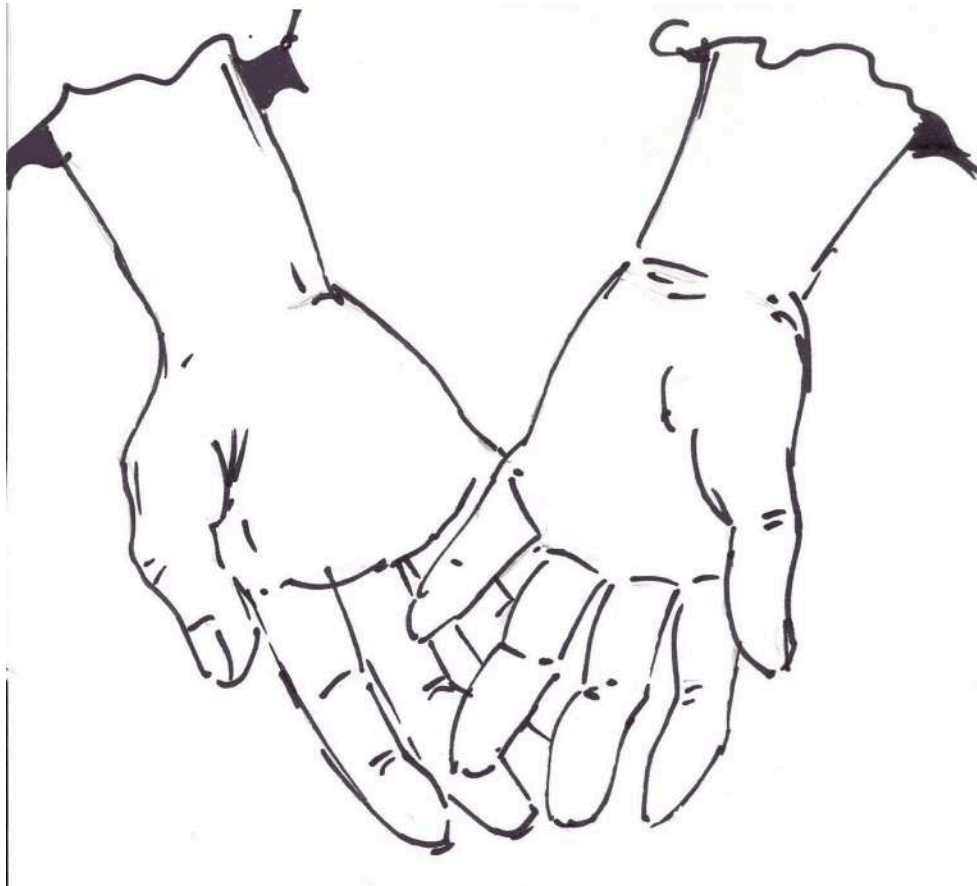


2024 – 2025



**PARENT-STUDENT
HANDBOOK**

We Are Mary's Hands



*Cardinal Newman High School has been dedicated to service and kindness for
over sixty 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 opens to the needs of our brothers."*

Pope Francis May 18, 2014

CONTENTS

Academics and Graduation	23
Activities.....	83
Administration and Staff	16
Admissions Information/Documents.....	18
Athletics	88
Attendance	33
Bullying.....	57
Cheating/Academic Irregularities.....	65
Computer/Technology Policies.....	91
Development	17
Discipline.....	48
Dress and Appearance	41
Drug/Alcohol Policy.....	63
Emergency Drills	104
Emergency Information/ Weather/School Closing	105
Finances	28
Food/Drink/Gum.....	50
School and College Counseling.....	73
Health Services	80
Home & School	17
Honor Code.....	65
Media Center	82
Mission & Vision Statements.....	10
Parking/Cars (Students)	68
Religious Expression	21
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, Saint 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, a 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 Parent-Student Handbook Acknowledgment Form 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 behaviors are exhibited that are detrimental to the school's best interests.

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 further developing 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 with or 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 interpreting and enforcing 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 school's sole discretion, 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.

Therefore, 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.

He 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

Cardinal Newman High School, a 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 the 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.



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 offering 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

Cardinal Newman High School reserves the right to modify or change any policy at any time. Conditions or circumstances not explicitly covered by the policies outlined in this handbook may arise. On such occasions, the school administration will make decisions or pursue courses of action that, 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 all disciplinary regulations for just cause at the school's discretion.

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.

ELECTRONIC ACKNOWLEDGMENTS

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

Diocese of Palm Beach

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, Instagram, 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
2023-2024 STUDENT – PARENT HANDBOOK
SCHOOL PHONE NUMBERS**

School	(561) 683-6266
School (FAX)	(561) 683-7307
School Counseling	(561) 683-7474
Athletics	(561) 619-7279
Development	(561) 619-7280
Attendance	(561) 619-7474
School Website	www.cardinalnewman.com

SCHOOL HOURS

Monday thru Friday	7:50 a.m. – 2:25 p.m.
Early Release Days	7:50 a.m.- 11:04 a.m.

For information about _____ Contact _____

Academic Counseling _____	School Counseling Office
Achievement Tests _____	School Counseling Office
Admissions _____	Admissions Office
A.P. Exams _____	School Counseling Office
Alumni _____	Development Office
Athletics _____	Athletic Office
Attendance _____	Attendance Office
Bookstore _____	Dean of Academics
College Placement _____	College Counseling Office
Dance Information _____	Vice Principal
Discipline _____	Vice Principal
Early Dismissal _____	Attendance Office
Graduation _____	Administration Office
Health/Clinic Info _____	School Nurse
High School Placement Testing _____	Admissions Office
Home-School Association _____	Principal
Lost and Found _____	School Counseling Office
Placement Examination _____	Admissions Office
Religious Activities _____	Campus Ministry Office
Report Cards _____	Registrar’s Office
SAT Examinations _____	School Counseling Office
School Calendar _____	Principal
Senior/Junior Prom _____	Junior Class Moderator
Student Parking _____	Vice Principal
Transcripts _____	Registrar’s Office
Tuition and Finances _____	Business Office

ADMINISTRATION AND STAFF
ADMINISTRATION OF CARDINAL NEWMAN HIGH SCHOOL

Mr. Chuck Stembler _____ President
Chief Executive Officer of the School
Supervisor of Administration Development & Finances

Mr. Ed Curtin _____ Principal
Chief Operating Officer of the School Academic Supervisor Faculty Supervisor
Personnel Director Home-School Association
Coordinator of School Calendar Rental/Scheduling of Facilities

Dr. William Savor _____ Vice Principal
Assistant Faculty Supervisor Disciplinarian Honor Code
Director of Activities Attendance Morning Transportation

Mrs. Irene Heidelbauer _____ Academic Dean
Assistant Faculty Supervisor Curriculum Scheduling
Advanced Placement (AP) Administrator

Mrs. Mara McCarthy _____ Dean of Students
Assistant Disciplinarian

DIRECTORS

Dr. William Savor _____ Activities Director
 Mr. Ryan Partridge _____ Athletic Director
 Mr. Ron Engels _____ Business Manager
 Mr. Robert Savage _____ Plant Manager
 Mrs. Maria Torres _____ Registrar
 Ms. Julie Carr _____ School Nurse

SCHOOL and COLLEGE COUNSELING

Ms. Danielle Benvenuto _____ Director of School Counseling
 Mrs. Candace Caterina _____ College Counselor
 Mrs. Dawn Stricklin _____ ESE Coordinator/School Counselor

MINISTRY

Mrs. Janet Joyce-Cook _____ Campus Minister

DEPARTMENT CHAIRPERSONS

Mr. Ed Curtin _____ Religion
 Mrs. Antonia Aversano _____ Religion
 Mrs. Sally Gibson _____ English
 Ms. Christine Politz _____ Science
 Mrs. Susanne Escalera _____ Foreign Language
 Mr. Roger Richard _____ Social Studies
 Mrs. Patricia Smith _____ Mathematics
 Mr. David Bayardelle _____ Fine Arts
 Mr. Javier Escalera _____ Technology
 Mr. Pete Ninivaggi _____ Physical Education

DEVELOPMENT AND ADMISSIONS STAFF

The Development Office encompasses all fund-raising activities and community relations/outreach of the school. Several 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
Mrs. Deborah Monteiro _____ Directors of Admissions

SCHOOL ORGANIZATIONS

HOME AND SCHOOL ASSOCIATION

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

Dr. and Mrs. Bart Parker _____ Presidents
Mrs. Debbie Monteiro & Mrs. Renee Tarafa _____ Vice-Presidents Class of 2025
Mrs. Mary Pat Lunden & Mrs. Shana Sheptak _____ Vice Presidents Class of 2026
Mrs. Laura Herlong & Mrs. Erin Armour _____ Vice-Presidents Class of 2027
Mrs. Kristen Borland & Mrs. Molly Brown _____ Vice-Presidents Class of 2028
Mr. Tony Marino _____ Treasurer

ADMISSIONS INFORMATION/DOCUMENTS

(561) 683-6266, extensions 1048

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 Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption there from. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical 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. The nationally recognized High School Placement Test scores.
3. Students whose immediate family members attend or are alumni of Cardinal Newman.
4. Catholic students from non-Catholic schools.
5. Non-Catholic students from any Catholic school in the Diocese.
6. Non-Catholic students recommended by their minister and school.

All 8th grade 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 the administration showing the student is in good standing with the sending 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.

SOCIAL SECURITY NUMBERS

Cardinal Newman High School requests that each student provide his or her social security number. The school may use a student's social security number for identification purposes. This request and use are consistent with state law requirements for all public schools.

OPEN HOUSE

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

STUDENT VISITORS

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

Cardinal Newman High School guests must observe the behavioral expectations described in the CNHS Parent-Student 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.

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 the 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.

TRANSPORTATION ARRANGEMENTS

Diocese of Palm Beach

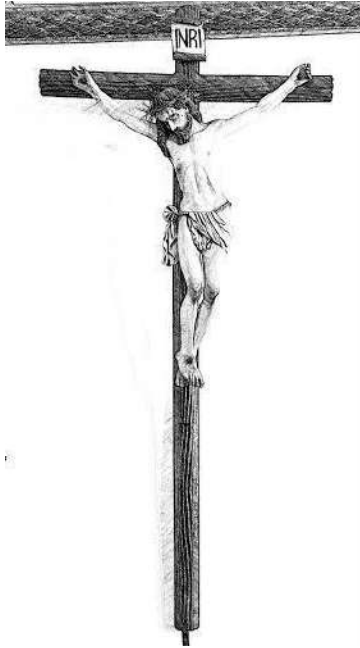
Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse 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 does 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 is also broadcast on the P.A. each day. Teachers begin each class with a prayer. Administration, faculty, staff, and students gather for Liturgy for significant events and Holy Days of Obligation. All class retreats conclude with Mass. At least once per quarter, each Religion class celebrates Mass in the school chapel.

Opportunities for Reconciliation are made available to our students at different times throughout the school year. 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. All are welcome to join us to use the Chapel as a room for peaceful reflection, prayer, or communication with our Lord.

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. Campus Ministry also offers a variety of all-school assemblies featuring presentations and performances by Catholic-Christian artists or speakers.

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 allows students to meet with legislators and articulate Catholic teaching regarding pending legislation.

RETREATS

Cardinal Newman students have the opportunity to participate in retreats during the school year. Campus Ministry offers retreats for every grade-level during the school year. **The administration feels that participating in class retreats is vital in keeping with the Mission of Cardinal Newman High School. 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 overnight 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 the Florida Catholic Conference EAS-ED, associated with the Southern Association of Colleges and Secondary Schools Council on Accreditation and School Improvement (SACS CASI). 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.

ACADEMIC SCHOOL CALENDAR

The School Calendar contains all pertinent information regarding important dates for the school year, including the beginning of the semesters, holidays, and other events sponsored by school organizations. 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.

CONFIDENTIALITY STATEMENT

Diocese of Palm Beach

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **PARENTS/GUARDIANS, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

CYCLE OF DAYS

The school week is on a seven-day cycle. Each semester begins on an “A” day. A weekly calendar is emailed to students and families each week as part of our weekly communication.

COURSES OF STUDY

The Cardinal Newman High School course of studies has been drawn up in conformity with the school’s consistent policy of promoting the most excellent intellectual competence and the highest moral character. The scope of the curriculum provides for a liberal education that meets the most stringent 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. A student needs a minimum of 28 credits to graduate from Cardinal Newman high school, 22 of these credits must be completed in core

classes of Theology, English, Mathematics, Foreign Language, Science and Social Studies. The other 6 required are chosen from the electives offered.

For further information please refer to the 2024-2025 Curriculum Handbook, available online.

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 or the student will be administratively withdrawn.

VIRTUAL SCHOOL

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

SEMESTER EXAMINATIONS

Semester examinations must be taken at the scheduled time. Cardinal Newman High School may exempt 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.

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 or an "A or B" average for AP classes.
- All Community Service Hours are completed and up to date.
- Be absent or tardy for NO MORE than eight class periods in the course for that semester.
- Exemptions are given at the discretion of the teacher. Furthermore, a teacher may require that all students take the final exam.

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).

Cardinal Newman reserves the right to amend the examination 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 *FACTS*. The school reports grades using the alpha characters A, B, C, D, and F. The B, C, and D marks are further qualified using 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 *FACTS* or *Canvas*.

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

GRADE POINT AVERAGE OF TRANSFER STUDENTS

Cardinal Newman High School reserves the right to determine courses, levels, and weighting factors in the interest of equitability.

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 the sophomore year.

GRADUATION

Graduation exercises, the Baccalaureate Mass, and 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 Senior Retreat. Parents/Guardians 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 academic graduation 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 on achievement. *The Principal's List* is awarded to students with straight A's in all courses. *First Honors* is awarded to students with an unweighted grade point average of 3.75 or higher, with no grade below a C, no exceptions, and no incompletes. *Second Honors* is awarded to students with an unweighted grade point average of 3.50 or higher, with no grade below a C, no exceptions, and no incompletes.

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. A Faculty Council selects students on the basis of scholarship (3.5 GPA 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 probation.
- To maintain active status in the National Honor Society, a member must maintain a cumulative 3.5 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 involved in an Honor Code violation is subject to immediate dismissal from the National Honor Society.
- An NHS member 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 functions as a club to promote scholastic achievement and school and community service. There are annual membership dues to help defray the cost of school activities and services provided.

ACADEMIC PROBATION

Students who are unable to demonstrate adequate academic progress are placed on Academic Probation. This contract establishes a plan to assist the student and to impress upon the student the need for academic improvement. Students will be placed on Academic Probation if, in any semester,

- The student has failed two or more courses.
- The student has an unweighted semester GPA below 1.5
- The student has an unweighted cumulative GPA below 2.0.

After consideration by the Academic Review Committee, students who are on academic probation and fail two or more courses in the following semester may be required to withdraw from Cardinal Newman High School. Students on academic probation may be restricted from participating in certain extracurricular activities or events which take away from in-class

instruction. Additionally, your child may be required to attend additional academic support sessions or tutoring to receive the necessary guidance and assistance in improving his/her grades.

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

Saint John Henry Newman

COMMUNITY SERVICE ACTIVITIES

Diocese of Palm Beach

Community service activities are not school activities and Cardinal Newman High School does not mandate nor 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.

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.

Consequences for not meeting the above deadlines:

- **Seniors who do not complete the community service requirement may not have transcripts sent, or receive their diploma from Cardinal Newman High School, until their service requirement has been fulfilled.**
- **Seniors who do not complete the community service requirement by the due date may not be exempted from their semester exams.**
- **Completion of community service may be a requirement for the student’s return to Cardinal Newman High School for the following school year, if the hours are not completed by the beginning of the upcoming academic year.**

- **Permission for participation in extracurricular activities, field trips, Prom, Grad Bash, etc., may be withheld for non-completion of community service, at the school’s discretion.**
- **Students who do not complete their service hours by the required deadlines may not be eligible for membership into Cardinal Newman High School’s affiliated Honor Societies.**

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.

*“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

FINANCIAL OBLIGATIONS

Diocese of Palm 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.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

*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*

**SCHOOL FINANCIAL POLICY
2024-2025 School Year**

Please review the following information carefully:

Cardinal Newman requires all families to enroll in a F.A.C.T.S. Payment Plan. Payments may be made by credit card, or withdrawals from a checking or savings account on a date 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 except for the Registration, Bus, and International Student fees. For the 2024-2025 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 no later than July 1, 2024.

The tuition amount for 2024-2025 will be \$17,900.00 for Affiliated Catholic Families* and \$19,400.00 for Non-Affiliated Families.**

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

TUITION PAYMENTS

1. ANNUAL PLAN

Payment Due July 2024

Tuition	Affiliated Catholics*	Non-Affiliated Catholics**
Regular Tuition	\$17,900.00	\$19,400.00
Total Annual Payment	\$17,900.00	\$19,400.00

2. SEMI-ANNUAL PLAN

Payments Due July and December 2024

Tuition	Affiliated Catholics	Non-Affiliated Catholics**
Regular Tuition - Semi-Annual Payment Due in July	\$8,950.00	\$9,700.00
Regular Tuition - Semi-Annual Payment Due in December	\$8,950.00	\$9,700.00

3. MONTHLY PLAN

Payments Due Monthly July 2024 – April 2025

Tuition	Affiliated Catholics*	Non-Affiliated Catholics**
Regular Tuition - Monthly Amount	\$1,790.00	\$1,940.00

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 2024-2025 school year. If you wish to change your payment method, you will need to contact FACTS or go online to do so at www.factsmgt.com. To change your payment date, please contact the Cardinal Newman High School Business Office to change your payment date.

OTHER FEES:

- 1. REGISTRATION FEE** – For returning students, the 2024-2025 school year re-enrollment is automatic, and family F.A.C.T.S. accounts will be charged the registration fee unless the principal or Business Office is notified otherwise. The re-enrollment fee is \$525.00 and is due in February. A \$100 late fee will be assessed for registrations received after the deadline issued by the school—the registration for incoming freshman and transfer students is \$500.00. **Families are advised that a seat is not guaranteed after the registration deadline.**
- 2. ADVANCED PLACEMENT FEE:** Students enrolled in one or more Advanced Placement classes will be charged \$105 per course to cover the cost charged to the school by the College Board, which administers them and will be paid at the beginning of the semester
- 3. OPTIONAL BUS FEE** – Morning bus service is available each semester on routes serving the Palm Beach Garden area to the north, the Wellington and Royal Palm Beach area to the west and the Boynton Beach and Palm Springs area to the south. The fee each semester is \$360.00 per student and is billed semi-annually. Contact the school for more information.
- 4. INTERNATIONAL STUDENT I-20 FEE** – A \$325.00 fee for international students is due in July to cover the I-20 filing.

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: the student's withdrawal from school and placement of the past-due account with a collection agency.
6. The school respectfully does not get involved in any financial disputes among families.

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, 2024, 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	Non-Affiliated Catholic Forfeit
Anytime During the First Quarter	1	\$4,475.00	\$4,850.00
Anytime During the Second Quarter	2	\$8,950.00	\$9,700.00
Anytime During the Third Quarter	3	\$13,425.00	\$14,550.00
Anytime During the Fourth Quarter	4	\$17,900.00	\$19,400.00

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.

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.

RETURNED CHECKS:

A \$12.00 charge will be added to any bill from Cardinal Newman for all checks that are returned by the bank.

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.

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 1st.
2. Limited financial aid and scholarships are available for the 2024-2025 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.

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.

ATTENDANCE

(561) 619-7471 - Direct
(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/guardian 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.

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, he/she may not leave the premises until the school day is over without written parental or legal guardian permission, a phone call from the 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

ATTENDANCE RECORDS

1. Cardinal Newman High School requires all students to maintain residency with their parent(s) or legal guardian(s).
2. Parents/Guardians are informed of their child's absences and tardies on *FACTS*, via an email automated system, and the report card. Parents/Guardians wishing for attendance assistance can call the Attendance Office on any school day.
3. Parents and guardians who believe there is an inaccuracy in their student's attendance record on *FACTS* should immediately bring this to the attention of the school through a letter addressed to the Attendance Office. All attendance concerns in a marking period must be rectified within two weeks of that marking period. After two weeks, the listing becomes an 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.

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))

PARENTAL/GUARDIAN RESPONSIBILITY FOR ABSENCES

It is the responsibility of the parent/guardian to contact the Cardinal Newman High School Attendance Office when their student is absent from school for the day. All students will be marked as unexcused from school on the day of an absence if the Attendance Office does not receive communication from the students parent/guardian. Cardinal Newman High School will contact parents/guardians of unexcused students at the discretion of the Administration. An excused absence requires:

1. **A phone call to 561-619-7471 or email to attendance@cardinalnewman.com from a parent/guardian between 7:00 a.m. and 8:30 a.m. The phone call or email from a parent/guardian must state the student's name, grade level, date, day(s) of absence, and specific reason for the absence. This note/email must be submitted to the Attendance Office no later than 8:00 a.m. on the day the student returns to school.**

2. **Excused absence notes do not negate the absences.**

3. Students who fail to comply with the above policy or who submit an attendance note containing false or misleading information are subject to disciplinary penalties, such as an Honor Code violation, in addition to the absence being marked unexcused.

4. A student with an excused absence must make up schoolwork according to all guidelines.

5. **Truancy** is defined as the willful incurrence of an absence considered unexcused by the Administration. Truancy is considered a serious violation of school policy and may result in a 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.

6. Period attendance is documented. Please note that in a Quarter, a student risks failing a subject if he/she accumulates eight (8) or more excused or unexcused absent periods in that class.

7. **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. If you are in the position of being able to come to school for a portion of the school day, please ensure that you are in attendance. No amount of make-up**

time or teacher review will take the place of the essential learning that is done during the class period. Cardinal Newman reserves the right to amend this absence policy at the discretion of the Administration.

8. 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.

9. If a student is absent from school and 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 next available detention session, whichever is first.** In the event of an emergency, the Dean of Students 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, including a \$25.00 fee.

10. 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, between 7:00 a.m. and 8:30 a.m. on the day of the absence.

AND

B. A note/email 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)**

D. Of course, this is considered an excused absence.

EXCESSIVE ABSENCES

Excessive absences are defined as accumulating the following:

- **Greater than eight (8) days absent in a semester; or**
- **Greater than any thirty-two (32) total class periods missed in a semester; or**
- **Greater than eight (8) 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 receive credit for their class(es). Students who fail to show mastery will be required to remediate in Cardinal Newman's designated summer school. Additionally, at the administration's discretion, a student with excessive absences may be placed on an attendance policy. Violations of the attendance contract may result in the student being asked to withdraw from Cardinal Newman High School.

Parents/legal guardians may monitor their student's attendance at any time through RenWeb. They will receive a 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 the Administration, who will then decide upon a course of action. It is the responsibility of both the student and the parent/legal guardian to monitor the attendance record closely.

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 three (3) days before the planned departure to confirm that the administration has approved the absence and that the missed days will be recorded as excused.
4. The student will be held responsible for all schoolwork.
5. The student must schedule a time and date with their teachers to make up quizzes or tests before their absence.

PLEASE NOTE: An absence may be considered unexcused if the school cannot endorse the reason for it. 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 for juniors and seniors. Note: eight (8) or more absences in a semester may result in failing grades.

A student must present documentation signed by the college admissions office upon return from a college visit or tour confirmations submitted to the Attendance Office prior to the visit.

Documentation forms may be obtained from the Attendance Office or from the college.

EARLY DISMISSAL - APPOINTMENTS

Parents/Guardians 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 guardian must call the Attendance 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. And, if applicable, 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 Nurse's Office.
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 phone calls on their own or from their cell phones.**
- 3. If a student leaves campus via the Nurse's Office, he/she may not return for the balance of that day. He/she may not participate in any after school 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/Guardians wishing to have their child excused early must inform the Attendance Office by note, 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 at the Attendance Office before leaving campus.

Students who are to be picked up must wait in the Attendance Office.

Parents/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 for student pick up.

TARDINESS

Tardy students cause disruptions and impede the learning process. Students are expected to arrive at school on time and be present in their Homeroom class at 7:50 a.m. Tardies are noted on the school records and the report card.

- **Parents/legal guardians aware that their child will be arriving late on a given day should give their student a written note to the Attendance Office and call the school Attendance Office, (561) 619-7471, with a verbal confirmation notification of the late arrival.**
- **Students who are late to Homeroom 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 an Administrative One (1) Hour Detention. Please refer to the Consequences Chart and note that Four (4) Administrative One (1) Hour Detentions in a Semester will automatically become a Three (3) Hour Saturday Detention and \$25 Fine.

MAKE-UP WORK

Tests administered during an absence must be made up by the student in consultation with the designated faculty member. Students who miss tests because of an absence must make up the test within two days of the student's return to school or at the teacher's discretion. All other work must be submitted within two (2) 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 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 CODE

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, must be in 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.

All shirts and blouses are to be properly buttoned with only the top button left open.

No sweatshirt 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.

Clothing items bought from suppliers other than *Harris School Uniforms* or Cardinal Newman High School are not approved as school uniforms.

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 ladies trousers. Belts are to be worn with the ladies trousers and should be visible at all times. **Skorts may extend no higher than 3.5 inches above the front of the knee.** As with all uniform items, the proper fit of skorts and trousers is ultimately determined at the discretion of Administration.

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 2025” 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 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 MENS DRESS CODE

1. The standard uniform for young men 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 Principal.

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. Young men 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 mens uniforms also include the *Harris* “Class of 2025” 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. Students in violation of this policy may be subject to disciplinary action at the discretion of Administration. Please see the Vice Principal 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)

8. Approved sport, class, or club shirts may only be worn on Spirit Day Fridays.

9. Young men are to be **clean shaven every day, with no visible facial hair**. Any student sent to the office to shave may receive Administrative Detention.

SHOES

For all students’, shoes are to be leather dress shoes of a solid color, Sperry/boat shoes, or sneakers of appropriate color (i.e., black, brown, white, blue) and design. The administration has the discretion to determine the appropriateness of the shoe. 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 always fit snugly against the foot. Folding the heel of the shoe is not acceptable. Shoes with a broken or damaged heel are not to be worn. Shoelaces 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 (i.e., Uggs, Crocs, and Foam Slides/Slippers).**

Due to safety issues, students with backless shoes will not be permitted to attend class and will need to change their shoes or be sent home.

In the event of a foot injury, the Nurse and 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.

OUTERWEAR AND HOODED SWEATSHIRTS

Only hooded sweatshirts provided by Cardinal Newman via the Crusader Shack, the CNHS Online Store, provided by a team/sport, or club 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 whose hair exceeds the back of their collars or their eyebrows/earlobes must pull their hair back into a neat and tidy appearance at all times. This policy may be enforced at all school events, both during and after school hours.**

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, barbs, 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 wristband 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.

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 (**tucked in**). 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.
3. Hooded sweaters are not permitted to be worn during Mass.

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, 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 young 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. **Leggings are not permitted in any capacity.**

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)

7. **Slippers, slides, and boots (i.e., crocs, uggs, and foam slides) are not permitted.** Due to safety issues, students with backless shoes, flip flops or slides will not be permitted to attend class and must change into proper shoes or they may be sent home.

8. Students wearing clothing considered by the Administration 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 policy may result in a future loss of privileges and an Administrative Detention.

CLASS/CLUB/TEAM SHIRT AND OUTERWEAR POLICY

1. 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.

2. 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.

3. Class, club, and team shirts are only to be worn on Spirit Day Fridays.

4. **No alternate days are to be substituted if there is no school on Friday.**

5. Team jackets are now considered uniform outerwear and may be worn any day.

6. Only qualified members or participants in a club, team, or class may wear the corresponding garments.

7. **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)**

Please see the Vice Principal for guidelines regarding t-shirt/sweatshirt/jacket approval.

STUDENT IDENTIFICATION CARDS

A Student Identification Card will be given to each student at the start of the year with a CNHS lanyard. The student I.D. and Lanyard are to be worn at all times while on campus with the accompanying lanyard. All Student I.D. Cards and lanyard 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.**

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

CONSEQUENCES OF UNIFORM VIOLATIONS

Students not in compliance with the Code of Dress and Appearance (at the discretion of Administration) will first be required to make corrections to their uniform and/or appearance on their own if possible. If a student is not able to correct their uniform or appearance, they will be offered a uniform item from the school (which will need to be washed and returned the next day). If a student is unable or unwilling to wear an item from the school supply, they will be denied class attendance and may be sent home. Consequences of student uniform violations may also include administrative detention. 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). 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 Dean of Students and the rest of the Administration 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 or may be sent home.

STUDENT CONDUCT/DISCIPLINE

CONDUCT / CONSEQUENCES

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.

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 school's philosophy, policies, and rules. 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 the school, that is detrimental to the school's reputation is unacceptable 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 Vice Principal in the Office for Student Life.

The disciplinary policies and procedures outlined in this handbook provide guidelines that Cardinal Newman High School may, at 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 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.**

CONSEQUENCES CHART

Consequences	Length of Time	Where Served	When Served	Allotment
Warning (Can be given Verbally or Written at Any Time)	N/A	N/A	N/A	Typically 1 Per Infraction
Teacher Detentions	Teacher's Discretion	Most Often In The Teacher's Classroom	1 Hour Detentions Are Only Scheduled 1 Time Per Week	Teachers Discretion
Lunch Detention	Served During or Immediately After Lunch	The Cafeteria	During Lunch Period	Repeated Offenses can incur a Lunch Suspension
1 Hour Administrative Detentions	1 Hour	In an Available Classroom (Vice Principal Notifies Students Ahead of Time)	At The Discretion of the Vice Principal	4 Per Semester**
3 Hour Administrative Detentions	3 Hours & \$25 Fine Each	Cafeteria (Unless Otherwise Notified)	At the Discretion of the Vice Principal (As Needed)	3 Per Semester**
In School Suspension	Dependent Upon Number of Days Assigned	Vice Principals Office (Unless Otherwise Notified)	During the Assigned School Day(s)	N/A
Out of School Suspension	Dependent Upon Number of Days Assigned	N/A	During the Assigned School Day(s)	N/A
Expulsion				

*Consequences may be assigned for certain rule infractions as determined by the administration.

**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-Hour Detention.
Failure to serve and Administrative Detention will result in a 3-Hour Detention.

***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 be given an In-School Suspension.
Failure to serve an Administrative 3-Hour Detention will result in the student receiving 2 additional 3-Hour Detentions.
Continued infractions will incur escalating consequences, including additional, more rigorous suspensions, Disciplinary Probation or Expulsion.

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

The Dean of Students office notifies the student of the time he/she will be serving detention. It is the student's responsibility to inform parents, arrange transportation, and serve the assigned detention. Detention times will not be changed except in cases of emergency; the student's parent or guardian must notify the Dean of Students' 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 complete during the allotted time. A 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 have access to their semester grades 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 anytime 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 water bottles that can be sealed to prevent spilling. When not in use, these bottles are to be tightly sealed and kept in students' zipped book bags/backpacks. Any other form of liquid beverage is not permitted outside the cafeteria or other designated areas. Students who violate this food/drink/gum policy may face the following penalties:

All food/drink/gum violations will result a detention (teacher or Administrative One (1) Hour).

Any student who has unpaid food/drink/gum and/or detention fines may not be given access to their semester grades until the fine is paid. Also, the parent of a student owing fines may be blocked from accessing *RenWeb*.

DISCIPLINE REQUIREMENTS & INFORMATION

ATTENDANCE

If a student is absent from school, has an early dismissal, or has 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 next available detention session, whichever is first. In the event of an emergency, the Vice Principal's Office or the Dean of Student'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, including a \$25.00 fee.

Students who are late to their Homeroom must report to the Attendance Office for a tardy to school 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.

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.

Students with excessive tardies and/or absences may be prohibited from participating in school activities, events, athletics, and student government.

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))

SPORTSMANSHIP POLICY/CODE OF CONDUCT

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 Parent-Student Handbook Acknowledgement Form, 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:

Use and/or Possession of Alcohol/Drugs

Please review the school's Alcohol/Drug policy. Students may face further disciplinary consequences at the discretion of the administration (i.e., suspension or withdrawal).

Use of Tobacco Products (cigarettes, chewing tobacco, snuff, etc.)

Students may face suspension or removal from the team at the discretion of the coaches, Athletic Director, and Administration.

Please review the school's Smoking/Vaping policy. Students may face further disciplinary consequences at the discretion of the administration (i.e., suspension or withdrawal).

Fighting

See school regulations.

Suspension From the Team

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

Disciplinary action will be taken at the coach's discretion to fit the offense and the circumstances.

Hair

Must meet the standards of the school.

Suspension From School

No athletic participation (practice or contest) is allowed during the duration of the suspension.

The head coach must report a violation of any of the sports policies to the Athletic Director, who in turn must report any such violations to the Vice Principal.

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 functions, 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:

1. Failure to report to the Vice Principal when directed to do so by a teacher or administrator.
2. Fighting or violence on campus or in the vicinity of Cardinal Newman High School.
3. Possession or use of drugs and/or alcohol on school property and/or at school sanctioned events.
4. Inappropriate use of technology, on or off campus.
5. Proceeding to the student parking lot without a pass from the Attendance Office during school hours.
6. Involvement in a food fight or riotous behavior.
7. Truancy.
8. Gross insubordination.
9. Violation of the Sportsmanship Policy and Code of Conduct, on or off campus.
10. 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. Students on disciplinary probation may be restricted from participating in certain extracurricular activities or events which take away from in-class instruction.

EXPULSION

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

1. Willful violation of disciplinary probation
2. 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
3. Possession of a weapon (any item whose purpose is to harm something or someone)
4. Any threat of bodily harm or violence to any individual
5. Police involvement with a student that results in an arrest and/or felony charge.
6. 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.**
7. 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.
8. 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 Principal and Registrar's Office. The Registrar 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.

EXTRAORDINARY EXCLUSION

A student at 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 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 the 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.

“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

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).

“It is almost the definition of a gentleman to say that he is one who never inflicts pain.”

John Henry Newman

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 student’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 incident.
- 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

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or

iii.during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a. Each student and parent have 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 on 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 in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

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 hours. **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.

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 stairways 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.

MAGAZINES/NEWSPAPERS

Magazines & Newspapers 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 Vice 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. Students who are caught in violation of this policy may face the following:

First Offense

- Student is sent home that day.
- Student is suspended for a minimum of one day.
- The Administration may request the student undergo substance abuse lab testing and professional evaluation from a **School Specified Facility**. (The Administration may deem this necessary for the student to return to campus).
- The Student is placed on Disciplinary Probation

Second Offense

- Administration has the discretion to determine whether the student may face any form of disciplinary action (i.e., continued treatment, suspension, dismissal) based on several different factors (i.e., conduct, grades, probation).

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 Parent-Student Handbook Acknowledgement Form, 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. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

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.**

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 an 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.

No expectation of privacy exists in any student's book bag, desk, car, cell phone, or any other belonging, including privately owned electronic devices. Students 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 campus security guard's directives and cooperate with his/her instructions. No probable cause or suspicion needs to 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 that 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-appointed professional 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, at any school event, or through social media is 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 Parent-Student Handbook Acknowledgement Form to be kept on file. Teachers may, if they choose, require students to sign the pledge on any assignment.

HONOR CODE

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:

Artificial Intelligence (AI)

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. Cardinal Newman High School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Gen AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

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.

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.

Falsification of data and citations

Buying, selling, giving, or receiving term papers, notebooks, or the like, from any source, including the Internet.

Fabricating documentation, academic or otherwise

(e.g., letters of reference, community service validation, forging parent signatures, fabricating data, etc.).

Abuse of Media Center privileges

Defacing books or other library materials; failing to return overdue books, thus depriving others of their use.

Purposeful destruction, theft, or misuse of electronic media

(iPads, computer hardware or software, email, air drops, direct messages, cell phones, etc.).

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:

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.

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 membership.

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.

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

STUDENT PARKING/VEHICLES

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 Vice Principal's Office 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 parking lot and is not registered with the Vice Principal's Office 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 Vice Principal.

9. Students may park in any spot except for areas designated for Senior Privilege and/or Reserved Parking.

10. Students may be asked to move their vehicle at the discretion of the 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. Hangtags 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.

"It is often said that second thoughts are best. So, they are in matters of judgment but not in matters of conscience."

John Henry Newman

SAFETY IN PRIVATE SPACES

Diocese of Palm Beach

Cardinal Newman High School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

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 7:50 a.m. to 2:25 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 the 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 participate in an extracurricular activity, seek extra help from a teacher, serve detention, utilize the Media Center, or take a make-up exam. Cardinal Newman High School cannot assume responsibility for students who are not picked up within 30 minutes after the end of school.

Once a student leaves campus, they may not return unless for an authorized school activity or 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 bags or the cell phone caddie 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

Cardinal Newman High School will provide each student with their textbooks within the first week of classes. 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. 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.
8. Electronic textbooks will be provided in lieu of physical textbooks as they are available from publishers.

LOST AND FOUND

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

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 are to be consumed in the cafeteria. **Anyone consuming food or drink outside the cafeteria, in an unapproved area, will be subject to a Food/Drink/Gum violation.**

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 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 in its correct position, and deposit all waste in the proper receptacles. Students may not leave the cafeteria without the permission of the cafeteria proctor. **Students who violate the school policies while in the cafeteria may be subject to a Lunch Detention. Repeated offenses may incur a Lunch Suspension and loss of privilege to eating in the cafeteria for a period of time.**

SCHOOL AND COLLEGE COUNSELING DEPARTMENT

The School and College Counseling Department at Cardinal Newman High School provides developmental and 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 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 students' lives. All appointments are made through the school counselor or college counselor in the School and College Counseling office

located on the first floor of the south building. Students may email their counselor for appointments and will receive a pass for their appointment day and time. Counselors meet with the students throughout the day; the classroom teacher may cancel appointments for academic reasons, such as tests and quizzes, and/or abuse scheduled appointment times.

Counselors meet individually with students at least twice a year. The student, parent, or counselor may initiate personal counseling. Academic counseling is part of the individual meeting with students throughout the year. Counselors coordinate staffing for parents that includes a meeting with all of the student's teachers. *There may be times when families will be required to seek outside mental health services for their child.*

The school employs a College Counselor to provide assistance to students and families in the college application process. As part of the comprehensive College Counseling program, students are introduced to *SCOIR* in the second semester of their freshman year. They are guided through appropriate levels of career, college, and scholarship preparation through their four years of high school. *SCOIR* is a Web-based resource that supports career and college planning.

The School and College Counseling Department supports parents and families by hosting annual presentations. A separate evening for Senior, Junior, Sophomore and Freshman parents regarding the college application process are scheduled in September and presented by the College Counseling Director. The Counseling Department hosts a Transfer Student orientation for all new upperclassmen in August and presents information at the Freshman/New Student Orientation.

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, 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 requests. Upperclassmen receive priority in scheduling.

Once student courses are released for the upcoming school year, if you want to make a course change, you must use the Cardinal Newman Class Change Request Form and submit it to the student's counselor. Students are advised to make well-informed choices that align with your academic goals, minimize potential disruptions, and maximize your chances of success. Parents/Guardians must sign the request form indicating their approval of the student's choices. Students requesting a schedule change may do so before the start of the school year at no cost. Students requesting a schedule change after the start of the school year will be assessed a \$150.00 change fee. This fee does not apply if the school initiates the adjustment. Please note that changes are not guaranteed and will be granted based on course availability.

All schedule changes are subject to availability and require the approval of 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, (Name) 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: Katie Kervi, (561) 775-9567. 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 and written parental approval**.

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

Students at Cardinal Newman must take a series of standardized tests throughout their period of enrollment. The PSAT/NMSQT is required for 9th, 10th, and 11th graders. The fees for these tests are included in the students' tuition.

11th and 12th graders are encouraged to take the ACT and the SAT, for which they must register with the company and take on National Test Dates (on Saturdays). SAT and ACT are

administered on certain Saturdays throughout the school year. Cardinal Newman High School administers these tests on the assigned Saturday twice a year, in the Fall and 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. Further information about these tests may be obtained in the Counseling Office.

Students must register online as follows:

ACT: www.act.org

SAT: <https://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 *SCOIR* 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

Dual-credit courses are offered through St. Thomas University and taught at Cardinal Newman High School during the school year by Cardinal Newman faculty. There will be a fee for each Dual Enrollment course as determined by each college or university. These credits are generally transferable to other accredited colleges and universities, however, the receiving institution will

make the final decision about transferability of courses. Additionally, students have the option of participating in Dual Enrollment courses offered at Palm Beach State College, Palm Beach Atlantic University, or Florida Atlantic University during the summer session with approval of the Academic Dean. For courses taken during the summer, it is the student's responsibility to obtain transcripts from the college to have the course added to your high school transcript. Courses taken as dual enrollment are included in the student's College Transcript and GPA. For more information, please refer to the Curriculum Handbook.

HIGH SCHOOL TRANSCRIPTS

Seniors

Students may obtain official high school transcripts by requesting them through their *Scoir* account. Such transcripts are needed for college applications, scholarships, and summer programs. Transcripts requested for colleges will be sent directly to the college. Requests for transcripts for Scholarships and Summer Programs should be made to the School Counselor. Transcripts will be furnished free of charge. Seniors are responsible for requesting transcripts for dual enrollment from the respective college granting credit.

Freshmen, Sophomores and Juniors

Students in 9th, 10th or 11th 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 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.**

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 proceedings 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/>.

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 website, <http://www.diocesepb.org> .

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.

SIGNS OF SEXUAL ABUSE

The child may have torn, stained, or bloody underwear, trouble walking or sitting, pain or itching in the 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, Mr. Ed Curtin, at (561) 683-6266, or by email at Ed.Curtin@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's 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 report to the Nurse's 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. 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 guardian's care. The nurse will notify the guardian in these cases.

Any student who presents as emotionally upset should be seen either in the School Counseling office by the school nurse or jointly, with appropriate communication shared. If deemed necessary, parents or guardians will be notified, 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 to make them aware of the situation, understanding that the child's welfare is the primary concern. Mental health professionals in the School Counseling office, 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 Director of

School Counseling as a liaison between the outside therapist and the school. Parents or guardians can inform the Administration of any individual mental health condition or needs their child may have and request specific action be taken in the event of an emergency.

MEDICATION 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 the 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.

MEDICATIONS

- Medication to be taken by a student must be personally brought by the parent or legal guardian to the Nurse. 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, and the student must go there to take it.
- Medication of any type, prescription or non-prescription, may not be kept in a book bag or carried on oneself.
- The only approved exceptions are handheld 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 located in the Nurse's 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 will be stored in the nurse's medication cabinet in the Nurse's Office. All medical conditions should be reported in confidence to the School Counselor's and 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 have a classroom teacher pass and 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 requested 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.

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 lunchtime. 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 homerooms 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 participating with fellow students and faculty members in activities of personal interest and development. Cardinal Newman High School offers a full range of activities that 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 and expenditures pass through the Cardinal Newman High School checking account. The moderator's responsibility is 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.

As determined by Administration, academic failure may render a student ineligible for participation in activities. 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 with a fair chance to participate. Unfortunately, The moderator's decision, 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

The school recognizes the following sports, activities and clubs:

1. School Clubs: Student Government Association, Advertising & Graphic Design Club, Art Club, Best Buddies Club, CN Blue & Gold, Chess Club, Drama Club, Fashion Club, The Gaming Guild, Green Club, Hope Club, Key Club, Literary Club, Multicultural Club, National Forensic League/Debate Club, National Honor Society, National Science Honor Society, Philosophy Club, Pre-Med Club, Red Cross Club, Robotics Club, The Rowdy Knights Club, Safety 4 Life Club, Marketing & Social Media Club, Spanish Honor Society, Yoga Club.
2. Major School Activities: Welcome Week, Homecoming Week, Catholic Schools Week, & The Crusader Spirit Cup
3. Dances: Homecoming and Prom
4. Athletics: Cross Country, Golf, Football, Swimming & Diving, Volleyball, Basketball, Cheerleading, Soccer, Wrestling, Baseball, Beach Volleyball, Lacrosse, Softball, Tennis, Track & Field, and Weightlifting.

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 program or activities.

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 the 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. Administration and class moderators choose class representatives from those 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 Cumulative 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 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 Executive Board and/or Senior class offices should have prior leadership experience in a Cardinal Newman High School organization as follows:

- **Executive Board President** – One (1) year as Student Council officer or two (2) years as Student Government officer (class level)
- **Executive Board 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) or of equivalent leadership experience as designated by the Administration.
- **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 cumulative 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 adequately discharge his or her assigned responsibilities, 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's 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. The Newman host student's responsibility is 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 leaves the dance area, he/she may not return. A student who leaves the dance before 10:00 p.m. 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.

7. **Students may be subject to random alcohol breathalyzer testing.** Any student or guest, regardless of age, under the influence or possessing intoxicating beverages or drugs will be reported immediately to the sponsoring moderator, who 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 conform to good etiquette and morality, reflecting the spirit and philosophy of Cardinal Newman High School. Any student not found to be in compliance with the standards mentioned above 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, including the Moderator and at least one Administrator. The chaperones' names must be submitted to the Activities Director and Vice Principal at least four days before 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 the name and the contract price to the Administration before signing a contract. The contract will be signed by the school President.

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.

“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 coach's decision, 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 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 performed by an M.D. **on or after June 1** of the current 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.

NAME IMAGE AND LIKENESS (NIL) AND RELATED SCHOOL POLICIES

Diocese of Palm Beach

Cardinal Newman High School, as a member of the Florida High School Athletic Association (FHSAA), adheres to FHSAA regulations governing athletic competition. Pursuant to FHSAA rules, student-athletes must, with the limited exception of permissible NIL activities, maintain amateur status in order to participate in FHSAA-regulated athletic activities. Consequently, student-athletes are prohibited from competing for monetary compensation, capitalizing on athletic fame by receiving money or gifts of a monetary nature, and/or signing a professional contract in any sport or having an agent to manage a student-athlete's athletic career. The school expects all student-athletes to strictly adhere to these conditions of athletic participation.

Student-athletes are permitted to benefit from their name, image, and likeness in accordance with FHSAA rules. This includes the ability to receive compensation for endorsements, appearances, and other activities related to NIL. No employees or agents of the school, including its coaches and administrators, are authorized to involve themselves with student NIL, or in contract offers or negotiations with any agents or other third parties offering any monetary compensation to students and/or parents/guardians. Parents/guardians are specifically advised that they should seek independent professional counsel in communications and negotiations with any agents or other third parties offering compensation and/or services to students.

All NIL agreements must be disclosed in writing to the school administration within seven days of signing. Student-athlete NIL activities may not conflict with any team practices, games, or other school-related activities. Student-athletes are prohibited from making any reference to any school of the Diocese of Palm Beach when engaging in any commercial activity. For example, students may not wear a team jersey or otherwise display a Diocesan school's name, mascot, or logo while engaged in any commercial activity not specifically authorized in writing by the Diocese of Palm Beach. Likewise, a student may not wear the apparel or display the logo, insignia, or identifying mark of any third party during any school-based team activity. The names, mascots, and logos of Diocese of Palm Beach schools have legal protections and their commercial unauthorized use by a student or by a parent/guardian will constitute a serious violation of school policy and may have additional legal repercussions. In addition to compliance with FHSAA rules, student-athletes may not endorse products or services that are inconsistent with the values of Cardinal Newman High School and must at all times comport with the Conduct provision in this handbook and the policies and mission of Cardinal Newman High School and the Diocese of Palm Beach.

TRANSFER ELIGIBILITY “GOOD CAUSE” POLICY

Student-athletes and parents/ guardians should be aware of the most recent FHSAA eligibility requirements.

Students who transfer schools during the school year may be “authorized for good cause” to participate in the same sport at a new school if certain “good cause” circumstances are met to the satisfaction of the Principal or the Principal’s designee. 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

Diocese of Palm Beach

The school recognizes the following sports:

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

No sports practices may begin before 3:15 p.m. or within forty-five minutes of dismissal. This time frame allows students to meet with teachers, receive academic help, and makeup 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 it is necessary to speak to the coach regarding his or her 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.***

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.

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 a 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.

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 a virus 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.

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 information technology resources and any additional consequences at the principal's discretion including expulsion.

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

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.

Using 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. Their use entails the same privileges, obligations, and responsibilities that come with using any school facility.

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 three (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 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 responsibly, safely, ethically, and legally. 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).

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).

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 and 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 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, or delete any files from any shared school equipment except when appropriate as part of an assignment supervised by faculty or staff.

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 and iPad Use Agreement.

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.

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 a 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 appropriately cited. Plagiarism or Internet resources will be treated in the same manner as any other incidents 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 personal information about themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc.

Students are not to provide their email addresses 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.

Using 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,

indecenty, 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/guardian 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

Cyberbullying is using 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 websites 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 students' pictures without their permission.

Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and 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 the school provides continue to be the school's property. 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 violating 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 and students 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.

Cardinal Newman High School takes no responsibility for activities conducted on any device used or materials stored on the device or the school's network.

BRING YOUR OWN DEVICE (BYOD) PROGRAM

Cardinal Newman High School uses 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 are subject to the Computer Use Policy and the Acceptable Use Policy (AUP).

ACCEPTABLE DEVICES

All students are **REQUIRED** to bring a personally-owned device each day in the same way that they bring other learning materials like textbooks, pencils and notebooks. It is important to keep in mind that the device used **MUST MEET OR EXCEED OUR MINIMUM SPECIFICATIONS**. While we have not been requiring any specific make or model, there are some important factors to be considered when selecting a device for school use.

Hardware Considerations.

We recommend devices that will be adequate for the next four years. **Chromebooks and Smartphones are not allowed as school devices.**

- A device for school use should have enough memory to boot quickly and run the programs needed for your classes, enough storage capacity to hold all the necessary school related materials and enough battery life to run all day without needing a charge.

Here is a list of minimum hardware specs for a school laptop that should last for the next four years:

- **WiFi adapter**
- **Latest generation processors from Intel, AMD or Apple that will run modern operating systems:**
 - **Windows 10 or later**
 - **macOS Monterey or later**
- **16GB of Ram**
- **256 GB SSD drive storage or better.**

You may want to inquire about possible upgrades to your laptop. Some devices will allow you to add RAM and storage capacity in the future. The current trend, however, is for the lighter, more portable devices NOT to allow for such upgrades.

Tablets are also acceptable school devices provided that they are late models that will meet the demands of school use. Tablets are not upgradeable beyond their operating system.

Students will be given a school account including email and Google Workspace apps (Docs, Sheets, Slides, etc). Other programs may be allowed, as long as their use is compatible with school procedures. Teachers may have specific software and other technical requirements when it comes to course assignments. Additionally, students will be required to download the Bluebook App for digital PSAT and AP testing.

Other considerations:

- Consider factors such as price, battery life, durability, and length of time you realistically expect to use the device. Also important to remember is the portability. While a large screen is great, it also means that your student will be carrying around a larger laptop that might not fit in a backpack.
- Protective cases are highly recommended.
- Compatible stylus for notetaking is recommended.
- Warranty/Homeowner's insurance. Is your device covered if it is damaged?
- Antivirus needed?. Free versions are available for most recommended devices.

RULES FOR USAGE

- Students are responsible for the 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 login information to any devices or programs upon request.
- Students are not permitted to record, transfer, or post pictures or 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 devices. Students may print from the school computers located in the Media Center.

- The use of personal hotspots from mobile devices is prohibited. Students are required to use the school's network exclusively.
- iPads provided to current seniors still belong to the school until each class's graduation date. Treat the devices as you would any other school property.
- Students must follow all other guidelines presented in the Computer Use Policy and Acceptable Use Policy (AUP).

TECHNOLOGY MISUSE

The following outlines examples of disciplinary action.

- Any teacher or staff member may confiscate the device.
- Teachers may request that students put their device(s) away at any time.
- The Student-Parent Handbook outlines any other consequences.

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 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 the 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 seniors, which are school owned until the date of graduation. That service will persist until the current seniors graduate in 2024. 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 has 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 device model.

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

Emergency information MUST be completed in RenWeb/F.A.C.T.S. before any student may attend classes. Any changes in the information must be updated in the RenWeb/F.A.C.T.S. family portal.

When parents/guardians 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 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 an 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.

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 from the public district. All CNHS school-closing information will be conveyed through the CNHS website and *FACTS* communications. In addition, the local media will be provided with 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 education 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 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 in order 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, DC 20202-5920

COMMUNICABLE DISEASE AND RELATED ITEMS

Diocese of Palm Beach

Attendance at school and participation in school activities poses some risks including the transmission of communicable disease. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from 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.

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 operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

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 unauthorized use of the school's name or identifying logo may result in legal action.

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.

Cardinal Newman High School

Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I 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.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the 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.

I also hereby acknowledge that I 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, and the Use of Photos Policy.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian Name)

(Print Student Name)

(Grade)

(Signature Student)

(Date)