



NOLAN CATHOLIC HIGH SCHOOL

EDUCATION IN FAITH | FORMATION IN HOPE | PERSEVERANCE IN CHARITY

Student-Parent Handbook

2021-2022

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I. HISTORY

The Sisters of Saint Mary of Namur opened Our Lady of Victory High School in the Fall of 1961 with four grades of women and one grade of men from Laneri High School. The Benedictine Order was closing Laneri High School and the Sisters of Saint Mary of Namur offered the Benedictines and the men a place in the new high school building. To accommodate the number of men who came to OLV over the next couple of years and the diminishing number of Benedictines, priests and brothers of the Society of Mary (Marianists) came to OLV to teach and administer to the men. For accreditation purposes, the school remained named Our Lady of Victory High School until the Spring of 1963 when Bishop Thomas Gorman renamed the school Nolan High School after Monsignor Robert Nolan.

Initially, the new school bore the Our Lady of Victory name and accreditation and included ladies from grades 9 through 12 with freshmen gentlemen from Laneri. In its second year, Laneri upperclassmen joined. In 1963, its third year, OLV took a new name: Nolan High School, in honor of Monsignor Robert M. Nolan.

Monsignor Robert M. Nolan came to Fort Worth in 1907 to serve as pastor of St. Patrick Cathedral. Msgr. Nolan took an active interest in education and mission work. He was one of the leaders of Catholic Charities in Fort Worth.

II. PHILOSOPHY

Vision of Nolan Catholic High School

Built on a foundation of Catholic Tradition and Gospel values, Nolan Catholic High School will:

- Provide a program and environment for students to grow spiritually, intellectually, morally, socially, physically, and creatively;
- Ensure an excellent academic experience in a diverse learning environment;
- Challenge students to reach their full potential and use their God-given talents to serve others.

Mission Statement

Nolan Catholic High School is a ministry of the Diocese of Fort Worth providing a college preparatory education and evangelizing students to be tomorrow's servant leaders through

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III. GENERAL SCHOOL INFORMATION

A. General School Policies

Students and parents are always expected to behave in ways reflective of the philosophy and ideals of the Nolan Catholic community and in ways that do not impede the educational process. Faculty, staff, and administration will be the judge as to what is appropriate in all facets of campus life. This handbook is not designed to be an inclusive treatise of all acceptable and unacceptable behaviors. The final decision on matters regarding this handbook ultimately lies with the administrators of Nolan Catholic High School. **By registering at NCHS, students and families indicate their willingness to accept and observe school regulations.**

Principals' Right to Amend

The Nolan Catholic High School Administration reserves the right to make any and all judgments on matters not explicitly outlined in this handbook, and reserves the right to amend the handbook after giving due notice to students and parents/guardians.

COVID-19 Handbook Addendum

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running a fever. If he/she has been ill, it is required that he/she be free of fever without fever reducing medication for 24 hours prior to returning to school.

Should a child become ill on campus and require a parent/guardian to take them home, this parent/guardian must arrive to retrieve the student within 30 minutes of the initial phone call.

B. Student Non-Discrimination Policy

Nolan Catholic High School, mindful of its mission to be a witness to the love of Christ for all, admits students of all race, color, disability, sex, or national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Nolan Catholic High School does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, studentship programs, and

athletic and other school administered programs, although certain athletic leagues and other programs may limit participation. While Nolan Catholic High School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's need.

C. Inclusion

As a Catholic school, every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and principal. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may consult [Appendix A](#).

D. Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, Nolan Catholic High School may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in the Student-Parent Handbook of Nolan Catholic High School.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with Nolan Catholic High School to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel; however, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
4. Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students, or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in Nolan Catholic High School.
5. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

E. Disruption or Disorder by Parents, Guardians or Other Family Members

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent/guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

F. Recommended Transfer Resulting from Parent Behavior

Under normal circumstances, a student is not to be deprived of an education at Nolan Catholic High School on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

If the school's mission and program are in conflict with the values of an individual parent or student, or if the student does not contribute positively to the academic and religious environment of the school, it is evident that Nolan Catholic High School is not the appropriate school for that student. Under such circumstances, the administration will ask the family to seek a more suitable educational environment.

Diocesan Policy 5000

"No student has a right to attend a diocesan school. The schools and the Diocese retain the right not to allow a student to continue attending or to re-enroll in a school. No teacher, principal, or pastor has the right to agree to consent to any individual having a right to continue as a student. Advanced enrollment, pre-enrollment, or continuing enrollment of a student is a conditional enrollment subject to review and termination by the school at any time. The conduct of the student or the student's parents may be grounds for the school revoking the enrollment of a student. Prior to the first day of school, the school does not have to state the reasons or have grounds for the revoking of a conditional enrollment of a student. Prior to the first day of school, the conditional enrollment is subject to termination without cause."

G. Admissions Guidelines

Nolan Catholic High School is a Catholic co-educational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did." Nolan Catholic High School admits all students, Catholic and non-Catholic, who desire to profit from and cooperate with Gospel values and who will adhere to the school's behavioral expectations with the following conditions:

1. Nolan Catholic High School accepts students on a space-available basis.
2. Nolan Catholic High School forms an Admissions Committee to review the applications of prospective students, conduct interviews, and enforce the admission guidelines and procedures.
3. Nolan Catholic High School gives preference in admissions to students from the local Catholic partner schools.
4. Nolan Catholic High School accepts transfer students at the beginning of a grading period (semester) but may accept students during other times of the school year at the discretion of administration.
5. Nolan Catholic High School charges tuition for its educational services.
6. Nolan Catholic High School has admissions requirements pertaining to academic standards and behavior.
7. Nolan Catholic High School will make every effort to assist students with financial difficulties.

Students enroll at Nolan Catholic High School annually. The registration process for the following school year usually begins in January with the deadline for returning materials in mid-February. Pre-registration is a conditional enrollment subject to review and determination by the school. Prior to the first day of school, the school does not have to state the reasons or have grounds for the revoking of a conditional enrollment of a student.

Nolan Catholic and the Diocese retain the right to deny a student re-enrollment. The conduct of a student or the student's parent/guardian may be grounds for the school revoking the enrollment of a student. A student's registration and enrollment is an agreement and acceptance of the guidelines contained in the Student-Parent Handbook.

H. Admissions Procedures

- **Online Application:** Prospective Freshman Applicants complete an online application and submit a \$75 non-refundable application fee. The online application site will open in October. Only freshman applicants are required to take the High School Placement Test.
- **Admissions Requirements:** Nolan Catholic considers qualified students of all faiths and denominations without any regard to race, ethnicity or national origin. The Admissions Committee reviews the entire body of work including: the application, placement test, report cards, standardized test scores, and teacher recommendations in regard to academic ratings, effort, and potential.
 - **Work Ethic, Conduct, and Respect:** The Admissions Committee reviews the applicant's history of effort level, proper conduct, and treating others with kindness. The committee carefully reviews the citizenship, motivation, and effort portions of the report cards, teacher comments, and teacher evaluations.
 - **Parent Cooperation with Student Expectations:** Parents commit to cooperation with student expectations and share behavior expectations required by Nolan Catholic.
- **Committee Review:** Our Admissions Committee will review the applicant when:
 - The online application is complete and submitted
 - Principal and teacher evaluations have been received
 - Report cards from the 7th and 8th grades have been received
 - The admissions test results are received
 - A family interview has been conducted
- **High School Placement Test:** The HSPT is a curriculum-based test which helps us determine acceptance and placement when considering upper-level courses. Late applicants are reviewed with the same integrity and consideration as applications we received prior to the deadline. Taking the late placement test will not detract from a student's chance of being accepted.

I. Enrollment and Tuition Agreements

Financial Policies and Obligations

Nolan Catholic High School incurs more expenses per student in providing an education than it charges for tuition. Payment of school tuition and fees is a matter of justice which all families must take seriously. Failure to pay tuition and fees on time jeopardizes the academic program for all students and faculty. Tuition is due as noted in options below and is payable through a FACTS tuition payment plan.

2020-2021 Tuition & Class Fees

Grade	Tuition	Class Fee (non-refundable)	Monthly	Annually
9 th , 10 th , 11 th	\$17,680	\$500	\$1,818	\$18,180
12 th	\$17,680	\$700	\$1,838	\$18,380

2020-2021 Tuition & Class Fees with Parishioner Certification

Grade	Tuition	Class Fee (non-refundable)	Parishioner Certification Award	Monthly	Annually
9 th , 10 th , 11 th	\$17,680	\$500	-\$2,000	\$1,618	\$16,180
12 th	\$17,680	\$700	-\$2,000	\$1,638	\$16,380

- Additional costs may include: ECI optional food service, textbooks, uniforms, and optional extra-curricular activities
- Registration is complete when the Online Registration Form and Registration Fee are received by NCHS.
- Consideration for financial aid is only possible after receipt of the registration fee and your completed FACTS Grant and Aid application.

Registration (non-refundable): new students \$400 returning students \$325

FACTS Tuition Payment Options

All families are required to have a FACTS account to make an in full tuition payment or monthly payments.

OPTION 1 – Payment in full ACH through FACTS

An online account is established with FACTS for tuition, class fees and incidental billing. ACH withdrawal date is June 5, 2020. FACTS will assess a late payment fee of \$30 if paid after the due date.

OPTION 2 - Semi-Annual ACH Payment Plan through FACTS

An online account is established with FACTS for tuition, class fees and incidental billing. ACH withdrawal dates are June 5, 2020 and December 4, 2020. FACTS will assess a late payment fee of \$30 if paid after the due date.

OPTION 3 - Monthly ACH Payment Plan through FACTS

An online account is established with FACTS for tuition, class fees and incidental billing. Ten monthly ACH withdrawals occur from July through April. FACTS will assess a late payment fee of \$30 if paid after your payment due date.

Tuition payments are due as published in the FACTS payment agreement and are payable through the FACTS payment plan. Please note that Nolan Catholic High School expects each family to pay their FACTS finalized tuition amount in a timely manner as agreed upon at the beginning of the school year. It is imperative that tuition payments are current so that all students, faculty, and student programs are not affected.

As a matter of policy, the monthly tuition payment is not refunded if the student attended classes for a single day of that month, regardless of the reason for withdrawal. A parent/guardian may make a request to the president for any exceptions to this policy.

When tuition payments fall one month in arrears, the parent will be contacted through a phone call or email by the school business office. The parent will work with the Manager for Student Billing to develop a satisfactory plan to complete tuition payments by the end of the school year.

When tuition payments fall behind two months in arrears, the school president will send the parent a certified letter to request a meeting with the parent. The president and parent will discuss repayment of delinquent tuition and agree on a repayment plan. When a parent fails to meet with the president, the student will be withdrawn at three months of nonpayment, unless approval is obtained from the school president and a payment plan is established.

All outstanding financial obligations must be resolved prior to the release of official transcripts/grades. The school will not release an official or unofficial report card/transcript to a parent, student, college, or an employer unless all financial obligations have been

met by the parent and the student. Nolan will not grant a diploma to a student until all obligations (including, but not limited to, financial, disciplinary, Christian Ministry, athletic, and academic) have been met.

Nolan Catholic is grateful to all parents who take their financial commitment seriously and meet them in a timely manner. It is imperative that parents who are unable to make a payment for any reason reach out to the Manager for Student Billing in the school business office.

Tuition Assistance

Nolan Catholic is committed to providing tuition assistance to families in need. The financial aid processor for the school is FACTS. To be given priority consideration, please submit your grant and aid application online by March 1st. Nolan is blessed with supporters who offer endowments and funds for financial support. Nolan Catholic does not offer academic, achievement, merit, or athletic scholarships. It is highly recommended to apply early online through FACTS.

J. Confidentiality and Privacy

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists, or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally or in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Diocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

K. Permanent Student Records

Permanent student records include the following information:

- Personal and family data with certification of name, place, and date of birth of the student, and the name and address of the parent or guardian having custody of the student
- Test data
- Transcript of courses
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization

When a student transfers or graduates, Nolan Catholic High School retains the permanent record.

L. Withdrawal

Whenever a pupil transfers from Nolan Catholic High School to a school district within the state, the pupil's permanent enrollment and student records or a copy thereof shall be transferred by Nolan Catholic High School upon request from the district or private school where the pupil intends to enroll. As a matter of policy, the monthly tuition payment is not refunded if the student has attended classes for a single day of that month, regardless of the reason for leaving the school. A parent/guardian may make a request to the president for any exceptions to this policy.

There are four types of student withdrawal:

1. Parent Withdrawal

A student transferring to another school must bring to the Registrar's Office a note from his/her parents requesting the transfer. After a conference with the parents and principal is held, the registrar will issue an official transfer paper containing the appropriate signatures to be signed and returned to the registrar. Failure to comply with this process will delay the issuance of transcripts to the receiving school.

2. Disciplinary Withdrawal

Upon the recommendation of the Administration, the principal may request a student to withdraw from Nolan Catholic High School. The Administration will inform parents and students of the school's decision for withdrawal. The Administration will also inform the Registrar's Office of the withdrawal. In most cases the administration will give the Registrar's Office 48-hour notice to complete transfer forms; however, situations may arise when the parents may request the forms immediately. The registrar will inform teachers at least 24 hours in advance of the withdrawal so that transfer papers may be completed. Completed transfer papers will be submitted to the registrar. The Administration will assist the registrar if necessary. Any student asked to withdraw from Nolan Catholic High School for disciplinary reasons must do so within 72 hours of the school's request. Automatic expulsion may occur if withdrawal procedures are not completed within this time frame.

3. Academic Withdrawal

A student receiving three or more "F"s in any one academic school year may be asked to withdraw from Nolan Catholic High School. The registrar will follow the same procedures as in the disciplinary withdrawal.

4. Confidential Withdrawal

In special cases of confidentiality, the administrator to whom the case is referred will handle the transfer forms. The registrar will be informed of the withdrawal.

M. Transfer of Records

Whenever a pupil transfers from one school district to another, or to a private school, or transfers from a private school to a school district within the state, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll.

A record of the transfer, the reason for the transfer and the name of the school to which the student is transferring should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Record.

Normally, official transcripts are not given to students or parents. Unofficial transcripts are to be given to parents upon request, unless the parents are deficient in tuition or any other obligation.

N. Child Custody and Student Record

Parents and legal guardians of minors have the absolute right to access their child's educational records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified educational records. In cases of legal separation and/or divorce, it is the intent of Nolan Catholic High School to be supportive of all families. To assist Nolan Catholic in providing the necessary information, Nolan Catholic High School asks for the following:

- The school will not be held responsible for failing to honor arrangements that had not been made known to the school in the appropriate manner.
- Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal of Student Affairs office. In the absence of a court order to the contrary, Nolan Catholic High School will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that information should not be given to the non-custodial parent, it is the custodial parent's responsibility to provide Nolan Catholic High School with a court-certified copy of the court order.

O. Immunization Requirements

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the

foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physician's license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420)

A complete and current immunization record is required before the student is admitted to class. All immunizations must include month, day, and year and be validated by a physician. Immunizations must be maintained to current state requirements. Updated health information should be submitted to the nurse.

P. Closed Campus

As a means of ensuring the safety and security of all school members, Nolan Catholic High School operates a closed campus. Visitors to the campus will be required by campus security personnel to identify themselves, state the purpose of their visit, and check in at the Front Entrance prior to proceeding to their intended destination on campus. Specific procedures for visitors can be found by clicking the following link: [Click Here](#). The Nolan Catholic High School campus is secured by video cameras. Any person entering our campus will be monitored by video cameras.

Q. Student Deliveries

The school asks that all messages and deliveries (homework, books, lunches, gifts, etc.) be delivered to the Front Entrance. Messages and deliveries will be communicated/delivered to students by school staff. Messages will be delivered and students will be notified of items to be picked up before lunch. Messages can be left by calling (817) 457-2920.

IV. ATTENDANCE

Attendance Office/ Phone: (817) 496-9772

Attendance Office / Email: attendance@nchstx.org

A. Procedures Regarding Absences

Reporting an Absence

The school day begins at 7:45 a.m. Dismissal is regularly at 3:00 p.m. (2:25 p.m. on Wednesdays) except as noted on the school calendar. Parents/Guardians must call or email (from the parent's email address) the attendance office (see contact information above) by 7:30 a.m. **each day** the student is absent.

Returning After an Absence

By 7:45 a.m. on the day of the return to school after the absence of any duration (even one period), a student must submit to the Main Office a parent note (an email notifying the school of the absence is sufficient). The note must contain: student's full name, student's grade, date(s) of absence, the explicit reason for absence, the signature of the parent/guardian, and the phone number(s) at which parent/guardian may be contacted during the school day. If a student does not present a written note or the parent has not emailed the attendance office, his/her absence will be considered unexcused.

B. Attendance Requirement for Academic Credit

Since both attendance and participation are requirements which are figured in the computation of grades, it is school policy that in the event of a student accumulating 10 or more unexcused absences in a semester (per class period), the student may be denied academic credit for the semester. Students accumulating 15 or more excused absences (or a combination of excused and unexcused absences) may be denied academic credit for the semester **or students may be required to make up lost minutes outside of the academic day.**

C. Excused Absences

A strict policy is enforced regarding absences. Examples of excused absences include, but are not limited to, the following:

1. Personal illness
2. Medical/dental appointments *
3. Death or serious illness in immediate family
4. Military deployment of parent *
5. Court appearances / naturalization ceremonies *
6. Approved school activities
7. Approved college visits (see section G on college visits)

Note: To be excused, items above marked with an asterisk (*) require documentation from the medical/court facility

verifying date and length of absence. All other "excused absences" may be documented with a parent note, following procedures for reporting indicated in section A.

Note: All illnesses exceeding 3 school days require a note from a medical facility.

D. Unexcused Absences

Absences for other than the above reasons (including weddings, family trips, etc.), even with the permission of parents, are considered unexcused. Parents should realize that a student's grade may suffer because of unexcused absences. **Students who accumulate 10 or more unexcused absences in a semester (per class period) may be denied credit for the semester.**

E. Extended Absences

Absences exceeding three consecutive school days are considered "extended absences." Planned extended absences require administrator approval prior to the student's planned absence. This approval must be requested by the student's parent a week prior to the first day of the absence. This applies to both "excused" and "unexcused absences."

Unanticipated extended absences must be communicated to administration as soon as possible, and **in the case of illness, these extended absences will require a doctor's note.**

Students exceeding three consecutive days of absences without parent communication are subject to disciplinary action which may include dismissal from the school.

F. Vacations

The school strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year. Parents/guardians are asked to plan vacations during regular school vacation periods.

G. College Visits

College visits are considered excused absences and should be reported to the attendance office. However, in order for the absence not to count against a student's total absences or against senior exemptions, students must follow the procedures below, which includes obtaining documentation from the college/university.

College Visit Procedures

1. One week prior to the college visit, the student should complete a College Visit Request form in the Main Office.
2. The student should turn in the College Visit Request form to the Dean of Student Formation.
3. The Dean of Student Formation will sign the form giving approval.
4. A parent or guardian needs to email the attendance office to verify their consent for the student to go on the college visit.
5. At this point, the absence is an excused absence and coded "ABPA"
6. The student should also provide documentation or verification of visit to the attendance office upon return to the school
7. After the attendance office receives verification, the absence will be coded "CV."
8. The "CV" code signals that the absence will not count against a student's absence number or against senior exemptions.

H. Absences and Make-Up Work

A student is responsible for contacting teachers to obtain all make-up work (including assessments) that accrues during an absence. Students have at least as many days as they were absent to complete work that was assigned during their absence. Work assigned before a student left school is due one day after he/she returns to class. Long term project due dates should be addressed on a case by case basis with the teacher.

I. Skipping/Tuancy

Skipping is an absence from class or any part of the school day without the knowledge and consent of parents/guardians and school authorities. In the event of skipping, the parents will be notified. Students will receive zeroes for work missed. Disciplinary consequences for skipping may also include any of the following: detention, in-school suspension, out-of-school suspension, meeting with the parents, fines, and/or signing of a probationary contract.

Tuancy involves a student who is absent from class and **away from campus** for any part of the school day without the knowledge and consent of parents/guardians and school authorities. In the event of truancy, the parents will be notified. Students will receive zeroes for work missed. Disciplinary consequences for truancy may also include any of the following: Saturday or 3-Hour detention, out-of-school suspension, meeting with the parents, and/or signing of a probationary contract.

J. Tardies

Students are expected to be on time to school and to class. A tardy to school will only be excused for those incidents that are indicated in section C above. All other instances of tardiness to school are considered unexcused. Students are considered "tardy" when they arrive to class after the period has begun. Students who are tardy must receive a tardy/admit slip from the attendance office before being admitted to class. Repeated unexcused tardiness to school or class will result in the following consequences: Saturday detention, meeting with parents, fines, and/or a probationary contract. Consequences reset at the end of each semester.

Students who accumulate six tardies in a semester will incur a \$50 fine and a Saturday detention. Further issues with tardies will result in a family meeting with Administration, a possible probationary contract, and may impact participation in extracurricular activities.

K. Early Dismissal / Illness at School

Early Dismissal

Students may not leave the school during school hours **without official school authorization, which includes parental consent**. Parents are asked to refrain from requesting off-campus "early dismissal passes" except in the cases of excused absences. Parents assume liability for their student once parent/school permission is granted for the student to leave school early.

To obtain permission to leave school early, students must present a parent note or parents must send an email to the attendance office no later than 7:40 a.m. The note must include the date, the time, the nature of the appointment, whether the student will be driving themselves, and the parent signature. If a note is sent, a parent or guardian must verify the note by email or phone call at least one hour prior to the requested dismissal time. **Once the parent verifies the early dismissal, the student will be issued an early dismissal pass.** Students should come to the attendance office **during a passing period** to pick up their early dismissal pass. In cases where a parent is making the request for early dismissal after 7:40 a.m., the parent must physically come to the main office in order for a student to receive an early dismissal pass.

The student must show the "early dismissal pass" to his/her teacher prior to the beginning of class. The teacher will dismiss the student to the Main Office at the stated time. Students and/or parents must show the "early dismissal pass" to the security gate upon exiting the campus.

Medical or dental appointments should be made for after school. If medical appointments are made during the school day, they must be verified by an official note from the doctor's office. Students must sign in and out at the Main Office.

Students possessing a driver's license may drive themselves to non-school related appointments with written parental consent for early dismissals.

This process needs to be followed at all times during the academic day; regardless of location or content of the class.

Illness at School

Students who become ill are to inform their classroom teacher and obtain a pass to the nurse. If the nurse determines that the student is too ill to remain in school, the nurse will contact the parent or guardian to have the student picked up from school. Students may not contact a parent or other adult to pick them up from school from a cell phone. A parent or person authorized by the parent must pick up the student. If a student is too sick to remain in class, the student must be signed out at the Main Office by a parent or authorized person.

L. Attendance Requirement for Extracurricular Participation in School Events

Extracurricular activities are any school-sponsored activities that occur outside the normal academic school day. To be eligible to attend or participate in any extracurricular activity or school event, a student must be present in class before the end of the first period of the day and attend all remaining class periods on the day of the activity or event. For weekend athletic and/or extracurricular events, students must be in attendance on the preceding school day. Exceptions to this policy must be cleared by the Administration in order for the student to be eligible for extracurricular participation/attendance. Examples of acceptable exemptions include the following: documented medical appointments, death in the family, or documented legal appointments. Students who are absent from any part of the school day due to illness are not eligible for extracurricular participation/attendance on the day of their illness.

M. Campus Boundaries

Student movement during the school day will be restricted to the main building and transitions from the main building to the IDEA building, athletic classes, and classes located in the Arena. Students are not permitted in classroom areas without staff supervision. Students may not be in the gym, practice facilities, press box, courtyards, or parking lot without staff supervision.

Requests to go to the parking lot/vehicle during the school day will **not** be approved.

Students found not following these expectations are subject to disciplinary consequences.

N. Presence on Campus Outside School Hours

Students should not arrive on campus before 6:30 a.m. and parents should arrange for their return transportation by 6:00 p.m. Students who loiter on campus outside of school hours are subject to disciplinary action.

Students in any supervised activity must be picked up at its immediate conclusion. Failure to comply with this policy may result in a request for the student to withdraw from school or in restriction from participation in future activities as determined by the administration.

O. Communicable Disease

A student who has been absent from school because of a reported communicable disease must have a permit (release) issued by the Public Health Department, a physician, or nurse before he/she is admitted to school. **A student needs to be symptom free for 24 hours (including fever, vomiting, and diarrhea) before returning to school.**

V. ACADEMICS

A. Grading Policy

Overview

The primary purpose of evaluation is to assess the student understanding of delivered content. This level of achievement is to be determined through a systematic process and conveyed to the student and his/her parents in the form of a numerical grade.

Grades determine the extent to which a student meets course objectives. Therefore, it is the teacher's responsibility to state clearly those objectives in writing at the beginning of the semester. The teacher defines the conditions that must be met by the student to receive a passing grade and what weight is assigned to each component of the final grade (test, reports, homework, class performance, etc.). Course work assessment is an essential aspect of every course.

When there is concern about a particular grade, it is important that the student be the first one to communicate with the teacher and discuss the matter. This will help the student develop with learning to take responsibility and grow in self-advocacy. If talking to the teacher does not clarify the situation to the family's satisfaction, then the parent should assist in the matter and consult the teacher. If the concern is not resolved, then the student and/or parent should contact the appropriate department chair. If this does not resolve the situation to the student's/parent's satisfaction, the Assistant Principal for Academics should be consulted. The grade given by a teacher may be challenged only on the possibility of inaccuracy in recording it. Any challenge of grades must be made within one week of the school's distribution of the grades.

Grading Scale

Grading is numerical only; no equivalents are given. Grades of 70 and above are passing. Grades of 69 and below are failing. Semester grades are comprised of 40% each for 1st quarter and 2nd quarter grade, plus 20% semester exam grade.

A bonus of eight points will be added to the semester average for Honors, AP, and Dual-Credit courses when computing grades of 70 and above. Honors and AP courses are listed under Honors Diploma in this Handbook and can also be found in the Academic Course Guide. The cumulative numerical average is used to determine the valedictorian and salutatorian.

Nolan Catholic High School uses the following grade scale:

A	90 - 100
B	80 - 89
C	70 - 79
F	69 and Below

B. Advanced Placement and Dual- Credit Courses

Advanced placement and dual-credit courses offer our students the opportunity to do college work while still in high school. These courses are available to qualified, highly motivated students. For a description of these courses, refer to the Academic Course Guide. AP exams are \$94/exam, with some students being eligible for a reduced fee of \$53. There is a fee for enrollment in a dual-credit class. A student must achieve a grade of 70 or higher in order to receive the eight-point bonus in honors, advanced placement, and dual-credit courses. These points will be added to the semester average at the end of each semester grading period.

C. Standards for Written Work

Standards for written work provide uniform guidance across the curriculum but offer the opportunity for individual creativity deemed acceptable by instructors. Unless otherwise noted, Nolan Catholic High School utilizes MLA format for standard grammatical and notational guidelines.

Format for word processed assignments will include:

- business size and style font
- 1 in. margin
- double spaced
- standard 8 ½" x 11" white paper
- heading determined by instructor
- multiple pages stapled in upper left-hand corner
- legible, neat presentation

Format for handwritten assignments will include:

- black or dark blue ink
- 8 ½" x 11" white, loose-leaf, college-ruled paper
- heading determined by instructor
- multiple pages stapled in upper left-hand corner
- legible, neat presentation

D. Responsibilities in Writing

Students must be aware of the moral and legal responsibilities of placing their ideas in print. Any writing or implication which can be credibly identified as a threat against any person, group, or institution will be reported to the proper authorities. Other consequences regarding the student's future in the school are left to the discretion of the administration of Nolan Catholic High School. All student writing bears responsibility whether academic or creative, formal, or in any journal, letter, social media, or online forum.

Nolan Catholic High School takes pride in ensuring a safe, productive environment for each member of the school community. Nolan Catholic High School reserves the right to determine appropriate and acceptable writing content and style for our school environment.

E. Homework

Homework will be assigned regularly in all classes. Refer to each teacher's course syllabus for specific information regarding homework and grading policies. Teachers utilize RenWeb or Google Classroom for assisting parents and students with weekly and/or daily posting of homework and assignments.

F. Late Work

Please consult each teacher's individual course syllabus for expectations regarding late work.

G. Credit and Grading for Theology Courses

Theology courses are graded and receive full academic credit. Students are graded on academic achievement in the theology course and not on their religious affiliation, personal belief, or practice of their faith. Theology course grades indicate comprehension of subject matter and are not an evaluation of the student's holiness or practice of his/her religion.

H. Tutoring

Teachers are available for tutoring after school until 3:45 p.m. or by appointment. Please consult individual teachers' syllabi for specific days that individual teachers may be unavailable after school due to assigned duties. Tutoring is not available on Wednesday afternoons due to teacher meetings.

I. Academic Integrity Policy

Nolan Catholic High School expects all students to abide by ethical academic standards and recognizes that academic dishonesty of any kind is contrary to the philosophy of the school. Nolan Catholic High School's Academic Integrity policy prepares students for the reality created by technological advances and the world of college and beyond, where cheating and plagiarism have serious consequences.

Academic dishonesty on any assignment or assessment includes cheating, plagiarism, copying the work of another person or group, using technology for illegitimate purposes, engaging in any unauthorized communication between students for the

purpose of gaining an advantage during an examination, and submission of another person's work. The faculty and administration consider academic dishonesty to be a serious offense that is strictly prohibited. Teachers cannot properly measure a student's performance when academic dishonesty occurs.

The school has authorized TurnItIn.com. to assist teachers in determining the authenticity of student work and preventing plagiarism. The Originality Report allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases. Every Originality Report provides teachers with the opportunity to teach their students proper citation methods as well as to safeguard their institution's academic integrity.

Cooperation and collaboration is distinct from plagiarism. Teachers often expect and/or encourage students to work on assignments collectively. This is acceptable as long as permission from the teacher is explicitly granted and each student's work is clearly identifiable and noted.

Nolan Catholic High School interprets academic integrity as follows, including but not limited to:

- Plagiarism – To commit literary theft, to steal and submit as one's own ideas or words, and/or to create the production of another work. When using someone else's words through the use of quotation marks or paraphrasing, the writer or speaker must be credited by citing the source. Some internet users believe that anything available online is public domain; such is not the case. Ideas belong to those who create and articulate them. To use another's words or ideas without giving credit to the originator is stealing.
- Copying or giving an assignment/answers to another student to be copied (unless explicitly permitted by the teacher) – using, supplying, or Communicating in any way unauthorized materials including textbooks, notes, calculators, computers or other unauthorized technology during an exam, project, or assignment is prohibited and considered cheating.
- Giving or receiving answers to quizzes, tests, assignments, or exams.
- Possession of unauthorized materials or use of technology (i.e. cell phones, smart watches, etc.) to aid during an exam or assignment.
- Forgery, stealing, and other serious academic offenses, including, but not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or gradebook records, or forging signatures for the purpose of academic advantage.
- Submission of another person's work, including purchasing or otherwise obtaining an assignment for submission, or hiring another person to complete an assignment.
- Most World Languages teachers consider the use of Google Translate or other translating services as an offense against Academic Integrity. Please review teachers' syllabi for more information and class expectations.

The determination that a student has engaged in academic dishonesty is based on specific evidence provided by the classroom teacher, supervising professional employees, written materials, observations, and/or information from others. If there is reasonable suspicion that a student has engaged in any form of academic dishonesty, that student will be subject to disciplinary as well as academic penalties.

If it has been determined that a student is in violation of the Academic Integrity Policy, the following actions will be taken:

- (1) score of zero on the assignment
- (2) parent notification
- (3) issuance of a detention and/or academic integrity seminar
- (4) **students will be asked to provide evidence of content mastery.**

**Any student in violation of the Academic Integrity Policy may be disqualified from academic awards and honors.*

J. Schedule Changes

Students requesting a schedule change must submit a completed *Schedule Change Request Form* with a guidance counselor. This form is available in the guidance office. All changes must be approved by a guidance counselor, administrator, and parent. Schedule changes may not be made after the schedule change deadline. Justifiable reasons for a schedule change include:

1. Administrative or teacher request
2. The student enrolled in a class before earning the necessary prerequisite(s)
3. The student was recommended for a specific course but not enrolled in it.
4. The student was scheduled for a course in which he/she has already received credit.
5. A senior requires a specific course for graduation.
6. A physical disability prevents a student from adequate participation in a class.

K. Report Cards

Report cards are issued four times during the academic year: at the end of the first quarter, first semester, third quarter and second semester. Report cards are emailed directly to parents on the date noted on the school calendar in RenWeb. If a family does not have internet access, they may notify the front office and have a report card mailed to their physical address.

Note: Final report cards will not be sent to parent(s)/guardian(s) if there are unpaid financial obligations at Nolan Catholic.

L. Progress Reports

Progress reports are available four times during the academic year. Progress reports are made available online via RenWeb as noted on the school calendar. An email is sent to parents to alert them to the availability of the online progress report. When failure in a class is possible, parents will be notified via the progress reports and by communication from the student's teacher. Parents may request specific information regarding their student's progress through the teacher or appropriate guidance counselor at any time during the school year.

M. Parent/Teacher Conferences

Parents can expect regular communication from teachers about their students' academic and behavioral progress in class. Parents can request to schedule a face-to-face or virtual conference with a teacher at any point throughout the year. Parents should directly contact the teacher, preferably by email, to schedule a conference. Teachers will contact parents to schedule a face-to-face, virtual, or phone conference at the end of the quarter for any student failing their class.

N. RenWeb

Nolan Catholic High School utilizes the RenWeb grading program. During the school year, parents/guardians and students may access the student's grades at any time through RenWeb's parent portal, "ParentWeb." To access RenWeb, you may go to the Nolan Catholic website and click on "RenWeb" under the "quick links" tab found on the top menu of the website and follow the prompts. At the beginning of the school year, parents/guardians will be mailed a letter containing user name and password information for their student(s).

Questions regarding accessing RenWeb or user names/passwords should be addressed to the Educational Technologist, Geoff Calvin (RenWeb@nchstx.org).

O. Examinations

Communication

Exams, extended essays, assessments, and/or evaluation instruments that take more than 25 minutes of class period must be communicated to students a minimum of five full days in advance to allow sufficient study time.

Final and Semester Examinations

At the end of each semester, a given number of testing days are designated on the school calendar. Exam days are considered regular school days. Parents and students are not to schedule family vacations, trips, or other activities during these days. All students are required to take final examinations as scheduled on the school calendar. If a student has a confirmed excused absence (see attendance policy for details on excused absences), arrangements to reschedule the exam must be made with the Principal of Academic Affairs.

Senior Exam Policy

Subject to the teacher's discretion, seniors may be granted an exemption from final exams under the following circumstances:

- Academic: The student has a semester class average of 92 or above (before honor points are added)
- Attendance: The student has no more than five excused or unexcused absences in the class for the semester (approved college visits and approved school events are not included)
- Community Service: All CM hours must be completed
- Discipline: The student must not owe any fines or consequences related to behavior infractions.
- The semester exam grade will be determined by averaging the two quarter grades.

Off-campus college visits are approved under the following conditions:

- student completes College Visit request form,
- an administrator signs College Visit request form,
- a parent notifies the attendance office of the visit.
- the student brings certified documentation from a college or university

P. Failing Grades & Academic Probation

Failing Grades

All students must maintain good academic standing and remain on target to graduate with their classmates. If a student fails a course in either semester, credit for each semester failure must be recovered during the summer months. **A student may be denied readmission if all deficient credits are not recovered by the start of the following school year.** Failure in three or

more courses in one semester, or a number of failures exceeding the amount that can be made up by the start of the following school year, will be cause for denial of readmission to Nolan Catholic High School. In the event of academic failure, students and parents should work closely with the student's guidance counselor.

Academic Probation

If a student fails two or more classes during one semester, the student is placed on academic probation for at least one quarter. Students on academic probation will be required to participate in mandatory academic interventions. A student placed on academic probation must have no failing grades at the end of the probation period. If, at the end of the probation period, there is a failing grade, the student may be dismissed from Nolan Catholic. If a student is placed on academic probation, the Assistant Principal of Academic Affairs will contact the parent(s) and student, informing them that the student has been placed on probation, and communicate the terms of the probation. At the end of the probationary period, the Assistant Principal of Academic Affairs will review the student's status and recommend whether a student should be dismissed or denied readmission. Students on academic probation may be ineligible for participation in extracurricular activities.

Q. Official Transcripts

Students requesting transcripts to be sent to other schools or colleges must fill out the proper Transcript Request Form in the registrar's office. Each student is allowed one transcript without cost. Each additional transcript costs \$5. All official transcripts must be mailed or submitted electronically by Nolan Catholic High School. A transcript is the official record of each student and includes the following:

- All courses taken
- Approved transfer credits
- 1st and 2nd semester grades for each course
- Annual cumulative numerical grade
- Credits earned for graduation
- Summer school courses taken
- Attendance
- Graduation or withdrawal date

No transcripts will be sent until all financial obligations to Nolan Catholic High School have been settled.

R. Withholding of Transcripts/Report Cards

The school will not release a transcript/report card, official or unofficial, to a parent, student, college, or an employer unless all financial and other obligations have been met by the student and the parents.

S. Withholding of Diplomas

The school will not grant a diploma to a student unless all obligations (including but not limited to financial, disciplinary, Christian Ministry, athletic, and academic) have been met.

T. Honor Roll

The Honor Roll recognizes student achievement in a single semester of coursework. A student's semester average is not rounded for Honor Roll consideration. The semester Honor Roll is determined using the criteria below:

- "Honors" are earned by those students who have earned a numerical average of 85 to 89.999 with all grades being at least 77 and no "incompletes" as of the last day of the semester.
- "High Honors" are earned by those students with a numerical average of 90 to 95.999 with all grades being at least 77 and no "incompletes" as of the last day of the semester.
- "Highest Honors" are earned by those students with a numerical average of 96 or above with all grades being at least 77 and no "incompletes" as of the last day of the semester.

U. National Honor Society

Students are offered a lifetime membership in National Honor Society (NHS), based on (1) academics, (2) character, (3) leadership, and (4) service. All students with cumulative numerical averages of 94.00 or higher are informed of their candidacy in the second semester of their sophomore year. The NHS moderator will provide application materials. It is the responsibility of the student to complete and return the NHS application materials to the moderator within the deadline stated. Selection to NHS is based on the four criteria above, and students must be involved in school and/or community activities, be approved by the Administration, and be recommended (in writing) by a member of the faculty or administration who is familiar with the student's character and activities. Members are inducted only once, for life. Discipline or behavior issues may be cause for expulsion from NHS. Furthermore, to remain in "good standing," NHS members must maintain a numerical average of at least 94.00 and complete two service projects per semester in addition to completing more than the minimum required annual Community Service hours (9th grade = 25 hours, 10th grade = 25 hours, 11th grade = 25 hours).

V. Student Publications

The President is the publisher and has the legal responsibility for all student and school-related publications. The President may appoint moderators who review all materials. No material contrary to the teaching of the Catholic Church or offensive to Christian values and sensitivity may be published.

W. Credit Recovery

Students who have a credit deficiency must present an official transcript showing that, through summer, night school or online courses, credit has been recovered. If the deficiencies are not made up, the student may be denied readmission. All credit recovery classes must be completed through NCHS first (if offered) or, with approval, through an accredited institution approved by NCHS. When evidence (official transcript of credits) is received by Nolan Catholic, the credit deficiency is removed from the student's record. Recovered credits are recorded on the transcript but grades are not factored into the cumulative GPA. Any course taken outside of NCHS must have pre-approval from administration.

X. Athletic and Extracurricular Eligibility

Students wishing to participate in athletics and/or extracurricular activities must be enrolled in Nolan Catholic High School and meet expectations in the following categories:

1. **ACADEMICS:** If a student is failing or has Incompletes in two or more courses at the end of a quarter, he/she is considered ineligible and remains ineligible until progress report time of the following quarter. Students may regain eligibility at progress report time of the following quarter if the student is passing all classes according to the records of the Principal of Academic Affairs. In the case of Incomplete(s), once a student fulfills all completion requirements, that Incomplete will be considered corrected. If the student is failing one or more classes at progress report time in the quarter following a failure, the student will remain ineligible for the duration of the quarter. Students on academic probation may be ineligible for participation in extracurricular activities.
2. **ATTENDANCE:** To be eligible to attend or participate in any extracurricular activity or school event, a student must be present in class before the end of the first period of the day and attend all remaining class periods on the day of the activity or event. For weekend athletic and/or extracurricular events, students must be in attendance on the preceding school day. Exceptions to this policy must be cleared by the Administration in order for the student to be eligible for extracurricular participation/attendance. Examples of acceptable exemptions include the following: documented medical appointments, death in the family, or documented legal appointments.
3. **CHRISTIAN MINISTRY:** Since the completion of Christian Ministry hours is a graduation requirement, a deficiency in the number of hours will count as one course failure at the end of each quarter. Therefore, a student with two or more course failures, or one course failure and deficiency in the Christian Ministry hours requirement, will be ineligible for participation in extracurricular activities. Once a student fulfills the Christian Ministry hour deficiency, that "failure" will be considered corrected.
4. **CITIZENSHIP:** A student must be in good standing with the Dean of Student Formation and may not accrue outstanding detentions or otherwise fall out of good standing.
5. **BEHAVIOR:** A student must be in "good behavioral standing" with administration, meaning that the student (1) does not have outstanding fines due to behavior infractions, (2) does not have unserved consequences, and/or (3) is not currently on a probationary contract.

A distinction is made between extracurricular activities and trips or activities associated with retreats or coursework which may take a student out of class. Students need the opportunity to participate in retreats and other curricular trips, even though they may be ineligible to participate in extracurricular activities.

Students who are ineligible to participate in extracurricular activities and are needing to participate in a school retreat or "out-of-class" activity related to coursework must obtain permission from the Principal of Academic Affairs. If the student is deemed ineligible to attend the activity, the teacher of the course for which the activity is planned will provide an alternative assignment for the student to complete.

VI. GRADUATION REQUIREMENTS

A student of Nolan Catholic High School must meet the following requirements for graduation.

1. Students must complete a minimum of 28 credits.
2. Students must take one English, Theology, Math, Social Studies, and Science course each semester.
3. Any student who has not received credit for a semester course must make up that course for credit in summer school

- before returning for the fall semester.
- Each student must complete 75 hours (modified for transfer students) of Christian Ministry under the direction of the Director of Campus Ministry.

A. Units Required for Graduation

Non-Trivium Track

English	4 years	4 credits
Theology	4 years	4 credits
Mathematics	4 years	4 credits
Social Studies	4 years	4 credits
Science	4 years	4 credits
World Languages	2 years	2 credits
Visual & Performing Arts	1 year	1 credit
Physical Education	1 year	1 credit
Technology	1 year	1 credit
Health	1 semester	½ credit
Communication Apps.	1 semester	½ credit
Other	2 years	2 credits
Christian Ministry	N/A	75 hrs.

Trivium Track

English	4 years	4 credits
Theology	4 years	4 credits
Mathematics	4 years	4 credits
Social Studies	4 years	4 credits
Science	4 years	4 credits
Trivium	4 years	4 credits
World Languages	2 years	2 credits
Visual & Performing Arts	1 year	1 credit
Physical Education	1 year	1 credit
Other	2 years	2 credits
Christian Ministry	N/A	75 hrs.

B. Units Required for Honors Diploma

Qualified students may earn a designated Honors Diploma with Honors designation on their transcripts. Honors Diploma requirements include a minimum cumulative numerical average of 93.00 by the end of the fall semester of the senior year. The student must have taken biology, physics, and chemistry, as well as three consecutive years in the same foreign language. In addition, the student must successfully complete one full credit in six or more of the following courses:

- Great Theological Controversies Honors
- English I Honors
- English II Honors
- World History I/Pre-AP
- World Geography Honors
- Geometry Honors
- Algebra II Honors
- Pre-Calculus Honors
- Scientific Research & Design Honors (Ecology)
- Biology Honors
- Chemistry Honors
- Anatomy and Physiology Honors
- Spanish III Honors
- Engineering Essentials
- Introduction to Engineering Design
- Computer Integrated Manufacturing
- French III Honors
- German III Honors
- Latin III Honors
- World History Honors
- Advanced Programming Honors
- All Advanced Placement and Dual Credit Courses

C. Participation in Graduation Activities

Participation in graduation activities (Project Graduation, Baccalaureate Mass, and the actual graduation ceremony) and receipt of a diploma are privileges, not rights, extended to deserving students. The school reserves the right to deny participation in any and all graduation activities to students whose conduct is deemed inappropriate or is contrary to the philosophy, rules, and

disciplinary regulations of the school. A diploma will be withheld from a student who has not fulfilled his/her financial, athletic, academic, Christian Ministry, or disciplinary obligations.

D. Graduating Senior Honors

Honors awards are determined based on the first seven semesters.

Amon G. Carter Students

- 95.000 or higher for 7 consecutive semesters
- Completed 6 or more credits in Honors/AP classes

Summa Cum Laude (Highest Honors)

- 96.000 to 108
- No semester grade below 70

Magna cum Laude (High Honors)

- 90.000 to 95.999
- No semester grade below 70

Cum Laude (Honors)

- 85.000 to 89.999
- No semester grade below 70

E. Valedictorian & Salutatorian Selection Process

Valedictorian and Salutatorian awards are based on the first seven semesters, five of which must have been attended at Nolan Catholic High School, including the senior year by the time the awards are announced.

VII. CAMPUS MINISTRY

A. Overview

Nolan Catholic High School's mission is to provide an environment that fosters love of God and neighbor. It is therefore of great importance that the campus ministry program provides the students with frequent opportunities for development of their relationship with Christ through reception of the Sacraments, personal prayer, Christian charity, and service to others.

- **The Eucharist:** Mass is celebrated at 7:00 a.m. on Monday, Tuesday, Wednesday, and Friday in the chapel. All students and staff are welcome to attend. On Thursdays, the school has a liturgy period where the entire school community is present for Mass at 9:20 a.m. On Thursdays, the liturgy period takes the place of morning Mass.
- **Confession:** The Sacrament of Penance is offered at lunch for the entire school on Mondays and Fridays. Students, faculty, and staff desiring to receive the Sacrament of Penance at other times may schedule an appointment during the school day with the campus chaplain.
- **Adoration and Benediction:** Adoration and Benediction of the Blessed Sacrament is experienced by the entire school community at each First Friday Mass. Adoration and Benediction is also available every Friday from 11 a.m. to 1 p.m. Students, faculty, and staff are invited to make a visit to Our Lord in our chapel whenever they would like. Adoration and Benediction are also part of class retreats.

Retreats: All students are expected to attend a grade-level retreat. Retreats will be held during the school day and dates will be determined by the Campus Ministry Office and Administration.

B. Christian Ministry Requirements:

The Christian Ministry Program seeks to develop the faith of each student so that service becomes a part of daily life. Nolan Catholic High School challenges students to develop themselves as whole persons— spiritually, intellectually, morally, and physically. In this spirit, the Christian Ministry Program provides our students with the resources to serve their communities in a variety of ways. Christian Ministry requirements are as follows:

- Each student is required to complete 75 hours (modified for transfer students) of community service which are subject to verification and approval for final graduation credit. It is the student's responsibility to monitor this process throughout the school year.
- Transfer students have a pro-rated requirement depending on the year of entry. Service hours accumulated at other schools are non-transferable.
- Students may begin this program in the summer before their freshman year. Students must complete at least 25 hours each year.
- Students who fail to complete Christian Ministry hours by the required deadlines may be subject to ineligibility for

extracurricular activities.

- Students must log their earned hours according to the deadlines published in the school's academic calendar.
- Service must benefit people in the community within a non-profit, non-paid setting or institution. (E.g., working at a food bank, soup kitchen, convalescent home, YMCA, children's center, hospital, homeless shelter, etc.) The suitability of service work is left to the discretion of the Director of Campus Ministry who may reject hours if they are deemed unacceptable. Please contact the Director if you have questions.
- Service hours must be performed outside of school hours unless otherwise specified. Also, hours may not be submitted for paid activities or for activities where students are getting academic credit.
- Students represent Nolan Catholic High School at ministry sites and, therefore, behavior and attire must conform to the directives of the Student-Parent Handbook.
- Nolan Catholic uses an online service record website, www.x2VOL.com, to record hours. Each student must have an x2VOL.com account within one month of coming to NCHS. Training for x2VOL is provided by the Director of Campus Ministry during the school day. Students are notified of their training date via their Nolan student email. During this training, students register in x2VOL, create a student account, and learn how to log earned service hours. Students are required to attend this scheduled training, which takes priority over meetings for any extracurricular activity. If a student misses their scheduled training date, it is the student's responsibility to contact the Director of Campus Ministry to reschedule their training date. Any service hours that are not logged in x2VOL will not be considered for graduation credit. Delays in logging hours and failure to have the appropriate approvals in x2VOL may result in a deficiency in this graduation requirement.

VIII. STUDENT SUPPORT SERVICES

The student support services reflect Nolan Catholic High School's philosophy that God has endowed each person with intrinsic value, uniqueness, and a capacity to grow. Nolan Catholic is committed to the spiritual, intellectual, moral, and physical development of the student in a Christian environment. The services are value-centered and attempt to meet the needs of the individual student. In the process of development, the student will not only be led to recognize certain rights as an individual but also to realize a role in contributing to the benefit of society.

A. Academic Counseling

Academic progress reports are forwarded to the appropriate guidance counselor. The counselor sets conferences with students based upon the results of these reports. A focus is placed on the student's responsibility for academic achievement. The counselor will assist students in developing strategies for improving their performance and will act as a liaison when necessary for students and parents. The counselor will schedule student appointments each semester. Students may also request appointments whenever help is needed.

B. Spiritual Guidance

Spiritual guidance is provided by class retreats, Eucharistic and penitential liturgies, as well as a variety of prayer experiences. Spiritual counseling on an individual basis is available from the campus chaplain.

C. Personal Guidance

The school does not take responsibility for psychological counseling or therapy. However, the guidance department will seek to assist students and their families in finding sound psychological counseling and/or therapy off campus whenever possible.

D. Learning Support and Formal Accommodation Plans

Nolan Catholic provides formal academic plans for professionally diagnosed medical, academic, and social emotional needs. Families with outside diagnostic evaluations may submit documentation to the Director of Learning Support. The Director of Learning Support will work with each family to facilitate a formal accommodation plan specific to each student. Nolan Catholic does not have a Special Education program but makes every effort to determine a student's educational needs and provides support and accommodations to assist with student success.

Request for Accommodations for Medical Concerns

Definition: Any requests for medical accommodations must go through the formal accommodation plan process. This includes any medical requests for uniforms (shoes, bottoms, tops), academic needs, or support with transitions between classes. All requests must proceed through the formal process in order to execute permission for any accommodation needs.

Step 1

A parent should Notify the Dean of Student Formation of the injury or medical concern and request an accommodation meeting.

Step 2

The Dean of Student Formation will work with the family to schedule and facilitate a formal accommodation meeting which may include any one or all of the following: Parents, Student, Dean of Student Formation, School Nurse, Learning Support Specialist, Coach/Moderator, Athletic Trainer, or Counselor

Step 3

The Dean of Student Formation will provide specific information for parents to collect documents regarding direct medical professional care for the student. The following will be needed prior to the meeting to help the team prepare options for accommodations that may be needed on campus.

- Doctor Statement on letterhead including the injury, name of medical professional overseeing the care, timeline of care (6 week max per accommodation meeting; any permanent conditions will require a formal year long accommodation plan as part of our Student Support Program)
- List of requested accommodations

Step 4

During the formal accommodation meeting, a plan will be discussed, developed, and drafted.

Step 5

The Learning Support Specialist and Dean of Academic Formation will email the formal accommodation plan to be implemented to all stakeholders to sign upon receipt, which may include all or any of the following: Parents, Student, Dean of Student Formation, School Nurse, Learning Support Specialist, Coach/Moderator, Athletic Trainer, Teacher, or Counselor

Step 6

A follow-up meeting will be scheduled and listed on the formal plan to monitor progress.

E. Testing Program

1. **Freshmen, sophomores, and juniors** take PSAT assessments in October at Nolan Catholic. These assessments establish a baseline for college and career readiness. Freshmen, sophomore, and junior students are pre-registered for these tests by the school. Juniors are encouraged to take the SAT and/or ACT with Writing during their spring semester.
2. **Seniors** take SAT and/or ACT Tests (again, if they took them as juniors) in the fall of the senior year. Seniors are encouraged to take SAT Reasoning Test regardless of college plans. If required by their schools of choice, seniors should also take SAT Subject Tests.

School Code: 442549

F. Library/Computer Services

The Nolan Catholic High School library is an expanded classroom. Students are expected to behave in a manner that fosters and maintains an environment suitable for academic achievement whether in a class or working independently. The library opens at 7:00 a.m. and is available until 4:30 p.m. Most of the library resources are available via the internet, accessible from the "Library" page on the Nolan Catholic High School website at www.nolancatholicchs.org. This feature allows students and their family members 24-hour access to many Nolan Catholic library resources.

Students wanting to use the library during class time must present a library pass from their classroom teacher. During class time, no student will be allowed in the library without a pass. The pass is signed by the librarian and the student returns it to the teacher before the end of the period. Students are not allowed to bring food or drink.

Exceptions include during the lunch period when students may bring a sack lunch into the library. Students must exhibit good library manners at all times. All library users are entitled to a space conducive to studying and completing academic work.

1. Behavior

The following behavior is unacceptable:

- loud or disruptive talking
- use of cellphones [during the school day](#)
- use of headphones/ earbuds
- horseplay
- disturbing others
- destruction of school property.

Students who have to be disciplined for poor conduct in the library may have their library privileges revoked.

2. Circulation

All books, periodicals, pamphlets, and other materials taken from the library must be checked out at the circulation desk. It is the student's responsibility to return all books and other library materials in good condition and on time. Students should never deface a book in any way. All books that are returned with pen markings, underlining, highlighting, or graffiti will be considered damaged. Consequently, the student will be required to pay for the replacement of the damaged book. A student may be notified regarding overdue library materials and/or unpaid fines. Failure to respond to this notice will result in disciplinary action. Lost or damaged library materials are the responsibility of the student who checked them out. Seniors must clear all library fines before graduation.

3. Use of the Computers/Internet

Individual access to all school computers and the internet is restricted to those students who have received parental permission through the Computer Access Release Form. Each individual student wishing to access a computer must receive permission from the librarian for each use. Students are permitted to access a library computer for academic research purposes only. It is not permitted for one student to turn over an open computer to another student who has not received clearance from the librarian. Students who use the internet for purposes other than academic research may be liable to serious disciplinary action including, but not limited to, the permanent loss of the internet use privilege. Illegal or unethical uses of the internet may result in the student being asked to withdraw from the school.

It is unacceptable to use the Nolan Catholic High School name, initials, logo, or pictures of staff, students, the school, or school activities with anything that is degrading, lewd, threatening, or violent. Publication on the internet, or anywhere else, may result in serious disciplinary action including expulsion.

See Acceptable Use Policy in [Appendix C](#) for more details.

IX. CODE OF CONDUCT

Discipline in a Catholic school is to be considered an aspect of moral guidance and not simply a form of punishment. The purpose of discipline is to promote genuine moral development, to increase respect for duly constituted authority, to assist in the growth of deeper motives for self-discipline, and to provide a classroom situation conducive to learning.

A. General Behavior

It is expected that all Nolan Catholic High School students conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff, and other students politely, courteously, and respectfully and in an atmosphere of cooperation essential to an educational community. As such, each student is expected to:

- Behave in a responsible and respectful manner
- Demonstrate courtesy and respect for others, especially other students and School personnel
- Attend classes and required School activities and events regularly and on time
- Prepare for each class and complete assignments on time
- Respect the rights and privileges of other students and school personnel in person and online
- Respect and care for School property and facilities
- Students may not use cell phones or other electronic media during instructional time (unless permitted by the teacher for academic purposes), and otherwise follow policies related to use of technology
- Follow school Acceptable Use Policy as expectations for safe and respectful use of social media and technology
- Cooperate with School personnel in maintaining safety, order and discipline
- Dress appropriately in accordance with the School's dress code
- Review and comply with the Student/Family Handbook and other School and campus rules
- Obey classroom rules and classroom expectations for behavior as indicated on individual teacher syllabus
- Refrain from verbal or written acts of bullying whether in person or online both on and off campus
- Avoid violations of this Code

Parent cooperation is essential to achieving the School's mission and ensuring that students learn in a safe, secure, and positive environment. Parental involvement and cooperation is vital in the discipline process. Parents should understand and be familiar with the Code, ensure that his or her child understands and seeks to comply with this Code, and assist the school in counseling students regarding appropriate behavior.

B. Prohibited Conduct

The following conduct constitutes a violation of the Code. Any student found to have engaged in such conduct shall be subject to one or more disciplinary consequences as identified within the Code.

General Student Behavior Violations:

1. Cursing, using offensive language, name calling, ethnic, racial, or gender slurs, other derogatory statements, or yelling
2. Disrespectful behavior toward adults
3. Failure to follow directives
4. Disruption of instruction or other school activities or operations
5. Unexcused or excessive tardiness
6. False statements or false accusations;
7. Bullying (including cyberbullying), teasing, or targeting other students
8. Inappropriate cell phone, "smart" watch, or electronic media use

Violation of School Rules and Policies

9. Failure to comply with the Student Handbook, or other School or campus rules
10. Leaving the classroom, school building, mandatory school activities or events, or adult supervision without permission
11. Skipping a class period or other mandatory activity, in whole or in part, without permission
12. Violation of school or campus policies or rules related to the use of electronic media, including personal or school-owned electronic devices (e.g., cell phones, watches with "smart" technology, tablets, game systems, computers, cameras), or the school's network or internet connection;
13. Truancy or other failure to attend school without excuse
14. Defacing, destroying, or otherwise modifying school property without authorization
15. Taking photographs or making video or audio recordings of students, employees, or other persons without the consent of the other person
16. Soliciting or attempting to solicit another student to violate the Code, school policies and rules, or the law
17. Taking steps toward violation of the Code even if the act is not completed, as determined by appropriate School administrator
18. Failing to follow school directives and classroom rules and expectations
19. Disobeying rules and expectations regarding school transportation
20. Inappropriate or unauthorized use of school property, including posting or distributing literature or materials without school authorization

Violent, Illegal, and Other Serious Offenses:

21. Possession of prohibited items (see definitions at end of this Code)
22. Conduct which meets the elements of a criminal offense, as determined by the school
23. Physical, verbal, or sexual harassment of others

24. Inappropriate physical or sexual behavior, including jokes, comments, gestures, or unwelcome physical conduct or contact
25. False statements or false accusations
26. Hazing or initiations
27. Participation in a gang, soliciting, or attempting to solicit participation in a gang
28. Possessing, distributing, using, or being under the influence of tobacco products, electronic cigarettes, drugs, alcohol, or controlled substances, including prescription drugs if the student has not been prescribed the drugs or is taking the drugs in excess of the dosage specified by the prescription
29. Possessing drug paraphernalia
30. Stealing, lying, cheating, or copying the work of another without authorization (plagiarism)
31. Deliberately, and without school authorization, accessing, damaging, or altering school data and records, including but not limited to confidential records, electronic data, networks, or systems;
32. Violence of any kind, including dating violence
33. Fighting
34. Gambling
35. Setting or attempting to set a fire
36. Inappropriate or indecent exposure of body parts
37. Retaliation of any form against other students or school personnel
38. Conduct which requires the student's registration as a sex offender
39. Possession or distribution of pictures, text messages, electronic messages, or other material of a sexual or obscene nature
40. Endangering the health or safety of others
41. Making threats to harm someone or to cause damage to the building or property of the school
42. Other conduct as identified within this Code.

C. Determining Appropriate Discipline

Depending on the nature and severity of the offense, discipline may be issued by the student's classroom teacher, campus administrator, or administrator's designee, in accordance with this Code. In order to make a determination of misconduct or issue disciplinary consequences under this Code, the authorized school employee must have a reasonable belief that the student engaged in the suspected conduct. The employee's conclusion may be based on any relevant evidence including, but not limited to, observation, other personal knowledge, verbal or written witness statements, review of available surveillance footage, information received from law enforcement, or other relevant documentation.

In reaching a decision regarding a student discipline matter, the school may consider the specific facts and circumstances of the situation, including but not limited to:

- The student's intent
- The student's age and grade level
- The student's past disciplinary history
- The extent of the student's cooperation during the investigation of the matter
- The nature and severity of the alleged conduct
- Whether the student has previously engaged in similar conduct
- Whether self-defense was involved
- The student's remorsefulness for the conduct
- The severity of the effect or harm of the conduct on other persons or property
- The frequency of the conduct.

D. Investigation of Discipline Issues

In order to determine whether or not a violation has occurred, campus administrators or other authorized individuals may conduct an investigation. Investigations of student misconduct may involve, but are not limited to, interviews of other students, employees and adults, review of school surveillance footage, review of relevant documents, review of information on school-owned computers, verification of tips received from other individuals, gathering of physical evidence, and contact of or cooperation with law enforcement agencies and officials. Law enforcement may be contacted and informed of student conduct which may constitute a criminal offense. Administration may send a student home during the course of an investigation.

School Searches

- Students should have no expectation of privacy with respect to school-owned property. Lockers, desks, and other items provided for student use remain school property, and students do not have a reasonable expectation of privacy in school property or in personal items placed inside school property. School administrators or other authorized personnel may monitor and search student desks and lockers for any reason. School officials may search any school property, including school property that is within a student's possession or otherwise being used by a student, at any time, with or without notice to the student and without consent. School officials may confiscate any items found during a search,

including prohibited items, dangerous items, or other items that violate school policy.

- A student's person or property may be searched by authorized school officials if the official has a reasonable belief that the search will result in the discovery of evidence of a violation of the Code of Conduct or of the law. Any personal property which is brought onto school property or to a school-sponsored or school-related activity or event, on or off school property, may be subject to search (e.g., student cell phone, backpack, personal computer, purse, car, etc.).
- An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker and his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Diocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Confiscation of Student Property

- Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process. Student property may also be confiscated if it contains graffiti, stickers, drawings, pictures, etc. that reflect a morality in conflict with the Catholic philosophy of the school. Parents must make arrangements to pick up confiscated items from the Administration. Students are responsible for replacing any confiscated class materials at their own expense.

E. Diocesan Policy #1260 (Relations with Police Department)

Schools shall cooperate fully with local and state police departments. At the same time, they must carefully try to safeguard the rights of both students and parents.

The principal will provide the local police station with a floor plan of the school facility. Parents are to be immediately notified if law enforcement officials wish to question their child. Unless they are being placed under arrest, law enforcement officers may not take students from the school. The student's right to be free from unreasonable search must be balanced by the school's responsibility to maintain order and discipline and to protect the health and welfare of the school community. Schools will regularly seek the cooperation of the local police department in instructing students in crime prevention, drug/substance abuse, traffic safety, and related topics.

Questioning by Police Officers

Minor children should not be questioned unless a parent or a school official is present. Police investigation regarding the behavior of students outside of school hours and away from school grounds should ordinarily be conducted outside of school.

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If a police officer wishes to place a student under arrest, he must first identify himself fully to the school authorities.

Police Assistance

Assistance of the local police department is to be regularly sought out in planning and evaluating school safety patrols and traffic arrangements for the area surrounding the school. If the police department supplies crossing guards at the time of school opening and dismissal, the school will consult regularly with these officers to ensure proper student behavior, and will be careful to notify them regarding changes in the school schedule.

Representatives of the police department will be invited to speak to the students when appropriate on matters such as crime prevention, traffic safety, association with strangers, drug/substance abuse, etc.

Schools will hire special duty police for occasions, such as athletic events, large parties, and public performances in which crowd control and traffic direction require their special assistance.

F. Types of Discipline

Available disciplinary consequences include, but are not limited to, the following:

- Parent conference
- Verbal correction
- Conference with teacher or administrator
- Education/training
- Fines
- Improvement plan or probationary contract
- Community service
- School-related assigned tasks or duties
- Loss or restriction of privileges (e.g., eligibility to hold special positions, exemption from exams, etc.)

- Consequences related to student participation in extracurricular activities, including removal, suspension, or restriction of participation
- Removal from class to campus office
- Issuance of demerits
- Confiscation of items
- Detention
- Saturday detention
- In-School suspension;
- Other alternative placement, if available
- Out-of-school suspension
- Expulsion

G. Detention

Detention is issued to help a student reflect on a pattern of behavior that is problematic in the setting of Nolan Catholic High School. Students may not arrive late for detention. Students who are disruptive will be asked to leave and will be issued an additional consequence. A student who fails to serve detention within the allotted time frame will be assigned an additional consequence and may be placed on the ineligibility list for athletics and/or extracurricular activities. Parents will be notified when their student is issued a detention. Detention time/date is at the discretion of the issuing staff member and may not be rescheduled..

Saturday Detention

Saturday detentions are used as a consequence for behavior infractions, including but not limited to (1) chronic behavior concerns, (2) not attending a detention or mandatory tutoring, and/or (3) more serious code of conduct violations. Students who are assigned Saturday detentions will be charged a fee to pay for supervision.

F. Suspension

Suspension is the denial of the right of class attendance for a stated period of time. A student who is under suspension will lose all privileges of attending classes regardless of the delivery mode and all school activities for the duration of his/her suspension. A student suspended from the normal school day due to a disciplinary incident or during an investigation of an incident will be placed in a supervised area until a parent is contacted. Before the suspension may be lifted, a conference of the Administration, student, and parent(s) is mandatory. Days missed during suspension are considered excused absences; therefore, students are required to make up any missed work.

1. The student will be placed in a supervised location. The parent/guardian will be contacted by the Administration or the assistant principal and informed of the event(s) that resulted in a suspension from school. In the case of an Out-of-School suspension, parents/guardians will be directed to pick up the student from school as soon as possible.
2. In the case of In-School Suspensions, students may not participate in any school activity on the date of an In-School Suspension, including after school practices. Parents/guardians will be charged a fee in order to pay for in-school suspension supervision.
3. At the conclusion of the investigation, parents/guardians will be notified of the findings of the investigation and the resulting disciplinary action. No student may return to school, be present on campus, or attend any school activities before the Administration contacts the parent/guardian to discuss the findings of the investigation and any further disciplinary action. These actions may include a student's reinstatement to school, reinstatement with a probationary contract, withdrawal, or expulsion.
4. If a student is cleared after an investigation, he/she will be permitted to return to class as soon as possible with the opportunity to make-up all missed work.

G. Behavior Contract

A student who exhibits serious and/or persistent breaches of school policy may be placed on a probationary contract. Academic, attendance, and disciplinary probationary contracts are agreements between Nolan Catholic High School, a student, and a student's parent/guardian with the intention of the student reaching community standards of behavior in one or more of these areas. The nature of the probationary contract is at the discretion of Administration. Eligibility for activities, courts, councils, athletics, or offices may be restricted.

H. Expulsion/Withdrawal

Under extreme conditions, students may be asked to withdraw or may be expelled.

If a student is expelled, Diocesan Policy 5220 applies concerning due process. Diocesan Policy 5220 states:

"If the parents or the guardian wish to appeal the principal's decision, a written appeal must be filed with the Superintendent of Schools within five (5) days from the date of the parent's or the guardian's receipt of notification of the principal's decision. The decision shall be sent by certified or registered mail and if the parent or guardian refuses to accept the mail, the five (5) day time period shall begin to run on the day the letter is mailed. The decision of the Superintendent is final and is not subject to any other appeal, grievance, and mediation or conciliation process of the Diocese."

I. General Due Process

A parent wishing to appeal a decision by the Dean of Student Formation would be referred to, in order, the Principal of Student Affairs, the President, and ultimately, the Superintendent.

X. SPECIFIC SCHOOL-WIDE BEHAVIOR EXPECTATIONS

A. Drug and Alcohol Policy

If a student is known to be dealing in drugs or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession, or use, the student is asked to withdraw from the school and may be expelled.

The following are examples of substances that are not acceptable for students under school jurisdiction:

- Alcohol
- Mood-altering controlled substances
- E-cigarettes /vapes
- Tobacco
- Other health-endangering compounds

The following are examples of various levels of complicity by students:

- Possession of drugs/alcohol or drug/alcohol paraphernalia
- Use/being under the influence of drugs/alcohol
- Acting or speaking as if selling, distributing, or using drugs/alcohol
- Sale and/or distribution of drugs/alcohol

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol/drug-related problems that are not publicly known in the school or community. School personnel acquaint themselves with referrals for alcohol/narcotics abuse so that help can be offered to parents and students.

Upon Finding a Student in Violation of Drug and Alcohol Policy:

- Parents or guardians shall immediately be contacted by administration.
- The student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by school administration or their designee.
- Within three days, parents will receive notification of the date, time, and location of a conference to discuss the matter and to receive notification of the consequences.
- Disciplinary consequences will be outlined in writing.

The following are possible consequences for students found to be in violation of the Drug and Substance Abuse Policy:

- Out-of-school suspension (3-10 days), Probationary Contract, drug testing
- Suggested withdrawal
- Expulsion
- Police involvement in accordance with Diocesan policy #1260

For a more complete list of substances, please see:

- Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law) as amended.
- The Controlled Substance Drug, Device, and Cosmetic Act of April (P.L. 233, Nop.64) as amended.

B. Drug/Alcohol Deterrent and Screening

Breathalyzer

A breathalyzer may be used to determine if a student has consumed alcohol prior to or during any school event, school activity, or during the school day. Testing may be administered by an outside organization or company of the school's choosing or by a school administrator in the presence of a second administrator or faculty member. A student suspected of using alcohol may be tested depending on the availability of the breathalyzer.

Testing will consist of the student being asked to blow into the breathalyzer. In the case of a positive result, the student will be tested a second time within 15 minutes of the initial test. The results will be recorded, signed by both school representatives, and shown to the student from school or the function.

Parents of any student testing positive for alcohol use will be called with the results of the test and are required to pick up their student from the function or school day. If a parent cannot be reached, other adults listed on the student's school emergency card will be contacted to pick up the student. Students who test positive for alcohol use face consequences as outlined in the discipline policy.

Drug Screening

Nolan Catholic High School is committed to being proactive against drugs, alcohol, and controlled substances. The school has therefore hired a drug detection agency to come in during the school year to conduct random drug searches. Please be aware that, according to state law, anything on the school's property is legally subject to search. This includes cars in the parking lot, lockers, schoolbags, etc., namely anything but people. Drug dogs are present and students are required to pass a breathalyzer test to enter all dances and other school sponsored activities. [Students traveling for overnight trips may be subject to random drug searches.](#) [In the event of a positive drug/alcohol screening, parents will be notified.](#) If a student is suspected of being under the influence during the school day or at a school function, breathalyzers may be used or the school may request the student submit to school-designated drug screening at the parent's or guardian's expense..

C. Nicotine / Tobacco

Nicotine and tobacco are considered controlled substances and as such are prohibited in all of their forms, and their use or possession are subject to the same consequences as alcohol or other controlled substances as outlined in the Drug and Substance Abuse Policy.

Electronic cigarettes, vaporizers, pipes, smoking devices, or anything that may be considered drug paraphernalia are not permitted on campus and are subject to the same consequences as possession, use, or distribution of controlled substances as outlined in the Drug and Substance Abuse Policy. Confiscated items become the property of the school and will either be destroyed or turned over to law enforcement.

School-Wide Smoking Policy

Nolan Catholic High School is a smoke-free campus in the following sense: students, staff, and personnel are never permitted to smoke anywhere on the school grounds or at school-sponsored events off campus. Faculty, staff, and personnel who smoke are not allowed to smoke within the boundaries of the campus where they are visible to students, parents, or parishioners.

D. Weapons

No weapons or instruments of a threatening or harmful nature, either real or fake, are allowed within boundaries of school property or any school function. If a student brings a gun of any kind (including B-B guns, starter pistols, etc.) he/she will be immediately exited from Nolan Catholic High School with no possibility of readmission.

If a student brings any other type of instrument that could be used as a weapon (taser, pepper spray, knives, etc.), serious repercussions will result depending on the situation and the discretion of the administration. Confiscated items become the property of the school and will either be destroyed or turned over to law enforcement.

Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

E. Harassment, Bullying, and Hazing Policy

Nolan Catholic High School is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; materially and substantially disrupts the educational process or the orderly operation of a classroom or school; infringes on the rights of the victim at school; and includes cyberbullying.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

Responsibilities of the School:

- Establish practices and provide staff development training and age-appropriate information for students designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

Responsibilities of the Student:

- It is the student's responsibility to:
- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying, or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying, or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Attention Students:

If you or someone you know is being harassed or bullied in any manner, on or off campus, as a member of the Nolan Catholic High School community, you are called to act. Harassment comes under the purview of the Dean's Office. If you would prefer to write your complaint, please use the "Harassment Reporting Form." This form may be found in the back of this handbook or in the Main Office. You may also send reports to anonymous@nchstx.org.

F. Fighting

If a fight breaks out, all parties are considered at fault and each party will receive a consequence. Depending on the circumstances and seriousness of the situation, consequences will be imposed at the discretion of the Administration.

Students found filming, photographing, and/or distributing video/images of a fight will also be found in violation of the code of conduct and be subject to disciplinary consequences.

These expectations apply to behavior anywhere on campus or at school sponsored events. Fights occurring off campus at non-school sponsored events may still result in disciplinary action if the behavior causes a substantial disruption to the school environment.

G. Sexual Misconduct

Intimate Visual Material

"Intimate visual material" means visual material that depicts a person: (A) with the person's intimate parts exposed; or (B) engaged in sexual conduct. Examples include, but are not limited to, pornography and sexting.

Students found soliciting, distributing, or in possession of any indecent and/or pornographic materials or images will be subject to disciplinary consequences up to and including expulsion. This may involve notification of police in accordance to Diocesan policy #1260.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with a student's performance or creates an intimidating, hostile, or offensive educational environment are prohibited. Students found engaging in sexual harassment will be subject to disciplinary consequences up to and including expulsion.

Public Displays of Affection (PDA)

Public displays of affection are acts of physical intimacy in the view of others. Public displays of affection at school or at school functions are not allowed and are subject to disciplinary action.

H. Inappropriate Language

Students are expected to treat classmates and adults with respect by refraining from profane, crude, or inappropriate language. Even when not directing such language at particular individuals, such language is offensive to hear. Students are expected to conduct themselves in a manner appropriate for a Christian-based faith environment at all times, including any school-sponsored event.

I. Insubordination toward Staff

Disrespect for teachers, substitute teachers, staff, volunteer parents, contractors, or other approved campus visitors, or general disregard for school authority is contrary to the teachings of the Church and the mission of Nolan Catholic. This includes general thwarting of school rules and guidelines. Consequences would be dependent on the circumstances and seriousness of the situation.

J. Electronic Device Policy

To protect the integrity and security of the classroom, students are expected to put away their phones and other electronic devices in their backpacks by 7:45 a.m. and will not be permitted to access them until the end of the day at 3:00 p.m. (2:25 p.m. on Wednesday).

- Parents may reach their student by contacting the school front office (817-457-2920).
- Cell phones should always be silenced on the Nolan campus.
- Students may not access the Nolan Catholic High School network, without specific permission, on their own personal devices.
- During Mass, students are to leave their cell phones in their classrooms.
- Headphones/earpieces are not allowed in the classrooms or halls.
- Cell phones and devices with "smart" technology may not be used during tutoring or detention.
- The school is not responsible for lost/stolen or damaged devices.
- Students are not permitted to have cell phones out during passing periods or during the extended morning passing period. This includes when students are in the Commons, courtyards, and library.

Exceptions:

Students are only permitted to use their phones during their scheduled lunch period in the Commons and with express permission from their teacher for academic purposes only.

In certain cases, laptops and electronic devices may be permitted for educational/instructional uses with teacher approval. These items, including laptop computers, are never covered by school insurance. Nolan Catholic High School is not responsible for damage or loss of the above mentioned items.

Personal items that can take and/or transmit electronic images cannot be used to take or transmit images of other individuals without the consent of all involved. Taking pictures, videos, or recordings of teachers/students without their knowledge is a violation of this policy. The transmission and display/sharing of such images is subject to disciplinary and legal action.

Consequences:

Any violation of the cell phone/electronics policy may lead to the confiscation of the electronic device. Any cell phone or item confiscated by the school is subject to search. Students may be required to unlock a cell phone if it has been locked.

For multiple cell phone violations, the school will require the parent to pick up the device, and the student may be assessed a fine.

K. Social Media, Texting, and Internet Communication

Internet communications include instant messaging, email, Facebook, Twitter, Snapchat, Instagram or any other internet or social media communication. Students are encouraged to use internet communication for academic purposes only. Students may face disciplinary action or possible expulsion for inappropriate postings, communication, or cell phone texting.

Students must exercise caution when participating in any form of social media or online communications. It is key for students to understand that information posted on the internet or social media platforms is public and permanent. Regardless of time or place, students who participate in online or social media interactions must remember that their actions reflect on the entire Nolan Catholic High School community and, as such, are subject to the same behavioral standards set forth in the Nolan Catholic High School Student-Parent Handbook.

Please read full Acceptable Use Policy under [Appendix C](#) for complete details on appropriate use of social media.

L. Solicitation of Funds

No student may solicit funds in the school's name unless the Principal has authorized such solicitation in writing. Students may not sell any goods on school property or at school-sponsored events without the expressed approval of Administration.

M. Stealing

Students caught stealing or in the possession of stolen items will be subject to disciplinary action up to and including notification of police in accordance with Diocesan policy #1260.

Any time a student is in possession of another's property without that person's permission it constitutes theft even if the intention is friendly.

N. Food, Drink, Gum, and Candy Policy

Food, candy, and gum are not permitted in the classrooms or hallways. Exceptions include when a teacher has given permission in the classroom for instructional purposes.

Drinks other than water (in clear water bottles only) are not allowed in the academic wings during the school day. Educational Catering in the Commons provides meals during the school day.

O. Extended School Day

The school reserves the right to extend the school day with proper notice for necessary reasons. Examples may be an emergency situation, certain disciplinary reasons, etc. With student cooperation, such extensions of the school day should be minimal.

P. Dances, Athletic Games, and Other School-Sponsored Functions

To be admitted to a school-sponsored function, students are required to present their Nolan Catholic High School I.D. card. Guest passes for dances must be obtained in advance and are issued at the discretion of Administration. Guests must be currently enrolled in high school and may not be older than 19 years of age. Recent Nolan alumni, who are 19 years of age or younger, may attend Junior/Senior Prom as guests with Administration approval. It is the responsibility of the host to see that their guest is familiar with all Nolan Catholic High School rules and behaves in an appropriate manner.

Students must arrive at school-sponsored dances no later than one hour after the scheduled start of the dance, and they are not permitted to leave more than one-half hour before the dance is scheduled to end. See additional dress code and behavior expectations in [Appendix B](#).

Once students enter a school activity, including varsity football games, they are not permitted to return to the parking lot unless they are leaving the activity.

Fort Worth police officers are hired for most school-sponsored activities to monitor the parking areas and are authorized to take any necessary action to resolve a problem. Breathalyzers and drug dogs will be present at all school dances and socials.

Q. Student I.D. Cards

At the beginning of the school year, each student is issued a Nolan Catholic I.D. card and lanyard that must be worn at all times during the school day. This card must be presented at all dances and home athletic events. Free admission to athletic events will be granted only to students who are able to present a current Nolan Catholic High School I.D.

In the event that a card is lost, the student should contact the Main Office. Damaged or defaced I.D.s must be replaced. I.D.s must be functional at all times for the student's safety. Students who are not wearing their own, current I.D. will be sent to the Main Office and issued a new I.D. and may be subject to disciplinary action. Students who repeatedly lack a current I.D. will be subject to further disciplinary action. The fee to replace an I.D. is \$10.

R. Parking

Parking Permits

Parking stickers for an assigned/numbered parking spot may be purchased before the start of school, with seniors registering first. Students must present a valid state driver's license number and be currently enrolled in order to register for a parking pass. All students who drive to school must purchase a parking sticker and park in their assigned spot. Any student parking in another's spot will be subject to disciplinary actions. Students parking without a proper sticker will be charged \$75 and issued a parking pass. Parking stickers must be displayed in the bottom left corner of the windshield. Nolan Catholic is not responsible for items stolen from automobiles, nor is it responsible for vandalism or damage done to cars while on the property. By parking on campus family/students consent to the policies of the school with regard to searching of vehicles. All parking passes are \$75. Failure to meet behavior expectations can result in a student's parking pass being revoked.

Please report any changes in vehicles to the front office immediately.

Parking Lot Behavior

Safety is a primary concern of the school and requires everyone's participation in order to ensure a safe and orderly environment. All vehicles on campus must follow federal/state/city laws governing motor vehicles. Students are expected to follow all school rules and behavioral expectations in the parking lot. Loitering is never allowed in the parking lot. Failure to meet behavior expectations can result in a student's parking pass being revoked as well as additional disciplinary consequences.

A few reminders:

- Parking is not permitted in the fire lanes, disabled person's parking stalls (unless a student has a valid disabled person's parking permit), or in open and unmarked areas.
- Speed on school campus is to be kept at or below 10 mph and drivers must operate their vehicles with due care and caution at all times.
- Drivers must come to a complete stop at all stop signs on campus.
- All drivers will follow the direction of school staff, campus security, and/or police directing traffic.
- While walking to and from your car, students should always check both ways prior to crossing any lane of traffic, whether you're in a crosswalk or not.
- Check adjacent parking spots when pulling into a spot.
- Reverse slowly and check surroundings when backing up your vehicle. Watch for other students and pedestrians.
- Upon arrival to school students should vacate vehicles immediately. Students may not sit/loiter in vehicles at any point during the school day.

- Reckless driving may result in suspension of driving privileges.

S. Hall Passes

Students may not be in the halls during the school day without a hall pass issued by a staff member.

U. Office Aides

Junior and senior students have the opportunity to act as office aides during one of their academic periods. Office aides should not sit at a staff member's desk. Aides should not use a staff member's computer under any circumstances. All office aides will be required to sign an office aide contract.

XI. DRESS AND GROOMING CODE

A. Philosophy

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. Nolan Catholic High School considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness, and commonly accepted notions of good taste. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safer learning environment.

Nolan is partnered with Mills Uniform Company (www.millsweat.com). Locations are listed below:

- 13615 Welch Rd #102, Dallas, TX 75244 (972) 385-3121
- 5460 E Loop 820 S, Fort Worth, TX 76119 (817) 563-7100

B. General Guidelines

- All clothing will be clean, neat, modest, and in good taste.
- Students are required to be in proper uniform/dress code at all times **during** the school day.
 - *Exceptions include participating in athletic/extracurricular periods that require alternative dress.*
- Students are also expected to be in proper uniform/dress **before and after** school while in the academic building. Examples include (but are not limited to) students present in the library, commons, or tutoring before/after school.
 - *Exceptions include students in the academic wing after school who are immediately coming from an athletic/extracurricular that requires alternative dress.*
- All students out of uniform are in violation of the code.
- Admission to school or class may be denied because of code violations.
- Students in violation of the code may be held in a supervised area until parents are notified.
- The Administration reserves the right to request a student to change attire.
- Parent notes will not excuse appearance/dress code violations.
- Uniform items may not be modified if the modification changes the style of the clothing item or changes its fit in ways that are not aligned with its original look. Administration has the right to interpret inappropriate modifications.
- The Administration reserves the right to regulate against unbecoming fads or fashions.
- The Administration is the final interpreter of the dress code and will determine violations of the code.

C. Dress Code: Quick Reference

PANTS / SKIRTS	
Gentlemen	Ladies
ALLOWED	
<ul style="list-style-type: none"> ● Mills Uniform Pants (Navy, Khaki, or Gray). ● Must be worn at waist with brown or black leather belt ● Must be neatly hemmed ● Pants should touch the top of the shoes 	<ul style="list-style-type: none"> ● Mills Uniform Skirts, Jumpers (plaid, navy, and gray) ● Skirt length is to the top of the knee
NOT ALLOWED	
<ul style="list-style-type: none"> × Pants that are too baggy, too tight, or too short (does not touch the top of the shoes) × Pants that are frayed or have holes × Cuffing the bottom of the pants × Pants without a belt × Pants from non-approved vendors 	<ul style="list-style-type: none"> × Rolling up skirt waist × Skirts shorter than the top of the knee × Frayed, ripped skirts × Skirts from non-approved vendors
BELTS	
ALLOWED	

<ul style="list-style-type: none"> • Belts MUST be worn at ALL times with pants. • Plain black, dark brown leather belts.
NOT ALLOWED
<ul style="list-style-type: none"> * Missing a belt * Belts in any color other than black or brown * Belts with designs, jewels, pictures, or cloth belts

SHIRTS	
Gentlemen	Ladies
ALLOWED	
<ul style="list-style-type: none"> • White or blue oxford button-down <ul style="list-style-type: none"> ○ Cuffs must be rolled neatly or buttoned ○ All but top button must be fastened • Black or navy polo knits with school crest • All shirts are neatly tucked • Navy and white rugby shirts for juniors and seniors • Only sold white, gray, or black t-shirts underneath with sleeves no longer than outer shirts. Undershirts should match or be lighter in color than outer shirt and have no logos 	<ul style="list-style-type: none"> • White or blue oxford button-down • Cuffs must be rolled neatly or buttoned • All but top button must be fastened • White outer blouse with pointed collar and ¾ sleeves or short-sleeved white blouse • Navy and white rugby shirts for juniors and seniors • All shirts are neatly tucked • Only sold white, gray, or black t-shirts underneath with sleeves no longer than outer shirts. Undershirts should match or be lighter in color than outer shirt and have no logos
NOT ALLOWED	
<ul style="list-style-type: none"> * Shirts in any other color * Polo knits with logos/emblems other than school crest * Untucked shirts or shirts rolled under outerwear * Undershirts with designs/images or any color other than white * Outwear without an approved uniform shirt underneath 	<ul style="list-style-type: none"> * Shirts in any other color * Polo knits with logos/emblems other than school crest * Untucked shirts or shirts rolled under outerwear * Undershirts with designs/images or any color other than white * Outwear without an approved uniform shirt underneath
SHOES & SOCKS	
Gentlemen	Ladies
ALLOWED	
<ul style="list-style-type: none"> • Shoes must be purchased at Mills Uniforms from the selection approved for Nolan Catholic High School. • Socks must be white, black, navy, gray, or khaki, and solid in color • Socks must be crew socks or longer 	<ul style="list-style-type: none"> • Shoes must be purchased at Mills Uniforms from the selection approved for Nolan Catholic High School. • Knee socks, crew socks, or tights must be worn at all times • Solid black "yoga pants," with socks, may be worn under uniform skirts and jumpers • Socks, legwear, and tights must be solid in color: white, navy, black, or gray
NOT ALLOWED	
<ul style="list-style-type: none"> * Painted or decorated shoes * Shoes not in good condition * Mini-athletic or ankle socks * Multi-colored socks, thermal underwear, or pajamas 	<ul style="list-style-type: none"> * Painted or decorated shoes * Shoes not in good condition * Mini-athletic socks or ankle socks * Fishnet legwear, multi-colored socks, thermal underwear, or pajamas

SHOE PASSES WILL NOT BE ISSUED THIS YEAR, but formal accomodation plans may be requested for medical purposes. Please see the Request for Medical Accommodations under Learning Support.

D. Liturgy Dress Days

Gentlemen:

- Gray slacks worn with black/brown leather belt
- White button-down shirt and uniform tie
- Approved outerwear includes navy sweaters, navy sweater vests, and/or Nolan Catholic fleece jackets with school logo.

Ladies:

- Gray box-pleated skirts or gray jumpers
- White oxford blouse (tucked) or white outer blouse (3/4 sleeve)
- Approved outerwear includes navy sweaters, navy sweater vests, and/or Nolan Catholic fleece jackets with school logo.

E. Outerwear

- Navy sweaters, navy sweater vests, and/or Nolan fleece jackets with logo.
- Nolan team outerwear and approved outer garments sold at the Viking Spirit Store are allowed during the school day. This includes official letter jackets, team jackets, sweaters, and sweatshirts. Full length, ¾ length jackets, or hoodies are not allowed during the school day, even if a team issues them. Team outerwear is not permitted during liturgy dress days.
- Solid-colored navy or black sport coats and blazers are permitted if they are in good condition.
- Hoodies are **not** permitted, including "Blue Out" and spirit days.

F. Hair Code

General

- All student hairstyles must be moderate, neat, and well groomed. Exaggerated styles are not permitted: two-toned, extremely streaked, partly bleached or colored, multi-colored, decorated, grooved, lined, spiked, Mohawk, faux hawk, extreme bi-level, or long strands hanging from any part of the head. Anything that draws undue attention to the student and/or serves as a distraction is not allowed.
- Natural color hairstyles are required. Students are allowed subtle variations in hair color (e.g. lightening or darkening, highlighting). When hair is colored, the color must be evenly distributed with no roots showing. Unnatural hair colors are not permitted. Two-tone coloring is not permitted. The Administration has the right to determine what hair colors are acceptable and what are not. When in doubt, see the Administration before you color your hair.
- Students may not have shaved shapes, words, or patterns.
- Gentlemen's hair must not cover the ears, eyes, and eyebrows and must be completely off the shirt collar. Hair cannot go past the bottom of the ear lobe on the sides. Gentlemen may not use hair ties, and head bands are not permitted. No ponytails or buns.
- Gentlemen's hair may not be more than 4 inches in length and may not stand taller or stick out more than 3 inches.
- [Students whose natural hair does not conform with the above guidelines must meet with school administration prior to the school year to determine an appropriate and approved option for that student.](#)

Facial Hair

- Clean shaven at all times
- Sideburns are permitted if not longer than the bottom of the earlobe.
- [If there are any concerns regarding extenuating circumstances with facial hair, please contact Administration.](#)

The Administration reserves the right to determine violations of the hair code and to determine what styles are exaggerated. Students not complying with the hair code will be suspended until the situation is remedied to the satisfaction of the Administration. Students who repeatedly violate or refuse to conform to the hair code may be suspended until the situation is remedied and placed on a behavior contract.

G. Accessories

Anything that draws undue attention to the student and/or serves as a distraction is not allowed. Due to the divisive nature of politics, no accessories showing support for a particular political party or candidate will be allowed.

- **Jewelry:** Jewelry must be worn in good taste, stressing moderation while avoiding excess.
 - Ladies' earrings may not be larger or longer than a quarter (25-cent piece). They may not have more than one earring in each ear.
 - Gentlemen may not wear earrings or spacers at school or at school-sponsored events.
 - No chains or spikes on wallets, belts, bracelets, or necklaces.
 - No visible tattoos, body art, or body piercings. This includes body art or piercings visible beneath the clothing.
 - Any other visible pierced body parts (i.e. noses, eyebrows, tongues, etc.) also are not permitted.
- **Head covering:**
 - No head covering may be worn during the school day. This includes sweatshirt hoods, bandanas, baseball caps, etc.
- **Make-up/nails:**
 - Make-up and nail-grooming must be in good taste, stressing moderation and avoiding exaggeration. Gentlemen may not wear makeup at school or at school-sponsored events.

H. Team / Club Shirts

- Students/organizations wanting to wear a team or club shirt during the school day must receive prior approval from

the Principal of Student Affairs.

- To promote an upcoming game or event, students in a given sport may wear their team jersey once per week while the sport is in season as determined by the Administration.

I. Dress Code: Spirit Days

During Spirit Days and/or "Blue Out" days, the following guidelines apply:

- Official Nolan Catholic shirts are permitted with uniform bottoms and shoes.
- On select dates, wristbands may be purchased allowing students to wear jeans with their Nolan shirts. Students are permitted to wear sneakers or boots. Shoes must be closed-toed.
- Jeans must be solid colored and blue, white, or black. Jeans may not have holes or frayed edges.
- Sweatpants or wind pants may not be worn on Blue Out jeans days.

J. Dress Code: Out-of-Uniform Dress during the School Day

While "Out-of-Uniform" days are an opportunity for the students to express their individuality, the attire should not be of such a nature as to cause a distraction and consequently interfere with the learning process.

- Students should be neatly dressed with no holes or frayed edges on clothing. Students must wear closed-toed shoes. Tennis shoes and boots are acceptable. **However, crocs, sandals of any kind, house-shoes or sliders are never permissible.** Pajamas or nightwear, boxer shorts, thermal underwear, and slippers/house shoes are never appropriate.
- No mini-length apparel is permitted. The length of a skirt/dress/shorts must be at the top of the knee.
- Apparel may not advertise alcohol or tobacco products or in any other way be in poor taste. Apparel may not have any writing that is suggestive in nature or have slogans which have double meaning or innuendoes. No apparel supporting political parties or candidates will be allowed. The final determination lies ultimately with Administration
- The clothing itself should not be of such a nature that it is considered suggestive or immodest. Extremely tight clothing, spaghetti straps, tank tops, sundresses, low necklines, shirts or blouses which reveal any part of the stomach, clothing made of clingy, revealing fabrics, etc., are not acceptable or appropriate. Gentlemen may not wear extremely baggy pants. Once again, the final determination lies ultimately with administration.
- The wearing of caps or hats of any kind during the school day is not permitted in the school building even if the student is out of uniform. Earrings for gentlemen are not permitted during the school day. Any other visible pierced body parts (i.e. noses, eyebrows, tongues, etc.) also are not permitted.
- Hair code and shaving code for gentlemen remains the same.

Those students who are in violation will be given detention and the choice of changing into a uniform provided by Nolan Catholic High School or calling a parent to bring an appropriate item of clothing. The student may not go back to class until they are in compliance. If a student uses a Nolan Catholic High School supplied uniform and does not return it, a fee will be assessed for the replacement cost of the uniform. Students may lose this privilege for the remainder of the semester.

K. Dress Code: Out-of-School Functions

The following code applies when attending school-sponsored events such as dances, athletic games, retreats, field trips, etc. When deciding what to wear for these events, students must keep in mind the general principles of the regular dress code, especially with regard to neatness, cleanliness, modesty, and good taste. Anything that violates these principles is not acceptable at any school-sponsored event.

- Students should be neatly dressed with no holes or frayed edges on clothing, even if they are purchased that way. Students must wear closed-toed shoes. Tennis shoes and boots are acceptable, but flip-flops and sandals are not permitted. Pajamas or nightwear, boxer shorts, thermal underwear, and slippers/house shoes are never appropriate.
- No mini-length apparel is permitted.
- T-shirts may not advertise alcohol or tobacco products or in any other way be in poor taste. T-shirts may not have any writing that is suggestive in nature or have slogans which have double meaning or innuendoes. The final determination lies ultimately with Administration.
- The clothing itself should not be of such a nature that it is considered suggestive or immodest. Extremely tight clothing, spaghetti straps, tank tops, sundresses, low necklines, shirts or blouses which reveal any part of the stomach, clothing made of clingy, revealing fabrics, etc. are not acceptable or appropriate. Gentlemen may not wear extremely baggy pants. Once again, the final determination lies ultimately with the Administration.
- **Hair and accessory codes (see section IX, F. & G.) are expected to be followed on any out-of-school function where the student represents Nolan Catholic High School. Examples include, but are not limited to, dances, games, retreats, field trips, athletic or curriculum trips.**

Administration reserves the right to modify the above expectations given the nature of the event. For example, competitions may require more formal attire.

L. Dress Code: Formal/Semi-Formal Dances

Please remember to keep in mind the principles of neatness, modesty, cleanliness, and good taste. Complete guidelines for dances can be found in [Appendix B](#).

Gentlemen:

Homecoming dance (semi-formal dress):

- Normal attire would be a suit or sport coat, dress slacks, dress shirt, tie, and dress shoes. If the weather is too warm,

the suit jackets or sport coats would be optional. For prom, tuxedos are appropriate, but not required. Grooming codes apply. **No earrings may be worn by male students at dances.**

Prom (formal dress):

- Attire should be modest and reflect respect for self and one's body as we are all made in the image of God.
- Normal attire would be a suit or sport coat, dress slacks, dress shirt and tie, dress shoes. If the weather is too warm, the suit jackets or sport coats would be optional.
- Tuxedos are also appropriate, but not required. Grooming codes apply.

Homecoming and prom:

- No oversized clothing
- Closed-toed shoes
- Must wear belt

Ladies:

Homecoming dance (semi-formal dress):

- Dresses must be semi-formal
- Dresses should be modest, and the back of the dress should not be below the waist; a shawl or wrap of some sort may accompany the dress and help in securing the modesty of the wearer

Prom (formal dress):

- Attire should be modest and reflect respect of self and one's body, as we are all made in the image of God.
- Normal attire would be formal gowns (ankle length)
- Appropriate shoes (No open toed shoes of any kind to prevent dance floor injuries)
- A shawl or wrap if necessitated by weather or modesty
- Please be mindful of fit, neckline (front and back), hemline, the length of a skirt slit, and sheerness of fabric when choosing a gown. **Reminder:** plunging necklines, dramatically low backs, bare midriffs or cut outs, and very high slits are never considered to be 'modest.' Dresses must be formal (ankle length).

Homecoming and prom:

- No tight-fitting clothing
- No low cut (front or back) clothing (no cleavage display)
- Dress slits no shorter than top of the knee
- Appropriate closed-toed shoes

Note for all students and guests in attendance:

- Visible tattoos and body piercings, including facial and tongue, are not permitted.
- The dress code applies to all students and guests of Nolan students.
- Any Nolan Catholic High School student or guest wearing inappropriate attire will not be able to return to the event until the concern is resolved.

The Administration reserves the right to make the final decision on the dress code. Any Nolan student or guest wearing inappropriate attire will be required to sit out the dance under the supervision of a chaperone until a parent/guardian arrives to escort the student from the dance.

M. Uniform Violations

Violation of the uniform code will result in disciplinary action. In addition, those students who are in violation will be given the choice of changing into a uniform provided by Nolan Catholic High School or calling a parent to bring an appropriate item of clothing. The student may not go back to class until they are in compliance. If a student uses a Nolan Catholic High School supplied uniform, they will be charged a rental fee. In addition, if a student uses a uniform and does not return it, a fee will be assessed for the replacement cost of the uniform. This includes ties. Additional consequences may include behavior contracts or parents meetings for repeated violations.

Ladies wearing jumpers/skirts that are inappropriate in length will be given the following choices:

- Change into a jumper provided by Nolan Catholic High School
- Call a parent to bring an appropriate item of clothing
- Take out and let down the hem on their skirt/jumper.
- The student may not go back to class until they are in compliance. If a student uses a Nolan Catholic High School-supplied jumper and does not return it, a fee will be assessed for the replacement cost of the jumper.

Facial Hair / Hair Violations

- Facial Hair: Students will be asked to shave facial hair at school before returning to class. Violations will result in a fine and/or detention.
- Hair Violation: Students will be given a timeframe provided by an administrator to correct the violation.

XII. EXTRACURRICULAR ACTIVITIES

A. Extracurricular & Athletic Activities

All such activities are scheduled in the calendar. Each activity is assigned a moderator. All activities and events are opportunities for the school community to apply the teachings of the Church to human relationships. Parents, coaches, and Administration will be responsible for promoting the qualities of healthy competition and good sportsmanship, self-discipline, teamwork, emotional control, doing one's best, and good citizenship.

These are not an adjunct to the high school program but are an essential part of our educational goals. Regulations for such activities are in accordance with Diocesan policies. Proper supervision is provided at all events.

All qualified students may try out for membership on sports teams, extracurricular activities, and certain programs/organizations. Students wishing to participate in athletics/academics must be in "good standing" with administration, meeting all academic, behavior, and Christian Ministry expectations. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out or applies can be accepted. The decision of the coach, in conjunction with the athletic director, or the decision of the moderator, teacher, and/or instructor in consultation with the Principal, is final. Parents are encouraged to help their students understand that not everyone will be selected.

B. Athletic Program

1. Philosophy

Nolan Catholic recognizes the importance of athletics as an essential part of the educational and spiritual formation of its students. Our primary commitment is to combine faith, academics, and athletics in a safe environment as a context for student-athlete's personal growth by evangelizing students to develop their full potential as a servant-leader through practice, training, competition, and serving as a Christ-like example. We will provide high standards to develop their leadership capabilities in all aspects of their lives. We will strive to teach and develop:

- Good sportsmanship and integrity
- Loyalty to Nolan Catholic and its teachings
- Appreciation of work ethic and perseverance
- Pride in the quality of work and accomplishments for Nolan Catholic

2. Mission

The purpose of the athletic department is to provide well planned and competitive sports programs that represent Nolan Catholic in an impeccable manner and to provide the opportunity to develop student-athletes spiritually, physically, mentally, ethically, and socially.

3. Vision

Our expectation is to reach the highest level of success in all TAPPS measures in each sport, striving to do our part in winning the TAPPS Henderson Cup, which is the TAPPS overall State Championship Trophy awarded to the school with the most points in all competitions including fine arts and athletics.

4. Student Athletes

To be part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school life is the individual called upon to represent Nolan Catholic in such a public forum as in the athletic arena. Student athletes must therefore be made aware of their constant privilege and responsibility to represent the school's values to the world. The true Nolan athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal respect to members of opposing teams and schools. This sportsmanship is also demonstrated in obedience to coaches, appreciation for the talents of other team members, respect for others in all circumstances, use of acceptable language, and an overall attitude of respect and involvement in the life of the school community.

5. Coaches

Coaches play a highly significant role in Nolan Catholic's athletic program. They are the natural role models who guide young athletes by their living example to the realization of all the goals of the athletic program. In order to be such a role model, coaches need to be completely imbued with the athletic philosophy of Nolan Catholic. Coaches exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support, and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators, and other adults in a highly professional and Christian manner. A true Nolan Catholic coach represents the ideals and values of the athletic program with dignity, pride, confident leadership, and self-discipline.

6. Parents

Parents are the primary educators of their student athletes. Nolan Catholic parents are therefore called to teach by word and example the values of the school's philosophy and athletic code. Parents are strongly encouraged to support

their sons/daughters during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contests. Parents and members of the opposing teams are always treated with cordial respect. The same is true of those officiating in the game. Parents should especially realize that their support of the Nolan Catholic coaching staff, both on and off the field, is a highly significant factor in the achievement of an effective team spirit. Nolan Catholic parents represent the ideals of Nolan Catholic both in the home as well as at all athletic events.

7. School Community

The Nolan Catholic school community, including students, faculty, staff, and Administration, shows their support of the athletic program by being present to witness and celebrate the talents of student athletes. Their support of Nolan Catholic teams is marked by energy, enthusiasm, and a positive attitude that flows from the school's commitment to Christ and His way of life. In a special way, the school community demonstrates its Nolan Catholic spirit by offering warm and friendly hospitality to all visiting teams, their families, schools, and fans.

8. Religious Dimension

Coaches are responsible for supporting the spiritual welfare of their athletes. They should lead their teams in prayer before all practices and games. The most effective way that Nolan Catholic athletes experience their unity and oneness on the deepest level is through their celebration of the Eucharist together. There should also be a public prayer at the beginning of all home athletic events, immediately preceding the national anthem or pledge to the flag. Let all those connected with the athletic program continue to call upon God's protection and guidance as the entire school community strives to realize the values and ideals entrusted to it.

C. Eligibility for Extracurricular Activities

• **Age Limit**

Per TAPPS rules, a student who has reached his/her 19th birthday on or before the first day of September shall not participate in any league contest.

• **Attendance**

Extracurricular activities are any school-sponsored activities that occur outside the normal academic school day. To be eligible to attend or participate in any extracurricular activity or school event, a student must be present in class before the end of the first class period and attend all remaining class periods of the school day to be eligible to participate in the activity or event. For weekend athletic and/or extracurricular events, students must be in attendance on the preceding school day. Exceptions to this policy must be cleared by the Administration in order for the student to be eligible for extracurricular participation/attendance. Examples of acceptable exemptions include: documented medical appointments, death in the family, or documented legal appointments. Students who are absent from any part of the school day due to illness are not eligible for extracurricular participation/attendance on the day of their illness.

• **Academic Eligibility**

If a student is failing two or more courses at the quarter he/she is considered ineligible and remains ineligible until progress report time of the following quarter. Students may regain eligibility at progress report time of the following quarter if the student is passing all classes according to the records of the administration. If the student is failing one or more classes at progress report time or the quarter/semester following a failure, the student will remain ineligible for the duration of that quarter. Students on academic probation may be ineligible for participation in extracurricular activities. Administration reserves the right to invoke academic ineligibility in special cases at any time.

Academically ineligible students may attend school dances, athletic events as spectators, and other school-sponsored functions. Ineligible students may not practice or play in any team-organized practices or games during the academic school year.

• **Christian Ministry**

Students must be compliant with the Christian Ministry Program policies. Christian Ministry policies are found on the Nolan Catholic High School website.

A student who is failing one class and not meeting Christian Ministry requirements is not eligible for athletics/extracurricular activities. The student may resume participation (1) once the Christian Ministry requirement is met, or (2) if the student is passing all classes at the time of the next progress report.

• **Summer Programs**

Students must be fully enrolled to participate in all high school level summer programs, including summer conditioning programs, rehearsals/camps, summer school, and any other enrichment programs offered on campus during the summer.

• **Behavior**

Students must be in "good standing" with the Administration, meaning that (1) they do not owe any outstanding fines due to violations of the code of conduct, and (2) they do not have incomplete consequences for behavioral infractions.

D. Daily Participation

With our Catholic mission, our primary focus is to provide a college preparatory experience for our students; therefore, our students' first responsibility is toward their academic obligations. While a student may be eligible for a club or sport, their participation can still be impacted by academic requirements:

- **Athletic practices / Rehearsals / Club Meetings:** If a student has a (1) detention, (2) mandatory tutoring, or (3) parent meeting regarding academics/discipline, the student must serve these requirements before attending a practice, rehearsal, and/or club meeting. The student is free to attend extracurricular activities once the detention/mandatory tutoring is complete. Requests to reschedule a mandatory tutoring or detention are at the discretion of assigning staff member.
- **Games / Competitions / Performances:** A (1) detention, (2) mandatory tutoring, or (3) parent meeting regarding academics/discipline may be moved to accommodate games, competitions, or performances. Exceptions would include parent meetings or consequence for major disciplinary infractions and/or chronic behavior concerns

E. Excursions and Field Trips

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study. Student attendance is required for approved field trips.

Nolan Catholic High School establishes definite guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained. Guidelines must include consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities, and class work missed by students.

Overnight field trips must have a clear educational purpose. The diocesan Student and Youth Activity Permission Form must be used for all field trips and excursions (Appendix F). The completed forms must be kept in the school file until the end of the school year.

The school provides supervision and all school rules are enforced on such trips. The school dress uniform must be worn on all field trips **unless deemed inappropriate**. Please note that participation in a field trip is a privilege not a right. This privilege may be withdrawn by the school.

Students may not carry medication on their person during school-sponsored excursions/field trips. All required medication must be submitted to the school nurse along with a written release authorizing permission for use. Once documentation is received, the school nurse will release the medication to the staff member sponsoring the trip. The trip leader will be responsible for carrying and distributing the medication.

F. Dances

Dances are school-sponsored activities at which all relevant school regulations are applicable. Dances are scheduled to end at 11:00 p.m. (except for prom which ends at midnight). For specific starting times, parents should refer to the school calendar.

The rules governing dances are:

- Doors close an hour after the dance begins and reopen 30 minutes prior to the end. Students may not enter or leave the dance while the doors are closed except with the prior permission of Administration or student council moderators.
- All Nolan Catholic dances are closed dances. **Certain dances may permit outside guests that meet school established criteria to attend.** Guest passes must be turned in to and approved by the administration prior to the established deadline. Approved guests must attend high school and be under 19 years of age. Only one guest per student is permitted. Students must accompany their guests through the entrance to the dance. All guests must have ID (picture) and must follow all school rules. Guests who are under the influence of, in possession of, or selling alcohol or drugs or displaying disorderly conduct will be monitored by a chaperone until a parent/guardian arrives to escort the student from the dance. No refunds will be given.
- Any student or guest not in compliance with proper dress, grooming, or hair requirements will be denied admittance to the dance.
- Any student or guest of a Nolan Catholic student asked to leave a dance due to inappropriate behavior and/or violation of any dance rules may lose the privilege of attending future dances and will face further disciplinary consequences up to and including possible dismissal from Nolan.
- Students should be dropped off and picked up inside the school grounds. Students must follow entrance procedures set forth by administration or student council moderators.
- All students must be picked up within 15 minutes of the end of the dance. Any student not picked up by this time is no longer the responsibility of the school.
- Students not picked up within 15 minutes of the end of the dance will be charged an after-hours supervision fee billed to the student's parents. Failure to pick up a child on time can result in school contacting authorities.

Conduct at dances:

- Students and their guests are expected to conduct themselves throughout the dance in a manner appropriate to the Catholic school environment.
- Respect for others, including faculty chaperones as well as other students and their guests, must be demonstrated at all times through both words and actions.
- Activities which may cause injury to oneself, inappropriate touching, and/or gestures or simulation of immoral activity are strictly prohibited. Any Nolan Catholic student or guest of a Nolan Catholic student engaging in inappropriate

activities will be required to sit out the dance until a parent/guardian is contacted and picks them up from the event. The student or guest also loses the privilege of attending future Nolan Catholic dances.

G. Student Identification Cards

Students are required to wear the school issued I.D. card at all times on campus and at extracurricular events. Student I.D. cards must meet the following criteria:

- Active: The card is not an I.D. card from a previous year
- Personal: The card may not be an I.D. card from another student
- Unobstructed: The information on the card may not be covered or otherwise obstructed from view.

I.D. cards must be presented upon request to any faculty or staff member. Students must report lost cards immediately to the front office. There is a \$10 replacement fee.

Students found attempting to falsify identification are subject to disciplinary consequences through the school honor code.

XIII. STUDENT STATUS

A. Emancipated or 18-Year-Old Students

All school regulations apply to students who are emancipated or 18 years of age as long as they are enrolled in Nolan Catholic High School.

B. Married Student Policy

Central to the philosophy of Nolan Catholic High School is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries may not be allowed to attend Nolan Catholic High School. The principal is expected to confer with the Diocesan Superintendent of Schools in the Fort Worth Diocese before making any final decision.

C. Students No Longer Living with Their Parents

Central to the philosophy of Nolan Catholic High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend Nolan Catholic High School. The principal is expected to confer with the Diocese Superintendent of Schools in the Fort Worth Diocese before making any final decision.

D. Pregnancy

Students are expected to follow the tenets of their faith and live a morally acceptable life. The Administration will work with the student and parents to ensure the health and well-being of all involved.

XIII. HELPFUL INFORMATION

A. Emergency Procedures

Faculty, staff, and students are orientated yearly regarding disaster procedures and evacuation. Emergency/evacuation drills are practiced randomly throughout the year.

In the event of an emergency, Nolan Catholic High School will hold all students on or near the campus, depending on the nature of the emergency. Upon declaration of an emergency, no student is to leave campus until given specific permission to do so by school officials. Parents or an adult designated on the emergency card on file with the school must report to the school in person to take custody of their student.

- **Fire Drill Alert:**
Students are to clear the building as soon as possible. Fire escape routes are posted in each room near the door. No one returns to the building until the all-clear sound is given. While a fire drill is in process, no one will be allowed to enter or leave the campus.
- **Tornado Alert:**
(P.A. announcement) Students are to move into the hallway and/or assigned areas away from doors and windows, and protect their faces and necks.
- **Lock Down Alert:**
(P.A. announcement). If a lockdown is in progress, only emergency officials will be given entrance to the school building during a lockdown.

Any student truancy or misconduct during a school emergency or emergency drill will be considered gross insubordination by the Administration and followed up with severe disciplinary consequences.

B. Transportation

Please review the following expectations regarding student vehicles and transportation to and from school:

- The school is not responsible for the behavior of students providing rides to and from school; however, such students are strongly exhorted to obey all traffic and safety rules and to drive with the utmost caution and care at all times. Any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be followed up by disciplinary action whenever possible.
- Students are not permitted to go to their cars during the school day.
- The use of open-bed trucks to transport students is forbidden to all students and staff of the school. Serious consequences will follow for anyone involved.
- Skateboards are not permitted on the school premises.
- When available, students are expected to use school-provided transportation to off-campus, school-sponsored events (i.e. games, competitions, field trips, etc.). Students and/or families wishing to opt out of school-provided transportation must complete a waiver form. These forms are available from the main office and athletic department.

C. Medical Records

Current student medical information is required to be kept on file in the nurse's office and received prior to the first day of school. The information may be updated as needed during the school year.

- **Physical Examination**
A physical examination is required for all students entering Nolan Catholic High School. This physical examination is required for all 9th-grade students and transfer students. Any students in any other grade level transferring from another school must have a physical dated after June 1 of that school year. The physical examination is required each school year prior to the start of practice, and after June 1 for participation in athletics, band, cheerleaders, Royelles, Norsemen, trainers, dance company, videographers, and P.E. credit classes (Personal Fitness, Fit for Life, Dance I, II, III, & IV).
- **Immunizations**
A complete and current immunization record is required before the student is admitted to class. All immunizations must include month, day, and year and be validated by a physician. Immunizations must be maintained to current state requirements. Updated health information should be submitted to the nurse.
- **Health Records**
Health data is maintained for all students. A copy of the student's health record must accompany him/her to and from another school.
- **Emergency Care Form**
Each school year a new Emergency Care Form is required for each student. It is essential that parents have three people listed for emergency contacts in the event of illness or emergency when the parent/guardian is not able to be reached. All telephone numbers must be current.

- **Medication**

Only necessary medication will be given at school. All medication should be given outside of school hours when possible. The Diocese of Fort Worth medication form is required for all medication that is to be administered to students at school. This form is required to be updated each school year and signed by both the parent and physician.

Approved non-prescription medications listed on the non-prescription medication permit form will be administered in the clinic as indicated by the parent on the completed signed permit. A new permission form is required at the beginning of each school year for all medications.

All medication will be safely stored and dispensed in the nurse's office. Students are not permitted to carry medication on their person with the exception of an inhaler for asthma. In addition, a back-up inhaler with physician permission is to be kept in the nurse's clinic. Unused medications are to be taken home at the end of each school year or they will be destroyed.

- **Accident or Illness**

In the event of an accident or illness, the parent/guardian will be notified. If the parent/guardian cannot be contacted, the emergency contact person will be contacted. As stated on this form, if deemed a medical emergency, the student's physician will be notified and the student will be transported by ambulance to the hospital or medical facility as listed. The Student Emergency Care Form is signed by the parent/guardian when the student is admitted to Nolan Catholic High School. The parent/guardian is responsible for the payment of all expenses incurred.

- **Contagious Disease**

If a student contracts a contagious disease, the student is not permitted to attend school. The parents are asked to notify the school immediately. Depending on the nature of the contagious disease, Nolan Catholic High School may be required to notify the Health Department.

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running a fever. If he/she has been ill, it is required that he/she be free of fever without fever reducing medication for 24 hours prior to returning to school.

Should a child become ill on campus and require a parent/guardian to take them home, this parent/guardian must arrive to retrieve the student **within 30 minutes** of the initial phone call.

- **Exclusion Guidelines / Return Guidelines**

- Oral temperature of 100° or above. Fever- free for 24 hours
- Vomiting, nausea or severe abdominal pain. Symptom-free
- Marked drowsiness or lethargy. Symptom-free
- Sore throat, acute cold or persistent cough. Symptom-free
- Red, inflamed or discharging eyes. Written doctor's release
- Skin rashes or eruptions. Written doctor's release
- Swollen glands around jaws, ears, or neck. Written doctor's release
- Suspected scabies or impetigo. Written doctor's release
- Any skin lesion in the weeping stage. Covered & diagnosed as non-contagious
- Earache, Symptom-free
- Head lice. Lice- and nit- (egg) free

D. Parent Service Organizations

All Parent Organizations including Parent Boards, Booster Clubs, etc. are regarded as service organizations whose by-laws are in accordance with parish/Diocesan regulations.

E. Asbestos Notice

Nolan Catholic High School is required by law to give a notice to employees and contracted workers of the presence of asbestos-containing materials in the school. The asbestos is primarily found in the floor tile in some of the classrooms in the original wing (A, B, & C Halls.) The location of these materials is found in the approved management plan located in the Facilities Director's office.

In April 2010, a three-year re-inspection was done. Periodic checks will continue to be performed. The results of the checks and surveillances are recorded in the Management Plan. The asbestos found in the floor tile is found in a non-friable form that is not dangerous and is periodically inspected as mandated by law. This notice is provided as a way of meeting a legal requirement and is not intended to serve as an alarm.

F. Inclement Weather and Other Emergencies

Nolan Catholic High School cannot release a student from school without written permission from a parent or guardian. If inclement weather or other emergencies develop, any of the following methods of communication may be used to inform parents

of the change in the regular schedule:

- Nolan Catholic High School website
- Email
- Official School Social Media Channels
- Automated phone message
- Automated text messaging
- The following local media:
 - KRLD - 1080 AM
 - KDFW - CHANNEL 4
 - WBAP - 820 AM / 96.7 FM
 - KXAS - CHANNEL 5
 - KTVT – CHANNEL 11

NOTE: Please do not call the school for this information.

G. Parent Behavior (Diocesan Policy #5220)

Actions of the parent of a student may be grounds for the student to lose the privilege of attending a school. The parents of a student are expected to conduct themselves so as not to be a disruptive influence on the school or a teacher. A parent of a student who becomes a disruptive influence shall be requested to withdraw the student from the school. The student's records shall reflect that the student has either withdrawn or transferred. The student's records shall not reflect expulsion, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school.

If, in the opinion of the Administration, a student or his/her parent(s) do not support the philosophy and mission of the school, the student may be asked to withdraw. It is the school's expectation that students and parents follow both the letter and spirit of the school's mission.

H. School Day Times Table

- Commons: opens @ 6:30 a.m. closes @ 6:00 p.m.
- Main Office: opens @ 7:00 a.m. closes @ 4:00 p.m.
- Library: opens @ 7:00 a.m. closes @ 3:45 p.m.
- Academic Wings: opens @ 7:30 a.m. closes @ 3:45 p.m. (7:30 a.m. - 2:30 p.m. on Wednesday)
- Locker Room Drop-Off: opens @ 7:00 a.m.
- Please call the school if you need an appointment outside of posted school hours.

Once students arrive on campus, it is expected that they will remain on campus until the end of the school day.

Students need to be aware that the academic wing is closed at 3:45 p.m. Students on campus after this time may go to the Commons until 6 p.m.

I. Student Information/Pictures

Nolan Catholic High School reserves the right to use student pictures in publications, social media, and on the school's website. Any parent who does not wish his or her child's picture used must notify the Principal in writing prior to the beginning of the school year.

J. Supervision of Students

For the safety of our students, parents are asked to pick up students promptly after activities. Parents/guardians are advised that the school's ordinary supervisory responsibilities extend from 6:30 a.m. – 6:00 p.m. on normal school days. The school cannot and does not take responsibility for supervising students arriving at or staying on campus outside these hours, with the exception of those taking part in a school-sponsored activity conducted by an authorized staff member. Students who are in the building before or after the school day must be in the library or in the Commons. Students who leave the building are expected to leave the campus.

K. Visitors

Nolan Catholic High School welcomes potential students, alumni of Nolan Catholic High School, parents, and guest speakers to our campus. All visitors must follow the procedures below:

- All visitors to campus must stop at the Guard Shack and be checked in.
- **Every** visitor to campus must be processed through the front entrance including an online identity check through Raptor.
- The front entrance personnel will confirm the identity of the visitor. No student will be released to a visitor unless the visitor's eligibility to do so is confirmed by our office personnel.
- The office staff will also give the visitor an appropriate on-campus pass and notify the appropriate staff member of their arrival. All visitors must be escorted by a staff member while on campus. Nolan Catholic High School community members must wear their badges on campus during the school day.
- Former students must call to arrange appointments with faculty/staff they wish to visit. School policy does not permit

social visits during teaching periods.

- Students who have been exited from Nolan Catholic for disciplinary reasons are **not** permitted to visit the school or to be present at school-sponsored events, on or off campus, without prior permission from Administration.
- Visitors wishing to go to the Commons for lunch must be alumni, parents or siblings of current students, or former students who left in good standing. Visitors must always check in first in the main office before arriving at the Commons. They must be escorted to the Commons by a staff member and always be under the supervision of a staff member.
- Visitors interacting with students need to have completed Safe Environment Training.

Visitors are not permitted during school hours during exam week. Alumni Visitor Tours are available through the Alumni Office all day, every school day, except during exam week.

All visitors to the campus during the school day must wear a Visitor name tag. .

L. Volunteers

All volunteers must attend a Safe Environment training program, "Virtus," sponsored by the Fort Worth Diocese, and their paperwork must be on file with Nolan Catholic High School before volunteering.

M. Relationship with Police Department (Diocesan Policy #1260)

Schools shall cooperate fully with local and state police departments. At the same time, they must carefully try to safeguard the rights of both students and parents.

The principal will provide the local police station with a floor plan of the school facility. Parents are to be immediately notified if law enforcement officials wish to question their child. Unless they are being placed under arrest, law enforcement officers may not take students from the school. The student's right to be free from unreasonable search must be balanced by the school's responsibility to maintain order and discipline and to protect the health and welfare of the school community. Schools will regularly seek the cooperation of the local police department in instructing students in crime prevention, drug/substance abuse, traffic safety, and related topics.

- **Questioning by Police Officers**
Minor children should not be questioned unless a parent or a school official is present. Police investigation regarding the behavior of students outside of school hours and away from school grounds should ordinarily be conducted outside of school.
- **I-15**
If a police officer wishes to place a student under arrest, the officer must first identify fully to the school authorities.
- **Police Assistance**
Assistance of the local police department is to be regularly sought out in planning and evaluating school safety patrols and traffic arrangements for the area surrounding the school. If the police department supplies crossing guards at the time of school opening and dismissal, the school will consult regularly with these officers to ensure proper student behavior and will be careful to notify them regarding changes in the school schedule.

Schools will hire special duty police for occasions such as athletic events, large parties, and public performances in which crowd control and traffic direction require their special assistance.

N. Nolan Catholic High School Transportation Policy

Nolan Catholic High School strives to provide safe and timely transportation to and from academic, athletic, and extracurricular events. All of our drivers have Commercial Driver Licenses (CDL), Class B, consent to a driver license check with the Texas Department of Public Safety, a criminal background check, and have attended Safe Environment Training. We maintain a fleet of three full-size school buses and one smaller bus (14 seats).

A Nolan Catholic coach, teacher, or moderator must accompany all student trips.

When Nolan Catholic provides transportation to events, all students are required to travel on the bus provided. This is to not only ensure safe transportation, but also to foster team unity. The exception to this policy is when a parent or legal guardian signs the student out with the coach / moderator or signs a Transportation Waiver for the event.

When possible, Nolan will provide transportation on school buses to all playoff games and competitions within a 100-mile radius of Fort Worth, Texas. When possible, Nolan will provide charter bus transportation to playoff games and competitions outside of a 100-mile radius of Fort Worth, Texas.

Nolan will not schedule non-district regular season games, field trips, or events outside a 50-mile radius of Fort Worth without the approval of the Principal.

Nolan Catholic will not provide transportation to certain games and events. In these instances, a Nolan Catholic Transportation

Form must be completed prior to the event. This form must be signed by the Parent / Legal Guardian, Coach / Moderator, and the Transportation Supervisor.

XIV. Appendices

Appendix A

A. Disability Discrimination Complaint Review Process

The purpose of this Complaint Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the School arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint Review Process should be used when issues arise at the school relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

I. Initial Complaint Process

- If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) involved.
- If you cannot reach a resolution or you are not comfortable discussing the issue with the person(s) directly involved, you may bring the matter to the principal of the school. Notification to the principal must be written and within fifteen (15) days of the event which is the subject of your complaint. If you do not submit a written complaint to the principal within the fifteen (15) day period, your complaint will be considered untimely.
- The principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The principal will advise you in writing of the outcome of the investigation and his or her decision of submission of your written complaint.

II. Review Level

- If you disagree with the decision of the principal, you may appeal the decision in writing to the next level for review within fifteen (15) days from the date of the principal's written decision or your appeal will be considered untimely. The request for review must be sent to the Superintendent of the Catholic schools at the Catholic Center, 800 West Loop 820 South, Fort Worth, Texas 76108-2919, and telephone number (817) 560-3300.
- The superintendent will set the date, time, and location for the review. Your review may be conducted by a single person or by a representative committee, as the case warrants. All persons involved in the complaint may select someone to help in preparation for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing.

The hearing will be set after receipt of your request for review, giving consideration to the schedules of all persons involved.

- At the Review Hearing:
 - You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
 - The reviewer(s) interview(s), or other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
 - The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
 - If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within ten (10) days of the hearing. The decision of the reviewer(s) is final and is not to be subject to any other grievance, arbitration, review, or reconciliation procedure of the Catholic Diocese of Fort Worth.
 - Your participation in this Complaint Review Process does not prevent you from making a complaint to an applicable government agency.

III. How to Request an Adjustment to Formal Accommodation Plan

If you feel that your child with a disability needs a minor adjustment to enable him/her to participate in the general education curriculum of the school, please talk to your child's teacher and/or principal of the school. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

IV. Student Non-Discrimination Policy

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

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

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

Appendix B

B. Guidelines for Homecoming Dance and Prom

We would like the students to have a safe and enjoyable experience on the night of their homecoming dance and prom. Adhering to the following guidelines will help to ensure a positive experience for all.

1. Please be careful that your son/daughter and guest adhere to the dress code (see below). Since these dances are sponsored by the school, we would like to make this an opportunity for our students to learn appropriate dress for a formal affair. Our dress guidelines underscore neatness, modesty and good taste. If you have any doubts about what your son/daughter plans to wear, please call the Dean of Student Formation well in advance of the dance.
2. If the school becomes aware that any student has rented a hotel room for the night of the homecoming dance or prom, that student is subject to disciplinary action by the school. If you do not understand the reasoning behind this policy, please feel free to consult the Dean of Student Formation.
3. To be admitted to a school-sponsored function, students are required to present their Nolan Catholic High School I.D. card. Guest passes for dances must be obtained in advance and are issued at the discretion of the Dean of Student Formation. Guests must be currently enrolled in high school and may not be older than 19 years of age. It is the responsibility of the host to see that their guest is familiar with all Nolan Catholic High School rules and behaves in an appropriate manner.
4. Students must arrive at school-sponsored dances no later than one hour after the scheduled start of the dance, and they are not permitted to leave more than one-half hour before the dance is scheduled to end. Once students enter a school activity, including varsity football games, they are not permitted to return to the parking lot unless they are leaving the dance or activity.
5. The use of alcohol and/or drugs by students is obviously not condoned under any circumstances and a student showing signs of being under the influence during the evening of the homecoming dance or prom is subject to serious disciplinary action by the school. A breathalyzer may be used to determine if a student has consumed alcohol.

Dress Code

Please remember to keep in mind the principles of neatness, modesty, cleanliness and good taste.

Gentlemen:

Homecoming dance (semi-formal dress):

- Normal attire would be a suit or sport coat, dress slacks, dress shirt and tie, dress shoes. If the weather is too warm, the suit jackets or sport coats would be optional. For Prom, tuxedos are appropriate, but not required. Grooming codes apply.

Prom (formal dress):

- Attire should be modest, and reflect respect of self and one's body as we are all made in the image of God.
- Normal attire would be a suit or sport coat, dress slacks, dress shirt and tie, dress shoes. If the weather is too warm, the suit jackets or sport coats would be optional.
- Tuxedos are also appropriate, but not required. Grooming codes apply.

Homecoming and prom:

- No oversized clothing
- Dress shoes only (no tennis shoes, sandals, etc.)
- Must wear belt

Ladies:

Homecoming dance (semi-formal dress):

- Dresses must be semi-formal (knee or ankle length)
- Dresses should be modest, and the back of the dress should not be below the waist; a shawl or wrap of some sort may accompany the dress and help in securing the modesty of the wearer

Prom (formal dress):

- Attire should be modest, and reflect respect of self and one's body as we are all made in the image of God.
- Normal attire would be formal gowns (ankle length)
- Appropriate dress shoes (close-toed or peep-toed to prevent dance floor injuries), and a shawl or wrap if necessitated by weather or modesty. Please be mindful of fit, neckline (front and back), hemline, the length of a skirt slit, and sheerness of fabric when choosing a gown. Reminder: plunging necklines, dramatically low backs, bare midriffs or cut outs, and very high slits are never considered to be "modest." Dresses must be formal (ankle length).

Homecoming and prom:

- No tight fitting clothing
- No low cut (front or back) clothing (no cleavage display)
- Dress slits no shorter than top of the knee
- Appropriate shoes

Note for all students and guests in attendance:

- Visible tattoos and body piercings, including facial and tongue, are not permitted.
- The dress code applies to all students and guests of Nolan students.
- Any Nolan Catholic High School student or guest wearing inappropriate attire will be required to put on Nolan Catholic HS attire provided by the school and sit out the dance while remaining under the supervision of a chaperone until a parent/guardian arrives to escort the student from the dance.

The Administration reserves the right to make the final decision on the dress code. Any Nolan student or guest wearing inappropriate attire will be required to sit out the dance under the supervision of a chaperone until a parent/guardian arrives to escort the student from the dance.

Appendix C

C. Acceptable Use Policy (AUP)

Nolan Catholic High School wants to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the school. In an effort to further these objectives, while maintaining the integrity and reputation of Nolan Catholic High School, the following Code of Conduct has been developed for persons accessing the Nolan Catholic network and Internet through Nolan Catholic High School.

Access is conditioned upon the User's agreement to and compliance with this Code of Conduct. The following list is non-exclusive and should not be considered license to commit other illegal activities not specified below. All illegal activity is prohibited. Nolan Catholic High School will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities. Parents are responsible for supervising home Internet use.

Student Expectations

1. The User shall only use the Internet and related technologies in support of education and research consistent with the educational objectives of Nolan Catholic High School, and to promote educational excellence by facilitating resource sharing, innovation, and communication. We understand that this use of such technology is within the larger educational context of the Catholic Church.
2. The User is responsible for his/her activities involving the Nolan Catholic High School network.
3. The User shall not engage in the transmission or receiving of child pornography as defined by U.S. law. This is strictly prohibited and will be dealt with quickly and harshly.
4. The User shall not use the Nolan Catholic High School network to harass or threaten any other person (in the legal sense of the term).
5. The User of the Nolan Catholic High School network shall not engage in any illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
6. The User shall not use the Nolan Catholic High School network for illegal activity such as the violation/transmission of copyright or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
7. The User shall not store on any Nolan Catholic High School equipment programs, pictures, or other files that are not appropriate for viewing at school.
8. The User shall not use the Nolan Catholic High School network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy the data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
9. The User shall not plagiarize the works of others. (Plagiarism is defined in the Nolan Catholic High School student handbook.)
10. The User shall not use the Nolan Catholic High School network to play games or engage in any unauthorized chat or communications.
11. The User shall not use the Nolan Catholic High School network while access privileges are suspended or revoked.
12. The User shall not reveal the personal address or telephone numbers of students, staff persons, faculty members, or administrators.

In addition to the Acceptable Use Policy, Nolan Catholic High School uses software that blocks or filters access to unacceptable Internet sites. Filtering/Blocking software does not fully protect a student from inappropriate sites. It is the responsibility of the student to make good choices regarding what is accessed.

Because of the nature of technology, this policy is intended to set forth the spirit in which technology should be used by Nolan Catholic High School students and families. This policy may have to be adjusted or changed should technology changes occur during the school year.

Consequences

Violations of this policy may result in suspension of electronic media communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including expulsion from school.

Electronic Communications Policies for Parents

We expect our parents to be equal stakeholders in the implementation of our electronic communication policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school may subject the student to disciplinary action.

1. Parents are expected to follow the appropriate chain of communication in addressing the problems or issues with the school i.e. contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Diocese.
2. Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
3. The school reserves the right to ask parents to withdraw their children in such cases when parents decline to abide by these policies.

Parent Permission Form and User Agreement

I read, understood, and explained the acceptable use policy with my student:

STUDENT NAME (Printed): _____

PARENT NAME (Printed): _____

PARENT SIGNATURE: _____ DATE: _____

I read, understood, and explained the acceptable use policy and discussed it with my parent:

STUDENT NAME (Printed): _____

STUDENT SIGNATURE: _____ DATE: _____

D. Online Social Media (Diocesan Policy #6205)

Although this policy closely mirrors the Diocesan policy on social media, due to the special, privileged, and powerful relationship between a Catholic school and its parents and students, sections of this policy are more restrictive. The first legal duty of a Catholic school is to keep those entrusted to them safe.

The Catholic schools of the Diocese of Fort Worth acknowledge the right of employees to use personal websites, social networks, wikis, weblogs, and other emerging technologies not only as a form of self-expression, and, in their individual capacity, as a means to further the work of the Church. Additionally, the same rules that apply to a school employee's messaging and communications in traditional media apply in the online social media space. This specifically means that teachers and all school staff, including substitutes and volunteers, are never to use social media to directly communicate, interact or respond directly to students unless that social media is operated, controlled, and directed by the school itself. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. School employees should bear in mind that posting of certain comments, photos, links, or references to third party websites and information on websites, social networks, wikis, and weblogs may have a harmful effect on the Church and its schools, their reputation, and their employees.

In light of this possibility, school employees are required to adhere to the following policy regarding the use of personal and professional websites, social networks, wikis, weblogs, and other emerging technologies. This policy supports other related Diocesan and school policies including Acceptable Technology Use and the Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers.

School employees may only access websites, weblogs, wikis, and social networks for legitimate professional job-related purposes during the workday with the approval of their direct supervisor. School employees are not to create, post or otherwise access weblogs, personal social networks, wikis, or personal websites for personal use during normal school working hours. Employees should exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.

If you identify yourself as an employee of a Catholic school on a personal website, weblog, or social network, you must make it clear to your readers that the views you express are yours alone and that your views do not necessarily reflect the views of the Diocese or its schools. In the event that you identify yourself as an employee of a Catholic school on a personal website, weblog, wiki, or social network, to help reduce the potential for confusion, you are required to put the following notice in a reasonable prominent place on your site (e.g., at the bottom of your personal profile page) in at least a size 12 font bolded:

“The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.”

School employees are prohibited from disclosing on personal or professional websites, weblogs, wikis, or social networks, any information that is confidential or proprietary to the Diocese, its schools, or to any third party that has disclosed information to the Diocese or its schools.

The school has exclusive ownership rights with respect to certain concepts and developments you produce that are related to school business. Employees may not use school trademarks on their site or reproduce any school materials or logos. Please consult with your principal if you have questions about appropriateness of publishing anything that may be related to the school on your site.

School employees may not use the copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC), without the necessary permissions of the rights holder(s).

School employees are prohibited from providing a link or otherwise referring to the school website on their personal website, social networks, wikis, or weblogs without consulting with and obtaining the approval of the principal of the specific school.

School employees shall not allow any obscene, harassing, offensive, derogatory, or defamatory comments and images which reflects/discredits or causes embarrassment to the Diocese and its schools, their employees, patrons, vendors, partners, affiliates, agencies, students, and others on personal, the school's and professional websites, any other social networks, wikis, or weblogs.

All social media being used by Catholic entities must be clearly branded in order to provide institutional authority as well as avoid confusion. Unless you have been officially authorized in writing to speak or act on behalf of a Catholic entity, employees are prohibited to use such brandings or create secondary social media sites that give the illusion of being authoritative.

All social media used by Catholic entities must comply with the Minimum Social Media Requirements contained in Policy 6210.

The school reserves the right to regularly monitor any and all school-based computers. In addition, it is the policy of the Catholic schools of

the Diocese of Fort Worth that every portable information/data storage device used by a school staff member or student may be examined at any time because it may contain something dangerous.

The school reserves the right to monitor professional websites, social networks, wikis or weblogs created on school computers during the course of a normal workday, or on school computers on personal time. Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.

The school requires that you confine your personal website, social network, or weblog commentary to topics unrelated to the Diocese or its schools (or in certain cases, that you temporarily suspend your website or weblog activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy or federal and state laws. School employees will comply with all aspects of the Children's Online Private Protection Act (COPPA).

Employees are forbidden to post or distribute personal identifiable information including pictures of any child under the age of eighteen without parental consent. Personal identifiable information includes name, home address, email address, telephone number, or any information that would allow someone to identify or contact a child. If written verifiable consent is obtained from a parent, it is important that the parent has approved the information that is to be provided and has full knowledge of its use, purpose and how the information is going to be provided. Likewise, parents should be made aware that the school is making use of only school-controlled websites, social networks, weblogs and other emerging technologies to communicate with students. School employees will model safe and effective use of technology for students including developmentally appropriate instructions on responsibility associated with the use of technology and the possible dangers associated with technology. School employees who violate this Online Social Media Policy will be subject to disciplinary action, up to and including termination. If you have questions about this policy or any matter related to your site that this policy does not address, please consult with the principal of your school.

Appendix E

E. Minimal Social Media Requirements (Diocesan Policy #6210)

The following guidelines are required for schools wishing to establish social media. These requirements apply to all current and future social media, including but not limited to websites, wikis, Facebook, Twitter, blogs, and other emerging technologies.

Site administrators must be adults and/or approved employees of the school. There must be at least two site administrators for each site to allow for rapid response and continuous monitoring and updating of the site.

All social media must be reviewed by the principal or the pastor before implementation to ensure it is not in conflict with current standards, policies and Catholic teachings.

Personal sites shall not be used in connection with school programs or to communicate with students. Students are defined as any and all students enrolled in a Catholic school in the Diocese of Fort Worth.

Passwords, names of the sites, and the site addresses or site location information shall be registered in a central location in the school and at least two (2) adults must have access to this information.

In establishing a school site, know and abide by these key Rules of the Road:

- Abide by all diocesan, parish and/or school guidelines
- All communication by school employees reflect on the Church and the school
- Do not claim or in any way give the impression or the appearance representing the official position of the school or the teachings of the Church, unless you have written authorization to do so.
- All school social media sites shall be clearly branded and identified to provide institutional authority and to avoid confusion.
- Abide by all copyright, fair use and financial disclosure laws.
- Never divulge confidential information.
- Do not cite others, post photographs or videos of other individuals or link to their material without express written approval. Media involving minors must have written parental approval.
- Practice Christian charity.



F. Permission

Appendix F

Permission for Field Trips/School Functions 2021-2022

Student Name: _____ Grade: _____
(Last) (First) (Middle)

Address: _____

Parent/Guardian: _____ | _____
Printed Signature Date: _____

Contact Information:

Mother's Name/Guardian: _____
(h) (w) (c)

Father's Name/Guardian: _____
(h) (w) (c)

Allergies: _____ Current Medications _____

I hereby certify that my son/daughter has my permission to participate in the field trip/school function listed below. I hereby certify that my son/daughter is fit to fully engage in this activity.

I understand that in addition to this document, the school must also have the following signed documents before the student is allowed to attend or participate in the field trip/school function: Release of Liability and Indemnification Agreement, Medical Treatment Permission Form, and the Student Emergency Medical Information Form. If the school does not have all of these signed documents, the student will not be allowed to attend or participate in the field trip/school function. I also understand that medication will only be distributed to my student if I have provided a written request for medical administration in accordance with Section 22.052, Education Code, State of Texas.

Description of field trip/school function: _____

Curriculum goal: _____ Required _____ Optional _____

Cost: \$ _____ Includes: _____

Date of trip/event: _____ Transportation method: _____

Depart Time: _____ Location: _____

Return Time: _____ Location: _____

Sponsoring Teacher (s): _____

Chaperone (s): _____

Appendix G

G. Dress Code: Quick Reference



























PANTS / SKIRTS	
Gentlemen	Ladies
ALLOWED	
<ul style="list-style-type: none"> • Mills Uniform pants (navy, khaki, or gray). • Must be worn at waist with brown or black leather belt • Must be neatly hemmed 	<ul style="list-style-type: none"> • Mills Uniform skirts, jumpers (plaid, navy, and gray) • Skirt length is to the top of the knee
NOT ALLOWED	
<ul style="list-style-type: none"> * Pants that are too baggy, too tight, or too short (pants should touch the top of the shoes) * Pants that are frayed or have holes * Cuffing the bottom of the pants * Pants without a belt * Pants from non-approved vendors 	<ul style="list-style-type: none"> * Rolling up skirt waist * Skirts shorter than the top of the knee * Frayed, ripped skirts * Skirts from non-approved vendors
BELTS	
ALLOWED	
<ul style="list-style-type: none"> • Belts must be worn at all times with pants. • Plain black or dark brown leather belts. 	
NOT ALLOWED	
<ul style="list-style-type: none"> * Missing a belt * Belts in any color other than black or brown * Belts with designs, jewels, pictures, or cloth belts. 	
SHIRTS	
Gentlemen	Ladies
ALLOWED	
<ul style="list-style-type: none"> • White or blue oxford button-down <ul style="list-style-type: none"> ○ Cuffs must be rolled neatly or buttoned ○ All but top button must be fastened • Black or navy polo knits with school crest • All shirts are neatly tucked • Navy and white rugby shirts for juniors and seniors • Only sold white, gray, or black t-shirts with sleeves no longer than outer shirts. Undershirts should match or be lighter in color than outer shirt and have no logos 	<ul style="list-style-type: none"> • White or blue oxford button-down <ul style="list-style-type: none"> ○ Cuffs must be rolled neatly or buttoned ○ All but top button must be fastened • White outer blouse with pointed collar and ¾ sleeves or short sleeved white blouse • Navy and white rugby shirts for juniors and seniors • All shirts are neatly tucked • Only sold white, gray, or black t-shirts with sleeves no longer than outer shirts. Undershirts should match or be lighter in color than outer shirt and have no logos
NOT ALLOWED	
<ul style="list-style-type: none"> * Shirts in any other color * Polo knits with logos/emblems other than school crest * Untucked shirts or shirts rolled under outerwear * Undershirts w. designs or any color other than white * Outwear without an approved uniform shirt underneath 	<ul style="list-style-type: none"> * Shirts in any other color * Polo knits with logos/emblems other than school crest * Untucked shirts or shirts rolled under outerwear * Undershirts w. designs or any color other than white * Outwear without an approved uniform shirt underneath
SHOES & SOCKS	
Gentlemen	Ladies
ALLOWED	
<ul style="list-style-type: none"> • Shoes must be purchased at Mills Uniforms from the selection approved for Nolan Catholic High School. • Socks must be white, black, navy, gray, or khaki, and solid in color • Socks must be crew socks or longer 	<ul style="list-style-type: none"> • Shoes must be purchased at Mills Uniforms from the selection approved for Nolan Catholic High School. • Knee socks, crew socks, or tights must be worn. • Solid black "yoga pants," with socks, may be worn under uniform skirts and jumpers • Socks, legwear, and tights must be solid in color: white, navy, black, or gray
NOT ALLOWED	

<ul style="list-style-type: none">• × Painted or decorated shoes• × Shoes not in good condition• × Mini-athletic or ankle socks• × Multi-colored socks, thermal underwear, or pajamas	<ul style="list-style-type: none">• × Painted or decorated shoes• × Shoes not in good condition• × Mini-athletic socks or ankle socks• × Fishnet legwear, multi-colored socks, thermal underwear, or pajamas
--	---

Commented [1]: Update, if necessary, with any changes to the program.

Regular School Day Dress Code	
<p>Men's Tops</p> <p>Oxford Cloth SS in White or Blue</p>  <p>Oxford Cloth LS in White or Blue</p>  <p>LS Polo with NCHS logo in Black or Navy</p>  <p>Junior and Senior Only Rugby</p> 	<p>Ladies' Tops</p> <p>Cap Sleeve in White</p>  <p>¾ -Sleeve Blouse in White</p>  <p>Oxford Cloth LS in White or Blue</p>  <p>Oxford Cloth SS in White or Blue</p>  <p>Junior and Senior Only Rugby</p> 
<p>Men's Pants</p> <p>Boys pants in khaki, navy, or gray</p> 	<p>Ladies' Skirts and Jumpers</p> <p>Girls skirts in gray, navy, or plaid</p>  <p>Girls jumper in navy, gray, or plaid</p> 
<p>Men's Outerwear</p> <p>Sweater Vest</p>  <p>Cardigan</p>  <p>Navy Fleece with logo</p>  <p>*Nolan Catholic team outerwear or purchased in Spirit Store is acceptable on Regular Dress Schooldays.</p>	<p>Ladies' Outerwear</p> <p>Sweater Vest</p>  <p>Cardigan</p>  <p>Navy Fleece with logo</p>  <p>*Nolan Catholic team outerwear or purchased in Spirit Store is acceptable on Regular Dress school days.</p>
<p>Men's Accessories</p> <p>Leather belt in black or brown</p>  <p>Crew socks in Navy, Black, Khaki, or White</p> 	<p>Ladies' Accessories</p> <p>Cable Knit Knee-hi Socks in White or Navy</p>  <p>Flat Knee-Hi Socks in White or Navy</p>  <p>Opaque tights in black (not pictured) Ladies may wear white crew socks</p>
<p>Men's Shoes</p> 	<p>Ladies' Shoes</p> 

Liturgy Dress Code

Men's Tops		Ladies' Tops	
Oxford Cloth SS in White or Blue	Oxford Cloth LS in White or Blue	Cap Sleeve in White	¾ -Sleeve Blouse in White Oxford Cloth LS or SS in White
			
Men's Pants Boys pants in gray.		Ladies' Skirts and Jumpers Girls skirts in gray Girls jumper in gray	
			
Men's Outerwear		Ladies' Outerwear	
Sweater Vest	Cardigan	Sweater Vest	Cardigan
	Navy Fleece with logo		Navy Fleece with logo
			
			
Men's Accessories		Ladies' Accessories	
Leather belt in black or brown	Tie	Cable Knit Knee-hi Socks in White or Navy	
			
		Flat Knee-Hi Socks in White or Navy	
			
Crew socks in Navy, Black, Khaki, or White		Opaque tights in black (not pictured)	
			
			
Men's Shoes		Ladies' Shoes	
			
			

I. Discipline Chart Reference

Appendix I

OFFENSE	CONSEQUENCE
1ST TIME PHONE TAKEN	45-minute detention + student pick up phone after school
2ND TIME PHONE TAKEN	45-minute detention + Only parent can pick up phone
3RD TIME PHONE TAKEN	2½ hour detention detention + Parent Conference with the Dean of Student Formation +
4TH TIME PHONE TAKEN	Only parent can pick up phone In School Suspension + \$75 Fine + Probationary Contract Only parent can pick up phone



Harassment Reporting Form

This form may be used by any student or adult to report any form of harassment.

Reporting person (optional):

Contact info: home phone/cell/email/homeroom (optional)

Today's date: _____

Incident date: _____

Name of adult (s) you've already contacted (if any): _____

Name(s) of accused (if known): _____

Where did the incident happen? (Circle location):

Classroom, Hallway, Restroom, Gym, Locker Room, Sport Field, School Bus, Internet, Cell Phone,
Outside, Commons, To/From School
Other _____

Please circle best descriptions of what the accused did. Choose all that apply.

Physical: Hitting, kicking, shoving, spitting, etc. Getting another person to hit or harm the student.

Teasing, name-calling, put downs, criticizing, jokes, property issues. (hiding, damaging, taking)

Threatening in person, by phone, by email, etc.

Making rude and/or threatening gestures.

Excluding or rejecting the student.

Spreading harmful rumors or gossip.

Demanding money/ homework/etc. Other _____

Describe what happened. Use all exact language and as much detail as possible. If I were watching it on a video, what exactly would I see? Use the back of this form if necessary.

I agree that all of the information on this form is accurate to the best of my knowledge.

Signature _____

Date _____

Return this form either to the Main Office or to a teacher or staff person in the building.

2021-2022

**Student-Parent Handbook
Acknowledgement Form**

By signing this form, I acknowledge that I agree to abide by the terms and conditions set forth in the Nolan Catholic High School Student-Parent Handbook.

Please return this form no later than Monday, August 16, 2021.

You may view the Student-Parent Handbook on the Nolan Catholic High School website at nolancatholic.org.

Student's Signature Date

Print Student's Name

Parent's Signature Date

Print Parent's Name

Note: This record will be included in your student file.