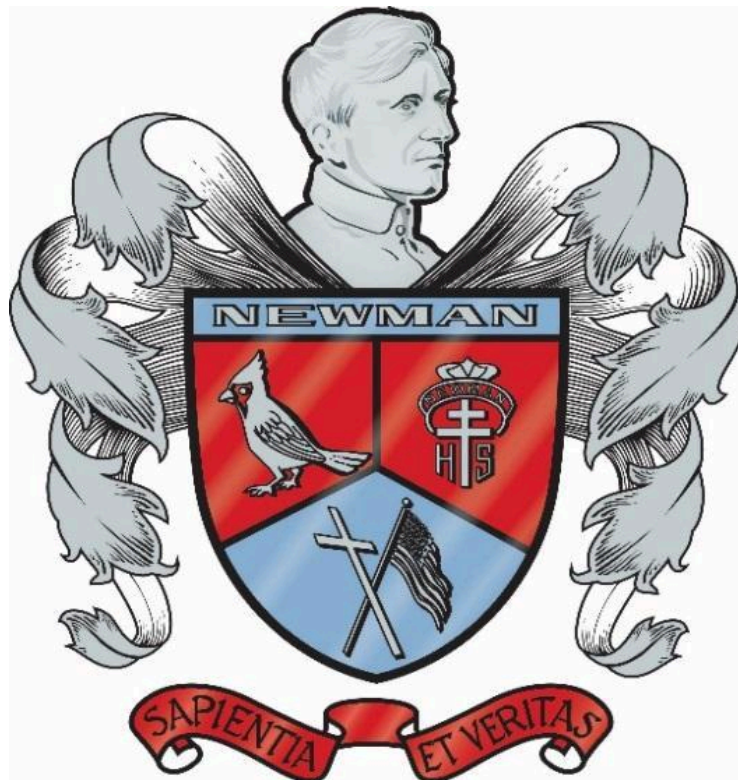


NEWMAN CATHOLIC
MIDDLE & HIGH SCHOOL
2025-2026
PARENT – STUDENT
HANDBOOK



Newman Catholic Schools fosters disciples of Christ through Catholic faith, service, and academics.

Table of Contents

Section I: Overview

Welcome	4
Mission and Vision.....	4
Faith Life	4-5
System and School Goals	5-6

Section II: Building Information

School Information.....	7
Emergency School Closings.....	7
Visiting the School.....	7
Cardinal Character and Standard of Conduct.....	8

Section III: General Operations

Advertisements and Posters.....	9
Assignment Notebooks.....	9
Care of Property.....	9
Cell Phone Use.....	9 -10
Communication with Parents and Students.....	10-11
Counseling Program.....	11
Dances.....	11
Displays of Student Work.....	12
Dress Code.....	12-13
Food and Beverages.....	13
Field Trips.....	14
Homework.....	14
Lockers and Locker Rooms.....	14
Lunch and Off-Campus Privilege.....	14
NCS Activities.....	15
New Student Requirements.....	15
Non-Catholic Students.....	15
Part-Time Student Enrollment	15
Parent-Teacher Conferences.....	16
Parent Involvement.....	16
Parking Lot.....	16-17
Progress Reports.....	16-17
Release of Students.....	17
Remote Learning.....	17
Respect for Persons.....	17
Service Hours.....	17
Student Demonstrations.....	18
Student Emancipation	18
Supply Lists.....	18
Weight Room.....	18

Section IV: Academics

6-12 Curriculum	19
Graduation Requirements.....	19
Grade Scale and G.P.A.....	20
Course Options and Scheduling – High School.....	20-21
Grading.....	22
Standardized Assessments.....	23
Student Support.....	23
Academic Integrity and Honesty Policy.....	24-26
Awards and Scholarships.....	26-28

Section V: Attendance

Tardy Policy.....	29
Excused and Unexcused Absences.....	30-31
Truancy	31

Section VI: Middle School

Homeroom Placement.....	32
M.A.S.H.....	32
Cardinal Points Program	32-34

Section VII: Conduct and Discipline

Disciplinary Approach.....	35
Disciplinary Measures.....	35-37
Illegal Acts	37
Alcohol, Drugs, and Tobacco.....	37-38
Elastic Clause.....	38

Section VIII: Health and Safety

Emergency Information and Medical Consent Form.....	39
Medications.....	39
Medical Excuses.....	40
Illness and Injury.....	40
Health Services.....	40
Safety Drills and Plans.....	41

Section IX: Policy Statements

Acceptable Use	42
Administrative Recourse.....	42
Alcohol, Drugs, and Tobacco.....	42-45
Bullying and Harassment.....	45-46
Non-Discrimination.....	46
Retention & Acceleration	47
General Technology Usage.....	47-49
Wellness	49
Nutrition and Physical Activity Guidelines	49-50

Section I: Overview

Welcome to Newman Catholic Schools,

Newman Catholic Schools is a Catholic School System in the Diocese of La Crosse. As a Catholic School System, we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Newman Catholic Schools is firmly committed to Catholic school education and has built upon the original elementary program started at St. Mary's in 1883. Newman Catholic Schools remains committed to its long-term mission of providing excellence in education in a Catholic school environment, offering high quality faith formation and education to youth in the Wausau area from the cradle to high school graduation.

Our Mission

Newman Catholic Schools fosters disciples of Christ through Catholic faith, service and academics.

Our Vision

Newman Catholic Schools will be the choice for a Catholic education built on academic excellence, strong community and a deepening relationship with Jesus Christ.

A Ministry Rich in Education

Newman Catholic Schools stands by a set of guiding beliefs to fulfill our educational mission. We strive for NCS to be a system where:

- Students, parents, and teachers experience a community that fosters development in the Catholic Faith.
- Students are challenged to live a life filled with faith, love and devotion to God, and respect for others and self.
- There is a shared commitment among all involved in the operation and governance of the schools.
- A focus on Catholic Faith formation, academic excellence, and high expectations are values shared by all.
- The Catholic school community acknowledges its influences on students and uses this to help them grow in faith, personal responsibility, and confidence.
- Hard work is valued as a means to serve God and represents a life that leads one to their fullest potential as a person of God.
- Education beyond high school, and throughout one's life, is valued as a means to a life of service and leadership. There is a personal approach to each student.

Saint John Henry Newman

Cardinal Newman is the namesake of our school system. He was an avid Catholic writer and in response to the modernist education movement, he illustrated in his seminal work, *The Idea of a University*, he illustrated beautifully how Faith and education come together in a Catholic school. One of his prayers (excerpt from a longer prayer) below is important to our Newman identity.

God has created me to do Him some definite service,
He has committed some work to me which He has not committed to another,

I HAVE MY MISSION

I may never know it in this life but I shall be told it in the next

I AM A LINK IN A CHAIN

A bond of connection between persons He has not created me for naught
I shall do good -- I shall do His work

Prayer

Prayer is an integral part of the Newman student's day. Students begin and end the school day with school-wide or classroom prayer, pray at varied times throughout the day, and attend communal prayer services throughout the year. Retreats are also an integral part of prayer life for students in grades 4 & 5, as well as all middle school and high school students. The Chaplain for the Middle School/High School is responsible for the coordination of all retreats throughout the Newman Catholic Schools system.

Faith Formation

The religious program consists of formalized daily religion / theology instruction supplemented weekly through the celebration of the Holy Sacrifice of the Mass, regular prayer, Adoration and Reconciliation opportunities, as well as a shared love, respect and concern for others. The religious program relies on students and teachers sharing daily experience as it relates to Catholic teachings as a foundation for spiritual growth. The religion curriculum of the Diocese of La Crosse is followed.

Sacraments and Sacramental Preparation

Parents, along with parishes, are responsible for the preparation for receiving the sacraments of Reconciliation, First Eucharist and Confirmation. The schools (and parish religious formation programs) provide the background education – the catechism, the history of the sacrament and theology. Parishes confer the sacraments, as well as provide the immediate preparation for the sacrament itself. Teachers are welcomed and encouraged to participate in parish celebration of the sacraments with their students. By working together, families, schools and parishes do a more effective job of helping our students become the future of our Church.

System Wide Religious and Academic Goals

- Create an environment which stresses Catholic Christian values.
- Assist students in forming the foundation of a spiritual life that will carry them through adulthood.
- Provide an educational environment where all facets of each student; spiritual, intellectual, social, emotional, and physical potential is developed to its fullest potential.

- Provide students opportunities to learn 21st Century skills; critical thinking, creative problem solving, research, writing, inquiry, collaboration, and other related skills needed for the world of tomorrow.
- Accent an academic curriculum that includes studies in; religion, English language arts/reading, mathematics, science, social studies, world languages, technology, art, music, and physical education.

Middle & High School Goals

Middle School – Grades 6-8. Newman Catholic Middle School has a special role to assist students in transitioning from elementary to high school education. To that effort, NCMS offers a developmental approach to help students grow in learning, service, and personal responsibility.

High School – Grades 9-12. Newman Catholic High School is acknowledged as a Catholic, college-preparatory high school. NCHS strives to help students serve as outstanding role models of Catholic faith, service, academic excellence, and school leadership. Established in 1951, it is named for the 19th-century educator and philosopher, Blessed John Henry Cardinal Newman.

Newman Catholic Schools Colors and Mascot

Colors – Red and Columbia Blue

Mascot – Fighting Cardinal



Newman Catholic High School Song

*MARCH ON YOU CARDINALS WIN YOUR FIGHT / DON'T GIVE IT UP WE'LL SEE YOU THROUGH!
WE'RE HERE TO BACK YOU UP WITH ALL OUR / MIGHT TO CARRY ON FOR RED AND BLUE
SO FORWARD MARCH, MARCH ON TO VICTORY / DON'T GIVE IT UP UNTIL YOU'VE WON!
AND WHEN IT'S O'ER WE'LL RAISE OUR BANNER / HIGH TO SHOW THE WORLD WE'RE FOR
NEWMAN HIGH / 2 times: LET'S GIVE A CHEER FOR THE TEAM / GO CARDS GO!
*then repeat: MARCH ON...3 times: U-RAH-RAH-RAH NEWMAN CARDINALS! * YEAH*

Section II: Building Information

School Information and Start - End Times

Newman Catholic Middle & High School – Grades 6-12

7:35 a.m. - 2:48 p.m.

Location

1130 W. Bridge Street

Wausau WI 54401

715-845-8274

NCS website: <https://www.newmancatholicschools.com/>

Building Security

Outside doors will remain locked and/or secured during the school day and one entrance will be designated for entrance and exit. Doors should not be propped open. All unusual or suspicious activity on the grounds of the school should be reported to the school office if class is in session and directly to the police after school hours.

Supervision of Students

High School: The school is open to students beginning at 7:00 a.m. until 3:10 p.m. NCHS does not provide before and after school supervision of its students.

Middle School: NCMS is open to students 7:00 a.m. – 3:10 p.m. Please do not drop middle school students off prior to 7:00 or pick students up after 3:10 as there will be no supervision outside of these times. Students are not allowed to go upstairs until 7:20.

Visitors to the Building

All school visitors, including all parents and alumni, who arrive at school during school hours are to enter the main secured access entrance, and are required to report to the office immediately. Visitors must sign in upon arriving and sign out upon leaving the building. All visitors are required to wear a visitor badge. Parents picking up children are to wait in the school office until their child arrives or until they are escorted or authorized to proceed to the classroom.

NCS reserves the right to restrict or limit parent and other visitor access as needed to provide a safe and orderly experience for students.

School Closing - Emergency

General System Information: In the event of inclement weather, the NCS president in consultation with school principals, bussing companies and area schools, will determine the best course of action for the middle & high school. Please see other information regarding closings on the district website.

In the event of inclement weather, open campus lunch privilege for seniors, off campus engagements and field trips may be canceled.

CARDINAL CHARACTER



(Be) Responsible
(Show) Respect
(Have) Integrity
(Nurture) Empathy
(Show) GratITUDE

B.R.I.N.G. it...

Standard of Conduct

Newman Catholic Middle & High School promotes an environment in which the development of self discipline works towards fostering productive relationships between students and staff. The underlying rationale for our disciplinary philosophy is not one of legalism or discipline for discipline's sake. Rather, it is founded on a sincere desire to aid our students' growth as confident, respectful, and charitable disciples of Jesus.

When parents enroll their child in Newman Catholic Schools, it is expected that they are committed to and supportive of this philosophy. Only with the support and cooperation of both the student and their parents will fully benefit from their experience at our school. With collaboration and successful communication, parents, administrators, and teachers can work together to prevent most discipline problems and promote student success.

Newman students are expected to be a positive contributing member of the student body. You are expected to conduct yourself appropriately and follow the philosophy of the school at all times even when off campus. You understand that any activity which is detrimental to the physical, mental, or spiritual well-being of yourself or the student body or which is detrimental to the integrity or reputation of the school will be subject to disciplinary action. Students can be disciplined for conduct, whether inside or outside the school, that is detrimental to the reputation of the school or the Roman Catholic Church and/or is disruptive to the education of any student.

It is understood that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Section III: General Operations

Advertisements and Posters

All signage put up in school must be approved by the administration. Masking tape is to be used on all posters. Stickers and gum-backed materials are not to be used anywhere in the school.

Assignment Notebooks

Students in Grades 6-8 are issued an assignment notebook as an organizational tool. Students are expected to bring it to each class and record assignments as they are issued. Parents are encouraged to check assignment notebooks at home for completeness and pertinent information, and may be asked to sign the notebook to help students develop responsibility. If an assignment notebook is lost, a second copy may be obtained in the school office for a minimal fee. Assignment notebooks are also available for purchase to high school students.

Care of Property

Personal: Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

School: Proper care of school issued items, equipment and facilities is expected. Therefore, if a student damages or losses school property, the student or his/her parents will be required to pay for the replacement or damage. Diplomas, report cards, or other documents may be held pending restitution.

Textbooks: The school will issue a variety of instructional materials to students including textbooks. Proper treatment of school issued textbooks is the responsibility of the student. All textbooks must be covered to lengthen the life of the text. Fines are issued for lost or damaged books. All items are considered as a loan to the student and must be returned to the school in good and usable condition. Books that are lost, damaged, show signs of unusual wear are subject to fines which may range from a few dollars to the entire replacement value.

Student ID: School issued student identifications cards for lunchroom charges will be issued at the start of the school year. If a student loses their id card, there is a \$5.00 replacement fee.

Intentional: If damage to/or loss of school property is intentional, the student may also be subject to further disciplinary measures. If the offense is unlawful, the student may be referred to a proper law enforcement agency.

Cell Phones & Other Devices

Unrestricted use of smartphones by students during the school day interferes with the educational mission of the school, and compromises the learning environment. Students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. Appropriate interaction with teachers, and peers, and overall social engagement, is also hindered when students are distracted by these devices. In an effort to enhance the overall school environment, and protect student privacy, Newman Catholic Middle & High School has adopted a restrictive policy in

regards to usage of these devices. This policy extends to student sponsored activities that take place off campus, unless modified by the teacher or administration.

Guidelines – Student use of cell phones is a privilege not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or banning of cell phones.

- Students who choose to bring cell phones to school do so at their own risk. The school assumes **NO** liability for lost or stolen cell phones.
- School electrical outlets will not be used as charging stations for student cell phones.
- Cell phone cameras and audio recorders may be only used for specific educational benefit and only with prior permission of the teacher or administration.
- Teachers can confiscate cell phones that are visible or being used outside of the permissible time frame. Refusal to surrender a cell phone or other electronic device when directed to do so is insubordination, and is punishable by additional measures.

High School – Cell phone usage is not permitted except during designated times. This includes hallways, bathrooms and locker rooms. This prohibition extends to Earbuds, AirPods and headphones. Phones and listening devices are permissible in study halls, for the lone purpose of listening to music while studying. Lunch time is the only time that cell phone use and listening devices are not restricted.

Middle School – Cell phones may not be in lockers, backpacks or with the student during the school day. If a cell phone is brought to school, they must be stored in the designated homeroom location. Cell phones may be picked up in the homeroom at the end of the day.

Parents – Please refrain from texting/calling your children or responding to texts/answering calls during school hours. If you need to contact your child, please call the Student Services Office. If your child needs to contact you, they should ask a teacher to use their personal device, or come to the office. If there is a documented health condition that requires the use of a device, please contact the principal.

Smart Watches – The policy for cell phones extends to smart watches as well. Since many smartwatches have the same capabilities as a smartphone, the devices would essentially need to be turned off and stored with the homeroom teacher during school hours for middle school students, or turned off and out of sight (exception: lunch period) for high school students. The recommendation is simply to not bring or wear smartwatches to school

Non-compliance with Cell Phone Policy -

- **First offense** - Community period detention, student must pick up the phone from the principal at the end of the school day.
- **Second offense** - After school detention, parents must pick up the phone from the principal.
- **Third offense** - Administrative meeting with parents to develop an improvement plan.

Communications with Parents

In addition to the NCS website, the school communicates with parents in a variety of ways. The ***Week at a Glance*** is sent out every two weeks, outlining upcoming events and identifying middle school A-B weeks. ***The Cardinal Connection*** is the school newsletter that shares information regarding what is happening in the school and individual classrooms. Most communications such as informational letters and **Constant Contacts** are sent to families electronically and updated email addresses are required from each family. Parents are

expected to read all notices and publications, and check the website on a regular basis to stay informed and involved with the school.

NCS parents and staff members are expected to use 2-way communications, phone call or conference, to discuss student or school related concerns. Parents are reminded that teachers and administrators make every effort to respond to emails and calls in a timely manner, but may be unable to do so due to other obligations.

Communications with Students

Daily Announcements – Are made at the start and end of each school day. This is one of the primary ways the school communicates with students. Messages over the public address system regarding class or group activities must first be approved by the faculty advisor, and/or principal. Students must have authorization to make school announcements.

Google Classroom – The messaging capabilities within Google classrooms are utilized.

Group Emails – May be used for providing reminders and information to students, the Newman issued student Gmail account will be used.

Student Produced Publications –Students also issue a variety of communications, including newspapers, yearbook and other written works and media presentations. All student-made publications and presentations whether part of a class, club, or individual effort are subject to approval by the principal or designated faculty advisor before being distributed to other students and faculty. Unauthorized dissemination of the above mentioned items is considered a serious violation and will result in disciplinary action.

Counseling Program

NCS offers a comprehensive school counseling program that is designed to support and promote student success. The high school guidance program focuses on individual counseling, academic and career counseling, scheduling, and assessment. The middle school guidance program focuses on small group and individual counseling, career counseling, and preparation for high school course selection. School counselors are not the same as a family counselor.

Confidentiality Clause: NCS strives to maintain confidentiality in most matters, however parents are notified when students report serious matters to school personnel. Any information concerning a specific child or family that needs to be shared with the appropriate staff members will be done in a professional manner. Strict confidentiality cannot be promised to the student or parent if the information disclosed includes, but is not limited to, violation of the law and matters involving the health and safety of the student or any person.

Dances – High School

Attending a school dance and other school sponsored social events is a privilege not a right, students in poor standing academically or in conduct may be denied admittance.

- A student wishing to bring a visitor to a dance must fill out a Guest Permission Slip Form and get administrative approval prior to the night of the dance.

- Only guests currently enrolled at another high school or Newman graduates one year removed are eligible for consideration.
- The administration reserves the right to approve or deny guest pass requests and the right not to disclose reasons regarding denial of passes.
- Once a student and/or guest enters the dance, he/she is to remain inside. If a student and/or guest chooses to leave before the end of the dance, they are not readmitted.

Display of Student Works

NCS employees or others authorized by NCS may be displaying student work at school and/or outside of the school building such as the public library, museum, website, etc. as a way of recognizing student achievement, and for promoting NCS. Parents who do not wish to have their child's work or name included in such displays should contact the school principal.

Dress Code

Newman Catholic Middle-High School believes that appropriate dress and personal grooming are essential to maintaining a positive atmosphere for learning. The dress code promotes the virtue of self-respect and is reflective of the inner dignity given to us by God. The code supports standards set by the Diocese of La Crosse to encourage personal respect and responsibility. The dress code is designed to minimize distractions and maintain an appropriate learning environment.

If a student is unsure if an article of clothing or accessory is in compliance they are encouraged to ask in advance. For a quick visual reference click here: <https://vimeo.com/743556590?share=copy>

Adherence to the dress code as stated below is the student and family's responsibility.

Failure to adhere to the dress code may result in the student being required to change, a request for a parents to bring dress code appropriate clothing to school or a detention may be issued.

NCS administration and staff expect students and families to comply with the dress code. This allows staff and students to focus time and energy on teaching and learning. NCS administration reserves the right to deviate from the dress code at their discretion when circumstances warrant. The administration also reserves the right to determine what is appropriate.

General Guidelines

Neat, clean, self respecting, no visible rips, frays, or holes. No see-through fabrics. Modest styles and must fit properly. Undergarments should not be visible. No underwear or blankets may be worn inside.

Logo, Color, and Pattern Guideline for all Clothing

Neutral content – Newman, college and major athletic brands (Nike, Under Armour, Adidas, Converse, Reebok, Fila, Asics, Puma, New Balance, The Northface, Lululemon, Athleta and Patagonia) are acceptable. Logo/emblem/trademark only, **no additional messaging or promotions allowed.** No camouflage prints or military style clothing allowed.

Solids, stripes, plaids, overall prints i.e. geometric, floral, polka-dots, patterns are permitted.

Pants/Slacks/Capris

Khakis – any color is approved. No blue denim jeans, other colors are allowed. Neutral solid color leggings, and yoga pants can be worn, **provided the top covers to the back of the mid-thigh.** No pajama bottoms, sweatpants, spandex, warm-up/workout pants, are allowed.

Shorts/Dresses/Skirts

Modest styles of knee length are allowed. No athletic shorts except for gym. Middle School students can wear shorts in August-September and May ONLY. High School students can wear shorts all year long.

Shirts/Sweaters/Sweatshirts

No short-sleeved athletic t-shirts may be worn as primary wear. Shirts must cover the entire upper torso during classroom/school activities. **No** tank tops, cut-off sleeves, off-the-shoulder, or spaghetti straps as primary wear. Sleeveless shirts for females, only if the shirt covers the majority of shoulder and collared/chest/neck area. **No** Midriff or short shirt styles. Undergarments should not be visible and shirts should have modest necklines. Sweatshirts/Hooded Sweatshirts **must** follow logo guidelines listed above. Hoodies allowed, but **not** to be worn on Mass days or with hood up while in school. Crew sweatshirts permissible.

Cold Weather Apparel

No outdoor coats may be worn during the school day. Coats and jackets must be kept in student locker. (Fashion jackets & blazers in solid neutral colors are allowed.)

Footwear/Shoes/Socks

Shoes must be worn at all times and comply with student safety and activity needs. Sandals are acceptable as long as they have a strap across the toe. **No** roller shoes, steel-toed or combat boots, athletic slides, water shoes, rubber shoes or Crocs.

Hair/Make-up/Accessories

Neat, clean, reasonable length, **natural – neutral** colors. Boys must be clean-shaven and no long sideburns. **No** caps, hats, bandanas, or sunglasses indoors unless medically necessary. **No** accessories that distract or draw attention. Piercings in ears only – standard – **no** plugs. **No** visible tattoos.

Mass, Prayer Services

Dress to a higher standard than on regular school days — Mass is special!

Shorts, athletic-style clothing, hoodies, and sweatshirts are not permitted.

If a student's attire is deemed unacceptable, parents will be contacted to bring appropriate clothing.

Physical Education Class

P.E. classes for all grades require athletic style shoes and socks. School appropriate t-shirt and shorts and must be worn for middle and high school. The PE teacher will provide specific information at the beginning of the semester.

NCS Spirit Days (Most Fridays)

Blue jeans and NCS spirit shirts are allowed on Fridays unless otherwise noted by the school. All spirit wear clothing must follow usual dress code guidelines with the exceptions of blue jeans and athletic style T-shirts. Blue jeans may only be worn with NCS Spirit Wear. If **not** wearing an NCS Spirit shirt, sweatshirt or other approved clothing, regular dress code must be followed.

Formal Dances: Appropriate attire for formal dances will be addressed with students prior to the event. A **Dress Code Compliance Agreement** form will be distributed, and must be signed by both the student and parent/guardian.

Special Occasions: When there is need for a special occasion dress, the supervising staff or school administration will inform students in writing of appropriate attire. This would include,

but is not limited to events such as musical concerts, field trips and graduation. All manner of dress must fit within the guidelines set forth by the school for the class or event.

Faculty/Staff Rooms

The faculty room is reserved for the use of faculty, staff and administration. Students are not permitted in the faculty/staff rooms at any time. (Exceptions for TAs may be made.)

Food & Beverages

Food and beverages (except water) are generally not to be consumed outside the commons during the school day, unless students have been otherwise directed by a teacher or staff member. Each teacher sets the specific policy for their classroom, however there is no eating or drinking (except water) allowed in room 100 or the computer labs.

Field Trips

Field trips have educational and cultural value, participation is a privilege, and is reserved for those students in good standing. All field trips are subject to the policies and guidelines of the Diocese of La Crosse, and all conduct codes related to Newman Catholic Middle & High School. Appropriate paperwork must be on file before a student is permitted to go on any trip.

Homework

Homework is assigned to reinforce material already taught, introduce new material, and foster habits of research and independent study. It can have positive effects on academic achievement and may serve as a vital link between the school and family. All students are expected to complete assigned work to teachers' instructions by the required due dates.

Lockers

Lockers, including athletic lockers, are school property and on loan to students for their use. Each student is assigned a locker at the beginning of the school year. Students are responsible for securing their locker. School officials may enter a locker used by a student at any time to search for contraband or materials considered as inappropriate. Any objects that, in the judgment of administration, are not in keeping with school values will be removed. It is the responsibility of the student to keep the locker clean and in good order. If a student chooses to decorate the inside of the locker, it is expected that it will be done in a manner consistent with the values of Newman Catholic Schools or would not be offensive to the values and morals of our Christian faith.

Students are required to maintain the integrity and cleanliness of the locker rooms. The same rules and expectations applicable to hallway lockers also apply in the athletic locker rooms. Students are reminded that the locker rooms are not a secure area, and the school is not responsible for lost or stolen items. Lockers are cleaned out periodically, students will be reminded to remove all contents from their athletic locker. Failure to do so may result in the contents of the locker being removed by school personnel and being placed in the lost and found container, disposed of, or donated to a local charity.

Lunch

Each student is expected to be respectful of others, and to help maintain the cleanliness of the eating area. Students are not allowed to take their lunches outside of the cafeteria without teacher permission.

Students are **not allowed** to bring food, or have parents bring food, into the school from off-site food establishments during the lunch hour. Students are to bring a lunch, or participate in the hot lunch program. If eating hot lunch, students are expected to inform their teacher during the morning homeroom.

Off-Campus - Seniors in good standing may be granted open lunch privileges with parental permission. This is a privilege extended on an individual basis and is earned by behaviors displayed over the student's time at Newman Catholic High School. If granted, a student & parental consent form must be completed prior to exercising this option. The student agrees to remain in good academic and behavioral standing, honor all commitments, abide by all off-campus rules and procedures, and acknowledges that the privilege can be revoked at any time.

NCS Activities

Participation in co-curricular activities, athletics and clubs is a privilege granted to all NCS students. These activities provide opportunities to build skills beyond academics. Students are encouraged to be active participants, to enhance their school experience. All activities are subject to the policies and guidelines of the Diocese of La Crosse, and all codes related to Newman Catholic Middle & High School. Additional rules and expectations may be established by organizations, advisors, teachers and coaches, and are considered binding. Students may lose the privilege of participation if they fail to uphold necessary academic and disciplinary criteria.

New Student Requirements

The principal will request information about the student(s) from the former school including past academic and behavioral records and exceptional educational needs and services needed prior to final acceptance of registration.

Home-Schooled Students & Credit Review

An assessment may be required to determine grade level placement. NCS reserves the right to place students in grades or courses as it deems appropriate, and to determine transfer credits. Approved transfer credits will be recorded on the student's Newman Catholic transcript.

Transfer Students

General guidelines for accepting transfers to NCS:

- Parents must sign a confidential release of records form and all required information must be received prior to admission/registration.
- Academic or disciplinary actions including expulsions from previous school will be honored.
- Evidence of rehabilitative progress is needed for students with a history of substance abuse violations.
- Academic standing will be determined by the NCS principal in consultation with other school personnel after receipt of transcripts/records from the previous school.

- Transfer students will be admitted at the beginning of the next semester in most cases in order to allow completion of current academic work.
- All transfer students are placed on a probationary period, generally 9-weeks, or a semester. If at that time, when academic and/or behavioral progress has not been satisfactorily demonstrated, the school may initiate withdrawal proceedings.

Non-Catholic Student

Newman Catholic Schools make no distinction between Catholic and non-Catholic students in its curricular and extracurricular programs. Non-Catholics are welcomed as full and equal members of the Cardinal Community. Religion is an essential element of our school culture and environment which all students need to share; therefore it is expected that all students will take the designated religion course(s) and attend liturgical services. All questions on this policy related to WPCP, non-Christian or foreign exchange students should be directed to the principal.

Part-Time Student Enrollment

A part-time student is defined; as a student taking less than 5.0 credits from NCHS. Part time status is rare, and requires consultation with the school principal and system president.

Parent-Teacher-Student Conferences

Formal parent-teacher-student conferences are available two times a year, after the first quarter and mid-way through the third quarter. Parents are notified of dates and times via the school calendar, the school newsletter, and the school website. (Diocesan policy DSP 5205) Conferences other than the scheduled times may be requested by teacher or parent, and will be scheduled at a mutually agreeable time.

Students are invited to attend conferences with their parents(s)/guardian(s). This is a good opportunity for students to hear firsthand not only recommendations for improvement, but positive input from teachers.

Parent Involvement

As members of the Newman Catholic Schools Family we ask first and foremost, that our parents serve as role models of faith and good conduct for their children. We also ask them to get involved by volunteering. Volunteerism remains a cornerstone of Catholic education.

All parents are members of the Home and School organization within their child(ren)'s school.

The Athletic Booster Club is a fundraising organization which functions under the direction of the NCS Athletic Director, school administrator, and the NCS President. All parents of student-athletes are members.

At Events.... The display of responsible, enthusiastic, positive character is required of all Newman parents at all school related events either during the school year or in the off season.

Parents who are not displaying appropriate behaviors may be removed for the event or not allowed to attend future events of the same nature. NCS and its administration in consultation with its pastoral leadership reserve the right to permanently ban parents or other spectators from events.

Parking Lot

There are no assigned spaces for student drivers. Although we do not have reserved parking, we ask that students respectfully leave the south end of the lot open, for staff and visitor parking.

Students who drive recklessly, speed, or endanger the safety of others while driving may have their parking privileges revoked.

NCS is not responsible for damage or theft associated with vehicles in the parking lot. The lot is under twenty-four hour video surveillance.

Progress Reports

Progress reports are prepared to commend students who are doing well and to inform parents of unsatisfactory progress. Teachers may issue progress reports at any time, however they are required to issue reports in situations when a student's grade is "D+" or lower by the mid-quarter, generally during the fifth week. Teachers are also encouraged to issue reports to students in situations when the mid-quarter grade is borderline and remaining tests, projects, etc. could have a negative impact on the quarter or semester grade.

Progress report dates are listed on the school calendar, and a reminder is sent home to parents via Constant Contact. Parents and students have access to grade-reports through Skyward. Parents are encouraged to follow-up the receipt of a progress report by contacting their student's teacher.

Release of Students

Students will be released only to parents/guardians listed on emergency forms. Parents must notify the school by phone or in writing (an email constitutes written notification) if they desire the school to release their child to an adult other than the child's legal parent/guardian.

When court-ordered custody arrangements prohibit or limit contact to a child by one or more parents/guardians, the parent(s) must present a copy of the court document outlining specific custody arrangements. Without this information, the school is unable to restrict release of the student to the other parent.

Remote Learning

Snow days are built into the school calendar. If those days are used, and we have additional cancellations due to weather, the following system will be used to ensure our students can continue to receive academic instruction. Teachers will create Google Classrooms for all of their academic, special subjects and electives (art, music, etc), allowing them to post assignments. In order to monitor student engagement and track attendance for each of their classes, teachers will provide assignments for each class that meets on a particular day. Teachers will enter attendance in Skyward as normal, based on completion of the assignment in the classroom.

Assignments will be available in the Google classroom by the scheduled class time. Students will have the flexibility to complete activities and assignments during the course of the day, however they must be completed by 11:59 p.m.

Teachers will have distant office hours, for students and parents to check in with questions or concerns regarding school work. They will identify times within each classroom that they are available throughout

the day. Teachers may use varied formats to conduct office hours (i.e. Google Meet, email, Google Classroom discussion boards, etc). If your child is experiencing difficulty with any of their work, please email their teacher(s) directly.

Respect for Persons

Respect for others at all times is a clear expression of our Catholic Christian principles and values. All students are encouraged to express care and concern for one another. However, improper and/or excessive displays of affection are not permitted.

Service Hours

Newman Catholic Schools are dedicated to excellence in Catholic Education, including the call to serve others. To fulfill our mission, all students are required to complete service hours each semester. This is a piece of the religion curriculum, failure to complete the required hours may negatively impact a student's grade. Requirements are announced and tracked by staff in the religion department. The department will also determine what constitutes service hours, and announce opportunities available to students to fulfill this requirement.

Student Demonstrations and Protest

All student initiated demonstrations and protests must have prior administrative approval. Students participating in unauthorized demonstrations or protests are subject to disciplinary action including but not limited to unexcused absences or tardies, conduct points, detentions, suspensions or dismissal.

Student Emancipation Policy

Newman Catholic Schools sets emancipation upon graduation from Newman Catholic High School. Therefore when an enrolled student reaches age 18, NCS continues to maintain the parent/guardian as the primary contact, and responsible party over the student. Students are expected to reside with a parent or legal guardian until graduation.

Supply Lists

Suggested general supplies are noted in the back-to-school newsletter each August. Lists are also posted on the NCS website.

Middle School supply lists are made available to parents before the start of the school year.

High School teachers inform students of specific supply requirements at the start of each course. Graphing calculators and other devices may be required.

Weight Room

Students are not permitted to be unsupervised in the weight room. Students using the weight room must have a parent signed cautionary statement on file before using the equipment. All conduct and athletic policies are enforced during weight training.

Section IV: Academics

Course Expectation Letters

All NCS teachers are required to provide students and parents with a grade appropriate course syllabus and / or expectation letter at the beginning of the school year, semester or course regarding general expectations of students, grading, evaluation rubric, and homework requirements

Curriculum

Newman Catholic Middle & High School faculty and staff strive to form students intellectually through a rigorous curriculum designed to empower students in their pursuit of knowledge. We encourage students to take ownership of their intellectual formation, so that they may gain the skills and desire to become lifelong learners.

Curricular Subjects 6-12

Religion/Theology	Mathematics	Sciences	Health
Language Arts/English	Social Sciences	Spanish	Fine Arts
Physical Education	Technology	Consumer & Business Education	

Graduation Requirements

For a detailed explanation of the graduation requirements and course offerings, please review the **Newman Catholic High School Course Bulletin**. The course bulletin also includes information about earning credits, the process of making course requests and other academic procedures.

Consultation with the school counselor is encouraged, to ensure proper pacing for graduation.

Each student is expected to take a minimum of 7 credits per year. To graduate from Newman Catholic High School, a minimum of twenty-nine (29) credits are required, distributed as follows:

Theology	4.0
English	4.0
History	3.5
Mathematics	3.0
Science	3.0
Physical Education	1.5
Fine Arts	1.0
Health Education	0.5
Senior Capstone	0.5
Financial Literacy / Digital Citizenship	0.5
Total Required Credits	<u>21.5</u>
Electives	7.5
Credits Required for Graduation	29.0

Senior Capstone is a comprehensive research assignment required for graduation. Completed in close consultation with a faculty advisor, senior capstone provides students with an opportunity to demonstrate writing proficiency and public speaking aptitude. NCHS views these skills as essential, for both collegiate and career success. Capstone is the equivalent of a semester long course and is awarded 0.5 credits upon successful completion, the grade is factored in to G.P.A.

Grading Scale and Grade Point Average (G.P.A.)

Teachers reserve the right to establish the standards, weights, and norms into their courses for determining the final grade. Teachers may consider academic performance on tests, projects, quizzes, homework, etc. and may also consider promptness of completing work, classroom attitude, participation, cooperation and other factors in determining the grade. Teachers also reserve the right to allow or disallow extra credit for a course.

6-12 Grading Scale

Letter grades based on percentage average

A	92-100	B+	88-89	C+	78-79	D+	68-69
A-	90-91	B	82-87	C	72-77	D	62-67
		B-	80-81	C-	70-71	D-	60-61
						F or U	59 and below

Computation of Grade Point Average (G.P.A.)

High School Only: Letter grades are used on report cards and permanent records. The G.P.A. is recorded only at the semester. The grade point equivalent in computing grade point average is the following:

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0
A- 3.70	B 3.0	C 2.0	D 1.0	
	B- 2.7	C- 1.7	D- .7	

I=incomplete 0 (Student has not completed course work at this time.)

W=Withdrawal (No credit given if student withdraws from course.)

A letter grade of "D" is considered passing.

A report card grade of incomplete (I) is generally given for work missed due to circumstances beyond the student's control, (ex. illness, family crisis.) An "Incomplete" requires prior administrative approval. Generally, the time limit for make-up work is 2-weeks into the next grading period, but may be extended by the administrator in consultation with the teacher.

Incompletes are generally not granted in situations when the student has failed to exhibit an appropriate level of responsibility and initiative in completing course requirements.

Course Options – High School

For a detailed explanation of course offerings, and credit options, please see the Newman Catholic High School Course Bulletin. The course bulletin is posted on the high school website, printed copies are available in the student services and school counselor offices. Questions regarding courses and credits should be directed to the school counselor.

AP Courses: Participation in the Advanced Placement (AP) program is elective and dependent on the student's past academic performance and teacher recommendation. Advanced Placement course offerings are dependent on enrollment and teacher availability. NCHS awards regular high school credit for AP courses. Testing for possible college credit is available.

Course Partnerships: In addition to courses taught by NCHS instructors, students have the option to enroll in virtual classes, distance learning classes, online offerings and through partnerships with Viterbo University, Northcentral Technical College and University of Wisconsin – Stevens Point. Contact the guidance counselor for details.

Elective Courses: Elective courses are offered beginning in grade 9 that allow students to explore academic interests and curate transcripts in preparation for post-secondary education. NCHS will make every attempt to accommodate student course requests however factors with the master schedule may impact the school's ability to place students in selected elective courses. Electives may have limited capacity, upperclassmen are prioritized

Independent Study: Juniors and seniors may participate in independent study in certain situations. Students must apply for approval of independent study prior to the start of a semester and/or no later than the Course Add/Drop deadline. All applications require teacher and administrative approval. Students should request Independent Study during their course selection process with the school counselor.

Youth Apprenticeship Program: Newman Catholic High School partners with North Central Technical College (NTC) to offer interested students apprenticeship opportunities. Parents are responsible for all additional costs. Students may gain college credit applicable to NTC postsecondary majors and will gain valuable work experience in a chosen field. Interested parents or students should contact the guidance counselor for details.

Course Load – High School

All 9-12th grade students must be enrolled in a minimum of 7 credits per year (3.5 per semester). Students may be administratively placed in a study hall, based on past academic performance.

Course Scheduling – High School

Students will review the **Newman Catholic High School Course Bulletin**, parents are asked to assist their child in determining courses and to sign the course selection sheet. Selection takes place at school, with instruction from the school counselor and the faculty. Students may need teacher approval for enrolling in certain courses as designated in the bulletin. Registrations in specific courses are subject to space, teacher availability and seniority. Individual appointments with the school counselor are encouraged to ensure that students are on track for high school graduation, college admissions, or vocations.

Add-Drops: Students and parents are encouraged to carefully consider course selection prior to signing up and taking courses for the school year. Course add requests must be within the first 5 days of a new semester, and approved by the instructor of the requested course.

Dropping courses creates administrative problems, impacts teacher assignments and the school's budget, therefore they are restricted. Courses offered in a given semester are based on course enrollment numbers, making drop requests problematic. Students may only request to drop a class within the first five days of a new semester, and sound rationale must be provided. Drops after are reserved for very unusual circumstances only (e.g. illness) and require a consultation with the teacher, student, parents, school counselor, and principal. A student must continue to carry a minimum of 3.5 credits per semester.

Two-Semester Course Requirement: Students who sign up for a full year course (i.e. - chemistry) are expected to complete both semesters. Exceptions will be handled on an individual basis with the teacher, school counselor, and administration. The administration has final approval. In cases where a yearlong course withdrawal is approved, a "W" (withdrawal) designation will appear on the student's transcript.

Physical Education Participation

A medical slip is required for a waiver from the physical education (P.E.) requirement, and is also required for a student's return to P.E. participation. The school reserves the right to require alternative programming in lieu of required participation. An individualized service plan may be written in these situations.

Grading

Teachers set grading criteria for assignments, projects, units and courses. This information is communicated directly to students and parents.

High school and middle school academic grades are available to parents through Skyward; the system student management software. Displayed grades do not necessarily reflect exact current status, rather they provide an estimation. The posting of grades may be delayed due to student or teacher absence, or when larger projects or papers are assigned. All questions about grades and grading policy should be directed to the appropriate teacher.

Final grade reports are available one week after the completion of each grading quarter and semester. An email will be sent to parents to alert them when final grade reports are ready for parent viewing. Generally report card grades may not be changed unless there has been an error in calculating the grade.

Procedures to Resolve Grade Disputes

Parents and students must follow administrative recourse in cases of grade disputes. In the case a grade dispute is not resolved between the teacher and student, or teacher and parent; the parent shall present his/her concern in writing to the school principal within 1 month (within 10 school days for high school) following the issuance of the grade. The letter shall include a description of communications with the teacher to resolve the concern. Grade disputes presented after 1 month of issuance (10 school days for high school) will not be processed. The principal has the authority to investigate grade disputes and set resolutions.

Recordkeeping Procedures

All student academic records are maintained in Skyward, the student management program for Newman Catholic Schools. Copies of quarterly and or semester grade reports are included in a student's cumulative file. High school semester grades are included on the student's official transcript. Parchment is the electronic transcript service used by Newman Catholic High School.

Standardized Assessments:

NCS will administer skill based, AP and college readiness testing. Additionally, state and diocesan required testing is administered throughout the year.

Middle School

- **Wisconsin Forward Exam:** English Language Arts and Mathematics assessments in the spring for grades 6-8. Science & Social Studies in the spring for grade 8.
- **Diocese of La Crosse Faith Literacy Test:** Administered to students in grades 8.
- **Star Testing:** Early Literacy or Reading and STAR Mathematics assessments are administered to students grades 6-8 three times per year. More frequent testing may be required to assess student progress.

High School

- **ACT and SAT:** Students planning to attend an institution of higher education (university, college, or technical school) should plan on taking the ACT and/or the SAT. Students that are part of the Wisconsin Parental Choice Program are required to take this assessment (unless a written request is made by a parent to excuse their child from the testing), and the Wisconsin Department of Public Instruction pays the assessment cost for these students; there is no cost to the WPCP family. For all other junior students, the test is optional, and parents will be notified of the cost.
- **ACT Aspire:** Spring for 9th and 10th grade.
- **Diocese of La Crosse Faith Literacy Test:** Administered to students in Grade 11.
- **Diocese of LaCrosse Essay:** Administered to students in Grade 12.
- **PSAT-NMSQT Achievement Test:** (National Merit Qualifier) - Optional

Student Support

Support for all students at the middle school and high school level is provided first and foremost by the student's primary teachers. The school interventionist or counselor may provide consultation to classroom teachers, in an effort to develop classroom strategies for student skill acquisition. In some cases, students may be referred for additional help and support services.

The Student Assistance Team (SAT) identifies students that are having academic difficulties, offers possible support solutions for individuals, and recommends strategies, for students, parents and teachers to help students achieve success. When applicable, the team will work with local public school districts or other outside agencies, to help parents correctly assess their child's needs.

If the student does not qualify for an IEP, or other services, accommodations may still be made by individual teachers or as prescribed by the SAT. The team, in consultation with primary teachers, determines what supports Newman Catholic is capable of providing. If the student qualifies for an

Individualized Education Plan (IEP), an Individualized Service Plan (ISP) will be developed. The ISP is an academic plan, and will outline the type and level of support, modifications or accommodations Newman Catholic is able to offer. In some cases and with some disabilities, the school may be unable to offer the necessary academic or emotional support, or accommodations to benefit the student.

The overarching goal of all accommodations and intervention measures at the middle and high school; is to teach students to advocate for themselves, acquire appropriate skills to adapt to academic challenges, and to develop life-long strategies to overcome barriers to their own success.



Academic Integrity and Honesty Expectations

Plagiarism or Other Forms of Academic Dishonesty

NCS believes academic integrity and honesty is integral to learning and expects all students to conduct their academic studies to reflect these values. Academic dishonesty which includes—but is not limited to—plagiarism, fabrication, deception, cheating, sabotage, or other academic misconduct is not allowed because it impedes student learning and does not support our Catholic gospel values of respect, honesty, justice, honor, hard work, etc.

NCS values collaborative learning as an important part of the educational process and a lifelong skill. Collaborative learning involves talking about academic work in a meaningful way that constructs knowledge for all parties involved and properly acknowledges the contributions of all sources. Students are cautioned to use care in the collaborative process and acknowledge actions or behaviors that may inadvertently contribute to acts of academic dishonesty. Allowing another student to view homework assignments, essays, or other material that will be or has been graded may position the student and the other party to be questioned regarding this policy.

Any actions and/or decisions leading to or contributing to academic dishonesty are serious offenses and are subject to penalty. In cases where more than one student is involved (a contributor and receiver of information), all parties are subject to the consequences set forth in this policy.

Newman's Commitment

Students will receive grade appropriate instruction regarding construction and proper use of citations. As students grow and learn about academic integrity, the failure to acknowledge or understand one's role in acts of academic dishonesty is by itself not a sound argument. From the beginning of 9th grade, students receive extensive instruction regarding this topic and are expected to act in a manner that supports academic honesty and integrity.

Teachers Are Expected To:

- Assume responsibility to instruct all students in practices that support honest and authentic academic work.
- Provide direct instruction and/or review of the NC plagiarism and academic honesty policies.
- Carefully consider and investigate situations where there is a suspicion that academic integrity has been violated, maintain confidentiality throughout the process.
- Show respect for the student throughout an investigative process with regard to this policy.
- Report all suspected violations immediately to the principal or delegated authority before contacting the student or parent and/or implementing consequences.
- Update the student counselor and principal throughout the process.
- Allow the student an opportunity to be heard and listen to all students involved before making a final recommendation to the principal.
- Contact parent or guardian as directed by the principal.

Students Are Expected To:

- Learn and follow the academic integrity and honesty policy.
- Consult with their teacher if unsure of how to properly present academic work.
- Be honest in all explanations of work procedures.
- Accept consequences if/when the school determines a violation has occurred.

Parents Are Expected To:

- Be familiar with standards and expectations regarding academic integrity and honesty.
- Discuss and review the standards at home with their students.
- Support teacher and administrative consequences when academic wrongdoing occurs.
- Follow administrative recourse when not in agreement to the resolution

Examples of Academic Dishonesty Include—but are not limited to:

- Plagiarism, fabricating, or omitting citations.
- Failure to properly acknowledge or cite sources, falsification of a source.
- Using direct quotes or paraphrased content from sources and representing it as one's own work.
- Copying the work of others when the test/ assignment/project is to be completed as an individual.
- Passing answers of work or tests to other students when not authorized to do so.
- Giving another student one's independent work without any regard for the collaborative

- process and/or not being authorized by the teacher to do so (any action that willfully contributes to cheating by another student).
- Using translation or transcription services when not authorized by the teacher.
- Impersonating parents or other authority through forged signatures, emails, etc.
- Turning in previously completed/graded work from a different course and representing it as first-time work.
- Distributing answers to a test, assignment, etc. to others.
- Using non-authorized technological or mobile devices during a test, etc.

Consequences for Grades 6-8

Teachers will assess each situation in consultation with school administration. Teachers may be allowed discretion regarding make-up work and allowance of partial credit depending on the grade of student and circumstances of the situation as determined in consultation with school administration. Parents will be informed of all student violations with regard to this policy.

Teachers will assign consequences based on individual situations. Students may be allowed an opportunity to make up work for partial credit at the teacher's discretion. The school will also assign conduct points as a consequence. Parents and students are to follow administrative recourse to appeal disciplinary consequences.

Consequences for Grades 9-12

Records of offenses relating to academic dishonesty are cumulative and follow a student's record throughout their entire time at Newman. While each incident is investigated and reviewed on a case by case basis, when a teacher or school-led investigation determines a violation of academic honesty has taken place, the following consequences can be implemented:

1st Offense

- Grade of Zero (0) for the assignment, project, test, etc.
- If a group project, all members receive a zero.
- No allowance for an alternative assignment, test, etc.
- Documentation of incident and consequence in the student file.
- Detention and notification to parents.

2nd Offense

- Follow all consequences for 1st offense.
- Possible loss of eligibility for scholarships, & NHS membership if applicable.
- Valedictorian, Newman "N" Award, and other awards based on character.
- Loss of leadership positions in school clubs, class officers, and athletics.
- Documentation of incident and consequence in the student file.
- Mandatory administrative meeting to discuss situation and plan for future success

3rd or Higher Offense

- Follow previous consequences
- Suspension or dismissal from NCS.

Parents and students are to follow administrative recourse to appeal consequences.

Awards & Scholarships

Awards

Awards are presented to students from a variety of area organizations and the school. Awards may require student participation, an application, and/or faculty recommendation. Each organization and the school sets the selection criteria. Awards may be denied based on student performance.

Honor Roll

The Newman Catholic honor roll recognizes students for their academic achievement. Students receiving any failing grade, in poor behavioral standing or on any type of probation, are ineligible for recognition.

Middle School academic honor roll is determined at the end of each grading quarter. Students who have maintained honor roll status throughout middle school are recognized at the middle school awards ceremony.

- Highest Honors – 4.0
- Honors – 3.50 - 3.99

High School academic honor roll is determined 2 times per year, at the conclusion of each semester. The criterion for earning an **academic letter** and/or pin is based on a GPA of 3.50 or higher for the current year. Recognition is in the fall of the following year.

- Highest Honors – 3.75 - 4.0
- High Honors – 3.50 - 3.74
- Honors – 3.25 - 3.49

Honoring Excellence Award

Marathon County acknowledges the top two students from the graduating class. In order to be eligible, seniors need to have attended as a full time student for the previous three full consecutive semesters (fall & spring junior year, and fall senior year).

- Selection of Marathon Honoring Excellence Students:
 - o Grade point average is the primary criterion used for selecting the student honorees. Grade point average for this award is calculated at the end of the fall semester of senior year and may include transfer credits obtained prior to the fall of the junior year. The GPA shall be based on a 4.0 scale and is calculated to the thousandth decimal place.
 - o In the event that three or more students have identical GPAs, the two students with the highest number of AP courses shall break the tie. In the event that the number of AP courses does not resolve the tie, the two students with the highest composite scores on the American College Testing (ACT) shall break the tie. In the event that a tie remains, the total number of core credits taken through the end of the seventh semester at Newman Catholic; (Religion, Math, Science, English, Foreign Language, and Social Studies.) shall break the tie and be selected as the Marathon County honorees.

National Honor Society

The National Honor Society (NHS) recognizes high school students that meet high academic standards, and is open to qualifying sophomores through seniors who have been invited to apply. NCHS conducts a spring application process for sophomores, students that are not accepted on the first application are encouraged to reapply the following year. Students are informed by letter if they are accepted or not. Questions regarding this program should be directed to the NHS advisors.

Valedictorian

Students must be in attendance at NCHS during their 6th, 7th, and 8th semester in order to be considered eligible for Valedictorian. The Valedictorian is determined after the completion of third quarter and after an evaluation of transcripts based on factors of grade point average (GPA), number and rigor of credits earned, and ACT if necessary. There may be multiple students named to the honor. A student's discipline record, however, may also be considered at the discretion of the administration.

Scholarships

Returning Students: Newman Catholic Schools, local parishes, and other organizations offer certain scholarships to returning students generally at the end of 8th grade. Some scholarship opportunities exist for returning families of other grade levels and the school will alert families of application deadlines and processes. Interested students and parents must complete applications by the required date and must have the upcoming year's registration materials and fees on file with NCS.

Senior Scholarships: Responsibility for all scholarship applications lies with the student and/or parent. Families are encouraged to begin investigating college scholarships at least one year in advance of graduation. The guidance office will make students and parents aware of scholarship opportunities. Some college level scholarships are distributed directly by Newman. Interested seniors must complete applications by the required date. The NCS Development Office assists graduates and families with the process of issuing the actual award. Depending on the award, payments may be directed to the student's college or to the student and most require proof of college enrollment prior to payment.

Wisconsin Academic Excellence Scholarship

The Wisconsin Academic Excellence Scholarship is awarded to a graduating senior with the highest GPA, calculated after the seventh semester, with plans to enroll in a state based university or college. To be eligible, the student must be enrolled full-time at Newman Catholic High School for the previous three full consecutive semesters. The determination of a student's grade point average shall be measured on a 4.0 scale to the thousandth decimal point.

NCHS established the following additional criteria as part of the identification process:

- A student written notice of intent to enroll in a state based university, four-year college, or technical college signed by the student, parent and school counselor is required.

If a "tie" situation based on GPA should occur in the selection process, to designate the school's

WAE Scholar additional criteria will be applied, including, but not limited to the following:

- Number of Advanced Placement courses successfully completed for credit.
- The higher composite score on the American College Testing (ACT).
- Number of and academic quality of credits earned at NCHS.
- Essay request to be judged by a faculty committee of three.

An appeal to the decision must be filed in writing with the building principal no later than ten (10) days following the selection date established by state statute. For additional details talk to the school guidance counselor.

Section V: Attendance

According to Wisconsin Law, parents are required to have students between the ages of five (5) and eighteen (18) attend school on a regular basis.

Regular attendance at school is mandated by the state (Wis. s.s. 118.15.118.16). Therefore, absence from a class should not occur without serious reason. It is the right of the school to determine what an acceptable excuse for absence and tardiness is. A parent is not allowed by state statute to excuse a student more than 10 times per year without documentation from a doctor or medical professional (118.15.3.c)

Parent and Student Responsibilities

A parent/guardian should call the school office between 7:00 and 8:30 a.m. each day a student is absent. The call should include the student's name, reason for absence, and parent/guardian's name (caller). Only parents/guardians may make this call. The student will be responsible and accountable for the absence by making up missed work during the absence. Parents/students will be asked every time to provide a doctor/nurse note if missing class for an appointment. Per state statute, a parent may only excuse a child 10 times over the course of a semester.

The School Day

The school day officially begins at 7:35 a.m. and ends at 2:48 p.m. The students are expected to be in their assigned location by 7:35 a.m. Prayer and announcements take place on a daily basis. Daily schedule changes will be made available to students and parents. Newman currently operates on a nine period day including a Community Meeting or Mass, plus a lunch break.

Tardy to School

Tardies to school will be managed by the principal. When a student is tardy to school, the student must sign in at the main office. Detention(s) are generally assigned after a third tardy. Excessive tardies will result in detentions and other consequences issued by the principal. Chronic tardiness may be referred to local law enforcement for a truancy citation.

Students must report to school before 11:00 a.m. in order to be eligible for after-school sports and activities. Even with a parent excuse, students will still be ineligible. The only exception to this rule would be with medical documentation.

Tardy to Class: A student is tardy if she/he is not present in the room and ready for class. Each teacher is expected to outline their tardy policy in a syllabus for the course. Teachers are responsible for tracking tardies for their classes. Generally a detention is issued after the third tardy, if the problem persists the teacher will refer the student to the principal for additional consequences.

Tardy to School Assemblies, Mass, or Advisory Time: Students must be seated in their appropriate place when the meeting/assembly begins. Frequent tardiness will result in detentions being assigned by the principal.

In keeping with WI attendance law, parents and students are **advised** to plan vacations, family trips, college visits, and other job shadowing appointments, and medical/dental appointments, around the school calendar and around the school's daily calendar.

IMPORTANT NOTICE: The Wisconsin state statute for mandatory attendance applies to all unexcused absences. According to WI law, the power to deem an absence as excused or unexcused lies with the school and does not lie with the parent, guardian, or student. The school administrator has the legal authority to determine if an absence is excused or unexcused. Therefore, vacations, family trips of any length, college visits, and other absences – planned or unplanned - including various medical and dental appointments may be deemed **unexcused** by the school administrator.

Excused Absences

It is important that a student not be absent from school, unless absolutely necessary. Medical and dental appointments, when possible, are to be scheduled for non-school hours. The office needs to be notified in writing (or email) concerning the pick-up and return times. The child will be marked absent for the time gone. It is requested that the child bring back a doctor appointment slip after the appointment. This will change the absence from a parent requested absence to a medical absence in Skyward.

Sign In and Out

If a student must leave school for an appointment and has parental approval, the student must sign out in the student services office once school has begun, even if a student is 18. NCS recommends that appointments, special family situations, and other extenuating circumstances be taken care of during vacation times in order for students to maintain good academic consistency.

Extended Absences/Pre-Arranged Absences: In the case of extended absences, the school is to receive a written notification one-week prior to the time the child will be out of school. The student is responsible for filling out an anticipated absence form. The school takes no responsibility for students falling behind in their work because of family vacations during the school year. Teachers are not under obligation to give out work ahead of time. Teachers are to give students missing work upon return and allow a reasonable amount of time to complete missing work. Not all school work may be made up, in which case, an alternative assignment may be provided.

Homework Expectations for Extended Excused Absences: It is the responsibility of the individual student to get assignments and to make up work that is missed because of absence from school. For excused absences less than three days in length, the student is responsible to contact the teacher to get work when they return. The child will be given one day for each day they were absent to complete the work. For absences of more than three days, the teacher will provide ongoing homework for the child during the extended absences. Parents would be able to pick up extended homework from the school office as needed.

Unexcused Absences or Truancy

General Definitions: According to Wisconsin Statute 118.16 for compulsory Attendance, *the school is the authority that excuses or not excuses any absence for all or part of any school day.* Even if the parent grants permission to their student to be absent, a written parental excuse which clearly states the reason for the absence must be presented by the parent. This note is considered as a request from the parent asking the school to excuse the absence. The school may request additional information from the parent which is used to deem an absence as excused or unexcused. NCS will deem an absence as **UNEXCUSED OR TRUANT** in a variety of situations but is not limited to those listed below:

- Chronic or repeated absences or tardies at the start of the day or the start of any class
- Repeated absences for medical reasons without appropriate medical documentation
- Absences in which any of the above stated Newman procedures are not properly followed
- Any excessive absence without a valid excuse
- Absence due to school disciplinary action
- Family vacations, family trips, visiting relatives, college visits, etc.
- Non-school related sporting events, concerts, etc.

Students defined as “Habitual Truant” by Wisconsin law will be subject to disciplinary action by school and local authorities. ***“Habitual Truant” means a pupil has been absent from school without an acceptable excuse for all or part of five (5) or more days on which school is held during a school semester.***

Disciplinary actions include but are not limited to:

- A letter to parents relating to the school attendance concern.
- Mandatory conference with parent/guardian and student to determine attendance action plan.
- Implementation of the school disciplinary code including conduct points or other building disciplinary model, detentions, suspensions, etc.
- Failure to correct the problem after the above interventions have been applied may result in:
 - Referral to local authorities.
 - Termination or expulsion from the school.
 - Students arriving late due to public school district sponsored transportation will be excused. Students arriving late due to private transportation will be unexcused in most cases.

Section VI: Middle School

Middle School Homeroom Placement

Students are assigned to a specific homeroom based on a variety of factors: ratio of boys to girls, course/elective selections, teacher recommendations, overall size of the grade/homeroom, etc. Parents are informed of homeroom placements prior to the start of the school year. Homeroom change requests are highly discouraged once the placements are communicated. Homeroom changes at any time are subject to administrative approval.

Meaningful After School Study Hall

Meaningful After School Study Hall (M.A.S.H.) provides middle students with study time to complete late work or receive extra help from teachers. M.A.S.H. is held after school on most Tuesdays and Thursdays, 2:45-3:30 p.m. Generally teachers work with individuals or small groups of students during M.A.S.H. times. Students become involved in the program in three ways:

Voluntary attendance: Students pick up M.A.S.H. referral forms from their teacher and return it with a parent signature at least one day in advance.

Recommended attendance: Teachers will recommend students to M.A.S.H. for extra help or to complete late work. Teachers will give M.A.S.H. forms to these students.

Academic probation: Students placed on Academic Probation are automatically recommended to attend M.A.S.H. Students are responsible to pick up M.A.S.H. forms in this case. The school does not place a consequence on students who are recommended to attend M.A.S.H. and do not do so. Choosing not to attend M.A.S.H. after a recommendation is made will make further academic success difficult to achieve. M.A.S.H. is not intended to be a punishment.

Parental Involvement Requirement: Parents will be notified if their child is referred to attend M.A.S.H. Parents must provide transportation home at 3:30p.m. Parents must sign the M.A.S.H. form, giving permission for their student to stay after school. Parents are asked to make every effort to support teacher recommendations.

Student Responsibilities: Students who wish to attend M.A.S.H. on a voluntary basis or in cases of academic probation must contact their teacher at least a day in advance to receive the necessary M.A.S.H. form.

MS Cardinal Points Program

Our behavior incentive program has been developed to expect and encourage our students to be the best they can be! **Cardinal Points** is one unified program of classroom management for all grade levels in our middle school. We are confident the consistency of this program throughout your child's middle school years is a great teaching tool that creates discipline and responsibility for our students. We want

to continue to set high standards for your child and follow through on the wonderful set of values and morals you as parents have already instilled in your son or daughter. Cardinal Points will reinforce positive actions and attitudes in our students.

How It Works

Individual as well as class progress will be monitored on Class Dojo. Class Dojo is a digital sharing platform that allows teachers to document student progress and will chart positive/negative points earned during the school day through its educational technology. Teachers, students, and parents will be able to access behavior/disciplinary content in order to track individual students on both appropriate expectations and inappropriate infractions.

All students begin the school year with zero points. Positive and negative points will accumulate as they occur and be kept in their Class Dojo account. The negative points will reset six times throughout the school year. Positive points accumulated will be redeemed six times throughout the school year for both class and individual rewards. The homeroom teachers will contact parents before consequences are enforced (such as a loss of recess or detention). The principal will contact parents when detentions and/or suspensions need to be served. Students will be notified every time they gain point(s) and will have accessibility through Class Dojo to check whenever they want.

Expectations For Gaining Positive Points

This list of expectations is general and not limited to the items below. Commonly accepted behaviors of civility and good manners are expected. Positive points will be awarded as students do exemplary behavior in areas of respect, responsibility, helpfulness, kindness, and good morals.

- Be respectful, reverent, and responsible.
- Follow all school rules and act as a leader.
- Come to class prepared with assignments completed, all necessary materials,
- Participate in class.
- Arrive at class on time and with a positive attitude.
- Display attentive listening skills during teacher instruction time.
- Acknowledge and include fellow students in conversation in the hallway, classroom, lunchroom, and playground.
- Display good communication with teachers.
- Cleanup work space and lunch area – leave it better than before.
- Be considerate to all people in our school community.
- Study, review, and work hard with energy and enthusiasm.
- Accept responsibility for one's behavior at school.

Accumulation of Negative Points

The following list is not intended to cover all possible infractions but is meant to give students and parents a guideline to follow. Negative points are assigned as a consequence for inappropriate behavior and choices. Negative points are determined and issued by teachers or the principal based on circumstances, frequency or repetitiveness of behavior, seriousness of offense, and other factors.

Minor Infractions (1 negative point given):

- Inappropriate language.
- Misconduct or disrespect of a classmate, teacher, or staff member.
- Disrespect for classroom or school property.
- Leaving personal items in areas other than desk/locker.

- Being in an unsupervised or unauthorized area of the school.
- Misconduct during assemblies, Church, guest speakers, etc.
- Gum Chewing.
- Dress code violation.
- Lying to any member of the school staff.

Major/Serious Infractions (2+ negative points given):

Inappropriate use of cell phones or other personal devices.

Stealing of other's personal property.

Cheating, plagiarism, or copying others' work and passing it as your own.

Fighting.

Bullying and harassment – physical, verbal, psychological, cyber, racial, or sexual.

Threatening with intent to do harm.

Vandalism.

Consequences

As negative points accumulate the students are issued consequences. Parents will be informed when this occurs by teachers and/or the principal. The negative points will be recorded in Class Dojo by teachers and reported to the principal when necessary. The negative points will start over at zero at six specifically designated times throughout the school year.

Loss of Recess (Parent notification by homeroom teacher). Issued at 3 Points.

Detention (Parent notification by the principal). Issued at 5 Points.

Loss of Recess (Parent notification by homeroom teacher). Issued at 8 Points.

Detention (Parent notification by the principal). Issued at 10 Points.

Loss of Recess (Parent notification by homeroom teacher). Issued at 13 Points.

Detention (Parent notification by the principal). Issued at 15 Points.

Students lose recesses at 3, 8, 13 points and receiving detentions at 5, 10, 15 points with parent notification coming from the homeroom teacher when recess is lost and from the principal when a detention is issued.

Serious offenses, including blatant or continued disrespect for rules, will be granted higher consequences including but not limited to suspensions, referral to legal authorities, termination from the school, etc.

Rewards:

Throughout the school year, the whole class and individual students will be able to earn rewards through their ability to demonstrate appropriate school behavior and accumulate positive points. Individual and class rewards will happen approximately six times a school year.

Individual rewards will include going to our Dojo Reimbursement Store where students will be able to redeem their positive earned points for drinks, chips, candy, school supplies, and school coupons.

Class rewards will include tech time, comfy days, gum-chewing opportunities, and movie times.

Section VII: Conduct and Discipline

Disciplinary Approach

No list of rules or norms can cover every conceivable situation; therefore, the implicit standard of conduct to which we call our students represents the exercise of common sense, mature judgment, and the acceptance of responsibility for one's actions. Though the school principal has the overall authority of matters regarding discipline. All teachers, aides, cooks, custodians, secretaries, coaches, and other staff have authority to enforce school rules and policies.

There is an expectation that our students will treat all people with respect and courtesy and will exercise the Cardinal Traits beyond the school day and school building. Therefore, when Newman Catholic students represent the school off school grounds, all behavioral expectations follow. Examples would include but are not limited to field trips, attending an away sporting contest, or riding the bus.

The handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) that violates the moral norms of the Catholic Church, the norms set out explicitly in this handbook and even those not specified in this handbook. Violations and consequences will be enforced on a case-by-case basis, taking into account the nature and severity of the infraction and the individual's infraction history. In all disciplinary policies, procedures and actions, the principal is the final arbiter. Parents and students are to follow administrative recourse to appeal disciplinary consequences.

Disciplinary Measures

In addition to the school's rules, individual teachers may have rules specific to their classrooms. The initial and most corrective action(s) will occur in the classroom setting between teacher and student. Situations that repeatedly interfere with classroom management and the learning environment will be referred to the administration.

Some of the approved disciplinary measures include, but are not limited to:

- Detention
- Removal from class
- Denial of privileges
- Loss of cell phone during the day
- Conference with the student and family
- Behavioral contract
- Assignment of special tasks
- Suspension
- Denial of re-enrollment
- Expulsion

Persistent Disciplinary Problems

All students have the right to learn in the classroom, and teachers have the responsibility to teach. Repeated or severe disregard for classroom or school rules and regulations, as evidenced by persistent disruption, disrespect or extreme or excessive incidents can result in long-term suspension, removal from a class, loss of credit, or recommendation for expulsion

Dismissal from Class

If a student is dismissed from a classroom for disciplinary reasons, the student is to report to the principal. An administrator will meet with the student and teacher to determine the situation. The student will receive a detention for the classroom dismissal. The parent/ guardian will be notified of the situation and detention.

Detention

Disciplinary measures are issued for infractions of the Student/Parent Handbook, as well as for behavior and choices that do not align with the academic and spiritual goals of Newman Catholic High School or general classroom expectations.

Detention is time served for infractions. There are two types of detentions:

1. **Community Time Detention** - Typically assigned for minor infractions such as dress code violations, cell phone misuse, inappropriate language, tardiness to class, etc. Community Time Detention is held from 11:28 a.m. to 11:58 a.m. on Monday, Tuesday, Thursday, and Friday.
2. **Administrative/Faculty Assigned Detention** is for more serious infractions. The student serves the detention after school from 3:00-3:30 with the person issuing the detention or in the Principals office, within two days from when the detention was assigned.

Students must be on time and in dress code for detention. Students, who are unable to attend detention at the designated time, as documented in writing by the parent/guardian may, at the sole discretion of the administration, serve their detention at another day and time. This will be permitted only in cases of severe hardship or extraordinary circumstances. Parents and students are notified by the issuing teacher or the administration, at least one day prior to when the detention will be served. If a student has a practice on the day of the detention, he/she can join practice only after the detention is served. Failure to serve a detention can lead to further consequences being issued.

Disciplinary Probation

Is a special status and period of time imposed by the school administration in which the student must fulfill specific stipulations set forth at the beginning of the probationary period. Students may be placed on disciplinary probation if they have violated school policy, violated school rules, or demonstrated any inappropriate behavior for which the administration warrants probation. Students and parents will meet with the administration to develop a plan of action for improved behavior. During probation, a student may have privileges revoked, be suspended from an elected position, and be prohibited from attending school events. Probation may also affect athletic and club participation eligibility. Students who do not show a noticeable improvement in attitude and behavior during the assigned probation time could be subject to suspension, loss of credit or expulsion.

Suspension

Is a special condition when the student is removed from the general school population, and is prohibited from attending classes or certain school activities. The length of suspensions is 1 to 3 days, but serious or repeat infractions may warrant a longer period. Parents will be notified of the infraction and disciplinary action. A conference with a parent/guardian, the student, and

administration is normally required before the suspension is ended. Generally, students are ineligible to make up work on suspension days and grades of zero may be issued.

In-School Suspension (ISS): The administration may remove students from a classroom due to unacceptable or unsafe behavior, and this will be classified as an ISS. During an in-school suspension, a student must report to the school for either the entire day or an assigned portion of the day. In-School Suspensions at the middle and high school levels may be assigned on non-student attendance days. Students are assigned to a specific location to serve the ISS and are expected to remain there. Students will have lunch at a designated place and are permitted periodic restroom breaks. Students serving an ISS are ineligible for athletic practices or other school events scheduled on the day of the ISS.

Out-of-School Suspension: During an out-of-school suspension, a student is not permitted to attend school nor any school functions. All daily work and scheduled tests will be graded as zero. A parent conference is required before re-admittance to the school program.

Dismissal

Per DSP 5115, Dismissal, is the termination of a pupil as a student from the school for less than permanently (indefinite or for a given term).

Re-enrollment after Dismissal: Any student who has been dismissed in accordance with the provisions of NCS's discipline policies/procedures may request re-admittance to NCS for the following school year. If such a request is made, the student will be required to display evidence of a change of attitude/behavior consistent with the expectations of all students enrolled in a Catholic school. Any student who is readmitted under this policy will be placed on a probationary status as determined by the administration. Any subsequent problems resulting in suspension will result in immediate expulsion without the privilege of re-admittance.

Expulsion

Per DSP 5508, expulsion is the termination of a pupil's enrollment as a student from the school permanently, with no opportunity for reinstatement. Only the principal in consultation with the diocese has the right to expel a student. Any student expelled may not be on school property or be present at school functions without expressed consent from the administration.

Expulsion is a very serious matter and is invoked only in extreme cases, including but not limited to; major infractions or repeated refusal to follow school rules; for engaging in illegal conduct at school or a school activity, for endangering the property, safety or health of others; for conveying any real or false threat concerning an attempt to harm others or property; for providing false information warranting an emergency response; theft; vandalism; possession of a firearm or other weapon.

Illegal Acts

For any student action involving criminal activity, proper law enforcement agencies may be contacted by the school. Students who confess to or are convicted of a criminal act, at any time or place, are subject to further disciplinary action by NCS, including expulsion.

Drugs & Alcohol

NCS complies with the policy of the Diocese of La Crosse to protect students from the dangers of drugs and alcohol and to provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol. The school will inform parents of students' alcohol or drug use if it becomes aware of that information through a credible source, whether it be a school related offense or not. Drug or alcohol assessment at the parent's expense may be required as a condition for continued enrollment.

Possession, being under the influence of, or consuming alcohol and non-prescription drugs on or near school property; or in association with a school related event is strictly prohibited. In addition, alcohol and non-prescription drug use by a student, in most cases, is an illegal activity.

Students found in violation of this policy are subject to all disciplinary measures described in this handbook, including expulsion. They are further subject to codes of conduct associated with participation in athletic, extracurricular activities and clubs. Posts on social media that depict a student partaking in alcohol or drug use, can also lead to disciplinary measures and parent notification.

As school property, Newman Catholic Middle & High School reserves the right to do periodic inspections of classrooms, hallways, lockers and the parking lot. The Wausau Police Department Canine Unit is available to assist the school if called upon.

For additional information regarding alcohol and drug use, please see the policy section of this handbook. (Diocesan School Policies, DSP)

Tobacco Products

Smoking and all tobacco products are strictly prohibited on school grounds, in school zones, and at school-related activities. Students found using or are in possession of paraphernalia will be subject to disciplinary action including detentions, suspensions, and/or dismissal. Law enforcement may also be contacted to issue a municipal citation. Parents will be contacted regarding any concerns. Additional code of conduct consequences will also be enforced.

Vaping and E-Cigarettes

Vaping and the use of e-cigarettes is strictly prohibited on school grounds. Students found using or are in possession of paraphernalia will be subject to disciplinary action including detentions, suspensions, and/or dismissal. Law enforcement may also be contacted to issue a municipal citation. Parents will be contacted regarding any concerns. Additional code of conduct consequences will also be enforced.

Elastic Clause

The school administration retains the right to issue consequences for acts not specifically stated herein and to alter any penalties as deemed necessary. Furthermore, the school administration

retains the right to add/amend policies or procedures when appropriate and will provide notice of such changes to appropriate parties.

Section VII. Health & Safety

Emergency Information Forms

An emergency information form is required for each child and is to be completed at the beginning of the school year. Parents must list all adults who are allowed to pick up their child from school on the emergency card. It is important that parents inform the school if emergency information changes.

Allergies

If your child has special dietary needs due to food allergies or allergies to any particular animals, plants, etc., please contact the school office.

Medication Consent Form

The NCS Medication Form is available in the School Offices, and on the NCS website. Forms must be completed in their entirety. Please note that NCS does not have a nurse or physician at a school to administer medications. When it is necessary for a student to take medication at school, they must come to the student services office, authorized school personnel will oversee medication administration.

Non-Prescription Medications

Non-prescription medications are not dispensed unless requested by the parent in writing using the NCS medication form. All non-prescription medications must be in their original container or the original single dose package. Students are not allowed to dispense any medication to another student, nor are they allowed to keep them on their person or locker.

Prescription Medications

Submit written permission and signed instructions from the prescribing physician stating the full name of the child, the drug and dosage, hour(s) medication is to be given, and for how long it is to be given.

- Submit a written statement from the parent/guardian:
 - Authorizing school personnel to give the student the medication in the prescribed dosage; and
 - Authorizing school personnel permission to contact the physician directly, if needed.
- Any dosage or time change for administering the medication will be done only at the request of the physician when a new form is completed. Without the proper information, it may be necessary for the parent to come to school to administer the medication.
- Medications are to be brought to the school office in their original containers with the instructions on the label. If you need the same medication for use at home, ask the pharmacist to divide the medication into two labeled containers so one can be kept at home as well as one kept at school.

- Students are not allowed to keep prescription medications in a locker, desk, or on their person UNLESS AUTHORIZED BY THE PHYSICIAN, (ex: epi-pens, inhalers).
- The primary responsibility for getting medication at the designated time rests with the student.

Medical Excuses

It is the general expectation of NCS that students well enough to be in school, should be well enough to participate in school activities, including recess and physical education classes. Parents must submit a physician's excuse if the child is to be exempt from certain school activities and athletics.

Illness/Injury at School

- Emergency information is kept for each student containing up-to-date information on where to contact parents during the day. Parents who plan to be out-of-town should inform the school in advance so that proper care can be given to the student in the event of illness and/or emergency.
- Students who become ill or are injured while at school should report to the school office. Student accident/illness insurance is not provided by the school.
- The school will take appropriate steps to contact parents when their child becomes ill or is injured at school. Emergency help through 911 will be made as necessary. All expenses (i.e. medical, ambulance, etc.) related to student accident, injury or illnesses are the responsibility of the parent.
- No student will be released from school without parent or legal guardian consent. This is true even if the student has his or her own transportation at school.
- All accidents or injuries occurring at school or school-related activities are to be reported to the Principal and an accident report is to be completed immediately by the supervising school personnel for each incident.

Health Services

The Marathon County Health Department provides limited services to our schools. School communications are issued when communicable health related matters arise.

Immunizations – State immunization standards must be met. Schools monitor immunizations through the Regional Early Childhood Immunization Network (RECIN). NCS issues noncompliance notifications as required by law.

Vision/Hearing – The Marathon County Health Department, with sponsorship from the Marshfield Clinic, provides vision and hearing tests for students by parental requests, or parents may contact a private provider at their own expense if they need this type of service. Parents are notified if there are concerns. Parents are to report the results of professional exams if they have received a letter outlining a vision or hearing concern.

Health Issues Relating to Students and Student Learning – Parents are asked to please inform school officials of physical, emotional, or mental health issues related to their student in writing and in person. Examples include learning disorders, ADD, ADHD, depression, eating disorders, anxiety, chronic illness, Autism spectrum disorders, etc. The school maintains your child's confidentiality and uses this information in planning your child's educational program.

Outside Medical or Psychological Assessments – The school may require a parent to provide at their own expense an outside professional medical and/or psychological evaluation as a condition of continued enrollment.

Safety Drills

Fire, tornado, and safety drills are held in accordance with state recommendations. In cases of tornado warnings occurring at school dismissal times, the school may be directed not to release students due to risks of injury or harm.

As part of each school safety plan, lockdown drills will be practiced with students. Drills for each will help prepare both staff and students how to respond appropriately in the event of an emergency. Questions regarding drills should be directed to the school principal.

Safety Plans

NCS has in place school safety plans for each of the school buildings which cover a variety of school emergencies. In addition, each school has an individual plan which is building specific.

National Level Crisis or Disaster – In times of national crisis or disaster, the school will generally interrupt a class to inform high school and middle school students and will either keep them updated or allow them an opportunity to watch news coverage of the event. The school will have crisis counselors available for students directly affected by such an event or tragedy.

School Level Crisis or Disaster – According to the NCS Safety Response Plan, the nature of the crisis or disaster tends to dictate how communication is disseminated to parents and students. Each staff member has a unique role in times of crisis. Announcements to parents may be made through the system website, email, local media, notes home with students, or some other means that are efficient and sensitive to the nature of the situation. Specific means as to how NCS families are informed is under the direction of the NCS president or delegate. Parents are reminded that in some emergency situations, calling the school or coming in person to the school may not be possible.

Section VIII: Policy Statements

Acceptable Use Policy

All students and their parents/guardians are required to read and sign the Acceptable Use Policy appropriate to the grade level of that student. Students are not allowed to use any technology devices or the internet until that completed form is submitted to the school office.

Administrative Recourse (DSP 5901)

In the event that a student and/or parent/guardian have a grievance with any employee of the school, administrative recourse is to be followed. The following outlines the appeals process and chain of

authority to be followed in resolving differences. Reconciling grievances at the base should be the desire for all parties.

1. The student speaks directly with the teacher, coach or other staff member.
2. The parent/guardian speaks with the teacher, coach or other staff member.
3. The parent/guardian speaks with principal if applicable to a school issue or Athletic Director if applicable to an athletic issue
4. Principal
5. President
6. Pastoral Authority
7. Dean
8. Diocese

Administrative recourse is outlined in the Diocesan Policy Manual. Any grievance for administrative recourse shall be filed in writing within thirty (30) of the incident by the parent/guardian.

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the Diocesan Director of Schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

Alcohol/Drug and Tobacco Policies

“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jun 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church’s very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature” (cf. Mk 16:15) (Evangelium Vitae, Introduction, Section 3; paragraph 1).

The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to health, safety, and welfare of all pupils in our schools. Therefore the Diocese has a paramount obligation to protect its students from the dangers of drugs and alcohol.

Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

Recognizing the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

Recognizing the need to articulate strong, clear, and consistent policies and procedures in this area;

Recognizing its obligation to set the moral and ethical standards we expect from our schools and pupils, the Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all of our Diocesan schools.

The phrase “drugs and alcohol” includes, but is not limited to:

1. Illegal drugs;
2. Alcohol;

3. Illicit drugs (legal drugs used for illegal or improper purposes);
4. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol); and
5. Tobacco, Vaping, and Juling

The term “expulsion” is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term “dismissal” is:

Termination of a pupil as a student from the school less than permanently (definite or for a given term).

The term “suspension” is:

Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

Prohibitions

Category 1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Category 2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Category 3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles

Required Minimum Sanctions

1. For students who have violated Category 1 Prohibitions - immediate expulsion.
2. For students who have violated Category 2 Prohibitions - dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions - suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category. In determining within each category which sanctions to apply, at least the following factors shall be considered:

- The nature of the substance;
- The amount of the substance;
- The age of the student;
- The degree of risk posed to other students;
- The cooperation or lack of cooperation of the student; and
- The student’s prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictates. The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

Investigatory / Remedial Measures

1. The student and parents/guardians shall meet with school authorities.
2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan-approved drug and alcohol testing.
3. The student shall be suspended pending an investigation and may be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
5. The student and his/her parents/guardians shall sign a release authorizing the school to contact, speak with, and receive results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:
 - The student must provide the school with a written statement from a licensed professional certifying that the student has and is fully cooperating with treatment and that the student presents no danger to other students.
 - The student must cooperate with any and all recommended actions and conditions of his/her treatment.
 - The student must refrain from any future drug or alcohol offense.
 - The student and his parents/guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional/and or to monitor compliance with these conditions.
 - The student must cooperate with local school authorities

Reporting Requirements

The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

Consultative Requirements

Drug and alcohol offenses are serious matters. They involve complicated and at times, contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissal or expulsions.

Relationship to Other Student Conduct Codes

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement, not replace, those student conduct standards and procedures.

Bullying or Harassment

All students and staff of Catholic Schools of the Diocese of La Crosse are entitled to learn in and work in an atmosphere that is **safe** and free from bullying and harassment and to be in an environment where people are treated in a way in which Jesus would treat them. Bullying and harassment of any kind is never permitted. The NCS Employee Handbook addresses the course of action dealing with bullying or harassment of employees by other employees. The following applies to students and defines various types of harassment, but is not limited to those listed.

Students at Newman Catholic Schools will not be allowed to engage in any form of bullying or intimidation toward other students. Any individual who engages in bullying, intimidation, or instances of aggression will be subject to immediate discipline. “Bullying” is repeated and/or targeted unwanted behavior and includes, but is not limited to—striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; engaging in a course of conduct or repeatedly committing acts of intimidation which cause discomfort to or humiliate another person or which interfere with the recipient’s academic performance or wellness within Newman Catholic Schools.

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying is repeated behavior and may involve an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic such as—but not limited to—age, national origin, race, ethnicity, religion, gender, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Bullying behaviors may include, but are not limited to:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet—also known as cyber bullying)

Newman Catholic Schools strives to provide a safe, secure, and respectful learning environment for all students. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. Newman Catholic Schools will consistently and vigorously address bullying to maintain the standards of a Christian community and ensure that there is no disruption to the learning environment and learning process.

Bullying behavior is prohibited in all school buildings and grounds, vehicles and property owned, and at all school functions, activities, and at all NCS programs. Electronic evidence (pictures, calls, writings, blogs, and texts) of bullying may result in either in-school or out-of-school suspension or dismissal depending on the severity of the evidence. If done during school time, this offense will also be considered an electronic device offense and the device will

be held according to the electronic device policy in addition to the school's consequences related to behavioral matters.

The school system reserves the right to address bullying and harassment that occurs outside of these venues if it affects or is likely to affect the learning environment.

Reporting Procedures

Any school staff member or individual who observes or becomes aware of acts of bullying is required to report these acts to the principal. Students who are either a victim of bullying or are aware of bullying involving another student are encouraged to report the conduct to the principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and will be investigated. Parents reporting bullying of their child may be asked to provide a written description of the events as they perceive it. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal may take disciplinary action including—but not limited to—detention, suspension, expulsion and/or referral to law enforcement officials.

Harassment

The above recourse and procedures are also applicable to any form of harassment including but not limited to:

- o Sexual Harassment
- o Racial or Ethnic Harassment
- o Verbal Harassment
- o Harassment by Intimidation
- o Disability Harassment

Consequences for Bullying or Harassment

Bullying and harassment are in direct conflict with the teachings and values of the Catholic faith and show disrespect for human persons. The school will follow standard investigative procedures and enforce the school's discipline code accordingly.

Non-Discrimination Policy

As per Diocesan School Policy, DSP 5101: Every Catholic school in the Diocese of La Crosse respects the dignity of every individual. NCS will not discriminate on the basis of race, nationality, religion, or gender in regard to enrollment.

Retention / Acceleration Policy

As per DSP 5210, the school is responsible for the decision to retain a student or to accelerate a student to another grade or course. Exceptions to this rule are subject to administrative approval under special circumstances only. The decision to retain or to accelerate should be made only after serious reflection and evaluation and consultation with teachers, counselor, administration and parents. The school administration is responsible for making the final

decision. Students at the middle school level who have not passed a particular subject or course at the end of the year will have that reflected in their permanent record. Students at the high school level who have not passed a required subject must repeat that course.

General Technology Policies

Technology Policies including Mobile Phones, Outside Devices, School Devices, Networks, and Internet. (Content Supports DSP 6420)

Devices - Definition - cell phones, computers, games, cameras, other electronic equipment, etc.

- Students and parents have full responsibility for all personally owned devices brought to school, student trips, etc.
- The school is not responsible for damage, theft, loss, breakage, etc. for personally owned devices.
- Devices should be turned off while at school or child care, stored in a locker (high school), homeroom (middle school), school office (elementary), etc., unless authorized for use during instruction.
- No pictures or video are allowed to be taken by students while at school or school activities unless authorized by school personnel.
- Students who need to make a phone call during the school day should do so through the school office and use the school phone.
- High school students may use phones or other personal devices during activity period and lunch unless otherwise directed by staff. All use must comply with the NCS technology use policy.
- Social media communications/access should not occur during school instruction and the school's devices should not be used to conduct social media communications unless authorized by the teacher.
- Cell phones are not permitted at any time in locker rooms.

Internet Use – General Information

- The school's internet connection is regulated and contains necessary safety filters to be in compliance with the Childhood Internet Protection Act (CIPA).
- Therefore, the school is not responsible for internet content obtained through personal devices. The use of the Internet, computer equipment and instruction in computer/technology related courses in the NCS is a privilege and not a right.
- All computer and technology equipment regardless of ownership (school or personal) must be consistent with Catholic teaching, doctrine, morality and values.
- Generally, students will be granted Internet privileges after students and parents sign an Acceptable Use Agreement form and it is on file at the school.
- Restrictions may apply at each school depending on age, grade of the student and availability of equipment and resources.
- Use of the Internet for academic work, research and school projects is encouraged.
- Students are reminded to use proper citations of Internet sources.
- Translation services for the world language classes are generally not allowed unless authorized by the teacher.
- Internet use for other purposes, which would conflict with the mission of NCS or the values and morals of the Catholic Church is forbidden.

Internet use restrictions: The following is a list of things not allowed. It is not intended to be fully inclusive and other restrictions may apply as technology changes. This list applies to both school and personal devices.

- Violations of the copyright law and/or plagiarism, including, but not limited to: copyrighted software, text, graphics, music, multimedia, etc. Such action is considered theft and is a violation of Christian moral standards.
- Sending or receiving illicit or obscene materials, messages, or other information in violation of Catholic virtues.
- Accessing resources or information belonging to others. This includes, but is not limited to, passwords, e-mails, personal files, financial statements, and secure restricted Internet sites, etc. This will be considered as theft and in violation of Catholic moral standards.
- Violation of school policies and behavior standards.
- Transmission of information about the school system, school or any school personnel.
- Use of technology for personal financial or commercial gain.
- Degrading, wasting, vandalism, disrupting equipment or system and/or network performance.
- Downloading on school devices' hard drives, network, hacking, sending mass e-mail messages, or other actions that can be a negative impact, etc.
- Sending or knowingly opening viruses.
- Unauthorized video or pictures of classes, students and teachers.
- Unauthorized access to the school's network.
- Misuse of school technology equipment.
- Use of food or drink is not allowed in any school computer labs and around all technology equipment.
- Unauthorized gaming, texting, etc. on school devices.

Other Considerations and Restrictions:

- The school reserves the right to review any activity on school or personal devices used during school time.
- Use of the Internet or computer/technology equipment is restricted to school curriculum-related issues.
- Use of the Internet or computer/technology devices is subject to supervision by school personnel.
- Equipment malfunctions, or inappropriate information that appears during student use should be reported to the teacher immediately.

Personal Use: Use of the school network for personal messages including text messaging or other personal activity via the network is only allowed during the lunch period. Consequences due to violations of personal use may include, but are not limited to:

- Suspension from computer and technology privileges
- Restitution for any damages or service costs
- Loss of course credit, incomplete, and/or failing grade
- Technology violations are subject to the school's disciplinary code
- Technology violations regarding plagiarism and academic honesty are also subject to the plagiarism code.

Printers and copiers

May be available for student use with permission. Fees may be charged to cover printing costs in certain circumstances. Printing of computer generated material is subject to all of the above guidelines.

Passwords

Passwords issued to students are considered private and should be not be shared. Any attempt to gain unauthorized access to files not specifically granted to a student is a serious offense. The school disciplinary plan is in effect.

Wellness Policy

It is the belief of Newman Catholic Schools to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. Newman Catholic Schools promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The system supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our schools contribute to the basic health status of children. Improved health optimizes student performance and encourages that no child will be left behind.

Food Service Nutritional Guidelines

- The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices.
- The food service department will ensure all meals offered through the school lunch program meet and follow all U.S. Government Nutritional Standards.
- Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
- Milk will be promoted during all meals. Milk will be available to students bringing sack lunches. Milk consumption and its nutritional value will be marketed.
- Provide enough space and time for lunch in a clean, safe, enjoyable meal environment for students.
- Coordinate school food services to reinforce the messages about healthy eating and to ensure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.
- Make nutrition education available to students and parents via the school lunch calendar, newsletter and other media (email, posters).
- Nutrition guidelines for all food and beverages available on school grounds during the school day.
- Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment.
- The school system has drinking fountains available in all schools so that students can have access to water at lunch and throughout the day.
- Vending Machines/Soda Machines – The system will educate students about the nutritional value of the choices offered in the vending machines by labeling the healthier products with a sticker and by comparing the nutritional value of the choices on a poster.

- When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
- Healthy food choices or non-food items will be encouraged for school sponsored fundraising activities/rewards. Low fat/low sugar food items are recommended.
- Schools will promote awareness and education of food allergies and establish policies to prevent accidental reactions to food.
- Parents of students with food allergies are advised to provide the school with safe treats for their child. These treats can be used for birthday and other classroom celebrations. Parents should check with the school to make arrangements.

Physical Activity Guidelines

- The primary goals for the physical activity component are to provide opportunities for every student to develop the knowledge and skills for specific physical activity and to teach students the benefits of a physically active and healthy lifestyle.
- Students are given opportunities for physical activity during the school day through physical education classes and daily recess periods for elementary and middle school students.
- Students receive instruction in the five health-related components of fitness (cardio-vascular endurance, muscular endurance, muscular strength, flexibility, and body composition)
- The physical education curriculum promotes lifelong physical activity/fitness and follows the Wisconsin State Academic Standards.
- Physical education classes are taught by licensed teachers certified in physical education.
- Other school-based activities designed to promote student wellness.
- The goal is to create a total school environment that is conducive to healthy eating and being physically active.
- Students are given opportunities for physical activity through a range of after-school programs including, but not limited to, interscholastic athletics (Fun Run, sports camps).
- Schools will promote participation in physical activities offered outside of the school day.