

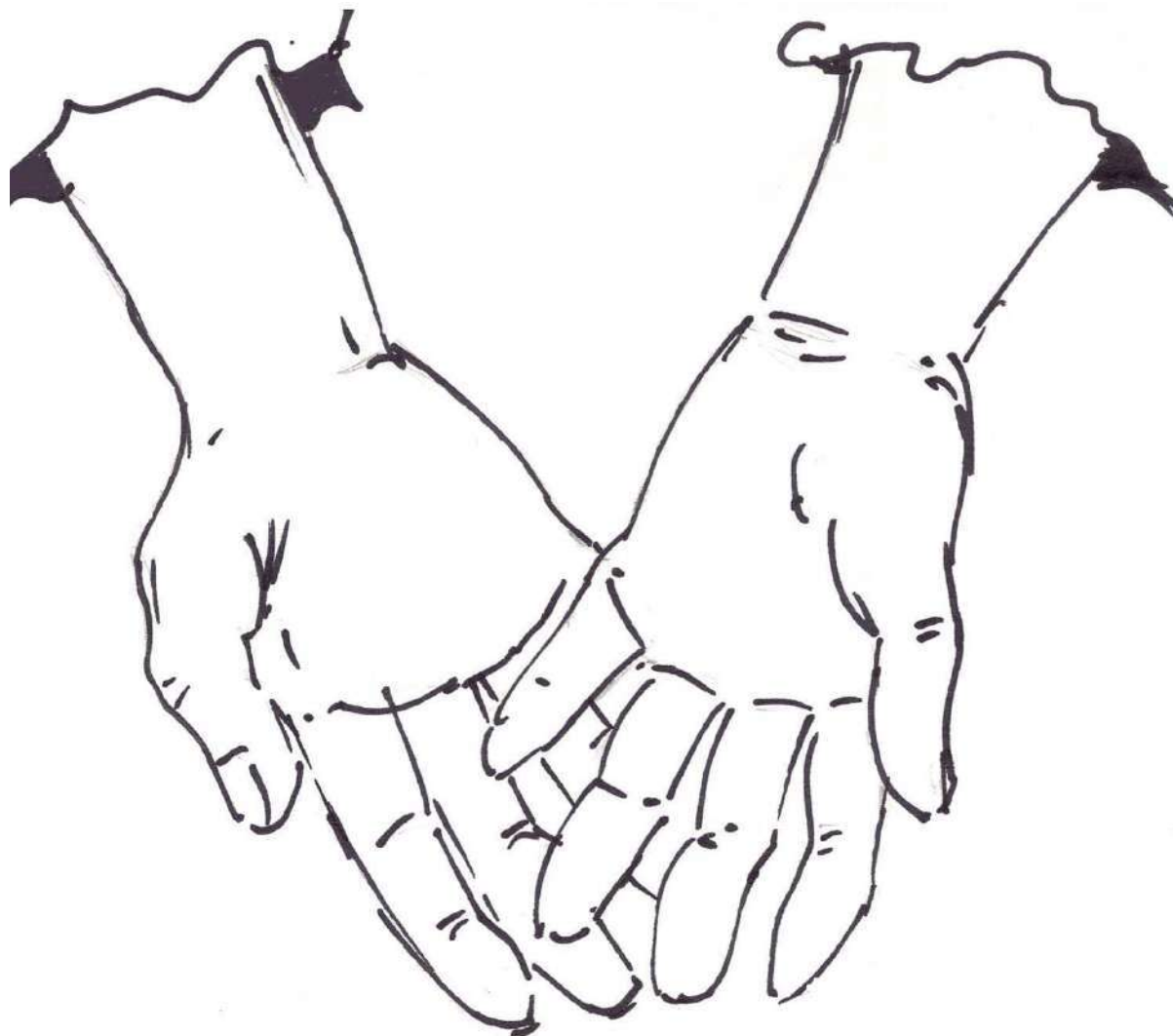
2021 – 2022



Parent-Student  
Handbook



# *We Are Mary's Hands*



*Cardinal Newman High School has been dedicated to service and kindness for over fifty years. We have brought Blessed Mary's gentle touch, her help, her protection, and her mantle of love to those less fortunate, those who are hurting, and those who need a friend.*

*"May the Virgin Mary help us to be docile to the Holy Spirit, so that we know how to respect each other and be evermore united in faith and charity, keeping our hearts open to the needs of our brothers."*

*Pope Francis May 18, 2014*

## CONTENTS

Academics and Graduation .....	22
Activities.....	85
Administration and Staff .....	15
Admissions .....	17
Athletics .....	96
Attendance .....	31
Bullying.....	56
Cheating/Academic Irregularities.....	65
Clubs .....	87
Computer/Technology Policies.....	103
Development .....	16
Discipline.....	47
Dress and Appearance .....	39
Drug/Alcohol Policy.....	63
Emergency Drills .....	114
Emergency Information/ Weather/School Closing .....	115
Finances .....	27
Food/Drink/Gum.....	50
School and College Counseling.....	73
Health Services .....	81
Home & School .....	16
Honor Code.....	65
Media Center .....	84
Mission & Vision Statements.....	10
Parking/Cars (Students) .....	68
Religious Expression .....	20
School History .....	12
Weapons/Violence .....	62

*"If then a practical end  
must be assigned to a University course,  
I say it is that of training good members of society...  
It is the education which gives a man a clear,  
conscious view of their own opinions and judgments,  
a truth in developing them, an eloquence in expressing them,  
and a force in urging them."*

*Saint John Henry Newman*

## FOREWORD

The Cardinal Newman High School Crest represents the symbolic elements of the school and therefore has great significance. The three hearts on the right side of the crest symbolize the theme “Heart Speaks to Heart” and are taken from the crest of the school’s namesake, Blessed John Henry Cardinal Newman. The left half of the crest is the shield of the Diocese of Palm Beach. The two crowns honor the two titles of Our Lady as Queen of Heaven and Star of the Sea. Florida inspires the palm frond and Atlantic Ocean symbols.



For a school to function most effectively, full understanding of the goals, policies, and procedures of the school is necessary. Parents and students are expected to be familiar with the information contained in this Handbook. By enrolling in Cardinal Newman High School, each student agrees to abide by its rules and all parents/guardians agree to support the school’s policies. Students and their parents give written agreement to this fact when they sign the C.N.H.S. Policy and Emergency Card at the beginning of the school year. These rules and expectations apply: any time a student is on campus; any time a student is participating in or attending a school connected event on or off campus; any time a student is officially representing the school; and any time a student is traveling on school-authorized transportation. In addition, the school regards any behavior detrimental to the best interests of Cardinal Newman High School by anyone in the Cardinal Newman community, whether at school or elsewhere, as sufficient grounds for a disciplinary response and/or expulsion. The school will determine when there are behaviors exhibited that are detrimental to the best interests of the school.

*The characteristic Newman spirit has always been identified with inspiring the cooperation and enthusiasm which has prevailed since the foundation of the school. This Handbook seeks to express and confirm a common ground for the further development of the extraordinary spirit of Cardinal Newman High School.*

***Saint John Henry Newman***

*Canonized October 13, 2019*



*O God our heavenly Father,  
we offer You heartfelt thanks  
for the life and holiness of John Henry Newman.*

*In him You give us an inspiring example of priest and teacher,  
devot and humble, in his labor for the salvation of souls  
and the pursuit of holiness.*

*Through his intercession, we ask You to lead us,  
by the kindly light of the Holy Spirit  
and to grant us peace and joy,  
in the one fold of the Redeemer.  
We ask this through Christ our Lord.*

*Amen.*

## **INTRODUCTION**

### *The Diocese of Palm Beach*

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference.

The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

\*\*\*\*

You, as Parent or Legal Guardian, acknowledge that you have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

**You agree to cooperate** with Cardinal Newman High School in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. You also understand that Cardinal Newman High School has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, you further understand that all of Cardinal Newman High School's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

**NOTE: All students new to Cardinal Newman High School are placed on a 90 day probationary period.**

You also hereby agree that you have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, the Use of Photos Policy, and the Diocese of Palm Beach Consent Policy.





*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. I shall be an angel of peace, a preacher of truth in my own place while not intending it – if I do but keep His commandments.

**T**herefore, I will trust Him. Whatever, wherever I am, I can never be thrown away. If I am in sickness, my sickness may serve Him; in perplexity, my perplexity may serve Him; in sorrow, my sorrow may serve Him.

**H**e knows what He is about. He may take away my friends. He may throw me among strangers. He may make me feel desolate, make my spirits sink, hide my future from me. Still, He knows what He is about.

*Saint John Henry Newman*

# Cardinal Newman High School

## VISION

To build life's champions through faith, servant leadership, academics and a strong family atmosphere.

## MISSION STATEMENT

*"The glory of God is the human person fully alive."*  
St. Irenaeus

The Mission of Cardinal Newman High School is to educate the whole person: spirit, mind, and body, and to help all students develop their God-given talents according to the gospel values of Jesus Christ.

In fulfillment of this Mission:

**We are a Catholic Christian community** in which students learn self-fulfillment through Catholic teachings, retreats, liturgical, and para-liturgical experiences.

**We are committed** to high academic standards.

**We strive** to understand the diverse needs of each student and work with each student in a caring and supportive environment, challenging the student intellectually and morally.

**We provide** religious, academic, athletic, extracurricular, and community service programs to form individuals who accept leadership and are spiritually alert, academically inquisitive, and physically sound.

***Cardinal Newman High School***  
***Alma Mater***

*Cardinal Newman, we sing  
Of the memories you bring  
As we wander through life's winding ways.*

*Riches you helped us find,  
Body, Spirit, and Mind  
That abound as we live out our days.*

*Cardinal Newman, you teach us to serve,  
To have peace in our heart for mankind  
Join in loving as God loved us first,  
Alma Mater, through Guidance Divine.*

*Lyrics by Molly Bernard  
Music by Glen Rovinelli*

## SCHOOL HISTORY

*"To live is to change, and to be perfect is to have changed often."  
John Henry Newman*

Cardinal Newman High School, Catholic school serving parishes in Palm Beach County, was originally a branch of St. Ann's Catholic School of St. Ann's Parish, the mother church of the Palm Beaches. Because of rapid population growth, the late Archbishop Coleman F. Carroll announced construction of a new high school in the isolated area known then as the "Westward Expansion." In September 1961 a core faculty of Adrian Dominican Sisters and lay men and women transferred from St. Ann's to the new, one-building Cardinal Newman High School. Priests from the Missionary Oblates of Mary Immaculate took up residence in what is now the south classroom building and a second classroom building was added within five years. Archbishop Coleman F. Carroll dedicated a new cafeteria and gymnasium in 1973. The John P. Raich Athletic Building was added in 1985, and the Crusaders Stadium was completed in 1993.

In the fall of 1997, a new classroom wing opened in the former retreat center. Both the North and South buildings underwent extensive renovations during 1998 and 1999, and the school gymnasium was equipped with new bleachers and a new floor in 2000. In 2001, new science labs and a music program were introduced. During the 2002-2003 school year, security enhancements were added to the school, including fencing and security cameras. The athletic facility renovations which began in 2003 included the addition of practice fields, and a softball diamond. A track and field complex was completed in the summer of 2006. The school cafeteria was completely renovated in 2010 and a baseball press box was added in 2011. In 2012 a new Performing Arts Studio was completed in the north building.



*Stockard Family Bridge and Emily & Joseph Partyka Elevator*

In the spring of 2014 construction began on the *Emily and Joseph Partyka Elevator and the Stockard Family Bridge* linking both floors of the north and south classroom buildings. The projects were completed and dedicated on November 1, 2014.

Over the past half century, Cardinal Newman High School has grown from being a small co-educational institution to now offer Advanced Placement (AP), Dual Enrollment, Honors, Regular, and varied other classes meeting the needs of a multitude of students. We continue to provide a college preparatory education, deeply rooted in the Catholic faith.

## **GENERAL POLICIES**

*Diocese of Palm Beach*

### **Open Admission Policy**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Cardinal Newman High School is committed to the belief that “with respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language, or religion, is to be overcome and eradicated as contrary to God’s intent.” (Vatican Council II, *Gaudium Et Spes*, No. 29).

### **Electronic Acknowledgements**

*Diocese of Palm Beach*

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

### **Use of Photos**

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child’s picture or video to be used accordingly must notify the school’s principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

**Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

### **Consent**

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

**CARDINAL NEWMAN HIGH SCHOOL  
2020-2021 STUDENT - PARENT HANDBOOK**

School	(561) 683-6266
School (FAX)	(561) 683-7307
School Counseling	(561) 683-7474
School Counseling (FAX)	(561) 249-0231
Athletics	(561) 619-7279
Development	(561) 619-7280
Office of Student Life/Attendance	(561) 619-7474
Office of Student Life (FAX)	(561) 249-0294
School Website	<a href="http://www.cardinalnewman.com">www.cardinalnewman.com</a>

**USUAL SCHOOL HOURS**

Monday thru Friday.....	8:00 a.m. - 2:12 p.m.
Homeroom/Advisory days.....	8:00 a.m. - 2:12 p.m.
No-lunch days .....	8:00 a.m.-11:20 a.m.

***For information about.....Contact***

Academic Counseling.....	Student Services / School Counseling Office
Achievement Tests.....	Student Services / School Counseling Office
Admissions.....	Admissions Office
A.P. Exams.....	Student Services / School Counseling Office
Alumni.....	Development Office
Athletics.....	Athletic Director
Attendance.....	Attendance Office
Bookstore.....	Bookstore Moderator/Business Manager
College Placement.....	College Counseling Office
Dance Information.....	Activities Director
Discipline.....	Vice Principal
Early Dismissal.....	Attendance Office
Graduation.....	Student Services / School Counseling Office
Health/Clinic Info.....	School Nurse
Home-School Association.....	Principal
Incoming Freshman Testing.....	Admissions Office
Lost and Found.....	Student Services / School Counseling Office
Placement Examinations.....	Admissions Office
Religious Activities.....	Campus Ministries
Report Cards.....	Registrar's Office
SAT Examinations.....	Student Services / School Counseling Office
School Calendar.....	Principal
Senior/Junior Prom.....	Junior Class Moderator
Student Parking.....	Student Services / School Counseling Office
Transcripts.....	Registrar's Office
Tuition and Finances.....	Business Manager

**ADMINISTRATION AND STAFF**  
**ADMINISTRATION OF CARDINAL NEWMAN HIGH SCHOOL**

Brother Thomas Zoppo ..... President  
*Chief Executive Officer of the School*  
*Supervisor of Administration      Development & Finances*

Mrs. Katie Kervi ..... Principal  
*Chief Operating Officer of the School      Academic Supervisor      Faculty Supervisor*  
*Personnel Director      Home-School Association*  
*Coordinator of School Calendar      Rental/Scheduling of Facilities*

Mr. Wesley Logsdon ..... Vice Principal Academics  
*Assistant Faculty Supervisor      Disciplinarian      Honor Code*  
*Supervisor of Student Life-Office      Attendance*

Dr. Ave Potente ..... Academic Dean  
*Assistant Faculty Supervisor      Curriculum      Scheduling*  
*Advanced Placement (AP) Administrator*

**DIRECTORS**

Ms. Theresa Fretterd ..... Special Programs Director  
 Ms. Susan Stephenson ..... Strategic Student Initiatives Director  
 Mr. Jay Lower ..... Activities Director  
 Mr. Andre Torres ..... Athletic Director  
 Sr. Judy Rimbey ..... Business Manager  
 Mr. Robert Savage ..... Plant Manager  
 Ms. Maria Degro ..... Registrar  
 Ms. Julie Carr ..... School Nurse

**SCHOOL COUNSELING**

Ms. Danielle Benvenuto ..... Director of School Counseling  
 Mrs. Christina Assal ..... Director of College Counseling  
 Ms. Carolyn Kost ..... College Counselor

**MINISTRY**

Mrs. Karen Lower ..... Campus Minister

**DEPARTMENT CHAIRPERSONS**

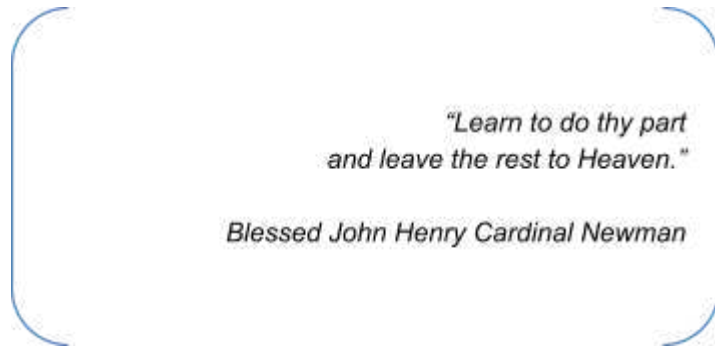
Deacon Serge Dube ..... Religion  
 Mrs. Sally Gibson and Ms. Kristine Byrne ..... English  
 Ms. Caitlin Bobsein ..... Science  
 Mrs. Susanne Escalera ..... Foreign Language  
 Ms. Helena DaSilva ..... Social Studies  
 Mrs. Patricia Smith ..... Mathematics  
 Mr. Peter Ninivaggi ..... Physical Education  
 Mr. David Bayardelle ..... Fine Arts  
 Ms. Carolyn Kost ..... Media Center  
 Mr. Javier Escalera ..... Technology  
 Ms. Laura Atkinson ..... ESE/AP Coordinator



**SCHOOL ORGANIZATIONS  
HOME AND SCHOOL ASSOCIATION**

The Home and School Association organizes various service and social programs for the parents of students. These programs provide support and assistance for the educational activities of their children and many opportunities for dedication and cooperation to develop into enduring friendships. All parents of students enrolled in Cardinal Newman High School are automatically members of the Home and School Association. There are no fees or dues for memberships.

- Dr. and Mrs. Bart Parker..... Presidents
- Mrs. Darlene O’Donnell and Mrs. Gretchen Webster..... Vice-Presidents Class of 2022
- Mrs. Kathryn Dillon & Mrs. Erin Shea..... Vice-Presidents Class of 2023
- Mrs. Kara Hodas & Mrs. Jackie Marvin..... Vice-Presidents Class of 2024
- Mrs. Capucine Hoyback, Mrs. Megan Pepin and Mrs. Renee Tarafa..... Vice-Presidents Class of 2025
- Mr. Tony Marino..... Treasurer



**DEVELOPMENT AND ADMISSIONS STAFF**

The Development Office encompasses all fund-raising activities and community relations/outreach of the school. A number of committees work under the auspices of the Development Office. Committees include the Auction Committee and the Annual Giving Committee. Parents are encouraged to volunteer for any of these committees.

- Mrs. Mary Martens ..... Director of Development
- Jennifer Jones.....Development Administrative Assistant
- Mrs. Allison Kleisley & Mrs. Debbie Montiero ..... Directors of Admissions

## ADMISSIONS

### ADMISSIONS OFFICE

(561) 683-6266, extensions 1048 & 1050

#### IMMUNIZATIONS

*Diocese of Palm Beach*

**The Diocese of Palm Beach requires that, prior attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.**

\*\*\*\*\*

#### **Freshman Year:**

The following criteria will be used as the order in which qualified (academically and behaviorally) students will be accepted as freshmen:

1. Catholic students from Catholic elementary schools
2. Students whose immediate family members attend or have graduated from Cardinal Newman
3. Catholic students from non-Catholic schools
4. Non-Catholic students from any Catholic school in the Diocese
5. Non-Catholic students recommended by minister and school

#### **All failures must be made up prior to admission.**

#### **Transfer Students:**

Any inquiry regarding transfer students should be directed to the Admissions Office. Students must provide high school transcripts, a letter of recommendation from a teacher of an academic subject and a member of administration showing the student is in good standing with the school. An interview may be required of upper-class applicants.

#### **Please note:**

**All students new to Cardinal Newman High School are placed on a 90 day probationary period.**

## LEARNING ASSISTANCE

### **SECTION 504 – POLICY STATEMENT**

*Diocese of Palm Beach*

Cardinal Newman High School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Cardinal Newman High School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: John Clarke, (561) 775-9532. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo  
Diocese of Palm Beach  
Superintendent of Schools  
9995 North Military Trail  
Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

\*\*\*\*\*

Cardinal Newman High School is not equipped to offer special education classes, 504, or IEP programs. The school offers **ACCOMMODATION PLANS** that will provide reasonable accommodations to students with **documented learning differences**. Implementation of any accommodation **requires a professional diagnostic evaluation conducted within the last three years, as well as written parental approval**.

The Critical Thinking and Study Skills class offers accommodations along with corrective and remedial strategies as well as resources and materials needed to address a range of ability levels and learning styles.

A learning specialist is available to address reading and learning issues, and to provide tutorial assistance for individuals and small groups. Students may be required to enroll in Intensive Reading and/or Intensive Math class for additional support. Every attempt is made to work with the student to the best of the school's limited ability. (*Curriculum Handbook*, Cardinal Newman High School. p.5)

### **SOCIAL SECURITY NUMBERS**

Cardinal Newman High School requests that each student provide his or her social security number. A student's social security number may be used by the school for identification purposes. This request and use is consistent with state law requirements for all public schools.

## **OPEN HOUSE**

Cardinal Newman sponsors an Open House program in order to allow prospective students and their families the opportunity to tour the school and to meet with members of the faculty and student body. Further information may be obtained by contacting the Admissions Office.

## **STUDENT VISITORS**

Non-Cardinal Newman High School students may not attend classes at Cardinal Newman High School. On rare occasions, non-Cardinal Newman High School students may be permitted to visit the campus. Please contact the Administrative office if you have any questions about student visitors. The Office of Admissions can provide further information concerning the Shadow Program for students who have applied for admission to Cardinal Newman High School.

All guests of Cardinal Newman High School must observe the behavioral expectations described in the CNHS Student/Parent Handbook.

## **TEXT MESSAGING/TELEPHONE CALLS**

*Diocese of Palm Beach*

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

## **TRANSPORTATION ARRANGEMENTS**

*Diocese of Palm Beach*

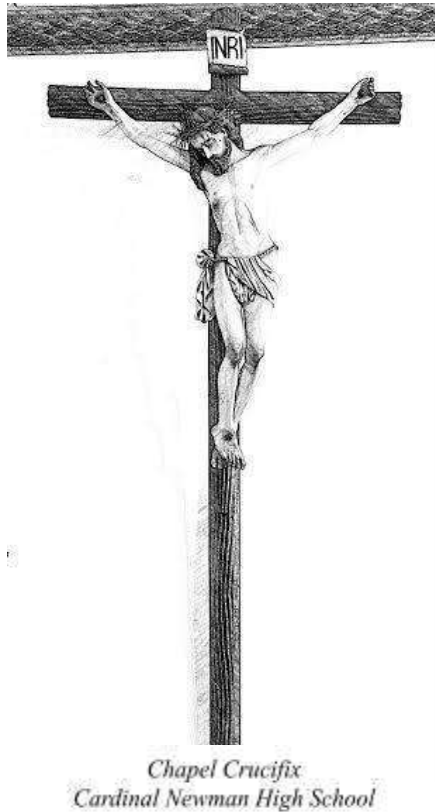
Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

## **UNDOCUMENTED STUDENTS**

*Diocese of Palm Beach*

A student's enrollment and/or graduation from school do not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## RELIGIOUS EXPRESSION



The school day officially begins with a prayer broadcast over the P.A. system. A mid-day prayer before lunch and a prayer at the end of the school day are also broadcast on the P.A. each day. Teachers begin each class with a prayer. Faculty, staff, administration, and students gather for Liturgy for significant events and Holy Days of Obligation. The freshman class celebrates an Orientation Mass at the beginning of the school year. All class retreats conclude with Mass. At least once per quarter, each Religion class celebrates Mass in the school chapel.

Reconciliation is available to all students during the annual retreat for their class. Individual religion classes visit the Chapel to pray the rosary and Stations of the Cross. An outdoor Rosary Garden is also available for praying the Rosary.

The school chapel is available for personal prayer and reflection whenever the school buildings are open. At 7:10 a.m. each weekday morning, either the Holy Sacrifice of the Mass, or Liturgy of the Word with Holy Communion, is celebrated in the school chapel. All are welcome to join us (please check the school's weekly calendar).

Adoration of the Blessed Sacrament is offered periodically throughout the school year, typically on Fridays. The Crowning of the Blessed Mother takes place during the month of May. Masses are held periodically for our various athletic teams at the coaches' requests. Campus Ministry also offers a variety of all-school assemblies featuring presentations and performances by Catholic-Christian artists or speakers.

The Cardinal Newman Youth Group meets every week during Flex. This peer-led group is open to all students seeking a deeper spiritual connection

Students with musical or vocal talent are encouraged to participate in the many opportunities available to them in the Mass Ensemble, which provides music for all liturgies. All students and instruments are welcome; participation in the school band or chorus programs is not a requirement.

Students are also welcome to serve the school community as lectors, altar servers, and Extraordinary Ministers of Holy Communion. The Campus Ministry team, the Religion Department, and Student Government, work together to address the pastoral needs of the school community. All students are invited and encouraged to participate in the work and service of Campus Ministry. Members of the Campus Ministry Team are available to speak with individual students seeking spiritual guidance. Please make appointments in the Campus Ministry Office as needed.

Cardinal Newman students also participate in “Catholic Days at the Capitol” in Tallahassee, sponsored by the Florida Conference of Catholic Bishops. This trip gives students the opportunity to meet with legislators and articulate Catholic teaching regarding pending legislation.

## RETREATS

Every student has the opportunity to participate in retreats during the school year. Campus Ministry offers freshman, sophomore, and junior class retreats during the school year. Seniors have a class retreat to help them with the transition from high school to college. **Administration feels that in keeping with the Mission of Cardinal Newman High School, participation in class retreats is vital. Therefore, attendance at class retreats is mandatory. Failure to attend will be considered an unexcused absence unless a doctor's note is provided, and may result in disciplinary actions and/or loss of privileges such as Homecoming, Prom, etc.**

Students are also invited to participate in the Emmaus Retreats offered to the junior and senior classes. These optional retreats are intended to help students recognize that God’s love is real for them, and that if they allow Christ into their hearts, the invisible becomes real and effective. Additionally, a retreat for Extraordinary Ministers of Communion, lectors, altar servers, musicians and vocalists is offered once a year for all students serving in these liturgical ministries. A Leadership Training retreat is also offered for students wishing to lead on retreats.

*“To holy people the very name of Jesus is a name to feed upon, a name to transport. His name can raise the dead and transfigure and beautify the living.”*

*Saint John Henry Newman*

## **ACADEMICS AND GRADUATION**

### **ACCREDITATION**

Cardinal Newman High School is accredited by AdvancED/Southern Association of Colleges and Secondary Schools Council on Accreditation and School Improvement (SACS CASI), the largest community of educational professionals in the world. The school also maintains membership in the National Catholic Education Association, the National Education Association, the Florida Catholic Conference, and the College Board. In addition, academic departments maintain memberships in area-related professional associations.

### **SCHOOL CALENDAR**

The School Calendar contains all pertinent information regarding dates which are important for the school year. Among these dates include such events as the beginning of the semesters, holidays, days off, etc. The School Calendar also contains information regarding dates of sporting events, parents' programs in the evening, and other events sponsored by school organizations. Of course, vacations should be planned around the School Calendar. The general School Calendar is available on the Cardinal Newman website. Any inquiries regarding the calendar may be directed to the Principal.

### **CYCLE OF DAYS**

The school week is on a seven-day cycle. Each semester begins on an "A" day. A weekly calendar is published and posted on the Cardinal Newman website.

### **CURRICULUM**

The Cardinal Newman High School course of studies has been drawn up in conformity with the school's consistent policy of promoting the greatest intellectual competence together with the highest moral character. The scope of the curriculum provides for a liberal education which meets the most stringent of college entrance requirements. Cardinal Newman High School offers challenging courses in Advanced Placement (AP), and Dual Enrollment programs that will allow a student to earn college level credit after testing.

### **CREDIT REQUIREMENTS - GRADES 9-12**

The graduation requirements at Cardinal Newman High School are based on standards of the Florida State Board of Education and the Southern Association of Colleges and Schools, policies of the Diocese of Palm Beach, and local school policy. Each year the student is required to take 14 semester units. Remediation is required for any academic failure. All failures must be remediated through the Cardinal Newman High School designated remediation program. The student's permanent record will reflect grades for all remediation classes and, in courses made up for failures, appropriate passed credit. All remediation must be completed before the start of the next school year.

## **COURSES OF STUDY**

Parents and students are asked to be aware that State of Florida universities, as well as many other colleges and universities, require two consecutive years of a foreign language for admission. If a ninth-grade student enters Cardinal Newman with a high-school credit in Foreign Language or has passed the Language Placement test, he/she is placed in the second year of that language during freshman year and then he/she will take the third year of that language during sophomore year in order to complete the school's language requirement. Cardinal Newman High School reserves the right to require a placement exam before accepting an incoming freshman's high-school credit for any class.

**For further information please refer to the 2021-2022 Curriculum Handbook, available on line.**

## **FLORIDA VIRTUAL SCHOOL**

Cardinal Newman High School students must take all required courses for graduation at Newman. However, in special circumstances a student may register for a class on Florida Virtual School with Administrative approval.. The student may have a period during the day to work on the Florida Virtual School class. Florida Virtual School registration is done through the Counseling Office.

## **EXAMINATIONS**

Semester examinations must be taken at the scheduled time. Cardinal Newman High School may excuse students from the scheduled exam time only for serious illness verified by a physician's note; death in the immediate family; or exemptions for seniors who qualify.

## **SEMESTER EXAMINATION EXEMPTIONS**

Seniors may have the privilege of being exempt from Fall and Spring semester exams only if they fulfill the following criteria:

- Maintain an "A" average in each quarter.
- Be absent or tardy for NO MORE than five class periods in the course for that semester.
- Earn the recommendation of the teacher.

Please note that class absences, whether excused or unexcused, count toward the senior exam exemption policy. The only exceptions are a death in the family or school-related absences (such as athletics, field trips, and required college interviews with prior approval and documentation).

Furthermore, a teacher may require that all students take the final exam.

Cardinal Newman reserves the right to amend the examinations exemptions at the Principal's discretion.



## GRADING AND REPORT CARDS

Courses at Cardinal Newman High School operate on a semester basis. Report cards are issued at the completion of each quarter and semester through *RenWeb*. The school reports grades using the alpha characters A, B, C, D, and F. The B, C, and D marks are further qualified with the use of a + qualifier. Although a student may receive an A, the grade of A+ is not included on the grade scale. Parents can check grades at any time on *RenWeb*.

The final course grade in each semester course is computed by weighing each quarter grade 40% and the semester exam 20%. A student will receive 0.5 credits in each class that he/she successfully completes each semester.

## GRADE POINT AVERAGE OF TRANSFER STUDENTS

In the interest of equitability, Cardinal Newman High School reserves the right to determine courses, levels, and weighting factors. **For the purpose of senior awards, including valedictorian and salutatorian, GPA and class ranking are based on records of students who have been enrolled in classes on campus at Cardinal Newman since at least the beginning of sophomore year.**

## GRADUATION

Graduation exercises, both the Baccalaureate Mass and the Commencement Exercises, are held during May. All seniors are required to participate in both the Baccalaureate Mass and Commencement Exercises. Participation in the Commencement Exercises requires participation in the Baccalaureate Mass and the Senior Retreat. Parents of seniors receive all the necessary information regarding graduation during the winter months. Further information may be obtained by contacting the Principal.

Senior activities, Prom, Baccalaureate Mass, Commencement Exercises, and related graduation activities are considered a privilege. Disruptive behavior, failure to meet graduation academic requirements, disregard of school rules/policies, and/or a poor attendance record may result in the denial of student participation in one or more of these graduation activities.

## HONOR ROLL

The Honor Roll is composed of three levels of recognition based upon achievement. *The Principal's List* is awarded to students with a grade point average of 4.0 or higher, and straight A's in all courses. *First Honors* is awarded to students with a grade point average of 3.75 or higher, with no grade below a C, no exceptions, no incompletes. *Second Honors* is awarded to students with a grade point average of 3.5 or higher, with no grade below a C, no exceptions, no incompletes. The Honor Roll is displayed prominently outside of the Central Office to recognize the outstanding achievement of its members.

## NATIONAL HONOR SOCIETY

The CARDINAL NEWMAN HIGH SCHOOL COMPONENT of the NATIONAL HONOR SOCIETY is an honorary service organization of students. Cardinal Newman High School follows the by-laws, rules and regulations created by the National Honor Society. Membership is by selection; students are invited to complete an informational form in either their sophomore, junior or senior year. Juniors and Seniors are inducted in the fall; Juniors and Sophomores are inducted in the spring. Students are selected by a Faculty Council on the basis of scholarship (GPA 3.50 or higher), leadership, character and service.

- The Faculty Council may deny a student candidate's application if they have had an Honor Code violation or are placed on Disciplinary Probation. If the student maintains the required GPA with no further academic or disciplinary irregularity, he/she may reapply for consideration after a full calendar year or when taken off of probation.
- In order to maintain active status in the National Honor Society, a member must maintain a cumulative 3.50 GPA and earn a yearly requisite number of NHS service points by participating in community and school events sponsored by the NHS. A member must also stay clear of Honor Code violations and Disciplinary Probation.
- Any current member who is involved in an Honor Code violation is subject to immediate dismissal from the National Honor Society.
- An NHS member who is put on Disciplinary Probation is also subject to immediate dismissal from the National Honor Society.
- Although membership is by selection, The Cardinal Newman High School Honor Society does function as a club in promoting scholastic achievement as well as school and community service. There are annual membership dues to help defray the cost of school activities and service provided.

## ACADEMIC PROBATION

Students will be placed on Academic Probation if in any quarter or semester they fail two or more courses and/or their quarter or semester average results in a grade point average of 1.5 or lower. After consideration by the Academic Review committee, students who fail two or more courses in any semester and/or who are on Academic Probation for two consecutive quarters may be required to withdraw from Cardinal Newman High School.

*"A great memory does not make a mind,  
any more than a dictionary  
is a piece of literature."*

*Saint John Henry Newman*

## COMMUNITY SERVICE

In keeping with the school's Mission Statement and Philosophy, all students are required to complete a minimum of 25 hours of community service each year they are enrolled. This is a requirement for graduation from Cardinal Newman High School. **Senior service hours must be completed by the beginning of November of the senior year; Junior, Sophomore and Freshmen service hours are due by the beginning of March. Failure to complete community service hours may result in the withholding of a Senior's diploma and final transcript, and may also result in detentions and the loss of certain privileges such as dances, field trips, Prom, Senior Graduation trip, exemptions from semester exams, purchasing a parking permit, etc.** Completion of community service is a requirement for a student's return to Cardinal Newman High School the following school year. **Please use the MobileServe App to log service hours.** Please refer to the Community Service page on the Cardinal Newman website for instructions on setting up your MobileServe account, and for complete, up to date information, due dates, and forms.

## COMMUNITY SERVICE

*Diocese of Palm Beach*

Community service activities are not school activities and Cardinal Newman High School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Cardinal Newman High School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

\*\*\*\*\*

*"I sought to hear the voice of God  
And climbed the topmost steeple,  
But God declared: "Go down again – I dwell among the people."*

*John Henry Newman*

**SCHOOL FINANCIAL POLICY  
2021-2022 School Year**

Cardinal Newman continues to require all families to enroll in a F.A.C.T.S. Payment Plan. Payments may be made by credit card or by withdrawals from a checking or savings account on a date that you choose. You may choose to pay annually, semi-annually or monthly. All F.A.C.T.S. payment plans begin in July. Everything is included in tuition with the exception of the Registration, Bus, International Student, and the family Activity fee for parents who do not volunteer 25 or more hours during the school year,. For the 2021-2022 school year we are introducing the availability of a \$1,000.00 sibling discount for all siblings of the oldest enrolled Crusader in the family. A written request must be given to the Business Office to receive the sibling discount.

**The tuition amount for 2021-22 will be \$14,980.00 for Affiliated Catholic Families\*  
and \$16,480.00 for Non-Affiliated Families\*\*.**

\* Affiliated Families – Student who is a practicing Catholic and a registered member of a Catholic parish in the Diocese of Palm Beach. The parish will be required to provide documentation of the family’s participation.

\*\*Non-Affiliated Families – Student who is either non Catholic or whose family is not a registered member of a Catholic parish in the Diocese of Palm Beach.

**A. TUITION PAYMENTS**

**1. ANNUAL PLAN Payment Due July 2021**

<b>Tuition</b>	<b>Affiliated Catholics*</b>	<b>Non Affiliated Families**</b>
Regular Tuition	\$14,980.00	\$16,480.00
<b>Total Annual Payment</b>	<b>\$14,980.00</b>	<b>\$16,480.00</b>

**2. SEMI-ANNUAL PLAN Payments Due July and December 2021**

<b>Tuition</b>	<b>Affiliated Catholics*</b>	<b>Non Affiliated Families**</b>
Regular Tuition – Semi-annual payment <b>Total Due in July</b>	\$7,490.00	\$8,240.00
Regular Tuition – Semi-annual payment <b>Total Due in December</b>	\$7,490.00	\$8,240.00

**3. MONTHLY PLAN Payments Due Monthly July 2021 - April 2022**

<b>Tuition</b>	<b>Affiliated Catholics*</b>	<b>Non-Affiliated Families**</b>
Regular tuition monthly amount	\$1,498.00	\$1,648.00

#### **4. F.A.C.T.S.**

If you currently have a F.A.C.T.S. payment plan, your agreement will be automatically rolled forward for the 2021-2022 school year. If you wish to change your method of payment, you will need to contact FACTS or go online to do so. To change your payment date, please contact the Cardinal Newman High School Business Office.

#### **B. OTHER FEES:**

1. **REGISTRATION FEE** – The \$525.00 registration fee is due in February. A \$100 Late fee will be assessed for registration received after the deadline which will be published at a later date.
2. **ACTIVITY FEE** - Each family is required to provide 25 or more volunteer hours between the start of school and March 15, 2022 and to record their volunteer hours in RenWeb. If a family has not fulfilled and recorded their volunteer hours, they will be sent an invoice for \$250.00 in April. There is no partial credit for any hours worked less than the required 25 hours.
3. **OPTIONAL BUS FEE** - Morning bus service is available each semester. The fee each semester is \$250.00 per student.
4. **INTERNATIONAL STUDENT I-20 FEE** - A \$325.00 fee for international students is due in July to cover the I-20 filing.

#### **C. CONDITIONS**

1. For a student to receive his/her schedule of classes, all tuition must be current, including past due amounts.
2. Parents/guardians will not be allowed to register their student(s) for the next school year if tuition is not current.
3. Any past due tuition during the school year will result in the suspension of *RenWeb* and *Canvas* privileges and the withholding of grades and transcripts.
4. Students whose tuition is not current prior to exams may not be allowed to sit for their exams and may be kept out of class.
5. Continued past due tuition may result in the following: withdrawal of the student from school and placement of the past due account with a collection agency.
6. The school does not get involved in any financial disputes among families.

**D. REFUNDS:**

1. Participation in at-home learning will not result in the suspension, reduction, or refund of tuition. In the event parents wish to withdraw their student from Cardinal Newman, the parent/guardian must complete and sign an official notice of transfer/withdrawal. Refunds will not be processed until the official notice of transfer/withdrawal has been completed. Tuition refunds will be calculated using the table below. All tuition payments in excess of the forfeited amounts below will be refunded within two (2) weeks of receipt of the official notice of transfer/withdrawal. **For students who have registered after July 31, 2021 no abatement of tuition or other fees will be allowed in the case of withdrawal during the academic year for any reason.**

Date of Withdrawal	# of Quarters Forfeited	Affiliate Catholic Forfeit	Nn-affiliated Catholic Forfeit
Anytime During the First Quarter	1	\$3,745.00	\$4,120.00
Anytime During the Second Quarter	2	\$7,490.00	\$8,240.00
Anytime During the Third Quarter	3	\$11,235.00	\$12,360.00
Anytime During the Fourth Quarter	4	\$14,980.00	\$16,480.00

2. Refunds will not be considered until the parent/guardian has signed an official notice of transfer/withdrawal.
3. Fees are non-refundable. Fees include Registration, Activity, Bus, International Student I-20, Summer Remediation and Summer programs.

**E. MISSED TUITION PAYMENTS:**

Families on the F.A.C.T.S. plan who miss a monthly payment due to insufficient funds will be automatically charged a \$30.00 missed payment fee by F.A.C.T.S. and may incur a similar penalty from their own banking institution.

**F. RETURNED CHECKS:**

1. A \$12.00 charge will be added to any bill from Cardinal Newman for all checks that are returned by the bank.
2. Cardinal Newman may not accept personal checks which have not been certified by the bank two weeks prior to exam time or graduation. Cardinal Newman reserves the right not to accept personal checks under certain circumstances.

**G. FINANCIAL AID**

1. Parents seeking Financial Assistance must complete a financial aid application in F.A.C.T.S. every year. Each year the financial aid and scholarship application process begins on January 1<sup>st</sup>.
2. Limited financial aid and scholarships are available for the 2021-2022 school year to those families who demonstrate financial need. It is necessary to complete the required application forms in F.A.C.T.S. in order to qualify for these scholarships.

3. Cardinal Newman uses F.A.C.T.S. to process its financial aid applications. Information regarding financial aid can be found on the Cardinal Newman High School website. Scroll down to the **Bulletin Board** section of the website and follow the prompts.

**All financial aid awarded is dependent on financial need, academic success, and adherence to school policy.**

**Failure to adhere to the standards of Cardinal Newman High School may result in the forfeiture of financial aid or scholarship award.**

**FINANCIAL OBLIGATIONS**

*Diocese of Pam Beach*

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

\*\*\*\*

\*\*\*

*We realize that extraordinary problems may occur in families.*

*If a problem of this nature arises which may affect tuition payment in a timely manner, you should immediately call the Business Office and make an appointment to address the situation.*

## ATTENDANCE POLICIES AND GUIDELINES

(561) 619-7471  
(561) 683-6266 ext. 1014

Compulsory education laws mandated by the State of Florida require regular attendance. Class days are noted on the school calendar and weekly schedules, both of which are available online. Each parent of a child of compulsory attendance age is responsible for their child's attendance as required by law. For more information, access [www.leg.state.fl.us](http://www.leg.state.fl.us).

**Punctuality and regularity of attendance are indispensable for a student's successful subject mastery. Lack of compliance with the school's attendance regulations may result in failure to earn class credit(s).**

Once a student arrives at school in the morning, he/she may not leave the premises until the school day is over without written parental or legal guardian permission, a phone call from parent or legal guardian, and clearance with the Attendance Office. Cardinal Newman High School cannot be responsible for students who leave campus without permission.

### ABSENCES

#### Excused and Unexcused

An excused absence is one for which the student is granted the privilege of making up missed school work. For excused absences, students have **two (2) days for each day they are absent** to make up classwork, homework, quizzes, and tests. A student with an excused absence(s) should make the necessary arrangements with his or her respective teachers regarding the day and time for the makeup quiz or test. The student must make up the quiz or test on the day and time approved by the teacher. Failure to do so will result in a zero grade for that test. Class work due on the day(s) of unexcused absences will receive no credit. Any pre-assigned work (i.e., tests, quizzes, projects, research papers) a student may miss due to an excused absence are due the day the student returns to class. An absence is excused for the following reasons: sickness, quarantine, contagious disease, documented college visits, death in the family, funeral, and extreme family emergencies. A student's absence from school will be recorded as either an excused absence or unexcused absence. An excused absence requires:

1. **A phone call from a parent/guardian to the school's attendance line (561) 683-6266 ext. 1014, between 7:00 a.m. and 8:30 a.m. *and***
2. **A note from a parent/guardian stating the student's name, grade level, date, day(s) of absence, and specific reason for the absence. This note must be submitted to the Attendance Office no later than 8:00 a.m. on the day the student returns to school.**
3. Excused absence notes do not negate the absences.



4. Students who fail to comply with the above policy, or who submit an attendance note containing false or misleading information, are subject to disciplinary penalty, such as an Honor Code violation, in addition to the absence being marked unexcused.
5. A student with an excused absence must make up school work according to all guidelines on page 31.
6. **Truancy** is defined as the willful incurrance of an absence considered unexcused by the Administration. Truancy is considered a serious violation of school policy and may result in two 3-hour detentions or a suspension. **Students may not be permitted to make up any work missed or due in class because of an unexcused absence, truancy, or suspension, including tests and quizzes.**
7. **A student receives a grade of zero for all school work missed due to an unexcused absence.**
8. Period attendance is documented. Please note that in a Quarter, a student risks failing a subject if he/she accumulates five (5) or more excused or unexcused absent periods in that class.
9. **A student who has been absent from a school day for more than two periods (including Mass and school-wide assemblies which are considered class periods) will be recorded as absent for the entire school day. The student may not participate in any activities, sports, practices, rehearsals, etc. on that day, and may not participate until after they have attended a full school day. Violation of this policy will result in the absence being considered unexcused.**
10. **On a day that a student is recorded as absent from school, he/she will not be permitted to take a test or hand in a project or paper, unless the paper/project is submitted directly to the teacher, by a parent, before 7:45 a.m. on the day of the absence.**
11. If a student is absent from school, has an early dismissal, or a family emergency on the day they are to serve a detention, **it is their responsibility to serve the detention on the day they return, or during the very next available detention session, whichever is first.** In the event of an emergency, the Vice Principal must be contacted prior to the detention in order to excuse the student. Failure to serve a detention will result in the student receiving a 3 hour Saturday detention which includes a \$25.00 fee.
12. In the unfortunate event of a death within the Cardinal Newman family, we ask that those students wishing to pay their respects by attending services please remain home for the full day.
  - a. **A parent/guardian should call the school's attendance line (561) 619-7471 or (561) 683-6266 ext. 1014, between 7:00 a.m. and 8:30 a.m. on the day of the absence, *and***

- b. A note from a parent/guardian stating the student's name, grade level, date, day(s) of absence, and specific reason for the absence must be submitted to the Attendance Office no later than 8:00 a.m. on the day the student returns to school.
- c. This type of absence may be pre approved. ( see **PLANNED ABSENCES, page 33**)
- d. Of course, this is considered an excused absence.

### **EXCESSIVE ABSENCES**

- **Excessive absences are defined as accumulating the following:**
  - **Greater than ten (10) days absent in a semester; or**
  - **Greater than any sixty (60) total class periods missed in a semester; or**
  - **Greater than ten (10) periods missed in a single class, in a semester.**

**Any student (Gr. 9-12) accumulating excessive absences will be required to take and pass the semester exam(s) to show mastery and to receive credit for their class(es).**

**Students who fail to show mastery will be required to remediate in Cardinal Newman's designated summer school.**

**Parents/legal guardians may monitor their student's attendance at any time through RenWeb. They will receive notice alerting them that their student may be in danger of losing course credit when the student starts to accumulate excessive absences.**

#### **Credit Recovery**

In addition, the student's parents may be required to appear before Administration, who will then decide upon a course of action. It is the responsibility of both the student and the parent/legal guardian to closely monitor the attendance record.

### **PLANNED ABSENCES**

For a student to be excused for family functions or college visits:

1. Parents/ guardians must submit a written request for consideration to the Principal at least one (1) week in advance of the event.
2. Upon approval from the Principal, the days missed will be recorded as excused.
3. The student must report to the Vice Principal at least three (3) days before the planned departure to confirm the absence has been approved by Administration and that the days missed will be recorded as excused.
4. The student will be held responsible for all schoolwork.
5. It is the student's responsibility to schedule a time and date with their teachers to make up quizzes or tests prior to their absence.

6. **PLEASE NOTE:** An absence may be considered unexcused if the school cannot endorse the reason for it. This holds true even though a student's parent/legal guardian may have requested the absence. Therefore, the parent/legal guardian must submit their request in advance. The student may not arrange to complete work prior to an absence without permission from the Administration.

### COLLEGE VISITS

- A maximum number of three (3) school days for college visits is allowed per year. Note: six (6) or more absences in a quarter may result in failing grades.
- A student must present documentation signed by the college admissions office upon return from a college visit.
- Documentation forms may be obtained from the College Counseling Office or from the college.
- The annual school sponsored College Trip does not fall in this category.

### EARLY DISMISSAL - APPOINTMENTS

Parents should make every effort to schedule vacations and appointments during school vacations and after school hours. A student who wishes to be excused for medical, dental, and legal appointments should:

1. Report to the Attendance Office before the first bell at 7:45 a.m. on or before the day of the appointment.
  2. Present a signed, written note or email from their parent/guardian containing the reason for the early dismissal, a verification phone number, the requested time of release from school, and when applicable, the expected time of return.
- AND*
3. **The parent or legal guardian must call the Student Life office and give verbal confirmation of the requested time of release from school as well as the reason for the early dismissal.**
  4. Obtain an early dismissal pass from the Attendance Office on the morning of the appointment.
  5. Sign out in the Attendance Office upon departure.
  6. Sign in and present valid documentation from the appointment facility to the Attendance Office upon return to school (i.e. appointment voucher from orthodontist, etc.).
  7. **The school reserves the right to deny early dismissals if proper documentation is not provided.**

## EARLY DISMISSAL – ILLNESS/CLINIC

A student who is too ill or fatigued to follow the school program must return home.

1. Students who become ill must first secure a pass from their teacher and then report to the Central Office/Nurse.
2. In the case of a child returning home, a Cardinal Newman staff member will contact the parent/guardian to request that their child be picked up. **Students are not to make a phone call on their own or from their cell phone.**
3. **If a student leaves campus sick, he/she may not return for the balance of that day. He/she may not participate in any activities, sports, practices, rehearsals, etc. on that day, and may not participate until after they have attended a full school day.**
4. The school, by law, may not provide any medication, including aspirin.

### IMPORTANT INFORMATION REGARDING ALL EARLY DISMISSALS

- Parents wishing to have their child excused early must inform the attendance office by note, fax, or email with the EXACT time of the early dismissal indicated, along with the name of the person picking up their child.
- Parents/legal guardians must confirm the request by telephone before the student is to be dismissed. **STUDENTS WILL NOT BE DISMISSED WITHOUT VERBAL and WRITTEN CONFIRMATION FROM THE PARENT/LEGAL GUARDIAN.**
- Students who drive to school must sign-out in the attendance office before leaving campus.
- Students who are to be picked up must wait in the attendance office.
- **Parents, legal guardians, or those authorized to pick up a student for an early dismissal from school must go to the attendance office to sign-out their student. Current, valid identification will be required at this time.**

## TARDINESS

Tardy students cause disruptions and impede the learning process. Students are expected to arrive at school on time and be present in their first period class at 8:00 a.m. Tardies are noted on the school records and the report card. They are permanently recorded on the student transcript which is sent to colleges and universities.

- **Parents/legal guardians aware that their child will be arriving late on a given day, should give their student a written note for the Attendance Office and should call the school attendance line, (561) 683-6266 ext. 1014, with a verbal confirmation notification of the late arrival.**
- **Students who are late to their first period class must report to the Attendance Office for a tardy slip.** It is the student's responsibility to report to the Attendance Office upon any tardy arrival to school and **failure to do so may result in a 3-hour Saturday Detention.**
- **The school reserves the right to determine whether a tardy will be excused or unexcused.** Chronic tardiness results in the loss of instructional time and may affect academic performance.
- In order to attend school sponsored events, Prom, etc., students must have an acceptable attendance record, including tardies and absences, as determined by the Administration.

## EXCESSIVE TARDIES

- **Students who accumulate six (6) or more tardies in a semester may be assessed a ten dollar (\$10.00) fine for the sixth (6th) and each subsequent tardy for the semester, up to 10.**
- **Upon the eleventh (11th) tardy, and each tardy thereafter, a twenty five dollar (\$25.00) fine will be assigned.**
- **NOTE: These fines shall be paid prior to the student taking his/her exams. If not paid, then the student/family will not have access to grades or Renweb until the fines are paid.**
- **Excessive tardies to class, more than 5 per semester, may result in five dollar (\$5.00) fines.**

## ATTENDANCE RECORDS

1. Cardinal Newman High School requires all students to maintain residency with their parent(s) or legal guardian(s).
2. Parents are informed of their child's absences and tardies on *RenWeb* and on the report card. Parents wishing for attendance assistance are free to call the Attendance Office on any school day.
3. Parents and guardians who believe there is an inaccuracy in the attendance record of their student on *RenWeb* and/or their child's report card, should immediately bring this to the attention of the school through a letter addressed to the Attendance Office. All errors in a marking period must be rectified within two weeks of that marking period. After two weeks, the listing becomes official school record and will not again be reviewed.
4. Attendance records include the facts of all absences and tardies. It is worth noting that both absences and tardies are part of the student's permanent record. Such records are reviewed by colleges in the application process.
5. Students with excessive tardies and/or absences may be prohibited from participating in school activities, events, athletics, and student government.
6. **NOTE: Students under 18 years of age who drop out of school or who have 15 unexcused absences within 90 calendar days and have a driver's license may have their driver's license suspended by the Department of Highway Safety and Motor Vehicles, or may not be issued a license if they apply for one. (F.S. 322.091: 1003.27 (2))**

## MAKE-UP WORK

Tests administered during an absence must be made up by the student on the day designated by the faculty member. Students who miss tests because of excused absences must make-up the test within five days of the student's return to school, or at the teacher's discretion. It is the teacher who determines the date and time of the make-up test. All other work must be submitted within five (5) days of returning to school or at the time designated by the faculty member.

On a day that a student is marked absent from school, he/she will not be permitted to take a test or hand in a project or paper; unless the paper/project is submitted directly to the teacher, by a parent, before 7:45 a.m. on the day of the absence

If a student is absent due to illness, parents or the student should email teachers concerning work that will be missed. The student/parent should check *RenWeb* or *Canvas* for assignments, missing quizzes, tests, projects and homework. If a student is absent for an extended period of time (two weeks or more) with a doctor's excuse, parents should contact the School Counseling Department to arrange for a homebound teacher through the public school system.

**If a student is absent from class due to a field trip, class related activity, or approved travel, the student must find out what work was missed and must turn in their work on the date assigned by the teacher. If the student reports to school before the trip, they must have their work turned into the appropriate teacher before they leave on the trip if the work/report was due that day.**

**Students who do not attend scheduled field trips, approved travel, or class related activities are required to complete all assignments given in lieu of their participation.**

*"Faith is illuminative, not operative;  
it does not force obedience,  
though it increases responsibility,  
it heightens guilt,  
but it does not prevent sin.  
The will is the source of action."*

*John Henry Newman*

## DRESS AND APPEARANCE GUIDELINES

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered by the Administration to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Students, unless otherwise notified by Administration, will wear the school uniform. **All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn.** The purpose of a uniform is two-fold. Primarily it serves as a means of consistency in student dress while keeping costs to a minimum. It also reduces the problem of competitive dressing.

### Harris School Uniforms

Store Location: 4152 W Blue Heron Blvd, Riviera Beach, FL 33404  
561-881-8689

<http://www.harrisschooluniforms.com/store/product-category/cardinal-newman>

### Young Women's Dress Code

1. The standard uniform bottoms for girls consist of *Harris* khaki or navy blue uniform skorts, and khaki or navy blue uniform female trousers. Belts are to be worn with the ladies' trousers and should be visible at all times. **Skorts may extend no higher than 4 inches above the line at the back of the knee.** As with all uniform items, the proper fit of skorts and trousers is ultimately determined at the discretion of the Principal and Vice Principal.

**NOTE: The 3-button tab front skort is no longer accepted as part of CN ladies' uniforms.**

2. The standard uniform tops for girls is the *Harris* white or navy blue uniform polo shirt, and the white or light blue uniform oxford blouse, tucked in and modestly worn, with the waist band of the skorts or trousers visible at all times. All collars must be worn properly. Blouses and polo shirts are to be properly buttoned with only the top button left open. All tops are to fit appropriately and may not be oversized or undersized. Solid white, short sleeved T-shirts (devoid of any advertisements or illustrations) or gray, short sleeved PE T-shirts may be worn under the uniform top. Bras are required to be worn.
3. Senior ladies' uniforms also include the *Harris* "Class of 2022" polo shirt as an option.
4. The Cardinal Newman V-neck or cardigan sweaters, the half-zip micro-fleece, the letterman's jacket and team/club jackets are now considered uniform outerwear and may be worn any day. Only qualified members or participants in a club, team, or class may wear the corresponding garments. Please consult the Vice Principal for guidelines regarding t-shirt/sweatshirt/jacket approval.
5. Only hooded sweatshirts provided by Cardinal Newman via the Crusader Shack, CNHS Online Store, or provided by team/sport are allowed to be worn. No other hooded sweatshirts are allowed.
6. Approved sport, class, or club shirts may only be worn on Spirit Days.
7. Socks are not to be worn above the knees.
8. **During the winter months, ladies may wear solid gray, white, black or navy blue tights or leggings under their uniform skorts. The tights and leggings may not have any lace or decoration on them. Skorts must be at regulation length when leg wear is worn.**



## Young Women

Regular Dress Code - Young Women	Grade 12	Grade 11	Grade 10	Grade 9
<b>Worn Monday - Friday (Unless otherwise instructed)</b>				
Polo Shirt (Short or Long Sleeve)		Harris School Uniform - Navy Blue or White	<b>MUST REMAIN TUCKED IN AT ALL TIMES</b>	
Oxford Shirt (Short or Long Sleeve)		Harris School Uniform - Blue or White	<b>MUST REMAIN TUCKED IN AT ALL TIMES</b>	
Skorts (Worn no more than 4 inches above theline at the back of the knee and should not be altered)		Harris School Uniform - Khaki or Navy	<b>NOTE: THE 3-BUTTON TAB FRONT SKORT IS NO LONGER PART OF THE CN LADIES' UNIFORM</b>	
Pants		Harris School Uniform - Khaki or Navy		
Socks		Required		
Shoes		Leather - All Brown or All Black		
Belt		Not Required (Unless Wearing Pants)		

Optional Outerwear Items For Young Women (Mass Day Dress or Regular Dress Code)	Grade 12	Grade 11	Grade 10	Grade 9
<b>Outerwear May Only Be Worn Over Uniform Top, Not In Lieu of The Uniform Top - NO HOODIES</b>				
CNHS Navy Full Zip Fleece		Harris Uniforms		
CNHS Navy Pullover		Harris Uniforms		
CNHS Navy Cardigan		Harris Uniforms		
CNHS Blue or Grey 1/4 Zip		School Store		
CNHS Team Jacket/Pullover	Should Not Be Worn When Dress In Mass Attire			

### *Young Men's Dress Code*

1. The standard uniform for boys consists of *Harris* khaki uniform shorts, and navy blue or khaki uniform pants. Uniform pants and shorts are to be properly fitted and hemmed. Both pants and shorts are to be worn at the waist. As with all uniform items, the proper fit of the shorts and trousers is ultimately determined at the discretion of the Principals.
2. **Belts are to be worn every day and should be visible at all times.**
3. Shorts are NOT to be worn to Mass and other Special Dress assemblies.
4. Gentlemen may wear either the *Harris* white or light blue uniform oxford shirt, or the white or navy blue uniform polo shirt. Collars are to be properly worn and **shirts are to be completely tucked in, with the belt visible at all times.** Solid white, short sleeved T-shirts (devoid of any advertisements or illustrations) or gray short sleeved PE T-shirts may be worn under the uniform shirt. A necktie is optional with the uniform oxford shirt on regular school days, but is required on Mass and Special Dress Days.
5. Senior gentlemen's uniforms also include the *Harris* "Class of 2022" polo shirt.
6. The Cardinal Newman V-neck or cardigan sweaters, the half-zip micro-fleece, the letterman's jacket and team/club jackets are now considered uniform outerwear and may be worn any day. Only qualified members or participants in a club, team, or class may wear the corresponding garments. Please see the Office of Student Life for guidelines regarding t-shirt/sweatshirt/jacket approval.
7. Only hooded sweatshirts provided by Cardinal Newman via the Crusader Shack, CNHS Online Store, or provided by team/sport are allowed to be worn. No other hooded sweatshirts are allowed. (See "hoodie" policy , page 46 )
8. Approved sport, class, or club shirts may only be worn on Spirit Day Fridays.
9. Gentlemen are to be clean shaven every day, with **no visible facial hair**. Any student sent to the office to shave may receive an Administrative Detention.

## Young Men

Regular Dress Code - Young Men	Grade 12	Grade 11	Grade 10	Grade 9
<b>Worn Monday - Friday (Unless otherwise instructed)</b>				
Polo Shirt (Short or Long Sleeve)		Harris School Uniform - Navy Blue or White	<b>MUST REMAIN TUCKED IN AT ALL TIMES</b>	
Oxford Shirt (Short or Long Sleeve)		Harris School Uniform - Blue or White	<b>MUST REMAIN TUCKED IN AT ALL TIMES</b>	
Shorts (Worn no more than 3 inches above the knee and should not be altered)		Harris School Uniform - Khaki or Navy		
Pants		Harris School Uniform - Khaki or Navy		
Socks		Required		
Shoes		Leather - All Brown or All Black		
Belt		Required		
Tie		NOT Required		

Optional Outerwear Items For Young Men (Mass Day Dress or Regular Dress Code)	Grade 12	Grade 11	Grade 10	Grade 9
<b>Outerwear May Only Be Worn Over Uniform Top, No In Lieu of The Uniform Top - NO HOODIES</b>				
CNHS Navy Full Zip Fleece		Harris Uniforms		
CNHS Navy Pullover		Harris Uniforms		
CNHS Navy Cardigan		Harris Uniforms		
CNHS Blue or Grey 1/4 Zip		School Store		
CNHS Team Jacket/Pullover	Should Not Be Worn When Dress In Mass Attire			

### STUDENT IDENTIFICATION CARDS

A Student Identification Card will be given to each student at the start of the year. All Student I.D. Card replacements will cost \$5 per card. **The Student I.D. Card is required for all school functions - i.e., sporting events, school dances, media center, etc.**

Class specific CN lanyards are available for students who wish to wear their ID cards. The cost is \$5 each.

**It is the student's responsibility to immediately report a lost, stolen, or damaged card to student services. A replacement fee will be charged.**

**MASS DAYS/SPECIAL DRESS DAYS**  
**Special dress days will be announced in advance.**

On Mass days and other Special Dress Days, all students are to wear the Cardinal Newman Dress Uniform. That is, shorts and polo shirts are not permitted on these special occasions. The CN Dress uniform is defined as follows:

1. **Young women** are to be in the white or light blue uniform oxford blouse. The uniform khaki or navy blue skort, or belted uniform pants are to be worn with standard uniform dress code shoes.
2. **Young men** are to be in the white or light blue uniform oxford shirt (**tucked in**) and an appropriate tie. The uniform pants, khaki or navy blue, are to be worn with a belt, and standard uniform dress code shoes.

**SPECIAL PRIVILEGE OCCASIONS**  
**DRESS Down & SPIRIT DAYS**

On other special occasions students will be permitted to come to school in jeans and a Cardinal Newman spirit shirt. For these events, students will be expected to follow the non-uniform dress code.

1. Clothing should be modest and appropriate for a Catholic School.
2. Students are permitted to wear full-length, denim **blue** jeans as long as they are neat in appearance, and are not ripped or frayed, and do not have holes worn through them. No white jeans or jeans of any other color than blue may be worn.
3. Students are permitted to wear **only approved Cardinal Newman spirit shirts or uniform tops**. On non-uniform days, low necklines and exposed shoulders are not permitted (no tank tops). There should be no printed decoration supporting illegal and/or inappropriate activity.
4. Gentlemen wearing shorts may only wear uniform shorts of appropriate length. When allowed, non-uniform shorts should extend below the fingertip for ladies and men.
5. Skin-tight clothing is not to be worn as part of the uniform or non-uniform apparel. Ladies may not wear any clothing that exposes the midriff or any other significant part of the body. When leggings are permitted, they should be modestly covered by shorts and/or a long shirt.
6. Only hooded sweatshirts provided by Cardinal Newman via the Crusader Shack, CNHS Online Store, or provided by a team/sport are allowed to be worn. No other hooded sweatshirts are allowed. (See the “hoodie” policy, page 45.)
7. Sneakers may be worn on some special dress days. **Slippers, slides, and boots are not permitted.** Due to safety issues, students with backless shoes, flip flops or slides will not be permitted to attend class. Due to safety issues, students with backless shoes, flip flops or slides will not be permitted to attend class.
8. Students wearing clothing considered to be inappropriate will have to change into regular uniform attire and serve detention. Students should bring their regular uniform attire to school in case it is determined that they should change.
9. Failure to comply with the non-uniform dress code may result in a future loss of privilege and an Administrative Detention.

## CLASS/CLUB/TEAM SHIRT AND OUTERWEAR POLICY

- All clothing items that are purchased by a class, club, or athletic team must be approved by the Administration prior to the item being worn to school.
- Items purchased without prior approval will not be permitted to be worn. Wearing unapproved items to school may result in disciplinary action for violation of this policy.
- Class, club, and team shirts are only to be worn on Spirit Day Fridays.
- **No alternate days are to be substituted if there is no school on Friday.**
- Team jackets are now considered uniform outerwear and may be worn any day.
- Only qualified members or participants in a club, team, or class may wear the corresponding garments
- **Only hooded sweatshirts provided by Cardinal Newman via the Crusader Shack, CNHS Online Store, or provided by a team/sport are allowed to be worn. No other hooded sweatshirts are allowed. (See the “hoodie” policy, page 45.)**
- Please see the Office of Student Life for guidelines regarding t-shirt/sweatshirt/jacket approval.

### **GUIDELINES FOR ALL STUDENTS**

#### **Shoes**

For all students are to be **solid black, solid dark brown, solid beige, or solid navy blue leather, or as close to solid as possible.** Shoes must be in good condition and worn properly, with laces securely tied and/or *Velcro* straps in place. As with all uniform items, the shoes must not be tattered, untidy, or defaced. Shoes are to have a fully closed toe and a fully closed heel. The heel of the shoe must completely cover the heel of the foot and must fit snugly against the foot at all times. Folding the heel of the shoe is not acceptable. Shoes with a broken or damaged heel are not to be worn. Shoe laces are to be dark in color, blending with the shoe. **High-top shoes which cover the ankles, boots, slippers, flip-flops or similar footwear are not permitted.**

**Due to safety issues, students with backless shoes will not be permitted to attend class.**

In the event of a foot injury, the Vice Principal must be contacted for approval of alternate footwear. In addition, a current doctor's note must be provided to the Vice Principal and the school nurse in the Central Office prior to considering such requests.

When making arrangements for an injured student, keep in mind that under **no** circumstances may flip-flops, slides, backless shoes, or other footwear lacking a secure heel-strap of any kind be worn during the school day.

## Clothing

- Clothing items bought from suppliers other than *Harris* or Cardinal Newman High School are not approved as school uniform. *Harris School Uniforms* may be contacted online, <http://www.harrisschooluniforms.com>, or by phone 561-881-8689.
- All shirts and blouses are to be properly buttoned with only the top button left open.
- No sweat shirt hoods, visors, sweat-bands, sunglasses, flannel shirts, or military-style apparel are to be worn by either boys or girls.
- No faddish clothing, make-up, or hairstyles are permitted.

### Policy on Outerwear and Hooded Sweatshirts

- Only hooded sweatshirts provided by Cardinal Newman via the Crusader Shack, the CNHS Online Store, or provided by a team/sport are allowed to be worn.
- No other hooded sweatshirts are allowed.
- Non-Cardinal Newman outerwear is not allowed - hooded sweatshirts or otherwise.
- If Non-Cardinal Newman outerwear (hooded or otherwise) is worn to school, it must be removed and the student will be required to purchase Cardinal Newman approved outerwear.
- *If needed at the time of Non-Newman outerwear being removed for outerwear due to weather, Cardinal Newman will provide outerwear from the used uniform store for the cost of being sold via the used uniform store.*
- **HOODS SHALL NOT BE WORN PULLED UP OVER THE HEAD. WEARING THE HOOD MAY RESULT IN A CONSEQUENCE.**

## **Accessories and Grooming**

- No hats, visors, sweatbands or bandanas covering the head are to be worn at any time during school hours or while on campus unless otherwise approved by the administration.
- The hair is to be neatly groomed and of moderate length, as determined by the Administration. Hairstyles that are “bushy” or that entail significant contrasts of longer and shorter hair, or unnatural contrasts in color, are not acceptable. Hairstyles that are extreme or bizarre, or that involve design or architecture are not permitted.
- Sideburns may not extend below the ear and must be kept neat in appearance. **Young men’s hair must not extend over the eyebrows or over the collar.**
- Young men may not wear earrings on school grounds during school hours or at school sanctioned events when representing the school. Neither boys nor girls may wear nose posts, barb, and/or nose rings, tongue posts, grills, eyebrow ornaments, etc.
- Students may not have visible drawings or writing on their person and tattoos may not be visible at any time on campus, while in school uniform, or when representing the school.
- Students may not wear any type of wrist band that is inappropriate for school.

## **HEADPHONES/EARBUDS/WIRELESS DEVICES**

**Students are not permitted to have headphones, wireless neckbands, earbuds, airPods or other listening devices in their ears in the hallways, cafeteria, or Media Center during school hours.** Students may only use earbuds in class with teacher permission, or afterschool.

## **CONSEQUENCES OF UNIFORM VIOLATIONS**

Students not in compliance with the Code of Dress and Appearance may be assigned Administrative Detentions. Repeated disregard for any and all of the school’s dress requirements may escalate sanctions to 3-hour Saturday detentions and in-school suspensions (ISS). Other major violations of the uniform policy may result in the student being sent home or being denied class attendance. Of course, a student’s absence from class because of his/her failure to be in correct uniform shall be counted as an unexcused absence.

***Because it is impossible to encompass every eventuality of dress and appearance, the judgment of the Vice Principal is final in these matters. Students who are not in conformity with the Code of Dress and Appearance may not be permitted to attend classes.***

## DISCIPLINE POLICIES & GUIDELINES

(561) 683-6266 ext. 1014

### CONDUCT

*Diocese of Palm Beach*

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

### CONDUCT / CONSEQUENCES

Cardinal Newman High School assumes that students intend to do their best in all areas of school life. Students and their parents are expected to willingly support the philosophy, policies, and rules of the school. Registered students are Catholic school representatives 24 hours a day, seven days a week, and are responsible for acting in a way that brings credit to both church and school. Inappropriate conduct whether inside or outside of the school, that is detrimental to the reputation of the school, is not tolerable and is subject to disciplinary action. **This includes any inappropriate conduct on the Internet, and includes school and personal electronic devices (i.e. cell phones, etc.)** Students involved in any noteworthy failure to observe rules of conduct are referred to the Assistant Principal in the Office for Student Life.

The disciplinary policies and procedures set forth in this handbook provide guidelines that Cardinal Newman High School may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school at the sole discretion of the school administration.

### CONSEQUENCES FOR CHRONIC DISCIPLINARY RULE INFRACTIONS

- **The maximum number of Administrative Detentions (1-hour detentions) a student may serve in a semester is four (4). If a student is in a position to receive an Administrative Detention after having incurred his/her fourth for the semester, he/she will automatically be given a 3-hour detention.**
- **Three-hour detentions are held on a regular basis on Saturday mornings. Multiple 3-hour detentions may be assigned for certain rule infractions as determined by the Administration.**
- **The maximum number of 3-hour Detentions a student may serve in a semester is three (3). If a student is in a position to receive a 3-Hour Detention after having incurred his/her third for the semester, he/she will automatically receive an in-school suspension (ISS). Continued infractions will incur escalating consequences, including additional, more rigorous suspensions, Disciplinary Probation or expulsion.**



**ADMINISTRATIVE DETENTIONS/3-HOUR DETENTIONS**

**Consequence Chart\***

<b>Consequence</b>	<b>Length of Time</b>	<b>Where Served</b>	<b>When Served</b>	<b>Allotment</b>
<b>Warning (Can be given Verbaly or Written At any Time)</b>	N/A	N/A	N/A	Typcially 1 Per Infraction
<b>Teacher Detentions</b>	Teacher's Discretion	Most Often In The Teacher's Classroom	At Teacher's Discretion	Teacher's Discretion
<b>1 Hour Administrative Detentions</b>	1 Hour	In An Available Classroom (Vice Principal Notifies Students Ahead of Time)	1 Hour Detentions Are Only Scheduled 1 Time Per Week	4 Per Semester**
<b>Administrative 3-HR Detentions</b>	3 Hours & \$25 Fine Each	Cafeteria (Unless Otherwise Notified)	1 Saturday Per Month (8am - 11am) & 3 Times During Exam Week (11:30am - 2:30pm)	3 Per Semester***
<b>In School Suspension</b>	Dependent Upon Number of Days Assigned	Currently In Student Services Office (Subject To Change)	During The Assigned School Day(s)	N/A
<b>Out of School Suspension</b>	Dependent Upon Number of Days Assigned	N/A	During the Assigned School Day(s)	N/A
<b>Expulsion</b>				

\* Consequences may be assigned for certain rule infractions as determined by the administration regardless of previous

\*\* If a student is in a position to receive a 1-Hour Detention after having incurred his/her fourth for the semester, he/she will automatically be given a 3-HR Detention. Failure to serve an Administrative Detention will result in a 3-HR Detention.

\*\*\* If a student is in a position to receive a 3-HR Detention after having incurred his/her third for the semester, he/she will automatically be given an In-School Suspension. Failure to serve an Administrative 3-HR Detention will result in the student receiving 2 additional 3-HR Detentions.

Continued infractions will incur escalating consequences, including additional, more regirous susensions, Disciplinary Probation or Expulsion

Students are assigned an Administrative detention at the direction of the Principals. Students will be given a minimum of 24 hours' notice prior to their detention.

The Vice Principal's office notifies the student of the time he/she will be serving detention. It is the student's responsibility to inform parents, arrange for transportation, and to serve the assigned detention. Detention times will not be changed except in cases of emergency; the student's parent or guardian must notify the Vice Principal's office of each individual emergency. **A detention may be rescheduled only once; failure to serve a rescheduled detention may result in additional consequences.** Should a rescheduled detention be missed due to an absence or early dismissal from school, the student must return to school with a doctor's note for the absence. Failure to provide such documentation may result in additional consequences.

During an Administrative Detention, students may be assigned written or other work to be completed during the allotted time. During a 3-hour Detention, students are required to complete three hours of school work and/or may be assigned written work. Any student serving a three-hour detention will be charged a fee of \$25.00, due by that detention, to help defray the costs of supervision. Any student who has an unpaid fine may not be permitted to take semester or final exams until the fine is paid.

**Failure to serve an Administrative Detention will result in a 3-hour Detention. If a student is in a position to receive a fifth Administrative Detention in a semester, he/she will automatically be given a 3-hour Detention.**

## EATING FOOD/DRINK/GUM

Food/drink/gum fines may be given to a student any time he/she is in the school building, outside of the cafeteria, and before and after school. **Chewing gum is not permitted at any time.** . For purposes of proper hydration, students may have access to clear, professionally labeled water bottles no larger than 17 ounces. When not in use, these bottles are to be tightly sealed and kept in students' lockers or zipped book bags/backpacks. Any other form of liquid beverage is not permitted outside the cafeteria. Students who violate this food/drink/gum policy may face the following penalties:

**All food/drink/gum fines are \$10.00 each. On the fourth and for any additional offense during the school year, the penalty includes a three-hour detention, and a \$25.00 fine. Cardinal Newman believes that a student's constant disregard of any school policy warrants a more serious consequence.**

Any student who has unpaid food/drink/gum and/or detention fines may not be permitted to take semester or final exams (or receive an exam exemption) until the fine is paid. Also, the parent of a student owing fines may be blocked from accessing *RenWeb*.

## DISCIPLINE REQUIREMENTS & INFORMATION

### Attendance

- o If a student is absent from school, has an early dismissal, or a family emergency on the day they are to serve a detention, it is their responsibility to serve the detention on the day they return, or during the very next available detention session, whichever is first. In the event of an emergency, the Attendance Office or Vice Principal's Office must be contacted prior to the detention in order to excuse the student. Failure to serve a detention will result in the student receiving a 3 hour Saturday detention which includes a \$25.00 fee.
- o Students who are late to their first period class must report to the Attendance Office for a tardy slip. It is the student's responsibility to report to the Attendance Office upon any tardy arrival to school and failure to do so may result in a 3-hour Saturday Detention.
- o **In order to attend school sponsored events, Prom, etc., students must have an acceptable attendance record, including tardies and absences, as determined by the Administration.**
- o **Students with excessive tardies and/or absences may be prohibited from participating in school activities, events, athletics, and student government.**
- o NOTE: Students under 18 years of age who drop out of school or who have 15 unexcused absences within 90 calendar days and have a driver's license may have their driver's license suspended by the Department of Highway Safety and Motor Vehicles, or may not be issued a license if they apply for one. (F.S. 322.091: 1003.27 (2))

### Computer Equipment

Care for the Equipment It is expected that students will not damage the equipment. Misuse or vandalism of any sort will result in appropriate punishment, including restitution and suspension or expulsion. Please see Respect for Property, page 48, and iPad Use Agreement.

### Sportsmanship Policy/Code of Conduct

- o Students who violate any part of the Cardinal Newman Code of Conduct or FHSAA (Florida High School Athletic Association) policies while representing Cardinal Newman High School, will be subject to disciplinary action as determined by the Administration and/or the Athletic Director. This may **result in suspension and/or loss of privilege to attend school athletic events, as well as other penalties handed down by the FHSAA and/or the Office of the Vice Principal. Any misconduct by a student-athlete resulting in a fine by the FHSAA will be paid by the offending student or billed to his/her account.** By signing the Cardinal Newman High School Emergency and Policy Card, required upon enrollment, parents/guardians agree to the terms of this code of conduct.

#### **o BASIC SPORTS POLICIES AND BEHAVIORAL GUIDELINES**

The basic policies which apply to all sports in addition to school policies are as follows:

- Use and/or possession of alcohol/drugs:
  - o First offense: One-week suspension from participation. In case of suspected alcohol/drug use, an athlete may be required to obtain a medical release before participation.
  - o Second offense: Expulsion.
- Use of tobacco products (cigarettes, chewing tobacco, snuff, etc.):
  - o First offense: One-week suspension from participation.
  - o Second offense: Removal from the team for the remainder of the season. After completion of the sport from which the athlete was removed, he/she may try out for another sport during the school year. First offense in the other sport terminates athletic participation for that school year.
- Fighting: See school regulations.
- Suspension from the team:
  - o The athlete cannot participate or dress out for any contest during the time period; however, the athlete must attend all practices and meetings.
- Obscene language:
  - o Disciplinary action will be taken at the discretion of the coach to fit the offense and the circumstances
- Hair: Must meet the standards of the school
- Suspension from school:
  - o No athletic participation (practice or contest) is allowed during the duration of the suspension.

**Violation of any of the sports policies must be reported by the head coach to the Athletic Director, who in turn must report any such violations to the Vice Principal.**

## CONSEQUENCES OF UNIFORM VIOLATIONS

Students not in compliance with the Code of Dress and Appearance may be assigned Administrative Detentions. Repeated disregard for any and all of the school's dress requirements may escalate sanctions to 3-hour Saturday detentions and in-school suspensions (ISS). Other major violations of the uniform policy may result in the student being sent home or being denied class attendance. Of course, a student's absence from class because of his/her failure to be in correct uniform shall be counted as an unexcused absence.

## SEARCH AND SEIZURE POLICY

*Diocese of Palm Beach*

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

\*\*\*\*

## SUSPENSION

Suspension is a disciplinary penalty that requires a student to be absent from classes for a specific period of time as determined by the Administration. A suspended student may be given an in-school suspension (ISS) or an out of school suspension (OSS), as determined by the Administration. A suspended student may not attend any school function, including after-school activities or sports, until the suspension is lifted. Note: Students who have been suspended will automatically be placed on Disciplinary Probation.

Violation of suspension policies will result in additional suspensions or expulsion.

Prior to serving the suspension, the student's parents will be notified by the Principal or Vice Principal. Once a student receives a third suspension in a given year, he/she may be asked to withdraw from the school.

### **Reasons for incurring suspension include, but are not limited to:**

- a. Failure to report to the Vice Principal when directed to do so by a teacher or administrator.
- b. Fighting or violence on campus or in the vicinity of Cardinal Newman High School.
- c. Possession or use of drugs and/or alcohol on school property and/or at school sanctioned events.
- d. Inappropriate use of technology, on or off campus.
- e. Proceeding to the student parking lot without a pass from the Attendance Office during school hours.
- f. Involvement in a food fight or riotous behavior.
- g. Truancy.
- h. Gross insubordination.
- i. Violation of the Sportsmanship Policy and Code of Conduct, on or off campus.
- j. Exceeding more than three 3-hour detentions in one semester.

**Other situations may arise which are deemed by the Administration to be serious enough to warrant suspension. At the discretion of the Principal, an alternative punishment to suspension may be issued.**

## DISCIPLINARY PROBATION

Students with serious or chronic disciplinary problems will be placed on disciplinary probation at the discretion of the Administration. The school Administration will notify the parents that the student is at the next-to-last step before being asked to withdraw from Cardinal Newman High School. If a student commits any serious offense while on disciplinary probation, i.e. fighting, truancy, vandalism, etc. or continues to exhibit a chronic pattern of misbehavior, the student may be asked to withdraw immediately from school.

## EXPULSION

Expulsion is defined as a student's immediate withdrawal from school. Reasons for incurring expulsion include, but are not limited to:

- A. Willful violation of disciplinary probation
- B. Possession, distribution, and/or use of drugs/alcohol on school property, at any school-sponsored activity, or anytime while registered as a Cardinal Newman student
- C. Possession of a weapon (any item whose purpose is to harm something or someone)
- D. Any threat of bodily harm or violence to any individual
- E. Police involvement with a student that results in an arrest and/or felony charge.
- F. Use of information technology, anytime while registered as a Cardinal Newman student, for posting, placing, uploading, sharing or communicating any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol, procurement, possession, or distribution of illegal substances, or other illegal or illicit activities.  
Note: **The State of Florida mandates that sexting incidents be reported to law enforcement.**
- G. Use of information technology, anytime while registered as a Cardinal Newman student, to bully, defame, threaten, tease, mock, insult or harass a student or group of students, staff member, parent, faculty member, other person, or the school.
- H. Other infractions which are deemed by the Administration to be serious enough to warrant expulsion

## APPEAL PROCESS

If a family wishes further consideration regarding a decision made by the Administration, a written appeal should be submitted to the President of the School, within 5 business days after being notified of said decision.

## WITHDRAWAL

Any student withdrawing from school, either voluntarily or because of academic or disciplinary problems, must immediately notify the Counseling Office and the Principal. The Principal's Office will provide the student and parent with all the necessary information to complete the withdrawal procedure. Students are not considered withdrawn from school until this form has been completed and returned to the Registrar. Only then can student records be forwarded to the student's new school. No records will be released until all school accounts are current.

*"Let us be ever so well inclined, ever so good and holy,  
and acting ever so well, and with a view to please God,  
and with a rule of life such as we ought to have."*

*John Henry Newman*

## EXTRAORDINARY EXCLUSION

A student of Cardinal Newman High School understands and agrees that the school reserves the right to exclude him/her at any time if his/her conduct, attitude, or academic standing is regarded by the school Administration as undesirable. It is understood and agreed that Cardinal Newman High School, or any of its administrative officers or faculty, shall not be liable in any way whatsoever for such exclusion.

### **Parent Partnership**

*Diocese of Palm Beach*

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is broken, Cardinal Newman High School reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

\*\*\*\*

## **HARASSMENT and DISCRIMINATION**

### *Diocese of Palm Beach*

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. **All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal.** If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

\*\*\*\*

**Hazing, harassment and/or bullying in any form are strictly prohibited.** Cardinal Newman teaches fundamental values of loyalty, responsibility, mutual respect, and common courtesy. Conducts that deny a student their right to be treated with dignity are not tolerated. **Any breach of this regulation is considered serious and merits serious punishment.** Any threats or allusions to such intimidation are intolerable and will be dealt with accordingly. Students involved in an incident of hazing, harassment and/or bullying may also be required to participate in conflict resolution through the Counseling Department.

#### **Hazing**

Hazing refers to any activity that humiliates, degrades, or risks emotional or physical harm, as a requirement to join or maintain membership in a group (StopHazing.org, 2005). This includes but is not limited to team, club, and class initiation rites and practical jokes.

#### **Harassment**

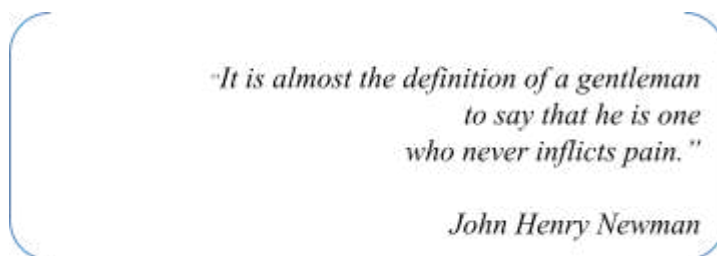
Harassment includes words, gestures, and actions that tend to annoy, alarm, and verbally abuse another person. Examples of harassment include but are not limited to the following (Shaughnessy, 2005):

1. Telephone calls made with no purpose of legitimate conversation
2. Insults, taunts, or challenges
3. Repeated, anonymous communications at inconvenient hours or in offensive language
4. Alarming touching
5. Any alarming conduct that serves no purpose
6. Sexual comments, touching, innuendos, invitations and/or requests for sexual favors



## **Bullying**

Bullying, another form of harassment, involves the use of force to hurt, threaten or reject another person. It may be covert or subtle and does not necessarily require physical contact. Exclusion and ignoring another student are included in this category (Shaughnessy, 2005).



### **ANTI-BULLYING POLICY**

*Diocese of Palm Beach*

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

1. physically, emotionally, or mentally harming a student;
2. damaging, extorting or taking a person's personal property;
3. placing a student in reasonable fear of emotional or mental harm;
4. placing a student in reasonable fear of damage to or loss of personal property; or
5. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

#### 1. **Definition**

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying, or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated event.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

This policy prohibits bullying that occurs either:

- a. on school premises before, during, or after school hours;
- b. on any bus or vehicle as part of any school activity; or
- c. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated, and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

**False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include but is not limited to, the assessment of costs incurred by the School and its investigation and review of any reports deemed to have been made in bad faith.**

\*\*\*\*

*"A gentleman...he has his eyes on all his company;  
he is tender towards the bashful,  
gentle towards the distant  
and merciful towards the absurd..."*

*John Henry Newman*

## ADDITIONAL BEHAVIOR POLICIES

### BOOKS/BOOK BAGS/BACKPACKS

All texts and e-texts are rented by students for their use during the school year. Books are to be kept in good condition. Any interference with the books of another student - including theft - is considered a serious offense rendering the student liable to disciplinary action.

**The exteriors of student book bags should be devoid of writings, and drawings; messages and graffiti, or advertisements not related to Cardinal Newman.** The Administration may choose to confiscate any book bag displaying inappropriate material. Book bags are subject to being searched by the Administration.

### CARDS AND GAMES

Cards, similar games, and electronic games may not be played at any time during the school day. **Playing games on electronic devices and computers is prohibited in the classroom, unless specifically permitted by the instructor at that point in time.** Gambling in any form is strictly forbidden.

### DISTURBANCES

Fights and/or violence will not be tolerated. Any person involved in a fight (regardless of who started it) on school grounds, or in the general vicinity of the school, may be suspended for at least one day. In addition, the students may be required to participate in conflict-resolution sessions as arranged by the School Counseling Department.

### FIREWORKS

The possession or use of fireworks (or any similar devices) jeopardizes the safety of the student and others. Accordingly, the possession or use of fireworks (including "stink bombs") in school or at any school associated activity is strictly forbidden.

### FOOD DELIVERIES

Students are not permitted to order food deliveries from outside sources during the school day without Administrative approval.

### FORGERY/DECEPTION

Forgery is considered dishonest, a form of deception, and a violation of the Cardinal Newman Honor Code. Any other form of deceit or misrepresentation, including the presentation of falsified information, may result in an Honor Code Violation, a 3-hour Detention and/or a suspension, to be determined on an individual basis.

## HALLWAY BEHAVIOR

Students are to conduct themselves in an orderly manner in the halls and stairwells at all times. Running, shouting, whistling, fighting, and any other form of disturbance are out of order.

For the safety of students after school, no students are allowed to loiter in the hallways at the end of the school day. Students are to attend after school functions, seek academic help from faculty or go to the Media Center to study until they leave campus.

## LOCKERS

Combination locks may be purchased from the school. **If a student chooses not to purchase a lock and secure their belongings in a locker, Cardinal Newman is not liable for the student's property.** Student lockers are the property of the school. The school Administration reserves the right to inspect student lockers at any time. **Lockers should be kept locked at all times and students should not reveal the lock combination to anyone. Failure to maintain a locked locker will result in disciplinary action.**

**iPads and cell phones are to be secured and put away when attending school Masses and/or assemblies that are dismissed from home room.** Money or valuables should not be regularly left in the locker. Lockers should always be neat. Nothing may be attached to or hung on the inside or outside of the locker. This includes such things as posters, photos, stickers, and other similar items.

Interference with another student's locker is a serious offense, rendering one liable to disciplinary action. Any damage caused by misuse or abuse will be charged to the students responsible.

Students may go to their lockers before and after school and between classes. **Students are not permitted to use their lockers while class is in session without obtaining a pass and permission from the homeroom/advisory teacher or an administrator.** Any locks or items remaining in lockers following dismissal on the last day of the school year are considered abandoned and will be removed.

## MAGAZINES/NEWSPAPERS

Newspapers & magazines not directly related to a specific class assignment are not to be brought into the school.

## PETS/ANIMALS

For purposes of general health and safety, pets and/or other animals may not be brought onto campus at any time without the explicit permission of an administrator. Mistreatment of any animal, whether in a laboratory situation as a living or preserved specimen, or as a natural resident of the school's campus, is considered a serious offense and will be dealt with on an individual basis by the Administration.

## **PUBLIC DISPLAYS OF AFFECTION**

*Diocese of Palm Beach*

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

\*\*\*\*

## **REPORTING AFTER SCHOOL**

Teachers, for academic and/or disciplinary reasons, may ask students to report after school. Failure to report to a teacher is a serious offense and may incur a referral to the Assistant Principal and/or disciplinary consequences. Failure on the part of a student to report to the Vice Principal when directed to do so renders him or her liable to disciplinary action which may include suspension.

## **RESPECT FOR PROPERTY/THEFT**

All property on the campus, indoors and out, should command the full respect of the student body. Vandalism of any sort will result in appropriate punishment, including suspension or expulsion. In addition, restitution must be made monetarily or through service to the school. If a student should happen to damage something by accident, he/she should report it to the teacher or office immediately. Students are to keep all areas throughout the school, such as homeroom/advisory rooms, hallways, desks, and bulletin boards, neat and orderly.

Any student found violating the security of another student's locker, tampering with the property of anyone, or found to be in unauthorized possession of another's property (including school property) will be subject to serious disciplinary measures, including expulsion.

## **SEXTING**

*Diocese of Palm Beach*

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

\*\*\*\*

## **SMOKING/VAPING**

*Diocese of Palm Beach*

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

\*\*\*\*

No cigarettes, electronic cigarettes (e-cigarettes), vaporizers (vapes) or tobacco/herbal products of any kind may be used, or carried on one's person or property at school or school sponsored events. Initial offenders may incur a one-day suspension and a disciplinary letter. If a second offense occurs, the student may be suspended for a minimum of three days. Students who leave the campus grounds after arriving in the morning, and are found to be in violation of this policy, may be subject to the same disciplinary action as a student found smoking/vaping or using tobacco/herbal products on school grounds.

## **SPORTSMANSHIP POLICY/CODE OF CONDUCT**

Parents, student-spectators, student-athletes/participants, and guests of the members of the Cardinal Newman family are expected to maintain respectful demeanor at all athletic events. Cardinal Newman encourages participation and support of our athletic teams. We expect those who represent Cardinal Newman to promote a healthy, competitive atmosphere while displaying appropriate sportsmanship and respect.

Students who violate any part of the Cardinal Newman Code of Conduct or FHSAA (Florida High School Athletic Association) policies while representing Cardinal Newman High School, will be subject to disciplinary action as determined by the Administration and/or the Athletic Director. This may result in suspension and/or loss of privilege to attend school athletic events, as well as other penalties handed down by the FHSAA and/or the Office of the Vice Principal. Any misconduct by a student-athlete resulting in a fine by the FHSAA will be paid by the offending student or billed to his/her account. By signing the Cardinal Newman High School Emergency and Policy Card, required upon enrollment, parents/guardians agree to the terms of this code of conduct.

## **OTHER OFFENSES**

**Dishonesty, deceptive behavior, immoral conduct, insubordination, and disrespect are major offenses against Christian morality and will not be tolerated by school officials. Violations of this nature will be treated as serious offenses entailing suspension or expulsion. Any offense which, in the mind of the Cardinal Newman Administration, fails against the spirit and philosophy of the school will be treated accordingly.**

## **WEAPONS POLICY**

*Diocese of Palm Beach*

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

\*\*\*\*

### **POSSESSION OF WEAPONS OR OTHER DANGEROUS OBJECTS**

**Cardinal Newman High School reserves the right to search the campus for weapons or other dangerous objects. This search may be conducted by a member of the Administration, law enforcement, or by a professionally trained K-9 unit.**

It is prohibited to possess, display, store, or use any physical or material object on school grounds, or any school sponsored activity, or social media that could be used to harm another person. Any item used to threaten or cause bodily harm may be considered a weapon. Even the mere allusion to possessing a weapon (including a “toy weapon”) will be treated in a severe manner **including, but not limited to suspension or expulsion**. Any student who violates this policy may be asked to withdraw or be expelled from Cardinal Newman. Each case will be handled on an individual basis by the school’s Administration.

## **THREATS OF VIOLENCE**

*Diocese of Palm Beach*

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty, or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school.
2. Treatment or consultation by a psychologist or psychiatrist at the parents’ expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with the indication that, should a similar threat occur, the child will be expelled from school.
4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

\*\*\*\*

## **DRUG AND ALCOHOL POLICY**

*Diocese of Palm Beach*

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing **at the parents' expense**. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. **Refusal to participate in such a test may result in expulsion from the school.**

**At times, the school may choose to conduct random drug testing of the student body at the parents' expense.**

A school may conduct random searches as set forth in this handbook.

\*\*\*\*

**There exists no expectation of privacy in any student's book bag, desk, locker, car, cell phone, school-leased iPad, or any other belonging, including privately owned electronic devices. Students themselves are subject to search at any time while at school or attending a school sponsored function. This search may be conducted by a member of the Administration, law enforcement, or a professionally trained K-9 unit. Also, students are expected to follow the directives of the campus security guard and to cooperate with his/her instructions. No probable cause or suspicion need precede any search. Enrollment and study at Cardinal Newman High School is preconditioned upon acceptance of this rule.**

**The school may require a student to undergo substance abuse lab testing and professional evaluation at a school specified facility, if a student presents in a manner which indicates suspected drug/alcohol involvement.**

**All services will be performed at the parent(s)' expense.**

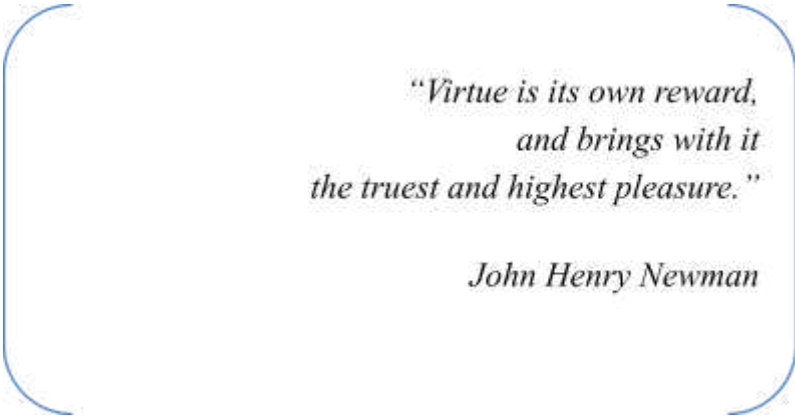
**Students and families are required to fulfill treatment plans as proposed by professional services, and to work with the school psychologist, in order to maintain their enrollment at the school.**



The presence of any Cardinal Newman student in any narcotic or drugged state at any school activity or event on or off campus is forbidden. Any student notoriously involved with the use, sale, distribution, procurement, transportation, and/or possession of drugs/drug paraphernalia at any time off school property is ipso facto liable to extraordinary exclusion, as described earlier.

Alcohol consumption under the age of 21 is illegal. The use and/or possession of alcoholic beverages by a Cardinal Newman High School student on the school property or at any school event, or through the use of social media are strictly forbidden. Students may be subject to random, alcohol breathalyzer testing. The presence of any Cardinal Newman student in any state of intoxication, at any school activity on or off campus, is strictly forbidden. Failure to observe either of these regulations merits severe punishment, including expulsion.

**The use and/or possession of prescription or non-prescription narcotics or drugs, and the possession of drug paraphernalia by a Cardinal Newman student on the school property or at any school event could result in expulsion with the matter referred to law enforcement. Disciplinary procedures will be rendered on an individual basis. Any student found to be seeking or distributing, attempting and/or offering to distribute alcohol/drugs on school grounds, at a school-sponsored event, or while a registered student at Cardinal Newman, may be expelled and the matter referred to law enforcement.**



*“Virtue is its own reward,  
and brings with it  
the truest and highest pleasure.”*

*John Henry Newman*

## **CHEATING AND OTHER ACADEMIC IRREGULARITIES**

The Honor Code Pledge, its explanation, procedures, and sanctions for violations are outlined below. The student's signature of acceptance of the pledge, as well as the parents' acknowledgment and signed agreement of this, appears on the Emergency Card to be kept on file. Teachers may, if they choose, require students to sign the pledge on any assignment.

### **CARDINAL NEWMAN HONOR CODE PLEDGE**

**As a member of the Cardinal Newman community, I pledge to be a person of integrity. I will neither give nor receive unauthorized assistance in any academic endeavor.**

### **EXPLANATION OF THE HONOR CODE**

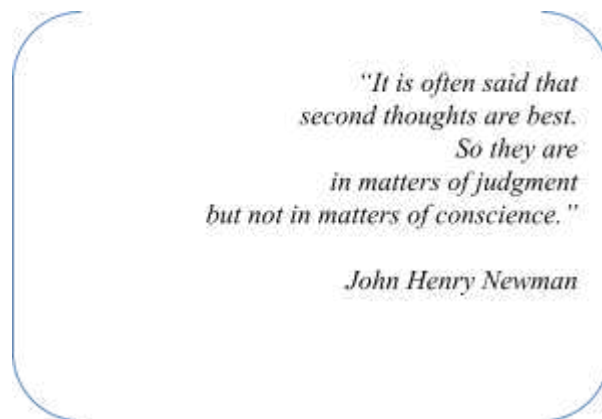
Cardinal Newman High School's mission is to educate the whole person: body, mind, and spirit, according to the gospel values of Jesus. As a Catholic high school, Cardinal Newman strives to uphold Christian values and to embody our mission statement. Responsibility, respect for self and others, regard for the welfare of the community, and pride in accomplishments involve each of us being persons of integrity whose actions demonstrate this commitment. Any actions, which disregard honesty, whether intentional or unintentional, diminish the integrity of both the individual and the community. Moreover, such actions do not give the teacher the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience which is crucial to educating the whole person.

In certain academic situations, behaviors may arise that do not comply with the instructions of the teacher, therefore disrupting the testing or evaluation process. Such *Academic Irregularities* fall within the bounds of Honor Code violations. These behaviors include, but are not limited to: unauthorized talking, regardless of the content; moving from the seat/desk without permission; other blatant disregard for written or verbal instructions during testing or similar academic situations.

While a member of the Cardinal Newman community, each student is expected to conduct himself/herself with integrity and to uphold the Honor Code. Though not exhaustive, the following represent examples of actions which violate the Honor Code, and may lead to serious consequences:

- 1. Cheating:** Copying work or giving your own work to another; unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; giving or receiving information regarding a test before, during, or after the test.
- 2. Plagiarism:** Representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit. This includes unauthorized assistance from friends or family outside of the school, on any assignment.

3. **Falsification of data and citations:** Buying, selling, giving, or receiving term papers, notebooks, or the like, from any source, including the Internet.
4. **Fabricating documentation, academic or otherwise.** (e.g., letters of reference, community service validation, forging parent signatures, fabricating data, etc.).
5. **Abuse of Media Center privileges:** Defacing books or other library materials; failing to return overdue books, thus depriving others of their use.
6. **Purposeful destruction, theft, or misuse of electronic media** (iPads, computer hardware or software, email, air drops, direct messages, cell phones, etc.).
7. **Lying to an administrator or teacher during investigations**



#### **PROCEDURES/SANCTIONS FOR HONOR CODE VIOLATIONS**

In issues concerning the Honor Code, the teacher will initially speak with the student to ascertain the facts. The details of this conversation, as well as the facts which are discussed, will be reported in writing. All materials pertinent to the situation will be given to the Vice Principal, who will then present the information to the members of Administration. If the Administration determines the student has violated the Honor Code, the appropriate remedies apply.

While a student at Cardinal Newman High School, in cases where it is determined that a student has violated the Honor Code, the following sanctions will apply:

1. For a **first offense**:

- The student receives a zero on the assignment with no opportunity for make-up.
- A Saturday 3-hour detention.
- The student's parent(s)/guardian(s) are advised that the student has violated the Honor Code.
- The student will not be considered for induction into the National Honor Society unless he/she has corrected behavior by going a full calendar year from the date of violation without further Honor Code offenses. If the student is a current NHS member, s/he will be subject to immediate dismissal. If the student is an officer in the NHS, he/she will be required to resign the position.

2. For a **second offense**:

- The student receives a zero on the assignment with no opportunity for make-up.
- One-day suspension with academic penalty.
- In addition, the student must relinquish any/all leadership positions (e.g., class or club officer, athletic captain) for a period of one calendar year from the date of the second offense.
- The student's parent(s)/guardian(s) are advised that the student has violated the Honor Code.
- The student cannot be considered for induction into the National Honor Society
- If the student is a current member of the National Honor Society, s/he is subject to automatic dismissal from the NHS. The student is ineligible for consideration for future membership.

3. For a **third offense**:

- The student receives a zero on the assignment with no opportunity for make-up.
- Five-day suspension with academic penalty.
- The student's parent(s)/guardian(s) are advised that the student has violated the Honor Code.
- The student is henceforth ineligible for any leadership position while at Cardinal Newman.
- In addition, the student is permanently ineligible for induction into the National Honor Society or to maintain active status with the National Honor Society.

4. For a **fourth offense**:

- The student receives a zero on the assignment with no opportunity for make-up.
- Dismissal from Cardinal Newman High School.

## GENERAL REGULATIONS

### CARS AND STUDENT PARKING

*\*Pedestrians Have the Right of Way\**

1. Students who drive themselves to school are required to park in the student parking lot. Since students are forbidden to park off campus, Cardinal Newman High School assumes no responsibility for the health and well-being of students who violate this policy.
2. There is a \$175.00 charge for parking in the student lot. The fee is non-refundable and is prorated by the month. There will be a \$10.00 replacement fee for a lost tag. This parking fee is used to supplement the cost of security and lot maintenance throughout the year.
3. **Students who are not current with their Community Service hours may be ineligible to purchase a parking tag.**
4. At the time of purchase, students must provide a copy of their valid Florida Driver's License, their insurance card, and their vehicle registration.
5. Cars must be registered in the Office of Student Life and must display a numbered hang-tag on the rearview mirror at all times. Allowing another student to drive one's car is prohibited.
6. **Parking tags may not be sold, borrowed, given to, or exchanged with any other person.**
7. Any car that is parked in the student lot and is not registered with the Office of Student Life may be towed away at the owner's expense. Of course, owners are encouraged to lock their vehicles and keep any valuables hidden.
8. The privilege of parking in the student lot is contingent upon the student signing the parking lot contract. Failure to comply with the terms of the contract may result in the loss of parking privileges and/or other consequences to be determined by the Assistant Principal.
9. Students may park in any spot with the exception of areas designated for Senior Privilege and/or Reserved Parking.
10. Students may be asked to move their vehicle at the discretion of the Office of Student Life/Vice Principal.
11. Students are forbidden to park in the church parking lot.
12. All no-parking areas must be free of cars.
13. **Students may not go to their cars while class is in session without a pass from Administration.**

14. Students who endanger others by improper use of their vehicles, to include transporting a student on the outside of the vehicle, etc., may be denied parking privileges and may be subject to additional consequences. Speeding or driving recklessly on school grounds, in the vicinity of the campus, or at any school-connected event will not be tolerated and may be dealt with severely.
15. The playing of loud music is disruptive and can contribute to or cause less-safe driving conditions. No loud or offensive music is permitted on or in the vicinity of the campus,
16. Loitering/tailgating is not permitted. Students are expected to leave the parking lot or report to after school activities within 15 minutes of the dismissal bell. **NO RE-ENTRY will be permitted into the student parking lot until 20 minutes after the final afternoon bell.**
17. Students are expected to follow the directives of the campus security guard and to cooperate with his/her instructions.
18. Since parking in the CNHS student lot is a privilege, CNHS reserves the right to deny or suspend student parking for infringement of school policies.
19. Should a student's parking privilege be suspended, his/her hang-tag **is non-transferable and non-refundable. Hang-tags are non-transferrable under any circumstance.**
20. Although security is provided, the school assumes no responsibility for car damages on or off school property.
21. Student vehicles may be searched at any time while on the Cardinal Newman campus.

### **AFTER SCHOOL POLICY**

Students will be under the direction of Cardinal Newman High School personnel for 30 minutes before and 30 minutes after official school hours (usually 8:00 a.m. to 2:12 p.m.) and 30 minutes before and after official school-sponsored activities, at the designated location (the student pick-up area). The school cannot guarantee supervision of its students at other times or places not specified. **Failure to adhere to this policy may result in the student's exclusion from school-sponsored activities.**

Students may not loiter on the school campus at the end of the school day. Students are to depart from school at the conclusion of their classes unless they are participating in an extracurricular activity, seeking extra help from a teacher, serving a detention, utilizing the Media Center, or taking a make-up exam. Cardinal Newman High School cannot assume responsibility for students who are not picked up within the 30 minutes after the end of school.

**Once a student leaves campus they may not return, unless for an authorized school activity or for necessary school-related purposes.**

## GOVERNMENTAL INVESTIGATIONS

The school will make all efforts to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. Unless directed by an investigator or law enforcement officer to the contrary, the school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises. The school will attempt to have a school representative present during such an interview where it is possible and permissible. There are times, however, when in the course of a police investigation it is not possible to contact parents ahead of time.

### SCHOOL SPONSORED EVENTS

*Diocese of Palm Beach*

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

**Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

\*\*\*\*

### ASSEMBLIES

An indication of the cultural level of a school is the conduct of the student body at assemblies. At all times a student's conduct should be refined and courteous. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Appreciation of the assembly is shown by attention and polite applause. Unacceptable conduct would include whistling, uncalled for clapping, calling the name of a student, boisterousness, and talking during the program. **Any teacher may correct/attend to any student not acting properly at an assembly.**

Students move to all assemblies in an orderly manner at the direction of their class teachers or moderators. Textbooks and other materials are to be left in the classrooms. iPads and all electronics (i.e. cell phones) are to be secured in a locked locker when possible. Students are to sit with the Advisor/ teacher in assigned seats unless permission to do otherwise has been given. Return from assemblies is at the direction of the teacher and/or Administration. **As an example, Liturgy is one type of school assembly. All students, regardless of religious belief, must attend the Liturgy.**

## **STUDENT SERVICES**

### **BOOKS / BOOKSTORE**

At the beginning of each semester the bookstore is open before and after school each day to supply students' textbook needs.

Cardinal Newman High School will provide each student with their textbooks on or before their first day of class. Below are the usage policies:

1. Students are responsible for the care and security of their textbooks. In the event that a textbook is lost or stolen, the Vice Principal should be notified. Students are responsible for lost or stolen books.
2. If students are issued textbooks, they are required to bring their books to class as there will be periodic book checks, including inspections for misuse.
3. Students may not write in their textbooks.
4. Students are permitted to write in their non-reusable workbooks.
5. If the condition of a returned book drops two grades, based on the inspection rating system, the student will be charged the price of a new book.
6. If a student does not return his/her book at the end of the course, or if there is evidence of the book being misused, i.e., unacceptable language, graffiti, cover or binding destroyed, etc., the student is responsible for the fee to replace the book. Their account will be charged for the price of a new book. A statement will be sent to the parent(s). Grades, report cards and transcripts may be held for those students with outstanding book fees.
7. Due to the increase in use of e-books, book orders may be placed for students who would like to purchase textbooks.
8. Found textbooks or reports of lost textbooks should be handled through the Office of Student Life or the Central Office.
9. There will be disciplinary consequences for any student found to be in possession of a book belonging to another student, or any book that has an altered inventory number.
10. Electronics textbooks will be provided as they become available from publishers.



## LOST AND FOUND

All items found in the school are placed in the Lost and Found Department, located in the Office of Student Life. Students should check the Lost and Found Department before claiming that a missing item has been stolen. **The school assumes no responsibility for any item that is lost, damaged, or stolen.**

## CAFETERIA

The school cafeteria provides food service for students during their lunch periods. Both hot and cold lunches are available during the lunch periods. A microwave oven is available for those students who wish to use it. All food and drink is to be consumed in the cafeteria. **Anyone consuming food or drink outside the cafeteria, in an unapproved area, will be subject to a food fine.**

Students who choose to go to the Media Center are responsible for signing in and are to sit in an area designated by the media specialist. Students may not leave the Media Center to go to lunch.

**Note: Students may eat lunch outside in their designated area, during their lunch period only.**

Eating in the cafeteria is a privilege. Failure to comply with policies of etiquette and behavior may result in a loss of this privilege. Students are to maintain the good order of the cafeteria and to observe proper forms of etiquette. After finishing lunch, the student should clear his or her table, place the chair back to its correct position, and deposit all waste in the proper receptacles. Students may not leave the cafeteria without the permission of the cafeteria proctor. **A student who initiates a food fight will receive a minimum of a 3-day suspension.**

## FOOD DELIVERIES

**Students are not permitted to order food deliveries from outside sources during the school day without Administrative approval.**

*"A gentleman...he has his eyes on all his company; he is tender towards the bashful, gentle towards the distant and merciful towards the absurd..."*

*Saint John Henry Newman*

## SCHOOL AND COLLEGE COUNSELING DEPARTMENT

(561) 683-6266 ext. 1028

The School and College Counseling Department at Cardinal Newman High School provides developmental, as well as proactive, preventative and remedial services for students. This involves a cooperative effort among students, staff members, parents and the community. Its purpose is to empower all learners to lead satisfying and productive lives by assisting them in identifying and achieving educational, career, personal and social goals. The Counseling Department educates the mind, body and spirit by working with academics, educational and college/career planning, as well as personal concerns.

To promote the effectiveness of their efforts, counselors often consult with parents, administration, and other significant parties in the lives of students. All appointments are made through the school counselor in the counseling office located on the first floor of the south building. This is done before school, during Flex Time, or after school. Counselors see the students throughout the day; appointments may be canceled by the classroom teacher for academic reasons such as tests and quizzes, and/or abuse of scheduled appointment times.

The school employs a College Counseling Director, Mrs. Christina Assal, to provide assistance to students and families in the college application process. Appointments are made by emailing [christina.assal@cardinalnewman.com](mailto:christina.assal@cardinalnewman.com).

*There may be times when families will be required to seek outside mental health services for their child. In this event, the parents must also utilize services with the consulting psychologist on campus, as a liaison between the outside therapist and the school.*

If a student is absent due to illness, parents or the student should email teachers concerning work that will be missed. The student/parent should also check *RenWeb* or *Moodle* for assignments, missing quizzes, tests, projects and homework. If a student is absent for an extended period of time (more than two weeks) with a doctor's excuse, parents should contact the School Counseling Department to arrange for a homebound teacher through the public school system.

### COUNSELING SERVICES

All students meet several times each year with their counselor in class settings. Counselors also meet individually with students at least twice a year. Personal counseling may be initiated by the student, parent or counselor. Group counseling, facilitated by our consulting psychologist, Dr. Johnson, can help a student become self-directed and may be initiated by either the parent or the counselor. Academic counseling is available. Counselors coordinate staffing for parents that includes a meeting with all of the student's teachers. The Learning Strategy teacher coordinates accommodations for a student who may be having difficulty with academics. The counselors work with students and parents on the college admissions process.

Students are introduced to *Naviance* in the second semester of their freshman year and are guided through appropriate levels of career, college and scholarship preparation through their four years of high school. *Naviance* is a Web-based resource that supports career, and college planning

The Counseling Department supports parents and families by hosting evening presentations during the year. An evening for Senior Parents and an evening for Sophomore/Junior Parents are scheduled in September. Evening presentations on Financial Aid usually take place in the month of October. An evening for Freshman Parents highlighting the *Naviance* Program and college planning process takes place in January. The Counseling Department hosts a Transfer Student orientation for all new upperclassmen in August and presents information at the Freshman/New Student Orientation. There is an Annual Freshman/Sophomore Student and Parent College Information Night held in the Spring.

The School and College Counseling Department posts available jobs in the local community. Students are encouraged to work no more than 15 hours per week, however, in order to maintain a healthy balance between work and studies.

### **COURSE SELECTIONS & CHANGES**

Students are advised to think carefully when considering their course selections. Parents/guardians sign the student course request sheet indicating their approval of the student's choices. Upperclassmen receive priority in scheduling.

- Students requesting a schedule change may do so during the first two weeks of a semester, at no cost. Schedule changes may be requested through the student's counselor.
- Students requesting a schedule change after the first two weeks of a semester will be assessed a \$100.00 fee. This does not apply if the adjustment is initiated by the school.

Changes from Honors and/or AP courses to regular courses require parent/guardian documentation.

Changes from regular courses to Honors and/or AP courses require an official Parent Request Form, obtained from the Student Counseling Office. This form requires signatures from the student, parent/guardian, department chairperson and the academic dean.

**All schedule changes are subject to availability and require the approval of the school counselor and administration.**

## LEARNING ASSISTANCE

### **SECTION 504 – POLICY STATEMENT**

*Diocese of Palm Beach*

Cardinal Newman High School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Cardinal Newman High School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: John Clarke, (561) 775-9532. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo  
Diocese of Palm Beach  
Superintendent of Schools  
9995 North Military Trail  
Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

\*\*\*\*\*

Cardinal Newman High School is not equipped to offer special education classes, 504, or IEP programs. The school offers **ACCOMMODATION PLANS** that will provide reasonable accommodations to students with **documented learning differences**. Implementation of any accommodation **requires a professional diagnostic evaluation conducted within the last three years, as well as written parental approval**.

The Critical Thinking and Study Skills class offers accommodations along with corrective and remedial strategies as well as resources and materials needed to address a range of ability levels and learning styles.

A learning specialist is available for reading and learning issues, and for providing tutorial assistance for individuals and small groups. Students may be required to enroll in Intensive Reading and/or Intensive Math class for additional support. Every attempt is made to work with the student to the best of the school's limited ability. (*Curriculum Handbook*, Cardinal Newman High School.)

## STANDARDIZED TESTING

The Counseling Department arranges for standardized testing to be administered by grade level as follows:

- Grade Nine: PSAT / NMSQT
- Grade Ten: PSAT / NMSQT
- Grade Eleven: PSAT / NMSQT

SAT and ACT are administered on certain Saturdays throughout the school year. Cardinal Newman High School administers each of these tests on the assigned Saturday twice a year, in the Fall and in the Spring. These tests are recommended for both Juniors and Seniors. Students must register online for the SAT and/or ACT. The testing code assigned to CNHS is 101835.

Students must register on-line as follows: ACT: [www.act.org](http://www.act.org) SAT: [www.collegeboard.org](http://www.collegeboard.org)

**Students are responsible for sending their SAT and ACT scores to their colleges directly from the testing companies – College Board and/or ACT.**

## COLLEGE REPRESENTATIVES

Cardinal Newman hosts many College Representatives throughout the year. Sophomore, Junior and Senior students are encouraged to make appointments with the visiting representatives of colleges that they are interested in attending. Students are required to sign up at least one day in advance of the scheduled visit. Students are limited to attending no more than two visits a day and a total of five per week. Students need to sign up through their *Naviance* Family Connections account to be excused from class for the presentation.

## FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

The Florida Bright Futures Scholarship Program consists of award levels:

- Florida Academic Scholars (FAS)
- Florida Medallion Scholars (FMS)

Each award level has its own academic requirements, award amounts and funding length. A student may receive funding for only one award; the highest award earned will be selected. In addition to meeting academic requirements, students must also meet the general eligibility requirements for receipt of state aid. Information regarding the eligibility requirements may be found at <http://www.floridastudentfinancialaid.org/ssfad/bf/bfmain.htm>. Students who meet the eligibility requirements will be registered by the end of January for Bright Futures under the guidance of the Registrar.

## **DUAL ENROLLMENT CREDIT**

Students may earn college credit by registering for dual enrollment classes offered as part of the high school curriculum through St. Thomas University or by enrolling in classes at Palm Beach Atlantic University or Palm Beach State College. It is the student's responsibility to obtain transcripts from the college granting the dual enrollment credit. These courses are not part of Cardinal Newman's High School Transcript. A transcript for dual enrollment credit must be sent from the respective college granting the credit. Courses taken as dual enrollment are included in the student's College Transcript and GPA.

### **ST. THOMAS UNIVERSITY DUAL ENROLLMENT CREDIT**

The dual enrollment program through St. Thomas University provides qualified students the opportunity to take college-level courses at Cardinal Newman without disrupting their normal class schedule. Through the dual enrollment program, students can test their ability to perform at the college level, gain confidence, and after successful completion, earn college credit. Students interested in the program will be given information in the classes eligible for dual enrollment during the first weeks of school. Students must meet the academic criteria set forth by St. Thomas University to participate in the Dual Enrollment Program. A separate fee must be paid to St. Thomas University to receive the dual enrollment credit.

### **PALM BEACH ATLANTIC UNIVERSITY**

Students interested in attending Palm Beach Atlantic University (PBAU) and earning college credit, please see the Counseling Department for qualifying details. To participate, students must meet the prerequisites of PBAU and receive prior approval from the Cardinal Newman Counseling Department. Credit earned through dual enrollment courses may not be substituted for high school credits in courses mandated by Cardinal Newman High School for graduation. All paperwork must be obtained from Palm Beach Atlantic for dual enrollment.

### **PALM BEACH STATE COLLEGE DUAL ENROLLMENT CREDIT**

Any Sophomore, Junior, and Senior student interested in attending Palm Beach State College (PBSC) and earning college credit, please see the Counseling Department for qualifying details. Students must meet the academic criteria set forth by PBSC to participate in this program. Credit earned through dual enrollment courses may not be substituted for high school credits in courses mandated by Cardinal Newman High School for graduation.

## **HIGH SCHOOL TRANSCRIPTS**

### Seniors

Students may obtain official high school transcripts by making their request through their *Naviance* account. Such transcripts are needed for college applications, scholarships, and summer programs. Transcripts requested for colleges will be sent directly to the college. Transcripts for Scholarships and Summer Programs should be picked up in the Counseling Department two (2) school days after the request is made through *Naviance*. Transcripts will be furnished free of charge. Please allow a minimum of two school days to complete the above mentioned process. Seniors are responsible for requesting transcripts for dual enrollment from the respective college granting credit.

### Freshmen, Sophomores and Juniors

Students in 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grade who need a transcript for a scholarship or a summer program must see their School Counselor.

## **PRIVATE TUTORING, COACHING OR LESSONS**

*Diocese of Palm Beach*

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgement of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

## **TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

*Diocese of Palm Beach*

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceeding which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

\*\*\*\*\*

## **SEXUAL OR PHYSICAL ABUSE**

Students or parents who have suspicion of any form of sexual or physical abuse should immediately report this to a member of the Cardinal Newman faculty or staff. Cardinal Newman follows the state and diocesan regulations and procedures concerning the reporting of suspected sexual or physical abuse. Diocesan policies can be found on the Diocesan web-site, <http://www.diocesepb.org>.

### **REPORTING CHILD ABUSE, ABANDONMENT, OR NEGLECT**

*Diocese of Palm Beach*

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

### **SIGNS OF PHYSICAL ABUSE**

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

*"Evil has no substance of its own,  
but is only the defect,  
excess, perversion, or corruption of that  
which has substance."*

*Saint John Henry Newman*

### **SIGNS OF SEXUAL ABUSE**

The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

### **SIGNS OF NEGLECT**

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

### **PATTERNS OF ABUSE**

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

\*\*\*\*\*



## **REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS**

*Diocese of Palm Beach*

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the school principal, Mrs. Katie Kervi, at (561) 683-6266, or by email at [Katie.Kervi@cardinalnewman.com](mailto:Katie.Kervi@cardinalnewman.com)

## **LIABILITY PROTECTIONS**

*Diocese of Palm Beach*

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

## **CHILD PROTECTIVE INVESTIGATIONS**

*Diocese of Palm Beach*

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida Law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member presence during these interviews.

\*\*\*\*

## HEALTH SERVICES

Any student who is too ill or fatigued to follow the school program must return home. Students who become ill must first secure a pass from their teacher and then report to the Central Office. School clinics, by law, are centers of first aid only and may not provide any medication, including aspirin. Minor first aid issues will be handled in the Central Office. Students may not solely rest in the clinic-room. Students who are mildly indisposed may return to class; those unable to attend class must return home. A student must secure parent/guardian permission before he/she may leave campus. **Students are not to make this phone call on their own.** Once approval is given, the student must leave campus through the Attendance Office. **A student will not be allowed to return to school that day for any reason.** Students who exhibit signs of a contagious disease or a temperature above 99.9°F will be sent home to the care of the guardian. The nurse will notify the guardian in these cases.

Any student who presents as emotionally upset should be seen either in the Counseling Department, by the school nurse or jointly, with appropriate communication shared. If deemed necessary, parents or guardians will be notified and referrals made and/or appropriate action taken in collaboration with the family. In the event of an emergency, all attempts will be made to contact the parents or guardians in order to make them aware of the situation, understanding that the welfare of the child is the primary concern. Mental health professionals in the Counseling Department, law enforcement and/or the Palm Beach County Mobile Crisis Team may be contacted, as needed. There may be times when families will be required to seek outside mental health services for their child. In this event, the parents must also utilize services with the consulting psychologist on campus, as a liaison between the outside therapist and the school. Parents or guardians can make the Administration aware of any individual mental health condition or needs their child may have and request certain action be taken in the event of an emergency.

## MEDICAL GUIDELINES

*The Diocese of Palm Beach*

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the

Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

\*\*\*\*\*

### MEDICAL GUIDELINE

*Diocese of Palm Beach*

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

\*\*\*\*\*

### IMMUNIZATIONS

*Diocese of Palm Beach*

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

\*\*\*\*

## MEDICATIONS

- **Medication to be taken by a student must be personally brought by the parent or legal guardian to the Central Office. Students may not bring the medication to school alone.**
- **If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.**
- **Medication of any type, prescription or non-prescription, may not be kept in a school locker, book bag, or carried on one's self.**
- **The only approved exceptions are hand held respiratory inhalers and epi-pens.**
- **Both respiratory inhalers and Epi-pens must have the type of device and the appropriate dosage listed on the medication information sheet, on file in the Central Office. All required paperwork must be completed and on file for these medications.**
- **Both prescription and non-prescription medication must be in the original container and have current expiration dates.**
- **Students taking non-prescription medication must follow the manufacturer's guidelines for dosage.**

By Florida Statute 1002.20, diabetic students may carry all equipment, medication, food and fluids on their person to treat their condition each day. The student must file with the school an authorization for medication from their physician and parent, with the medication and equipment they will be using in school. Hazardous materials must be disposed of properly in a sharps container which is located in the Central Office. The school has the right to restrict this privilege, for the safety and welfare of others if the student's behavior is inappropriate or as the situation warrants. Diabetic students may always care for their condition in the clinic and store any excess materials in the nurse's medication cabinet.

All other medical devices with needles or syringes are to be stored in the nurse's medication cabinet in the Central Office. All medical conditions should be reported in confidence to the School Counselor or the school nurse to ensure the health and safety of the student. Medical issues are decided upon by the Principal and school nurse on an individual basis, after consultation with the student's doctor. The transfer between students of any form of medication or medical device is prohibited and may result in disciplinary action, including expulsion.

## MEDIA CENTER

The Media Center is open from 7:00 a.m. to 5:00 p.m. on regular school days, and until 3:00 p.m. on early dismissal days. Students are encouraged to use the media center and are entitled to borrow books and other media.

Students coming to the media center from classes must be wearing their student ID, have a pass from the classroom teacher, and must sign in and out at the circulation desk. Students will be asked to sit in a designated area as directed by the media specialist. Students coming with their classes are asked to leave book bags in the classroom.

Students are welcome to come to the media center during lunch. Food and drink are not allowed in the media center during lunch, so students must eat lunch before signing in, and stay until the lunch period is over. Food and drink are only permitted in the designated area and may be limited to certain times before and after school.

**Computers are for academic purposes only.** Students are not allowed to make any changes to the computer settings nor may they be used to play games during the school day.

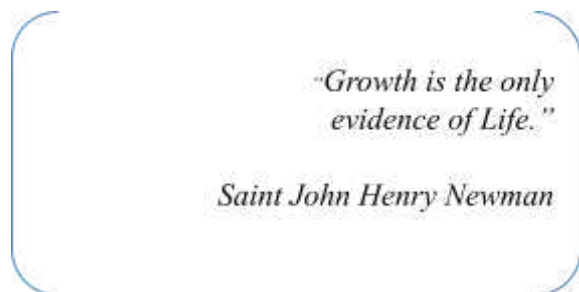
The media center is open before and after school for quiet reading, research, or homework. The front (west) doors will be locked at all times, so students must enter from the hall doors. Disruptive students will be asked to leave the media center and will not be readmitted.

**Quiet cell phone use for activities such as texting is permitted before and after school, and during lunch time. Talking on cell phones and/or listening to cell phone speakers for conversation and music are not permitted at any time. Cell phones MAY NOT access the CN network, nor may they be used as hotspots at any time..**

## CIRCULATION PROCEDURE

Most materials may be checked out for a two-week period. The fine for overdue books is ten cents per day. Overdue notices are sent to homeroom/advisory rooms weekly.

Periodicals, reserve books, and reference books may be checked out overnight and are due the following morning before the first bell. The fine for overnight materials is \$1.00 per day. Students with excused absences are not charged..



## ACTIVITIES

An important part of the high-school experience is the participation with fellow students and faculty members in activities of personal interest and development. Cardinal Newman High School offers a full range of activities which stimulate and develop areas of student interest. All students are encouraged to participate in activities as early as freshman year. No activity may hold a meeting, practice, or event, without a moderator present. All money collected from student organization fund-raising, as well as expenditures, pass through the Cardinal Newman High School checking account. Forms are available in the Faculty Mailroom to handle these transactions. It is the responsibility of the moderator to supervise, verify, and see that proper forms are completed whenever money is collected. At no time may a student be given the sole responsibility for such funds.

Academic failure may render a student ineligible for participation in activities, as determined by Administration. Disciplinary problems may also render a student ineligible for participation in activities, as determined by the Vice Principal.

All qualified students may apply for membership in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who applies can be accepted. The decision of the moderator, in conjunction with the principal, is final. Ordinarily the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

### PARTICIPATION IN SCHOOL ATHLETICS AND ORGANIZATIONS

#### *Diocese of Palm Beach*

**Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and the school cannot ensure the safety of all students involved in its activities and programs.**

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice.

**Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues, or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such programs or activities.

The school recognizes the following sports, activities and clubs:

<b>SCHOOL ASSOCIATIONS CLUBS &amp; SOCIETIES</b>			
CN Ambassadors		Art Club	Literary Club
CN Blue & Gold		Spanish National Honor Society	Multicultural Club
CN Honor Council		Chess Club	Pep Club
CN News		CN Fashion Club	Pre-Med Club
Campus Ministry Team		Drama Club (Newman Players)	Robotics Club
Knights & Ladies		Green Club School of Excellence	Social Media and Marketing Club
Student Government Assoc.		Key Club	Veterinary Club
National Forensics League Debate Club Honor Society		Yoga Club	Young Entrepreneurs Club
National Honor Society			
<b>DANCES</b>			
Homecoming Dance		October 2nd, 2021	TBA
Prom		April 22nd, 2022	TBA
<b>ATHLETICS</b>			
Bowling		Basketball	Baseball
Cheerleading - <i>Noncompetitive</i>		Cheerleading - Noncompetitive	Lacrosse
Cross Country		Soccer	Softball - Ladies
Football		Wrestling	Tennis
Golf			Track
Swimming & Diving			Weightlifting
Volleyball - <i>Girls</i>			

## **ASSOCIATIONS, CLUBS & SOCIETIES**

### **ART CLUB**

The Art Club is open to any student interested in artistic expression. Meeting several times a month either after school, students maintain the presence of art work on school bulletin boards. Additionally, they provide various areas of art services to the school, including help with drama productions, and preparation of seasonal projects.

### **NEWMAN AMBASSADORS**

Newman Ambassadors is a group of students at the school who have been trained in the international Safe School Ambassador Program. Its purpose is to improve the school climate to help stop bullying and violence. Membership is through teacher recommendation and invitation.

### **CN BLUE & GOLD**

The mission of the Blue & Gold is to exercise ethical and responsible journalism while providing Cardinal Newman High School students with a contemporary source of schoolwide local news. At all times, the Blue & Gold student newspaper will strive for responsible, fair, objective, honest and accurate news reporting. The Blue & Gold is an independent news source provided by and intended for Cardinal Newman students, while following the values outlined in the NSPA Model Code of Ethics for High School Journalists. The primary goal of the Blue & Gold is to dutifully inform the news to the CN student body. The secondary goal is to participate and enter award-winning journalism pieces for the Excellence in High School Journalism Awards, organized by the Palm Beach Post.

### **CAMPUS MINISTRY TEAM**

The Campus Ministry Team seeks to develop the faith community by sharing their time and talents as Retreat Leaders, Extraordinary Ministers of the Eucharist, Lectors, and Altar Servers

### **CARDINAL NEWMAN NEWS**

The Cardinal Newman News Club is responsible for presenting weekly announcements to the entire student body, along with the faculty and staff. The club is also in charge of the training of students in not only their public speaking, but also their knowledge for the development of a live newscast. This includes, but is not limited to, the operation of news cameras, the development of graphics and supers, the set up and maintenance of audio and lighting, along with student teamwork, to create spectacular live broadcasts for the entire school to watch and enjoy.

### **CHESS CLUB**

This club is open to all students who wish to play the game of chess. Players of all levels of expertise, including beginners, are welcome to join. Players are given the opportunity to arrange to play after school, in the library, Monday through Thursday, outside of the formal meeting times. Those members who would like to compete in chess tournaments will be given opportunities several times a year, as optional activities.



## **DRAMA CLUB**

### *THE NEWMAN PLAYERS*

This club promotes interest and seeks to develop ability in the dramatic art of theater. It is open to any student with a desire to be involved in theatrical performance either on stage or in a technical capacity. Major roles are by audition; incidental parts are open without audition. Meetings are monthly with increased participation required for major performances. This includes required Saturday and after school rehearsals. Regular attendance at these rehearsals is required for students with roles in productions.

## **CN FASHION CLUB**

The CN Fashion Club is a national high school program created to inspire and mentor students interested in pursuing careers in the creative industries of fashion, graphics, social media, interior design, digital media, and entertainment. Fashion Club promotes originality and self-confidence through the enrichment of fashion. Fashion is a form of self-expression that comes from the inside and shows on the outside. CN Fashion Club members meet once per month to share ideas, learn new things, explore fashion opportunities, and showcase their talents. All students are welcome.

## **GREEN CLUB**

### **SCHOOL OF EXCELLENCE**

The Green Club is an organization dedicated to the enrichment of science at Cardinal Newman High School. Members will participate in organizing campus recycling, coordinating clean up events at local natural areas and parks, and can participate in Science Fair competitions. It is a student run organization, where they are responsible for and will take a hands-on approach to increasing science and environmental awareness and education on school grounds. All members are expected to attend at least one beach cleanup per semester and assist with Earth Day activities. Due to the efforts of this club, Cardinal Newman High School has been recognized as a *Green School of Quality* by Florida Atlantic University.

## **KEY CLUB**

This club is a service organization which has as its objective the development of initiative and leadership among its members. The Key Club provides experience in working together and serving the school and local community.

## **LITERARY CLUB**

This club provides, first, an opportunity for students who love to read to chat both formally and informally about books. It also offers a means of self-expression to students (and other interested contributors) through creative poetry, short stories, doodles, drawings, and photography. We encourage students, alumni, and faculty alike to put forth work for publication. Our magazine, entitled *The Illuminated Manuscript*, will showcase the best that we have to offer.

### **MULTICULTURAL CLUB**

Many citizens and residents in this country integrate themselves within different cultures, ethnicities, and races. The purpose of this club is to explore these different cultures and embrace them. All students are welcome.

### **NATIONAL FORENSIC LEAGUE / DEBATE CLUB / HONOR SOCIETY**

The N.F.L. is a nationally sponsored Honor Society composed of students who aspire to succeed through leadership. Appreciating that outstanding leaders know first how to communicate well, members compete in various speech contests from September until May. As skills improve, members are awarded advanced degrees of honor, excellence, distinction, and special distinction.

### **NATIONAL HONOR SOCIETY**

The Cardinal Newman High School Chapter of the National Honor Society seeks to create an enthusiasm for scholarship, to stimulate leadership, and to encourage the development of good character. Membership is determined by meeting certain standards in the areas of scholarship, leadership, character, and service. Specific criteria for selection, as outlined in the Chapter By-Laws, are available upon request. The selection and induction of new members is made by a Faculty Council appointed by the Principal. Once a student is inducted he or she is expected to maintain a 3.5 GPA and to continue serving the school in various projects throughout the year. See page 18 for more information.

### **PEP CLUB**

The Pep Club is a group of students who work to increase school spirit. The Pep Club works diligently to support all of the school's athletic teams. Each season, fall, winter and spring, the Pep Club decorates the school with team posters and more. The Pep Club meets one to two times a month.

### **PRE-MED CLUB**

The Cardinal Newman Pre-Med Club provides interested students with a deeper insight into the various fields of medicine and familiarizes them with particular medical professionals, hospitals, and offices in the local medical community. The club also provides access to and knowledge of areas of the medical field that otherwise prove difficult for aspiring students. Hospital volunteering, journal reviews and discussions, and various projects may also be available.

### **ROBOTICS CLUB**

Crusader Robotics provides an opportunity to apply science concepts, and cultivate problem solving and team building skills through projects such as underwater vehicle and drone builds. Guest speakers, field trips, and competitions enrich the STEM experience. We look for curious minds to move forward and expand our current projects, maintain our website, and promote the club through creative uses of technology.

## **SOCIAL MEDIA AND MARKETING CLUB**

The Social Media Club will help increase school spirit and community by showing our social media audience all of the great things happening on Cardinal Newman's campus. The members will collaborate on content, take photos and video, interview students and faculty, and create engaging content for Cardinal Newman social media channels.

## **THE SOCIEDAD HONORARIA HISPÁNICA (SPANISH HONOR SOCIETY)**

The Sociedad Honoraria Hispánica (SHH), Spanish Honor Society, is a national honor society for high school students enrolled in Spanish and is sponsored by the American Association of Teachers of Spanish and Portuguese. The purpose of the society is to recognize high achievement of high school students in the Spanish language and to promote a continued interest in Hispanic studies.

Preliminary eligibility for membership in our chapter, Sandra Cisneros, is based on the following criteria:

- A cumulative 3.0 weighted average in all subjects, a cumulative 3.667 weighted GPA in Spanish with no grade lower than B+ in regular and B in honors, a weighted A or A- first semester grade in this year's Spanish class.
- All juniors and sophomores must be currently enrolled in Spanish and all sophomores must also take Spanish their junior year. No freshmen or seniors are eligible to apply.
- All candidates must submit an application in a timely fashion and prove good character, leadership, seriousness of purpose, cooperation, honesty, service and commitment to others.
- **A candidate's application may be denied if they have had a recent Honor Code violation or if they have been placed on Disciplinary Probation. They may reapply if there have been no further incidents after one calendar year.**

Once membership is established, each student must accumulate points through the various activities each year, and maintain their GPA and good conduct record in order to continue to remain a member. Although membership is by selection, the Sociedad Honoraria Hispánica (SHH) does function as a club in promoting scholastic achievement as well as school and community service.

## **YOGA CLUB**

The Cardinal Newman Yoga Club aims to provide an outlet to students. Once a week, we will hold a relaxing 20-30 minute yoga session in a non judgemental environment. We plan to create an atmosphere of community and encourage new friendships for those who feel too shy to approach new people during the regular school day. We want to help reduce stress among the student body and simply have fun.

## **YOUNG ENTREPRENEURS CLUB**

This club fosters an interest and better understanding of American business enterprise. The primary goal this year is to maintain the CN Crusader Shack, a school store with clothing, spirit items, and school supplies. Along with the store, members of the club are designing an online catalogue for students, alumni, and parents. The club members will learn more about business through career speakers, and there are plans for a "Crusader Tank" where students will have the opportunity to present ideas to professional entrepreneurs.

## **VETERINARY CLUB**

The Veterinary Club is an organization whose goal is to provide an introduction to basic veterinary skills, animal anatomy and care. Various field trips to local zoos and animal rescue organizations as well as guest lectures from local veterinary professionals may be part of the club's activities. Students will also create an annual community-based project utilizing their learned skills.

## **OTHER ACTIVITIES**

Other activities are initiated as needed and interests arise. Usually new activities are suggested by members of the student body. All such requests are directed to the Activities Director. Cardinal Newman High School assumes no responsibility for activities not approved by the school Administration. No post-prom or post-graduation parties or private trips are sponsored by Cardinal Newman High School. Simply put, it is the policy of Cardinal Newman High School to not conduct, approve, or support any private trips. Students who organize private trips may not involve the name or the property of Cardinal Newman High School in any aspect of their private activity. Cardinal Newman High School assumes no responsibility whatsoever for the quality, safety, or reputability of any such privately organized trip. The involvement of Cardinal Newman High School in any such privately organized trip is a serious action, rendering the student liable to very serious disciplinary action, including expulsion.

**STUDENT GOVERNMENT ASSOCIATION  
STUDENT COUNCIL**

This vital branch of the school community serves as a liaison between the students and the administration. This organization also provides a forum for student expression. Participation requires appropriate attendance and disciplinary standing as determined by Administration.

**CLASS OFFICERS**

The four class divisions are each served by a four-member leadership team. The offices of President, Vice-President, Secretary, and Treasurer are elected positions. Elections for senior, junior and sophomore class officers are held in the Spring of the preceding year, while freshman class officers are elected in September. Class representatives are chosen by Administration and class moderators from those students who have run for class officer positions. These representatives should be at meetings and participate in activities.

**Students wishing to run for Student Council and/or Senior Class offices must have prior leadership experience in a Cardinal Newman High School organization.**

**QUALIFICATIONS FOR CLASS/CLUB OFFICERS**

1. A candidate should possess a 3.0 GPA, with no grade lower than a C.
2. The candidate must not have received a less-than-satisfactory conduct grade twice from more than one teacher this year. (One less-than-satisfactory conduct grade from different teachers does not prevent a student from running for office).
3. A good attendance and tardy record (to be determined by the Vice Principal) prior to and throughout the term of office. The candidate should have no recent Letters of Concern regarding attendance and/or tardy arrivals to school.
4. Approval of the Class/Club moderator, the Activities Director, and the Vice Principal. The candidate should have no Letters of Concern regarding discipline, and/or academic irregularities (Honor Code Violations) within the current academic year.
5. **No student may run for or hold an office while on Disciplinary Probation.**
6. Once elected, a class/club officer is expected to maintain the same standards that are outlined above, and a mid-year review may be implemented. Failure to do so may result in the officer being placed on probation or removed from office.

**7. Students wishing to run for Student Council and/or Senior class offices should have prior leadership experience in a Cardinal Newman High School organization as follows:**

- **Student Council President** – One (1) year as Student Council officer or two (2) years as Student Government officer (class level)
- **Student Council Vice-President** – One (1) year as Student Council officer or one (1) year as Student Government officer (class level)
- **Senior Class President and/or Vice President** – One (1) year prior experience as a Student Government officer (class level)
- **A student must be a rising senior to apply for any of the above positions.**

8. Students wishing to hold an office in a class or club should realize the following:

- A student may serve as President of only one club or class per year. A student may serve as an officer in more than one club only with the approval of the moderators involved and the Activities Director.
- All candidates run independently and may not campaign with another candidate.
- Campaign posters are to be designed in good taste and require the approval of the class/club moderator and the Activities Director prior to distribution.

**Students elected to office must maintain the required 3.0 GPA, remain in good disciplinary standing, and complete all service requirements by the assigned deadlines. Failure to do so may result in removal from office**

If an officer fails to discharge his or her assigned responsibilities in an adequate fashion, he or she may be removed from office. In such a case, the moderator will first issue a warning. If the warning fails to secure the desired effect and the officer in question continues to neglect his or her duties, he/she can be removed from office by the moderator and/or Administration.

## DANCE REGULATIONS

School dances are generally held from 7:00 p.m. to 10:30 p.m. Times of dances other than those previously listed will be announced. Florida Statute 322.16(2) states, “(2) *A person who holds a driver license and who is under 17 years of age, when operating a motor vehicle after 11 p.m. and before 6 a.m., must be accompanied by a driver who holds a valid license to operate the type of vehicle being operated and is at least 21 years of age unless that person is driving directly to or from work.*” **Parents understand that it is their responsibility to be aware of and enforce this law.**

**Please remember – All students are to carry school ID cards at these events, at all times.**

1. All students and their guests are required to sign-in before being admitted to the dance.
2. **Students will not be permitted entrance into the dance later than one half (1/2) hour after the dance begins.**
3. Students have access only to the area where the dance is held.
4. Students not attending Cardinal Newman High School are not permitted to attend the dance unless as a guest of a Newman student. **Only one guest per Cardinal Newman student per event is allowed.** All guests must conform to the dance regulations. It is the responsibility of the Newman host student to impart this information to his/her guest. The Cardinal Newman student assumes full responsibility for the actions of his/her guest. Cardinal Newman High School reserves the right to refuse the admittance of any guest.
5. **Once a student and/or guest leave the dance area, he/she may not return. A student who leaves the dance before 10:00 PM must sign-out with an Administrator, listing the time of departure.**
6. In conformity with school regulations, no smoking, vaping, or use of other tobacco/herbal products is permitted on school grounds. See 49 for Diocesan and school policy.
7. **Students may be subject to random alcohol breathalyzer testing.** Any student or guest, regardless of age, under the influence or possession of intoxicating beverages or drugs, will be reported immediately to the sponsoring moderator who in turn will notify the parents and the Administrator-in-charge. Parents will be expected to come for the student and appropriate disciplinary action will be taken. The police will be notified if deemed necessary.
8. No students may remain in cars on the premises.

9. Appropriate dress is required for all dances. Shoes must be worn. Girls are not permitted to wear halters, etc. Boys' shirts must have a sleeve. The Administrator-in-charge has the final say regarding appropriate dress. The style of dancing must be in conformity with good etiquette and morality, reflecting the spirit and philosophy of Cardinal Newman High School. Any student who is not found to be in compliance with the above mentioned standards by the Administrator-in-charge may be asked to discontinue their participation in the event, and may incur disciplinary measures.
  
10. No dance will be held unless there is a sufficient number of chaperones, to include the Moderator and at least one Administrator. The names of the chaperones must be submitted to the Activities Director and Vice Principal at least four days prior to the event. The sponsoring Moderator will be responsible for the activity. In addition, West Palm Beach police officers are present at every school dance to assist in security and parking lot supervision.
  
11. Any organization engaging a band or disc jockey must present to the Administration the name and the contract price before signing a contract. The contract will be signed by the school President.

*"The love of our private friends  
is the only preparatory exercise  
for the love of all men."*

*Saint John Henry Newman*



## ATHLETICS

The Athletic Department offers a wide range of sports and activities. Students are urged to participate, but are reminded that the Athletic Department reserves the right to make demands above and beyond the school itself.

*All qualified students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director, is final. Ordinarily the Principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.*

The physical, FHSAA forms, parental permission and purchase of athletic insurance must be completed before a student may try out for a team. Tryouts and the selection of the team are at the discretion of the coach. Students and parents are reminded that participation is a privilege. All athletes compete at the pleasure of the Principal.

In order to try out and participate in athletics a student must:

1. Have a physical exam by an M.D. **on or after June 1** of the present school year.
2. Have forms EL2 and EL3 completed, as provided by the FHSAA
3. Have the Cardinal Newman Consent form signed by both guardians and notarized.
4. Maintain the FHSAA required, 2.0 cumulative, unweighted grade point average, including the semester preceding participation.
5. If a student transfers into Cardinal Newman High School, they must provide a GA4 form.

### TRANSFER ELIGIBILITY “GOOD CAUSE” POLICY

**Student athletes and parents should be aware of the latest NCAA eligibility requirements.**

Students who transfer schools may be “authorized for good cause” to participate in the same sport at a new school if certain “good cause” circumstances are met. These include but are not limited to the following:

- Move to a new residence by the student (with a person/persons with whom he/she has been previously living)
- Transfer of school within the first twenty days of school
- Undue hardship
- Approval by the Good Cause Committee

## SPORTS

*Diocese of Palm Beach*

The following sports are recognized by Cardinal Newman High School and are subject to the discretion of the Athletic Department.

<i>FALL</i>		<i>WINTER</i>		<i>SPRING</i>
Bowling		Basketball		Baseball
Cheerleading - <i>Noncompetitive</i>		Cheerleading - <i>Noncompetitive</i>		Lacrosse
Cross Country		Soccer		Softball – Ladies
Football		Wrestling		Tennis
Golf				Track
Swimming & Diving				Weightlifting
Volleyball - <i>Ladies</i>				

\*\*\*\*\*

**No sport practices may begin before 3:00 p.m. or within forty five minutes of dismissal. This time frame allows students to meet with teachers, receive academic help, and make up assignments.**

*Playing time will be determined by ability, attitude, and effort. If a player is unhappy about his role on the team, the player can request a private meeting with the coach to see how he can earn more playing time. If the parent feels that it is necessary to speak to the coach regarding his child, then an appointment must be made between the coach and the parent. **Parents are not to discuss playing time with a coach before or immediately following a game. Please adhere to 48 hours after a game when making an appointment.***

## **PARTICIPATION IN SCHOOL ATHLETICS AND ORGANIZATIONS**

*Diocese of Palm Beach*

**Parents acknowledge that participation in these sports, activities or clubs may be inherently dangerous and the school cannot ensure the safety of all students involved in its activities and programs.**

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues, or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such programs or activities.

\*\*\*\*

## **PRIVATE TUTORING, COACHING OR LESSONS**

*Diocese of Palm Beach*

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

## **FUNDRAISING**

*Diocese of Palm Beach*

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal..

\*\*\*\*

Only with the school's sponsorship may a student solicit money and sell items on campus. Fliers for outside events, and other solicitations, are not to be distributed on campus. Students should direct in writing any requests to conduct sales or solicitations to the Principal.

## DEFINITION OF AN ATHLETE

A student is an athlete from the first day of tryouts until he/she is cut from the squad. If the student makes the squad, he/she remains an athlete until the team or individual is eliminated from FHSAA Tournament play. The athlete then reverts to student status.

The athlete is an athlete 24 hours a day, regardless of where he/she is. All cheerleaders are considered athletes.

Once a student has made the team he/she should remember that he/she is responsible for the care, maintenance, and return of all school uniforms and property. The student is responsible for any damages. A student participating in one sport must complete that season before trying out for the next sport. For example, a student on the basketball team must complete basketball season before trying out for baseball. The student will, at that time, be permitted to try out for baseball.

**Any student who does not complete the season will not be allowed to participate in another sport until the completion/end of the season.**

## SPORTSMANSHIP POLICY / CODE OF CONDUCT

Parents, student-spectators, student-athletes/participants, and guests of the members of the Cardinal Newman family are expected to maintain respectful demeanor at all athletic events. Cardinal Newman encourages participation and support of our athletic teams. We expect those who represent Cardinal Newman to promote a healthy, competitive atmosphere while displaying appropriate sportsmanship and respect.

Students who violate any part of the Cardinal Newman Code of Conduct or FHSAA (Florida High School Athletic Association) policies while representing Cardinal Newman High School, will be subject to disciplinary action as determined by the Administration and/or the Athletic Director. This may result in suspension and/or loss of privilege to attend school athletic events, as well as other penalties handed down by the FHSAA and/or the Office of the Vice Principal. Any misconduct by a student-athlete resulting in a fine by the FHSAA will be paid by the offending student or billed to his/her account. By signing the Cardinal Newman High School Emergency and Policy Card, required upon enrollment, parents/guardians agree to the terms of this code of conduct

## BASIC SPORTS POLICIES AND BEHAVIORAL GUIDELINES

The basic policies which apply to all sports in addition to school policies are as follows:

<b>Athletic Behavior Caveats</b>	
<b>1. Use and/or possession of alcohol/drugs:</b>	
<i>First Offense:</i>	One-week suspension from participation. In case of suspected alcohol/drug use, an athlete may be required to obtain a medical release before participation.
<i>Second Offense:</i>	Expulsion.
<b>2. Use of tobacco products (cigarettes, e-cigarettes, vapes, chewing tobacco, snuff, etc.):</b>	
<i>First Offense:</i>	One-week suspension from participation.
<i>Second Offense:</i>	Removal from the team for the remainder of the season. After completion of the sport from which the athlete was removed, he/she may try out for another sport during the school year. First offense in the other sport terminates athletic participation for that school year.
<b>3. Fighting</b>	
	See school regulations.
<b>4. Hair</b>	
	Must meet the standards of the school.
<b>5. Obscene/Inappropriate language:</b>	
	Disciplinary action will be taken at the discretion of the coach to fit the offense and the circumstances.
<b>6. Suspension from the team</b>	
	The athlete may not participate or dress out for any contest during the time period; however, the athlete must attend all practices and meetings.
<b>7. Suspension from school</b>	
	The athlete may not participate or dress out for any contest during the time period; however, the athlete must attend all practices and meetings.

**Violation of any of the sports policies must be reported by the head coach to the Athletic Director, who in turn must report any such violations to the Vice Principal.**

## COMPUTER USE

### *Diocese of Palm Beach*

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords.
  - b. Do not share assigned accounts or passwords with others.
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized.
  - d. Do not share or distribute private information about yourself or others.
  
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices.
  - b. Report security risks or violations to the school principal.
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources.
  - d. Do not disrupt the operation of the network or create or place malware on the network.
  - e. Conserve and protect these resources for other students and Internet users.
  
3. Respect and protect the intellectual property of others:
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies.
  - b. Do not install unlicensed or unapproved software.
  - c. Do not plagiarize.
  
4. Respect the principles of the Catholic School:
  - a. Use only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to the school principal.
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages).
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages).
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct.
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks.
  - g. Do not send spam, chain letters or other mass unsolicited mailings.
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

## COMPUTER USE

*Diocese of Palm Beach*

### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, **both in and out of the school setting**. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications **both during the school year and while students are on vacation or summer breaks**. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's technology resources and any additional consequences at the principal's discretion including expulsion.

### Sexting

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

\*\*\*\*

**Repeated technology violations merit escalating consequences which may include multiple detentions, fines, suspensions and expulsion. Law enforcement will be notified if mandated.**

**Cardinal Newman High School**  
**TECHNOLOGY RESOURCES POLICY AND GUIDELINES**

Teachers and students at Cardinal Newman High School have access to desktop computers, iPADs, school networks (including Wi-Fi networks), electronic communication systems and various school portals. Through the use of school networks, teachers and students also have access to the Internet.

**The use of technology resources at Cardinal Newman is a privilege, not a right.**

*Technology resources should be viewed as an extension of the Cardinal Newman High school physical environment, and their use entails the same privileges, obligations, and responsibilities that come with using any school facilities.*

All Cardinal Newman High School students are expected to abide by the provisions listed below; **if a user violates any of these provisions, his or her use of the computers and the computer network may be terminated, disciplinary action may be taken, and future access may be denied.**

Obligations and responsibilities may be divided into 3 areas:

I. Care for the Equipment

It is expected that students will not damage the equipment. Misuse or vandalism of any sort will result in appropriate punishment, including restitution and suspension or expulsion. Please see Respect for Property, page 48, and iPad Use Agreement.

II. Use of the Resources

It is expected that the members of the Cardinal Newman community will use the technology resources in a responsible, safe, ethical and legal manner. The student's use of any technology resources must be in support of education and research and must be consistent with the educational philosophy of Cardinal Newman High School, and the Diocese of Palm Beach, as stated and outlined in the Diocesan and school policies, the Acceptable Use Policy (AUP) and the Use Liability Agreement (ULA) found on pages 83 –93.

III. Privacy, Security and Safety

It is expected that students will comply with school policies. Privacy, Security and safety on any technology/computer system are high priorities; as stated and outlined in the Diocesan and school policies, the Acceptable Use Policy (AUP) and the Use Liability Agreement (ULA) found on pages. 106 -113

**By signing and returning the Cardinal Newman High School Emergency form you are  
agreeing to the guidelines outlined in these policies**



## **Cardinal Newman High School ACCEPTABLE USE POLICY (AUP) – ALL STUDENTS**

### **Acceptable Use Policy (“AUP”)**

Cardinal Newman High School ("School") is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. Students at the School utilize Apple iPads and other forms of technology to facilitate global collaboration--a vital skill for our 21st century learners. Use of Apple iPads, other approved devices, and the wireless network on the School's campus are **strictly for educational use consistent with the School's educational goals**. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus, clear, easy to follow guidelines regarding the appropriate use of Apple iPads and other approved devices. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with character and honor.

**Any use of technology in school is acceptable only as part of an assigned activity directed by faculty or administration**

### **Equipment settings.**

- Students are not allowed to change any settings, download and/or install any software and delete any files from any of the shared school equipment except when appropriate as part of an assignment supervised by faculty or staff. iPads are not considered as shared, but as personal technology. Please see iPad Agreement for specific information on iPads.

### **Games**

- The viewing and/or playing of electronic games is not permitted, except as part of an assigned, in-class activity, or as directed by faculty or administration.
- The school reserves the right to remove any game from a school iPad or BYOD device that is considered inappropriate or impedes the educational purpose of the technology program.
- No games that are played over the school network are allowed.
- **Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on school-owned technology or your device as part of the BYOD program.**

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- **If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.**

### Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- Any attempt to bypass Cardinal Newman High School's network controls, using such means as proxies, VPN, hotspots, and other technologies, is strictly forbidden.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida IPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on Apple iPads or our file servers.
- **Students may not use the Cardinal Newman High School network to stream television shows, movies, videos, etc., unless it is for an academic purpose and monitored by faculty or staff.**
- **Cell phones are to be powered off and are not to access the CN network at any time.**

### File Sharing

- Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data (such as AirDrop) is considered file sharing.
- File sharing of any kind is prohibited unless related to a specific assignment given by a faculty member.
- **Note: There is a \$25 re-imaging charge to remove any unapproved software, files and/or Apps**

### Instant Messaging

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.

### Email

- Students must use their Cardinal Newman email account for all school related purposes. School email accounts are to be used exclusively for school related activities. E-mail etiquette should be observed.
- Only appropriate messages or attachments, expressed in a courteous manner that one would communicate to the recipient in person, should be written.
- Inappropriate messages or attachments will be subject to disciplinary response.

### Social Media

- **The proper use of social media is expected at all times. Students are held under the expectation that they are always Cardinal Newman students twenty- four hours per day, all year long, regardless of breaks and vacations. Posts including, but not limited to alcohol, drugs, weapons, sexual content, and/or anything else Cardinal Newman High School deems inappropriate may result in serious consequences.**

### Blogging.

- Blogging is to be utilized on campus for academic purposes only.

## Audio and Video

- **Audio listening, audio recording, video viewing, video recording, picture viewing and picture taking is strictly prohibited except as part of an assigned, in class activity that is supervised by faculty or administration.**
- Any type of recording, in addition, must have prior permission of all parties involved in the school activity
- When sound is needed, headphones provided by the student must be used.
- **Students may not use the Cardinal Newman High School network to stream television shows, movies, videos, etc., unless it is for an academic purpose and monitored by faculty or staff.**

**Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.**

**ALL USES OF TECHNOLOGY FOR THE PURPOSE OF CHEATING AND/OR PLAGIARISM, ARE CONSIDERED VIOLATIONS OF THE CARDINAL NEWMAN HIGH SCHOOL HONOR CODE.**

## Privacy, Security and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students are prohibited from accessing anyone else's email account.
- Students must secure and maintain private passwords for network & Apple iPad access. This is important in order to protect the privacy of each student. DO NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use of email accounts or the School's network, including Student-Faculty Handbook violations or harassment, is suspected, the school's administration has the right to view these files and email communications in order to investigate suspected inappropriate behavior.
- The school will monitor device activities, including App usage, bandwidth and network use.
- Students are prohibited from accessing faculty, administration, and staff file servers for any reason without explicit permission from the user or administrator of that iPad.
- In addition to this, students are prohibited from using any method to obtain control of another person's device.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- **The use of the name of Cardinal Newman High School and/or any reference regarding the Cardinal Newman High School community on the Internet in a fashion deemed inappropriate by the school will result in severe consequences. The police will also be notified. Unauthorized use of the name "Cardinal Newman High School" is strictly prohibited.**

- Students may not post, place, upload, share or communicate any images, photographs, statements or inferences relating to or including cheating, cyberbullying, profanity, vulgarity, indecency, sexting, illegal use, distribution, supply or procurement of drugs and/or alcohol, or other illegal, or illicit activities. Law enforcement will be notified where mandated.
- **A parent who does not wish for his/her student to participate in activities requiring access to the Internet at Cardinal Newman High School must notify the Principal, in writing, on or before the first day of classes.**

### Cyber-bullying

- **Cyber-bullying** is the use of electronic information and communication, **including social media**, devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments.
  - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others.
  - Breaking into email accounts and sending vicious or embarrassing materials to others.
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
  - Posting of a student picture without their permission.
- **Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.**
- Apple iPads that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

## Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

## Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, fines, disciplinary action and possible legal action.
- These consequences apply to all students leasing the Apple iPad at the School as well as to students who are using the school's iPads and other approved devices off campus.
- **Any electronic device, social media account, or any other depiction, whether it is school or student owned, found to have sexual or pornographic material on it may result in serious consequences such as suspension or expulsion.**
- **Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.**
- **Students are allowed two claims per their enrollment at Cardinal Newman High School; a \$50 deductible will be charged for each incident. Beyond the second incident, the student may be charged an additional fine not to exceed the replacement cost of the iPad.**
- **In the case of repeated Apple iPad abuse and/or damages, the school has the right to revoke the use of the school's Apple iPad and the student will be restricted to using it only on-campus. Repeated AUP offenses or Apple iPad abuses may lead to the loss of a student's privilege of using an Apple iPad or other devices on campus.**
- Students are to report any known violations of this AUP to appropriate administrative staff members. The school reserves the right to conduct random checks on all devices used on the school network to ensure that policies are being followed.
- The School takes no responsibility for activities conducted on any device used or materials stored on the device, or the school's network.

**By signing and returning the Cardinal Newman High School Emergency form you are agreeing to the guidelines outlined in these policies.**

## **Bring Your Own Device (BYOD) Program**

Cardinal Newman High School will be implementing a “bring your own device” policy (BYOD). This means that students are allowed to utilize any device so long as it meets the standards set forth by the Technology department, outlined below. All devices and their use is subject to the Computer Use Policy and the Acceptable Use Policy (AUP), which can be found on page 102.

### **Acceptable Devices**

Devices acceptable to our BYOD system include laptops running Windows 10 or Mac OS Mojave or later. Tablets must also either run Windows 8 or 10, or IOS 13 or later. Laptops running Chrome OS are also acceptable. All devices must be wifi enabled, capable of booting within 90 seconds, and be able to meet the demands of educational use. The education of your student should not be delayed by equipment speed. Phones, smart watches, Kindles, and miniature tablets are not allowed.

### **Rules for Usage**

- Students are responsible for any upkeep, repair, and safeguarding of their devices. The Technology office is under no obligation to rectify computer issues. The Technology office is not liable for any issues that may arise if assistance is rendered. Cardinal Newman High School will not be liable for any lost or stolen equipment. Likewise, the Technology office is under no obligation to find lost or stolen equipment.
- The School and its authorized personnel may monitor, examine, and investigate all student devices. Students must provide any login information to any devices or programs upon request.
- Students are not permitted to record, transfer, or post pictures nor audio/video recordings without express consent from the teacher and any other person involved.
- Cardinal Newman High School and the Technology office are not liable for any loss of data. It is the student’s responsibility to ensure that personal data is kept secure, and backed up at all times. The Technology office will give guidance on proper backup procedures upon request.
- Students are not permitted to print to any on campus printer from their personal device. Students may print from the school computers located in the Media Center.
- The use of personal hotspots from mobile devices are prohibited. Students are required to use the school’s network exclusively.
- iPads that were provided to current sophomores, juniors, and seniors, still belong to the school until each class’s respective graduation date. Treat the devices as you would any other school property.
- Students are to follow all other guidelines presented in the Computer Use Policy and Acceptable Use Policy on page 102.

## Technology Misuse

The following outlines examples of disciplinary action.

- Device may be confiscated by any teacher or staff member.
- Teachers may request that students put their device(s) away at any time.
- Any other consequence as outlined by the Student Parent Handbook.

## Frequently Asked Questions

*Will Cardinal Newman provide any devices?*

No, the school will not provide nor sell any devices for use in the BYOD program.

*Will I get to keep my current iPad if I am a sophomore, junior, or senior?*

Yes, and that iPad is acceptable for use in the BYOD program.

*How will I connect to the wifi network?*

Teachers will explain how to connect to the wifi network on the first day of school. Any further issues with network connection may be brought to the Technology office.

*Will the Technology office be able to repair my student's device?*

Yes and no. The Technology office will be able to repair the iPads of sophomores, juniors, and seniors which are school owned until the date of graduation. That service will persist until the current sophomores graduate in 2024. However, the Technology office will not be able to repair any other personal device. The IT Coordinators may assist with some of the most common minor issues at their sole discretion, but for the most part the Technology office will not be able to render help.

*What do I do if my device is broken or there is a software issue?*

You may check to see if your device is still covered under the manufacturer's warranty, otherwise you can take it to a computer repair center of your choice.

*I lost my device while at school, who can I ask for help?*

You may ask the Technology office for assistance, or speak with the Student Life office to see if anyone had turned in the device.

*What can I do to mitigate the risk of a lost, stolen, or broken device?*

Some devices, such as most Apple products, are able to be tracked through their "Find My Device" feature. Ensure that your location services are enabled on any Apple products you have. Another option would be to invest in any of the Tile or Apple Airtag like devices and attach them to your equipment. Other devices provide options as well.

Do not leave your device unattended, and safely secure devices not in use in your backpack. Sturdy/rigid cases and sleeves are highly recommended if available for your model of device.

## **Cardinal Newman High School Student iPad Use Liability Agreement**

This Student Apple iPad Use Agreement ("Agreement") is made effective as of August 1, 2021 between Cardinal Newman High School ("School") and the above named student and the student's parent or guardian (collectively referred to in this document as "Student") and does not apply to the class of 2025 or new students to the school who do not receive an iPad.

Equipment Subject to Agreement: The Equipment subject to this Agreement ("Equipment") includes the Apple iPad, Apple iPad accessories, and related software in the following list:

- One (1) Apple iPad
- One (1) AC/USB Adapter (with power cord)
- One (1) Carrying Case

### **Ownership:**

**The School shall be deemed to have retained title to the equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the Equipment used by the student.**

### **Term Equipment Use:**

The Student shall return all Equipment itemized above in good operating condition to the Technology Office of the School if the Student is not enrolled in the current school year (unless the School transfers the Equipment's title). The School may require the Student to return the Equipment at any time and for any reason.

**Use of Equipment:** The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Acceptable Use Policies ("AUP").

**Violation of the school's AUP, which requires administrative correction/repair by the Cardinal Newman High School Technology Office, will incur a \$25 fee.**

**Compliance with Software Licenses:** The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.



**Back-up Requirements:**

The Student may store documents or other files on the Equipment, and the Student is responsible for making back-up copies of such documents or other files, preferably through iCloud. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment

**Care of Equipment:**

The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. All school issued devices must be kept in the school issued protective case at all times, whether in school or outside of school. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. Students that leave school before graduation agree to return the device to the School in the condition received from the School, with the exception of normal wear and tear. **If devices are not kept in good operating condition and are not turned into the technology department in a timely fashion for repair, the technology department may provide consequences.**

**Repairs:**

The School maintains a service contract covering the school Equipment. It is strictly forbidden to have school devices serviced outside of the school service contract. The Student shall be financially responsible for repairs due to negligence. Damages to a device that is not in the school issued protective case is considered negligence. **Students are permitted two insurance claims per their enrollment at Cardinal Newman High School. Any damage beyond this may be considered excessive and students may incur additional fines.** No personal stickers or writing is allowed on the Equipment.

**Right of Inspection:**

The Student shall make the Equipment available to school personnel as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

**Warranty:**

The School honors Worth Ave. Group Insurance and/or Apple Care on all Equipment to the extent of the coverage purchased. The Student assumes responsibility for the condition of the Equipment.

**Indemnity of School for Loss or Damage:**

If the Equipment is damaged or lost due to negligence, or any other reason not covered by the insurance policy, the School shall have the option of requiring the Student to repair the equipment to a state of good working order or to reimburse the School for the full replacement cost of such Equipment.

**Insurance:**

Included in the cost of the Equipment, is an Insurance policy with providing coverage that will protect the Equipment against theft, fire, and accidental damage.

**Device:**

This Agreement shall apply to any model of iPad issued by Cardinal Newman High School until a new Apple Equipment Use agreement is executed between the parties.

**Entire Agreement and Modification:** This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior Apple Equipment Use agreements between the parties.

**Governing Law:** This Agreement shall be construed in accordance with the laws of the State of Florida.

**Severability:**

If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

**Waiver:**

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement. **Disclosures:** The Student and the Student's parent or guardian, hereby agrees to the terms of this Agreement..

**Disclosures:** The Student and the Student's parent or guardian, hereby agrees to the terms of this Agreement.

**By signing and returning the Cardinal Newman High School Emergency form you are agreeing to the guidelines outlined in these policies.**

## **EMERGENCY INFORMATION**

### **EMERGENCY DRILLS**

#### **1. Emergency/Crisis Plan**

The school's Emergency/Crisis Plan is available for inspection in the Principal's Office.

#### **2. Fire Drills**

- a. All students observe absolute silence in moving out of the building.
- b. Each class, following the lead of the teacher, shall proceed in single file and at rapid pace.
- c. All windows and doors are closed and lights extinguished. Book bags should be placed under the desks so that the aisles are clear.
- d. Each student should familiarize himself/herself with the proper exit that the class is to use. A sign giving this information is posted in each room.
- e. At the end of the drill, a signal is given for all classes to return to their rooms in absolute silence.
- f. Any school time that is missed due to a bomb threat or evacuation is made up at the end of that school day.

#### **3. Tornado Warnings/Drills**

If a tornado warning is received at the school, it will be communicated to the student body by the PA (public address) system. Unless otherwise directed, the school will follow a Code Yellow emergency response. Students who are in the cafeteria or gymnasium are to go to the hallway on the north side of the locker rooms.

## EMERGENCY INFORMATION & POLICY CARDS

**Emergency cards MUST be completed and on file before any student may attend classes. Any changes in information on the emergency card must be written out and sent to the Attendance Office.**

When parents are out of town, a written notice is to be sent to the Attendance Office. Information to be included would be the date of the parents' trip, the name of the person responsible for the child, and the guardian's telephone number.

### TELEPHONE CALLS AND MESSAGES

**No student will be called from class for a telephone call. In the case of a grave emergency the call will be routed through the Counseling Department or the Attendance Office.** Students may be granted permission to use phones in the school offices. Students are not permitted to use the phone during class periods unless they receive permission from the Administration. Students in violation of this policy may face disciplinary action. Students must obtain a pass from class to call home should they become ill during the school day.

**Students may not use the Cardinal Newman High School network to stream television shows, movies, videos, etc., unless it is for an academic purpose and monitored by faculty or staff. Cell phones are to be powered off and kept in backpacks or lockers. They are NOT to be kept on the body and are not to access the CN network at any time.**

### TEXT MESSAGING/TELEPHONE CALLS

*Diocese of Palm Beach*

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

\*\*\*\*

### WEATHER/SCHOOL CLOSING/EMERGENCY INFORMATION

When weather conditions make transportation extremely difficult and there is doubt as to whether classes will be held, parents and students should not call the school. Instead, parents and students should tune in to any local radio or television station for an announcement. Cardinal Newman High School generally follows the decision of the Palm Beach County Public School District. However, circumstances may allow CNHS to remain open, or re-open at a time different than the public district. All CNHS school-closing information will be conveyed through the CNHS website, and *RenWeb* communications. In addition, the local media will be provided this information.

## NOTIFICATION OF RIGHTS UNDER FERPA

*Diocese of Palm Beach*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School Principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5902

### **UNAUTHORIZED USE OF SCHOOL NAME AND LOGOS**

No student, or student's parent or guardian, without the express prior written authorization of the principal, may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name: to open up any bank account, to solicit funds on behalf of the school, to schedule any field trip, vacation or other accommodations or to post on any website for any purpose including, but not limited to support of a particular social or divisive agenda. Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo may result in legal action.

### **PARENTAL COOPERATION**

*Diocese of Palm Beach*

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with these school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

\*\*\*\*

Cardinal Newman High School reserves the right to modify or change any policy at any time. Conditions or circumstances not specifically covered by the policies outlined in this handbook may arise. On such occasions, the school administration will make decisions or pursue courses of action which, in its judgment, can best sustain the well-being of Cardinal Newman High School, including the health and safety of the faculty, staff, and student body. The school administration also reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause, at the school's discretion.