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MISSION STATEMENT

Newport Central Catholic High School is a private Catholic school of the Diocese of Covington. Its mission is received from the Gospel Message of Jesus Christ: to form men and women for service, leadership, and evangelization in the Church and community.

MOTTO

To Succeed You Must Believe, and **WE BELIEVE!!!**

PHILOSOPHY

We faculty, staff and students, as well as parents and board, become a "family" in our respect and support of one another. As the NCC family, we work to bring to fuller realization the Kingdom of God that has already begun in our hearts.

The school commits itself to sharing in the education of the whole person with the family, the parish and the civic community. NCC leads each student not only to understand personal giftedness and freedom, but also to develop them through a curriculum and activities that provide for all facets of growth in an atmosphere guided by the principles of the Catholic Church.

NCC recognizes its unique role as educator in the academic area. Today's students at NCC are being prepared to bring hope and competence to a complex society through a sharing of gospel values and the good use of knowledge and scientific technique. Students are challenged to develop themselves to the level of their ability. Our students are prepared for a lifetime of learning. The faculty endeavors to make students conscious of God's presence in their lives, and so building in each a positive self-image. The students will be called upon in their futures to make courageous decisions concerning justice and the care of life and creation.

Newport Central Catholic admits students of any race, color and national or ethnic origin, or disability, and the school does not discriminate on the basis of race, color and national or ethnic origin, or disability in the administration of its policies and programs.

SCHOOL FIGHT SONG

(One, two. One, two, three, four.)
We will fight and fight until we come to victory.
Fight all ye Thoroughbreds, and show us your loyalty.
Rah! Rah! Rah!
We will fight with hearts brave and bold
for our colors blue, white, gold.
Fight all ye Thoroughbreds, and lead us to victory.
Hey! Two bits, four bits, six bits, a dollar.
All you Thoroughbred fans stand up and holler!
Woo!

SCHOLASTIC REQUIREMENTS AND CURRICULUM

ADMISSION

Students who have completed eight years of elementary education and who wish to enter the ninth grade at Newport Central Catholic High School should:

1. Send to the school, not later than the date designated by the Principal, their registration with a fee of \$25,
2. Take the High School Placement Test, which is administered at the school in December, and
3. Send an immunization record to the school by August 15th.

Newport Central Catholic High School does not discriminate on the basis of race, color, national or ethnic origin, or disability. Students of any race or ability who meet the school's eligibility requirements are admitted to all the rights, privileges, programs, and activities generally accorded to students at Newport Central Catholic High School, and Newport Central Catholic High School does not discriminate on the basis of race or ability in administration of its educational policies, admissions policies, scholarships and loan programs, and other school-administered programs.

GRADUATION and CURRICULUM REQUIREMENTS

Students must complete credits in accordance with the State of Kentucky, Diocese of Covington, and Newport Central Catholic. Below is a breakdown of the required credits.

Curriculum Guides are available in the office and the school website. Descriptions of class offerings as well as information and policies regarding classes and scheduling are contained in the guides.

Theology	4 credits	Scripture, Blessed Trinity, Mission, Christ in the Church, Sacraments, Moral Living, Christ's Call & either Catholic Social Teaching or World Religions
English	4 credits	English 1, 2, 3, and 4
Mathematics	3.5 credits*	Algebra 1, 2, and Geometry <i>*(Per Kentucky regulations at least a ½ credit of math must be taken senior year.)</i>
Science	3 credits	Integrated Science, Chemistry, and Biology
Social Studies	3 credits	World Civilizations, US History, Geography and/or American Government and/or Economics.
Health	½ credit	
Physical Education	½ credit	
Foreign Language	2 credits	College Prep requirement, but not a graduation requirement
Fine Arts	1 credit	
Electives	7 credits	

Total Credits ** up to 32 credits

Guidance counselors will work with students to ensure they have the proper credit to graduate from a Kentucky school.

CURRICULUM COURSES

Certain courses are available to each division and on a rotating schedule – see counselors for specifics.

Honors courses are offered in: English, Math, Science, Foreign Language, and Art. NCC is also proud to offer multiple online dual credit opportunities. See a guidance counselor for more information.

Academic Enhancement 1, 2, 3, 4

Business Education

Accounting 1, 2
Business Management
Economics
Investing & Advanced Finance
Marketing Principles
Personal Finance
Sports & Entertainment Marketing

English

English 1, 2, 3, 4
English Honors 1, 2, 3, 4
Advanced Placement English Literature
Creative Writing
Gothic Literature
Instructional English
Introduction to Film
Introduction to Poetry
Journalism
Mythology & Greek Literature
Non-Fiction Literature and Writing
Sports & Literature

Fine Arts

Advanced Placement Studio Art
Art 1, 2, 3, 4
Art Honors 2, 3, 4
Choir 1, 2, 3, 4
Musical Theater
Music 1, 2, 3, 4
Theatre Appreciation

Foreign Language

Advanced Placement Spanish 4
Spanish Concepts 1, 2
Spanish 1, 2
Spanish 1, 2, 3 Honors

Health/Physical Education

Health
Physical Education 1, 2
Sports Medicine
ATP - Athletic Training (Dual Credit)

Information Technology

Basic Computing
Graphic Design

Mathematics

Advanced Placement Calculus
Algebra 1, 2, 3
Algebra Honors 1, 2
Algebra Concepts 1,2
Calculus Honors
Geometry Concepts
Geometry
Geometry Honors
Pre-calculus
Statistics

Transitional Math IV

Science

Advanced Placement Physics
Biology and Biology Honors
Chemistry 1
Chemistry 1, 2 Honors
Chemistry in the Community
Environmental Science
History of Science
Human Anatomy & Physiology
Integrated Science
Invertebrate Zoology
Meteorology

Social Studies

Advanced Placement American Government
Advanced Placement Modern World Civ.
Advanced Placement Psychology
Advanced Placement United States History
American Government
Civil War
Current Events
Early American History
Economics
Geography
Histories Mysteries
History of Rock and Roll
Holocaust Studies
Kentucky History
Law and Justice
Modern World Civilization
Modern World Conflicts
Psychology
Sociology
United States History

Theology

Blessed Trinity
Catholic Social Teaching
Christ and the Church
Introduction to Scripture
Moral Living in Christ
Mission of Christ
Sacraments
The Call of Christ
World Religions & the Catholic Faith

General Education

ACT Prep
Study Hall
Teaching and Office Assistant
Public Speaking
Yearbook

COMMUNITY SERVICE

Following the Gospel call of Jesus to serve our brothers and sisters, all students are required to perform Christian service each of their four years at Newport Central Catholic as a requirement for graduation. We believe that formation in service is an important part of forming young men and women to live their faith after graduation. We therefore require students to complete one extended service project and 10 additional hours of service each year.

Service Projects:

Students are to complete one major service project in the course of the year in partial fulfillment of their service requirements for graduation. Freshman and sophomore projects must be at least 10 hours long. Junior and Senior projects must be at least 15 hours long.

Where: Service projects are to be completed at non-profit community organizations. School and parish activities do not qualify as major projects, although some may count for miscellaneous service hours (see below: What Constitutes Service).

When: One service project must be completed each school year. Projects may include summer activities. If the service project is completed in the summer, it still needs to be planned and documented just as it would be during the school year. All summer hours must be documented by the end of the first semester.

How: Projects should be planned as one would plan a job or internship; by contacting the agency at which the student desires to serve and setting up an agreement with that agency about the times of service and the duties to be performed. The project plan must be written and signed off on by parent, teacher and service supervisor before the student begins work on the project. Summer projects can be approved prior to the end of the school year or through submitting an electronic copy of the service plan to the student's current year religion teacher.

Service projects do not need to be completed individually. A group of students can plan a project to perform together. A student who plans service experiences for other students could count the planning as part of his/her project.

Miscellaneous Service Hours:

- It is important that students remain aware of and open be to the many service opportunities that arise throughout the school year. Therefore, students are required to complete a minimum of 10 miscellaneous service hours per school year (particularly for their parish or school community). Students must document these 10 hours, and any additional hours of service, on their service hour form and turn it in at the end of the school year. At least 5 of these hours are to be completed here at NCC- Fireworks Fest, Open House, Hall of Fame Dinner, Mulch Sale, Gala or Campus Clean-Up Days.
- **ALL SERVICE HOURS (both project and miscellaneous) are to be completed at a non-profit, community organization.**

Deadlines:

Freshmen, Sophomores, Juniors and Seniors:

- **Service Plan** – Sept. 28, 2018
 - Completed plan for service project must be submitted for an assignment grade. A completed plan with all signatures scores a 100%! 10 points will be deducted for each missing piece.
- **1st Semester**– December 3, 2018: Minimum of half of the required service hours must be logged.
- **2nd Semester** – May 1, 2019 (April 17, 2019 for seniors)
 - Completed project must be documented and reflection turned in, along with the record of 10 or more miscellaneous service hours, by the end of the 2nd semester.

Grade:

Service counts as 10% of a student's religion grade each semester. 100% constitutes full completion of service requirement. 80% or 60% constitutes partial completion of the service requirement. 0% constitutes failure to complete the service requirement.

What Constitutes Service:

Service is a genuine sacrifice on the part of the doer that involves compassion toward another. Generally, service involves extra effort; effort that is beyond mere kindness to family and neighbors, as they are people we would help anyway. Service places a demand on our time and sometimes asks us to step out of our comfort zones and to risk a new experience because of our love for Christ. It is not easy, but its rewards are great and rich.

Some activities are a part of what it means to be a member of a school or parish community and thus do not count as service hours. As such, the following things will **not** count for service hours: helping family members (either immediate or extended family); helping friends; babysitting (except helping in organized babysitting programs, such as parish nurseries or parents' night out programs); pet sitting; doing yard work for a neighbor; activities that are required as a member of a team or club; liturgical ministries – server, lector, Eucharistic minister, choir (however, planning or assisting in training sessions for new ministers can count); work for a for-profit organization or any work for which a student is paid.

GRADING

A report card is issued for each student at the end of the semester. This report is one indication of a student's achievement in each course. An interim report is issued for each student in the middle of each semester, as well as reports for those students with a 76% or lower in any class. In addition, any student who is ineligible for extracurricular activities (2 or more failures) will receive a letter each week.

NCC students receive number grades for the semester marks, semester exam marks and final semester average marks. The final semester grade is comprised of the 18 weeks of coursework (85%) and the final, cumulative exam (15%). In the case of Religion Classes, the final semester grade is comprised of 18 weeks for coursework (75%), Service Project (10%) and final, cumulative exam (15%).

This table shows the number grades and how they are grouped with the corresponding quality point value:

95-100% = 4.00 points	79-82% = 2.00 points
93-94% = 3.90 points	77-78% = 1.90 points
91-92% = 3.50 points	75-76% = 1.50 points
87-90% = 3.00 points	72-74% = 1.00 points
85-86% = 2.90 points	70-71% = 0.90 points
83-84% = 2.50 points	0-69% = 0.00 points

I - An "I" is an incomplete grade. This grade indicates the student has not yet met all the course requirements but has been given the opportunity to do so by the teacher. An "I" will keep the student from making the honor roll and from graduating.

P – Passing Grade – This grade is given in courses that are not part of the everyday curriculum such as summer school courses or when the administration deems necessary they will not receive a number grade, nor will the grade be included in honor roll or GPA (the ACT course will receive a “P”).

Most courses at NCC do not receive extra quality points. Rather, the final semester average corresponds to the above table. This non-weighted mark is used to compute the non-weighted grade point average (GPA).

Honors courses at NCC move at an accelerated pace and have stronger course expectations. For these courses, the final semester average is converted to the corresponding quality point of the above table, and then this number is multiplied by 1.5 (for students graduating **prior to May 2021**) or multiplied by 1.25 (for students graduating **May 2022 or after**).

Some courses at NCC are designated as Advanced Placement courses (AP) or Dual Credit (DC). These courses are comparable to a first year college course. These courses align themselves with a set of standards and methods used in college. Students who take AP courses are expected to take the national exams in these subjects; Students who take DC courses are expected to take the corresponding exam per the college course. For these courses, the final semester average is converted to the corresponding numerical mark of the above table, then this number is multiplied by 2.0 (for students graduating **prior to May 2021**) or multiplied by 1.5 (for students graduating **May 2022 or after**).

To calculate the regular GPA, add the quality points earned and divide by total number of classes. To calculate the weighted GPA, add the adjusted quality points earned and divide by total number of classes. Honor roll status and a student's rank in class are based on the weighted GPA, which is calculated at the end of each marking period.

Students and parents should contact the counselors for further information regarding accelerated, Advanced Placement, or Dual Credit courses.

FAILURE

A failure in any term of any course must be made up either in an approved summer school program, or an accredited private agency. Any seniors who fail a course **must** make up that work during the first session of summer school. Because it is difficult to remediate four courses in summer school, upon failure of a 5th class, a student may be asked not to return the next year. In each of the two summer school sessions, a maximum of two courses may be remediated.

CLASS RANK

Class Rank is cumulative and is determined by the total number of quality points earned by a student in his/her academic career. Every course carries a quality point value between 0 (F) and 4 (A). Advanced Placement and dual credit courses get weighted with a 2.0 multiplier (for students graduating **prior to May 2021**) or multiplied by 1.5 (for students graduating **May 2022 or after**). A class designated by an Academic Department as “Honors” is weighted with a 1.5 multiplier (for students graduating **prior to May 2021**) or multiplied by 1.25 (for students graduating **May 2022 or after**). All other courses (except ACT and Study Hall) have no special designation and are multiplied by 1.0. As no policy can cover all situations, the administration will rule on all special or unusual situations.

CREDIT

Credit is given at the end of each semester. In order to receive credit, the student must receive a passing grade at the end of the semester. Credit recovery is required for any course for which a non passing grade is earned.

TERM EXAMS

Comprehensive exams are given at the end of each term for all courses except Study Hall and ACT Prep. Teachers may exempt students from term exams at their discretion following the school’s policy as a minimum standard. All exam grades will account for 15% of the term’s overall grade. ***All exams MUST be taken on the assigned exam day.*** Teachers may also give midterm exams halfway through the semester. Midterm exams may not carry extra weight.

EXEMPTIONS

There are no exemptions for Core Curriculum Courses, those which are required for graduation. While AP teachers are required to administer a cumulative exam 1st semester, the national, standardized AP exam fulfills this requirement for the final semester. If a student is enrolled in an AP class at the start of the 2nd semester, he/she MUST take the AP exam. Elective classes may exempt students with a 93% or higher in the class.

GRADUATION

To be eligible for graduation, a senior student will have successfully completed up to 32 credits* (if the student attended NCC all four years), be in “good standing” regarding behavior, have turned in all service projects, have returned all school textbooks, and have paid his/her tuition in full. Students who have failed classes in their senior year may be eligible to participate in graduation ceremonies with the approval of the administration; however, they will receive a blank diploma at graduation. Once classes have been successfully remediated and all other commitments fulfilled, the student may earn his/her diploma. (*Study Halls and the ACT course will impact this number.)

GUIDANCE DEPARTMENT

The Guidance Department consists of two full-time counselors. Counseling services are available throughout the school day (7:30 am – 3:00 pm).

Students are permitted to see a counselor any time during the day with proper authorization of their teachers. Counselors will also request that students come to the counseling offices, and a counselor request form will be used/sent to the classroom.

Parents may call the guidance office to schedule appointments to meet with a counselor any time during the school day. Parents are also encouraged to call the guidance counselors if students will be absent for an extended period of time.

Counseling services include (but are not limited to) the following: Course selection & schedule changes; Academic progress (eligibility); Career counseling; College planning; Standardized testing (HSPT, Pre-ACT, PSAT, ACT, SAT); Personal counseling

Counselors collaborate with the Administration and parents when necessary.

As part of the college planning process, college representatives visit NCC to speak with students (and parents if they are able to attend) before school, during lunch, or after school. Military recruiters are allowed to visit NCC during the lunch periods only (once per semester).

Juniors and seniors are allowed to take a **total of three** college visits during *the school year* provided they follow this procedure (to be an excused absence):

- Students schedule their own visits
- Students notify the guidance department at least one week in advance of their visit by bringing a parent's permission slip (with name of college/university and date they plan to attend)
- Get a slip from the main office and get all of their teachers to initial it the day before the college visit
- Visits may not be taken the day before or after any major extra curricular activity (such as Homecoming, Sweetheart, Prom) or Christmas break/Spring break.
- Students must have the college visit form provided by the guidance department signed (by the college rep) and returned the following school day, or it will not be an excused absence.

No visit may be taken after April 15th. No set of rules can cover every situation. If you need special consideration please contact the counselors.

SCHEDULE CHANGES

Schedule changes should be kept to a minimum to ensure the best opportunity for a student's success in a course. However, we realize there is a need for some schedule changes to occur.

All schedule changes must be made before the start of a new year. Any changes made after the start of the school year must be approved by the assistant principal and/or guidance counselors and will be charged a \$10.00 fee payable at the time of the schedule change. It is important students get focused and on task quickly to be successful in a course. As a result, NO schedule changes will be made after the tenth day of a semester.

AWARDS AND SCHOLARSHIPS

SCHOLASTIC AWARDS

HONORS

- First Honors:** Students attaining a 4.00 **weighted** grade point average with no grade below an 87% receive first honors.
- Second Honors:** Students attaining a 3.50 **weighted** grade point average with no grade below a 79% receive second honors.

HONOR ORGANIZATIONS

National Honor Society

10th and 11th grade students having a cumulative, weighted 3.75 grade point average and demonstrating the qualities of service, leadership and character are **eligible** for membership. Service hours beyond those required for religion classes are necessary for NHS consideration. Chapter bylaws will be

mailed home with first semester report cards and also may be obtained from the school website or by contacting either the office or the NHS moderator. Due to the qualities rewarded by membership, students are responsible for knowing and meeting all application requirements. This includes but is not limited to filing paperwork correctly and on time.

***both Honors and NHS grade point averages will use the weighted scale.**

Sociedad Honoraria Hispanica (SHH)

Students who have completed 3 semesters of Spanish with a 3.00 grade point average in Spanish and that demonstrate an interest in Spanish language and culture are eligible for membership. Service hours beyond those required for religion classes are necessary for SHH membership. Chapter bylaws will be sent home with an invitation to eligible students at the beginning of second semester. Due to the qualities rewarded by membership, students are responsible for knowing and meeting all application requirements. This includes but is not limited to filing paperwork correctly and on time.

AWARDS ASSEMBLIES

Each fall an academic awards assembly is held. At that time students who made the honor roll both semesters of the preceding year and students who have participated in various competitions are honored. Athletic awards assemblies are held at the completion of the fall and spring sports.

SENIOR AWARDS

Senior awards are presented at the Senior Baccalaureate Mass. They are given for outstanding achievement in the areas of: participation in student life, academics, and athletics. Information about these awards will be passed out to the seniors at the beginning of their senior year.

ATHLETIC AWARDS

Athletic awards are established by the Athletic Department in each interscholastic sport. These students will be chosen by coaches and/or team members.

STUDENT BEHAVIOR

A Roman Catholic School should reflect values of respect for others and maintain the individual dignity of each person involved in the school community. Attending a Catholic School should be considered a privilege and should be reflected in the conduct of each student.

Newport Central Catholic High School attempts to actualize the idea of a Christian community. Active concern for others is basic to this idea. Good manners on campus and while serving as a representative of Newport Central Catholic are essential. When good order is disturbed or the rights of others abused, the community is weakened. Abusive and vulgar language is contrary to the Christian philosophy. Behavior outside of the classroom ought to always show respect for students and teachers.

Educating the total person encompasses the teaching of self-discipline and occasionally the imposing of discipline. This imposed discipline is needed when students exhibit behavior that is contrary to the good order necessary to run a successful school.

Since our school's reputation is of paramount importance to us, any student who acts in such a manner as to bring embarrassment or disrepute to the school or jeopardize the educational environment may be subjected to disciplinary

action, up to and including dismissal from Newport Central Catholic. These actions do not have to be violations of existing policies. Since no set of policies can cover all circumstances, the administration of Newport Central Catholic reserves the right to make any disciplinary decision necessary to maintain the spirit of the discipline plan with regards to those situations that arise and are not specifically dealt with in this handbook.

ATTENDANCE

Regular and consistent attendance at school is necessary for the total growth of the student. Absences and early dismissals **must** be kept at a minimum.

Because most learning occurs in the classroom, students may not miss more than 9 days, 10% of the semester. On the 10th and each subsequent absence, students will not be able to return until the student and his/her parents meet with the administration. Attendance at any school event on an evening when a student has been absent or left school early is not acceptable. **School is the first priority.**

If a student is absent from school, the following procedure **must** be followed:

1. A parent or guardian is to call school between 7:30 and 8:30 A.M. to inform the office of the student's absence. Regardless of age no student can call on his/her behalf.
2. Upon his/her return, the student must bring a note from his/her parents explaining the absence. This note is to be taken to all of the student's teachers for them to sign, and then presented to the school secretary.

Throughout the year, various school sponsored events may occur, allowing students an opportunity to miss school for a school sponsored event (i.e. state sporting events, field trips, etc.). To be eligible for these opportunities, students may not have excessive absences, as determined by the administration.

EARLY DISMISSAL

Early dismissals are recorded as half-day absences. Students who become ill at school will be sent to the office. Students **MUST** check in with the office before calling home. Parents or guardians will be contacted if the illness warrants the student to be sent home. Students will be sent home only with parental permission. **A student must bring a note upon returning to school from an early dismissal for illness.**

TARDY

A student is tardy if he or she arrives after homeroom begins. On most days that is 8:00 a.m. When tardy, a student should report to the Main Office for an admittance slip before going to class.

Any student arriving after the completion of the 1st period is considered a 1/2 day absence. Though the school allows for unforeseen circumstances, excessive tardiness is considered a serious matter. Excessive tardiness will likely make it difficult to pass the first period class. The administration of Newport Central Catholic will monitor excessive absences/tardiness, and action will be taken to change the behavior as we deem necessary. During the school day, being tardy to class will result in detention at the discretion of the administration.

A student who accumulates **four** or more tardies during an individual semester will receive afternoon detention. On the 10th and each subsequent tardy, students will not be able to return until the student and his/her parents meet with the administration. Tardy 15 will result in a review of the student's status at NCC by the administration and could result in expulsion. The administration will monitor students' overall tardy numbers for the year and will take action on an individual case-by-case basis.

MISSED WORK DUE TO ABSENCE, EARLY DISMISSAL, OR TARDY

Once homework has been communicated to a class, it is the responsibility of individual students to complete the work on time. Even if a student is absent from school, the student is responsible for work that has been assigned. It is the expectation of NCC that students will get missed work by one of the means available: making arrangements

with another student from class, checking his/her online portal, or emailing the teacher. The preferred method of each teacher will be communicated at the beginning of each semester.

All work to be made up from a full day's absence(s) should be made up in the number of days absent plus one. (eg: If you are out on a Monday and return Tuesday, all work is due no later than Wednesday of that week.) In the case of students with extended absences (5 or more days) due to illness or unusual family situations, the time schedule for completing course work can be adapted and reviewed by teachers, counselors, and administration to meet reasonable deadlines.

Even if a student returns from an absence for less than a full day, the time schedule for make up work begins upon his/her return. The student is responsible for seeing the teachers of any classes they missed on the day they return.

If a student arrives late for school and misses any classes, she/he is responsible for making up any tests or quizzes after school that day. All homework is due as if the student had actually been in class that day.

If a student leaves school early, she/he must see teachers of classes they will miss before leaving the building. Tests and quizzes are to be made up when the student returns to school. Homework it is to be handed in as if the student had actually been in class that day.

BAD WEATHER

Newport Central Catholic generally remains open during bad weather in the winter. Some days, delays are necessary. **We will be using the ALL CALL SYSTEM to contact parents and students about weather related changes: delays, cancellations, early release, etc. Each family needs to supply us with at least 2 phone numbers to be part of our all call list.** You may give us as many as 4 numbers, but please only do this if absolutely necessary.

We will also contact local media with details about opening and closing.

There are three plans: 1 hour delay - School begins at 9:00 A.M. 90 minute delay - School begins at 9:30 A.M. CLOSED. The media will identify us as "Newport Central Catholic High School".

THE SCHOOL DAY

Homeroom: Each student has the responsibility to be in the homeroom before 8:00 A.M. Homeroom will serve as an organizational period at which time attendance will be taken, the daily bulletin will be read, and any other organizational matters will be handled. Teachers or coaches may use this time for formal organizational meetings or individual meetings with students. The administration and counselors use this time to meet with students for a variety of reasons. Aside from emergency purposes, these should be the only reasons to leave homeroom. **Students should not be going to lockers, restrooms, or locker rooms.**

Class periods: The remainder of the day is divided into six periods. Although students take eight classes per semester, only six meet per day. It is assumed that students will come to class prepared. Students are to be attentive, respectful and engaged in coursework.

Between Classes: Five minutes are allowed between classes to enable students to move from class to class. Anything that makes a student late for class will require a tardy slip from the office.

Dismissal: Dismissal on regular school days is 2:50 P.M. Students are expected to leave in an orderly manner from the building and proceed to their next destination. Students who drive are expected to leave the premises in a safe, orderly manner.

STUDENT ID CARDS

Student ID cards will be issued to all students. Photos for the cards will be taken on picture day. This also applies to seniors. It is important that students are present on picture day. ID cards will be used as an activity pass should the family choose to pay the activity fee.

BUILDING ACCESS

Students are restricted from using certain areas of the building during certain times of the school day in order to promote proper safety monitoring by the school.

- No student is to use the locker rooms during the school day. Bags may be dropped off in the morning, but doors will be locked at 8:00. Written permission from coaches or administrators is the only other reason to be in the locker rooms during the day.
- Before and after school hours, students may use the weight room and gym under the supervision of an NCC coach.
- During the school day, the weight room is off limits, with the exception of use by the PE classes under the supervision of the PE teacher.
- Alumni may use the weight room after school hours, as long as an NCC coach or staff member is present. All NCC teams have priority when it comes to the use of the weight room.

ASSEMBLY

When going to or from assemblies, students should proceed quickly and quietly. Talking quietly before the assembly begins is permitted, but when the program begins, courtesy, respect, and complete attention should be given to the speaker. The appropriate response at the end of a program is applause.

CAFETERIA

The cafeteria functions primarily as an eating-place. Students who buy their lunch should enter the line for hot food and respect the fact that there are others in line also waiting to eat. Cutting in line is not permitted.

Good manners and cleanliness are the rule in the cafeteria. When students are finished eating, they must carry their dishes, utensils, and trays to the cleaning window. Students who pack their lunch must discard their paper and waste in the garbage cans. The parents who serve the food and wipe the tables are volunteers. They are our guests and are providing a service. Neither they, nor the cafeteria prefects, should have to clean up after students.

Newport Central Catholic provides sufficient time for lunch. The following is expected of all students:

- All food and drink is to be kept in the cafeteria.
- During a student's lunch period, he/she is to be in the cafeteria. No one who is at lunch should leave the cafeteria or immediate surrounding area.
- The only restrooms to be used by those at lunch are the ones between the gym and cafeteria or those by the Black Box.
- If packed lunches are dropped off in the main office, students should pick those up on the way to lunch; they will not be called to the office. No fast food should be dropped off or delivered during the school day.

INTERNET AND COMPUTER ACCEPTABLE USE POLICY

Parents and students are required to read the BREDS Technology Handbook for the full list of rules and regulations regarding technology usage. Before students will be given access to NCC's computers, both parents and students must sign and return to school the Acknowledgement of having read the BREDS Technology Handbook.

TECHNOLOGY USE OUTSIDE SCHOOL

NCC reserves the right to impose consequences for inappropriate behavior that takes place off school grounds and outside school hours. Thus, inappropriate use of technology (on a home computer, cell phone, etc.), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, cyberbullying, sexting, use of school name, remarks directed to or about teachers, offensive communications, and safety threats. We do not actively monitor student use of technology outside school, and we recognize the parent's right and responsibility to set and monitor technology use at home. However, where the school name, employees, and students are brought

into matters and the reputation and educational environment are affected in any way, we have a right and responsibility to be involved and respond.

MARRIAGE

Married persons may attend Newport Central Catholic High School if they have been validly married in the Catholic Church and can demonstrate the ability to handle both the responsibility of being a married person and a student.

PREGNANCY

Newport Central Catholic continually stresses the reverence for life in all its stages. We emphasize the importance of chastity as the moral choice for an unmarried teenager. Any time a student (male or female) is found to have conceived a child outside of marriage they, along with a parent or guardian, must meet with the administration. **It is expected that the family will take the lead and inform the school of these situations when they know.** This meeting will help determine the best way for the student to continue his/her education at NCC during the pregnancy and after the birth of the child. The following conditions will need to be met:

- Students are required to see a counselor at Catholic Charities (or other approved counseling service). The length and frequency of counseling will be determined through consultation of the principal, professional counselors, and those deemed appropriate by the principal in cooperation with the family.
- A waiver will need to be signed by the parent/guardian and the student so the school can receive reports from the counselor regarding attendance and cooperation.
- In the case of a female student, her attendance at school will be contingent upon her physical and emotional well being during and after the pregnancy.
- A student choosing to parent will need to share with the school administration his/her plan for meeting the needs of a normal school routine.
- All absences due to the pregnancy will be treated like regular absences, and the student will be responsible for all missing work.

ABORTION

Consistent with its proactive position on the sacredness of all life, Newport Central Catholic, in support of the teaching of the Church, does not view abortion as a viable alternative or a moral option.

- Any student who publicly supports abortion is to be referred to the administration, who has the right to require counseling or other measures deemed appropriate.
- If it is brought to the attention of school personnel that a student has been involved in an abortion, the administration has the right to require counseling from Catholic Charities (or other approved service) or take appropriate measures as deemed necessary. The length and frequency of the counseling will be determined through consultation with appropriate professionals. It is expected that the family will inform the school should a situation arise.
- If a student who has been involved in an abortion as a means of terminating a pregnancy confirms this action to a member of the school administration, faculty, staff, or member of the school, they are encouraged to offer compassion and assist in the student seeking emotional, physical, and spiritual help.
- A mandatory meeting will be held with the student, parent/guardian, and the necessary school personnel to establish a follow-up program. After all measures have been taken, the administration has the right to institute suitable disciplinary actions.

HARASSMENT/BULLYING

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, religious or political beliefs, color, national origin, physical or mental ability, gender, sexual orientation, marital or parental status. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any of the following:

VERBAL HARASSMENT: derogatory comments and jokes, threatening words spoken to another person, taunting, name-calling, bullying, and explicit/offensive references.

VISUAL HARASSMENT: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

SEXUAL HARASSMENT: unwelcome contact or looks, sexual advances, requests for sexual advances, or sexual favors, and other verbal, visual, or physical conduct of a sexual nature. This includes Sexting (sending sexually explicit messages or photographs, primarily between mobile phones).

PHYSICAL HARASSMENT: unwelcome contact, intimidating acts, bullying.

HAZING: any act intended to put a student in a ridiculous, disconcerting, or embarrassing position.

TECHNOLOGY HARASSMENT -- Any student who makes negative or inappropriate comments via the Internet, cell phone text or voice messages, or emails, including threats or defamatory statements about others, will be held accountable. Newport Central Catholic reserves the right to discipline students for off-campus conduct that is determined to affect the atmosphere at the school in any way.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false or frivolous charges will also be subject to disciplinary action.

All instances of harassment will be dealt with by the administration. The severity of the disciplinary action will be determined based on the circumstances. Action could be severe enough to include suspension or expulsion.

FIGHTING

Fighting is never an acceptable means of behavior. Fighting is serious and will not be tolerated. Students who participate in a fight will be suspended externally for 3 days. Students and parents will then meet with the administration to decide if the student will return to school. Two weeks of detention will be the usual punishment, but more severe actions such as probation or expulsion may also be taken.

WEAPONS

At school or a school-sponsored event students are not permitted to possess an instrument determined by the administration to be a weapon. Anyone found in violation of this rule will be removed from the premises immediately and will be placed on suspension until a conference can be held between the student, her or his parents, and the administration. This conference will help determine if re-admittance is possible and, if so, under what conditions re-admittance is acceptable to all parties. In accordance with Kentucky Revised Code, we report any weapon incidents to the local authority.

SMOKING/TOBACCO PRODUCTS

Newport Central Catholic supports the Surgeon General's report on the hazards of tobacco usage. The use of tobacco on school property by a student is also in violation of Kentucky State Law KRS.438.050. Tobacco, snuff, chewing tobacco, E-cigarettes, vaping, etc. is not permitted anywhere on school property. **Smoking or possession of tobacco products will result in disciplinary consequences.** The administration will handle repeat offenders' situations on an individual basis. Loitering in areas where violations are taking place could be cause for disciplinary action.

DRUGS AND ALCOHOL

Students are not permitted to use, buy, sell or be under the influence of drugs or alcohol. Students are not permitted to possess drug or alcohol paraphernalia or to attempt to use, buy, or sell drugs or alcohol. This policy applies to all students and their guests while they are at school, attending or participating in school-sponsored activities, and on school grounds.

A student not complying with this policy is seriously violating a school rule as well as a state regulation and is liable for severe disciplinary action. Parents of these students will be contacted to come and remove their son or daughter from the school or activity. The administration will make the determination as to whether the local authorities need to be involved. The student will be suspended from school and all school related activities immediately upon violating the drug and alcohol policy. This suspension will not be terminated until a conference with the student, his/her parents, and the administration is held. The conference will determine whether re-admittance is possible and, if so, under what conditions re-admittance is acceptable to all parties.

Each case will be handled based on the circumstances of the violation and history of the student or students involved. The administration will consult outside professionals, as necessary, based on the circumstances. Along with the mentioned disciplinary actions and any resulting academic consequences, a specific and appropriate plan for counseling and treatment will be outlined and must be agreed upon by all parties in order for a student to continue at NCC.

In addition, any student who is convicted by judicial authorities for using, buying, and or/selling drugs and/or alcohol is subject to the above guidelines.

ACADEMIC HONESTY

Newport Central Catholic High School believes that students should maintain the highest standard of academic and disciplinary conduct and integrity.

Examples of academic dishonesty include the following:

- Cheating on a quiz, test, or exam.
- Plagiarizing essays and research papers.
- Cutting and pasting documents without proper documentation.
- Buying and selling others' work.
- Claiming someone else's work as one's own.
- Copying any course work without instructor's permission.
- Taking pictures or others' work and copying it as their own.

Note: Anyone who allows another to cheat, plagiarize, or copy is also guilty of academic dishonesty.

Definitions:

Plagiarism – taking ideas, writing, etc., from another and passing them off as one's own

Cheating – using prepared cheat sheets, books, notebooks, electronic aids, or visual or audio signals; communicating content with students taking or waiting to take the quiz, test, or exam.

Copying – writing word for word or rewording another person's ideas with or without that person's permission

Consequences

Students found guilty of academic dishonesty will receive a zero on the assignment until the teacher and appropriate members of the administration review the situation. Final decision will be based on past history and specifics of the infraction. The teacher will formally notify the administration, and the administration will send home a form letter notifying the parents once a final decision has been made. Instances of academic dishonesty will affect a student's standing with any Honor Societies. A pattern of academic dishonesty of at least three instances or a major infraction of the policy will be grounds for review by the administration.

TRUANCY

A student is truant if he or she is absent from school without parental permission, if he or she leaves the grounds during the school day without proper permission, or if he or she misses a class within the school day without proper permission. In all cases of truancy parents will be notified of the truancy immediately upon its discovery.

Any student with excessive absences, with or without parental permission, is also considered truant. (See the attendance policy.)

LOCKERS

Students will be issued a locker the first day of school. This locker is furnished so that they might have a secure, private place in which to store their books, jackets, etc. If a student chooses not to lock his/her locker and something gets stolen, the school is not responsible. Students should not give out their combinations to other students. No other student has any reason to be in another's locker. The administration is in charge of lockers and combinations and is the only one to grant exceptions. Newport Central Catholic reserves the right to enter any locker at any time.

In general, students should plan their needs early in the school year to minimize trips to their locker. Students are not to go to their lockers during class time.

BOOK BAGS and PURSES

Book bags and purses are not allowed into classrooms during the course of the school day. They are to be left in lockers during school.

FOOD

Absolutely NO food or drink, except for water, is to be in the building unless specifically approved by the administration. Morning coffee, drinks purchased at lunch, etc..., are never to be out of the cafeteria. If you have a drink and cannot finish it, it should be properly discarded. No food or drink is to be stored in lockers with the exception of packed lunches. Any exceptions should be cleared through the administration.

Students are allowed water bottles throughout the school day. The bottles must be clear. Students are encouraged to reuse water bottles.

ELECTRONIC DEVICES

Cell Phones, personal electronic devices, iPods, etc are not to be used during any class period without the express permission of the class' instructor. Any violations of this policy will result in detention. A third offense (or more) will result in a meeting with the administration and may result in further disciplinary action.

Phones may be used before school, at lunch, and after school in common areas and outside of the school building.

STUDENTS AND POWER TOOLS AND LADDERS

Student safety is of the utmost concern. In instances where students are required to use a power tool or a ladder, the teacher shall observe the following procedure:

1. Students who will be using the equipment must first have written, parental permission;
2. Students who will be using the equipment must be trained in the appropriate use of said equipment; and
3. A teacher or other designated adult (aged 21 or older) must be with that student during the entire usage of the tool/ladder.

DRESS CODE

The dress code of Newport Central Catholic has as its main purpose neatness with a uniform look. All students are to follow the spirit of this dress code as well as the actual dress code. **Students not following the dress code will have parents notified and either have proper attire brought to school or go home to dress properly.**

Pants and Shorts **Khaki slacks for all students.** Slacks and pants should be cotton or cotton-polyester. Only traditional style khaki pants are acceptable, such as Docker-style or uniform-style. Pants and slacks must be worn at the waist without an excessively baggy or excessively form fitting look.

Khaki uniform shorts may be worn throughout the school year. Shorts are to be an appropriate length (mid thigh or longer) and must meet the above criteria. See slacks and pants.

Shirts **Any shade of blue, gold//yellow, or white polo or golf style shirts.** Shirts must be plain with a manufacturer logo no larger than one inch are permitted. All shirts must be tucked in at all times.

Outerwear **There is one permissible NCC outerwear which is available for purchase through the**

school.

- Shoes and Socks All shoes must be closed toe and fully cover the heel and fastened properly.
- Boys Boys must be clean shaven with no facial hair and neatly groomed at all times. Earrings are not permitted.
- Girls Girls should keep jewelry to a minimum and be neatly groomed at all times.

BODY PIERCING Body piercing, except earrings for girls, is not permitted.

BODY ART Body art is highly discouraged. Those who have it may not have it visible while at school or while representing NCC in any activity.

HAIR All hair color must be a natural color.

SPIRIT DRESS On these days, students must wear NCC shirts/sweatshirts, however, they may be in non-uniform pants/shorts.

CASUAL DRESS Specific instructions will be given as to the special dress attire, and these instructions must be followed.

FIELD TRIP DRESS CODE

Anyone going on a field trip should be in school dress code or better. The teachers and students should discuss and determine the appropriate dress for the type of field trip so as to best represent NCC to the public. An administrator should be consulted on these decisions.

FORMAL AND SEMI-FORMAL DANCES

Anyone attending a Newport Central Catholic dance must wear an outfit that matches the Catholic high school philosophy.

The administration reserves the right to refuse anyone admission to NCC dances if she/he does not meet the spirit of the rule. If a student is refused admission, no refund will be given. Therefore, students should be certain they are within the rules. If there are any questions ask in advance. Pictures can be submitted to the administration ahead of time so he/she can be certain of acceptability.

Specifically that means:

Boys:

Any male who attends a NCC dance must wear school dress code pants or better. Shirts are to be button down. Shoes worn to dances must be school dress code or better.

In the case of tuxedos, use good judgment as to maintaining traditional dress. Baseball caps are not acceptable at formal or informal dances.

Girls:

Any females who attend a NCC dance must dress in modest and appropriate attire while keeping in mind that they are representing a Catholic institution. Length, fit, and coverage must be conservative.

Substance Concerns

We reserve the right to evaluate and refuse admission to anyone we believe is under the influence of any substance (eg: illegal drugs or alcohol). Anyone we believe to be under the influence of a substance will have parents or

guardians called to get them. If we determine it to be necessary, we will call the authorities and allow them to deal with the matter. The school reserves the right to check anyone at a school sanctioned event for the use of alcohol. The determination of who is to be tested will be made by the school representatives in charge of the event. A student denied access or removed from a devent for substance concerns will be accountable to school policies relating to substance abuse. This will also apply to students whose guest is determined to be under the influence of a substance.

Guests who do not attend NCC:

- NCC students are welcome to bring guests who are not NCC students, but the NCC student is responsible for their guest and can receive consequences for their guests' actions.
- Each NCC student who attends a dance is able to bring one guest of the opposite gender.
- No one over the age of 20 is permitted at an NCC dance.
- No one under high school age is permitted at an NCC dance.
- Anyone who is not an NCC student must sign a waiver that they understand they are required to follow NCC rules while at the dance. Guests in violation will be asked to leave and could be turned over to the authorities. The NCC student responsible for the guest would have to leave as well.

PARKING LOT

Any driving on the school grounds must conform to local and state laws as well as school property rules and regulations. Parked cars on our lot are **NOT** covered by school insurance. Every student who drives and parks on our lot is responsible for his/her car. Always enter in the lower lot and exit through the upper lot.

ALL STUDENTS ARE TO ENTER THE BUILDING THROUGH THE NORTH ENTRANCE at the circle. Even students needing to go to the locker rooms should enter school first through the north entrance.

For safety and security, students are not permitted to go to their cars during the day, lunch periods included. Only the school office personnel can grant an exception. Students must check out and back in at the office whenever going to the parking lot during school hours.

Students who do not follow the automobile regulations can be suspended from parking in the school lot, fined by the school, or have their vehicle towed at their expense.

DISCIPLINARY CONSEQUENCES

All disciplinary consequences are not reported to the parents. It is the responsibility of the student to inform parents of "minor infractions." Certain actions and accumulated consequences cause us to involve the parents. If special circumstances arise, we can make arrangements to communicate with parents more frequently about discipline matters.

DETENTION

It is the belief of the school that discipline matters are best handled between the faculty member and the student or students involved. If this method fails, a detention may be issued. Detention is an after school, formal method of discipline which may be used when a faculty member feels it is warranted. Students who receive a detention from a staff member have violated a school rule that the staff member believes is necessary for the administration to impose a penalty. If a student receives such a detention, the following procedure is to be followed:

1. The teacher will email the administration with the student's name, the offense, and the date of the infraction.
2. Students will be given a day and time for detention from the administration.
3. Detention can be at 2:50 pm or 7:00 am and last approximately 30 minutes.
4. We reserve the right to use these students to do reasonable tasks around school.

In cases determined by the Principal, a student may be given a Saturday School Detention. Saturday School dates and times will be determined by the administration as situations arise.

REMOVAL FROM CLASS

Any student who is dismissed from class will be sent to the main office along with a note from the teacher. Dismissal from class is a serious matter and may require a conference with the teacher, student, and the administration. Any detention or action will be based on this conference.

SUSPENSION

In serious matters, a student may be suspended. Suspensions may be either an in-school or out-of-school suspension. Most offenses that lead to suspensions will be accompanied by a period of probation.

In-school suspension involves the student being in school but not attending classes. The student will spend the entire day in the designated area working on assignments. In-school suspension begins at 7:30 A.M. and ends at 3:15 P.M. **A student on in-school suspension is responsible for getting and completing all missed assignments due to the suspension.** A student on in-school suspension will be permitted to make up any tests, quizzes, and assignments missed while on suspension for a **maximum** grade of 70%. Test or quiz make-up arrangements are the responsibility of the student and must be made the day the student returns to classes from suspension. A student on in-school suspension will be readmitted to classes only after there has been a parental conference with the administration.

Out-of-school suspension entails the student staying away from school & school activities for a minimum of two days and requires a parental conference for re-admittance. A student on out-of-school suspension will have work he/she **must complete** in order to be readmitted to school. So that he/she does not fall behind in class, **students are responsible to make arrangements to get any missed class work while he/she is on suspension. This work is to be completed to the teacher's satisfaction.** A student on out-of school suspension is required to make up tests, quizzes, & assignments missed for the purpose of evaluation of progress, but he/she will receive a **maximum** grade of 70%.

DISCIPLINARY PROBATION AND EXPULSION

Serious violation of school rules, including repeated detention, may result in disciplinary probation.

Probation means a student is not permitted to participate in or support as a fan or visitor any school sponsored activity for a designated period of time. Students on disciplinary probation and their parents will be required to meet with the administration to discuss and resolve the problems. Any violation of disciplinary probation will result in a conference with the Principal and could lead to expulsion.

Expulsion means a student is no longer welcome at Newport Central Catholic. The decision to expel is made by the administration regarding a serious offense or a series of offenses. Expulsion goes on a student's permanent record.

ACADEMIC PROBATION

Students who demonstrate poor academic performance and an apathetic attitude leading to multiple failures or jeopardizing their ability to graduate will be placed on Academic Probation. Students guilty of academic dishonesty offense can be placed on Academic Probation. More than one academic dishonesty offense will result in Academic Probation. Depending upon the seriousness of a student's academic standing, Academic Probation can lead to students losing the privilege of participating in extracurricular activities, membership in school clubs, and attendance at school activities. In extreme circumstances, violating students' may be dismissed from school.

Students placed on Academic Probation will be notified and will be required to attend a meeting with their parent(s)/guardian(s) and the administration. Once a student has been notified of probation, he/she will have one week to arrange for this meeting to take place. Should the meeting not take place within the one week time period, the student will have all student privileges suspended until the meeting is held.

At this meeting:

- academic deficiencies of the student will be discussed.
- a plan for improving academic progress will be laid out.
- consequences for continued poor academic performance will be outlined.

EXTRACURRICULAR ELIGIBILITY

We follow the KHSSA Policy on academic eligibility. On our semester schedule, that means a student must be passing 6 classes in order to be eligible. Eligibility runs from Monday until Sunday of one week.

Students must be in school the full day of an activity or contest to be eligible to participate in that activity. The full day in these cases means 8:00 a.m. until 2:50 p.m. Tardies, half-days, and any absence other than documented doctor visit or family emergency will prevent the student from participating on that day. However, the principal may waive this rule in unusual cases.

All activities, clubs and sports will follow these requirements for eligibility. The principal must approve any additional regulations.

Newport Central Catholic High School Athletic Handbook

With the start of another school year, we ask you to read this handbook carefully and accept the rules and regulations of Newport Central Catholic High School Athletics.

ATHLETIC CODE OF CONDUCT

1. I hereby pledge to provide positive support, care, and encouragement for our children participating in sports by following this Fan's Code of Conduct.
2. I promise to help our children enjoy the sport's experience by doing whatever I can; such as attending as many games as possible, being a respectable fan, working concessions/gates etc., or sharing in transporting our children to and from practices.
3. I realize that a child's playing time is determined by his/her awareness of the game, his/her ability, his/her maturity, and the coaches' evaluations.
4. I will expect our children to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
5. I will encourage good sportsmanship by demonstrating positive support for all players, opponents, coaches, and officials at every game, practice, or other sporting event.
6. I will place the emotional and physical well-being of our children ahead of my personal desire to win.
7. I will support coaches and officials working with our children, in order to encourage a positive and enjoyable team experience for all.
8. I will do my very best to make sports fun for our children. I will attempt to relieve competitive pressure, not increase it.
9. I will remember that the game is for the students-not the adults.
10. I will conduct myself in such a manner as to bring positive feedback to our athletes, our school, and our community.
11. I will refrain from undermining or spreading ill will by passing on gossip, rumors, and innuendos which would or could destroy team moral or cohesiveness.
12. I will give our children space and time after games, except for encouragement.
13. If I am traveling with the team, I know I am expected to represent NCC in the same manner as the players and coaches.

POLICIES AND GUIDELINES

Newport Central Catholic High School attempts to actualize the idea of a Christian community. Active concern for others is basic to this idea. Good manners at all times when representing NCC are essential. When good order is disturbed or the rights of others abused, the community is weakened. Abusive and vulgar language is contrary to the Christian philosophy. Behavior on and off the field ought to always show respect for coaches, student-athletes, opponents, officials, and spectators.

Since our school's reputation is of paramount importance to us, any coach or student-athlete who acts in such a manner as to bring embarrassment or disrepute to the school may be subjected to disciplinary action, up to and including dismissal from Newport Central Catholic. These actions do not have to be violations of existing laws. Since no set of policies can cover all circumstances, the administration of Newport Central Catholic will make decisions on those situations that arise and are not specifically dealt with in this handbook.

Attendance at School

Students may not attend a school activity or function if they are absent from school on the day of the event, unless they get special permission from the principal.

Students must be at school on time (8 a.m.) unless they receive special permission from the principal.

Awards Night

An "Awards Night" is scheduled to honor athletes and recognize their achievements. It is the coaches' responsibility to organize and execute the Awards Night.

Finances

Any fundraising on behalf of NCC athletic teams, must be pre-approved by the principal, Athletic Director, and the Development Director of the school. Fundraising request forms are available in the Development Office. The Principal, Athletic Director, and Development Director will review all requests and determine approval or denial.

All funds raised on behalf of NCC athletic teams will be turned over to the Business Manager. These funds will be donated to the school for special projects.

Team Financial Needs

All Head Coaches will submit a yearly budget to the Athletic Director. The AD and Coach will meet to finalize the program budget based on the funds available in the school budget for athletics.

Any items that a Head Coach wishes to purchase outside the budget must be discussed with the Athletic Director to determine if funds are available through the school budget.

Players' Conduct

A participant is subject to all athletic department rules and policies as outlined in the student handbook and in other sources of school policy. Participants are also subject to team rules and disciplines as outlined by the coach of each sport. The minimum standards set by the school do not necessarily meet the standards of conduct, dress, and appearance expected of athletes and members of specific teams.

Each coach will provide team rules to team participants and the Athletic Director setting forth those standards of training, behavior, and appearance, which are in effect for that team. Included will be information about such matters as practice times, vacation practice expectations, and personal equipment necessary for participation on that team. These requirements are not necessarily the same from team to team or from coach to coach. **This information will be furnished to participants at the beginning of the season.** Parent and student acknowledgment of these standards may also be required.

- Athletes who have been suspended from school may not practice or compete in the athletic program while under school suspension.
- Students whose behavior at an extracurricular activity poses a continuing danger or ongoing threat are subject to immediate removal from the activity.
- A participant in the athletic program is a representative of the school. A team member's personal conduct reflects upon fellow athletes and the school in general. Conduct which might prove detrimental to the athletic program or the school shall be considered a serious breach of discipline and may be considered for denial of participation from a team or the athletic program.

Dealing with Concerns

If someone wants to share a concern with a coach, the following procedure should be followed: Note: These meetings should never be about a coach's game planning or management! You may ask about your child's playing

time but only so far as to gather information to share with your child so they can understand what they can do to improve. **Parents should never confront the coach at a game or practice.**

- First, we encourage the student/athlete to talk with the coach. If the student and parents are not satisfied after that conversation, the parent(s) should call the coach at school to arrange a time when they can discuss any issues that need to be discussed.
- If after talking with the coach a parent feels that they need to have a meeting, the parent(s) should contact the Athletic Director to arrange a meeting (if in the opinion of the athletic director the meeting is deemed proper and necessary).
- If the parent(s) still are not satisfied, they may contact the principal.
- We do encourage both parents and players to wait at least 24 hours to discuss athletic concerns with the coach after an issue arises at a game, practice, or other instance.
- If the parent feels that it is an emergency and their son/daughter is in danger because of the decisions of a coach. (i.e. The coach is depriving the players of water), they should contact the Athletic Director immediately.

It is never acceptable for a parent to confront a coach or attempt to discuss a child's playing time right before, during, or immediately after a game or practice. It is NEVER acceptable for a parent to attempt to discuss another student's playing time or performance.

Reported Violations of Fan Conduct

Each report of a violation will be reviewed and investigated by the athletic director and the administration with those involved being consulted. Any consequences will be assigned when a report is determined to be a violation and will be based on the circumstances of that violation. The consequences can involve, but are not limited to, suspension or removal of attendance privileges. Should a parent or relative not abide by the decision of the administration, the student's participation could be affected. If a fan is not directly connected to a player and will not abide by a disciplinary decision then the local authorities will be involved.

Dead Period

By KHSAA regulations, students may not receive coaching or training from school personnel, and school facilities, uniforms, nicknames, transportation, or equipment shall not be used during this period. The Diocese of Covington has extended the dead period. Please check the school calendar for official dead period dates for the Diocese of Covington.

Drugs, Alcohol and Tobacco

While participants are subject to school rules and policies regarding the use of drugs, alcohol, and tobacco, individual coaches may have team rules as well. The minimum standards set by the school do not necessarily meet the standards as set by each coach.

All violations will cause the schools substance abuse policy to be activated and an assessment of the student will be done with recommendations for treatment by the professionals consulted. At any time during this process, a violation can be determined to be of such a nature that a student's attendance at NCC can be in jeopardy. Additionally, the nature of the violation may also incur other school consequences that include the consequences outlined in this policy.

Academic Eligibility

To participate in the Newport Central Catholic Athletic program, all students must comply with the standards set forth in this student handbook.

Gate Receipts/Concessions

All gate receipts and concession money must be accounted for, placed in a sealable bag, signed, and turned into the high school office the day after games. Please refer to the Newport Central Catholic cash handling policy below for more information.

- Two adults should tend the cash box at all times. Due to length and frequency of games and number of volunteers needed, there may only be one worker at times. At no time shall the cash box be left unattended.
- When it is no longer necessary to charge admission, the school administrator shall place the cash in the deposit bag in the presence of the volunteer worker.

- The administrator shall secure the deposit and give to the business manager the next day or as soon as possible.
- The deposit shall be counted in the presence of another school employee & then recorded as a deposit to the appropriate activity.

Leaving School Early

Students involved in extracurricular activities (ball games, drama productions, etc.) must be in attendance at school and may not leave school early. The only exception would be a doctor's appointment, college visit, or by the permission of the principal. Students on school-sponsored field trips are considered to be in attendance.

Religious Activities and Athletic Participation

There are to be no activities on any Sunday before 1:00. On very rare occasions there may be times when this cannot be avoided. The principal must be given advance notice of these occasions in order to make a final decision. If this happens, arrangements for students to meet Sunday obligations must be made and activities should never create a conflict with a family's wishes for family time on this day. If a student misses due to family religious commitments the child's status with the team should not be affected in any way.

There are to be no activities from 4:00 p.m. on Holy Thursday until Easter Monday.

These most important days in the church year are to be set aside. These days are not just for attending services, but for meditating on the profundity of the Paschal Mystery. These are days for prayer and fasting; thinking, reading, and studying about what we are celebrating, and Christian service. In truth, these days, called by the Church the Triduum, are best understood as one entity, interrupted as little as possible by mundane activities. It is NCC's responsibility to educate and support our full community regarding these activities.

Communication with the Media

It is very important to players, parents, teams and the school that individuals be recognized for their athletic achievements. Therefore, coaches should regularly release information to the media via news releases and phone calls that are beneficial to the team and to individual players. The following are some guidelines:

- Call in game results to the newspapers and television stations.
- Call in statistics to local newspapers regularly. (The Cincinnati Enquirer)
- Nominate players for "Player of the Week" awards.
- Send news releases to local newspapers for outstanding athletic/academic achievements. All news releases should be cleared through the Development Office and the Athletic Director.
- All releases should also be sent to the Development Office for the school website and newsletters.

Medical Records, Physicals and Parental Consent

The Kentucky High School Athletic Association (KHSAA) requires that a record of a physical examination be kept on file for all participants in athletics. All students participating in athletics must have this record on file prior to their first practice. Physical exams are valid for one calendar year.

The parent's consent for the child's participation is also required.

Players of Multiple Sports

Newport Central Catholic wants students to participate in as many school sponsored activities as possible. Coaches must do the same by allowing and encouraging athletes to play multiple sports in different seasons. Coaches should not place restrictions on players that discourage their participation in other sports and should not use such participation as a factor in their decision making process when it comes to team selection. With regard to conditioning, practice, weight training and games, the in-season sport takes priority over the out-of-season sport.

Although generally not feasible, players wanting to play multiple sports during the same season may only do so with the agreement of the coaches, the Athletic Director and the Principal. All details regarding participation in games and practices will be arranged by these people.

Participation by 8th Grade Students

Newport Central Catholic allows 8th graders who are members of our district parishes, to participate on school sponsored teams. The following criteria must be met in order for 8th graders to participate:

1. The Athletic Director and Head Coach will determine in advance of each school year the number of teams per program and the number of participants per team. This needs to take place any time numbers are a concern.
2. A coach can request the use of 8th graders in their program as long as no one is cut from the entry-level team. (If the entry level is a freshman team, no freshman can be cut; if the entry level is Junior Varsity, no one can be cut.)
3. 8th graders will only be allowed to play on the entry-level team, they cannot be moved up.
4. Only 8th graders who are members at an NCC district parish are eligible for NCC teams. (KHSAA regulations will not allow a student who is a member of a parish and going to a non-diocesan school to participate.)
5. A separate, open tryout will be held for all 8th graders.
6. Tryouts are to be advertised at the district elementary schools.
7. A minimal fee determined by the school administration will be charged for any 8th grader who makes an NCC team. The fee will be used to support related athletic expenses usually covered by tuition or boosters support.

Additional Guidelines

- **The number of teams and participants will only change from one year to another based on unusual enrollment changes or special circumstances that affect an entire program. (i.e.: softball going from slow pitch to fast pitch)**
- **Coaches are to communicate with the Athletic Director their intention to use 8th graders.**
- **The intent of the use of 8th graders is so we can offer opportunities to NCC students where the number of NCC participants will not otherwise allow it.**
- **We recommend at least a weeks notice before tryouts are held.**
- **Coaches are encouraged to allow 8th graders to also play on their elementary school teams.**
- **When 8th graders are going to be invited to tryout, a copy of this policy should be given to all players in the program and all 8th graders at tryouts. A tryout notification sheet can be obtained from the Athletic Director.**
- **Students entering the 8th grade are not permitted to participate in interscholastic competition during the summer.**

Team Apparel and Team Dress

Team Apparel

The school has gone to great efforts to keep the cost of tuition as low as possible. To remain consistent with this ideal we do not want to put people in a position of buying excessive amounts of school or team apparel.

- Extracurricular Groups (Teams, Clubs) may create and purchase only two items per year that are specific to their club or sports team. The selection of the two items will be up to the Head Coach of the sport and the Athletic Director.
- All Extracurricular Group items are to only come from the following combination of colors: Cloth- NCC blue, NCC gold, White, Ash. Print- NCC blue, NCC gold, or White.
- All apparel representing NCC in any way is to be approved by the Administration (Principal or Athletic Director) without exception.

Team Dress

Coaches will determine dress codes for their players. Coaches are reminded that the players and coaches are representing NCC and a positive image of the school should be maintained at all times.

Team or Club Special Dress Days

The moderator or head coach and the administration must approve days for any team or club participants to be out of dress code. These days should be limited to the teams or clubs season. Because occasions arise, we will not set a final number but we ask you to be conservative with requests. All members of the team or club are to wear the same outfit as approved by the head coach and administration.

Extracurricular Support Groups

The rewards for being on a team include: 1) the opportunities to participate on a team, share one's talents with a community, and compete against others; 2) The privilege of representing ones school community; 3) The chance to build friendships that can last a lifetime. Our support and love of our athletes is expressed through attendance at events, positive cheering during contests, etc. Too often support efforts end up constantly being bigger and better and we can lose our focus. To avoid sending a message that says our athlete's involvement entitles them to extra gifts or perks (food, apparel, or other material items), the following guidelines are to be followed.

- When possible, all efforts to support athletic teams should go through the Newport Central Catholic Parent and Booster Organization.
- Upon request, we will make bulletin board or wall space available in the cafeteria for teams or groups to post weekly or even daily information and support messages.
- Booster or Parent Groups should select a limited number of special contests (1 or 2 regular season contests and tournament contests) to decorate lockers, locker rooms, etc. For these special events, decorations should be limited to banners and signs hung throughout the building or locker rooms to support the whole team. Individual honors, awards, gifts, or treats should be limited to end of the year banquets to honor exemplary performance, leadership, etc as determined by the Head Coach and Athletic Director. **It would be our preference that this kind of activity be left up to the Pep Club and Student Government.**
- A **single** Preseason Event is acceptable to promote team and community building.
- All events held in the name of NCC should be held with the strict understanding that no alcohol should be available to students. We are all responsible for teaching our kids how to act.

Workers for Sporting Events

Coaches are responsible for getting workers for their sports' games (ie – gate workers, etc...). The coaches will be dependent on parents to help fill these needs. Without volunteers, athletics will get more and more expensive.

Overnight/Out of Town Trips

All overnight or out of town trips will only take place with the approval of the school's administration.

Team Tryouts

For teams that have tryouts, it is implied that everyone is trying out and therefore anyone is eligible to be "cut." No one is guaranteed a spot on a team that has tryouts (this includes seniors). Coaches have two general criteria when making decisions on team make-up.

1. What is best for the team in general?
2. What is best for the well being of individual players?

All student athletes are to be given a minimum of two days to tryout for a team. All student athletes who have ended one season and are trying out for a sport in the next season are recommended to rest for one week. If a student athlete chooses to come out prior to taking a full week's rest, their two days minimum for tryouts will begin upon their arrival. Once the student athlete begins tryouts, their option of taking one week of rest has expired unless given special permission by their coach.

Adult Alcohol/Substance Use Policy

All events held in the name of NCC should be held with the strict understanding that no alcohol should be available to students. If the focus of the event is the students, no alcohol should be present (i.e.: team celebrations). No alcohol is to be consumed at any KHSAA sanctioned event. This includes "tailgate parties" which may be held on the site of the KHSAA sanctioned event.

Anyone who has consumed enough alcohol so as to impair them in any way is not welcome at any NCC functions, home or away.

In the case of those adult functions when alcohol is available, all adults who consume alcohol should do so with Jesus' teaching regarding gluttony and excess as the guideline. We are all responsible for teaching our kids how to behave responsibly.

NCAA Clearinghouse (NCAA Division I or II only)

Any student athlete who is concerned about being eligible for playing NCAA athletics in Division I or II must register with the NCAA Clearinghouse in order to be declared eligible and participate. Additionally, you need to be aware that there are requirements for the Clearinghouse. Some courses may not be acceptable for meeting core course requirements. If you are concerned, you need to meet with the Senior Counselor to get all the necessary information. As we are not aware of students who are receiving interest from colleges for athletics, we can not track these situations until the student athlete brings it to our attention.

Athletic Competition Prayer

Whenever there is a home competition and there is a PA system, we should pray as a community. The following prayer can be used if other arrangements aren't made for praying.

Dear God we believe that sports has been created and blessed by you as a means of challenging us to identify and grow the many talents you have given us so we might reach the ultimate prize of your Kingdom. As these teams (athletes) compete today we all accept the challenge of honoring you by keeping our eyes on your prize and not ours. We pray that the coaches, players and officials honor you by respecting one another and competing hard to be their best. We pray that the fans honor you by supporting the efforts of those competing and respecting one another. Most importantly lord protect our teams and keep everyone safe from injury. We ask all of this in the name of your Son, Jesus Christ. AMEN.

TUITION AND FEES

The tuition for 2018-2019 is:

Diocesan Parish Members	\$7,070
Non-Diocesan Members	\$8,025

Every family must sign up for an NCC FACTS Tuition/Fees Account for the 2018-2019 school year.

Newport Central Catholic High School 2018-2019 Tuition Policy

The tuition policy of the NCC School Board is to charge the lowest possible tuition. This policy requires that **all tuition be collected.**

1. No student will start attending NCC while still owing tuition to another school.
2. All families must enroll with the FACTS Tuition Management Company. There is a link on the left hand side of the school web site (www.ncchs.com).
3. Tuition must be paid using one of the following plans:
 - Plan #1: Full annual tuition, **\$100 discount if paid by July 5th**
 - Plan #2: One-half payment of tuition **July 5th**, and one-half payment **December 5th**, **\$25 discount each time.**
 - Plan #3: Ten equal payments of tuition, beginning July 5th and ending April 5th plus a \$50 late charge if received after the fifth of the month.
 - Plan #4: Eleven equal payments of tuition, beginning June 5th and ending April 5th plus a \$50 late charge if received after the fifth of the month.
4. **We need to have a copy of any legal documentation that details the responsibility of each guardian for tuition.**
5. There will be a \$30.00 service charge for any returned check.
6. The family discount will be as follows:
 - Second student - \$600.00 discount
 - Third student - \$900.00 discount (additional to be determined based on tuition assistance information)
 - Additional students free

Any exceptions to the above policies must be presented to the School Board Finance Committee in writing for consideration and approval.

TUITION AND DISCONTINUED ATTENDANCE

Tuition is charged based on a full semester at a time. If a student begins a semester he/she will be charged tuition for that entire semester. Fees are not refundable, regardless of when a student withdraws.

RETURNED CHECKS

There will be a \$30.00 service charge for any check returned.

GENERAL FEES

All students pay a general fee of \$300 that is used for guidance services, some standardized testing, media center, all call service, and audio-visual materials. The other required fee is a Diocesan Department of Education assessment.

Athletic Fees

In order to continue offering the quality athletics programming our families are accustomed to, students will be charged **\$75 per sport with a maximum fee of \$150 per child.** The fee will be collected by the Athletic Director or coach before the student is eligible to participate in a contest.

BOOK FEES

The book rental fee is **\$230.00** for a first student and **\$180.00** for any additional children to be paid with all other fees at the beginning of the year. This fee will cover all textbooks and workbooks for all two semesters. Bibles are additional and can be purchased from our bookstore.

All books are the responsibility of the student and parents or guardian. Books are to be covered at all times. A fine of \$10 will be charged for damage done to a book. If a book is damaged to the point the school determines it can no longer be used the student will be charged for the cost of a new book, regardless of the book's age.

BUILDING AND TECHNOLOGY FEE

The building and technology fee is **\$175 per child** and helps to provide students with their own email accounts, supports our internet and technology infrastructure.

INSURANCE

All students are covered by accident insurance, which extends during school hours, coming to and returning from school and school events.

OPTIONAL FEE- Activity Pass (\$40.00)

With their student ID, students will be given the opportunity to get an activity pass sticker. With this pass students receive admittance to all NCC regular season home sporting events.

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights laws and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees and institutions, including Newport Central Catholic High School, participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

NOTE: Newport Central Catholic High School is proud to be a socially just institution. As no handbook can cover all situations, the administration reserves the right to deviate from the policies as outlined in this handbook if the administration deems it to be in the best interests of both the student and the school.