



# NOLAN CATHOLIC HIGH SCHOOL

## **NOLAN CATHOLIC HIGH SCHOOL STUDENT-PARENT HANDBOOK 2017-2018**

EDUCATION IN FAITH | FORMATION IN HOPE | PERSEVERANCE IN CHARITY

## **Administration**

**President** – Mr. Charles McGrath

**Principal** – Mrs. Leah Rios

**Assistant Principal of Student Affairs** – Ms. Cindy Jung

**Dean of Students** – John McNichol

**Chaplain** – Father Matthew Tatyrek

**Athletic Director** – Mr. Rene Ramirez

## **Advisory Council 2017 -2018**

The Nolan Catholic School Advisory Council assists the administration in its strategic and financial planning for the school.

**Chair of the Council**– Mr. Roger Diseker

## **The Mission of Nolan Catholic High School**

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:

Education in Faith | Formation in Hope | Perseverance in Charity

## **The 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.

***Nolan Catholic graduates are prepared to change the world!***

## **HISTORICAL HIGHLIGHTS OF Nolan Catholic High School**

### **1960s**

- Dallas Bishop Thomas K. Gorman invites the Marianist Brothers and the Sisters of St. Mary of Namur to bring a new era of secondary Catholic education to Fort Worth.
- A generous land donation from the Amon G. Carter Foundation initiates the construction of a new high school on Bridge Street combining the existing Catholic girls' school, Our Lady of Victory, and the Catholic boys' school, Laneri High School.
- In August of 1961, the school opens under the name and accreditation of Our Lady of Victory; the schools are unified under one roof, but operate as co-institutions with separate administrations, hallways, and classrooms.
- In 1963, Bishop Gorman changes the name to Nolan High School in honor of Monsignor Robert M. Nolan who came to Fort Worth in 1907 as Pastor of St. Patrick Cathedral.
- Nolan experiences a gradual transition to mixed-gender classes; by 1969 it becomes co-educational and united under one administration.

### **1970s**

- Nolan High School is under the leadership of Bishop John J. Cassata of the newly formed Diocese of Fort Worth. The Bishop requests the inclusion of a junior high to fill a Diocesan need; it remains operational for 38 years.
- Modular scheduling is integrated. Service orientation deepens as student formation expands outside of the classroom and into the community.
- International clubs and increased foreign languages are offered. A national interest in earth conservation contributes to the popularity of a new ecology program.

### **1980s**

- Nolan breaks ground on a major campus expansion. A \$1.5 million grant from the Amon G. Carter Foundation, along with other generous contributions, allows dreams of a D-Hall, library, computer lab, chapel, and air conditioning to be realized.
- Prompted by emerging technologies, Nolan becomes the first Catholic school in North Texas to require students to complete a computer class for graduation.
- Nolan offers advanced off-campus service experiences and reinforces ideals of peace and justice through Campus Ministry and Christian LIFE.

### **1990s**

- A growing local economy yields increased enrollment. Nolan breaks ground on another new wing: E-Hall.
- In 1996, Nolan officially adds the word "Catholic" to its formal name; the administration establishes the Latin motto: "Esto Dux – Be a Leader."

## **2000s**

- Nolan continues to look toward the future by strengthening its college preparatory focus while reinforcing its Catholic identity.
- In 2003, the Multipurpose Activities Center (MAC) is constructed and includes a new band wing, music hall, dance space, and indoor arena.

## **2010s**

- In the spring of 2010, administrators present the Nolan Catholic High School community with an ambitious strategic plan designed to propel Nolan Catholic into a future of distinction.
- The 5-year plan addresses nine key components of school life, and includes setting aside resources in 2011-2012 to help celebrate the 50th Anniversary of our Bridge Street campus.
- In 2011-2012, Nolan Catholic High School celebrates 50 years with a year-long schedule of reunions and jubilee activities.

## **2014**

- In the spring of 2014, Nolan Catholic High School, under the leadership of new Fort Worth Bishop Michael Olson, bids farewell to the 52+ year association with the Marianist Province and embarks on an exciting new chapter of education and evangelization under the management of the Diocese of Fort Worth.

## **SCHOOL POLICIES**

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.

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.

When the Administration is made aware of Nolan Catholic High School student involvement in a situation involving dangerous and/or illegal behavior it will be addressed as part of our mission to partner with parents in the protection, education, and formation of their students. Any dealings with the police department in regards to student behavior will be dealt with in accordance to Diocesan policy #1260.

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*** reads as follows:

"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.

### **STATEMENT OF NONDISCRIMINATION**

Nolan Catholic High School admits students of any color, race, national ethnic origin, faith, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, race, national ethnic origin, faith, or gender in the administration of its educational policies, employment practices, need-based aid, loan programs, or athletic and other school-administered programs.

## **ACADEMIC INFORMATION**

### **ACADEMIC EXCELLENCE**

Nolan Catholic High School's curriculum offers a wide range of subjects and subject levels. Students are placed in the level found appropriate to skill and preparation so that each student has the opportunity to excel.

### **ACADEMIC FAILURE**

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 will 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 he/she is placed on academic probation. A student placed on academic probation must have no failing grades at the end of the probation period (one semester). 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 to the Principal whether a student should be dismissed or denied re-admission.

## **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. A student must achieve a grade of 77 or higher in order to receive the 8-point bonus in advanced placement and dual credit courses. These points will be added at the end of each grading period.

## **CHRISTIAN MINISTRY PROGRAM**

As part of the graduation requirement for Nolan Catholic High School, each student must participate in service to his or her community. Detailed information and requirements of the program are available on the Christian Ministry page of the Nolan Catholic High School website at <http://www.nolancatholics.org/christian-ministry-2/>. For any questions about the program, please consult either the web page or the Associate Director of Christian Ministry, Dede Barth ([dbarth@nchstx.org](mailto:dbarth@nchstx.org) )

## **ONLINE SYSTEM OF REPORTING HOURS - x2VOL**

All Christian Ministry hours are to be submitted using x2VOL.com. All students not already registered should do so. In order to register, students need their permanent ID number. It is a five digit number beginning with either a 4 or 5. All students were either handed this number in class in May, or were mailed this number in July (incoming first year students were mailed this number.) Failure to register by August 31 will result in the student being on CM probation, as all hours are now tracked online. For information about Christian Ministry requirements or assistance on how to complete registration, please see the Christian Ministry page on the Nolan Catholic High School website.

## **CONFERENCES**

Parent-Teacher Conference night is held at the beginning of the second quarter. Appointments are required. Priority will be given to the parents or guardians of students who have a grade of 75 or below in the teacher's class. Conferences may be made at other times by directly contacting the teacher, preferably by email.

## **COMMUNICATION**

It is the intention of the school to keep in close contact with parents and students alike. Sometimes these lines of communication break down and a sense of frustration is experienced. Many problems can be avoided if all parties endeavor to rebuild these methods of keeping in touch. In keeping with the church's principle of subsidiarity, problems should be solved as close to the issue at hand as possible. Thus, it would be advisable that persons experiencing problems go directly to that person before going to the person's superior.

For classroom issues:

- If a parent has a problem with a teacher, he/she should discuss it first with the teacher;
- The next level of discussion is with the Department Chair;
- The next level of discussion is with the Assistant Principal of Academic Affairs;
- The next level of discussion is with the Principal.

For Student Activity issues:

- If a parent has a problem with a moderator, he/she should discuss it first with the moderator;
- The next level of discussion is with the Assistant Principal of Student Affairs;
- The next level of discussion is with the Principal.

For Athletic issues:

- If a parent has a problem with a coach, he/she should discuss it first with the coach;
- The next level of discussion is with the Assistant Athletic Director; ● The next level of discussion is with the Athletic Director; ● The next level of discussion is with the Principal.

Please always make an appointment to talk to the individual you need to speak with. Appointments for conferences may be arranged by telephone call or email. If a return call is requested, parents are asked to list telephone numbers and times available for contact. Visits to the classroom to discuss problems are not appropriate during class time.

## **COUNSELORS**

Guidance counselors are available for academic and personal counseling. Parents should feel free to call for an appointment at 817-451-7486. Counselors may see a student for personal issues up to 3 times without parental notification. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concern arises.

## **CUSTODY ISSUES**

The intent of Nolan Catholic High School is 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 Assistant 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.

## **DROPPING COURSES**

On rare occasions it may be necessary, and in the student's best interest, to drop a course from the student's schedule if the course is not required for graduation. Approval to drop a course is gained through a request to the Assistant Principal of Academic Affairs. A "WF" (Withdrew Failing) may be entered on the transcript and a "69" calculated into the student's cumulative grade average. At the discretion of the Assistant Principal of Academic Affairs, a course may be dropped for non-academic reasons.

## **RENWEB**

Parents and students may access grades and course syllabi by logging onto 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. General questions regarding the use of Renweb can be emailed directly to [renweb@nctx.org](mailto:renweb@nctx.org). The student's teacher should be contacted if there is a question regarding a grade.

## **ELIGIBILITY FOR ATHLETICS AND ACTIVITIES**

Students wishing to participate in athletics and/or extracurricular activities must be enrolled at Nolan Catholic High School and be in compliance with the following eligibility policy:

## **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 Assistant 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. Eligibility for the third quarter will be determined by a student's semester grades.

### ***ATTENDANCE***

A student must be in attendance for at least half of the school day to be eligible to participate in any practices, performances, or competitions in athletics or extracurricular activities on that date.

### ***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 and co-curricular activities. Once a student fulfills the Christian Ministry hour deficiency, that "failure" will be considered corrected.

### ***CITIZENSHIP***

A student must be in good standing with the Dean of Students and may not accrue outstanding detentions or otherwise fall out of good standing.

The Principal's Council reserves the right to determine eligibility in matters related to Academics, Attendance, Christian Ministry, and Citizenship.

### ***FINANCIAL***

A student's financial account must be in good standing with the Business Office. A student will not be considered in good standing with the Business Office if the student's account is more than 60 days past due.

### ***PARTICIPATION IN RETREATS AND CURRICULAR TRIPS ASSOCIATED WITH COURSEWORK***

A distinction needs to be 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.

The following policy applies:

Students, who are ineligible to participate in extracurricular activities needing to participate in a school retreat or "out-of-class" activity related to coursework, must obtain permission from the Assistant 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 while the student remains behind.

**GRADE POINT AVERAGE (GPA)**

Calculating GPA is not as simple as taking the semester average for all recorded semesters and averaging them together. Doing so will not yield an accurate GPA due to the difference in value of some courses, and because students do not necessarily take the same number of credits each semester.

A more accurate, albeit incomplete explanation (due to the intricacies of some classes), is that the cumulative GPA is determined by multiplying each subject grade by the credit value of that subject (in most cases 0.5, although it may also be 0), taking the sum of those results, and dividing by the total number of applicable credits.

A student’s cumulative GPA should not be confused with their semester average. The semester average reflects the GPA after the single semester for which it is reported. The semester average is considered for the purposes of semester Honor Roll, but not for other distinctions including NHS, graduating senior Honors, or determining the salutatorian and valedictorian.

**GRADING**

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

A bonus of 8 points will be added to Honors and AP courses when computing grades of 77 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:

- 90-100 = A
- 80 - 89 = B
- 70 - 79 = C
- 69 or less = F

**GRADUATION CEREMONIES**

Participation in all three ceremonies (Senior Awards & Robing, Baccalaureate Mass, and Commencement), is required for all graduating seniors, as is participation in rehearsals. Failure to be present could result in the diploma and final transcript being withheld.

**GRADUATION REQUIREMENTS**

The minimum requirement for graduation from Nolan Catholic High School is 27 credits, but 28 credits is preferred including:

- Theology ..... 4 credits
- English ..... 4 credits

Math .....	4 credits
Social Studies .....	4 credits
(Geography, World History, U.S. history, U.S. Government, Economics)	
Science .....	4 credits
(Must include Biology, Physics or Conceptual Physics, Chemistry, and one other science class)	
Foreign Language .....	2 credits (3
credits for Honors Diploma)	
(Latin, French, Spanish, or German – all credits must be in the same language in consecutive years)	
Fine Arts .....	1 credit
(Music, instrumental and vocal, art, theatre arts, photography, or dance)	
Physical Education .....	1 credit P.E.
Options (athletics, trainers, dance, cheerleading, Royelles, Norsemen or marching band can fulfill P.E. requirements)	
Health .....	½ credit
Communication Applications .....	½ credit
Technology .....	1 credit
Other .....	2 credits
(1 credit for Honors Diploma)	
Completion of at least 75 Christian Ministry Hours	

**Honors Diploma requirements: (See “Honors Diploma” section below)** For a complete description of courses offered at Nolan Catholic High School, including Honors and AP courses, refer to the Nolan Catholic High School Academic Course Guide.

\*One-half credit in theology is required for every semester the student attends Nolan Catholic High School.

## **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 by the end of the fall semester of the senior year. The student must have taken biology, physics, and chemistry, as well as three years in the same foreign language. In addition, the student must successfully complete one full credit in six (6) or more of the following courses:

- Great Theological Controversies Honors
- English I Honors
- English II Honors
- World Geography Honors
- Geometry Honors
- Algebra II Honors
- Pre-Calculus Honors

- Business Calculus
- Scientific Research & Design Honors (Ecology)
- Biology Honors
- Chemistry Honors
- Physics Honors
- Anatomy and Physiology Honors
- Spanish II Honors
- Spanish III Honors
- French III Honors
- German III Honors
- Advanced Latin Honors (above Latin II)
- Java Programming Honors
- All Advanced Placement and Dual Credit Courses

## **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.

The semester average should not be confused with the cumulative GPA.

## **GRADUATING SENIORS ARE ELIGIBLE FOR THE FOLLOWING HONORS:**

Honors awards are determined based on the first seven semesters.

### ***Amon G. Carter Scholars***

- 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

For more information regarding the cumulative GPA, please see the handbook section titled **GRADE POINT AVERAGE** .

***VALEDICTORIAN/SALUTATORIAN***

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

**NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is a privilege, which is not solely based on academic achievement. Students having a cumulative numerical average of 94.00 or higher are informed of their candidacy in the second semester of their sophomore year. Applications are distributed to those who are academically eligible, and must be returned by a specific date. The final decision is made by the NHS Moderator based on the qualities of Leadership (teacher and self-evaluation), Service (completion of more than the required number of CM hours), and Character (teacher and moderator assessment), in addition to the cumulative grade point average requirement of 94.00.

To remain a member in good standing of the National Honor Society, students 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 CM hours.

**OUTSIDE PHYSICAL EDUCATION CREDITS**

Please direct requests for outside activities to receive PE credit to the Physical Education and Health Department Chair. Activities will only be approved if they are not available to students at Nolan Catholic. Permission to receive credit must be obtained prior to the start of the semester that the activity will be done. Once approved, documentation of completion must be submitted to the Assistant Principal of Academic Affairs at the conclusion of the semester.

**PROGRESS REPORTS**

Mid-quarter progress reports will be emailed to all students on the date noted on the calendar for each quarter. If a family does not have Internet access, the family must notify the school office and the progress reports can be mailed. Progress

reports allow the student and parent to know how a student is doing in each class and may cite deficiencies in a student's work or subject mastery. Grades of 77 or below indicate that a student is in danger of failing. Because it is possible that a student may perform satisfactorily up to the middle of the quarter in a subject, but may do poorly in the second half of the same quarter, a passing quarter grade cannot be guaranteed based on the progress report grade. If this situation occurs the teacher will notify the parents. Parents are encouraged to keep in touch with the teachers by email and/or telephone.

### **REPORT CARDS**

Report cards are emailed to parent(s)/guardian(s) at the conclusion of every quarter, and mailed at the conclusion of each semester. Final report cards will not be sent to parent(s)/guardian(s) if there are financial obligations to Nolan Catholic that have not been settled.

### **SCHEDULE CHANGES**

Based upon pre-registration information, courses are scheduled and teachers are employed for the next school year. The Assistant Principal of Academic Affairs must approve any schedule change.

Justifiable reasons for schedule changes include:

- Administrative request
- Instructor assigned with whom the student failed a previous course
- Inadequate background in course
- Change initiated by instructor
- Student lacking prerequisite course requirements
- Student not scheduled for a course for which he was recommended
- Student scheduled for a course in which he/she already has credit
- Senior student requiring a course for graduation
- Physical handicap which prevents adequate class participation

Changes made after the deadline for any other reason will incur a \$75 fee.

### **SEMESTER EXAMS**

Exams should be taken at appointed times. Arrangements must be made with the Assistant Principal of Academic Affairs if rescheduling is necessary. Exam days are considered regular school days. Parents and students are not to schedule family vacations, trips, or other activities during these days.

### **SENIOR EXAM POLICY**

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

- The student has a semester class average of 92 or above (before honor points are added)
- The student has no more than five absences in the class for the semester

(school-related absences are not included)

- Off-campus college visits are not excused for the consideration of exam exemption.
- All CM hours must be completed
- All fines must be paid in full
- The student must not owe detentions or have fallen out of good standing with the Dean of Students
- The semester exam grade will be determined by averaging the two nine-weeks grades

*Please note:* The exemption levels stipulated above will no longer be considered for reduction as a part of senior privileges.

Students who take the AP exam are not automatically exempt from the final exam. Teachers are not required to grant exam exemptions and their decision is final.

### **TESTING POLICY**

The following testing schedule is used for major tests and other assessments that are given on non-block days:

- ODD DAYS: Theology, Math, Social Studies, and Fine Arts;
- EVEN DAYS: Science, English, Foreign Language, Technology/Business and PE/Health.

This schedule is to be understood in the following ways: (a) tests, essays, assessments or evaluation instruments that take more than 25 minutes of the class period (NOTE: Such tests/assessments ought to have been announced a minimum of five full days in advance, allowing five nights of study time); (b) the due date for a project, paper or other major assessment tool, which, when graded, will be the equivalent of one test grade (or higher).

### **TRANSCRIPTS**

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 date

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

## **TRANSFER OF CREDITS**

All core courses required for graduation must be taken at Nolan Catholic High School. Students must have prior approval of the Assistant Principal of Academic Affairs to take coursework at any other institution for transfer credit. Any coursework taken for enrichment or without approval of the Assistant Principal of Academic Affairs will not appear on the student's transcript.

## **ATTENDANCE INFORMATION**

**PHONE: (817) 496-9772**

**FAX (817) 654-9272**

**EMAIL: [attendance@nchstx.org](mailto:attendance@nchstx.org)**

### **ATTENDANCE PHILOSOPHY**

Class attendance is directly related to academic success. In terms of learning, every absence counts, both excused and unexcused. Making attendance a top priority is the first step to learning. Parents can assist the learning process by excusing their children only when absolutely necessary. Therefore, the school wants to work with parents/guardians on this issue to encourage the very best for our students. We count on your support.

### **ATTENDANCE POLICY**

Making up assignments at home cannot replace the in-class experience of participating in discussion and other experiential learning activities. A student who misses more than 9 class periods in one semester (10 percent) in any given course may be denied credit in that course. The Principal's Council will determine whether credit for academic courses will be given or denied.

It is the family's responsibility to contact the Assistant Principal of Academic Affairs if a student has a valid reason for missing more than 8 days, and to make arrangements to pick up the student's work.

Parents will be notified by the Dean of Students when their student has accumulated 6 absences and are in danger of possibly being denied credit for the semester.

### **ABSENCE**

An absence is any time a student is not in school or at a school-sanctioned function.

### **EXCUSED ABSENCES**

An absence is considered excused (with a written note from the parents) for one or more of the following reasons:

- Medical or dental appointments (confirmed by a note from the physician/dentist)
- Illness of the student
- Serious illness or death in the family



- A personal excuse confirmed by parent/guardian

### ***UNEXCUSED ABSENCES/TRUANCY/SKIPPING***

When a student has an unexcused absence, zeroes are automatically given for any work, tests or quizzes missed. Disciplinary consequences may also include any of the following: detention, in-school suspension, out of school suspension, Saturday school, meeting with the parents, and/or signing of a probationary contract. When a student has an unexcused absence the parent will be notified.

Truancy 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: out of school suspension, meeting with the parents, and/or signing of a probationary contract.

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, and/or signing of a probationary contract.

### ***REPORTING AN ABSENCE***

When a parent deems it necessary for a student to miss school, we ask that they please notify the school by 7:30 a.m.

Phone: 817-496-9772

Fax: 817-654-9272

Email: [attendance@nchstx.org](mailto:attendance@nchstx.org)

### ***RETURNING AFTER AN ABSENCE***

When a student returns to school, they must bring a signed, dated excuse from a parent. If a student is out of school for four or more days due to illness, a doctor's statement is required. Failure to present a note to the Dean of Students in a timely manner may cause the absence to be labeled as "unexcused." Students who present a forged note will be suspended, with zeroes, for the day. Repeat offenders will be put on probation.

### ***MAKE-UP WORK***

Make-up work is allowed for excused absences. Students are responsible for contacting all teachers for any necessary make-up work, quizzes, or tests. Parents are welcome to email teachers and pick up books at any time. These assignments

may be picked up at the Main Office. When a student is legitimately absent from school, he/she will automatically be given a minimum of the number of school days missed to complete make-up work. However, course teachers will determine when missed quizzes or tests are to be taken.

### **EARLY DISMISSAL**

Nolan Catholic High School cannot release a student from school without written permission from a parent or guardian. If parents are requesting an early dismissal for their student, a note must be presented to the Main Office. Notes can be hand written, faxed, or emailed. The student will receive an early dismissal slip that can then be presented to the teacher at time of dismissal. All students must check with the Main Office before they leave and when they return. The parents must pick up the student for early dismissal unless the student drives. Early dismissal notices will not be delivered after 2:45 p.m.

### **LATE ARRIVAL/RE-ADMIT**

Any student arriving late or returning to school must first check in with the Main Office. Students will be given **5** consequence-free late arrival days per semester. Any student who exceeds **5** late arrivals will receive a detention. Students who exceed **10** late arrivals in a semester will be issued a second detention. Students who exceed **12** late arrivals in a semester may be placed on probationary contract. Late arrival/re-admits documented by a physician's, dentist's, or D.M.V.'s note will not count against the student's free days.

### **LEAVING SCHOOL**

Once a student arrives on campus, he/she is considered officially in school and may not leave without proper permission. If a student leaves campus without proper permission, he/she will be considered truant. (*See the truancy section for consequences.*)

### **TARDIES**

Tardies represent a lack of discipline that is detrimental to a student's future life. Tardies show a lack of respect both to teachers and fellow classmates. Students are expected to be punctual to classes, divisional meetings, assemblies, and other gatherings. Tardies apply to a student's late arrival to any class period. For every 3 tardies a student accrues, a detention will be issued. Students who continue to regularly accrue tardies are subject to further disciplinary action. Ultimately, students who exceed 12 tardies in a semester may be placed on probationary contract.

### **ACADEMIC SATURDAY SCHOOL**

Because days absent from the classroom deprive the student of needed interaction and integration of subject matter, the Assistant Principal of Academic Affairs may assign Academic Saturday School, after consultation with the Principal's Council. This would apply to students who have missed 9 or more days of school in a

semester, or students who have missed 9 or more class periods of a particular course. This pertains to all absences that are not due to school functions, such as retreats, field trips, and athletic events. Students attending Academic Saturday School will be responsible for the cost incurred for holding Saturday School.

## **BEHAVIORAL EXPECTATIONS**

The expectation of all members of the Nolan Catholic High School community is that they will treat all members and themselves with respect in accordance with the two greatest commandments: the love of God and the love of neighbor.

The following information has been developed for the purpose of providing guidance to the students, parents, faculty, and administration. The nature and seriousness of a particular situation or incident will determine the consequences a student may face. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Per school policy:

- Disciplinary information and documents are confidential
- Disciplinary information and documents are only shared with personnel on a need-to-know basis
- Disciplinary information and documents do not become a part of the student's permanent file

Nolan Catholic High School students are expected to become mature and responsible in their decisions as part of their character development. Parents will be notified, via email, when a detention is issued to a student.

## **CAMERAS/PHONES**

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.

## **CELL PHONES/ELECTRONICS**

Parents may reach their student during the day by calling 817-457-2920, making the use of a student's cell phone during the school day unnecessary. To protect the integrity and security of the classroom, students will be expected to put away their phones in the backpacks or lockers at 7:45, and will not be permitted to access them until the end of the school day at 3:05. They will be allowed to use them in a classroom with a teacher's permission for instructional purposes. They are allowed to use them at lunch, but not during passing periods.

### ***Cell phone/electronics usage:***

Use of cell phones or other electronic devices in the classroom for instructional purposes is left to the discretion of the teacher with approval of the Assistant Principal or Principal.

- Ringers 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 or lockers.
- Electronic devices should never be used as cameras/recording devices unless permission is granted by a teacher and **all parties involved** . •
- Headphones/earpieces are not allowed in the halls.
- The school is not responsible for lost/stolen or damaged devices.

Any violation of the cell phone/electronics policy may lead to the confiscation of the electronic device. Any student using a cell phone during an assessment will have their phone confiscated and they will be referred to Honor Council. 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.

### ***Consequences for confiscation of cell phones or other electronic devices:***

*First Offense:* Detention issued and phone/electronic device returned to student at end of the day.

*Subsequent Offenses:* Detention issued, \$20 fine, and phone/electronic returned to student after notifying parent/guardian.

An excessive number of offenses may result in further disciplinary action. Severe offenses with cell phones, computers, laptops, tablets, smartwatches, etc. including, but not limited to: sexting, cyberbullying, or cheating, will be subject to disciplinary action and may result in a student losing their cell phone privileges for a certain amount of time.

### **CHEATING/DISHONESTY: HONOR CODE VIOLATIONS**

The Honor Council is made up of junior and senior students of Nolan Catholic High School, and acts under the direction of a faculty moderator to help maintain the academic moral standards of the school. The Honor Council is charged with adjudicating violations of the Honor Code which consists of lying, cheating, forgery, plagiarism, and stealing. Because all Honor Council issues are serious violations of the academic enterprise and are affronts to personal integrity, most violations carry both academic and disciplinary consequences, depending on the infraction.

The Honor Council works on a three-strike basis. The first violation of any one of the elements of the Honor Code results in a detention, the parents being notified, a "0" on the assignment, if applicable, and constitutes a first-strike. The second violation of any one of the elements of the Honor Code results in either an in-school

suspension or two detentions, a "0" on the assignment, if applicable, parents are notified, and is now constituted as two strikes. If a student is found guilty of a third offense by the Honor Council, the student will receive a "0" on the assignment, if applicable, the parents are notified, and the Council will submit a written report to the Assistant Principal of Student Affairs with the recommendation of placing the student on a probationary contract. The Principal's Council will review the case and determine the validity of the finding and apply consequences. Teachers, staff, or other students may refer students to the Honor Council.

### **CONDUCT GRADES ON PROGRESS REPORTS AND REPORT CARDS**

Teachers assign conduct grades for Progress Reports and Report Cards. A conduct grade of Satisfactory is considered the norm. Teachers will call home if a student's conduct grade is Unsatisfactory or Needs Improvement.

### **DANCES, SOCIALS, 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 the Dean of Students. Guests must be currently enrolled in high school or Nolan Catholic High School alumni, 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.

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 activity.

Fort Worth police officers are hired for all 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.

### **DRESS CODE AND GROOMING**

Every student is expected to abide by the dress and grooming code. *Uniform apparel must be purchased at Parker Uniform Company ([www.parkersu.com](http://www.parkersu.com))*. Two convenient locations for Parker's Uniforms are:

1125 Oakland Blvd. TX (817) 429-9969	3001 Hwy. 121, Fort Worth, TX Eules, TX (817) 545-4000
--------------------------------------------	--------------------------------------------------------------

**BOYS:****Parker Uniform Trousers (Navy, Khaki, or Gray)**

- Must be worn at waist with brown or black leather belt (no oversized or baggy pants),
- Must be neatly hemmed with no torn or frayed edges,

**Parker Uniform Shirts**

- White or blue oxford button-down, cuffs must be buttoned or rolled neatly, shirt tail to be tucked in. All but the top button must be fastened.
- Black or navy polo knits with school crest; may be worn in or out.
- Navy and white rugby shirts may be worn by juniors and seniors only
- Only solid white, gray, or black T-shirts underneath with sleeves no longer than outer shirts. Undershirts should match or be lighter in color than the outer shirt with no logos.

**Parker Uniform Shoes**

- Must be purchased at Parker Uniforms from the selection approved for Nolan Catholic High School.
- May not be painted or decorated.
- Must be in good condition.

**Socks**

- Must be white, black, navy, gray, or khaki, and solid in color.
- Must be crew socks or longer.

**Fashion Accessories**

- Black or brown leather belts only.
- Should be in good taste and not detract from uniform.
- No earrings or spacers for boys.
- No pierced visible body parts.
- No chain wallets or spikes on belts, bracelets, or necklaces.
- No body art or painting on visible body parts.

**Hair**

- Neat, clean, well-groomed and appropriate natural color or evenly highlighted.
- Not permitted: two-toned, extremely streaked, oddly bleached or colored, decorated, grooved, lined, spiked, Mohawk, extreme bi-level or long strands hanging from any part of head. Anything that draws undue attention to the student and/or serves as a distraction is NOT allowed.
- Hair cannot be longer than bottom of collar when out of rubber band, or longer than the eyebrows.

**Facial Grooming**

- Clean shaven with sideburns not longer than bottom of earlobe.

### **Dress Uniform for Liturgies & Other Announced Days**

- Gray slacks, belt, white button down shirt and uniform tie ●
- Only Parker sweaters may be worn during Liturgies.

### ***GIRLS:***

#### **Parker Uniform Skirts, Jumpers (plaid, navy, and gray)**

- Must be to the top of the knee or longer
- Skirts may not be rolled down at the waist (as a low-rider)
- Please leave plenty of hem to allow for growth

#### **Parker Uniform Blouses**

- White or blue oxford button-down. All but the top button must be fastened.
- White outer blouse with pointed collar and  $\frac{3}{4}$  sleeves or short sleeved white blouse
- Navy and white rugby shirts may be worn, with skirts only, by juniors and seniors only
- Oxford blouses must always be neatly tucked into skirts, not rolled under sweaters
- Only solid white or gray T-shirts may be worn under blouses. Clothing worn under the blouses should match or be lighter in color than the outer shirt. Undergarments should not show through regular uniform pieces.

#### **Parker Uniform Shoes**

- Must be purchased at Parker Uniforms from the selection approved for Nolan Catholic High School.
- May not be painted or decorated.
- Must be in good condition.

#### **Socks and Legwear**

- Knee socks, crew socks, or tights must be worn at all times
- No logos should ever be visible on any sock type
- Must be solid in color, white, navy, black, or gray—no sheer, see-through, or patterned
- Tights are acceptable in the same colors listed above (no pattern)
- Fishnet leg-wear, multi-colored socks, thermal underwear, or pajamas are not permitted
- No mini athletic socks or ankle socks are ever acceptable. Solid black yoga pants, with socks, may be worn under uniform skirts and jumpers.

#### **Fashion Accessories**

- Should be in good taste and not detract from uniform
- May not wear more than 2 earrings in each ear
- No pierced visible body parts
- No spike bracelets or necklaces

- No body art or graffiti on visible body parts and should not be visible under clothing.

### **Hair and Grooming**

- Neat, clean, well-groomed and appropriate natural color or evenly highlighted
- Not permitted: two-toned, extremely streaked, oddly bleached or colored, decorated, grooved, lined, spiked, Mohawk, extreme bi-level or long strands hanging from any part of head

### **Dress Uniform for Liturgies and Other Announced Days**

- Gray box pleated skirts or gray jumpers, white oxford blouse (tucked in) or white outer blouse (3/4 sleeve)
- Only Parker sweaters may be worn during Liturgies.

### **BOYS AND GIRLS:**

#### **Outer Garments**

- Outer garments from the Parker Uniform store are always permitted and are the **ONLY** outer garments allowed at all school Liturgies.
- 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, hoodies, sweaters, and sweatshirts. Full length or ¾ length jackets are not allowed during the school day, even if a team issues them.
- Solid colored navy or black sport coats and blazers are permitted if they are in good condition.

**Caps and Head Wear:** No headwear may be worn in the building.

**Club Shirts:** Nolan Catholic High School ONLY - Class, Club, Team or Organization shirts or may be worn on Fridays. Only polo type knit shirts WITH COLLARS may be worn. The Assistant Principal of Student Affairs must approve shirt designs.

**Team Shirts:** Team shirts must receive prior approval from Assistant Principal of Student Affairs. To promote an upcoming game, students in a given sport may wear their team shirt once per week while the sport is in season as determined by the Dean of Students and the head coach.

### **Consequences:**

A detention may be issued for non-compliance with the dress code policy. If a student continues to violate the dress code and grooming guidelines, the student will be subject to further disciplinary action.

Girls 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 an Nolan Catholic High School supplied jumper and does not return it, a fee will be assessed for the replacement cost of the jumper.

For liturgies, students not in dress gray and white uniform will be seated in a designated area at Mass, and may be subject to further disciplinary action.

### **SPIRIT DAYS (BLUE OUT)**

During Spirit Days (formerly Blue Out) the following guidelines apply: blue and white Nolan Catholic shirts are permitted with uniform bottoms and shoes. On select days wristbands may be purchased allowing students to wear jeans with their Nolan shirts. Jeans must be solid colored and blue, white, or black.

### **OUT-OF-UNIFORM DRESS CODE – ON CAMPUS, DURING THE SCHOOL DAY**

Students should be neatly dressed with no holes or frayed edges on clothing, even if they are purchased that way. Students must wear closed toe shoes. Tennis shoes and boots are acceptable, however, 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. The length of a skirt/dress must be no shorter than 3 inches above the knee. When measuring skirts, dresses, or shorts/skortis that have slits, the length will be determined by measuring from the top of the slit. Shorts may be worn but they must be no shorter than 5 inches above the knee.
- 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 the Dean of Students.
- The clothing itself should not be of such a nature that it is considered suggestive or immodest. Extremely tight clothing, spaghetti straps, or 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. Boys may not wear extremely baggy pants. Once again, the final determination lies ultimately with the Dean of Students.
- 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 boys 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 boys remains the same.
- 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.**
- 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 an 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 remainder of semester.

### **DRESS CODE FOR FORMAL DANCES (HOMECOMING AND PROM)**

**Boys:** 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.

**Girls:** When selecting your dress for a dance, please consider that an improper selection may affect both you and your date. Please stop by the Dean’s Office if you have questions. 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. The length of a skirt/dress must be no less than 3 inches above the knee. When measuring skirts, dresses, or shorts/skorts that have slits, the length will be determined by measuring from the top of the slit. Appropriate dress shoes must be worn.

### **DRESS CODE FOR INFORMAL DANCES:**

The dress for informal dances will be announced for each event. All dances will follow the guidelines for out-of-uniform dress.

Those students who are in violation will be given the choice of calling a parent to bring an appropriate item of clothing or modifying their outfit so that it is in compliance. The final determination lies ultimately with the Dean of Students.

### **DRESS CODE FOR OUT-OF-SCHOOL FUNCTIONS (RETREATS, FIELD TRIPS, ETC.):**

Students should be neatly dressed with no holes or frayed edges on clothing, even if they are purchased that way. Students must wear closed toe 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. The length of a skirt/dress must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg. When measuring skirts, dresses, or shorts/skortis that have slits, the length will be determined by measuring from the top of the slit. Shorts may be worn but they must be appropriate in length and style.
- 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 the Dean of Students.
- The clothing itself should not be of such a nature that it is considered suggestive or immodest. Extremely tight clothing, spaghetti straps, or 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. Boys may not wear extremely baggy pants. Once again, the final determination lies ultimately with the Dean of Students.

### **DISRESPECT FOR PROPERTY, VANDALISM**

Any act that demonstrates a lack of respect for the property of the school or others is not acceptable, and consequences will be issued.

### **DRUG DETERRENT AND 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 on 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. 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. In the event of a positive drug/alcohol screening, parents will be notified.

### **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 Dean of Students.

## **FOOD, DRINKS, GUM, AND CANDY**

In an effort to protect the campus and property, gum will not be allowed on the Nolan Catholic High School campus. In the classroom, consumption of food or candy is left to the discretion of the teacher, but not permitted in the halls. Drinks other than water (in clear, colorless 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.

## **GAMBLING**

Students are not to engage in any activity that includes gambling. Students found gambling on campus will be subject to disciplinary action.

## **HALL PASSES**

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

## **HARASSMENT/BULLYING**

The school reserves the right to discipline a student for actions committed either on or off-campus if they are intended to have a negative effect, or if they adversely affect the safety and well-being of any student, faculty, or staff member of the school. This includes **verbal harassment, written harassment, visual harassment, physical harassment,** and **sexual harassment.** Any student who engages in the harassment of another student will be subject to disciplinary action by the Dean of Students. The severity of the infraction will dictate the level of discipline.

### ***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](mailto:anonymous@nchstx.org)

## **HOMECOMING MUMS**

Nolan Catholic High School recommends that homecoming mums do not contain more than two flowers.

## **FORMAL DANCE PROPOSALS**

Students may not leave the school building during the school day to obtain materials for a formal dance proposal, ie. That were left in a car.

## **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 Dean of Students. 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. Students who repeatedly lack a current I.D. will be subject to disciplinary action. The fee to replace an I.D. and lanyard is \$10.

## **INAPPROPRIATE LANGUAGE**

Students are expected to treat classmates and adults with respect by refraining from profanity, 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.

## **LOCKERS**

A student may not switch their assigned locker without approval from the Dean of Students. Lockers must be locked at all times with a school lock, purchased through the Main Office. Nolan Catholic is not responsible for items stolen from lockers and students are responsible for any damage done to lockers while in their care. School authorities may open and inspect lockers at any time.

## **OFF-CAMPUS CONDUCT**

Students should remember that they are responsible for the good name of Nolan Catholic High School. Any conduct, in and out of school, that reflects negatively upon the reputation of Nolan Catholic High School may be subject to disciplinary action, up to and including dismissal.

## **PARKING**

Parking stickers for an assigned/numbered parking spot may be purchased before the start of school, with seniors registering first. All students who drive to school must purchase a parking sticker. Students parking without a proper sticker, or parking in another's spot will result in disciplinary consequences. 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. Loitering is never allowed in the parking lot. By requesting a parking permit a family/student consents to the policies of the school with regards to searching of vehicles.

**PARKING LOT PASS**

Students who need to go to their cars to retrieve necessary items during the school day must first go to the Main Office to obtain a pass and may be issued a detention.

**PORNOGRAPHY, INDECENT IMAGES, SEXTING**

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

**PREGNANCY**

Students should strive at all times to adhere to the tenets of their faith and live a morally acceptable life. However, pregnancy is not a reason for dismissal from school.

**PUBLIC DISPLAYS OF AFFECTION**

(P.D.A.) Public displays of affection at school or at school functions are not allowed and are subject to disciplinary action.

**RESPECT FOR AUTHORITY**

Disrespect for teachers, substitute teachers, staff, volunteer parents, etc., 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.

**SOCIAL MEDIA**

Students must exercise caution when participating in any form of social media or online communications. WWW stands for World Wide Web: information posted is public and permanent. Regardless of time or place, students who participate in online 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.

**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 the Principal.

**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.

## **TECHNOLOGY**

### ***ACCEPTABLE USE POLICY:***

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.

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.
13. 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 for the violation of the Acceptable Use Policy or misuse of Nolan Catholic High School technological items/hardware will be dealt with seriously.

#### **TOBACCO/NICOTINE/SMOKING/E-CIGARETTES/PARAPHERNALIA**

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.

## **WEAPONS**

No weapons or instruments of a threatening or harmful nature, either real or fake, are allowed at school 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 re-admission.

If a student brings any other type of instrument that could be used as a weapon, serious repercussions will result dependent 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.*

## **DISCIPLINARY CONSEQUENCES**

The nature and seriousness of a particular situation or incident may result in disciplinary action by the administration which is less than or which exceeds that set forth in these guidelines. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. Per school policy:

- Disciplinary information and documents are confidential
- Disciplinary information and documents are only shared with personnel on a need-to-know basis
- Disciplinary information and documents do not become a part of the student's permanent file

The Dean's Office issues disciplinary consequences. If a student is involved in an extracurricular activity, disciplinary information from the Dean's Office may be shared with the moderator/coach of that activity. Further, the moderator/coach may assign additional disciplinary consequences.

Disciplinary actions may include, but are not limited to, the following:

## **DETENTION**

Detention, a 45-minute period, 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 detention. A student who fails to serve detention within the allotted time frame will be assigned an additional detention 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.

## **DISCIPLINARY SATURDAY SCHOOL**

Saturday school is held on Saturday mornings for four hours. It may involve quiet study time or service to the school. Saturday school is scheduled with the Dean of Students. Any student who does not show up for Saturday school will serve an in-school suspension upon returning to school.

## **IN-SCHOOL SUSPENSION**

Students who are assigned an in-school suspension will be required to spend the instructional day or a number of periods, as determined by the Dean of Students, in a specified location. Students are required to bring textbooks, pens, notebooks, and other material for a full day of study. Teachers will provide specific assignments for students who attend in-school suspension. The Dean of Students is responsible for coordination of the program. Parents will be notified when a child is placed in In School Suspension. Students may not participate in any school activity on the date of an In School Suspension, including after school practices.

## **OUT-OF-SCHOOL SUSPENSION**

Depending on the severity of the incident or misbehavior, the Dean of Students may remove students from school and from school-sponsored events for a stated period of time. During the time of suspension, students are not permitted to be on school grounds and are not allowed to participate in or attend any school activities on or off campus. All coursework and assessments will be completed for full credit. Parents/guardians will be notified by mail or telephone prior to the effective date of the suspension. A parent/student conference may be requested prior to readmission to school.

## **PROBATIONARY CONTRACT**

A student who exhibits serious and/or persistent breaches of school policy may be placed on a probationary contract. Academic, attendance, and 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 the Dean of Students or Assistant Principal. Eligibility for activities, courts, councils, athletics, or offices may be restricted when students are on a probationary contract.

## **WITHDRAWAL/EXPULSION**

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

## **DUE PROCESS**

The Dean of Students, with approval of the Principal, after consultation with the Principal's Council, has the authority to request a student to withdraw from school. A parent wishing to appeal a decision by the Dean of Students would be referred to, in order, the Assistant Principal of Student Affairs, the Principal, the President, and ultimately, the Superintendent. If a student must be 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."*

## **MISCELLANEOUS/GENERAL INFORMATION**

### **ACTIVITIES AND ATHLETICS PARTICIPATION**

All qualified students may try out for membership on sports teams, extracurricular activities and some upper level classes. Students wishing to participate must meet the Academic and Christian Ministry requirements established for athletes (see Interscholastic Athletics). 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.

### **ALARMS AND ALERTS**

**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 building until the all-clear sound is given. While a fire drill is in process, no one will be allowed to either 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.

**Lockdown:** As directed by announcement on P.A.

**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.

**CLOSED CAMPUS**

As a means of ensuring the safety and security of all school personnel, 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 report to the Main Office prior to proceeding to their intended destination on campus. The Nolan Catholic High School campus is secured by video cameras. Any person entering our campus will be monitored by video cameras.

**DELIVERIES**

The school asks that all messages and deliveries (homework, books, lunches, gifts, etc.) be delivered to the Main Office. Messages will be delivered and students will be notified of items to be picked up before lunch.

To leave a message:

For students ..... 817-496-9772 For  
faculty/staff ..... 817-457-2920

**FINANCIAL INFORMATION**

***Registration***

A non-refundable fee is assessed for registering a student at Nolan Catholic. Notification will be provided to returning students with a due date. If a student receives financial assistance, half of the registration fee will be applied to tuition. If the registration fee is paid and the student does not return for the upcoming school year, half of the registration fee will be refunded.

***Tuition***

Tuition amounts for all grades is recommended by the Nolan Catholic School Board.

***Payment Methods:***

1) Full payment by cash or check for 2016-2017 by the designated date in June. 2) Nolan Catholic High School Tuition Payment Plan--FACTS: One-time ACH or 10-month payment plan.

3) Full or partial financing for 2016-2017 from Your Tuition Solutions with funds received by Nolan Catholic High School by designated date in June.

**Late Fees:**

If payment is not arranged by the designated date in June, a \$250 late fee per student will be assessed, no exceptions.

**Tuition Refund Protection:**

1) Nolan Catholic High School has a no-refund policy. However, tuition refund protection is available for purchase.

2) If this guarantee is purchased, the unused portion of tuition will be refunded if full payment was made, or the remainder of the loan is paid off if payments are current.

3) Tuition refund protection is mandatory if financing is arranged through the Nolan Catholic High School 10-month Tuition Payment Plan. It is optional for those paying in full.

4) The cost of the protection is 3.75% of the amount financed or paid.

**Outstanding Financial Obligations**

If there are outstanding financial obligations to Nolan Catholic High School for a student:

1) A financial hold will be placed on all student records;

2) The student will not be allowed to participate in athletics and extracurricular activities

3) The student will not be allowed to take midterm and/or final exams or a student's midterm and/or final exam will not be graded or recorded and they will receive an incomplete (I) for the semester, no exceptions; 4) Diplomas and transcripts will be withheld for graduating seniors.

If a student's financial account becomes more than 120 days past due, the student will be required to withdraw from Nolan Catholic High School.

**FOOD DELIVERY**

The delivery of fast food/pizza is not permitted during the school day. However, birthday cakes or cookies will be allowed during lunch periods with the approval of the Dean of Students.

**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**

Please do not call the school for this information.

### **INTERSCHOLASTIC ATHLETICS**

Nolan Catholic is a member of the Texas Association of Private and Parochial Schools (TAPPS).

#### ***Age Limit***

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***

A student must be in attendance for at least half of the school day to be eligible to participate in athletic competition that day or evening.

#### ***ELIGIBILITY Academic:***

If a student is failing two or more courses at the end of the first quarter, third quarter or first semester he/she is considered ineligible and remains ineligible at least 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 Assistant Principal of Academic Affairs. 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. Eligibility for the third quarter will be determined by a student's semester grades not second quarter grades. The Assistant Principal of Academic Affairs reserves the right to invoke academic ineligibility in special cases at any time.

#### ***Christian Ministry:***

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

### **LIBRARY**

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 open every afternoon until 4:30 p.m. Most library services are available via the Internet, accessible from the "Library" page on the Nolan Catholic High School website at [www.nolancatholic.org](http://www.nolancatholic.org). This feature allows

students, and their family members, 24-hour access to many Nolan Catholic library services.

## **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<sup>st</sup> 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, filmers, 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 (3) persons 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.

### ***Visits to the Nurse***

If a student feels the need to visit the nurse,

### ***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.

### **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

### **PARENT BEHAVIOR – SECTION (F) OF THE FORT WORTH DIOCESAN POLICY 5220 READS AS FOLLOWS:**

*"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.

### **REGISTRATION AND ADMISSION POLICY**

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.

### **SCHOOL DAY TIMETABLES**

**Commons:** opens @ 7:00 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 @ 4:30 p.m.

**Academic Wings:** opens @ 7:30 a.m. closes @ 3:30 p.m.

(7:30 a.m. - 2:30 p.m. on Wednesday)

**Hartnett Arena:** opens @ 7:30 a.m. closes @ 4:00 p.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 3:30. Students on campus after this time may go to the Library until 4:30 p.m., or the Commons until 6 p.m.

## **SEARCHES**

With reasonable suspicion, school personnel shall have the authority to require students to submit to a thorough search of lockers, vehicles on premises, cell phones or other electronic devices and personal belongings.

## **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.

## **STUDENT RESIDENCY**

Each student, as a member of Nolan Catholic High School, must reside with a least one parent or with a legal guardian and may not be married.

## **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 7:30 a.m. - 3:30 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.

## **VISITORS**

Nolan Catholic High School welcomes potential students, alumni of Nolan Catholic High School, parents, and guest speakers to our campus. All visitors must report to the Main Office upon entering the school. Former students are requested to call for appointments with the teacher(s) they wish to visit since 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 the Dean of Students. 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 and approved by the Dean of Students.

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.

## **VOLUNTEERS**

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

## **OFFICE AIDES**

Office aides should not sit at a staff member's desk. Aides should not use a staff member's computer under any circumstances.

## **Drug and Substance Abuse Policy**

Nolan Catholic High School strives to provide a safe and drug free environment for our students. The following are examples of some\* substances that are not acceptable for students under school jurisdiction:

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

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

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

Upon finding a student in violation of the Drug and Substance Abuse 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.

#### 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.

#### IMPLEMENTATION

##### 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, 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 insure 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.

### **DIOCESAN POLICY (#6205) ONLINE SOCIAL MEDIA**

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 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.

## **DIOCESAN POLICY (#6210) THE MINIMUM SOCIAL MEDIA REQUIREMENTS**

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 authorized 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.

## **Nolan Catholic High School Transportation Policy**

Nolan Catholic High School strives to provide safe and timely transportation to and from academic, athletic, and extra-curricular events. All of our drivers have Commercial Drivers Licenses (CDL), Class B, consent to a Driver's 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 (3) full-size school buses and one (1) 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 available. When possible, Nolan will provide charter bus transportation (Cowtown Charters) to playoff games and competitions outside of a 100-mile radius of Fort Worth, Texas.

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



## Harassment Reporting Form

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

Reporting person (optional):

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

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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?

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.*