra equipment (shoulder pads, helmet, etc.,) and move either to the shade or indoors to air conditioning and provided with water and an ice towel around the athlete's head/neck. Continue to monitor signs and symptoms. If the athlete returns to normal with no symptoms, he/she is allowed to go back out to practice. If symptoms do not improve or worsen (more severe headaches, nausea, vomiting, confusion, impaired muscle coordination) the athlete will be placed in a cold tub with ice and cold water to lower core body temperature. Despite being the gold standard, we will NOT be assessing rectal temperature due to religious beliefs held at Cardinal Newman. When the athlete is in the cold tub, the athletic trainer will continue to monitor signs and symptoms. The athletic trainer will designate someone to call 911 to activate EMS services. Follow EAP for that location when calling 911. Athletes should not be taken by EMS until body temperature has cooled, determined based off of signs and symptoms, to avoid internal organ damage. Athletes who have suffered from heat stroke or heat exhaustion and are treated by a doctor must have a doctor's note clearing them to return to athletics.

For Football only:

- As per the South Carolina Independent School Association (SCISA), football is required to follow a 5 day heat acclimatization period for the first week of practice to help get athletes used to practicing in the heat.

- Days 1 and 2: helmets only
- Days 3 and 4: helmets and shoulder pads only
- Day 5: Full pads and full contact permitted
- Back to back multi-session days are not permitted.
- Teams are not permitted more than five (5) hours of contact time on multi-session days (this includes on field practice, weight room, and conditioning)
- Teams are not permitted more than three (3) hours of contact time on single session days (this includes on field practice, weight room, and conditioning)
- Players must be weighed in and out before and after summer practices and maintain less and 2% body weight change.
- If a player has lost more than 2% body weight in a day, they are not able to practice that day and must hydrate. They may return to participation the next day if they have gained some weight back and are back in the 2% range

Lightning Policy

Purpose: The purpose of this plan is to outline a best practice protocol for the prevention and management of lightning emergencies for the student-athletes at Cardinal Newman School.

Lightning safety guidelines:

The athletic trainers will make the call to remove student-athletes and athletic staff from unsafe areas such as outdoor fields and stadiums. All athletic trainers will use WeatherSentry App to actively look for the signs of threatening weather and notify the other athletic trainers and athletics staff if weather becomes dangerous. Coaches are responsible for checking WeatherSentry if practice is off campus and/or if an athletic trainer is not present. If weather becomes dangerous, (lightning monitors indicate lightning, a flash is seen, or thunder is heard) the athletic trainer will initiate a 30 minute delay rule and monitor the app. Safety procedures will begin when lightning is 10 miles away and all persons should be in a safe location when lightning is 6 miles away. All personnel, student-athletes, and spectators should go to the closest safe shelter. An athletic trainer will continue to monitor for safety during the 30 minute delay. When the 30 minute delay has been completed with no additional lightning, it is safe to resume athletic activity under the direction of an athletic trainer. If lightning or thunder occurs during the 30 minute delay, the 30 minute delay time is restarted.

Chain of command: Athletic trainer(s) will inform coach of athletic event or practice delay

Lightning Safe Shelters for each athletic location:

- A safe shelter is any substantial, frequently inhabited building. The building should have four solid walls, not a dug out, electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure.
- The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important not to touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
- It is not safe to shower, bathe or talk on landline phones while inside of a safe shelter during thunderstorms. Cell phones are OK.

Designated safe locations at Cardinal Newman athletics locations:

- Jiggs Tompkins Softball Complex - Cardinal Newman school; enter black double doors on the side of the gym, closest to the softball field. Wait in gym if not in use; if in use wait in gym mezzanine.
- Cardinal Newman August Family Tennis courts - Cardinal Newman School; enter glass doors by gym & wait in gym if not in use; if in use wait in gym mezzanine.
- Cardinal Newman Joe Tronco field - Cardinal Newman School; enter black double doors on the side of the gym, closest to the softball field. Wait in gym if not in use; if in use wait in gym mezzanine.
- Cardinal Newman St. Sebastian Stadium - Nieri Family Field House, enter front doors & wait in weight room.
- Cardinal Newman Practice field - Nieri Family Field House, enter back doors & wait in weight room.
- Cardinal Newman Track - Nieri Family Field House, enter front doors & wait in weight room.
- Cardinal Newman golf practice facility - Nieri Family Field House, enter back doors & wait in weight room
- Cardinal Newman off-campus golf location: Wildewood Country Club - Wildewood clubhouse
- Cardinal Newman off-campus golf location: Woodcreek Country Club - WoodCreek clubhouse
- Cardinal Newman off-campus cross country location: Riverfront Park - Return to vehicles as soon as possible
- Cardinal Newman cross country on campus: Cardinal Newman school; enter glass doors by gym & wait in gym if not in use; if in use wait in gym mezzanine

Monitor the weather:

- Use the Flash-to-Bang count only if WeatherSentry is not working to determine when to go to safety. By the time the flash-to-bang count approaches thirty seconds all individuals should be already inside a safe structure.
- To use the flash-to-bang method, begin counting when sighting a lightning flash. Counting is stopped when the associated bang (thunder) is heard. Divide this by five to determine the distance to the lightning flash in miles.
- Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.

Lightning Safety:

- Assume the lightning safe position (crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear "crackling" noises. Do not lie flat on the ground.

Actions if person is struck by lightning:

If Athletic Trainer is not on scene:

- Survey the scene for safety, if not safe, find shelter in a lightning safe location.
- Call 911 and relay information.
- Follow EAP for that specific location.
- Contact athletic trainer and relay information
- Lightning victims do not 'carry a charge' and are safe to touch.
- If necessary and the scene is safe, move the victim with care to a safer location.
- Evaluate airway, breathing, and circulation, and begin CPR if necessary. It may be necessary to use an AED on victims who are unconscious, pulseless, and apneic.
- Evaluate and treat for hypothermia, shock, fractures and/or burns.

If Athletic Trainer is on scene:

- Survey the scene for safety, if not safe, find shelter in a lightning safe location
- Follow instructions from the athletic trainer (bystanders may be asked to call 911)

Concussion Policy

Purpose: The purpose of this plan is to outline a best practice protocol for the prevention, assessment, management, and safe return to sport of Cardinal Newman School student-athletes suffering from concussion.

Definition: A concussion, also known as a mild traumatic brain injury, is a “trauma induced alteration of mental status that may or may not involve loss of consciousness.” Concussions are caused by a force applied, either directly or indirectly, to the skull that cause acceleration and deceleration of the brain. This trauma results in neuronal shearing and a resulting change in ionic balance and metabolism. It typically results in impairment of neurological functions evident in clinical signs and symptoms that may resolve spontaneously. Symptoms usually resolve following a sequential course but some cases may be prolonged.

Signs of concussion: disorientation/ confusion, retrograde amnesia, anterograde amnesia, loss of consciousness, automatism, unequal pupil size, combativeness, slowness to answer questions, loss of balance, atypical behavior/ personality changes, vacant stare, nystagmus.

Symptoms of concussion: headache, nausea, balance issues, dizziness, tinnitus, diplopia, abnormal blurred vision, trouble sleeping, trouble concentrating, memory issues, irritability, sadness, sensitivity to light, sensitivity to noise.

According to General Bill A33, R65, H3061

If a coach, athletic trainer, official, or physician suspects that a student athlete, under the control of the coach, athletic trainer, official, or physician, has sustained a concussion or brain injury in a practice or in an athletic competition, the student athlete shall be removed from practice or competition at that time.

A student athlete who has been removed from play may return to play if, as a result of evaluating the student athlete on site, the athletic trainer, physician, physician assistant pursuant to scope of practice guidelines, or nurse practitioner pursuant to a written protocol determines in his best professional judgment that the student athlete does not have any signs or symptoms of a concussion or brain injury.

A student athlete who has been removed from play and evaluated and who is suspected of having a concussion or brain injury may not return to play until the student athlete has received written medical clearance by a physician.

https://www.scstatehouse.gov/sess120_2013-2014/bills/3061.htm

Prevention:

- Safe contact and tackling in contact sports
- Properly fitted helmets
- Student-athlete and coach education about concussions
- Pre-season, pre-participation physical that documents comorbidities and premorbidities: migraine, mental health disorders, attention-deficit hyperactivity disorder, depression, seizures, sleep apnea, history of skull fracture, dementia history in family, sleep disorders, use of psychoactive drugs, use of anticoagulants, repeated concussions especially those occurring recently
- Baseline evaluation using the SCAT 5 for student-athletes who are at high risk of concussion
- As per SCISA, all athletes and their parents must complete the concussion acknowledgement form before participation in athletics.

The South Carolina Independent School Association Student / Parent Concussion Awareness Form

Information for Student-Athletes and Parents / Legal Guardians (Keep This Page)

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death. Player and parental education in this area is crucial – that is the reason for this document.

What is a concussion? A concussion is an injury to the brain caused by a direct or indirect blow to the head. It results in your brain not working as it should. It may or may not cause you to black out or pass out. It can happen to you from a fall, a hit to the head, or a hit to the body that causes your head and your brain to move quickly back and forth.

How do I know if I have a concussion? There are many signs and symptoms that you may have following a concussion. A concussion can affect your thinking, the way your body feels, your mood, or your sleep. Here is what to look for:

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability-things bother you more easily	Sleeping more than usual
Taking longer to figure things out	Fuzzy or blurry vision	Sadness	Sleeping less than usual
Difficulty concentrating	Feeling sick to your stomach/queasy	Being more moody	Trouble falling asleep
Difficulty remembering new information	Vomiting/throwing up	Feeling nervous or worried	Feeling tired
	Dizziness	Crying more	
	Balance problems		
	Sensitivity to noise or light		

Table is adapted from the Centers for Disease Control and Prevention (<http://www.cdc.gov/concussion/>)

What should I do if I think a student-athlete has sustained a concussion? If you suspect a student-athlete is experiencing any of the signs and symptoms listed above, you immediately remove them from participation, let their parents know, and/or refer them to the appropriate medical personnel.

What are the warning signs that a more significant head injury may have occurred? If they have a headache that gets worse over time, experience loss of coordination or abnormal body movements, have repeated nausea, vomiting, slurred speech, or you witness what you believe to be a severe head impact, you should refer them to appropriate medical personnel immediately.

What are some of the long-term or cumulative issues that may result from a concussion? Individuals may have trouble in some of their classes at school or even with activities at home. Down the road, especially if their injury is not managed properly, or if they return to play too early, they may experience issues such as being depressed, not feeling well, or have trouble remembering things for a long time. Once an individual has a concussion, they are also more likely to sustain another concussion.

How do I know when it's ok for a student-athlete to return to participation after a suspected concussion? Any student-athlete experiencing signs and symptoms consistent with a concussion should be immediately removed from play or practice and referred to appropriate medical personnel. They should not be returned to play or practice on the same day. To return to play or practice, they will need written clearance from a medical professional trained in concussion management.

Student-Athlete & Parent/Legal Custodian Concussion Statement

If there is anything on this sheet that you do not understand, please ask a coach/staff member to explain or read it to you.

Student-Athlete Name: _____

Parent/Legal Custodian Names _____

___ **Yes. We have read the Student-Athlete & Parent/Legal Custodian Concussion Information Sheet.**

Student-Athlete Check/Initials		Parent/Legal Custodian initials/checks
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	
	If I think a teammate has a concussion, I should tell my coach(es), parents, or medical professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a medical professional trained in concussion management to return to play or practice after a concussion.	
	Based on the latest data, most concussions take days or weeks to get better. A concussion may not go away right away. I realize that resolution from this injury is a process and may require more than one medical evaluation.	
	I realize that ER/Urgent Care physicians will not provide clearance if seen right away after the injury.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion Information Sheet.	

SCISA CONCUSSION POLICY: In accordance with South Carolina/Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management).

- 1) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
- 2) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
- 3) It is mandatory that every coach in each SCISA sport participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com every year
- 4) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

Student's Signature _____ **Date:** _____

Parent/Legal Custodian Signature _____ **Date:** _____

Football Helmet Fit:

- All helmets should be NOCSAE certified safe to use
- Helmet air bladders should be inflated
- No gaps between cheek pads and face
- Chinstrap is snug against chin preventing up and downward motion of helmet
- Helmet sits two finger widths above eyes
- Base of skull is covered by helmet
- Overall, the helmet fits snugly, no areas of high friction, and the helmet isn't putting pressure on the brow when pushed down from the crown.

Concussion Evaluation:

- An athletic trainer can remove a student-athlete from athletic events and will evaluate the student-athlete for concussion using clinical evaluation and assessment tools.
- Emergency action plan will be activated if there is a prolonged loss of consciousness (greater than 1 minute), severe and worsening headache, repeated emesis (vomiting), declining mental status, focal neurological deficit, suspicious of significant cervical spine injury.
- Upon evaluation, the athletic trainer will either clear the patient to return to participate in sports or hold them out for further evaluation and or if the athletic trainer suspects a concussion.
- An athletic trainer will communicate findings and recommendations to the patient and their parent or guardian
- Once the patient has been diagnosed with a concussion, they cannot return to participate that same day.

If Athletic Trainer is not on-site:

- If an athletic trainer is not on-site and a coach suspects a possible concussion of a student-athlete, they should remove the athlete from play and contact an athletic trainer.
- If at an away site: report to host athletic trainer for evaluation then report to Cardinal Newman athletic training staff.

Return to Sports:

- For student-athletes who have sustained a concussion, if school is in session, should receive academic adjustments to avoid exacerbation of symptoms. Returning to learn should precede returning to sport.
- After a student-athlete is diagnosed with a concussion, the return to play progression can begin when the patient no longer reports concussion-related symptoms, has a normal clinical examination, and can perform at or above pre-injury levels of concussion assessments.
- While the student-athlete is not involved in athletic participation, the student should check in with the athletic trainer and complete a symptom check-list every school day about their symptoms.
- Once return to play progression is initiated, if the activity at any stage causes resumption of symptoms, the activity should be stopped and restarted at the same stage 24 hours later.

- Each patient's specific medical history including concussion history has the ability to impact the return to play process.
- No athlete should return to physical activity without being evaluated and cleared by a physician or designate specifically trained in concussion evaluation and management.

Return to Play Progression: Stages are separated by at least 24 hours

Stage 1 - No physical activity (24 to 48 hours of symptom-limited rest)

Stage 2 - Light exercise at < 70% of age-predicted maximal heart rate and introduce daily activities below symptom exacerbation threshold including return to fill academic schedule

Stage 3 - Sports specific physical activity without the threat of contact form others

Stage 4 - Non-contact training involving others, resistance training, goal is resumption of proper coordination and continued avoidance of contact

Stage 5 - Unrestricted training, practice and drills including contact while being monitored for symptom exacerbation

Stage 6 - Return to play and resume all normal activities and participation in sport



The South Carolina Independent School Association Concussion Return to Play Form

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC website (www.cdc.gov/injury). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury. **Please initial any recommendations that you select.**

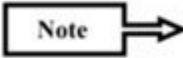
Student-Athlete's Name _____	School _____
Date of Birth _____	Date of Injury _____

This Return To Play Plan Is Based On Today's Evaluation

Date of Evaluation _____ Care Plan Completed By _____

Return to this office (Date/Time) _____ Return to School on (date) _____

Return To Sports



1. Athletes **should not** return to practice or play the same day that their head injury occurred.
2. Athletes **should never** return to play or practice if they still have **Any Symptoms**.
3. Athletes, be sure that your coach and/or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating physician.

The following are the return to sports recommendations at the present time:

School: Physical Education Do **NOT** return to PE class at this time. May return to PE Class at this time.

Sports Participation

- Do Not** return to sports practice or competition at this time.
- May gradually return** to sports practice under the supervision of the healthcare provider for your school or team.
- May be advanced back to competition after phone conversation with attending physician.
- Must return to Physician for final clearance to return to competition.
- CLEARED** for **FULL Participation** in all activities **without restriction**.
-

Medical Office Information (Please Print/Stamp)

Physician's Name _____ Physician's Office Phone _____

Physician's Signature _____ Office Address _____

Return to Play (RTP) Procedures After a Concussion

Return to activity and play is a medical decision. The athlete must meet all of the following criteria in order to progress to activity: Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from their primary care provider or concussion specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion). Once the above criteria are met, the athlete will be progressed back to full activity following the step-wise process. (This progression must be closely supervised by a Certified Athletic Trainer. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician). Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly. Stepwise progression as described below:

- Step 1: Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
- Step 2: Return to school full-time.
- Step 3: Light exercise. This step cannot begin until the athlete is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight-lifting.
- Step 4: Running in the gym or on the field. No helmet or other equipment.
- Step 5: Non-contact training drills in full equipment. Weight-training can begin.
- Step 6: Full contact practice or training.
- Step 7: Play in game. Must be cleared by physician before returning to play.

If post-concussion symptoms occur at any step, the athlete must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred.

Sudden Cardiac Arrest Policy

Purpose: The purpose of this plan is to outline a best practice protocol for the prevention, assessment, management, and safe return to sport of Cardinal Newman School student-athletes suffering from sudden cardiac arrest.

Definition: Sudden cardiac death is the leading cause of death in young athletes and is usually caused by a structural abnormality and causes the heart to stop beating.

Symptoms of Cardiac Arrest:

- Females: center chest pain that comes and goes, lightheadedness, shortness of breath with/without chest discomfort, uncomfortable pressure, squeezing, fullness, nausea, vomiting, cold sweat, pain/discomfort in one or both arms/back/neck/jaw/stomach
- Males: Chest pain, angina, and or ear or neck pain, severe headache, excessive breathlessness, vague malaise, dizziness, palpitations, increasing fatigue, indigestion/heartburn/ gastrointestinal symptoms

Prevention

- All student athletes must be complete a medical history form, have a pre-participation physical exam and be cleared by a physician prior to starting athletics at Cardinal Newman School
- Unfortunately, there is not a completely accurate way to screen for cardiac defects and truly prevent sudden cardiac death

Treatment:

- Any athlete who collapsed and is unresponsive, sudden cardiac arrest should be suspected
- If athletic trainer is present:
 - Follow instructions given by athletic trainer
 - Follow Emergency Action Plan for that specific location
 - Alert the parents and inform them which hospital the athlete is being taken to
 - Alert athletic director
 - Document the incident
- If athletic trainer is not present:
 - Begin CPR (all coaches are CPR certified)
 - Designate someone to activate emergency medical services (EMS)
 - Designate someone to retrieve the closest AED
 - Notify the athletic trainer Continue to follow commands given by 911 operator and follow the EAP for that location until EMS and/or athletic trainer arrives to scene

Infectious Skin Disease Policy

Purpose: The purpose of this policy is to outline the best practices for the prevention and treatment of infectious skin diseases to Cardinal Newman student athletes.

Definition: Infectious skin diseases is defined as an infection to the skin that can be caused by bacteria, fungus, virus, or parasite and can be spread through skin to skin contact. Examples include, but are not limited to, impetigo, staph, herpes, and MRSA.

Signs of skin diseases vary by each condition, but typically present as a skin lesion or rash and could be painful and/or itchy.

Prevention:

- All areas where student athletes gather, such as gymnasium, locker rooms, and weight room must be cleaned on a regular basis.
- Antibacterial soap will be made available at sinks in locker rooms and restrooms for proper hand washing
- Athletes must be encouraged to follow overall good hygiene.

Treatment:

- If an athlete notices a rash and/or skin lesion on their skin that looks abnormal, they must report to the athletic trainer.
- If a coach notices the lesion or rash on an athlete, the coach must instruct the athlete to report to the athletic trainer.
- If the athletic trainer suspects an infectious skin disease, the athletic trainer will call the athlete's parents and instruct them to take the athlete to the doctor.
- In order to return to competition with an infectious skin disease, the athlete must have ALL of the following: a doctor's note, no new lesions or rashes for 48 hours, and on medication for 72 hours if prescribed by the doctor. Wrestlers must also have the NFHS skin lesion form filled out by their physician before they can return.
- The athlete will not be permitted to participate in athletics before all three of the listed above are completed, even if the lesions/rash is covered

National Federation of State High School Associations
Sports Medicine Advisory Committee (SMAC)

MEDICAL RELEASE FOR WRESTLER TO PARTICIPATE WITH SKIN LESION

Name (Must Be Legible): _____ Date of Exam: ____/____/____

Diagnosis: _____

Mark Location AND Number of Lesion(s)

Location AND Number of Lesion(s): _____

Medication(s) Used to Treat Lesion(s): _____

Date Treatment Started: ____/____/____ Time: _____

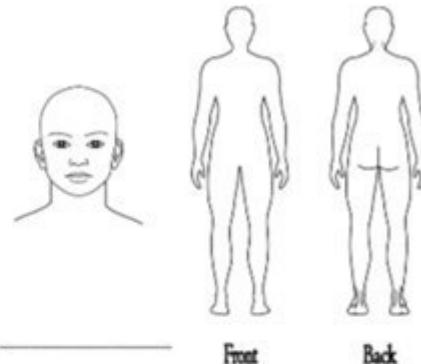
Form Expiration Date for this Lesion (Note on Diagram(s)): ____/____/____

Earliest Date the Wrestler May Return to Participation: ____/____/____

Provider Signature: _____ Office Phone #: _____

Provider Name (Must Be Legible): _____

Office Address: _____



Below are some treatment guidelines that suggest MINIMUM TREATMENT before return to wrestling:

Bacterial Diseases (impetigo, boils): To be considered "non-contagious," all lesions must be scabbed over with no oozing or discharge and no new lesions should have occurred in the preceding 48 hours. Oral antibiotic for 72 hours is considered a minimum to achieve that status. If new lesions continue to develop or drain after 72 hours, MRSA (Methicillin Resistant Staphylococcus Aureus) should be considered.

Herpetic Lesions (Simplex, fever blisters/cold sores, Zoster, Gladiatorum): To be considered "non-contagious," all lesions must be scabbed over with no oozing or discharge and no new lesions should have occurred in the preceding 72 hours. For a first episode of Herpes Gladiatorum, wrestlers should be treated and not allowed to compete for a minimum of 10 days. If general body signs and symptoms like fever and swollen lymph nodes are present, that minimum period of treatment before return to wrestling should be extended to 14 days. Recurrent outbreaks require a minimum of 120 hours of oral anti-viral treatment, again so long as no new lesions have developed and all lesions are scabbed over.

Tinea Lesions (ringworm on scalp or skin): Oral or topical treatment for 72 hours on skin and oral treatment for 14 days on scalp.

Scabies, Head Lice: 24 hours after appropriate topical management.

Conjunctivitis (Pink Eye): 24 hours of topical or oral medication and no discharge.

Molluscum Contagiosum: Upon treatment with curettage and hyfrecator, may cover with bioocclusive and wrestle immediately.

Note to Appropriate Health-Care Professionals: Non-contagious lesions do not require treatment prior to return to participation (e.g. eczema, psoriasis, etc.). Please familiarize yourself with NFHS Wrestling Rules 4-2-3, 4-2-4 and 4-2-5 which states:

"ART. 3 . . . If a participant is suspected by the referee or coach of having a communicable skin disease or any other condition that makes participation appear inadvisable, the coach shall provide current written documentation as defined by the NFHS or the state associations, from an appropriate health-care professional stating that the suspected disease or condition is not communicable and that the athlete's participation would not be harmful to any opponent. This document shall be furnished at the weigh-in for the dual meet or tournament. The only exception would be if a designated, on-site meet appropriate health-care professional is present and is able to examine the wrestler either immediately prior to or immediately after the weigh-in. Covering a communicable condition shall not be considered acceptable and does not make the wrestler eligible to participate."

"ART. 4 . . . If a designated on-site meet appropriate health-care professional is present, he/she may overrule the diagnosis of the appropriate health-care professional signing the medical release form for a wrestler to participate or not participate with a particular skin condition."

"ART. 5 . . . A contestant may have documentation from an appropriate health-care professional only indicating a specific condition such as a birthmark or other non-communicable skin conditions such as psoriasis and eczema, and that documentation is valid for the duration of the season. It is valid with the understanding that a chronic condition could become secondarily infected and may require re-evaluation."

Once a lesion is considered non-contagious, it may be covered to allow participation.

DISCLAIMER: The National Federation of State High School Associations (NFHS) shall not be liable or responsible, in any way, for any diagnosis or other evaluation made herein, or exam performed in connection therewith, by the above named provider, or for any subsequent action taken, in whole or part, in reliance upon the accuracy or veracity of the information provided herein.

Revised/Approved by NFHS SMAC – April 2019

Sickle Cell Crisis Policy

Purpose: The purpose of this policy is to outline the best practices for the prevention, treatment, and management of sickle cell crisis to the athletes at Cardinal Newman.

Definition: Exertional sickling is a medical emergency that occurs in athletes who have the sickle cell trait. A sickling crisis occurs when the red blood cells have an abnormal shape or “sickle” this causes a buildup of red blood cells in small blood vessels. This build up leads to decreased blood flow. The drop in blood flow leads to a breakdown of muscle tissue and cell death, known as fulminant or explosive rhabdomyolysis.

Signs and symptoms of exertional sickling episode: cramping, muscle weakness, muscle pain, athlete “slumps” to the ground rather than a sudden collapse, unable to speak, muscles look and feel normal (rule out muscle cramps), rapid breathing with normal air movement.

Prevention:

- Athletes should be screened to see if they have the sickle cell trait. This should be documented on their pre-participation medical history form.
 - Athletes who know they are positive for sickle cell trait will be given a fact sheet from athletic trainers, as seen below.
- Physical activity for a sickle cell trait positive athlete:
 - Drills, training, practice, weight lifting and other athletic participation should be modified for the sickle cell trait athlete.
 - They should avoid timed runs and high intensity exercise with short rest intervals.
 - Build up training slowly with long periods of rest and recovery between repetitions.
 - Breaks and recovery time for these athletes are needed especially in situations where they are predisposed to a sickling crisis such as when exercising in the heat, if they are dehydrated, have asthma, are at a higher altitude than usual, or are ill.
 - They should have breaks during conditioning and time for fluid consumption before, during, and after activity.
 - Athletes with the sickle cell trait benefit from year round conditioning
- Upon the onset of any signs and symptoms such as fatigue, difficulty breathing, inability to “catch breath”, leg or low back pain, or leg or low back cramping in an athlete with sickle cell trait should be assumed to be sickling and should be removed from physical activity to prevent worsening of sickling.

Treatment:

Athletic Trainer Not On-Site:

- Athlete should cease physical activity.
- Call athletic trainer.
- Call 911 if patient’s condition appears to be worsening.

Return to Physical Activity: The patient needs to be cleared by a physician prior to returning to physical activity. If cleared, the patient should return to play gradually based on level of sickling and severity of symptoms.

Athletic Trainer On-Site:

- Athlete should cease physical activity.
- Athletic trainer will check vital signs.
- Cool athlete if they are hot.
- If the athlete's vital signs decline, call 911 as they will need oxygen.
- If explosive rhabdomyolysis is suspected patient should be transported to hospital.
- Document the incident .

SICKLE CELL TRAIT



WHAT IS SICKLE CELL TRAIT?

Sickle cell trait is not a disease. Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. Sickle cell trait will not turn into the disease. Sickle cell trait is a life-long condition that will not change over time.

- ▶ During intense exercise, red blood cells containing the sickle hemoglobin can change shape from round to quarter-moon, or "sickle."
- ▶ Sickled red cells may accumulate in the bloodstream during intense exercise, blocking normal blood flow to the tissues and muscles.
- ▶ During intense exercise, athletes with sickle cell trait have experienced significant physical distress, collapsed and even died.
- ▶ Heat, dehydration, altitude and asthma can increase the risk for and worsen complications associated with sickle cell trait, even when exercise is not intense.
- ▶ Athletes with sickle cell trait should not be excluded from participation as precautions can be put into place.

DO YOU KNOW IF YOU HAVE SICKLE CELL TRAIT?

People at high risk for having sickle cell trait are those whose ancestors come from Africa, South or Central America, India, Saudi Arabia and Caribbean and Mediterranean countries.

- ▶ Sickle cell trait occurs in about 8 percent of the U.S. African-American population, and between one in 2,000 to one in 10,000 in the Caucasian population.
- ▶ Most U.S. states test at birth, but most athletes with sickle cell trait don't know they have it.
- ▶ The NCAA recommends that athletics departments confirm the sickle cell trait status in all student-athletes.
- ▶ Knowledge of sickle cell trait status can be a gateway to education and simple precautions that may prevent collapse among athletes with sickle cell trait, allowing you to thrive in your sport.

HOW CAN I PREVENT A COLLAPSE?

- ▶ Know your sickle cell trait status.
- ▶ Engage in a slow and gradual preseason conditioning regimen.
- ▶ Build up your intensity slowly while training.
- ▶ Set your own pace. Use adequate rest and recovery between repetitions, especially during "gassers" and intense station or "mat" drills.
- ▶ Avoid pushing with all-out exertion longer than two to three minutes without a rest interval or a breather.
- ▶ If you experience symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness, stop the activity immediately and notify your athletic trainer and/or coach.
- ▶ Stay well hydrated at all times, especially in hot and humid conditions.
- ▶ Avoid using high-caffeine energy drinks or supplements, or other stimulants, as they may contribute to dehydration.



- ▶ Maintain proper asthma management.
- ▶ Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever.
- ▶ Beware when adjusting to a change in altitude, e.g., a rise in altitude of as little as 2,000 feet. Modify your training and request that supplemental oxygen be available to you.
- ▶ Seek prompt medical care when experiencing unusual physical distress.

For more information and resources, visit www.NCAA.org/health-safety

Asthma Policy

Purpose: The purpose of this policy is to outline the best practices for the prevention, treatment, and management of asthma for the athletes at Cardinal Newman.

Definition: Asthma is a chronic inflammatory disorder of the airways characterized by variable airway obstruction and bronchial hyper responsiveness. Airway obstruction can lead to symptoms of asthma. Asthma can have many triggers such as allergens, pollutants, respiratory infections, aspirin, nonsteroidal anti-inflammatory drugs, inhaled irritants, exposure, and

exposure to cold during exercise. Severe asthma attacks can cause airflow obstruction which can usually be resolved but can possibly lead to irreversible obstruction which can lead to death. Signs and Symptoms: Episodic breathlessness, wheezing, coughing, chest tightness, difficulty speaking in complete sentences, shortness of breath, drowsiness, confusion, use of accessory muscles for breathing, measure of lung function (spirometry)

Prevention:

- Recognition of the condition
- Document the presence of asthma on student-athlete's health form
- Control the asthma with the patient's specific asthma management plan whether that includes modified exercise, medication, etc.
- Provide the athlete rest breaks as needed
- Identify and avoid the activities that aggravate the patient's asthma
- Patients will have a care plan outlined with Nurse Shellenberg, which will be shared with the athletic trainers

Medication:

- Asthmatic athletes are responsible for their own medication. They should keep it with them at all times of physical activity.
- They are encouraged to get an extra inhaler, label it with their full name, and give it to the sports medicine staff so that in case of emergency, they have an extra inhaler

Treatment:

- Recognize asthma attack or flare up: prior history, wheezing, coughing, increased respiratory rate, pulse oximetry measurement of less than 95%
- If patient has medication, have patient take rapid acting medication
- Follow individualized care plan for that athlete
- Monitor vital signs
- Re-assess patient periodically for one hour
 - If symptoms do not improve, or worsen, accessory muscle use is present, incomplete response to medication, patient should take prescribed glucocorticosteroids if available. Continue to assess vital signs.
 - If patient has severe symptoms at rest, chest retraction, poor response to medication, continue to monitor vitals and call 911
- Document the incident

Anaphylaxis Policy

Purpose: The purpose of this policy is to outline the best practices for the prevention, management, and treatment of anaphylaxis in the student athletes of Cardinal Newman.

Definition: A severe, potentially life threatening, acute allergic reaction to an antigen (such as bee sting, insects, foods, etc.) Anaphylaxis can cause a skin rash, nausea, vomiting, difficulty breathing, and shock. Anaphylaxis is treated with epinephrine.

Prevention:

- All known allergies should be listed on the athlete's pre-participation medical history form and what the allergic response is (if known)
- Athletes will have a care plan outlined with Nurse Shellenberg which will be shared with the athletic training staff

- Athlete should make coaches and teammates aware of the allergy so they know to be on the lookout for possible signs and symptoms
- Athletes should try to avoid the allergen as much as possible

Medication:

- Athletes are responsible for their own medication. They should keep an epi-pen with them at all times
- Athletes are encouraged to get an extra epi-pen, if possible, to bring to the athletic training staff so that in case of emergency there is an extra one for that athlete. Athletes should label the epi-pen with their first and last name.

Treatment:

- If athletic trainer is present:
 - Follow commands of athletic trainer
 - Athletic trainer will follow athlete's individualized care plan & administer Epi-pen & monitor symptoms
 - Athletic trainer will designate someone to call 911 if Epi-pen does not resolve the issue and athlete is still in respiratory distress
 - Follow the EAP for that specific location
 - Alert the parents of the allergic reaction
 - Document the incident
 - Fill out incident report
- If athletic trainer is not present:
 - Have another teammate or coach retrieve the athlete's epi-pen
 - If athlete is still able, they can administer their Epi-pen themselves, if not a coach can administer it to them as time is of the essence
 - Alert the athletic trainer
 - Monitor the athlete's signs and symptoms
 - If athlete is in respiratory distress, call 911
 - Follow EAP for that specific location and follow commands of 911 operator until EMS or athletic trainer arrives to scene
 - Alert the parents of the allergic reaction

Spinal Cord Injury Policy

Purpose: The purpose of this policy is to outline the best practice for the prevention, management, and treatment of spinal cord injuries to the student athletes at Cardinal Newman.

Definition: A catastrophic spinal cord injury is an injury with structural distortion of the spinal column and is associated with actual or potential damage to the spinal cord. Spinal cord injuries carry a risk of death, especially when occurring above the C5 vertebrae. Spinal cord injuries are caused by an axial load to the spine, and blunt force trauma when in hyperextension or hyperflexion.

Prevention:

- Athletes should be taught proper form in activities where there is a risk of spinal cord injuries, such as tackling in football
 - Football athletes should never lead with their head to make a tackle and should avoid head down contact. Head down contact is the only technique that results in axial loading

- Football athletes should never spear their opponent as this leads to head down contact
- Athlete should be taught to make contact with their chest or shoulders while keeping their head up, so that they avoid head down contact and they can see where the impact is going to occur and can prepare themselves for the hit
- Athletes who continue to drop their head just before contact need additional coaching and practice time
- Football helmets should be made with anti-corrosion hardware and checked throughout the year to make sure there is no sign of corrosion, in case the face mask has to be removed in an emergency
- In other sports such as competitive cheerleading where risk of spinal cord injury is high, athletes should stunt into a foam pit or on a trampoline prior to stunting on the floor. Athletes should not stunt on the floor until athlete and coach are confident that the athlete has the strength and proper technique to safely stunt on the floor
- Risk of catastrophic spinal cord injury is low in other sports, but still should be aware of the possibility

Treatment:

If athletic trainer is present:

- Athletic trainer will check to see if athlete is breathing, has a pulse, and is conscious
 - If there is no pulse & no respirations, follow cardiac arrest protocol, begin CPR, and activate EMS.
 - If athlete does have a pulse & is breathing, athletic trainer will stabilize the cervical spine, check for deformities on the cervical spine, and check for pain on the midline
 - If there is deformity on cervical spine, pain on the midline, or athlete reports numbness and tingling, the athlete will need to be spine boarded
- Follow commands of athletic trainer: athletic trainer will designate someone to call 911 and follow the EAP for that specific location
- Cardinal Newman athletic trainers will stabilize cervical spine until EMS arrives, as we do not have a spine board, nor the personnel to safely and correctly spine board an athlete without EMS.
- While waiting for EMS, athletic trainer will continue to monitor signs and symptoms of athlete
- Once athlete is in the ambulance; notify parents about the injury and to which hospital the athlete is being taken to
- Notify athletic director
- Document the incident
- Fill out Gerber Insurance form.

If athletic trainer is not present:

- Coaches and other athletes must NOT move the injured athlete as this could potentially injure the athlete more
- Coach should check for pulse and respirations: if none, begin CPR
- Activate EMS and follow EAP for that specific location

- Notify the athletic trainer
- Continue to monitor the athlete and keep them still until EMS or athletic trainer arrives
- Follow commands of 911 operator until arrival
- Once athlete is in the ambulance notify parents and inform them of which hospital the athlete is being taken to.

Return to play:

If it is possible for the athlete to return to play after a spinal cord injury, they will need a doctor's note clearing them for participation and will gradually complete a return to play protocol.

Musculoskeletal Injury Policy

Purpose: The purpose of the musculoskeletal injury policy is to outline the best practice for the prevention, management, and treatment of musculoskeletal injuries to the student athletes at Cardinal Newman.

Definition: A musculoskeletal injury is an injury to the body's muscle, bones, ligaments, tendons, nerves, or other soft tissue and that affects the way the body moves.

Prevention:

- Athletes must complete pre participation exams and document and pre-existing musculoskeletal conditions on their medical history form.
- Athletes will participate in strength and conditioning training with our strength coaches to help build strength to prevent injury
- At risk athletes can complete prehab with the athletic training staff.

Treatment:

If an athletic trainer is present:

- Athletic trainers will determine if injury is emergent (certain dislocations, open fractures, femur fracture, etc.) or non-emergent (sprains, sprains, bruises, etc.)
 - If emergent:
 - athletic trainer will splint/provide immediate first aid to the injury & designate someone to call 911
 - Follow the EAP for that specific location
 - Once athlete is in route to hospital, notify parents and inform them of which hospital they are going to
 - Notify athletic director
 - Document the incident
 - Fill out incident report & Gerber Insurance form
 - If non-emergent:
 - Athletic trainer will take the athlete to the sideline or athletic training room and perform thorough evaluation
 - Athletic trainer provides diagnosis and treatment plan
 - Notify parents
 - Document the incident.

If athletic trainer is not present:

- If obviously emergent (open fracture, dislocations, severe bleeding, etc.):
 - Call 911 to activate EMS,
 - Follow EAP for that location,
 - Call athletic trainer,
 - Follow commands of 911 operator until EMS or athletic trainer arrives,
 - Call parents and notify them of which hospital they are going to,
 - Report incident to athletic director.

- If not-emergent:
 - Remove athlete from play and move them to the sideline/bench,
 - Call athletic trainer.

- If at an away site:
 - Remove athlete from play,
 - Report to host athletic trainer for immediate treatment (if applicable),
 - Call athletic trainer and inform of injury,
 - It is the student-athlete's responsibility to check-in with athletic trainer the next day.

Return to play:

- If the athlete saw a doctor for the injury: they must have a doctor's note clearing them to return to play.
- If the injury was treated just by athletic training staff: athletic trainer decides when the athlete is ready to return to play

Diabetes Policy

Purpose: The purpose of this plan is to outline a best practice protocol for the prevention, assessment, treatment and safe return to sport of Cardinal Newman School student-athletes with diabetes. The goal is to consistently maintain blood glucose levels in a normal or near-normal range without prolonged hypo or hyperglycemia. People with diabetes are at risk for macrovascular, microvascular, and neuropathic complications.

Definitions:

Diabetes Mellitus: Diabetes mellitus is a chronic endocrine disorder characterized by hyperglycemia. Normal fasting blood glucose levels are 60 to 100 mg/dL (3.3 to 5.5 mmol/L); normal postprandial levels are less than 140 mg/dL (7.8 mmol/L) 2 hours after a meal.

Type 1 Diabetes: Type 1 diabetes is characterized by absolute insulin deficiency. It is considered an autoimmune disorder resulting from a combination of genetic and unknown environmental factors. High intensity exercise, psychological stress, and injury can cause hyperglycemia. Type 1 diabetes will be more commonly seen in the population at Cardinal Newman.

Type 2 Diabetes: Type 2 diabetes is characterized by blood glucose levels being too high. The body either does not make enough insulin, or just does not use it properly. Insulin is the hormone that regulates the movement of sugar into cells.

Signs and Symptoms:

Hyperglycemia:

- Frequent urination
- Thirst
- Hunger
- Nausea
- Dehydration
- Reduced cognitive performance
- Slowed visual reaction time
- Polyphagia (excessive eating)
- Weight Loss
- Visual disturbances
- Fatigue/ sluggishness
- Ketoacidosis
 - Signs and symptoms of ketoacidosis are: nausea, dehydration, reduced cognitive performance, slowed visual reaction time, sluggishness, fatigue, rapid breathing (Kussmaul breathing), and breathe with fruity odor, inattentiveness, loss of appetite, thirst, and frequent urination.

Hypoglycemia:

- Mild - Patient is conscious, able to swallow, and follow directions.
 - Unconscious.
 - Sweating
 - Heart palpitations
 - Tachycardia
 - Hunger
 - Headache
 - Shaking or trembling
 - Blood glucose levels less than 70 mg/dL
- Severe - Patient is unable to swallow, follow directions, or eat, and/or is exhibiting
 - Blurred vision
 - Fatigue
 - Difficulty thinking
 - Loss of motor control
 - Aggressive behavior
 - Seizures
 - Convulsions
 - Loss of consciousness
 - Prolonged hypoglycemia can lead to brain damage and or death

Prevention:

- Athletes must note on their medical history forms if they have diabetes so that athletic trainers and coaches are aware.

- Athletes will have a care plan outlined with Nurse Shellenberg which will be shared with the athletic trainers
- If athletes have medication for their diabetes: he/she is encouraged to have extra and label it with his/her full name and give to athletic training staff so it is on hand in case of emergency
- Frequent monitoring of blood glucose levels by the patient
- Recommended measurements:
 - Measure at least 2 times prior to exercise to determine directional glucose movement
 - If possible, measure glucose during exercise, every 30 minutes
 - Measure post exercise, before going to sleep, and upon waking up
- Carbohydrate supplementation
 - Consume carbohydrates before exercise, in general, the goal is to reach a blood glucose level of about 100 mg/dL
 - Consume carbohydrates during exercise lasting longer than 60 minutes when pre-exercise insulin dose has not been reduced by at least 50%
 - Consume carbohydrates in a meal or snack shortly after exercise
- Exogenous insulin administration and insulin adjustments

Treatment:

- Maintenance: Exogenous insulin, monitoring blood glucose levels, healthy nutrition, hydration, exercise. Maintain blood glucose levels to 100 to 180 mg/dL.
- Athletic trainers will follow individualized care plan for each athlete
- Hyperglycemia
- Administer insulin into subcutaneous tissue (abdomen, upper thigh, upper arm)
 - Depending on the type of insulin used, heat and cold should be avoided for 1-3 hours after injection of rapid acting insulin and up to 4 hours after fast acting insulin. Heat can increase insulin absorption rates. Cold may decrease insulin absorption rates.
 - Measure blood glucose level
- Hypoglycemia
 - Mild
 - Remove patient from practice or game and have them sit in comfortable position
 - Administer 15 g of fast acting carbohydrates (4 - 8 glucose tablets, 2 tbsp honey, oral glucose gel)
 - Measure blood glucose level
 - Wait 15 minutes and re-measure blood glucose level
 - If blood glucose is still low, administer 10 to 15 g more fast-acting carbohydrate
 - Re-check blood glucose levels after 15 minutes
 - If blood glucose levels do not return to normal range after 2nd dose of carbohydrates, activate EMS
 - If blood glucose levels return to normal, have patient eat a significant snack with simple and complex carbohydrates (such as a sandwich) and contact parents/guardians

- Severe
 - Evaluate patients level of consciousness
 - Call 911
 - Roll athlete on side due to possible nausea or vomiting
 - Once patient is conscious, can follow directions, and swallow, provide them with food
- Document the incident
- Fill out incident report and Gerber insurance if EMS was activated.

Return to Play:

Athletes who had minor symptoms and returned to normal after consuming carbohydrates will be allowed to return to play the next day. Athletes who had a severe diabetes event and had to be taken to the hospital, must be cleared to return to play by a physician. These athletes will gradually return to play.

Pre-Participation Physical Examination Policy

Purpose: The purpose of this policy is to outline the need for pre-participation physical exams and how the process will work for the student athletes at Cardinal Newman.

Definition: A pre-participation physical exam is a physical exam performed by a physician, stating that athletes are healthy enough to participate in athletics.

All athletes will need to have an updated physical and all accompanying forms on file in order to participate in athletics.

Cardinal Newman School 2022-2023 Physical Update:

“For the upcoming 2022-2023 school year, every returning athlete must have an updated physical by July 1st or the first date we are allowed back for summer activities. The student athlete will not be able to participate in any summer activities if physical and online forms have not been submitted. This should eliminate the task of tracking down student athletes whose physicals have expired mid-season. All student athletes, regardless of when they received their last physical, will need to get an up to date physical in by July 1st or first date we are allowed back on campus. The athletic department strongly advises all student athletes to get their physical and upload online while submitting the online paperwork. Thank you in advance for helping to make our effort to make everything online possible.

There are three parts to this online form. One is the completion of this form. The second and third are the printing of, completion of, and scanning of the SCISA Physical Examination Form and the Pre-Participation Physician Evaluation form. These forms are under the 2022-2023 Doctor Physical tab. For ease of use, parent(s) and students may want to have the student's physician complete the SCISA Physical Examination Form before completing this process online.

This online form is to be filled out by the parent(s) and student. This process should take no longer than 15 minutes. Once completed the form will not be able to be altered online. Please note that the SCISA Physical Examination Form must be printed off and completed by the student's physician. Once completed, the Physical Examination Form needs to be uploaded at the time of completing this form. The physician should keep this form with the student's records.”

Preparticipation Physical Evaluation - Physical Form

 Last Name First Name Middle Initial Date of Birth

Examination			
Height:	Weight:		
BP: / (/)	Pulse:	Vision: R 20/ L 20/	Corrected ___ Yes ___ No

Medical	Normal	Abnormal Findings
Appearance: Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse (MVP), and aortic insufficiency)		
Eyes / Ears / Nose / Throat - Pupils equal / Hearing		
Lymph Nodes		
Heart - Murmurs (auscultation standing, auscultation supine, and +/- Valsalva maneuver)		
Lungs		
Abdomen		
Skin - Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant Staphylococcus aureus (MRSA), or tinea corporis		
Neurologic		
Musculoskeletal:		
- Neck		
- Back		
- Shoulders/Arm		
- Elbow/Forearm		
- Wrist/Hand/Fingers		
- Hip/Thighs		
- Knees		
- Leg/Ankles		
- Foot/Toes		
- Functional: Double-leg squat test, single leg squat test, and box drop or step drop test		

Consider: electrocardiography (ECG), echocardiography, and referral to cardiologist for abnormal cardiac history or examination findings or a combination of those.

Preparticipation Physical Evaluation

- Medically eligible for all sports without restriction.
 Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of: _____
 Medically eligible for certain sports: _____
 Not medically eligible pending further evaluation.
 Not medically eligible for any sports.
 Recommendations: _____

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. If conditions arise after the athlete had been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete and parents or guardians.

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____ MD, DO, NP, or PA

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Preparticipation Physical Evaluation - History Form

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Name: _____ Date of Birth: _____ Sex: _____

Date of Examination: _____ Sport(s): _____

List past and current medical conditions: _____

 Have you ever had surgery? If yes, list all past surgical procedures: _____

 Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional): _____

 Do you have any allergies? If yes, please list all your allergies (ie, medicines, pollens, food, stinging insects): _____

General Questions		Yes	No
Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.			
1. Do you have any concerns that you would like to discuss with your provider?			
2. Has a provider ever denied or restricted your participation in sports for any reason?			
3. Do you have any ongoing medical issues or recent illness?			
Heart Health Questions About You		Yes	No
4. Have you ever passed out or nearly passed out DURING or AFTER exercise?			
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?			
6. Does your heart ever race, flutter in your chest or skip beats (irregular beats) during exercise?			
7. Has a doctor ever told you that you have any heart problems?			
8. Has a doctor ever ordered a test for your heart? (for example Electrocardiography (ECG) or echocardiography.)			
9. Do you get lightheaded or feel shorter of breath than your friends during exercise?			
10. Have you ever had a seizure?			
Health Questions About Your Family		Yes	No
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 (including drowning or unexplained car accident)?			
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?			
13. Does anyone in your family had a pacemaker or implanted Defibrillator before age 35?			
Bone and Joint Questions		Yes	No
14. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint or tendon that caused you to miss a game or practice?			
15. Do you have a bone, muscle, ligament or joint injury that bothers you?			
Medical Questions		Yes	No
16. Do you cough, wheeze, or have difficulty breathing during or after exercise?			
17. Are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?			
18. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?			
19. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant Staphylococcus aureus (MRSA)?			
20. Have you ever had a concussion or head injury that caused confusion, a prolonged headache, or memory problems?			
21. Have you ever had numbness, tingling, or weakness in your arms or leg, or been unable to move your arms or legs after being hit or falling?			
22. Have you ever become ill while exercising in the heat?			
23. Do you or someone in your family have sickle cell trait or disease?			
24. Have you ever had or do you have any problems with your eyes or vision?			
25. Do you worry about your weight?			
26. Are you trying to or has anyone recommended that you gain or lose weight?			
27. Are you on a special Diet or do you avoid certain types of foods?			
28. Have you ever had an eating disorder?			
Females Only		Yes	No
29. Have you ever had a menstrual period?			
30. How old were you when you had your first menstrual period?			
31. When was your most recent menstrual period?			
32. How many periods have you had in the past 12 months?			
Explain a "Yes" answer here: _____ _____ _____ _____			

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

Signature of athlete: _____

Signature of parent or guardian: _____

Date _____

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Mental Health Crisis Policy

Purpose: The purpose of the mental health policy is to outline the best practice of the management and treatment of a mental health crisis for the student athletes at Cardinal Newman.

Definition: A mental health crisis is any situation in which a person's behavior puts them at risk of hurting themselves or others

Risk Factors for suicide: family history of suicide, previous attempts at suicide, mental health disorders, alcohol and substance abuse, feelings of hopelessness, impulsive or aggressive tendencies,

Warning Factors for suicide: talking about wanting to die, looking for a way to kill oneself, talking about feeling hopeless or having no purpose, talking about feeling trapped or in unbearable pain, talking about being a burden to others, increasing the use of drugs or alcohol, acting anxious, agitated, or reckless, sleeping too little or too much, withdrawing, showing rage or talking seeking revenge, and extreme mood swings.

If a student athlete reports to athletic trainer warning factors of suicide:

- athletic training staff will stay with that student athlete and monitor him/her
 - Remove any sharp/dangerous objects
- Athletic training staff will encourage him/her to call the suicide prevention hotline (988)
- If the athlete is endangering themselves or others: athletic trainer will call 911
- Notify parents and inform them of the situation and if applicable where the student athlete is being taken
- Notify school counselor
 - If student athlete is in grades 7-9: contact Maura Moore at 803-888-1626
 - If student athlete is in grades 10-12: contact Candi Watson at 803-888-1613
- Notify athletic director
- Notify principal
- Document the incident

Return to play:

Student athlete needs to be seen by a licensed mental health professional and cleared to return to sport

B. Cardinal Newman Drama Club

Drama Club is open to students in grades 7-12. The club promotes interest in theatre arts and provides an opportunity for students to participate in drama related activities. There are opportunities for Middle School productions, High School productions, and combined shows.

Through the performance of plays and musicals, students have the chance to learn valuable technical skills in the areas of lighting, sound, and stage management, as well as enhancing their public speaking and dramatic skills through performing. Students audition for a role in the production or apply to be a member of the crew. Once roles are assigned, students are expected to attend practices based on the provided rehearsal schedule.

An attendance policy will be given by the director to the cast and crew prior to auditions/applications for each production. Attendance policies must be strictly and equitably enforced. Attending regular rehearsals encourages each member to develop a sense of commitment and responsibility.

An actor or crew member's first responsibility is as a student. Students on academic probation will not be eligible to participate in Drama Club. For more information regarding Drama Club please contact Mrs. Nell Bramhall (nbramhall@cnhs.org) or Mr. Patrick Boos (pboos@cnhs.org).

C. Cardinal Newman Music (Band, Choir and Orchestra)

****Please note that all students will receive a Guidelines and Procedures manual for their respective ensemble on the first day of school. Parents and students are responsible for reviewing this material and referring to the manual for all required dates, expectations, uniforms, etc.**

Band Procedures (Marching and Symphonic):

The overall goal for the bands of Cardinal Newman is to instill a passion, love, and appreciation for music within every band member; and to establish a work ethic, along with a set of values, through the band program that will be used throughout life. The incorporation of instrumental music within the school curriculum is valuable for students in multiple aspects of their lives. Playing a musical instrument and learning to play in an instrumental ensemble promotes self-discipline, teamwork, creativity, leadership, and personal accountability.

These procedures provide comprehensive information regarding the band program at Cardinal Newman. Both students and parents are asked to read and familiarize themselves with the policies, expectations, and our performance schedule. The acknowledgment at the conclusion of this document confirms that you have read, understand, and support the information in the handbook.

General Information:

As a member of the Cardinal Newman Bands, you have an obligation to your fellow band members to be at school, at all outside-of-school rehearsals, and at performances on time, prepared, and with all necessary equipment. We are not tolerant of poor daily attendance. Read carefully.

Rehearsal and Performance:

As performance dates approach, there will be the need to hold additional rehearsals. Performances include concert band and marching band (parades included). These rehearsals will take place at the time and location as set forth by the director. Parents and students will be given notice, and it will be accessible in Schoology once decided upon. It is required that every student attends these rehearsals, as every student is a contributing member to the overall success of our ensemble performances. These rehearsals may require transportation arrangements to be made prior to the rehearsal. Students may not be eligible to attend band related trips if they neglect to attend before school rehearsal for an invalid reason.

Concert Band Performance Attire:

Students should wear a professional black top; gentlemen should wear a long sleeve, button down, collared dress shirt, and ladies should wear a modest top that is at least three-quarter sleeve in length. Students are also required to wear black dress pants and black dress shoes for

concerts. Ladies should not wear tight fitting pants, spandex, or short skirts. Please refrain from wearing denim, dark blue, gray, or faded pants. Black dress shoes with black socks should be worn by all ensemble members. All performance attire must comply with the school and district dress code policy.

Marching Band Performance Attire:

For football games **and** parades, the decision to wear full uniform will be determined by the weather. If the temperature is 88 degrees or higher at the time of kick-off or step-off, students will wear the alternate uniform. If the temperature is 88 degrees or lower at the time of kick-off or step-off, students will wear the full uniform.

- Full uniform: Bibbers, jacket, marching shoes, marching gloves, tall black socks, designated baseball hat.
- Alternate uniform: Band t-shirt, Band black shorts/capris, predominantly black sneakers, black socks, and designated baseball hat.
- Color Guard uniform decisions will be made at the discretion of the Band Director and Color Guard Tech.

All students are expected to participate fully in all parades and football games.

Attendance Policy:

As a member of the Cardinal Newman Bands, you have an obligation to your fellow band members to be at school, at all outside-of-school rehearsals, and at performances on time, prepared, and with all necessary equipment. Outside or school performances and rehearsals are required and graded as part of band classes. Please read the attendance policy carefully below.

- 1) Attendance at sectionals, rehearsals, and concerts scheduled outside of the regular school day is required and graded. Absence from sectionals or outside-of-school rehearsals can result in a reduction of grade, possible removal from performance opportunities, or failure of the course.
- 2) Absence from outside-of-class rehearsals and concerts will be excused for the following reasons:
 - Medical emergencies or personal injury (with a doctor note)
 - Death in family
- 3) Examples of unexcused absences include but are not limited to:
 - Work
 - Oversleeping
 - Transportation
 - Driver's Ed
 - Babysitting
 - Sports practices not discussed with the instructor 3 weeks in advance. You must email Ms. Worley if you are going to miss any outside-of-school events 3 weeks prior to the scheduled event. Not all absences will necessarily be excused.
- 4) Chronic absenteeism from school, unexcused absences from rehearsals or performances, and tardiness may result in:
 - Loss of performance status
 - Removal of performance opportunities

- Failure of the course

5) Tardiness will be reflected in the student's grade. The rehearsal BEGINS at the call time. Students MUST be in their place ready to sing at the call time. Students who are not ready to rehearse at the downbeat will be marked tardy.

Objective:

Through a balanced repertoire of high quality music representing diverse genres and eras, students will learn the versatility to perform music in a stylistically appropriate manner, with emphasis on accuracy, consistency, and the highest potential quality. Cardinal Newman's choral program will promote the highest levels of human aspiration and artistic integrity through performance, analysis, and research of the choral art with special attention given to the rich history of sacred music of the Catholic Church. Choral students will develop a lifelong passion for choral music while learning to craft intelligent critical appraisals of performances, to become a functional connoisseur of all types of music. The choral program at Cardinal Newman strives to inspire the hearts, minds, and souls of the greater Columbia community through the choral art.

Concert Attire:

Cardinal Chorale

Formal Performance Attire—Each student is expected to maintain the required concert attire:

Men: Tenors and basses will receive information regarding the red vest and tie purchase from Southeastern performance apparel (See choral department guidelines manual). The male uniform is black pants, black dress shoes, black socks, black belt, white long sleeve dress shirt, the red vest and tie, and a black sports coat. Money is due on or before September 6th. More information will be handed out on the first day of class.

Women: Sopranos and altos will purchase the uniform black Laurel concert dress from Southeastern performance apparel (See choral department guidelines manual). Students must provide black, closed-toe dress shoes (no sandals or flip-flops) and black hose (a necessary evil for a formal choir uniform). Pearls will be worn, provided by the school and must be returned after each performance. Money is due on or before September 6th. More information will be handed out on the first day of class.

Informal Performance Attire—In addition to the above, there may be occasions where the choir wears an informal uniform (such as the CN polo shirts). In such cases, each student is expected to wear the prescribed clothing and dress in a dignified manner. Shirt information will be provided.

J.H. Chamber Singers:

Men: Tenors and basses will be required to wear black dress pants, black dress shoes, black socks, black belt, white long sleeve dress shirt, and a black tie.

Women: Sopranos and Altos will be required to wear all black. Dresses are fine if they come to mid-shin with black knee-high socks and black dress shoes. Pants are also acceptable. No skin

should show from the collarbone down to the feet other than the mid-upper arm to the hand. Leggings are never allowed.

Attendance Policy:

As a member of the Cardinal Newman Choral Department, you have an obligation to your fellow choir members to be at school, at all outside-of-school rehearsals, and at performances on time, prepared, and with all necessary equipment. Outside or school performances and rehearsals are required and graded as part of choral classes. Please read the attendance policy carefully below.

1. Attendance at sectionals, rehearsals, and concerts scheduled outside of the regular school day is required and graded. Absence from sectionals or outside-of-school rehearsals can result in a reduction of grade, possible removal from performance opportunities, or failure of the course.
2. Absence from outside-of-class rehearsals and concerts will be excused for the following reasons:
 - a. Medical emergencies or personal injury (with a doctor note)
 - b. Death in family
3. Examples of unexcused absences include but are not limited to:
 - a. Work
 - b. Oversleeping
 - c. Transportation
 - d. Driver's Ed
 - e. Babysitting
 - f. Sports practices not discussed with the instructor 3 weeks in advance
4. You must email Mr. Cochrane if you are going to miss any outside-of-school events 3 weeks prior to the scheduled event. Not all absences will necessarily be excused.
5. Chronic absenteeism from school, unexcused absences from rehearsals or performances, and tardiness may result in:
 - a. Loss of performance status
 - b. Removal of performance opportunities
 - c. Failure of the course
6. Tardiness will be reflected in the student's grade. The rehearsal **BEGINS** at the call time. Students **MUST** be in their place ready to sing at the call time. Students who are not ready to rehearse at the downbeat will be marked tardy.

Choral Program Guidelines/procedures:

On the first day of school students will receive a course instructional plan (CIP) and a copy of the Choral Program Guidelines/procedures manual. All students and guardians are required to read the guidelines/procedures and sign the last page. This booklet includes all expectations, details, and required dates for the school year. Please refer to this manual for all important information throughout the school year.

Orchestra Procedures:

Philosophy:

We believe the study of instrumental music is a vital part of our curriculum and is beneficial for students in many areas of their lives. Learning to play an instrument and being a part of a successful orchestra fosters discipline, cooperation, self-esteem, creativity, critical thinking, leadership, and personal responsibility. For many students, school orchestra experience leads to a lifetime of participation in music and the arts.

Goals:

- To develop performance abilities and skills on the given orchestral string instruments.
- To experience multiple performance opportunities with various ensemble mediums.
- To model and encourage the development of strong character traits like personal responsibility, integrity, hard work, and respect for others.
- To provide students with a positive group experience where they may grow socially as they learn and help one another succeed in music.

Rehearsal Expectations:

As concert performance dates approach, there will be the need to hold additional rehearsals. These rehearsals will take place at the time and location as set forth by the director. Parents and students will be given notice, and it will be accessible in the Master Calendar once decided upon. It is required that every student attends these rehearsals, as every student is a contributing member to the overall success of our ensemble performances. These rehearsals may require transportation arrangements to be made prior to the rehearsal. Students may not be eligible to attend band related trips if they neglect to attend before school rehearsal for an invalid reason.

Performance Expectations:

Students should wear a professional black top; gentlemen should wear a long sleeve, button down, collared dress shirt, and ladies should wear a modest top that is at least three-quarter sleeve in length. Students are also required to wear black dress pants and black dress shoes for concerts. Ladies should not wear tight fitting pants, spandex, or short skirts. Please refrain from wearing denim, dark blue, gray, or faded pants. Black dress shoes with black socks should be worn by all ensemble members. All performance attire must comply with the school and Diocesan dress code policy.

D. National Honor Society (NHS)

The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Beginning in the sophomore year, students who have attended Cardinal Newman for at least one full year with a minimum G.P.A. of 4.0 after the third quarter of the school year are eligible to apply for membership in the Kelley Chapter of the National Honor Society (NHS). A faculty council, appointed each year by the Principal, reviews all membership applications in reference to the required points in each of the following areas:

scholarship, leadership, service, and character. More information on the National Honor Society is available through Ms. Rachel Ferrario.

National Junior High Honor Society (NJHS):

The National Junior High Honor Society promotes appropriate recognition for students in 9th grade who reflect outstanding accomplishments in the areas of scholarship, character, as well as leadership, and service to the school. Students who have attended Cardinal Newman for at least one full year and have earned a 4.0 or higher GPA throughout 7th and 8th grades will be eligible to apply in the beginning of their ninth grade year, and successful candidates will be inducted into the Newman Chapter of the NJHS in a fall ceremony of their ninth grade year. More information on the National Junior Honor Society is available through Ms. Rachel Ferrario.