

# NOUVEL CATHOLIC CENTRAL HIGH SCHOOL PARENT/STUDENT HANDBOOK 2018-2019



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## Mission Statement

*We are Nouvel Catholic Central - called by Christ to learn, love, and lead...  
courageously.*

**Academic:** Nouvel seeks to ignite interest in learning. Students are met where they are in aptitude, faith, and bearing. They are provided rigorous and relevant intellectual and spiritual challenges to learn and apply critical thinking skills while maintaining a commitment to academic integrity and self improvement.

**Love:** Nouvel students learn to love God, self, and others. The living Christ is encountered by serving those in need, pursuing justice, and giving a voice to the underrepresented.

**Leadership:** Respect is held in high regard – in word and deed. Authentic faith is modeled through courageous acts of leadership, thereby fully participating in our Catholic-Christian way of living: inviting Christ to actively work through the students. Nouvel students lead by compassion in a changing society, nurturing the mind, faith and moral soundness through courageous acts of discipleship – enroute to leadership.

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Colors.....Royal Blue, Silver & White  
Nickname.....Panthers

## CONTACT INFORMATION

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### **Administrators:**

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### **Office Professionals:**

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### **Departmental Chairpersons:**

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### **Nouvel Business Office:**

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Liz Nicol	Accounting Manager	<a href="mailto:lnicol@nouvelcatholic.org">lnicol@nouvelcatholic.org</a>
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## GRADUATION REQUIREMENTS

All students are required to earn 26 credits in order to graduate.

**To graduate from a Michigan high school with an endorsed high school diploma, each student must:**

1. Successfully complete all of the following credit requirements of the Michigan Merit Standard:
  - (a) At least 4 credits in English language arts aligned with state subject area content expectations.
  - (b) At least 3 credits in science aligned with state subject area content expectations, including completion of at least biology and either chemistry or physics.
  - (c) At least 4 credits in mathematics aligned with state subject area content expectations, including completion of at least Algebra I, Geometry, and Algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, a retake of algebra II or a course in financial literacy as described in section 1165.
    - (i) A student may complete algebra II over 2 years with 2 credits awarded.
    - (ii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
  - (d) At least 3.5 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history, 1 credit in world history and geography, 1/2 credit in economics, and 1/2 credit in a government/civics course. Nouvel requires .5 credit of additional Social Studies as an elective credit.
  - (e) At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
  - (f) At least 1 credit in visual arts, music, or applied arts aligned with state guidelines.
  - (g) At least 2 credits in a language other than English, based on state guidelines.

**To graduate from Nouvel, additional requirements must be fulfilled:**

1. .5 credit (one semester) of additional Social Studies as an elective credit.
2. Complete 4 credits of religious studies
3. Complete at least 100 hours of community service. This is prorated for students entering after the 9<sup>th</sup> grade.
4. Attend scheduled spiritual retreats. Students who are unable to attend their scheduled retreat will be required to attend a comparable retreat with advance approval from the Campus Minister.
5. Participation in the graduation activities (Baccalaureate Mass, Senior Dinner, and Commencement exercises) is only possible for those students who have completed all graduation requirements. Attendance at ALL graduation activities (including practices for Baccalaureate and Graduation as well as the Senior Dinner) is mandatory for all students.
6. Transfer students must complete 7 credits per year at Nouvel including religion.

## ACADEMIC PROGRAM OPTIONS

The Nouvel Catholic Central curriculum is varied to meet the needs and interests of each student. A total of 26 credits are required for graduation. The requirements include:

### College Preparatory Curriculum

Online experience is embedded in the curriculum.

Religious Studies	4 credits	Speech	.5 credit
English	4 credits	Physical Education*	1 credit
Mathematics	4 credits	Health	.5credit
Science	3 credits	Electives	4 credits
Social Studies	3.5 credits	Fine Arts	1 credit
Foreign Language	2 credits		

\*PE is not required for students who complete three separate athletic seasons or 3 years of band.

### Honors Curriculum

Online experience is embedded in the curriculum.

Religious Studies	4 credits	Speech	.5 credit
English	4 credits	Physical Education*	1 credit
Mathematics	4 credits	Health	.5 credit
Science	4 credits	Electives	3 credits
Social Studies	3.5 credits	Fine Arts	1 credit
Foreign Language	2 credits		

\*PE is not required for students who complete three separate athletic seasons or 3 years of band.

## HONORS PROGRAM REQUIREMENTS

Consideration for valedictorian, salutatorian, top honors, including cum laude, magna cum laude, and summa cum laude and the Honor Cord will be calculated at the end of the seventh (7<sup>th</sup>) semester. The seventh (7<sup>th</sup>) semester is defined as the middle of the school year (January) in a student's senior year.

### All candidates for an Honors Cord must have the following:

- A cumulative 3.5 GPA at the end of the seventh semester.
- Successfully completed nine honors credits with at least one honors credit in each of their junior and senior years (AP classes are considered honors courses) following the honors curriculum outlined under academic program options.

## HONORS RECOGNITION

**Honor Roll**—Students who have achieved academic success in a curriculum area and have achieved a semester GPA of 3.3 or higher will receive a Certificate of Honor in the following categories:

<b>Bishop's Honors</b>	4.0+
<b>Principal's Honors</b>	3.7 – 3.99
<b>Faculty Honors</b>	3.3 – 3.69

Cumulative grade point averages are calculated at the end of each semester. Senior grades for recognition are calculated based on 7<sup>th</sup> semester grades.

## NATIONAL HONOR SOCIETY

The National Honor Society is an organization founded upon the four pillars of Scholarship, Leadership, Service and Character. Each February, sophomores, juniors and seniors who have a cumulative GPA of 3.5 or higher are invited to submit the necessary paperwork for possible membership in the Rose Watson Chapter of the National Honor Society. The membership paperwork, which includes service and activity information, recommendations and an essay, is reviewed by a faculty council which offers membership to those students who have documented and demonstrated outstanding leadership, character and service. Membership decisions are made in the spring and an induction ceremony is held in late

April. Students who become members of the Rose Watson Chapter of the National Honor Society are expected to continue to exhibit outstanding scholarship, leadership and character and to participate in required NHS service projects.

## STUDENT ACADEMIC HONOR CODE

Nouvel Catholic Central is an academic Catholic institution that values high standards of character and personal integrity and promotes social values of respect, truth and responsibility. It is a violation of one's personal integrity and Christian values to submit work that is not one's own, claim the thoughts of another as one's own, cheat, lie or steal ideas or property of others, or condone another's breach of this Honor Code.

*Violations of the Honor Code are identified as (but not limited to):*

1. Copying from another student's quiz/test/exam
2. Giving another student answers during a quiz/test/exam
3. Copying/loaning from another when assigned as independent work for credit
4. Copying materials without footnotes or other proper documentation
5. Using notes or books during a quiz/exam without permission of the teacher
6. Theft of a quiz, test or exam or receiving a stolen quiz, test or exam
7. Sabotage of someone else's work in a computer lab, science lab, etc.
8. Downloading/purchasing work from the internet or other sources.

***Please refer to the Disciplinary Section of the Handbook for Honor Code violation consequences.***

**NCC Honor Pledge:** The following statement should be written and or signed on major tests, quizzes, or papers.

*On my honor, this is completely my own work. \_\_\_\_\_ signed by student \_\_\_\_\_*

## **DROP/ADD POLICY**

The **first week** of each semester is the official drop/add period. All class adjustments should be done at this time. Parent/student and teacher must all sign a request form before a drop can be honored.

## GRADE REPORTING

### **Marking Periods**

Report cards are mailed four times a year to the student's home to the attention of the student's parent/guardian. Report cards are intended as an indication of how the student is progressing during the semester. Grades are based on daily assignments, quizzes, projects and examinations. The final grade in any course is the average of quarter grades and a final examination.

### **Progress Reports**

In the middle of each quarter, academic reports are sent to parents. Other important educational data may be included.

### **Grading Scale**

The Grade Point Average (GPA) is determined by points assigned to the letter grades used in all courses. Each student must complete each course satisfactorily in order to receive credit. Incompletes (I) will not be given EXCEPT in the event of extended illness or extenuating circumstances. The student has five (5) school days after report cards are mailed to make up an incomplete, after which time the (I) becomes an (F).

Any student receiving a failing grade (F) is advised to make up that course in summer school in order to continue an orderly progression toward graduation.

A final semester grade is composed of first quarter grade (40%), second quarter grade (40%), and semester examination grade (20%). Only semester grades will appear on the student's permanent record and be used to determine cumulative grade point average.

<b>Number Grade</b>	<b>Letter Grade</b>	<b>Regular Courses</b>	<b>Honors Courses</b>	<b>AP Courses</b>
98-100	A+	4.3	4.6	4.8
93-97.99	A	4.0	4.3	4.5
90-92.99	A-	3.7	4.0	4.2
87-89.99	B+	3.3	3.6	3.8
83-86.99	B	3.0	3.3	3.5
80-82.99	B-	2.7	2.7	3.2
77-79.99	C+	2.3	2.3	2.8
73-76.99	C	2.0	2.0	2.5
70-72.99	C-	1.7	1.7	2.2
67-69.99	D+	1.3	1.3	1.8
63-66.99	D	1.0	1.0	1.5
60-62.99	D-	0.7	0.7	1.2
59.99 & Below	F	0.0	0.0	0.0

**No honors grade boost below 83%**

### **Exam Policy**

All students in grades 9, 10 and 11 must take 1<sup>st</sup> and 2<sup>nd</sup> semester (final) exams regardless of their grade in the class. Seniors who have a cumulative grade of A- or higher for the year or for the semester in the case of a single semester class may be exempt from taking the final exam. The teacher has the right to require all of his/her students take the exam regardless of the student's grade in the class.

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Students who are unexcused from school will not be allowed to make up missed work.

### **Homework**

Homework is a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on the course, grade level and teacher discretion.

## **CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS**

### **Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student assumes responsibility for all fees; and
3. The building principal approves the course in advance.

**A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.**

### **Distance Learning Courses, Including Virtual or Online Courses**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the counselor or designee;
2. The student assumes responsibility for all fees (including tuition and textbooks); and
3. The counselor approves the course in advance.

**Students may be limited as to the number of distance learning courses that apply toward high school credit.**

**Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.**

## **Summer School and Independent Study**

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal. Any Summer School that is taken must reflect a letter grade for the course (Pass/Fail grades are not allowed). Please be sure to see your Counselor if you are taking course work at any school other than Valley Lutheran or Heritage.

## **DUAL ENROLLMENT**

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school counselor.
3. Credit earned under this policy section will be designated with a letter grade.
4. Computation of high school credit for postsecondary institution coursework will be determined on a case by case basis: (e.g., 3 to 4 semester hours equals 1/2 unit of high school credit.)
5. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript. **A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.**
6. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school counselor in a timely fashion.

## **SCHOOL RELIGIOUS ACTIVITIES**

**The Parish is the unit of all Catholic life. Nouvel students are urged to participate fully in their Parish activities.**

Theology is a required course in every student's curriculum and must be successfully completed each year.

To assist the student in living a fuller life at Nouvel, the following opportunities are provided:

- A yearly one-day retreat, held off-campus, is provided for each grade level. Every student is required to make this retreat regardless of his religious faith. A student must fulfill their retreat obligation before engaging in final examinations and progressing the next grade level, or in case of a senior, to graduate from school.
- Confession days are scheduled regularly during the course of the school year.
- School Masses are held weekly for the entire student body. Students are encouraged to actively participate at the Mass by contacting the Campus Minister.
- Weekly Mass is held at 7:15 am once a week in the St. Paul Oratory for staff, students and parents.

A student interested in entering a seminary or other religious community is encouraged to discuss the matter with any member of the staff.

## **SERVICE HOUR REQUIREMENTS**

1. All students must perform 100 hours of service over 4 years. Students must complete a minimum of 20 hours in each category of Community, Church/Parish and School. Students who complete a minimum of 25 hours per year will receive a Volunteer Achievement Award provided the proper documentation has been turned in by the assigned deadline.
2. In order for hours to count toward the requirements, they must be performed for a non-profit

organization. Individual acts of charity must be pre-approved by the Campus Ministry Office. We strongly encourage students to stretch themselves to meet and work for those who are forgotten: those in poverty, imprisoned, sick, or handicapped.

3. We assume that our students are good family members and live up to their responsibilities at home and for their families. Therefore, unpaid services for family members, i.e. baby sitting, lawn care, etc., will not be counted as community service hours.
4. In case service hours have been denied, an appeals process may be activated by submitting a letter of appeal to the Campus Minister AND the Principal. The administrative team will reach a final decision on the appeal.
5. Those students who complete a minimum of 100 hours are awarded a certificate at graduation. Students who complete 150 or more hours will wear a silver cord at graduation.

## PARENT TEACHER CONFERENCES

Twice during the school year (midway through the first and third quarters) Nouvel schedules opportunities for parents and teachers to meet. Conferences provide parents and teachers the occasion to discuss specific issues. Nouvel strongly urges parents to take advantage of these opportunities. Appointments are not needed for these conferences. We ask that you limit them to no more than five minutes. If more time is needed, a special meeting can be scheduled. If a situation arises and the parents want a meeting with all of the student's teachers, please contact the Guidance office.

## STANDARDIZED TESTING

Students in grades 9, 10 and 11 take standardized tests during the school year. Parents are encouraged to cooperate in preparing students for the standardized testing. The reputation of the school is partially dependent upon the school's ability to continue to demonstrate its students' success on standardized tests.

Parents can help their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Help students get a good night's sleep the night before exams;
3. Make certain students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of maximum effort on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## ATTENDANCE

Students are expected to be in attendance daily and on time except in cases of personal illness or serious illness/death in the family. Parents are advised that students will not be excused from class except for the most urgent reasons. Parents/guardians are requested to plan vacations during school breaks only. Appointments should be scheduled outside normal school hours. We encourage parents to monitor their student's attendance online on Skyward Family Access.

When a student is absent from school, a parent/guardian must call the attendance office before 9:00 a. m. each day the student does not attend. Upon the student's return to school, a written note from the parent/guardian must be presented to the attendance office. If the parent fails to call or send in a note, the absence is considered unexcused and no make-up of assignments will be allowed.

Absence does not excuse a student from the obligation of making up assignments. **On the student's initiative, arrangements are to be made with the teacher(s) for the completion of missed assignments and tests. Students will have one day for each day of the absence to make-up missed work.** When a student is sick, homework can be collected by the Attendance Office on the third day of the absence. A parent may call the Attendance Office before 9 am to request homework. The homework can then be picked up in the Attendance Office after school. Homework is not



collected for a 1 or 2 day absence. The student is encouraged to ask a classmate or e-mail the teacher directly for make-up work when they are out for less than 3 days.

**Excused Absence:** Illness, doctor/dentist appointment, funeral will be considered “excused.” A parental note and phone call with the reason stated is required for an absence to be excused. The written note needs to be received within 5 school days of the absence to be considered excused. Please be aware, even though the absence may be “excused”, it is still considered an absence from school.

**Unexcused Absence:** Being more than 10 minutes late for class or absence from class or school with no note or phone call from parent. No credit will be given for assignments missed during an unexcused absence. An unexcused absence could result in an after school detention, if it is determined that the tardiness was not authorized by a legal Guardian or Parent.

**Exempt Absence:** School-sponsored field trips, pre-approved community service projects, academic contests, athletic contest in which the student is a participant are not considered absences.

### **LATE ARRIVAL**

Arriving ten minutes or more after school has begun is considered an *absence*. (Under 10 minutes is considered tardy.) If arriving late, students must enter and sign in at the attendance office and present a note from a parent or physician to excuse the absence. If a note is not provided the absence will be considered unexcused.

### **TARDINESS**

**Each student is expected to be in school on time each day;** being on time means being in the assigned room when the bell rings at 7:55 a.m. A student who reports to class late 10 minutes or before 8:05 a.m. will be marked tardy by the teacher. A student who reports to class more than 10 minutes late will be sent to the attendance office and is considered absent. Teachers will keep track of all tardiness. Students will begin with a clean slate each semester.

#### **Tardy Violations**

**First Violation:** Student is warned and violation is recorded in the student’s discipline record. Parent will be notified.

**Second Violation:** Student is warned and violation is recorded in the student’s discipline record. Parent will be notified.

**Third Violation:** Last warning to student. Violation is recorded in the student’s discipline record. Parent will be notified.

**Fourth Violation:** After school detention, parent will be notified

**Fifth Violation:** After school detention, parent will be notified

**Sixth Violation:** Saturday detention, parent will be notified

**Seventh Violation:** Saturday detention, parent will be notified

### **EXCESSIVE ABSENCES**

More than 10 absences (excused/unexcused) during a semester from any class/classes will result in the **failure to receive credit for the class/classes missed**. In case of a medical condition/extended illness, a written document by a physician must be provided upon returning to school. The doctor’s note must contain all the dates of absence(s) and the return to school date to be considered. Any other extenuating circumstances must be approved by the school administration in writing.

### **EARLY DISMISSAL**

A parent’s written request for an early dismissal from school must be presented to the attendance office before school in the morning. A pass will be given to the student to release them from class at the given time. Please make sure to indicate the time the student is to be dismissed from school, NOT the appointment time. Please do not call or stop in at the last minute. The staff is not able to locate and retrieve a student on quick notice and without disturbing the class. If a student is ill and needs to leave the building, he/she is to report to the attendance office where a parent will be called for permission to leave. Students are to sign out and leave from the attendance office when leaving and sign back in if they are returning from an appointment. In order to allow a student the opportunity to extend support to a grieving family (aside

from one's own), a note from home indicating parental permission and the time the student will leave and return to school must be submitted to the attendance office on the day of the funeral. Generally, the student is expected to return to classes immediately following the service.

## **PARTICIPATION**

If a student is absent from school, and/or fails to attend **4 academic hours** in a day, he/she may not participate in any after school activities, including athletic contests, for that day.

## **ELIGIBILITY**

Nouvel Catholic Central High School takes great pride in our students' extra-curricular involvement and we believe that this involvement helps develop skills necessary to become the leaders of tomorrow. Notwithstanding, Nouvel is a school of academic excellence, and therefore academics is the top priority. Any student who receives a failing grade ("F") on their mid-term progress report or any week thereafter will be placed on the ineligible list and remain there on a weekly basis until the student is no longer failing the course(s) grade. If a student receives a failing grade on a quarter or semester grade report, they will be placed on the school's ineligible list for one week.

Students who have been placed on the ineligible list will *not* be allowed to participate in any school-sponsored extra-curricular activity for at least one week (Tuesday to Tuesday). As long as the student is no longer failing the course(s) their eligibility status will be reinstated and they will be allowed to resume their participation in all extra-curricular activities. If a student is ineligible for three (3) weeks during a sport season they may be removed from the team.

Students who receive a failing grade for fourth quarter or second semester of the preceding year will be ineligible beginning the first week of competition the next school year. Therefore, it is important to remind students that their spring grades *can* impact their eligibility status for fall sports. In the case of spring athletes, if the sport is still in session when fourth quarter/second semester grade reports are issued, they will serve their week of ineligibility immediately (upon serving the one week they will again become eligible to play). If fall athletes begin competition prior to the start of the school year, their ineligibility period will be one week in duration and will begin with that first week of competition. Due to safety concerns, student athletes who are on the ineligible list may continue to participate in practices (in order to continue their physical conditioning.) Summer school does not waive ineligibility.

**Students who wish to appeal their eligibility status may do so, in writing, through the Principal's Office.**

## **CODE OF CONDUCT**

### **Statement of Philosophy**

Nouvel Catholic Central High School as a Catholic institution is concerned with the complete and harmonious development of the whole person: spiritual, intellectual, social and physical. We believe that parents are the primary educators of their children and that the students' ongoing education becomes a shared responsibility. Therefore, the faculty envisions themselves as support to, rather than substitutes, for the home. Staff endeavors to assist and cooperate with the family, the parish, and the community in their respective roles.

The Code of Conduct presupposes every student's desire for excellence in all areas of life. The underlying rationale is not one of legalisms, punishments, or discipline for discipline's sake. Rather, it is one of fundamental and abiding respect for person, respect for property, respect for authority and respect for their faith, academic, culture and social environment within which every member of the Nouvel Community must function. No list can cover every conceivable situation hence the implicit standards of conduct to which Catholic secondary school students are called, are common sense, mature judgment, and Christian charity.

In light of this philosophy, we are committed to:

1. Helping, working with, caring about, and respecting each student as an individual.
2. Providing a wholesome environment which exposes students to Christian principles, values, and attitudes. The regulations contained in this handbook are designed to promote good order and ease of communication, to clarify expectations, and to provide a learning environment which is both enjoyable and disciplined. When a family enrolls their

son/daughter at a Catholic secondary school, it is expected that they are committed to and supportive of the disciplinary philosophy of the school. Only with the support and cooperation of both the student and their parents can the school maintain the structured atmosphere necessary for optimal learning. Most disciplinary problems are handled in the classroom. Should a problem continue, the student will be brought to the attention of the school's administration so that the teacher, student, school administrator, and parent may work together to solve the problem.

### **Probation**

Students whose conduct or academic work shows a pattern of irresponsibility may be placed on probation for a specified length of time. During this time, the student will be notified of specific conditions he/she must fulfill to remain in school. A conference with the parent/guardian will be held to discuss the length and terms of the probation. A probationary contract may be written to assure that all conditions are clearly understood by the student(s) and parent(s). At the end of the probationary period, a decision will be made by the administration as to whether the student will be taken off probation, asked to withdraw from school or be dismissed.

All student discipline is recorded and is carried over from year to year.

The administration reserves the right to dismiss any student whose conduct, influence or academic work indicates a continuing and serious lack of responsibility. Expulsion is final.

The commission of or participation in any criminal activity in the school building, on school property or at any school related event is prohibited.

### **Students may be disciplined for misconduct, including but not limited to the following:**

#### **Major Offenses**

1. Using, possessing, distributing, purchasing, or selling tobacco products (electronic smoking/vaping devices)
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and

similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Leaving school without permission or being absent without a recognized excuse.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, and arson, theft, gambling, eavesdropping, and hazing.
14. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered: (a) a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

**Students who have been expelled from other schools for violation of the weapons law will not be admitted to Nouvel.**

#### **Penalties for Offenses Above**

Any of the following: suspension, referred for counseling, expulsion, not be allowed to participate in any school-related extracurricular activities including athletics.

#### **Students may also be disciplined for infractions of the following:**

- Challenges to school authority, including but not limited to disrespect, defiance, and insubordination
- Unexcused absence, including skipping school
- Tardiness
- Lying
- Cheating
- Behavior disruptive to the educational environment; disruptive behavior on or within sight of school property, or at school-sponsored activities
- Dress code violations
- Vulgar/obscene language/gestures
- Verbal intimidation
- Inappropriate display of affection
- Demeaning comments or actions
- Reckless endangerment, including horseplay, throwing objects
- Forgery
- Minor vandalism
- Reckless use of automobile
- Bus misbehavior
- Gambling

## Penalties

- While each offense will be weighed independently, penalties can include
- Informal discussion
- Conference between teacher and student, parent/guardian.
- Conference with student, parent/guardian, teacher, & administrator
- Service work relevant and proportionate to the offense
- School or Community service
- Counseling
- Behavior contract
- Detention
- Disciplinary probation
- Athletics/extracurricular activities may be denied
- Suspension
- Expulsion
- May be banned from all school properties

## Alcohol, Drug, and Tobacco Offenses

The use by students of alcohol, tobacco products, (electronic smoking/vaping devices) and other illicit drugs is harmful and unlawful. It is Nouvel's expectation that students will remain free of these substances.

The use and or possession of alcohol, tobacco products, (electronic smoking/vaping devices) drugs, or drug paraphernalia, including the misuse of prescription drugs, by a Nouvel student on school property or at ANY school function is strictly prohibited. This includes the sale or distribution of said substances. The school reserves the right to search the student, locker, or vehicle of any student thought to be in possession. The school also reserves the right to have a student tested who is suspected of using any of these substances.

If a student is found to be in violation of these policies, the following penalties will be enforced.

### Penalties for Alcohol, Drug, and Tobacco Offenses (Cumulative over Four Years)

1. **First Offense:** A meeting will take place with the school administrator(s), the student and his/her parent(s) to discuss the offense. The student and his/her parent(s) will attend an alcohol/drug program determined as appropriate by Nouvel. The cost of this program is the responsibility of the student's family. Another meeting will be conducted with the student, parent(s) and his or her guidance counselor to determine whether the program has been completed. The student's end of program essay will be reviewed at this meeting. Suspension from school will occur if the student does not attend the workshop. The suspension will be for three days and will require students to complete any missed work, for which they will receive credit.
2. **Second Offense:** A meeting will take place with the school administrator(s), the student and his/her parent(s) to discuss the offense. The student will be suspended immediately for a period of three days. The student will be referred to a school-approved program for an alcohol/drug assessment and will be required to complete a program deemed appropriate based on the referral. The cost of the program is the responsibility of the student's family. Upon the completion of this program, another meeting will be conducted with the student, parent(s), and his or her guidance counselor. The student's end- of- program essay will be reviewed at this meeting.
3. **Third Offense:** Indefinite suspension with possible expulsion. Participation in all extracurricular activities for the duration of the suspension and 90 days thereafter is prohibited.

**All athletes** must adhere to the alcohol/drug policy contained within the Nouvel Catholic Central Student Handbook. In addition to the requirements put forth within the handbook, an athlete who is found in violation of the policy will be subject to penalties based on length of season for their particular sport. It is important to note that offenses are cumulative over the student's entire high school career.

#### A. **First Offense**

10 games or less	2 game suspension
11-30 games	4 game suspension
31 + games	6 games

First offense suspension can be halved with attendance in a school approved “awareness program.”

**B. Second Offense**

10 games or less	4 game suspension
11-30 games	6 game suspension
31 + games	8 game suspension

**C. Third Offense**

Student athletes will be removed from all interscholastic competition for the remainder of the Athlete’s high school career.

**D. Carryover Penalties**

Student suspensions will be carried over from one season to the next on a pro-rated basis.

**E. Season Completion**

A student-athlete’s penalty will not be satisfied if the student-athlete does not complete the season in which the penalty is being served.

**Off Campus Conduct**

As long as the student is enrolled at Nouvel, she/he is identified in the community as a Nouvel representative. A student’s behavior/manner of dress on or off campus, which may be harmful to the Nouvel community’s reputation or to the safety and good name of others is subject to disciplinary action. Students must also remember that criminal offenses and/or conduct away from school, which are detrimental to the community and may damage the reputation of Nouvel Catholic Central High School, may result in suspension and expulsion.

**Parental Concern Procedure**

If and when parents have questions or concerns over a school issue, parents are requested to go directly to the perceived source of the problem or concern. If a resolution is not reached, then the parent should contact the principal. The final step in the process is a meeting with the President of Nouvel Catholic Central Schools.

If a parent has a concern that arises out of a classroom situation or a disciplinary action, the following procedures and time line should be followed:

**Step 1.** The parent is asked to make an appointment with the teacher involved to discuss the concern and resolve it if possible. This step should take place in a timely fashion in relation to the date of the incident.

**Step 2.** The parent is to contact the school principal within five days of meeting with the teacher if they wish to appeal the teacher’s decision.

**Step 3.** If the parent does not agree with the principal’s decision then they can appeal to the Director of Saginaw Area Catholic Schools. This appeal is to be in writing and done within five days of the meeting with the Principal.

**Step 4.** Ordinarily, the decision of the President of Saginaw Area Catholic Schools will be final. In extraordinary circumstances, appeal may be made to the Diocesan Bishop.

## 2018- 2019 DRESS CODE

A Nouvel Catholic Central student's manner of dress and good grooming is indicative of pride in oneself and school. In general, the student's clothing should be clean, neat and worn in an acceptable manner. The administration reserves the right to determine the appropriateness of a student's appearance. Any attire that creates a distraction within the learning environment will not be permitted.

	<u>Yes</u>	<u>No</u>
<u>Shirts</u>	<p>Powdered blue or true white oxford button down. Only the top button can be unbuttoned. Collared knit polo shirts in gray, white and royal can be worn if purchased from the Panther Shop and through athletics/sports, with an approved NCC logo on them.</p> <p>*Navy polos purchased in previous years from the Panther Shop, with the NCC logo on it, may also be worn.</p> <p>All shirts must be tucked in completely and stay tucked in when hands are raised.</p>	<p>No knit/polo shirts <u>except</u> the shirts that are sold in the Panther shop and Athletics with approved Nouvel logo.</p>
<u>Sweaters &amp; Vests</u>	<p>The sweater/vest must be <u>solid</u> royal, navy gray, or true white and must have an approved collared shirt/turtleneck visible underneath. Sweaters must be crew neck, turtleneck or cardigan .</p>	<p>No striped, patterned or other design in the weaving or on the sweater/vest. No hoods.</p>
<u>Turtleneck Shirt</u>	<p>Turtlenecks in the solid colors of royal, navy white, or gray can be worn under a Sweater, and must be long enough to remain tucked in completely.</p>	<p>Turtlenecks may not be worn alone.</p>
<u>T-Shirts</u>	<p>T-shirts worn under the uniform shirt must be sold white, gray, or royal.</p>	<p>No writing is allowed on the shirt.</p>
<u>Sweatshirt</u>	<p>The ONLY sweatshirts worn during the "uniform" school day are the ¼ zip style or crewneck sold in the Panther Shop and through Athletics, in gray, black or royal blue. An approved t-shirt must be worn underneath the ¼ zips.</p>	<p>NO Hoodies are allowed EXCEPT on Spirit days</p>
<u>Pants</u>	<p>Twill pants in navy or khaki (tan) Docker style, with belt loops and without adornment. Slacks must be worn at the natural waist and not low around the hips.</p> <p><u>Girls</u>-Capri pants can be worn all year long and must be solid navy or khaki (tan) in color. No adornments on the capris.</p>	<p>"Sagging" will not be permitted.</p> <p>No sweat pants, athletic pants or excessively wide legged pants.</p> <p><u>No cargo pants</u> are allowed. No corduroy, spandex or knit fabrics</p> <p>No rips, fraying or fringes.</p>

**Yes**

**No**

**Shorts** Navy blue or khaki (tan) in color. Shorts may be worn year-round and will be no shorter than 2” above the middle of the knee. Shorts must be worn around the natural waist.

No cargo/athletic are allowed. No rips, fraying or fringes.

**Skirts** Girls- navy, gray or gray plaid skirts will be no shorter than 2” above the middle of the knee

**Coats/Jackets**

Coats/jackets are NOT allowed during the school day unless an announcement is made allowing school appropriate outerwear to be worn if the building is unusually cold.

**Belts** Solid color leather worn through all the loops.

**Socks** Solid black, brown, navy, white or gray.

**Shoes** Dress or athletic shoes. They must be kept in good repair and be securely fastened. All shoes must have a closed toe and closed heel.

No clogs, slides, sandals, flip flops or boots in class. Heels over 1” are not allowed for safety reasons.

**Hair** Boys-Hair must be tapered and cut above the shirt collar, over the ears, and out of the eyes. Style and color must be conservative. Sideburns should not extend below mid ear. Boys must be clean shaven at **all** times. Disposable razors will be available for a charge for students who come to school unshaven. Girls- Style and color must be neat and conservative. Hair feathers are not permitted.

**Students will receive a warning if hair is deemed out of code and the student will have 3 school days to comply with the code or disciplinary action will be implemented.**

**Tattoos-**

No visible tattoos are allowed at **any school/athletic function.**

**Earrings** Girls- To be worn in the ears only. Simple and conservative styles.

Boys- NONE ALLOWED at any school/athletic function.

**Body piercing**

No visible body piercing at any school related function.



**Yes**

**No**

**Spirit Day**

T-shirts and sweatshirts may be worn and must display the Nouvel logo. Jeans in good repair or solid color shorts in navy, khaki or denim are acceptable on Spirit days. Spirit days will be the **last day of the week, UNLESS** announced the day before.

Hooded NCC sweatshirts are allowed but hoods may not be worn. Cargo/athletic shorts/pants are NOT to be worn. **Absolutely NO** leggings or yoga pants allowed.

**Other**

Hats are not to be worn in the building at any time. This includes such attire as bandanas, sunglasses, and any headgear. All articles of clothing that are not a part of the dress code are to be placed in lockers before school starts and remain there until school is dismissed for the day.

**Leggings/tights**

May be worn under a uniform skirt only and must be a solid color, gray, navy or black, with no pattern

Leggings are not considered a replacement for pants.

**Dress up Days**

**Girls** must wear dresses, skirts, or dress slacks with appropriate blouse/top. Dress and skirt length will be no shorter than 2 inches above the middle of the knee . Dress sandals/shoes may be worn without socks. Heels may not exceed 1 inch. **Boys** must wear collared and buttoned dress shirts, ties, dress shoes and dress slacks.

No visible cleavage. No exposed midriff/waist. No halter, tank or strapless tops. No shorts or cargos. **Absolutely NO** leggings or yoga pants allowed.

**Physical Education Attire**

Solid white, gray, or royal T-shirts or Nouvel t-shirts must be worn with athletic/sport shorts; must be school appropriate length. Sweat pants allowed in the winter months. White socks and **gym shoes are required.**

**DRESS CODE VIOLATIONS**

**First Violation:** Student is warned and violation is recorded in the student's discipline record. A parent may be called to bring in proper attire. Students will NOT go home for clothes. The student will return to class while waiting for proper apparel. Parent will be notified.

**Second Violation:** Student is warned and violation is recorded in the student's discipline record. A parent may be called to bring in proper attire. Students will NOT go home for clothes. The student will return to class while waiting for proper apparel. Parent will be notified.

**Third Violation:** Last warning to student. Violation is recorded in the student's discipline record. Parent will be notified.

**Fourth Violation:** After school detention Parent will be notified

**Fifth Violation:** After school detention Parent will be notified

**Sixth Violation:** Saturday detention Parent will be notified

**Seventh Violation:** Saturday detention Parent will be notified

## HALL PASSES

Students must have a dated/timed/signed Hall Pass to be in the hallway while class is in session. Teachers will determine if it is necessary for the student to be out of the classroom, and they will provide the Hall Pass to be used.

## ELECTRONICS

**Cell phones, iPods and all other electronic devices are not allowed in the halls, classrooms, etc..during school hours, UNLESS explicit permission is granted from a classroom teacher for academic purposes for that class period only.**

Electronics that are brought in to the building must be turned off and placed in the students **locked locker**. Students will be allowed access to their phones during passing time, at their locker only, and during their assigned lunch hour. Phones should be returned to the students' locker after those times. Students are not allowed to have their phones out in the hallway or in classrooms during instructional time. If a student is found in possession of any of these items, outside the scope of what is permitted, the device will be taken to the attendance office and a disciplinary referral will be submitted for disciplinary intervention.

1<sup>st</sup> offense: No fine, parent notified and must give permission to allow electronic device to be released to student at the end the day.

2<sup>nd</sup> offense: \$5.00 fine, parent must come in to pick up electronic device or it will be kept in the office until the end of the next school day.

3<sup>rd</sup> offense: \$5.00 fine, parent must pick up electronic device and it will not be allowed at school for one month.

4<sup>th</sup> offense: \$10.00 fine, parent must pick up device, student will have a Saturday detention and the device is no longer allowed at school for the remainder of the year.

## BULLYING, INTIMIDATION & HARASSMENT

### **Rationale**

Bullying is a serious violation of the Christian Behavior Expectations, as well as a violation of the law. Bullying is not acceptable in Catholic Schools because it is completely opposed to the teachings of Jesus Christ; it destroys the dignity of students; undermines the Christian atmosphere in school; and deprives students of a safe learning environment.

### **What is Bullying?**

Bullying is a form of aggression when a person willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal, written, or physical actions that may result in the victim feeling oppressed, intimidated, and/or threatened. Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

### **Types of Bullying**

Forms of bullying may include, but are not limited to:

Physical bullying – punching, shoving, kicking, strangling, hair pulling, biting, tripping and pinching.

Verbal/Written bullying - hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip.

Emotional (psychological) bullying—rejecting, terrorizing, extorting, humiliating, intimidating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.

Sexual bullying - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving cross gender harassment, actual physical contact and sexual assault.

Cyber bullying –tormenting, threatening, taunting, degrading, humiliating or otherwise targeting students or staff members or impersonating, using the Internet, interactive and digital technologies, or inviting others to join in these acts.

### **Consequences**

The school authorities will act upon such events that may take place outside of the school when they pose a threat to a student or staff member or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

Consequences for bullying will vary depending on the severity of the offense and the student's history of problem behaviors. The failure to follow Christian behavior expectations will result in the progressive consequences listed in our Code of Conduct.

The school prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

### **Reporting**

The principal or the principal's designee will be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal. The principal will be responsible for determining whether an alleged act constitutes a violation of this policy. The principal and/or the principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. Students and staff must be made aware of this time frame.

The school shall document instances of bullying and/or harassment using the diocesan Incident Report Form. A copy of the report will be filed in the Principal's office, and depending on the severity of the incident, a copy will be sent to the Superintendent of Catholic Schools.

The parents of each student involved shall receive notice about their child from the school administrator on the outcome of the investigation. Confidentiality will be maintained by the school for all parties involved.

### **Education**

We believe that our Christian Behavior Expectations and Religion Curriculum teach students to attain knowledge and skills important to school success and good citizenship, and to develop a sense of ownership and responsibility for their own behavior. Skills include making good decisions, communicating effectively, developing coping skills, and resolving conflicts. Annual training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them. All of the above should be done in the spirit of prayerfulness and reconciliation.

## **PHYSICAL ASSAULT**

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, and may apply for reinstatement only after 180 school days.

A student who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

## **HAZING**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

## **SEXUAL HARASSMENT**

Sexual harassment has no place in a school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment

Students are encouraged to immediately report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment to the NCC administrators, and or NCC counselors. All complaints will be

handled in a timely and confidential manner. In no event will information concerning a complaint be released by the principal to third parties or to anyone who is not involved with the investigation nor will anyone involved be permitted to discuss the subject outside the investigation except as required by law.

The purpose of this provision is to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student or employee wrongfully charged with sexual harassment.

All such complaints will be investigated immediately by the proper authorities. Anyone found to have violated this policy will be subject to disciplinary action.

### **MANDATED REPORTING**

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

### **COMPUTER CONDUCT**

**Unacceptable Use - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:**

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Social Network Etiquette** - The use of social networks can have a significant effect on student performance and school environment when students do not abide by accepted rules of etiquette in Facebook, texting, e-mail, twitter and other social networks including outside of school. These rules include, but are not limited to, the following:

- a. Be polite. Do not send hurtful messages or images to or about others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail.
- e. Messages relating to or in support of illegal activities may be reported to the authorities.

**No Warranties** - The school makes no warranties of any kind, whether expressed or implied, for the computer service it is providing. The school is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.**

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work will only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail – The E-mail system is owned and controlled by the school district. E-mail is provided as an educational tool and to aid students in fulfilling assignments.**

- a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's e-mail system constitutes consent to these regulations.

**Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:**

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **COUNSELING DEPARTMENT**

Every student has access to a counselor who will assist with academic, career and personal planning, scheduling classes, testing, information about post secondary education, scholarship opportunities and career planning.

An additional service is referral to outside agencies when deemed appropriate. If a student or staff member believes a student is being abused physically or sexually, is a threat to hurt himself or herself or someone else or has talked about suicide, this information should be reported to the Counseling Center immediately. Counseling Center is located next to the cafeteria. Their direct phone number is 989-797-6692.

### **TUTORING**

Students who are in need of extra help should contact their individual teachers or the counselor for assistance and options.

### **SKYWARD FAMILY ACCESS**

Nouvel Catholic Central High school uses the Skyward student management system to maintain records and to report student information to parents.

Every parent and student has a log-in and password to enter into the system to check their student's records. Please contact the Guidance Department at Nouvel (797-6692) with log-in or password questions.

Skyward allows students and parents to look into the teacher's grade book to check assignments, missing assignments, and student's grades for each class on a daily basis. The teacher's grade book will show work that has been turned in but not graded or entered into the grade book and hence not calculated into the student's grade. Teachers have been asked to enter grades as promptly as possible. Larger assignments such as research papers may take a while to be graded and entered.

Anything in the Skyward system that is underlined may be looked at in greater detail by clicking on the item. Hence a grade that is underlined may be clicked on to see how that grade was arrived at in the final grading. An \* is an assignment turned in but not yet graded.

The Skyward reporting system also allows a look at discipline and attendance records for each class. This becomes important when one looks at the composite record; occasional tardies and absences may not seem like a big deal but may add up to a problem.

Anything that is in question should be checked with the teacher first and then with the Guidance Department.

To access the program: go to [nouvelcatholic.org](http://nouvelcatholic.org) and touch on home and then click on "Skyward access." On the next screen click on "family access", then enter the login and password.

**Communication:** We make every effort to keep families updated on important information on a daily basis through our website: [nouvelcatholic.org](http://nouvelcatholic.org). Follow the "high school link". Daily announcements are provided for information on events, schedule changes etc. Parents are encouraged to visit this page to know what is going on within the building.

Occasionally we have to make changes to our calendar. Those changes are posted in the daily announcements and on the calendar link on the website. Daily announcements are emailed to parents.

We also make use of the e-mail system to send out special notifications to our families. Please update your e-mail address in case of changes so we have the correct information on file. Contact Mary Foy in the Guidance office at 989-797-6692 to update contact information.

## **Student Records**

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT**: The right to inspect and review substantially all education records maintained by or at the school. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT**: The right to seek to have corrected any parts of an education record which is believed to be inaccurate, misleading or otherwise in violation of one's rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records if requested. If no change is made to the education record after the hearing, one has a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES**: The right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of Nouvel Catholic Central to limit the disclosure of information contained in education records to specific instances when prior written consent has been given to the disclosure, as an item of directory information that has not been excluded in writing beforehand.
5. **RIGHT TO COMPLAIN**: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA.

## **FEES CHARGES, AND FINES**

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Fees may be assessed for materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for school-sponsored trips and activities. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

## **STUDENT ID'S**

Every student will be issued an ID at the beginning of the school year. ID must be carried at all times, and must be presented for admission to all after school activities. If the ID is lost, the student will be responsible for any charges to issue a replacement ID.

## **VISITORS**

ALL visitors must sign in at the main office, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors will be given a tag identifying themselves as a guest to wear in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Nouvel students who wish to bring a guest to school must have approval 24 hours in advance from the Principal. **WE ONLY ALLOW GUEST STUDENTS THAT ARE INTERESTED IN ATTENDING NOUVEL.** The parent or legal guardian of the visiting student must call the Principal to make this arrangement.

## PHONE CALLS

Please do not call the school and ask us to pass messages to your student unless it is truly an urgent matter that cannot wait until school is dismissed. Be aware that students are not allowed to have or use their cell phones during the school day. A school phone is available for students who need to call home

## LOCKERS/LOCKS

Lockers are the property of Nouvel Catholic Central High School but are made available to students for their convenience and for the protection of their property. No painting, writing or other marking is allowed. Combination locks are built into each locker. **Lockers are meant to be closed and locked at all times. The school is not responsible for lost or stolen articles.** Students are responsible for maintaining their lockers; making sure that if their locker does not work properly, it is reported to the Guidance Office for another locker assignment.

**Athletic Lockers-** Locks will be provided by the athletic department at the student's request. **All personal items must be in a locked locker at all times. Nouvel is not responsible for lost or stolen property.**

## EMERGENCY SCHOOL CLOSINGS

In case of inclement weather, school closures and other local emergencies, we send out *School Messenger* text blasts, emails and phone calls, to all our families. You may also listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. As a safety precaution, make certain your student knows ahead of time where to go in case of an early dismissal.

**Official announcements** concerning emergency closing because of inclement weather is made on the following stations:

<b>Radio-</b> WHNN	96.1 FM	<b>Television-</b> WNEM TV 5
WSGW	790 AM	WJRT TV 12
WIOG	102.5 FM	

\* When school closes all meeting, events and athletic contests and practices are also cancelled.

## SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. The school will conduct at least six (6) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

## SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment, Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.



## **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **ATTENDANCE AT SCHOOL DANCES**

Attendance at school-sponsored dances is a privilege. Students who are ruled ineligible may not participate in extracurricular activities including dances.

Only students who attend Nouvel may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate" and will follow dress and conduct codes in place

All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## **COMMUNICABLE DISEASES**

The school will notify, and when necessary, work with the health department, parents and physicians in developing a logical course of action, in accordance with Michigan law, in the event that a NCC student is identified with a communicable disease.

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **IMMUNIZATIONS**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receiving the vaccine. The student's physician must provide written certification of the contraindication.
- B. Michigan requires that all non-medical immunization waivers be distributed by local Health Departments.

Parents/guardians must contact their local Health Department to schedule an immunization waiver education appointment.

- C. The student has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

### STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

Prescription and non prescription medications must be brought to the attendance office with written instructions from the parent/guardian signed and dated. All medication must be in the original container, and will be locked up in the attendance office. The student must come to the attendance office to take their medication: we do not send out reminders to the student. All medications must be picked up by the end of the school year or they will be discarded.

### EMERGENCY MEDICAL AUTHORIZATION

The student's parent/guardian should complete and keep current the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. In an extreme emergency situation, the child will be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT(emergency medical technician) or other first responder.

### ASSEMBLY/MASS

Student Masses and assemblies are held to provide students with faith formation, information or entertainment. It is expected that each student act in a respectful and courteous manner. Students are not allowed to bring food, drinks, book bags, or coats/jackets to an assembly. Gum chewing is not permitted.

### CAFETERIA

The school provides the services of the cafeteria for the convenience of the students. **All food or drink must be consumed in the cafeteria.** Students are expected to report to the cafeteria at the beginning of the lunch period, be polite and courteous, obey the instructions of the cafeteria personnel, place trash in the receptacles provided and return trays to the designated area. At no time should students cut into the serving line, throw food, paper, etc. **Students must remain in the cafeteria area until the bell rings. Students may bring a sack lunch from home, but ARE NOT allowed to bring in fast food/pizza etc.** *\*Classroom food days must be pre-approved by the principal*

### PANTHER SHOP

The Panther Shop will be open before and after school on designated days. Items sold include NCC Logo uniform clothing and spirit day t-shirts.

## LOST & FOUND

Students who find lost articles should take them to the Attendance Office. Lost articles not claimed within a reasonable time will be donated to charity. The school is not responsible for lost or stolen articles.

## DELIVERIES

Items dropped off for a student should be brought to the attendance office. Students will be notified by office staff before lunch and at the end of the day for those items. If students are aware that they have items to pick up in the office, please try to do so before lunch and at the end of the day. To the extent possible, we will make every effort to not interrupt class to deliver items. Items should be in a bag with the student's name on it. We are NOT responsible for items dropped off in the office. **Balloons, flowers or fast food/restaurant take-out will NOT be allowed in the building.**

## STUDENT ENTRANCES/EXITS

**Students must enter the building through the north gym doors or the attendance/athletic entrance. If a student arrives late to school, the only door open will be near the attendance office.** Parking in the circular drive is reserved for front office personnel and visitors to the building. The ONLY student entrances are located off the student parking area by the gymnasium and in the back near the attendance office door. All outside doors are locked at 8:05 a.m. **Students arriving after that use the attendance office sidewalk for drop off.**

## STUDENT FUNDRAISING

Fundraising activities by school organizations must be pre-approved by the Advancement Director and the Principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

## PARKING

The use of a motor vehicle is considered a privilege and any student whose conduct in the operation and occupancy of a vehicle endangers the security of the people or property on or around the school grounds will result in the withdrawal of the students driving/parking

Students who drive motor vehicles to school must know and obey the following rules:

1. Parking is not allowed in the driveway on the north side of the building.
2. Students may not park in the front circle drive or in the Diocese parking lot.
3. Loud music is not permitted. Any inappropriate/vulgar music will be confiscated.

**Students who park in no-parking areas will have their vehicles towed at their expense.**

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## FIELD TRIPS

Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

### Title IX Coordinator

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Dioceses of Saginaw Catholic Schools' education programs, and activities.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic Schools Title IX Coordinator. For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, Mary Ann Deschaine, Ed.S., Superintendent, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6651, [mdeschaine@dioceseofsaginaw.org](mailto:mdeschaine@dioceseofsaginaw.org). In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O'Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, [mobrien@dioceseofsaginaw.org](mailto:mobrien@dioceseofsaginaw.org).  
(Implemented June 2016)

**Because we cannot anticipate all situations that may arise in the high school, the administrative team reserves the right to change, amend or revise the Handbook if necessary.**

## **NOUVEL FIGHT SONG**

**CHEER! CHEER! FOR SILVER AND BLUE!  
BRING ON A VICTORY,  
ONE TRIED AND TRUE.**

**SEND A PANTHER CHEER ON HIGH,  
SHAKE DOWN THE THUNDER....  
FROM THE SKY!**

**WHETHER THE ODDS ARE GREAT OR  
SMALL,  
PANTHER PRIDE WILL WIN OVER ALL...**

**WHILE NOUVEL IS MARCHING ONWARD...  
ONWARD TO VICTORY!!!!!!...**

