



Student-Parent Handbook

Cardinal Newman Catholic High School
Most Reverend Robert F. Vasa, Bishop of The Diocese of Santa Rosa
Dr. Linda Norman, Superintendent of Catholic Schools
Ms. Laura Held, President

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PHONE EXENTION LIST BY OFFICE

Administration Office	Name	Extension
President	Laura Held	102
Dean of Curriculum and Instruction	Richard Herrmann	128
Dean of Technology and Instruction	Bernadette Calhoun	114
Dean of Student Life	Graham Rutherford	108
Dean of Students	John Gilson	130
Front Office		
Office Manager	Carol Drake	100
Attendance	Bernadette Lane	107
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Admissions		
Director of Admissions	Pat Piehl	120
Associate Director of Admissions	Wendy Holland	119
Counseling Office		
Director of College Counseling/College Counselor (A-K)	Mary Euphrat	106
College Counselor (L-Z)	Martha King	131
Junior Counselor	Lori Olson	143
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Athletics		
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Advancement		
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Associate Director of Advancement	Lisa Sousa	116
Finance		
Director of Finance	Jolie Trogdon	105
Finance Office Assistant	Jackie Schwedhelm	109
Community Based Service Learning		
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IT Department		
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IT Staff	Ian McMurray	112
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Director, Academic Support	Mario Alioto	122
Librarian	Randi Martin	123

DEAR PARENTS AND STUDENTS

Welcome to the 2019-2020 school year! We are pleased to present to you the latest version of the Parent-Student Handbook. The handbook is of particular importance to a private school as it spells out in detail our regulations and procedures. As such, it is the contractual agreement between our school and our families by which we all agree to operate. We encourage you to read through the Handbook and dress code requirements and discuss student-related items. This handbook may be updated during the school year.

MISSION STATEMENT

Cardinal Newman is a Catholic, college preparatory high school. Our mission is to educate our students in the wholeness of mind, body, and spirit through the teachings of Jesus Christ as proclaimed by the Catholic Church. Our students learn to apply leadership skills and talents in service to others. We challenge each student to work to his or her highest potential in the lifelong pursuit of learning and excellence.

The Cardinal Newman High School community has committed itself to the principles of Catholic education and academic excellence, as envisioned by our namesake, the Blessed John Henry Newman. Embracing the Gospel of Jesus Christ and the teachings of the Catholic Church, the faculty and staff strive to realize an authentic Christian community, which gives witness to the students and parents alike. Our community, founded upon Gospel values, exists to serve the families of the Diocese of Santa Rosa. At Cardinal Newman we respect the family as the primary agent for the spiritual, moral, intellectual, physical and social development of the student. We seek to assist and to supplement the family in this vital task. The Cardinal Newman community recognizes that excellence in education can best be achieved, and future leaders nurtured, within a living tradition rooted in the Love and Truth of Christ. We encourage students not only to develop and enhance their creative and critical thinking abilities, but also to cultivate Christian virtue and an appropriate sense of social responsibility. An essential educational goal of the Cardinal Newman community is to raise young men and women capable of constructively participating in the life of our society.

The Cardinal Newman community cultivates Christian virtue through the study of Scripture, amplified by the teachings of the Catholic Church, and service. Thus, ours is a lived faith guided by Jesus Christ to give witness through lived experiences---prayer, liturgical celebrations, retreats and community service. These experiences nurture dignity and respect for religious and cultural diversity.

Cardinal Newman offers a college preparatory curriculum with the purpose of educating students to become people of values as well as scholars. Our focus on outstanding achievement ensures that our students become knowledgeable and skillful in areas of moral and ethical decision-making, critical thinking, accountability, technology and adaptability. Our co-curricular

programs enhance the academic and spiritual dimensions of our school by providing influential activities that foster community, leadership, creativity and sportsmanship.

INTEGRAL STUDENT OUTCOMES

Upon graduation from Cardinal Newman High School, students should be able to understand, know, and exhibit each of the following:

1. Putting into practice the values of Catholic teaching by:
 - a. Following Christ as a model for their lives.
 - b. Demonstrating an understanding of the values expressed by Jesus in the Gospels.
 - c. Articulating their beliefs and values; using them to make wise and moral choices.
 - d. Respecting each person's uniqueness in the image of God.
 - e. Worshipping and praying in a community of faith.
2. Understanding their role in local and global communities and feeling empowered to contribute positively to them by:
 - a. Applying their God-given skills and talents in service to others.
 - b. Developing a sense of stewardship for humanity and all of God's creations.
 - c. Building unity amongst their classmates, as well as the entire school and community.
3. Showing strong character with wholeness of mind, body, and spirit by:
 - a. Displaying appropriate Christian behavior.
 - b. Exhibiting leadership skills.
 - c. Practicing self-discipline; taking responsibility for their actions.
 - d. Showing respect for themselves and others.
 - e. Strengthening their physical attributes and talents.
4. Demonstrating preparation for the academic challenges of university life by:
 - a. Exhibiting clear, effective, and decisive analytical, written and verbal skills.
 - b. Viewing issues from many perspectives.
 - c. Processing information from multiple sources using inquiry, research, technology, analysis and problem-solving in the quest of knowledge.
 - d. Challenging themselves to be creative and critical thinkers.
 - e. Assuming responsibility for their own learning by setting priorities, developing a plan, committing to goals and evaluating progress.
 - f. Working effectively as collaborative learners in a group setting.
 - g. Acquiring knowledge and skills in subject areas required for graduation.

ADMISSION POLICIES

Cardinal Newman Catholic High School is a Santa Rosa Diocesan school and is governed in accordance with Canon Law of the Roman Catholic Church. Cardinal Newman Catholic High School, in the Diocese of Santa Rosa, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any race, color, creed and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Cardinal Newman High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

STUDENT/PARENT CODE OF CONDUCT

A necessary condition of continued enrollment at Cardinal Newman High School is that students behave in a manner, both on and off campus, which is consistent with the principles and Christian philosophy of Cardinal Newman High School. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of each student adhere to these standards of conduct as determined by Cardinal Newman High School. It is essential that students, parents, and school officials work together to ensure that each student receives a values-based, Christian education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, Cardinal Newman High School may find it necessary, at its discretion, to require parents/guardians to withdraw their child from the school. Some guidelines include the following:

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, Cardinal Newman expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, other students, and other parents.
- Students and parent/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored events (e.g., athletics, field trips) as well as interaction with school staff and other Cardinal Newman students and parents at any time, on or off campus.
- Students are often judged on their behavior outside of school, therefore, each student whether on or off campus, should conduct themselves in a manner consistent with being a member of Cardinal Newman High School. Behavior that is deemed contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies of CN makes a student subject to disciplinary action.
- Students who are present when wrongdoing is evident have an obligation to remove themselves immediately from the situation and report such events to CN administration, otherwise, they share in the consequences related to such behavior.

Cardinal Newman High School reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal, suspension of a student, revocation of a parent/guardian's privilege to attend or to participate in school activities, or dismissal depending on the severity of the offense.

Honor Code

While all of Cardinal Newman High School's integral student outcomes are important, the most fundamental is that students practice habits of Christian spirituality, including ethical behavior on or off campus. As its Catholic philosophy indicates, the school's ultimate interest is in helping students "make responsible, intelligent decisions in the light of Christian values and the teachings of Christ." This expectation is an end in itself; at the same time, it also is vital to the achievement of the school's other learning outcomes. Ethical behavior requires that each student hold themselves and others to standards of honesty, effort, compassion and honor. Cardinal Newman High School believes that without these standards, true learning and growth are impossible.

The Cardinal Newman Catholic High School student:

- uses their God-given talents and energy to achieve their potential; takes full advantage of the opportunities given by their parents and the school to learn and to grow. They combat laziness, absenteeism, and the temptation to “take the easy way out.”
- treats their peers and teachers with the same respect, compassion, courtesy, and understanding that they hope to receive. They do not harass, belittle, make negative comments to or about, take advantage of, or seek to exclude any other student, nor do they display poor sportsmanship.
- accepts responsibility for their mistakes; when they err, they admit it, accepts the consequences, and takes steps to improve. They do not manufacture excuses, blame others for their own shortcomings, ask their parents or friends to cover up for them or quibble over the meaning of rules.
- abides by (assumes ownership of) the school’s rules and regulations, whether they personally approve of them or not. When they believe that a rule/regulation is unfair or unnecessary, they use proper channels to initiate change; they do not try to justify breaking a rule on the grounds that they disagree with it.
- displays honesty, integrity, and pride in their academic endeavors, and encourages those qualities in their peers. They do not cheat, copy, plagiarize, use prohibited resources, or in any other way try to earn credit for work and achievement not their own; nor will they be a party to another student in such dishonest practices.
- cooperates with school officials to ensure the safety and well-being of persons and property. They do not steal, misuse equipment or facilities, leave messes for others to clean up, disobey attendance policies, drive carelessly, or create an environment where another student would feel unsafe.

CHRISTIAN SERVICE POLICY

Serving the "least of these" Outreach and Charity

Catholic Schools are called to reach out to the suffering, the poor, and the vulnerable in our midst in concrete acts of charity. Just as the Gospel tells us, our lives will be judged by our response to the "least of these," so too our school should be measured by our help for those less fortunate in our community and beyond. We offer support to a wide array of local and global nonprofits, schools, and churches.

In their pastoral message, the US Conference of Catholic Bishops teaches “preferential treatment for the poor and vulnerable.” We intend to reflect this teaching in our Community Service Learning Program.

Community-Based Service Learning

In keeping with the Mission Statement of Cardinal Newman High School, it is the ultimate goal of the Community Based Service Learning Program to graduate leaders who create and support positive social change. Students demonstrate leadership skills through the development of unique service projects. Responding to the Gospel call of Jesus to serve others, students share their talents and time in active service to a variety of CN approved community organization.

Access to and Accumulation of Hours

With this mission in mind, at the beginning of every school year, we offer our students orientation about the service requirement. They attend a Service Fair to meet with mentors and representatives from different nonprofit organizations in our community. Students are given ample time to complete the requirement, approximately ten months.

Students will log on to the x2VOL service hour recording system to document their service hours. Once the service hours have been logged by the student, hours are verified by the non-profit organization for which the student performed the service. Lastly, the pending service hours will be given final approval by the Service Learning Office.

Students can begin accruing a maximum of 15 hours mid-June of the summer prior to the new school year in which they intend to claim those hours. Students may also earn a maximum of 5 hours per school year by way of donations.

Students are required to check the “Oath/Honesty” box each time they log service hours on x2VOL. They are also asked to write a brief reflection for the service performed on x2VOL.

The Service Coordinator and non-profit organizations post current requests for service on x2VOL. Religion teachers and the CN Service Program Coordinator will make students aware of new service opportunities via email and will announce them in classes.

Service Definition & Criteria

- Service is an activity that is supervised by an adult.

- Freshmen and Sophomore students must choose service opportunities from the CN approved non-profit list provided by the CBSL office.
- Service may not occur in a for-profit business or organization.
- Service must be for an individual or group other than the student's family.
- There can be no monetary compensation for service performed.
- Service must be completed outside of class time and does not include the Thanksgiving Service Day, the Homeroom Christmas Family Drive or the Holy Thursday "Washing of the Feet" service event.
- Service clubs, ASB & student council students may only claim hours for meetings when they are actively planning for a non-profit service event at which they also serve. Regular informational meetings do not count.

Grading Procedure

Grades will be earned as outlined below:

A = 25 + hours

B = 20-24 hours

C = 15-19 hours

D = 10-14 hours

F = Under 10 hours

Graduation Requirements = 2.5 credits per school year for a total of 10 credits over four school years.

ALL SERVICE HOURS MUST BE COMPLETED BY MAY 1ST.

This policy applies to all students, including International students. Should a student not meet the minimum requirement of 10 hours in a school year by May 1st, students may be put on a service hour remediation contract. A student may be given the opportunity to remediate service hours. If the CN administration determines that the student is eligible for remediation, the student will be given the opportunity to add to the service hours completed in order to meet the minimum requirement of 10 hours. The requirement for remediation is double the amount of service hours: For example: if a student has 6 hours at the end of the school year, the student may make up the remaining 4 hours by completing 8 hours of service by June 15. This will not change the hours total in x2VOL, but will be reflected in the service grade recorded on Aeries. If the remediation is not completed, the service grade earned will remain as recorded after the May 1st deadline. If the remediation is not completed by June 15 of the same year the student and parent(s) will meet with the Cardinal Newman Administration to determine how to resolve the issue.

NOTE: Senior students are to follow the CBSL procedures within their Religion and English classes for service credit to be awarded according to the service project requirements.

Service Continuum

FRESHMEN YEAR

Students will be introduced to service opportunities by the CBSL office and their Religion teacher. A listing of the CN approved non-profits will be made available to all students from which they must choose service opportunities. The CBSL office will provide a variety of service opportunities in order to give the freshmen a sampling of service possibilities. The Seven Themes of Catholic Social Teachings and Corporal Works of Mercy will be studied in Religion class.

SOPHOMORE YEAR

Students will be encouraged to identify two social issues based on the Seven Themes of Catholic Social Teaching and/or Corporal Works of Mercy in order that they may use their God-given talents aiding those in need through a CN approved non-profit. Sophomores must choose service opportunities from the list of CN approved non-profits.

JUNIOR YEAR

Students will identify one or two agencies in which to serve. Students will study social issues in Religion class and they will begin formal peer-reviewed research in English class assisting them in choosing an area to develop a CBSL service project for their senior year. Ten service hours must be completed in the Fall semester investigating a potential service project. Students will establish a relationship with a community mentor to create and propose a CBSL service project of their interest (date?).

SENIOR YEAR

The CBSL service project at the senior level allows the student to work with a mentor in the community while receiving direction from their Religion and English teachers with CBSL assignments. The CBSL service project does require the student to go beyond volunteerism, putting their God given-gifts and talents to work in the community. The CBSL service project must be worked on throughout the senior year, August – May. The CBSL service project culminates in a formal board presentation made to a panel of community and business leaders, educational and non-profit leaders, CN faculty and staff. This presentation allows the student to demonstrate mastery of the Cardinal Newman mission.

RETREATS

Freshman Retreat "Journey" - Fall Semester

The Freshman Retreat takes place during the school day and centers on the theme of pilgrimage. This retreat helps freshman students understand that high school experiences, and life itself, is a pilgrimage, a journey on which they experience the presence of God and the support of family and friends. Students participate in games, activities and discussions which serve as opportunities to strengthen and grow friendships and strengthen the communal bond of the class.

Sophomore Retreat "Called" - Fall Semester

The sophomore retreat is an overnight retreat. Students spend time getting to know each other at a deeper level, participate in a service project, and take time for prayer and play. The boys and girls have separate retreats. The retreat focuses on the theme of being called by God to service, community, and a life of faith.

Junior Retreat "Identity" - Spring Semester

Junior students are invited to attend one of the Junior retreats. The Junior Retreat is an overnight retreat experience that focuses on the theme of our identity as Newman students and children of God. Through a variety of activities and discussions, students explore and share who they truly are—inside and out. Time spent praying and playing in the beauty of creation serves to strengthen the friendship and community of the class. Students bond and grow together a class.

Senior Retreat "Immerse" - Spring Semester

Senior students are invited to attend one of the Senior retreats. The Senior Retreat is an overnight retreat that takes place in the beauty of God's creation. "Immerse" is a call to the seniors to follow the example of Christ to fully immerse themselves in each moment on the journey of life. Seniors are encouraged to reflect on the meaning and purpose of their lives and spend some time in self-discovery as well as community building.

CAMPUS MINISTRY

Campus Ministry seeks to encourage the spiritual growth and promote the faith formation of Cardinal Newman students. In keeping with our school's mission, programs are designed to care for the whole person and to bring the message of Jesus in a spirit of love to our community. Students are invited to experience the Catholic faith on campus and nourish themselves

spiritually and religiously through theology classes, prayer opportunities, monthly liturgies, class retreats and outreach events.

Students interested in growing and sharing their faith on campus are invited to apply for the Campus Ministry Class. This class goes beyond the religion curriculum as students develop their faith in an intimate class community and share their faith across campus. Campus Ministry students help to organize liturgies, act as peer leaders on retreat, plan events, and advance the message of the Gospel on and off campus.

ACADEMIC POLICIES

Cardinal Newman is proud to provide course offerings that are designed to challenge and prepare students to become life-long learners. Our teachers and counselors are fully committed to student success to high school and beyond with the belief that high school is but a step on their life's journey. All students take a college preparatory curriculum designed to meet the minimum requirements of the University of California and the California State University systems.

Academic Requirements

Cardinal Newman offers a curriculum that includes all courses necessary to fulfill the admission requirements of the University of California and the California State University systems. Students must earn 270 credits for graduation status. In most cases, five units of credit are granted for passing each semester class.

Subject	Years/Semesters	CNHS req. credits	UC req.
English	4 years	40 credits	40 credits
Math	3 Years Algebra & Geometry required UC recommends 4 years	30 credits	30 credits 40 credits
Modern/Classic Language	2 Years UC recommends 3 years of same language	20 credits	20 credits 30 credits
Physical Education Dance, PE,	1.5 Years Team sports available for up to 10 credits	15 credits	None
Science	2 Years - Biology & a physical science required	20 credits	20 credits

	UC recommends 3 years		30 credits
Social Studies	3 Years UC requires 2 years	30 credits	20 credits
Theology	4 years	40 credits	
Visual & Performing Arts	1 year UC recommends 1 year	10 credits	10 credits
Electives	4 years UC recommends 1 year	40 credits Additional credits available	10 credits
Service	3 years	2.5 credits	7.5 credits
Community Based Service Learning - project completion	Included in the class work of both Theology and English. Completed in Senior year	2.5 credits	2.5 credits
Total	Equivalent to 28 yearly courses + 1 service year	270 total required 290 available	

7 classes/year = 70 credits x 4 years = 280 credits in classes taken + 10 service credits = 290 credits

At the end of first semester, seniors with an F in a class required for graduation will be informed that they will not graduate or be able to participate in graduation activities unless the failed class is made up prior to graduation.

Grading System

Cardinal Newman High School uses a 4-point grading system.

Grade Reporting

Grade reports are issued four times each year. Quarter grades are posted in Aeries in October and March; semester grades are posted in Aeries in January and June. Only grades on semester grade reports appear on the official transcript. Students and parents are expected to check progress in Aeries.

Course Scheduling Policy

Every effort is made to accommodate legitimate academic course requests. However, course availability, prerequisites and departmental guidelines may result in some requests not being fulfilled. Students must register for a minimum of seven classes (70 units) and may not exceed 80 units. Students and/or parents may not request a schedule change based upon teacher preference. Schedule changes are only allowed under the following circumstances:

- A teacher or counselor initiates the change, determined through student performance in the class.
- Cardinal Newman High School erred in scheduling; for example, a schedule that is missing a required course.
- Students may request a drop from Administration, if initiated by the teacher, at the end of 1st/3rd quarter (year-long/semester-long), within 5 days of the quarter grades being posted. No grade will show on the transcript for an approved dropped course, at the end of the 1st/3rd quarter.
- Students may not drop a Theology, Social Studies, or English class.

Retaking A Course Policy

If a student receives a “D” or “F” semester grade and retakes the course, both courses and grades will remain on the transcript. Both grades will be used in the GPA calculation. Students requesting to retake a course at another institution must receive counselor and administrative approval for placement on the Cardinal Newman High School transcript.

P.E. Policy

Each student takes P.E. for a semester as a freshman. There are other opportunities to take P.E. through Dance and P.E. 10-12 to meet the graduation requirements. Students participating in any level of a Cardinal Newman High School athletic team will earn 2.5 credits for every team they play on for the entirety of the season. Each student athlete must maintain good standing on the team for the duration of the season.

Students wishing to receive a P.E. waiver for a sport that is not a contract P.E. offering at Cardinal Newman High School must submit a P.E. Waiver form which can be obtained from their counselor. All P.E. waivers must be submitted to the Dean of Curriculum and Instruction by the end of the quarter in which the credit is requested. No late waivers will be considered.

Honors and Advanced Placement Policy

Students have the opportunity to apply and qualify for Advanced Placement and Honors courses. Placement may be dependent on placement exams, standardized test scores, teacher recommendations, previous grades or any combination of these.

Students who do not qualify for an Honors or AP course may appeal their placement through the appropriate Honors or AP teacher.

Students may enroll in multiple Honors or AP classes per semester at Cardinal Newman High School. The students wishing to take more than three Honors or AP classes should meet with their counselor to discuss the need to do so and the workload associated with that schedule.

All students enrolled in AP classes are required to take the AP exams. Students are excused from their other classes on the day of their AP exam.

Make-Up Work/Test Policy

Refer to individual class syllabus.

Make-up Exams

A student who needs to make up finals due to extraordinary circumstances (death in family, illness with medical note, school-related events) must schedule a make-up exam with the appropriate teacher. Make-up finals will not be granted to accommodate vacation plans.

Transfers Prior to Final Exams

A student who transfers out of Cardinal Newman High School prior to the end of the first semester, and is officially enrolled in another school, may be excused from taking final exams for the first semester. The student's grade will be calculated and submitted at the point of transfer. Note: A student who has transferred out of Cardinal Newman at the end of the first semester without taking final exams and transfers back to Cardinal Newman High School within two weeks of the second semester may be required to take the final exams missed upon their return. The student's final grade and credits for the course will be adjusted accordingly.

Accommodations for Students in Crisis

Cardinal Newman High School makes accommodation for students under extraordinary circumstances or in crisis. Cardinal Newman will make a reasonable effort to offer special accommodation to students who have short-term issues that affect their attendance and academic performance. This will take place on the approval of the Administrative Team.

Incomplete Grades

A student who receives an “Incomplete” on his or her report card must complete any outstanding work within two weeks of the end of the semester. Failure to comply will result in the grade being changed to an “F”. If there are extraordinary circumstances that prevent completion of missed work, one of the Academic Deans must approve any extension.

Courses Taken at Online or at Other Academic Institutions

Cardinal Newman High School will accept credit toward graduation from WCEA/WASC accredited High Schools under the following conditions:

- Students must consult with their School Counselor and subject-area Department Chairperson prior to registration to ensure that the class is acceptable. Classes taken from other institutions may not be compatible with the Cardinal Newman High School curriculum; students assume the risk and responsibility for these discrepancies.
- While taking courses at Cardinal Newman is preferred, community college and online courses (from an approved list) are acceptable in the following instances:
 - For course remediation
 - To fulfill prerequisites
 - For scheduling conflicts

These courses are included on the Cardinal Newman transcript as a course taken at another institution. (the student will be responsible for reporting these courses to the colleges to which they apply). Taking these courses is contingent upon the approval of the Academic Deans.

- Approved high school classes taken at WCEA/WASC accredited high schools other than Cardinal Newman (excluding online courses) will be recorded on the student’s transcript and included in the GPA calculations.

Concurrent Enrollment Policy

Concurrent enrollment is designed to provide educational opportunities at the

community college and state university levels for students who can benefit from the experience. In order to participate a student must have parental and administrative approval.

Christian Service Graduation Requirement

See Service Policy section of the handbook.

Academic Communication

Cardinal Newman High School uses the following web-based programs. Portals are located on the Cardinal Newman website (www.cardinalnewman.org):

- G Suite for Education provides the campus-wide e-mail system, document sharing, website creation and other collaboration tools.
- Google Classroom is used by teachers to post class curricula, resources, assignments, and calendar. Parents are able to log in to view their student's assignments.
- Aeries is used to view grades, attendance and conduct. Families are sent important communications through Aeries Communication when necessary.
- Naviance Family Connection is a Counseling Department resource to help students and parents in the college selection and application process, and research careers.
- x2VOL is used by students to log their Christian service hours.

Honor Roll Requirements

Dean's List: 4.0 +; no D's or F's

First Honors: 3.50 - 3.99; no D's or F's

Second Honors 3.0 - 3.49; no D's or F's

Awards

To qualify for the Cardinal Newman Scholarship Award, a student must illustrate integrity and have a 3.5 or higher GPA, according to the following schedule:

Freshman Certificate of Merit: 3 quarters out of 3 quarters at 3.5 or above; no D's or F's

Sophomore Red Block: 6 quarters out of 7 quarters at 3.5 or above; no D's or F's

Junior Gold Block: 9 quarters out of 11 quarters at 3.5 or above; no D's or F's

Senior Honor Medal: 13 quarters out of 15 quarters at 3.5 or above; no D's or F's

Note: Transfer students will be awarded based on the number of enrolled quarters earning honors standing at Cardinal Newman.

Dean's Pins

A Dean's pin will be given to a student at the end of the school year who has achieved a 4.0 or above for 3 out of 3 quarters during the current school year with no D or F grades. These pins are awarded at each grade level. The Spring semester grading period is not counted towards the Dean's Pin but is included in the overall quarters.

Single Year Awards

Single Year Awards are given to a male and female student at the end of the school year. These students are nominated by the faculty and the staff for each grade level in the following categories:

- Most Improved
- Service
- Leadership
- All Around
- John Henry Newman – Christian Gentleman
- St. Angela – Christian Gentlewoman

Four Year Awards

Four Year Awards are given to a male and female student at Graduation. These students are nominated by the faculty and the staff Senior year in the following categories:

- Walter C. Hulsman – Highest Cumulative GPA
- Mary Ellen C. Walter - Outstanding Service Award
- Henry F. Trione - Outstanding Leadership Award
- John M. Fitzgerald Scholar Athlete Award – 2 or more Varsity sports with a cumulative GPA of 3.0 or above
- Thomas M. DeMeo Scholar Artist Award – outstanding arts student with a cumulative GPA of 3.0 or above
- John Henry Newman Award – Christian Gentleman
- St. Angela Award – Christian Gentlewoman

Athletic Awards

Scholar Athlete Certificate is awarded to an athlete who has maintained a 3.5 cumulative grade point average during the season of sport with no D's or F's

Performing Arts Awards

Recognition is awarded to an artist who has maintained a 3.5 cumulative grade point

average during the season of performance with no D's or F's

Department Awards

Awards are given to students by each Department based on that Department criteria.

Students should record any awards received in the resume section in their Naviance account to help with their college applications. Cardinal Newman staff and counselors are not responsible for keeping a record of these awards.

Note: Transfer students will be awarded based on the number of enrolled quarters earning honors standing at CN.

Sophomore	3 out of 3 times for current year; receives a Red Block
Junior	3 out of 3 times for current year; receives a Gold Block
Senior	3 out of 3 times for current year; receives an Honor Medal

California Scholarship Federation

The purpose of the CSF is to give recognition and encouragement for scholarship, service, and citizenship to students in the high schools of California. The motto of the CSF is "Scholarship for Service." The requirements for membership are:

1. Satisfactory and approved service and character record.
2. Grade point based on select subject grades (approximately 3.5 GPA minimum).

A student enrolled at Cardinal Newman in seven subjects (not including physical education or repeated subjects) must earn a minimum of 10 CSF points per semester to be eligible for CSF. A grade of "D" or "F" in any subject excludes a student from CSF membership for that semester.

Membership is determined by the semester averages and must be applied for each semester. Students who have earned CSF membership for four semesters in grades 10, 11, and 12, including one semester in the senior year, become CSF Seal bearers. This honor entitles the student to receive first priority in applying for college scholarships. A CSF Seal bearer is entitled to a gold cord at graduation. This federation ranks the highest in the State of California.

Applications for CSF are made available from the College Counselor.

Academic/Citizenship Awards/Awards Ceremonies

A variety of scholastic, citizenship and scholarship awards are presented at two special awards ceremonies at the end of the school year. The Senior Awards Ceremony is held during a school day in May each year. There is a separate scholarship awards event that takes place for seniors and their parents on an evening in May. The Awards Ceremony

for grades 9, 10, and 11 is held in the evening in May each year. Each department establishes the guidelines for the selection of award winners. Parents of students receiving major awards are invited to attend these assemblies.

Valedictorian Requirements

Cardinal Newman High School will determine Valedictorian/s based on highest GPA scores through the 3rd quarter of the 8th semester. The student must have attended Cardinal Newman for at least three years.

Academic Probation

A student will be placed on Academic Probation if any of the following occur:

- A cumulative grade point average lower than a 2.0 in the most recent report period.
- Two or more Fs.
- Failure to fulfill Christian Service hour requirements.

Students who are not in good academic standing may not participate in the following: academic team events, arts, athletic teams, co-curricular events, the fall/spring play. Students who are on academic probation two semesters in a row will lose their financial aid. Students who continue to fall below a 2.0 in core courses for two grading periods will be placed on contract and may be asked to leave. The final decision as to whether a student will be allowed to continue at Cardinal Newman will be made on a case-by-case basis by the Academic Review Board.

Parents will be notified of Academic Probation or Academic Contract by a letter from the assigned Dean. School Counselors will call in students who receive multiple “D’s ” or an “F” in any course to devise a plan for making up the course that needs to be repeated.

Academic Grievance

If a student believes they have received an unjust grade, they should follow these procedures in the order given:

1. Meet privately with the teacher and attempt to reconcile the disputed grade within ten (10) business days of the grade being posted.
2. Consult with the School Counselor and the Department Chairperson of that academic area.
3. Request a conference with the appropriate Dean if previous steps prove unsatisfactory. This conference will include the teacher, parent, student and School Counselor.

Graduation - not qualifying for ceremony

Certain conditions may restrict a student from attending the graduation ceremony:

- Failure to meet academic or Christian Service requirements for graduation.
- Serious behavioral issues which merit administrative decision and action.
- Personal choice of student.
- Failure to attend mandatory practices.
- Failure to fulfill financial responsibilities (Tuition, Fees)
- Failure to return required sports material.

Graduation - withholding Diploma

Diplomas may be withheld and a graduation date will not be posted on the transcript if:

- Credits are not sufficient or are incomplete.
- Academic requirements for graduation are not met.
- Financial obligations are not met.
- Christian Service requirement is not fulfilled.

A student can become eligible if the above standards are met on the date of the next quarterly report card. In addition, a student is not eligible if he or she has an "Incomplete" on his/her most recent report card. Once the "Incomplete" is changed to a grade, the report card will be reviewed again by the specific administrator to determine if the student is eligible.

Transcripts

The transcript is a permanent record of high school courses taken and grades/credits earned. If financial accounts are not settled with the school, a graduation date will not be posted on the transcript.

Access to Student Files

Parents shall have access to their child's permanent records maintained by the school unless they have been excluded by law. Students 18 years of age or older have the same right of access (DSB 5415). Anecdotal notes and psychological test results are not part of the permanent record and parents do not have a right of access to these records. Parents wishing to review records will need to make an appointment with the appropriate Dean. The Dean and the Registrar, or other designated employee, will be present to interpret records if necessary. Parents may request and receive a copy of their student's records. The copy will be clearly marked as a copy; originals will never be released to parents until the student has withdrawn or graduated.

Withdrawal from School

Students whose parents wish to withdraw them from Cardinal Newman High School

during a semester or at the end of a semester must complete the withdrawal procedures and file proper information with the Registrar. If a student leaves during a semester without officially withdrawing, the student may receive an “F” grade in all courses. Transcripts will not be issued until the withdrawal process is complete.

School Counseling

The Counseling Department recognizes, respects, and values each student as an individual. School counselors support each student’s sense of dignity and self-worth by offering guidance and reflection through the Christian faith.

Department Philosophy

The Counseling Department of Cardinal Newman High School shares in the general philosophy of the school in its respect for the uniqueness of each student and their right and responsibility to achieve their potential. This department supports the spiritual, intellectual, social, and psychological development of each student and believes in their right to guidance as they make life, academic and career choices.

Wellness Counseling

In the school context, wellness counseling, both individual and group, focuses on creating a safe place where students can talk openly about their personal issues or challenges and get support and assistance in problem solving. It is important to distinguish school counseling from psychotherapy. Students who may require individual or family therapy will be referred to outside agencies for assessment and possible ongoing therapy. Meanwhile, the wellness component of our counseling program provides:

- Education, resources and support that foster healthy lifestyles throughout high school.
- Short-term individual and small group counseling for personal issues.
- Facilitation of programs and activities on teen issues.
- Referral information on services available in the local community.
- Education on mental health issues.
- Crisis assistance and evaluation.

Academic Counseling

School Counselors provide academic support, resources, and guidance necessary to be on track to graduate. They inform, advise, support and monitor each student’s academic progress through the following activities and services:

- Orientation to Cardinal Newman High School’s course offerings and graduation requirements.
- Individual and group appointments with each student.

- Ongoing monitoring of a student's fulfillment of graduation and college entrance requirements.
- Facilitation of parent/teacher/student conferences as necessary.
- Referral to tutoring.
- Training and advising through Naviance Family Connection.

The Academic Support Center (ASC)

The Academic Support Center (ASC) is designed to help students with diverse learning needs. Teachers are available to work with students individually and in small groups, integrating teaching strategies beneficial to students with diverse learning needs.

The purpose of the Academic Support Center is:

- To provide ASC students with additional academic support (ie 1-on-1 tutoring, small group tutoring sessions, supervised homework study groups) in the Cardinal Newman High School college preparatory environment.
- To coordinate with and educate classroom teachers to understand and teach to the specific learning needs of identified students and provide instructional methodology to the faculty.
- To guide students toward maximizing their potential while developing necessary learning skills and compensation strategies to succeed independently and develop self-advocacy techniques and skills.
- To develop individual student learning plans incorporating both accommodations and study strategies.
- To provide counselors and teachers a profile of the student learning.
- To provide support for students to become lifelong learners while achieving academic success.
- To assist in researching support services at the college level.

Examples of services provided in the ASC:

- Advise and assist students as they encounter potential academic obstacles.
- Create and explain individual learning profiles.
- Collaborate with classroom teachers to discuss the individual needs of ASC students.
- Give instruction in study skills, independent learning strategies, and self-advocacy.
- Provide guidance with long-term projects.
- Allow opportunities to study in groups and collaborate with other students
- Proctor tests and exams with extended time.
- Assist in obtaining extended time for standardized testing.
- Assist in researching support services at the college level.
- Provide referrals for psycho-educational evaluations.

Obtaining ASC services

In order for students to receive services, they must submit an Academic Support Center application through the Cardinal Newman website. Additionally, families may be required to provide an up to date psychological ?? in order to be considered for ASC support services.

Student Education Plan (SLP)

Only students who have been admitted to the ASC will be eligible for a Student Education Plan (SLP), including academic accommodations.

College/Career Counseling

College Counselors provide current information and support for each student and their parent(s) throughout the college application process. The college counseling program begins with an introduction at the 9th grade level and increases in scope each year to culminate in extensive and individualized counseling with a College Counselor in the 11th and 12th grades. We encourage all students and parents to take advantage of all the offerings each year.

Confidentiality

Any information of a personal nature disclosed by a student in the process of counseling is confidential. However, while maintaining the anonymity of the student, matters of health, life, and safety may be discussed with the appropriate member(s) of the administration.

In addition, California State Law specifies the following exceptions to this understanding of confidentiality: Discussing issues with licensed physicians, psychiatrists, psychologists or other health care providers for the sole purpose of referring the student for treatment.

TECHNOLOGY RESOURCES

Technology resources used at Cardinal Newman are designed to support and improve the educational environment and educational opportunities of students, to enhance the productivity and effectiveness of the administration, faculty and staff, and to provide various channels of communication among community members. More specifically, they are intended to enhance learning, develop effective information literacy, promote digital citizenship, and support respectful, productive communication.

No set of policies and procedures can enumerate rules to cover every possible situation. The policies stated herein are designed to express a framework and to set forth general principles

for use of technology resources at Cardinal Newman. In order for the technology systems and services to perform optimally, it is necessary for everyone at Cardinal Newman to comply with these policies. Use of technology is a privilege that should always demonstrate the ethical, moral, social, and academic values of a Catholic, college-preparatory institution.

The Cardinal Newman Responsible Use Policy applies to all technology resources including, but not limited to:

- all computers (school owned or personally owned) – desktop, laptop, tablet, servers, etc.
- all peripheral equipment (school owned or personally owned) – disk drives, printers, etc.
- other electronic equipment (school owned or personally owned) – video/audio equipment, copy machines, information storage devices, cell phones, etc.
- the school network – including local area networks, wireless networks, network connections to remote sites, etc.
- all software administered by the school or running on school resources, such as email, web browsers, file exchange software, etc.
- the school telephone system, including voicemail
- school-provided access to the Internet

Cardinal Newman students are expected to use technology resources in a considerate, ethical, moral and legal manner. All Cardinal Newman technology systems and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on school-owned computers, personally-owned devices, the school network, or cloud based, externally hosted communication and collaboration systems.

Students are prohibited from altering the normal functioning of the computing system or engaging in activities that impair the operation or security of the school's network or computer systems. The school may take any action required to protect the integrity of its systems, to prevent or stop illegal use of its systems, or to prevent or stop users from impeding the use of the systems by others. Cardinal Newman is not responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, or negligence of any kind incurred by users.

All Information Technology (IT) Resources at Cardinal Newman are the property of the school and all messages or documents composed, sent or received on these systems are and remain the property of the school. There is no expectation of privacy with use of the school network, software or hardware. The school reserves the right to audit and monitor usage of these resources and to access, view and disclose their contents, with or without notice or the consent of the user and with or without cause. The school may take disciplinary action against users found violating this policy. Disciplinary action may include dismissal.

As the primary educators of their children, it is assumed that parents will monitor their student's use of technology resources, set appropriate limits on their use, and discuss with

them acceptable use of these resources.

Bring Your Own Device

All Cardinal Newman students are required to bring in a personally-owned device/computer for use on campus. Just like textbooks, calculators, pencils and other tools for learning, devices are expected to be brought to school each day in good repair and ready for use in classroom learning experiences. Our goal is for Cardinal Newman students to acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process, including research, problem solving, content creation, communication and collaboration. Students and families must choose a device that meets our program's minimum specifications. These specifications are outlined on the BYOD specifications page on the school website. Students are not required to purchase a new device if they already own a system that meets these minimum specifications. This serves as a student's primary device, while devices such as Kindle readers, smartphones, and similar devices may serve as secondary devices.

Some key highlights of the program include the following:

- Students are required to bring in a fully charged device that meets minimum specifications each day. Participation in this program is mandatory, not optional.
- Cardinal Newman will provide a limited amount of support for a student's 'BYOD' device.
- There will be some loaner devices available for the day through the library if needed.
- Protective cases for devices are strongly advised.
- All devices and associated accessories including power adapters should be labeled with the student's first/last name and graduation year.
- BYOD devices should never be left unattended and unsecured while on campus.
- Professional development that supports teachers in their efforts to utilize technology in thoughtful ways that positively impact student learning has been in place and will continue.
- Students should take appropriate measures for securing devices during school. Coaches and teams will use sensible practices that help secure devices during practices and competitions.

Parents and students accept responsibility for the security, maintenance and repair of their own devices. Cardinal Newman assumes no responsibility or financial liability for any damage the student or parent suffers related to devices or software including, but not limited to, theft, vandalism or intentional destruction, physical damage, loss, software malfunction or loss of data, both on and off campus. Students are responsible for maintaining their virus protection and setting the device to automatically scan and update. Cardinal Newman will not support hardware or software problems with non-school purchased personal computers, printers, or peripherals at home or at school.

If a device appears to have been stolen, the student should immediately report the incident to the Dean of Student's Office. Parents are encouraged to add such devices to their homeowner's or renter's insurance.

We strongly encourage students to back up all work on a daily basis to a personal flash drive, home computer or storage device, or on a cloud-based storage site. The school assumes no responsibility for lost or corrupted work due to failure to back-up or due to non-operation of a device. Students will not automatically be granted work extensions for a failed device or lost or corrupted work.

Students can use their device in a classroom with teacher approval and supervision. The student must adhere to any additional guidelines that the classroom teacher or library personnel may require. The use of the device may in no way disrupt or distract from the learning environment.

Students may connect their device wirelessly (and only wirelessly) to the school's network. All usage must be consistent with the mission and philosophy of Cardinal Newman. The use of network monitoring software or applications considered intrusive by the school is a serious offense and will result in disciplinary action, up to and including expulsion. Network access is a privilege that may be revoked for any reason at the discretion of the administration or the information technology department.

The student is responsible for coming to school with a fully charged device and may not rely on school outlets throughout the day. Repair and maintenance are the responsibility of the owner of the device.

Students must surrender their device to any teacher or administrator upon request and must allow these authorized personnel to examine the system to determine whether established policies have been violated.

Other Personal Devices (phones, recording devices, etc.)

Students may use portable electronic devices throughout campus, including all buildings, before the first warning bell and after school. If using a device to listen to audio at any time, earphones must be worn.

Students may use their portable electronic devices during breaks and passing periods. They should avoid using these devices for personal phone calls/conversations. If a student needs to phone a parent or relative, he or she should come to the Attendance Office to make the call. Students are also not permitted to use these devices during liturgies and school or class assemblies (rallies excepted, where appropriate).

Personal items that can take and/or transmit electronic images cannot be used to take

or transmit images that violate the mission of Cardinal Newman. Use of these devices in restrooms or locker rooms is strictly prohibited. Taking pictures, videos, or recordings of teachers without their knowledge is a violation of this policy. The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action. Students must have permission from all parties involved (teachers and students) before a recording device is to be used.

Students are strictly prohibited from using Cardinal Newman's name, initials, logos, pictures, or representations of the faculty, staff, students, or other individuals that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate. Students are to be responsible digital citizens and use technology resources in ways that promote rather than degrade the school community or any individual member or group within the school community. Deliberate publication or posting of inappropriate material will result in serious disciplinary action up to and including dismissal from the school.

School Owned Devices

The school has a limited number of laptops and tablets that can be loaned to students. Student and their families accept responsibility for the loaned device in the same manner they accept responsibility for their own device. The equipment provided for student use is the property of Cardinal Newman. Students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations. Students may not bypass security systems, access systems areas without instructor permission, change configurations, or alter in any way the setup of school computer equipment.

Software Licensing & Copyright General Statement of Policy

It is the policy of Cardinal Newman to respect all computer software copyrights and to adhere to the terms of all software licenses to which Cardinal Newman is a party. The Technology Department staff are charged with the responsibility of enforcing these guidelines. Cardinal Newman students may not duplicate any licensed software or related documentation for use either on the Cardinal Newman premises or elsewhere unless Cardinal Newman is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users to both civil and criminal penalties under the United States Copyright Act. Students may not give software to anyone outside of the Cardinal Newman community including but not limited to, other students, parents, teachers, alumni or contractors. Cardinal Newman users may use software on local area networks or on multiple devices only in accordance with applicable license agreements.

Installation of Software

Cardinal Newman licensed software will only be installed by Technology Department personnel.

Home or Personal Computers

School computers are organization-owned assets and must be kept both software legal and virus free. Students are not permitted to bring software from home and load it onto school computers. Cardinal Newman-owned software should not be taken home and loaded on a student's home computer or on a personal computer. If a user is to use software at home or on a personal computer, the school or user will purchase a separate license.

Penalties & Reprimands

According to the US Copyright Act, illegal reproduction of software is subject to civil damages and possible criminal penalties. A school user who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate to the circumstance. Such discipline may include expulsion.

Copyright

Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is against the mission of Cardinal Newman High School and will result in disciplinary action.

Email Acceptable Use

With regard to access to and disclosure of electronic mail (email) messages sent or received by Cardinal Newman students through the Cardinal Newman email system, Cardinal Newman respects the individual privacy of its students, however, no one should have an expectation of privacy through the use of school-provided equipment, supplies or the school's network.

Administration's Right to Access Information

The email system has been installed by the school to facilitate business and educational communications. Although each student has an individual password to access this system, the system belongs to the school and the contents of email communications are accessible at all times by the administration. The email system may be subject to periodic unannounced inspections, with or without notice and with or without cause, and should be treated as a shared filing system. The contents of email, properly obtained for legitimate purposes, may be disclosed within the school without permission. Therefore, no one should assume that messages are confidential.

Personal Use of Email

Email is an important form of communication at Cardinal Newman. Students are expected to check their email at least daily. Faculty and staff will often communicate with students via email. Personal use of email is permitted by Cardinal Newman, but these messages will be treated the same as other messages. The school reserves the right to access and disclose, as necessary, all messages sent over its email system, without regard to content. Since personal messages can be accessed by school administration without prior notice, students should not use email to transmit any messages that they would not want to be read by a third party. For example, Cardinal Newman email should not be used for gossip, to transmit personal information, for forwarding messages under circumstances likely to embarrass the sender, etc. It is important that students fully sign out of email when using public, shared computers on campus.

Forbidden Content of Email Communications

The school's email system may not be used in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, or religious or political beliefs. Furthermore, the school's email system should not be used for such purposes as soliciting or proselytizing for commercial ventures, religious or personal causes, outside organizations or other similar, non-Cardinal Newman related solicitations. Use of the school-provided email system in violation of this guideline may result in disciplinary action as appropriate under the circumstances.

Password Integrity

Users are prohibited from the use of the passwords of other users to gain access to the other user's email messages. Students are also forbidden from sending email from another user's account. Students are encouraged to protect the security of their email accounts by not disclosing their passwords to anyone. All students are expected to safeguard their own user name and password. Anyone who uses another student's name or password is subjected to disciplinary action.

Email Backup and Archiving Policy

Email documents should not be treated as a substitute for proper permanent records. Technology Department staff will take appropriate care to preserve the integrity of the email system, however, permanent archiving of any email is the user's responsibility.

Internet Use, Blogging, and Social Media

The use of the Internet and school accounts must be in support of education and consistent with the mission of Cardinal Newman. Students are to report any misuse of the network to a teacher or administrator. Misuse is considered to be intentionally accessing any Internet site deemed inappropriate by the administration of Cardinal Newman. Misuse also includes any conduct in and out of school that reflects negatively upon the reputation of Cardinal Newman. Misuse is considered any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Students may not use any forum to intentionally mistreat, embarrass or disrespect other students, families, alumni, faculty or other members of the school community. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. The use of the Internet requires that students abide by accepted rules of network etiquette.

These include, but are not limited to, the following:

- Be polite; do not send abusive, harassing, discriminatory, violent, or threatening messages to anyone. Students are representatives of our school community. A student may be alone on a computer, but what is written or posted can be viewed globally.
- Use appropriate language in all messages; do not swear, use vulgarities, or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
- Respect privacy; do not reveal the passwords, personal addresses, or phone numbers of yourself or any person via the Internet. Note that email is not guaranteed to be private.
- Connect fairly and be courteous. Do not use the network in ways that disrupt its effective use by others. Do not use resource-intensive applications, programs, etc. as items that use excessive amounts of bandwidth can slow the network experience for other users.
- Students are strictly prohibited from using computers or email systems in ways that are disruptive, offensive to others, or harmful to morale. Some examples of such prohibited use include sexually explicit images or messages, ethnic slurs, bullying, or racial comments.

Any student in violation of any of these guidelines is subject to disciplinary action.

Cardinal Newman recognizes the usefulness of social networking sites and their potential for education. This policy provides rules and regulations for participating in social networking, both on and off campus.

Definitions

Blogging consists of written postings or other content on a publicly available Internet site by an individual. While the information posted is usually written comments, it can also be or include photographs, drawings, videos, or any other graphic or audio information. “v-blogging” involves the same principles as blogging, but the content consists of live and/or taped video content broadcast on the Internet.

Social Networking consists of using Texting, Instant Messaging, Facebook, Twitter, Instagram, Snapchat, Vine, Periscope, or other related tools or websites for communicating with other individuals. No Cardinal Newman student may post by blogging and/or v-blogging or social networking, whether during school hours or elsewhere at any other time, comments or images that:

- are in violation of Cardinal Newman’s codes of conduct including but not limited to policies pertaining to violence, threats, discrimination, or harassment;
- are defamatory or disparaging of the school, its employees, other students or their family members;
- include inappropriate graphics, images, pictures, or video of employees of Cardinal Newman or fellow students;
- intentionally misrepresent, embarrass or fail to respect other students, faculty or members of the school community.

When students use such sites they should remember that they represent Cardinal Newman at all times, day and night, whether on or off campus. Students should keep in mind as they participate on social networking websites that anything posted online is available to anyone in the world. Any text or photo placed online should be considered by the user as a public document or image. Cardinal Newman may monitor these websites regularly. Students should be creative, thoughtful, and proactive in building digital footprints that contribute to their personal growth and that they, their parents, and Cardinal Newman can be proud of. Students should be aware that colleges and universities, scholarship committees, potential employers, and internship supervisors may monitor these sites as a way of assessing and selecting applicants.

Anti-Virus and Firewalls

All users should maintain the latest version of an anti-virus software package on their devices. Users should also enable the software firewall on their devices. There is free and open-source software available for computer anti-virus programs.

Updating/Upgrading

When software is updated or upgraded, the policy is the same as it is for software licenses, but for operating system upgrades, the owner of the device must agree to buy the license or order it. Make sure that your programs are updated prior to bringing your device to school.

Security, Vandalism & Hacking

The security of the network and the advancement of teaching and learning is our primary concern, and students are asked to work with the network administrator to protect computers. Students must log on to their school account if the computer is attached to our network and used on campus. Security measures must not be bypassed. This includes using personal “hotspots” to access content that has been blocked by the school. Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem on the Internet or school network, he or she must notify a member of the faculty or staff immediately. Students are asked not to demonstrate the problem to other users. Students may not use another individual’s account at any time. Personal passwords should never be shared or revealed. Attempts to log on to the Internet, school network or school email system as anyone else will result in suspension of the user’s access and technology privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access and technology privileges at Cardinal Newman.

Vandalism or hacking will result in suspension of privileges. Vandalism is defined as any willful or malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. Vandalism includes, but is not limited to, destruction of hardware, software and peripherals, and the uploading/downloading of viruses or malware. This includes, but is not limited to, attempts at gaining unauthorized access, willful damage to computers and peripherals, the creation of computer viruses, or changing online materials without permission. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damages caused by a student or other user.

AUDIO, PHOTO & VIDEO RELEASE POLICY

By enrolling in Cardinal Newman, all parents/guardians and students are deemed to have given their consent and approval to Cardinal Newman to use any photograph, audio or video likeness or reproduction of the student without further permission or notification. In granting this permission, parents/guardians and students release any and all claims for damages for libel, slander or invasion of the right of privacy.

ATHLETIC PROGRAM

Cardinal Newman Athletics is committed to the total education of students by providing a comprehensive, fair and equitable program for the school community in a caring, supportive

environment. The athletic program strives to enrich the mental, physical and moral development of all students by integrating athletics into the school's education program. The athletic program strives for excellence with these primary goals as our focus. Championships, individual recognition and the ability to compete are desirable outgrowths of an educationally sound sports program but are secondary to the primary objectives of the athletic program.

Cardinal Newman High School does not recruit students for its athletic program, nor does it offer athletic scholarships to students. All athletes will adhere to the general attendance, conduct, academic standards, and Christian Service hour requirements in order to remain in good standing for their specific team.

Athletic Opportunities

Cardinal Newman High School is a member of the California Interscholastic Federation (CIF), The North Coast Section and the North Bay League. Cardinal Newman High School field the following teams:

- **Fall:** Women's Cheer, Men's and Women's Cross-Country, Football, Women's Golf, Women's Tennis, Volleyball, Men's and Women's Water Polo
- **Winter:** Men's and Women's Basketball, Men and Women Soccer, Wrestling
- **Spring:** Baseball, Men's and Women's Lacrosse, Softball, Men's and Women's Swimming and Diving, Men's Golf, Men's and Women's Track and Field, and Men's Tennis.

Eligibility Rules and Regulations

Cardinal Newman High School follows the eligibility rules and regulations established by the CIF and the North Coast Section and at times may even have stricter guidelines. Information regarding these regulations can be found at <http://www.cifncs.org/landing/index>

Scholastic Eligibility: Good academic standing is required for membership on a team. Scholastic eligibility standards will be enforced per CIF North Coast Section Bylaw 205. All students entering Cardinal Newman High School from eighth grade will be automatically placed on probationary status in their first enrolled semester to ensure compliance with Bylaw 205.A. Reports cards will be checked prior to the start of the season and at each quarter grading period. Students are considered ineligible if the following standards are not met:

- A minimum grade point average of 2.0 on the most recent report card
- Fulfillment of Christian Service hour requirements

A student may apply for a waiver based on NCS rules. See Athletic Handbook.

A student can become eligible if the above standards are met on the date of the next quarterly report card.

Athletics Eligibility Committee

An eligibility committee comprised of the Dean of Students, the Athletic Director, and the appropriate School Counselor and/or the Director of Counseling may review cases in which a student meets the minimum academic eligibility requirements set forth by the CIF North Coast Section but fails to meet more stringent Cardinal Newman High School requirements. Reinstatement of a student-athlete's academic eligibility may occur should the committee agree that a circumstance or circumstances beyond the control of the student significantly contributed to the failure of the student to meet the Cardinal Newman standard(s). In such a case, the committee may impose conditions to the reinstatement of the student-athlete's eligibility.

Preseason Student and Parent Meetings

Cardinal Newman High School requires that all athletic programs hold a mandatory student and parent meeting (can be together or separate) as soon as possible after the team has been selected and prior to the first scheduled contest. The head coach, with the assistance of an athletic department administrator, is required to review with students and parents the following information:

- Mission and philosophy of the Cardinal Newman Athletic Department
- Team expectations and policies
- Scholastic eligibility standards
- Conflict resolution protocol
- Distribute parent permission slips with season schedule to cover all scheduled events

Sportsmanship – Negative Commentary

Cardinal Newman High School discourages and prohibits negative commentary towards officials and/or opponents. Disciplinary action will be taken if student-athletes or family members are found to be in violation of this policy.

North Coast Section Sportsmanship Resolution – Code of Ethics

It is the duty of all concerned with high school athletics:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.

- To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by each player on a team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional wellbeing of the individual players.
- To remember that an athletic contest is only a game – not a matter of life and death for the player, coach, school, officials, fans, community, state or nation.

Commitment of Athletes

All student athletes at Cardinal Newman High School are expected to uphold the highest standards of conduct toward teammates, officials, coaches, and opponents. Failure to abide by these expectations may lead to suspension or permanent dismissal from the team. Student athletes are expected to attend practices and games during a given season, including playoffs. Unexcused absences from practices and games may result in suspension or possible dismissal from the team. Coaches of each sport will clearly state their policies at the beginning of each season of sport.

Physical

A Cardinal Newman High School physical form for the corresponding school year must be on file with the Athletic Director before conditioning and/or team tryouts begin. Students who do not have a completed current Cardinal Newman High School physical form on file with the Athletic Director will not be permitted to participate in an Athletics program.

Return to Participation Policy

Students must provide written consent from a physician prior to returning to play following an injury that required a visit to the doctor/hospital. CIF regulations requires a mandatory MINIMUM 7-day return-to-play protocol for a student athlete diagnosed with a concussion or head injury. The return-to-play protocol begins on the day of diagnosis, NOT on the date of injury.

Bylaw 524 Agreement for Student-Athlete and Parent/Guardian Regarding the Use of Steroids

Due to the increase of steroid use by high school athletes, the California Interscholastic Federation adopted a new requirement under Bylaw 524. As a condition of membership in the California Interscholastic Federation (CIF) Cardinal Newman High School has adopted the following policy prohibiting the use and abuse of androgenic/anabolic steroids as specified below. CIF Bylaw 524 requires that all participating students and their parents/guardians sign the agreement. By signing the Cardinal Newman High School Student/Parent Handbook agreement form we agree that the student shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency as well as the substance synephrine, without a written prescription of a

fully licensed health care practitioner to treat a medical condition. We recognize that under the CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition if the student and his/her parent/guardian provides false or fraudulent information to the CIF. We also understand that the Cardinal Newman High School policy regarding “Substance Abuse” will be enforced for any violations of these rules.

Concussion Information for Parents, Student-Athlete and General Students

Athletic concussion protocols generally apply to the student population as a whole. Cardinal Newman High School follows the dictates of CIF and the most recent laws (AB2127) for the safety of each student. A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. Students who suffer a concussion may be placed on a Concussion protocol through the trainer. Counselors will be informed to help support the student. The consent form for *Impact Concussion Testing* will be given to athletes at the beginning of each season they are to be tested. For current information on concussions, visit <http://www.cdc.gov/ConcussionInYouthSports/>.

Uniform, Equipment, Evaluations and Financial Responsibility

Student-Athletes are financially responsible for all uniforms and equipment loaned to them. Failure to return items constitutes financial obligation; lost items must be replaced or paid for at replacement cost. Uniforms and equipment should be returned in the same condition as they were received. Uniforms should be cleaned and washed before being returned. No clearance for finals or diplomas will be issued until coaches’ evaluations and all equipment and/or uniforms are returned and/or paid for by the student-athlete. Students who leave a team prior to the end of the season must turn in their equipment and uniform within one week will be charged for the missing items or will be subject to disciplinary action.

Participation on Non-School Teams and use of Non-School Coaches

CIF North Coast Section Bylaw 600 restricts a student’s participation on non-school teams within the same sport during the high school season. The varsity head coach determines the team policy on simultaneous team participation when exceptions are permitted by the Section office. Currently, there are no exemptions granted to any of

the sports offered at Cardinal Newman High School.

The in-season use of non-school coaches and/or trainers is permitted. In order to safeguard student health and team integrity, parents and students who employ such services are expected to make every effort to ensure that these activities serve to complement and not distract from team activities. Failure to do so may result in the student's removal from the team.

Cuts and Tryouts

Some sports must cut to allow functional team size. All student athletes are required to fully participate in both practices and meets/games as outlined by each coach. Students going from one season to the next will be able to finish out their current sport and then get a tryout for the next sport once their season is finished. When tryouts occur, all students are subject to being cut. However, the head coach will first consult with the Athletic Director prior to cutting a senior who has previously participated in that sport program.

School Holidays and Practices and Games

Practices and games may be held during school holidays and breaks. Coaches will go over the requirements for practices and games during these times. If a student is planning to play a sport, they should anticipate attending practices and games during breaks and holidays.

Senior Night Recognition

The Athletics Department will typically celebrate/recognize our senior student-athletes with a simple ceremony on the date of the last home contest for each sport. The department is grateful for the assistance of team parent volunteers in coordinating these events. In order to ensure that the proceedings are consistent with Cardinal Newman values and in compliance with applicable league rules and that no undue burdens are placed on team families, all plans for the ceremony, including themes, decor, and any possible gift collections must be submitted to the Head Coach and the Assistant Athletic Director for Sports Information for formal review and approval well in advance of the event date.

Important NCAA Rules

NCAA Eligibility Center: All high school students who plan to participate in college at a Division I or Division II school must be certified by the NCAA Eligibility Center at www.ncaaeligibilitycenter.org. Students should check in with the College Counseling office during their junior year to get the necessary information and deadlines.

Student Insurance

Cardinal Newman High School participates in the student insurance program of the Diocese of Santa Rosa. If the student gets hurt during school activities, the school

provides insurance to help with the cost of medical treatment not covered by other personal insurance. This “school-time accident” insurance is designed to cover some, but not all, of the possible costs. All injuries suffered by an athlete must be reported immediately to the coach. This is the responsibility of the athlete. An injury report form must be filled out and signed by a parent. Accident claim forms are available at Cardinal Newman Athletics.

STUDENT BEHAVIOR

Cardinal Newman High School maintains an atmosphere that encourages academic excellence, personal growth and safety. Cardinal Newman High School standards of conduct and behavior are based on the principles of Christian morality and the guidance of the Catholic Church. Any behavior which is contrary to the mission and philosophy of Cardinal Newman High School is unacceptable and may lead to disciplinary action. Respect for all members of the CNHS community and adherence to school rules are valued and expected. CNHS discipline is based on a fundamental respect for persons, property, authority and the mission and objectives of the school.

No policy can cover every conceivable situation; the implicit standard of conduct to which Cardinal Newman students are called is common sense, mature judgement, responsibility for individual actions and values of the Catholic Church. The Administration reserves the right to interpret the school’s policies, principles, rules and discipline, especially in light of the gravity and circumstances of the event and the particular student’s history at Cardinal Newman.

Expectations of Student Behavior

Whether on or off campus, including during summer or holiday breaks, Cardinal Newman High School students are to conduct themselves in accordance with the principles detailed in the Student/Parent Code of Conduct and the Academic Honesty Policy. The school reserves the right to discipline students for conduct, whether inside or outside of school, that is detrimental to the student, another person, the school, and/or reputation of the school.

The Administration reserves the exclusive right to modify or otherwise depart from these behavioral guidelines when necessary to further or protect the underlying philosophy or mission of the school. In the case of any disciplinary matter, the Administration may require the student to seek professional assistance for assessment and/or evaluation. Staff members of Cardinal Newman High School provide guidance and support to help students make the right choices. However, students whose actions violate these principles will be subject to any and all disciplinary actions, including suspension, expulsion or the reporting of criminal acts to law enforcement, as directed by the Dean of Students and the Administration.

Some guidelines include the following:

1. Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, Cardinal Newman expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, volunteers, other students, and other parents.
2. Students and parents/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. These behavioral expectations for students and parents/guardians include, but are not limited to, all school sponsored events (e.g., athletics, field trips) as well as interactions with school staff and other Cardinal Newman students and parents at any other time.
4. Cardinal Newman High School reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal, suspension of a student, revocation of a parent/guardian's privilege to attend or participate in school activities, or dismissal, depending on the severity of the offense.
5. Good attendance and conduct is required for membership on an academic, arts, or athletic team or to participate in the fall or spring play. Additional attendance criteria specific to the academic, arts or athletic team may be instituted in that teacher's or coach's syllabus. Students will be held responsible to those specific criteria for attendance and conduct.

The parent and the student assume full responsibility for absences and for all the academic consequences entailed. All non-school related student absences are factored into the total number of allowable absences, which is ten (10) per class, including flex, per semester. Students must check in and out of the attendance office when leaving and returning to school during school hours. The student must sign the attendance log in the attendance office. There are no exceptions to this policy. Detention will be issued for failing to sign in or off campus.

Parents Who Are Out of Town

Parents who plan to be away from home while school is in session must notify the school in writing as to who will be legally responsible for their son/daughter during their absence.

Attendance Policies

Recruited students

Students who are formally recruited under NCAA rules or within specified programs (Arts, Academics etc.) shall meet with Dean to create an attendance plan for their absences. Informal recruitment visits must be done on the student's personal time off. Formal letters for recruitment will be required, and the Dean will be responsible for determining if the student meets the criteria of formal recruitment.

Auditions for University Arts Programs

Students who are auditioning for highly selective university Arts programs shall meet with the Dean to determine an attendance plan for their absences.

Excused Absences

An excused absence counts toward a student's total absences but allows students to make up academic work based on the school's make up policy. Flex is considered a class period.

The following are the current school-excused absences:

- School-sponsored campus ministry
- Athletic
- Arts
- Academic team or
- other event as determined by administration.

Cardinal Newman High School does not accept as legitimate those parental-explained absences which allow students to avoid a class assignment or which allow students to prepare for another assignment or school-related activity such as AP tests, prom, a dance, a performance, or an athletic event. If it is determined that a student has been absent in order to avoid a class or to prepare for an assignment, test, or school activity, the student will be issued detention.

Attendance Requirements For School-Related Events

Any student who misses one-half of their scheduled classes, on the day of, or the last school day before a Saturday or Holiday, where they plan to participate in an after school related event, including athletics, arts, or dances may not participate in that event without prior permission from a Dean or Administrator.

Medical absence due to Medical/Dental Prescribed Care/Extended Medical Absence

Attendance records for students who submit a doctor's note will be adjusted to show "MEDICAL" as a reason for absence. Medical verification must be presented upon resuming attendance and submitted to the Attendance Office for Dean of Students review. All doctors' notes must be turned in within 3 days of medical absence. The

medical note must specifically list the dates covered by the medical excuse. A medically excused absence will not be counted as an absence against the number necessary to maintain normal credit for a semester.

Doctor and Dental appointments count against a student's total absences.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

Absence – Ill Student on Campus

Cardinal Newman does not have a school nurse or formal sickroom. If a student becomes ill during the school day, they must report to the Attendance Office, where the parent/guardian will be notified. A student who is too ill to attend class may not remain at school. If an ill student misses a class before notifying the Attendance Office, the absence will be treated as an unexcused absence and detention will be assigned.

Absence – Cuts

Detention is assigned to a student who misses an assigned class without a legitimate excuse. This includes students failing to sign into class when a teacher is not present or students falling ill and failing to report to the office.

Truancy

Truancy is any non pre-authorized or unauthorized absence(s) from campus and may result in a multi-day suspension for the student. Truancy applies to all class periods – flex, CBSL, lunch, etc.

Mandated Students

Students presenting with non-disciplinary issues may be mandated off campus by Wellness counselors and Administration. Wellness counselors and Academic Dean will meet parent(s) upon their arrival at school. The following points will be covered:

- The seriousness of the situation.
- The requirement for an immediate evaluation at a medical or mental health facility.
- Student will be required to obtain a mental health evaluation by a licensed mental health professional, whether voluntary or involuntary, before being able to return to campus via re-entry requirements.
- The requirement to obtain follow-up mental health counseling before student is allowed to return to school.
- The request for parent(s) to sign a release of information form for communication

between the school and the facility to which the student will be taken, the student's therapist, and other individuals as appropriate.

- CNHS will provide information about resources to the parent(s) for contact in case of an emergency.
- If the parent(s) refuses to come to school, or if they come but refuse to cooperate and/or if their response could be harmful to their son/daughter, the Wellness Counselor will contact law enforcement and/or Child Protective Services. The Administration reserves the right to disenroll a student whose parents do not work in partnership with the school for the health and safety of their student.

Return to School: Re-entry Meeting

This meeting will be set with parent(s), student and the student support team to evaluate if the student is able to return to class within 24 hours after re-entry meeting. Re-entry will not be allowed without a doctor's release note. Re-entry is not automatically guaranteed.

Absences Loss of Credit

More than five (5) absences in any one class during one semester is considered excessive. The parents/guardians of students with excessive absences per class during a semester will receive notification from the Attendance Office when their student has more than six (6) absences in a class.

If a student has ten (10) or more absences their letter grade may be lowered by one full grade.

Long-term illness or family emergencies will be reviewed on an individual basis by the Dean of Students and an Academic Dean. In some cases, home courses or withdrawal may be required. Medical or personal situations are not automatic grounds for approval and credits may not be restored. The Administration reserves the right to require a student to withdraw from CNHS due to excessive absences.

Attendance Credit Loss Appeal

Students who are eligible for credit loss may request an appeal from the Dean's Office. An administrative review will determine the student's academic standing.

Extended Absences Due To Illness/Family Emergencies

If a student is absent four (4) or more consecutive days, or has an infectious or contagious disease, the student must return with a medical release from a physician. Students without a medical release will not be allowed to return to class and will be sent home.

Extended Absences and Homework Requests

If a student misses class for an extended period of time due to illness or injury, the

parent/guardian must call the Attendance Office as soon as possible to explain the nature and duration of the absence. Students who will be absent for four (4) or more days should request homework assignments from their teachers via teacher email and parents should contact the student's counselor for further assistance. Although teachers make it a practice to work with students who have missed class, it is not the responsibility of teachers to make themselves available for students who miss classes due to discretionary or unexcused absences. In addition, students should be sure they understand and follow each teacher's policy regarding make-up work.

It is the student's responsibility to follow up on any assignment or test missed. Failure to contact the teacher will result in no credit on any assignment given. If a student has knowledge that he or she will be gone, the student should contact his or her teacher(s) as soon as possible as some teachers require that students submit work or take exams prior to the absence. If this is not done, the student risks not being permitted to make up the missed work upon return to school.

Tardiness

A tardy is issued to any student that misses 10 minutes or more in any class. After this, the student is considered absent. A student who arrives late for school must report to the office for a pass to class. Traffic congestion, oversleeping, car trouble, etc. are not excuses. If a student is considered tardy due to a medical appointment, a note from the doctor is required to waive the tardy. For each tardy after the fourth, the student will receive a detention. Students who are continually tardy also risk the loss of co-curricular activities, including but not limited to, dances, sports/art events, participation in baccalaureate or graduation. If a student is detained in class, the student should secure a note from the teacher and take the note to the front office to receive a pass to be admitted to the next class.

A class cut is defined as the student not showing up at all, coming to school unexcused, being out of class without permission, or leaving campus without permission.

College Representative On-Campus Visit Policy

Juniors and Seniors may attend college representative visits during flex or with teacher permission, and:

- Students must ask for teacher permission at least two (2) days in advance of the visit.
- Students must sign up in Naviance Family Connection at least two (2) days in advance of the visit.
- Students must return to class immediately following the visit.
- Freshmen and sophomores may attend college representative visits only during a flex period.

Discipline

Because it is impossible to foresee all problems which arise, this handbook empowers the administration and their designees to take disciplinary action for any behavior of the student.

Authority for Student Discipline

The Dean of Students is responsible for maintaining a positive and safe learning environment for students and staff. The Dean acts as a resource for students, staff and parents in mediating conflicts and providing direction in terms of student safety, wellness and behavior. The Dean is empowered to make decisions and impose discipline for violations of School Policy or Philosophy.

Co/Extra Curricular Activity Penalties for Discipline

Students found in serious violation of school rules are subject to the suspension from co or extra-curricular activities including but not limited to: Athletics, Arts, Academic teams, dances at CNHS or other schools.

Homecoming Events, Prom, Baccalaureate and Graduation or Grad Night Events

Seniors found in serious violation may be restricted from participation in walking during graduation and will receive a diploma via mail.

Detentions

Detentions will be assigned to a student for discipline-related incidents. The number of detentions will be determined by the incident.

The first time a student fails to attend detention without clearance they will be assigned to another detention in addition to the one they missed (two days). Any rescheduled detentions must be made to the Dean no later than the end of school on the day prior to the assigned detention. This rescheduling will only be granted once during a semester and the student will be moved to the next available date and will not be granted another extension.

Late students will not be admitted to the Detention.

Detentions may be issued for, but are not limited to:

- Attendance
- Phone going off in class or having it in Mass/assembly
- Tardy
- Dress Code violation
- Parking
- Littering
- Behavioral
- Assembly and liturgy conduct

- Failure to sign in and out of the attendance logs
- Multiple violation of the same offense
- Behavioral issues
- Leaving parking lot in an unsafe manner
- Absence cut – on campus first offense
- Signing parent's name to attendance notes, or any school forms
- Failure to serve a detention
- Other circumstances as determined by the Dean or Administrator

Detentions may rise to the level of suspension dependent on the severity of the event.

Suspension Policy

Suspension is a disciplinary action to be invoked by the Dean of Students. A student shall be suspended for no more than five consecutive school days.

CNHS believes in student in-house suspensions when possible. The student will attend school and report to a designated area to serve their suspension. They will not be permitted to attend classes.

Aggravated grounds for suspension may become grounds for expulsion. The student will also be placed on a single or multi-year behavioral contract. Students who have been suspended are at risk of losing partial or full financial aid as provided by CNHS. During suspension the student may not attend classes without the permission of the Dean and the student loses the right to participate in any school activity during the suspension period. The student will be required to make up all school assignments or assessments missed. It is the responsibility of the student to obtain any missed assignments. The student is prohibited from participating in any extracurricular activities (arts, dances, plays etc.) athletic practices/games or events during the suspension period, one week for every day suspended.

Prohibited Behaviors

The following conduct and any other issues that may arise, at the discretion of the Deans, subject a student to suspension, multi-day suspension, request to withdraw or expulsion:

- Conduct at school which would reflect adversely on Cardinal Newman High School or the Catholic Church
- Serious disobedience, insubordination or disrespect for authority
- Language or behavior which is immoral, profane, vulgar, or obscene
- Violations of the technology use policy, cyberbullying, social media harassment or engagement that is detrimental to a student's experience
- Violation of the substance abuse policy – It is important for students and parents to understand the legal ramifications of substance involvement
- Create fear or threat with or without imitation weapons

- Theft, possession of stolen property, intentional keeping of lost/found property.
- Lying
- Student non-cooperation – Students who deceive, lie or fail to cooperate with faculty or administration at any time, especially during a disciplinary investigation are liable for suspension or expulsion
- Harassment: verbal, written, physical or visual conduct that is severe and pervasive. (See Harassment policy)
- Bullying: aggressive behavior that is intentional and that involves an imbalance of power or strength. (See Bullying policy) Typically repeated over time. Physical, verbal, intimidation, gestures, social exclusion, retaliation/revenge either in person, inciting others to retaliate or by use of any form of technology
- Tampering, altering, forging, or allowing any of these actions to change grades or test/homework scores. Altering grades via handwritten or use of technology for self or others
- Inappropriate, outrageous, scandalous or seriously disruptive behavior. Any behavior that is degrading, inflammatory or devalues the dignity of a person
- Academic dishonesty
- Vandalism on or off campus
- Trespassing
- Extensive tardiness
- Unauthorized absence from class may result in detention or suspension. This includes unauthorized trips to the parking lot
- Truancy – Any unauthorized absence from campus may result in a multi-day suspension for the student
- Sharing of medications
- Smoking (including smokeless tobacco, electronic or vapor-type pens)
- Signing parent's name to attendance notes, or any school forms
- Sexual conduct: Unwelcome advances, verbal and/or physical misconduct in the interpersonal relationships between students and any misconduct of a sexual nature that causes discomfort to a student at CNHS, including but not limited to:
 - Unwelcome sexual advances or physical contact of a sexual nature
 - Verbal, written, or any other form of communication requests for sexual favors, sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets
 - Unkind and/or unlawful physical touching, contact, assault.
 - Deliberately impeding or blocking movements or any intimidating interference with normal student movement
 - Leering, gestures, displays of sexually suggestive objects or pictures, cartoons, posters, etc.
 - Sexting
- Sexual misconduct: Conduct of a sexual nature, whether consensual or non-consensual that is unacceptable in the school environment
- Sexual exploitation: The taking of sexual advantage over another for one's own gain

or the gain of others, but to the detriment of the victim involved

- Any criminal activity is automatic grounds for suspension and may invoke expulsion
- Refusal to meet terms of individual agreements between student and administration
- Inability or refusal of student and/or parents to meet minimal academic requirements in a timely manner
- Parental non-cooperation or lack of support for school regulations
- Any actions by visitors/ parent legal/guardians that are physically or verbally abusive to others, could impact the standing of the CNHS student and may be pursued with law enforcement
- Failure to report to a teacher or administrator knowledge of actions or plans of another student whose actions or plans, if carried out, could result in harm to another person(s) or damage to property
- Any repeated offense will result in progressive discipline action or expulsion

Harassment and Cyberbullying Policy

Cardinal Newman High School is committed to providing a learning environment that is free from harassment in any form. Harassment or intimidation of any student (or any staff member, guest or students from another school) by a Cardinal Newman High School student will not be tolerated.

The first step in addressing harassment is to recognize that it is taking place.

Harassment occurs any time an individual is subjected to treatment by another which is hostile or intimidating, regardless of when or where such an action takes place.

Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal, written (including any posted material on any computer network) or physical conduct that denigrates or shows hostility or aversion toward any individual or his/her relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

- Has the purpose of creating an intimidating, hostile or offensive school environment
- Has the purpose or effect of unreasonably interfering with an individual's performance in school
- Otherwise adversely affects an individual's school experience

Harassing conduct includes but is not limited to:

- Swearing, slurs, negative stereotyping, derogatory or demeaning comments, jokes or any verbiage or picture a person finds offensive
- Threatening, intimidating words or hostile acts spoken to or about a student.
- Taking pictures or video without permission
- Written (including any posted material on a computer network), graphic materials,

inflammatory drawings, written words, cartoons, posters, gestures or altered media that denigrates or shows hostility or aversion towards an individual or group

- Unwanted physical contact, touch, impedence, blocking movements, assault or intimidating interference
- Sexual Harassment which includes but is not limited to:
 - Making unsolicited sexual advances and propositions
 - Using sexually degrading words to describe an individual or an individual's body
 - Displaying sexually suggestive objects or pictures, including the use of technology
 - Telling inappropriate or sexually related jokes
 - Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances

The next step is taking positive action to prevent forms of harassment or mistreatment from occurring:

- a. Conduct oneself in a manner that contributes to a positive and nonthreatening school environment.
- b. Conduct shall be consistent at all times with the Cardinal Newman Mission Statement.
- c. Avoid any activity that may be considered discriminatory, intimidating, or harassing.

When it is recognized or suspected that harassment or mistreatment is taking place it is the responsibility of all members of our community to take action to end it.

- a. If you believe you are being harassed, consider clearly informing the person that their behavior is offensive to you, unwelcome and needs to stop immediately. If this is not comfortable or feasible, talk to a counselor or notify another adult you trust (this could be a parent, teacher or administrator) to get help.
- b. If you witness someone being harassed, consider clearly telling the harasser that the behavior is offensive, unwelcome and must stop immediately. If this is not comfortable or feasible, talk to a counselor or notify another adult you trust (this could be a parent, teacher or administrator) to get help.
- c. If a person is informed that their conduct is discriminatory, intimidating, harassing, or unwelcome, they must immediately discontinue the conduct.
- d. All members of the community are responsible to report all incidents of possible discrimination or harassment to the Counseling department. Even if the mistreatment is positively addressed and resolved the school must stay aware of patterns of misbehavior and possible repeat offenses.
- e. The Counseling department is responsible to maintain confidentiality and work with those involved to end the mistreatment and if possible effect reconciliation. Injured parties will be informed of their rights and counseled as to how to file a

harassment claim.

When the mistreatment cannot otherwise be resolved the following procedures must be followed for filing, investigating and taking disciplinary action on a harassment claim.

- a. The student may first choose to tell the individual causing the mistreatment or harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Dean of Students, or to a counselor or teacher who will report it to the Dean of Student Life and the school President, another administrator or to the Superintendent of the Diocese of Santa Rosa if an administrator is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he/she prefers to do so.
- b. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.
- c. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- d. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation. Students or adults found to have filed false or frivolous charges will also be subject to disciplinary action.
- e. Once the facts of the case have been gathered, the President, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. Substantiated acts of harassment will result in disciplinary action. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination of employment or expulsion.
- f. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps within its power, to investigate and eliminate the problem.

Recommended Withdrawal

In certain cases, the President or designee may recommend that a student voluntarily withdraw.

Discipline Board

The purpose of the Discipline Board is to review and recommend to the President whether a student continues enrollment at CNHS and under what circumstances.

Students may be sent before a discipline board for:

- Suspensions
- Recommendation for withdrawal

Expulsion Policy

It is the policy of Cardinal Newman High School that actions to expel students from the school are taken in accordance with the policies and procedures that follow. Nothing in this expulsion policy shall limit, nor is intended to limit, the discretion or authority of the Dean of Student Life or the Dean of Students to impose discipline upon any student for any violation of any of the rules or policies of Cardinal Newman High School. The decision to expel a student, performed in accordance with this Policy, shall be final and binding upon the student and his/her parent(s) or legal guardian(s).

Decision To Expel

The Disciplinary Board will make their recommendation concerning expulsion to the President within two working days following the Review Board informal hearing. The President will make the final determination. The family will be notified of the decision by the Dean of Students.

Students who are expelled from Cardinal Newman High School will not have their transcripts or cumulative files released until after the completion of all hearing processes or legal procedures.

Academic Honesty Policy

In keeping with the Cardinal Newman High School philosophy, students are expected to “learn academic skills, civic responsibilities, and Christian values.” The Cardinal Newman faculty and administration believe in academic honesty and the principles of the honor code. Students must conduct themselves in a manner consistent with Catholic values, a sense of integrity, honesty, accountability and trust in all academic matters. Students are expected to do their own homework, to test without external resources and to submit original work for all assignments. Cardinal Newman students are also expected to deny all requests to copy from their own work. Because of our dedication to these values as an academic and spiritual community, we expect trust, honesty, and personal integrity.

Academic dishonesty includes but is not limited to:

- a. Plagiarism

- i. The appropriation of another's ideas (content) and/or language (form), in part or in whole, intentionally or unintentionally, without the necessary assignment of credit.
 - ii. The representation of someone else's ideas as your own (e.g., copying text word-for-word without using quotation marks, or not acknowledging in an in-text citation, a footnote, an endnote, or a bibliography a scholarly source).
 - iii. Plagiarism includes copying homework, labs, quoting, paraphrasing or summarizing another's written work (including sources off the Internet), or oral statements without proper citation.
- b. Falsifying or preventing communication between home and school (e.g., signing parent's name on school documents)
- c. Cheating is an attempt to improve one's score or to help to improve someone else's score through dishonest means including but not limited to:
 - i. the use of another person's test/answers either before or during the exam, (e.g., giving information about a test or quiz that has already been taken to another student who is to take the same test or quiz or receiving of information.)
 - ii. sharing of answers (orally or in writing) or allowing one's work to be copied in any manner.
 - iii. the use or possession of notes, answers, cheat sheets, electronic devices (including watches, phones translators) or any other source not pre-approved by the teacher during the exam.
 - iv. stealing/receiving test papers or information prior to the test.
 - v. looking at another person's paper, talking during testing, copying assignments.
 - vi. marking answers after the test period is over.

Academic dishonesty may result in a "0" on the assignment or test. After the infraction occurs, the following process will be followed:

1. Teacher notifies the Dean of Students who meets with the teacher and student.
2. Parents are then notified.
3. A detention is issued for the first offense; a suspension and progressive discipline is issued for each subsequent offense. All academic dishonesties

during a student's four years at CNHS will be considered for disciplinary action.

Academic dishonesty during finals will result in a "0" on the final. After the infraction occurs, the following process will be followed:

1. Teacher notifies the Dean of Students, who meets with the teacher and student.
2. The Dean of Students contacts the parent.

Any repeated academic dishonesty may result in suspension and/or expulsion.

Drug Testing

With reasonable cause, students may be drug tested while enrolled at Cardinal Newman High School. These tests will be required by the Dean of Students at his discretion. When the Dean of Students determines that a student is required to be tested, the parent(s) will be notified. Once the parent(s) are aware of a need for a test, the test must be performed within 24 hours.

All testing must take place at the CNHS designated site. No other site may be used. Any tampering with the collection sample will be considered a positive test. Students with a positive test result will be subject to the school's disciplinary policies. All fees associated with the drug test will be the responsibility of the parent(s).

Dress Code

An important goal of a dress code is to teach our young women and men that in the larger arena of life, different types of dress codes are appropriate for different settings. As representatives of CNHS, student appearance reflects upon the image and good name of the school. To that end, students in this academic setting are expected to be clean and neat in their personal appearance, observing standards of modesty and moderation. Ever changing styles of clothing and grooming, the different values of parents, students, and individual interpretations of what is acceptable school dress makes judgement in such matters subjective. The school reserves the right to regulate against fads or fashions. Parents who choose the CNHS experience for their young men and women accept the judgement of the Administration as final in matters of school policies including dress code for a high school college preparatory environment.

Students are to be in dress code in all areas of the campus while in the classroom and on lunch, free periods or in assemblies. Students will also be in dress code away from school when in conjunction with their CBSL, community service, and field trips. Regular and random dress code checks will be conducted during the school year.

Respect for oneself and others is also shown through personal appearance and neatness. All students are expected to reflect pride in themselves and in the school by following the dress code policy.

An approved Cardinal Newman shirt, sweatshirt, or hooded pullover sweatshirt must be worn (refer to website for approved shirts). Jackets and zipper front sweatshirts are allowed as long as an approved Cardinal Newman shirt is worn underneath. If the student chooses to remove the sweatshirt, an approved Cardinal Newman shirt must be worn.

Exception: Senior students have the privilege of wearing any college sweatshirt during their senior year.

Guidelines Regarding the Dress Code and Personal Appearance

- Shoes: Shoes or sandals with backs (backs must be manufactured with the shoe, not handmade) must be worn at all times. Laces must be tied and straps worn properly. This also applies to modified dress days, unless specific permission has been given by the Dean.
- Hair: Dyeing, bleaching, or tinting hair to an unnatural color or having severely contrasting colors is not permitted. Hair must be groomed and well kept.
- Hats: Hats are not an approved part of the dress code. Sweatshirt hoods are not to be worn in class. Hoods may be worn outside.
- Sunglasses: Sunglasses may not be worn indoors.
- Piercing: Body piercing other than the ears or nose is not permitted. Nose piercings are limited to one small stud. Ears are limited to three piercings for each ear.
- Jewelry: Jewelry should be limited and in good taste. The administration has the final decision regarding appropriateness of jewelry worn. **Studs are limited to 5 mm in size.
- Tattoos: Visible tattoos are not permitted, covering them is required.
- Fridays are designated CN t-shirt days. If a student chooses not to wear a CN t-shirt, they are required to be in dress code. No other shirts are to be worn.

Any student with questions about the dress code is invited to visit the Dean of Students office for clarification of details or to show the office an outfit or hair for approval.

Modified Dress Days

There are occasional “Modified Dress Days” during spirit week, retreats, and special fundraisers.

Students may not wear:

- Pajamas, sweatpants, yoga pants, leggings, or jeggings (as pants).
- Shorts above finger-tip length.
- Tank tops or sleeveless shirts are not permitted.
- Dresses or skirts.
- Clothing that is excessively tight. Clothing must fit properly.
- Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin.
- Tops and bottoms that do not overlap.

- Clothing with references to alcohol, sex, drugs, racist or sexist sayings.
- Clothing containing objectionable references, symbols, words, advertising or propaganda that is against the philosophy of Cardinal Newman is not permitted at any time.

Dress Code Enforcement

The administration exercises full authority in the interpretation of issues pertaining to dress code regulations. If a student is not in proper dress code, they will not be allowed to attend class. The student will be sent to the front office until they have obtained proper dress. If a student is not in dress code, they will be given an approved CN shirt for the school day. A \$20 CN shirt charge will be billed to the TADS account. Charges will be removed for shirts returned to the Dean of Students within two school days. Students who fail to meet the dress code requirements, or who receive two or more dress code violations will receive a detention.

Dress Code Parent Expectation

It is expected that all students will adhere to the dress code regulations of the school and that parents will support the policies of the school by seeing that their students have appropriate attire.

Dances

Smoking, drinking, drug use, inappropriate dance behavior or inappropriate dress is not permitted. If a student is found to be under the influence of drugs or alcohol, the procedures listed under the school's Substance Abuse Policy will be followed.

Date Policy for Open Dances

The Welcome Dance is for CN students only. For the Homecoming Dance, Winter Dance and Senior/Junior Prom, students may choose to bring a date. The student must be in good standing with their school and must adhere to the rules of Cardinal Newman while they are a guest at our school.

- Bags or purses may be inspected at the door.
- There will be a coat check.
- Testing for controlled substance use may be administered for cause.

Guest Policy – Applies To Date Dances

- Guests may be no older than 20 years of age or younger than 9th grade, with 10th grade being the minimum for the Prom.
- A guest pass request form must be on file with the Dean of Students.
- Guest must be able to show a current picture ID.
- Guest must enter with their host student.
- CN Student is responsible for the actions of the guest.

Dance Dress Code

Student's appearance at dances should be modest and keeping with the mission statement of the Cardinal Newman community, "...educating our students in the wholeness of mind, body, and spirit through the teachings of Jesus Christ as proclaimed by the Catholic Church." Students, who arrive at the event in violation of the dress code, as determined by the staff and administration, will be sent home or asked to change their clothing.

Informal Dance dress must follow the guidelines outlined in the "Modified Dress Days" section of the Handbook.

Formal Dance attire must adhere to the following guidelines:

Expectations for Women:

1. When determining the appropriateness of a dress, please keep in mind that students will be dancing, moving around and sitting, - not standing still.
2. Hemlines should fall below finger-tip length.
3. Dresses must not have cut-outs, revealing neck lines or any slits that extend beyond 5 inches above the knee.
4. Sheer fabric is not permitted
5. Dresses must fit properly showing good taste

Expectations for Men:

1. Boys must wear slacks with a belt and dress shoes are recommended.
2. Dress shirts (tucked in) are required.
3. Sweaters, jackets, and ties are optional.
4. Regular CN dress code for shaving, hats, and jewelry are in force for both boy guest and CN students.

Appropriate dress is determined by school staff.

Substance Abuse Policy

The philosophy of Cardinal Newman High School "emphasizes a commitment to those values that honor the sanctity of life and the importance of each human being." The use of alcohol and other drugs is in opposition to this belief and creates an obstacle to learning. Any student or parent who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a drug/alcohol problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). The same will be true for students referred to any staff member for intervention.

The Administration and Faculty of Cardinal Newman High School expect parents and students to support the policies and educational programs on substance use. Parents and older siblings are both legally and morally responsible any time they allow alcohol

and/or drug use by underage minors. Parents are asked to closely monitor the activities of their children especially at times when the parents cannot be present in the home.

- Students under the influence of drugs, alcohol, or any other controlled substance or facilitating same on school grounds while involved in any school-related activity or at any location or in any situation which could reflect adversely on Cardinal Newman High school are liable for expulsion.
- Students found offering or providing a controlled substance either online or during the school day for use, sale or distribution are liable for expulsion and law enforcement may be contacted.
- Any activities involving paraphernalia or “look-alikes” associated with controlled substances will result in suspension or expulsion.
- The trade, sale or ingestion of medication prescribed to someone else is illegal and dangerous. The consumption and/or possession of alcohol or non-personal medications is illegal for all students who attend CNHS.
- Being present when such substances are being used presumes some level of participation and may result in suspension or expulsion.

Violation of these policies may result in the following actions:

- Parent(s) or guardian(s) will be notified.
- The student may be suspended from school pending the investigation.
- The student and parent(s)/guardian(s) will conference with the Dean of Students and/or other school officials.
- If the student is not expelled, he/she will be placed on a Behavior Contract. Provisions of the contract may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing and any other provision deemed necessary by the Dean of Students.

Students found to be under the influence are in violation of school policy and immediate disciplinary action will be taken.

Cardinal Newman High School reserves the right to conduct specific drug and alcohol testing at a designated site.

DISPUTE/CONFLICT RESOLUTION

When conflict between school authority and an individual student and their family occurs, it is important that the following process be adhered to so that the rights of all are ensured. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity. Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting an administrator. An attempt should be made by the parties involved, i.e., student/teacher, student/coach, or student/administrator to solve differences of opinion or conflict at that level. Appeals to higher authorities will not be considered until this attempt at resolution has been completed. Appeals occur in the following order:

- Teacher/Coach
- Department Chair/Athletic Director/Counselor
- Deans
- President (The final appeal at the school level is the president)

GENERAL STUDENT INFORMATION

Age of Majority

Students eighteen (18) years of age and above must attend all assigned classes, homerooms, assemblies, and follow all school rules. Reaching the age of majority does not imply any specific rights, including the right to sign notes or call in absences. If a student is eighteen (18) or older and chooses not to follow the rules, regulations, and/or policies of the school the student will be subject to disciplinary action.

Allergies

Numerous students on campus have life-threatening allergies to various foods (nuts, milk, shellfish, gluten), latex, plastic, nickel and many other items. Cardinal Newman does not provide a school nurse. Students and their parents are expected to be proactive in regard to any food that is not prepared at home and brought to campus for their consumption. All students should be treated with respect concerning their

medical condition and should not be subject to any criticism or recrimination. No food should be dispersed to another student without the student's knowledge of how it was prepared (i.e. in a nut free environment or cooked in certain oils, etc.). If your student needs additional resources, contact the Dean of Students.

Assembly Information

Attendance at *all assemblies and liturgies is mandatory for all students*. The following are some specific points about assembly courtesy:

- Courtesy means listening attentively. No student should talk when another is speaking.
- Homework should not be done during an assembly, nor should a student read during a presentation.
- Students should not bring food or drink to an assembly.
- Students should not call attention to themselves by arriving late or leaving early.
- Applause is appropriate behavior at informational, spirit, and recreational assemblies. Cheering at spirit assemblies is appropriate conduct.

Appropriate behavior is determined by supervising staff.

Anonymous Alerts

Cardinal Newman is committed to the support of our students' well-being and personal safety. With that in mind, we have adopted technology to allow students to reach out in a safe and secure manner. The Catapult system provides an opportunity to make reports of concern. One of the biggest obstacles to aiding a student in crisis or stopping an event is the student's reluctance to report it. Any person can choose to submit a form with his or her contact information or anonymously.

While a student can leave a message or report at any time, concerns and events will only be responded to as promptly as possible. *Life-threatening events should be immediately reported to 9-1-1 and parents.*

Bicycles, skateboards, roller blades, scooters, etc.

Bicyclists should ride with care and wear bike safety helmets as prescribed by law. All bicycles should be parked in the racks provided and should be locked at all times. Skateboards and roller blades, razors, etc. are prohibited on campus.

Cameras

Surveillance cameras may be placed in public locations, such as school entrances, exits, lobby areas, hallways, cafeterias, athletic areas, parking lots or gathering spaces. All video recordings are the sole property of Cardinal Newman and Santa Rosa Diocese.

Cell phones and personal electronic devices

Students may use their cell phones or personal electronic devices on campus. Students using their own computers must abide by the acceptable use policy. Students may not use their devices in the classroom, at assemblies, masses, liturgies (phones are not to be taken out at assemblies, mass or other gathering events) or other designated events without teacher or administrator permission.

Classrooms/Staff Offices

Classroom use must be approved by the administration. Students may not use classrooms or staff offices without an adult chaperone.

Concussion Policy

Students who suffer from a concussion will follow strict protocols, as outlined in the Cardinal Newman Concussion Policy. Students who are under CCP guidelines may have their co-curriculars limited until such time as they are cleared to fully resume school participation.

Drop-off and Pick-up Procedures

For safety reasons and traffic flow, students should be dropped off and picked up at the front of the school or at the gym.

Dropping off or Sending of Non-School Related Items to Students

Any items for a student must be dropped off at the office for the student to pick up.

Early Dismissal

Students who wish to leave campus early must apply for and be granted an early dismissal pass. Students leaving campus without an early dismissal pass or signing out are subject to suspension.

Field Trips and Other School-Sponsored Events off Campus

Parent-approved field trip permission slips must be returned to the moderator of the trip at least 72 hours prior to the trip. When a field trip has been planned, the moderator(s) will notify the student of the dress code for the trip. Other teachers will be given notice of students attending the trip; teachers have the option to request that a student remain in school. No field trips are to be taken in the month of May. Field trips must be educational in nature. Parent chaperones and drivers must follow the

transportation and parent volunteer fingerprint policies.

Food or Drink

Students may eat only in specific designated areas of campus. Food or drink may not be taken into classrooms, the library, or gymnasium. Students caught eating in these areas are subject to discipline.

Gym/Weight Room

Any student wishing to use the gym or weight room, regardless of time or purpose, must have the permission of, and be supervised by, a faculty member or designated authority.

Health, Medications and Insurance

The physical well-being and safety of the students is necessary for efficient and satisfactory performance of school duties. Cardinal Newman High school does not provide a school nurse. Parents and students must bear the responsibility for contacting the school with any health-related concerns. Parents of affected students are encouraged to inform the Dean of their son or daughter's confidential medical condition to best meet the needs of their child. Students who use their electronic devices to notify parents to pick them up because they are ill must report first to the main office so that Cardinal Newman personnel can assist them. It is imperative that students follow this procedure for their safety and welfare.

- Immunization forms must be completed and on file or students will be denied admission to Cardinal Newman High School.
- Any student who has a severe allergic reaction or medical condition of any kind, who may have to take prescription medicine during the school day or during a school-related event, is required to complete the medical and parent authorization form and return it to the Dean of Students. The student and his or her family are responsible for providing the proper medicine from their doctor with clear, written instructions for administering.
- Students with severe allergies, or other types of conditions that require the use of immediate medication such as an EpiPen, Glucagon shot, or an inhaler, may carry these on or off campus. It is strongly recommended that students needing these types of medication have back-up medications in the main office.
- Students may not carry any medications on campus with the exception of personal use amounts (3 or 4 pills) of aspirin or aspirin-type substances, with

parent authorization.

- Students may not share their medications with other students at any time or disciplinary action may occur.
- Medical release forms are available to parents to allow a school official, in case of emergency, to permit medical treatment for a student when parents cannot be contacted. It is important for parents to complete and return the forms by the first day of school and to inform the school of changes during the school year. If a student needs immediate medical attention, an ambulance will be called. The school will not be responsible for the fees involved in ambulance transport.
- Any student with hearing or sight problems or any other physical condition that may affect their learning process should inform their counselor. Teachers will be advised to make adjustments in classroom seating.
- Any student with a physical condition that would prevent them from participating in physical education classes should provide a physician's written statement to an Academic Dean.
- Students who participate in field trips, retreats or overnight events should assure that their leader has received a copy of their medical form and that they supply any prescription medication needed during the event. Students may not carry prescription medications at off-campus events (exceptions: inhalers, glucagon shot, Epi Pens.)
- Contagious or Infectious Diseases – Students whose absence from school is due to a contagious disease (i.e. chicken pox, pink eye, mononucleosis, strep throat, hepatitis, or any other possible contagious disease) will be asked to present a doctor's note before being allowed to return to school.
- Any student who has lice must stay home until he or she has completed at least the initial removal treatment.
- AIDS/HIV Students do not pose a health risk to other students or staff in the classroom setting or involvement in co-curricular activities. Affected students shall be allowed to attend classes and participate in activities without restrictions as long as they are physically able and do not have compounded infectious diseases related to AIDS/HIV. School personnel have been trained in bloodborne pathogen response.

Student Insurance

Cardinal Newman High School participates in the supplemental student insurance program of the Diocese of Santa Rosa. Students are covered by supplemental medical

insurance through Myers-Stevens Insurance in case of an accident while at school and when participating in supervised school activities. Students or parents may request the Myers-Stevens & Toohey - Short Term Coverage Request form to file a claim.

Adult Participant and Volunteers Insurance

Adult participants and volunteers who are injured are not covered by any diocesan medical insurance programs. They must look to their own insurance policies to cover medical expenses for their own injuries.

Homework

Homework is an integral part of the educational process to assist students in getting the most out of their high school experience. All homework is to be completed according to the specifications of the instructor.

ID Cards

Student body ID cards are issued to all Cardinal Newman High School students. The card allows free admission to school hosted games except tournament or play offs.

Ill Students on Campus

Students who present themselves to a teacher or staff member as ill, will be required to report to the front office and contact their parents to determine if the student needs to be released from school. All students vomiting, having fever, rash, or other medical condition may be deemed too ill to attend class. Parents must make arrangements to pick up ill students as soon as possible.

Legal Custody Issues

Cardinal Newman High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Cardinal Newman High School will provide a non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy. Never married parents should also have custody documents on file as needed. This information will help school officials in determining when, if ever, the child or his/her records may be released to the non-custodial parent.

Lockers

Each student is provided with a locker. Students may not trade lockers without clearance

from the Registrar's office. Lockers must be kept locked at all times. Students may not write on their lockers. Magnets may be used on the inside only. The school takes no responsibility for lost or stolen articles. A student should never give out their locker combination. Detention will be issued to students who violate the locker policy. Students must clean out their lockers by the last day of school. All items left after the last day will be donated or thrown away.

Lost and Found

Students should put their names on their books, clothes or any other valuable items. Cardinal Newman High School is not responsible for lost items. Each day items that have been misplaced will be taken to the Dean of Students. At the end of school year, items that have not been claimed will be donated.

Parking

Parking at Cardinal Newman High School is a privilege. A parking contract/registration form is available online to students who have a valid license that is, or will be, valid on the first day of school. The parking pass may be picked up on the designated day from the Dean of Students or designee(s). See permit application.

Photos – Students

Use of Student's photo and name (See Release and Waiver section)

Physical Displays of Affection

Physical displays of affection are exclusive behavior. Therefore, it is inappropriate for students to engage in public, exclusive physical displays of affection on school grounds at any time. This includes, but is not limited to, prolonged holding, kissing and caressing.

Pregnancy Policy

Acknowledging that human life at all stages, including the human fetus, is a sacred gift from God, and recognizing that abortion is not a choice that a Catholic school can support as an alternative at any stage of pregnancy, pregnant students deserve and need the full support of the administration, teachers, and other students. Ordinarily, the expectant mother (and father if he is a student at the school) will be allowed to remain in school. This is not because the School condones pregnancy outside of marriage but is meant to underscore the sacred gift of life of the unborn child and to extend love and compassion to those involved.

If attendance in the classroom is judged not to be in the best interests of the student(s) or the school community, other arrangements will be made to help the student(s) continue academic studies. Counseling will be required of these students.

Searches

School administration has the right to conduct a search of a student and the physical plant and grounds of the school without notice when the general good of the student and/or school community is in question and/or at the discretion of Administration. This includes lockers, backpacks, cellular telephones and technology devices and automobiles on or at off-campus events. A student search occurs with a same sex supervisor and a same sex witness.

Student Property

Students are solely responsible for their own personal property. This includes student's vehicles. The school accepts no responsibility for non-school owned items.

Supervision of Students on Campus

School office hours are 7:30 a.m. – 4:00 p.m. Cardinal Newman High School does not provide organized supervision before or after school, with the exception of the library. When classes are in session, the Dean of Students and/or an Administrator supervise the campus.

When a student reports to his or her first class of the day, this is the school's first official notice that the student is on campus.

Teacher Late to Class

If a teacher does not arrive to class within five minutes after the start of class, a single student should notify the main office. In the meantime, the rest of the class must wait quietly in front of the classroom. Students who leave the area are subject to detention.

Visiting the Campuses of Other Schools

Students may not loiter on or around the campuses of other schools, public or private, while they are in session. Cardinal Newman High School students guilty of unauthorized visitation to other schools at any time shall be suspended. Cardinal Newman High School students guilty of vandalism to the property of another school are responsible for all damages and are subject to expulsion.

Visitors

Upon arriving, visitors should report to the office; visitors are required to sign in and will receive a visitor's pass.

Visitors (Students)

Students who wish to visit Cardinal Newman High School during school hours must have clearance by Admissions, Administration or Counseling. The parent's written consent must contain the following information:

- Parent name
- Phone number
- Name of current school
- Emergency contact

Consent from the student's current school is sufficient if the student is from a partner school. Students who have previously attended Cardinal Newman High School and are enrolled in a different high school may not be on campus during school hours without clearance from the Dean of Students' office. A Cardinal Newman alumnus or alumna may visit campus during school hours. He or she must sign in and receive a visitor pass.

Parent/Guardian Information

Emergency Procedures

In case of an emergency, information regarding parent responsibilities during an on-campus event can be found on the Cardinal Newman website.

Transportation Policy

This policy applies only in cases where the school organizes transportation. If participants are responsible for their own transportation, the policy does not apply.

Personal Motor Vehicles

Although this is discouraged, employees and volunteers with current safe environment clearance (including teachers and coaches) may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Employees and volunteers may not be alone in a vehicle with a single minor who is not their own child.

School staff, parish staff, parents/guardians, and volunteers who drive students in their own vehicles must:

- have current safe environment clearance
- have completed Catholic Mutual's online Safe Driver course
- be at least 25 years old
- have a clean driving record for the past three years

- possess a valid Class C driver license (photocopy in school office)
- have current and valid California automobile insurance with the minimum coverage on their vehicle of \$100,000 bodily injury per person/\$300,000 bodily injury per accident/\$100,000 property damage per accident (photocopy in office)

The school must keep on file for each driver:

- signed Automobile Insurance Statement
- signed Volunteer Driver Form with the following attached:
 - photocopy of the driver's license
 - driver's vehicle insurance certificate or declaration page with limits of coverage (not below the minimum coverage of \$100,000/\$300,000/\$100,000)

Drivers must comply with all child restraint laws (i.e. safety seats until age 8). Please see the Diocese of Santa Rosa Vehicle Safety Policy on the diocesan website.

Vans

The school may transport students in vans or other vehicles designed for 7 passengers, including the driver. Vehicles designed for more than 7 passengers may not be reconfigured to seat only 7 passengers, including the driver.

A driver of a vehicle designed for 7 passengers or fewer does not need a commercial driver license.

Commercial or School Buses

Schools may only hire buses, vans, or other passenger carriers from transportation companies that have valid permits, licenses, or charters approved by the State of California and that maintain current insurance on their vehicles. Schools must verify this information through the California Public Utilities Commission and its list of passenger carriers. (See <https://apps.cpuc.ca.gov/apex/f?p=203:35:0::NO:RP>)

Prior to signing any contracts with bus companies or other transportation vendors, locations must submit the contracts to the diocesan Office of the Legal Counsel for review.

- The vehicle must be equipped with working seat belts for the driver and every passenger transported. The driver and passenger(s) must use seat belts properly.
- No more than 7 persons, including the driver, may be transported in a private vehicle.
- The driver shall observe all state driving regulations.
- Drivers shall follow route directions, caravan, or other directions issued by the

coach, teacher or adult in charge of the group.

- The driver, or a passenger in the vehicle, is encouraged to carry a cell phone and the phone number of the school in case of an emergency.
- Cardinal Newman High School assumes no liability for accidents which cause bodily injury or property damage and which result from the use of any privately owned vehicle as described herein.
- Because Cardinal Newman High School is a commuter school drawing students from a large geographic area, and because parents' work hours may prohibit them from driving, it may be necessary for students to drive other students to and from school. Be advised that Cardinal Newman High School assumes no responsibility for any "car-pooling" arrangements and will not monitor or supervise any such arrangements. All "car-pooling" arrangements are entered into at the driver's and passenger's own risk and Cardinal Newman High School assumes no liability for any and all claims arising out of "car-pooling" arrangements.

The school reserves the right to prohibit any student from driving and/or parking if either privilege is abused. All drivers are asked to observe the rules of careful driving, particularly when leaving and entering the school grounds, and when driving near the neighboring elementary schools.

Cardinal Newman High School participates in the student insurance program of the Diocese of Santa Rosa. If a student gets hurt during school activities, the school provides insurance to help with the cost of medical treatment not covered by personal insurance. This "school-time accident" insurance is designed to cover some, but not all, of the possible costs. Any injury incurred during the time of school-supervised activities must be reported to the office immediately and accident claim forms must be filed properly. The cost of insurance is incorporated into the activity fee, which is part of tuition.

Student Photo and Name Use Policy

Cardinal Newman High School produces and distributes a number of publications and electronic communications using photos or names of students or other members of the Cardinal Newman High School community. These include, but are not limited to the following:

- Student publications/presentations produced by students for the enjoyment of students and their families, including the yearbook.
- Publications mailed or otherwise distributed to households of current and past parents, alumnae, and friends of Cardinal Newman including the CNHS Magazine (*The*

Trinity), solicitation materials for the Cardinal Newman Fund and other advancement programs, fundraising and activity invitations, programs and informational flyers.

- Publications developed for the Marketing and Enrollment Office, including a “viewbook,” posters, videos, and advertisements to inform prospective students and their families about Cardinal Newman.
- Other Materials:
 - Athletic or Academic team programs/posters, Arts programs/posters, photo enlargements to display on campus.
 - Website, Email and Social Media: The school website, newsletter, emails, and social networking sites (i.e. Facebook, Instagram, Twitter, etc.) are main sources of information for members of the Cardinal Newman community.

Based on current use of social media, we cannot guarantee a specific student’s image will not appear in group or background pictures. If requested, we will not identify the student by name.

Cardinal Newman High School reserves the right to include in its print or digital publications and materials photographs, with or without identification, of students, alumnae, and other members of the school community, unless specifically requested not to do so by any individual (or parent/guardian, in case of a minor) by email to the Dean of Students.

FINANCIAL POLICIES

Cardinal Newman requires a non-refundable deposit at the time you sign your tuition agreement. The deposit is credited toward your school bill for the upcoming year. Deposits are due no later than March 15 for new and returning students. New students are also responsible for a non-refundable registration fee. Upon enrolling and registering your student(s) at Cardinal Newman High School, you enter into a financial contract with the school. In return for the educational services provided, you are expected to fulfill your financial commitment to the school.

Annual Registration and Deposit

RETURNING STUDENTS: Complete your Tuition Agreement and pay your non-refundable tuition deposit on your TADS account by March 15.

NEW STUDENTS: In order to complete registration and hold a space for your son/daughter for the upcoming academic year, complete your Tuition Agreement, pay a non-refundable, one-time registration fee **and** a non-refundable tuition deposit on

your TADS account by March 15.

INTERNATIONAL STUDENTS: In order to complete registration and hold a space for your son/daughter for the upcoming academic year, complete your Tuition Agreement, pay a non-refundable, one-time registration fee **and** the full international tuition for the year on your TADS account by March 15.

Late registrations cannot be guaranteed due to space and scheduling limitations.

Tuition Balance Payment Options

Single Payment Option

A one-time payment of full tuition (less deposit) entitles you to a \$100 discount: due June 1

Two Payments Option

Tuition balance (after deposit) divided into two semester payments.

First half due June 1 and 2nd half due December 1

12 Monthly Payments Option

Tuition balance (after deposit) divided into 12 monthly payments due June 15 – May; payable by automatic deduction from your checking account through TADS.

Delinquent Tuition Policies

Tuition must be paid when due according to the payment plan selected. The school may, at its sole option and discretion, enforce any or all of the following actions:

- Families selecting single payment or two payments who do not pay on schedule will be required to convert to monthly automatic payments.
- Students who are not current before the start of school in August will not be allowed to begin school.
- Students who are not current by the end of a quarter, will not be allowed to begin the next quarter.
- Students who are not current by the end of one semester will not be allowed to take semester exams and begin the next semester.
- Yearbooks will be held at year end pending payment of delinquent tuition and fees.
- Diplomas will be held for graduating seniors with unpaid tuition and fees.

Tuition Refund Policy

- Cardinal Newman High School contracts with teachers and staff based on an

enrollment determined from Tuition Agreements. In return for the educational services provided, you are expected to fulfill your financial commitment to the school. The following tuition refund policy is enforced. The registration fee and tuition deposit are non-refundable.

- Withdrawal after July 1 but prior to the beginning of the second quarter – *40% of annual tuition will be charged.*
- Withdrawal after beginning of the second quarter but prior to the start of the second semester – *60% of annual tuition will be charged.*
- Withdrawal after the start of the second semester but prior to the start of the fourth quarter – *80% of the annual tuition will be charged.*
- After the start of the fourth quarter – *100% of the annual tuition is charged.*
- International Tuition is **non-refundable**.
- Refunds will not be considered until the parent/guardian has submitted an official letter of transfer or withdrawal.

Items Returned from the Bank

A \$29 returned check fee will be added to tuition accounts for any check or auto payment returned for insufficient funds, a closed account or any other reason.

FUNDRAISING AND SOCIAL EVENTS

The Advancement Office builds strong and lasting relationships with current and past parents, alumni and school supporters engaging them as volunteers and financial supporters to strengthen and sustain the operational and long-term fiscal needs of the school. Each year, our donors provide the essential funds needed for financial assistance for students in need, enriched academic programs, life changing faith experiences and retreats, excellent arts and athletic offerings, provision and upkeep of facilities, and other expenses not covered by tuition.

All are invited to partner in this important mission by donating to Cardinal Newman High School. Cardinal Newman gratefully accepts checks, cash, and online donations as well as in-kind gifts. We also offer charitable investing opportunities, memorial gifts, planned gifts, and/or donations of stocks and securities. All gifts are appreciated and acknowledged as a tax-deductible donation to the school, a not for profit entity. Advancement fundraising operates on a fiscal year basis and produces an Annual Report of donors in a special edition of The Trinity Magazine. Supporters surpassing \$1,500 in annual donations are recognized and invited to an annual President's Reception honoring our John Henry Newman Award recipients.

The Advancement office manages the following events and programs listed below which offers both social and fundraising opportunities for our school community. The Advancement Office ensures that all donations are acknowledged and thanked, recorded in the donor database, and deposited into the appropriate fund based on donors intended purposes.

Events and Programs

Annual Fund

The Cardinal Newman Annual Fund was established to raise unrestricted funds annually in support of operating expenses, tuition assistance and other school expenses. The Board of Trustees set tuition rates lower than the actual cost of education in order to keep tuition rates low and give greater opportunity for attendance. Today, there are three main focus areas with specific appeals, strategies, timelines & goals;

- New and returning parents
- Alumni
- Other - Board of Directors, Faculty & Staff, Alumni parents

Because tuition alone does not cover the cost of educating a student, funds raised through the annual Cardinal Newman Annual Fund Appeal ensure the operational welfare of the school, including providing much-needed tuition assistance and important curricular, spiritual, artistic, and athletic offerings. Cardinal Newman High School strives to offer excellent educational programs and learning tools in an environment that encourages individual faith journeys. We are only able to do so through the generosity of parents who support the school beyond tuition, our alumni community and other generous donors.

Each year, new Cardinal Newman families are asked to attend an Annual Fund meeting where the program is explained and details are given for the current year. There are typically three meeting dates offered. Packets of information are given to each family (those unable to attend a meeting are mailed a packet) and they are asked to mail back to the school a Commitment Form indicating their level of support for the Annual Fund. Options are given for a one-time gift, monthly gift, quarterly gift, or annual gift. The Advancement Office follows up with each family who chooses a recurring gift.

Returning families, Board of Trustees members, Alums, Alum parents, and Faculty & Staff are sent an Annual Fund request for support each year. A requested donation amount is based on previous year(s') giving levels.

Other opportunities to support the Annual Fund include:

- *Annual Christmas Card Mailing*
Following Thanksgiving Break, Cardinal Newman sends out an annual Christmas Card, designed and created by a student each year. The Art Department participates by helping to identify the student chosen for this honor and giving them guidance. An Annual Fund Donor Card is included with the Christmas Card mailing.
- *CN Day of Giving*

An online giving campaign, held on John Henry Cardinal Newman's feast day, asking donors to make an annual unrestricted gift to the school.

- *Donor Proof Mailing*

In preparation for the Annual Report in which donors are recognized for their annual gifts, donors are sent a letter indicating the amount they have given so far during the year and advises them that they have until June 30th to make additional monetary gifts in order to be included in the Annual Report produced in December each year.

'Fund a Future' Tuition Assistance Program

Cardinal Newman researches and identifies constituents who are willing and able to provide tuition assistance for families with severe financial need. Donors are matched to families based on the family's need and the donor's wishes. Donors are asked to support families for 1-4 years with annual gifts to the program. Cardinal Newman High School holds an annual event in the Spring to celebrate the success of this program to which program donors and students receiving the tuition assistance benefit are invited.

Sports Advertising Programs

The Sports Advertising Program at Cardinal Newman offers print, banner and signage opportunities for our constituents. The Sports Programs are printed three times a year and ads can be purchased in these publications annually. Banners are also available on the Stadium Field, Tennis Court and Baseball Fields. Signs in the gym are also available for purchase. Information regarding sports advertising opportunities are sent to all constituents at the beginning of each school year.

Endowments & Memorial Gift Program

Cardinal Newman offers Named Endowments for families or individuals who desire the recognition of a loved one or family name. These Named Endowments require a minimum gift of \$25,000. Those wishing to give an endowed gift less than the minimum may give to an existing Named Endowment or to the general Cardinal Newman Endowment Fund. The school's investment policy is followed for distribution of the proceeds from these Endowment Funds, but never distributing the corpus of these gifts.

Spring Legacy Gala

The Spring Legacy Gala is the school's major fundraiser for the year. Held in March each year, the Legacy Gala offers a formal, themed evening with appetizers & open bar, a three-course dinner, silent and live auctions, a jewelry raffle and dancing to a live band. Sponsors are solicited to purchase tables and Gold Seating with premium pricing which includes front row seating, an extra dinner course and premium wines served table side. All sponsorships are recognized in the Event Program and on the Table Signs at guest tables. Parent Reps are gathered following the Christmas break to create Class Baskets for each of the 4 grades. Extraordinary packages are created by these parent groups for inclusion in the Live Auction, bringing the school thousands of dollars for each basket. A Final Paddle Raise

concludes the Live Auction where guests can donate to a specific program or cause.

J.O.G. Challenge

Each year CN students host an annual J.O.G. Challenge - Just One Gift Can Make A Difference! Funds are raised for a project that the ASB students agree is a priority. Students use a Crowd Funding company to solicit gifts from their family members, neighbors and friends through texting and email requests. Classes challenge each other to be the top grade to bring in the most money. Each student has a goal to reach as well. We require students to participate by asking them to send at least three texts or e-mails requesting support. No requirement is made for the amount of funds brought in by a student.

Ursuline Crab Feed

The Ursuline Alumnae Association hosts an annual Crab Feed to support tuition assistance for children of Ursuline Alumnae. Always a sellout, this annual event brings together current families, faculty, staff and alums from both Ursuline and Cardinal Newman High Schools. There is an opportunity for guests to win something in the raffle or take home a silent or live auction item. The Crab Feed is held in January each year.

Fun in the Fall

To start off the new school year, parents, alums, faculty and staff are invited to an annual Fall event where local wineries and breweries pour their award-winning libations for our guests, followed by a casual polenta dinner in the gym. Raffle prizes of fall or wine/beer related items are given away. Dancing to a DJ or local live band brings the friend-raising evening to a close. The event is priced low so that attendance is the focus, not fund raising.

Cardinal Fest

In support of Cardinal Newman Athletics, Cardinal Fest offers local live music, food truck specialties and local wine and beer for school families, alums and friends. The outdoor event is held on the school campus (other locations may be considered in the future) and supports a specific Athletic Department need identified and confirmed by the Athletic Department.

John Henry Newman Annual Award & Celebration

(President's Reception)

Each year the Advancement Team nominates a member of our Ursuline or Cardinal Newman Alumni community and a member of the greater community to be the annual John Henry Newman Award Recipients for that year. These nominees have given greatly of their time, talent and treasure to Cardinal Newman that offers a lasting and meaningful difference to the school. The winners are acknowledged at the annual President's Reception held in December at a local winery, and again at the Spring Legacy Gala. Invitations to the President's Reception are sent to families of the winners,

those donors who gave at or above the \$1,500 level that year, and all past award recipients.

Alumni Golf Tournament

Our Alumni Association hosts an annual Alumni Golf Tournament each year and invite parents, friends and fellow alums to enjoy a fun-filled tournament. The tournament's theme each year is 'Around the World On the Green' where volunteers host foods from different countries on each tee box on the course. Funds raised from this event support the Cardinal Newman Alumni Scholarship fund.

Capital Campaign – A Call to Lead

The Capital Campaign for Cardinal Newman High School will raise funds to rebuild the campus following the fires of October 2017. A Feasibility Study will determine the potential of the school's community to conduct a successful campaign. A Case for Support will outline the elements of the campaign to be addressed along with the priority of each element. The campaign will look out 10-15 years and identify current and future needs of the school.

Parent Groups

There are several volunteer Parent Groups at Cardinal Newman High School. Each has a Mission Statement and a Purpose which can be found on our website.

Parent Association

The Cardinal Newman Parent Association hosts several social events or helps Advancement or Administration host the events below. The Parent Association is made up of volunteer parents who serve as Co-Presidents or members who help support the following events. The Board meets monthly during the school year.

- Welcome Back Dinner
- Back to School Night (Hospitality)
- Fun in the Fall (Appetizers)
- Father Son BBQ (Coordination)
- Open House (Hospitality)
- Faculty Thanksgiving Luncheon
- Father Daughter Dinner (Coordination)
- Mother Son Brunch (Coordination)
- Mother Daughter Brunch (Coordination)
- Senior Boards (Hospitality)
- Senior Awards (Hospitality)

Moms' Club

The Moms' Club is a social group that gather monthly at parent homes or local businesses to host a dinner for all moms, grandmas, alum moms and friends who would like to share

an evening of good food and libations. Co-presidents head this group. All moms at Cardinal Newman are members of this group.

Dads' Club

The Dads' Club is a social group that gather monthly on campus, at local wineries or at local businesses to share a meal prepared by the dads. All dads at Cardinal Newman are members of this group. Many alums and alum dads attend as well.

Boosters

The Booster organization supports the Athletic Department as it relates to the volunteers needed to host sporting events on campus. Additionally, the Boosters are responsible for hosting the Sports banquet(s) that celebrate the season and accomplishments achieved by each team. The Cardinal Fest event hosted at the beginning of the school year, is the Athletic fund-raising event that the Boosters host. All fund-raising events hosted by the Boosters support the Athletic Department, and not individual sports teams.

Moms in Prayer

Moms in Prayer is a national organization. The Cardinal Newman chapter meet on campus monthly to pray for the students, faculty and the needs of the school. Special requests can be made to the group for specific intentions.

Alumni Associations

The mission of the Cardinal Newman Alumni Association is to support the school with social and fundraising events that benefit the students at CN. They support the Cardinal Newman Alumni Scholarship with fund raising events (Golf Tournament) in order to offer annual scholarship(s) to students of Cardinal Newman graduates.

The Ursuline High School Alumnae Association is its own 501c3 organization that was established with the closure of the High School in 2011. They host an annual Crab Feed to fund their Ursuline Alumnae Association Scholarship, along with Alumnae Sunday to bring together alumnae from all over the US.

Communications

A strong communications program is an important part of Cardinal Newman High School. Whether it is communicating with current parents, alums, or the wider community, frequent, accurate and compelling communication plays a vital role in connecting with our constituents and sharing Cardinal Newman news. Below are some of the major communication vehicles in use.

Trinity Magazine

Trinity Magazine is published three times a year: December (Annual Report), April, and June (Graduation Issue). The magazine recaps events and accomplishments of the past

three to four months with articles, photos, records and quotes. Five thousand copies are published in full color and mailed to all constituents.

Sports Programs

Sports Programs are published in the Fall, Winter and Spring, corresponding with each sports season. Each issue contains team highlights, coach bios and updated sports records, as well as ads obtained through the Sports Advertising Program. Programs are sold at home games with the proceeds offsetting the cost of publishing the programs.

Website

The Cardinal Newman website was designed and developed as a vehicle to share with prospective students and their families programs, both academic and co-curricular, that Cardinal Newman High School has to offer. It is a place for our current families to find information about athletic competitions, social and fund-raising events, student events and academic information needed to help support their students. The website is also used to access the Student Information System, the college counseling database and the Google Classroom pages of teachers. The Advancement office is responsible for maintaining the website which includes assigning a variety of individuals to maintain and update specific sections of the website for better coverage and fresh content.

E-Mails

Weekly emails are sent to current families with information regarding the recap of the week, upcoming events, important dates and various ways to participate and help the Cardinal Newman community. The Advancement Office is responsible for gathering and distributing the weekly email from the school. Faculty and Staff can send emails to All Parents, All Students or specific grades of students. Email is an important communications tool at Cardinal Newman.

Cardinal Newman Style Guide

The Cardinal Newman Style Guide provides the specifications, colors, use and purpose for the Primary CN Logo, Crest, Taglines and Athletic logos used by the school. It identifies and limits the colors, tints, size and fonts to be used in printed or electronic materials. It specifies numbers for PMS, CMYK, RGB and HEX colors. It also specifies how not to use logos and taglines. The CN Style guide should be used when designing or creating print and electronic materials as well as when ordering sports uniforms, logo wear and school spirit wear.

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

In consideration for being permitted to participate in Cardinal Newman High School activities, to use the equipment provided, and to enter the premises and facilities of Cardinal

Newman High School and the Diocese of Santa Rosa, for any purpose including observation of and participation in activities, we as parents or guardians, for him or herself and any successors in interest, and on behalf of the minor child, agree as follows:

To release, waive, discharge, and promise not to sue the Roman Catholic Bishop of Santa Rosa, a Corporation Sole and Cardinal Newman High School, its affiliated entities, employees, agents, and volunteers (the "Diocese") from all liability for any loss or damage, and any claim or demands therefore on account of injury of any kind including serious or mortal injury to the body, injury to psyche, or injury to property of the minor child, parent, or guardian, whether caused by negligence or other conduct by the Diocese while the minor child, parent, or guardian is participating in Cardinal Newman High School activities or in, upon, or about the premises of the Diocese or any of its facilities or equipment.

To indemnify and hold harmless the Diocese from any loss, liability, damage, or cost it may incur due to the presence of the minor child, parent, or guardian in, upon, or about the premises of the Diocese, its facilities or equipment, or while participating in any Cardinal Newman High School activities whether caused by the negligence of the Diocese or otherwise.

That he or she has read this consent form and agreement and voluntarily signs the Student Parent Handbook Statement form, and that no oral representations, statements, or inducements apart from the contents of this consent form and agreement have been made.

USE OF SCHOOL NAME, LOGO OR SEAL

The use of the Cardinal Newman High School logo or seal on documents or items other than official school materials is forbidden unless approval is granted in writing by the administration of Cardinal Newman High School.