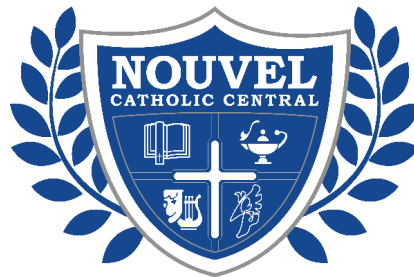


Nouvel Catholic Central High School

Parent/Student Handbook

2021-2022



2555 Wieneke Rd.
Saginaw, MI 48603
Telephone: (989) 791-4330
Fax: (989) 797-6603
Web: NouvelCatholic.org

Mission Statement

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

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

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

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

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

CONTACT INFORMATION

Main Office (989)-399-2220 / (989) 791-4330
Attendance Office (989) 399-2236
Campus Ministry/Christian Service (989) 399-2228
Guidance/Counseling (989) 797-6692

General School Fax (989) 797-6603
Attendance/Athletic Fax (989) 797-6610
Business Office (989) 399-2223
Admissions//Marketing Office (989) 399-2230

Administrators:

Dan Decuf	Principal	ddecuf@nouvelcatholic.org
Randy Kreger	Assistant Principal	rkreger@nouvelcatholic.org

Fr. Adam Maher	School Chaplain	amaher@nouvelcatholic.org
Bridget Jacqmain	Athletic Director	bjacqmain@nouvelcatholic.org
Kerri Boros	Campus Minister	kboros@nouvelcatholic.org
	Guidance Counselor	

Office Professionals:

Mary Foy	Guidance Office	mfoy@nouvelcatholic.org
Michelle Mize	Attendance/Athletics	mmize@nouvelcatholic.org
Theresa Sova	Main Office	tsova@nouvelcatholic.org

Departmental Chairpersons:

Meredith Adelman	Social Studies	madelman@nouvelcatholic.org
Teresa Colucci	Math	tcolucci@nouvelcatholic.org
Julie Wigen	English	jwigen@nouvelcatholic.org
Bridget Jacqmain	Theology	bjacqmain@nouvelcatholic.org

Faculty:

Janet Alexander	English	jalexander@nouvelcatholic.org
Pete Bartels	Social Studies	pbartles@nouvelcatholic.org
Jacob Bender	Band	jbender@nouvelcatholic.org
Rachel Chaltraw	Social Studies	rchaltraw@nouvelcatholic.org
Merce Claramunt-Benitez	Foreign Language	mclaramunt@nouvelcatholic.org
Chris Comden	Theology	ccomden@nouvelcatholic.org
Mahsa Furouzandeh	Math	mfurouzandeh@nouvelcatholic.org
Eric Marshall	Math	emarshall@nouvelcatholic.org
Lisa Moore	Math/Science	lmoore@nouvelcatholic.org
Megan Roesner	English	mroesner@nouvelcatholic.org
Gary Rocha	Art	grocha@nouvelcatholic.org
Clara Wagner	Science	cwagner@nouvelcatholic.org
Aubrey Walker	Math	awalker@nouvelcatholic.org
Jennifer Warr	Foreign Language	jwarr@nouvelcatholic.org

Facility Director:

Ed Sprague	Maintenance	esprague@nouvelcatholic.org
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Cafeteria:

Tracey Brasseur	Cafeteria Services	tbrasseur@nouvelcatholic.org
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Admissions/Marketing Office:

Kelly Breasbois	Admissions/Marketing Director	kbreasbois@nouvelcatholic.org
Elisabeth Randall	Admissions/Marketing Assistant	erandall@nouvelcatholic.org

Nouvel Business Office:

Phil Strauss	Finance Director	pstrauss@nouvelcatholic.org
Liz Nicol	Accounting Manager	lnicol@nouvelcatholic.org

GRADUATION REQUIREMENTS

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

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

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

To graduate from Nouvel, additional requirements must be fulfilled:

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

ACADEMIC PROGRAM OPTIONS

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

College Preparatory Curriculum

Online experience is embedded in the curriculum.

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

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

Honors Curriculum

Online experience is embedded in the curriculum.

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

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

HONORS PROGRAM REQUIREMENTS

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

All candidates for an Honors Cord must have the following:

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

HONORS RECOGNITION

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

Bishop's Honors	4.0+
Principal's Honors	3.7 – 3.99
Faculty Honors	3.3 – 3.69

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

NATIONAL HONOR SOCIETY

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

STUDENT ACADEMIC HONOR CODE

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

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

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

Please refer to the Disciplinary Section of the Handbook.

Drop and Add Policy

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

GRADE REPORTING

Marking Periods

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

Progress Reports

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

Grading Scale

A student's Grade Point Average (GPA) is determined by points assigned to the letter grades used in all courses. Students must complete each course with a score of 60% or greater in order to receive credit. Incompletes (I) will not be given EXCEPT in the event of extended illness or extenuating circumstances. The student has five (5) school days after report cards are mailed to make up an incomplete, after which time the (I) becomes an (F).

Any student receiving a failing grade (F) is advised to meet with the academic counselor to create a plan of action to recover any lost credit. Any and all fees associated with credit recovery will be the responsibility of the student and their parent(s)/guardian(s).

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

Percentage Scale and Grade Boost

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

No honors grade boost below 83%

- Beginning with the 2021/22 School Year, students enrolled in Spanish IV and higher will have the opportunity to receive the AP level grade boost due to the academic rigor of these courses.
- Students taking Dual Enrollment courses will have the opportunity to receive the Honors GPA boost to reflect the academic rigor of a college-level course; an 83% or higher must be achieved to receive the grade boost.

Exam Policy

End of Semester and End of School Year exams are required for all courses at Nouvel Catholic Central High School. All students in grades 9, 10 and 11 must take 1st and 2nd semester (final) exams regardless of their grade in the class. Seniors who have a cumulative grade of A- or higher for the year or for the semester in the case of a single semester class, may be exempt from taking the final exam. The teacher has the right to require all of his/her students to take the exam regardless of the student's grade in the class. Students enrolled in AP classes are encouraged to take the AP Exam in May of each school year. Students who do take the AP Course Exam will be excused from taking the second semester final exam for that specific course. Students who do not take the AP Exam in May of each school year must take an end of year exam regardless of their grade in the class. The exam will be based on a previously released AP exam. Teachers may use one or two days leading up to the assigned final exam day to administer an AP released exam in order to provide enough time for students to complete the exam.

Advanced Placement Courses

Students who are motivated to meet the demands of higher level coursework are encouraged to take Advanced Placement classes offered at Nouvel. Advanced Placement exams offer the opportunity to earn college credit at a number of higher education institutions if students meet the scoring requirements on the AP exam. Traditionally, AP exams are taken in May of each year and students must sign up and pay for the exams prior to a prescribed date in the first semester of each school year. If a student signs up for an exam and then decides to withdraw from the course examination, College Board which runs the AP program assesses an exam withdrawal fee that will be covered by the initial exam fee. In addition, Nouvel Catholic Central High School will assess a \$10 processing fee for any exam not taken if a refund request is made.

Make-Up Work

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

students electronically on a daily basis. In addition, teachers will have instructional online support available to students via a variety of electronic mediums.

Students who are unexcused from school will not be allowed to make-up missed work, however they will be held responsible for understanding any work that was missed .

Homework

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

CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS

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

Distance Learning Courses, Including Virtual or Online Courses

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

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

- **Students may be limited as to the number of distance learning courses that apply toward high school credit.**
- **Students may not take more than 2 MIVHS courses per semester**
- **Students may not take virtual courses whereas the same course is offered at NCCHS unless an unavoidable schedule conflict prevents the student from taking the chosen course.**
- **Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.**
- **Students wishing to participate in college athletics (NCAA or NAIA) should review academic requirements with the counselor to ensure chosen courses meet academic requirements.**
- **Some courses are available at no cost to the student through Michigan Virtual when taken during the normal school year. Counselor and guardian approval is required.**
- **Any Senior who is taking online courses during their second semester must complete the entire course no later than the date chosen for Senior exams for that school year (eg. May 17).**

Summer School and Independent Study

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

DUAL ENROLLMENT

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

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

6. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school counselor in a timely fashion.

Note: Payment for dual enrollment courses is done directly through the Michigan Department of Education (MDE). Fees exceeding the allotted amount paid by MDE is the responsibility of the student. Course failure, withdrawal, or removal from the course for any reason will result in MDE pursuing reimbursement for provided tuition, fees, etc. directly from the student. Please see MDE Dual Enrollment Guidelines for additional information. Guardian consent is required for Dual Enrollment courses.

SCHOOL RELIGIOUS ACTIVITIES

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

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

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

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

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

SERVICE HOUR REQUIREMENTS

1. All students must perform 100 hours of service over 4 years. Students must complete a minimum of 20 hours in each category of Community, Church/Parish and School. Students who complete a minimum of 25 hours per year will receive a Volunteer Achievement Award provided the proper documentation has been turned in by the assigned deadline.
2. In order for hours to count toward the requirements, they must be performed for a nonprofit organization. Individual acts of charity must be pre-approved by the Campus Ministry Office. We strongly encourage students to stretch themselves to meet and work for those who are forgotten: those in poverty, imprisoned, sick, or handicapped.
3. We assume that our students are good family members and live up to their responsibilities at home and for their families. Therefore, unpaid services for family members, i.e. babysitting, lawn care, etc., will not be counted as community service hours.
4. In case service hours have been denied, an appeals process may be activated by submitting a letter of appeal to the Campus Minister AND the Principal. The administrative team will reach a final decision on the appeal.
5. Those students who complete a minimum of 100 hours are awarded a certificate at graduation. Students who complete 150 or more hours will wear a silver cord at graduation.

PARENT TEACHER CONFERENCES

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

ATTENDANCE POLICY

Nouvel Catholic High School recognizes the importance of regular attendance. Our faculty create learning opportunities that require consistent attendance and ongoing participation in classwork. Daily teaching strategies, such as interaction between students and faculty, discussions, group projects, lectures, and student interactions with one another cannot be duplicated outside the classroom. The Attendance Policy allows us to maintain academic integrity and is designed to support student engagement and success. Regular attendance fosters responsibility and contributes to the student's readiness for college and careers.

Classification of Absences

1. **Exempt Absence.** Exempt absences do not count toward the maximum 10 day absence per semester but **require specific documentation and/or administrator approval.**
2. **Non-exempt Absences.** Non-exempt absences include both Parent Excused and Unexcused absences. **Parent Excused and Unexcused Absences are COMBINED for the 10 day absence per semester count.**
 - (1) **Parent Excused Absence.** To be excused, the parent/guardian must call the Attendance Office on the day of the absence and provide a written verification (note or email) to the Attendance Office within 48 hours of the student's return to school.
 - (2) **Unexcused Absence.** Any absence that does not meet the criteria for Exempt or Parent Excused.

Specific Guidelines for Attendance

1. **Exempt Absences.**
 - (1) **Medical Excuse.** An illness or appointment verified by a doctor's note. Families are encouraged to schedule routine health visits outside the school day. **Request a doctor's note during the appointment and submit it to the Attendance Office upon return to school.**
 - (2) **Court Ordered Appearance.** Documentation regarding the time missed is required.
 - (3) **Administrator pre-approved absences.** Includes Nouvel-related activities (field trips, athletic events, programs) and *preapproved* college visits (limited number permitted based upon grade level) with appropriate documentation.
 - (4) **Extended Medical Leave.** Illness verified by a doctor's note. The administrator will work with the family to ensure student progress. **A doctor's note with clear dates/times for excuse is required. The administration may ask for further verification should the note provide insufficient information.**

Required written documentation for an Exempt Absence must be submitted to the Attendance Office within 48 hours (2 school days) of the absence. Should documentation not be submitted, the absences will be counted as Non-Exempt. Students are responsible for working with faculty to complete any missed assignments.

2. **Non-Exempt Absences.**
 - (1) **Parent Excused Absences.** Parent excused absences are defined as absences that the parent/guardian regards as legitimate reasons for being out of school. A legal guardian must provide written documentation (note or email) to the Attendance Office to excuse the student within 48 hours of the absence. A call to the Attendance Office on day of absence is required.

(2) Unexcused Absence

- a. Any absence that does not meet the Exempt or Parent-Excused criteria. *Includes absences not excused in writing by a parent/guardian within 48 hours of the absence.*
- b. Late arrival to class (beyond the 10 minutes tardy window) without a verified excuse (note from a teacher, administrator, Attendance Office).

(3) **Tardy** is a late arrival within 10 minutes to any class of the day. **Parents may not excuse a tardy.**

Use of Absence Policy to Ensure Student Success

Procedures for Contacting Parents

1. The Attendance Office will contact the legal guardian via email on the day of absence should a call not be received and the student is marked absent by morning teachers.
2. Teachers may contact the parent/guardian at any time should absence/tardy significantly impact the student's work performance.
3. At 4 non-exempt absences, an email will be issued to parents from the Attendance Office.
4. At 7 non-exempt absences, an administrator will contact the parent/guardian.
5. At 10 non-exempt absences, an administrator will contact the parent/guardian.

Procedure for Student Involvement in School

1. School Day Activities on Day of Absence

- (1) Exempt Absence. Students may participate in all activities.
- (2) Non-Exempt Absence. Students involved in any extracurricular activity (including sports) **must attend school ALL DAY on the day of the activity in order to be eligible to participate or practice. For limited circumstances, a parent excused absence may receive administrative approval in order for the student to participate.** Such instances might include a funeral or a family emergency. The parent should contact the administrator immediately (no later than noon) for consideration.
- (3) Students are cautioned that all class hours of the day have only a ten minute tardy window. Students who are not in class at the 10 minute tardy mark will be recorded as an unexcused absence and will be ineligible for activities.

2. Excessive Non-Exempt Absences

A student who **exceeds** the 10 day absence per semester count will be required to attend PASS. A teacher will facilitate the session and students are expected to complete teacher assigned coursework. It is the student's responsibility to acquire the assignments from each of his/her teachers.

- (1) Non-Exempt Absence Eleven (11) and Twelve (12). **For each absence**, the student will be required to attend PASS and will be suspended from the next scheduled/unscheduled school dance or special activity. The penalty is assigned for each day absent even if the absences occur on consecutive days.
- (2) When a student acquires 13 non-exempt absences, an administrator will convene a meeting with parents and appropriate faculty.

3. Excessive Tardy Arrivals

Late arrivals to class are disruptive and interfere with productive classroom engagement. Students are expected to arrive and prepare for class before the second bell.

- (1) Teachers may contact parents at any time should late arrivals become a problem.
- (2) When a student has reached 5 tardy arrivals/semester in a class, the teacher will make a referral to the administrator.

- (3) When a student has reached 10 tardy arrivals/semester in a class, the teacher will make a referral to the administrator for a Saturday PASS.
- (4) Should a student accumulate excessive late arrivals in multiple classes, the administrator may assign PASS for each class.

Quick Attendance/Tardy Reference:

1. Students are permitted 10 non-exempt absences per semester. Non-exempt absences include parent excused absences including illness without a doctor's excuse.
2. A student who will be absent for a vacation should acquire a Notice of Absence Form for the Attendance Office. The form should be completed at least one week prior to the absence.
3. Parents should request a medical excuse at the time of medical appointments and forward the note to the Attendance Office upon the student's return to school. These excuses will be defined as exempt and will not count toward the 10 absences.
4. Students are required to attend the full day of school in order to participate in any extracurricular activities and sports. Administrative approval may waive this requirement in limited circumstances. Parents should contact the administrator.

EARLY DISMISSAL

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

EXTRA CURRICULAR PARTICIPATION

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

ELIGIBILITY

Nouvel Catholic Central High School takes great pride in our students' extra-curricular involvement and we believe that this involvement helps develop skills necessary to become the leaders of tomorrow. Notwithstanding, Nouvel is a school of academic excellence, and therefore academics is the top priority. Students must be passing 6 out of 7 classes to maintain eligibility and participate in extracurricular activities. If a student is failing two (2) or more classes they will be placed on the ineligible list and remain there on a weekly basis until the student is no longer failing two or more classes. Any student who is failing one or more classes will be required to attend the Panther Academic Success Services (P.A.S.S.) program after school on Tuesday, Wednesday and Thursday to receive extra tutoring support. If a student receives a failing grade on a quarter or semester grade report, they will be placed on the school's ineligible list for one week.

Students who have been placed on the ineligible list will **not** be allowed to participate in any school sponsored extracurricular activity for at least one week (Tuesday to Tuesday). As long as the student is no longer failing the course(s)

their eligibility status will be reinstated and they will be allowed to resume their participation in all extra-curricular activities. If a student is ineligible for three (3) weeks during a sport season they may be removed from the team.

Students who receive a failing grade for the fourth quarter or second semester of the preceding year will be ineligible beginning the first week of competition the next school year. Therefore, it is important to remind students that their spring grades *can* impact their eligibility status for fall sports. In the case of spring athletes, if the sport is still in session when fourth quarter/second semester grade reports are issued, they will serve their week of ineligibility immediately (upon serving the one week they will again become eligible to play). If fall athletes begin competition prior to the start of the school year, their ineligibility period will be one week in duration and will begin with that first week of competition.

Due to safety concerns, student athletes who are on the ineligible list may continue to participate in practices (in order to continue their physical conditioning. Summer school does not waive ineligibility.

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

PANTHER ACADEMIC SUPPORT SERVICES (P.A.S.S.)

To promote academic success for students who are placed on the NCCHS Ineligible List or are struggling in classes will be required to attend the PASS program after school on Tuesday, Wednesday and Thursday. Students who are showing difficulty in maintaining passing grades in their classes must adhere to the following success plan until they maintain passing grades in all of their classes and are removed from the NCCHS Ineligible List.

Student athletes included on the ineligible report will be required to attend the P.A.S.S program for a minimum of one week and continue to attend until they are removed from the ineligible list. All student athletes must earn passing grades in six (6) of their seven (7) classes for that week to be deemed eligible to participate in competition.

To maximize academic support for students who are struggling academically, NCCHS also offers tutoring opportunities during lunch periods Monday through Friday that students can attend voluntarily. All academic support services are staffed by NCCHS teaching staff members.

CODE OF CONDUCT

Statement of Philosophy

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

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

In light of this philosophy, we are committed to:

1. Helping, working with, caring about, and respecting each student as an individual.
2. Providing a wholesome environment which exposes students to Christian principles, values, and attitudes. The regulations contained in this handbook are designed to promote good order and ease of communication, to clarify expectations, and to provide a learning environment which is both enjoyable and disciplined. When a family enrolls their son/daughter at a Catholic secondary school, it is expected that they are committed to and supportive of the disciplinary philosophy of the school. Only with the support and cooperation of both the student and their parents can the school

maintain the structured atmosphere necessary for optimal learning. Most disciplinary problems are handled in the classroom. Should a problem continue, the student will be brought to the attention of the school's administration so that the teacher, student, school administrator, and parent may work together to solve the problem.

Probation

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

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

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

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

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

Major Offenses

DEFINITION OF UNACCEPTABLE STUDENT BEHAVIOR:

The following types of behavior shall be grounds for warning, detention, and suspension from 1 to 10 days and/or parent conference, or recommendation for expulsion from school. These categories are general in nature and are not deemed to be all-inclusive. Listed below are categories of misconduct and normal disciplinary action for the first offense and subsequent offenses.

Violating these categories of misconduct will result in disciplinary action. Normal progressions of penalties are listed as follows: (This list is neither exhaustive nor all encompassing).

OFFENSE LEVELS AND ASSOCIATED DISCIPLINE:

LEVEL I:	1st Offense	BSD or ASD or ISS
	2nd Offense	BSD or ASD or ISS
	3rd Offense	ISS or OSS
	4th Offense	ISS or OSS
LEVEL II:	1st Offense	BSD or ASD or ISS
	2nd Offense	ISS
	3rd Offense	ISS or OSS
	4th Offense	OSS
LEVEL III:	1st Offense	1-5 Days OSS
	2nd Offense	5-10 Days OSS
	3rd or more Offense	Referral to Board Level Hearing
LEVEL IV:	All Level IV offenses will result in a Board Level Hearing	

(BSD: Before School Detention, ASD: After School Detention, ISS: In School Suspension, OSS: Out of School Detention)

Alcohol/Drugs/Tobacco/"Look Alike Drugs" (Level III, IV): The use, possession, or transfer of alcohol, drugs, and tobacco products is against the law and not allowed on school property. The use or possession of any of the above may result in an out-of-school suspension with loss of extra-curricular activities per the athletic handbook and/or extra-curricular guidelines.

It is against school policy to be in possession of, to deliver, or cause to be delivered a non-controlled substance (Look Alike Drug including Electronic Cigarettes or other electronic smoking devices) which the person represents to be a controlled substance or represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. Students giving indication of the above through use or odor will be disciplined. Police will be involved where necessary.

Arson/Vandalism (Level III, IV): The intentional setting of fire to or destroying school property for the purpose of doing damage or injury.

Assault (Level III, IV): The unprovoked physical attack of one person against another or physical aggression of a person not returning the aggressions.

Attendance/Ttruancy (Level I, II): The act of unauthorized absence from school for any period of time; chronic tardiness may be considered as truancy; daily attendance of all students is required in accordance with the state law and school board policy. Please refer to the Nouvel Catholic Central High School Attendance Policy found in this handbook.

Bodily Conditions (Level I): Conditions under which any pupil is suspected of having a communicable disease or who has persistently neglected personal hygiene that disrupts the educational process.

Bomb Threats (Level IV): Issuing by word, gesture, writing or any form of electronic communication the intention to do damage or harm by bombing.

Burglary/Larceny/Robbery (Level III, IV): Stealing of school or personal property of others; stealing from an individual by force or threat of force. This includes Breaking and Entering.

Cell Phones/Paging/Electronic Communication Devices (Level I, II): Nouvel Catholic Central High School allows students to carry some electronic communication devices. All devices must be turned off and not seen during school hours. Any student using a device during school hours will have the device confiscated and discipline may occur. Devices will be returned to the student on the 1st offense; further violations will require the parent to pick the device up from the office. Subsequent offenses for being in possession of electronic devices will be considered insubordination. If special circumstances exist, the principal and/or their designee can make viable arrangements.

Cheating (Level I, II): In most instances, cheating will be handled by classroom teachers with a "0" grade given. Continued cheating may cause disciplinary action to be issued. Cheating is not limited to copying from another person or having another person complete work for an individual, any form of plagiarism may be included in this offense.

Disruption of the Educational Process (Level II, III): Behavior that seriously disrupts any school activity, class, or the orderly and safe operation of the school.

Explosives (Level III, IV): The act of possessing, using, or transferring explosives, such as firecrackers, on school property or at any school sponsored event.

Failure to Serve Detention (Level I, II): Any student failing to serve assigned detentions will be suspended in school. Continued failure to serve detentions will cause suspension to be out of school.

Fighting (Level III, IV): Includes conflict between one or more individuals. Quarreling involving bodily contact or throwing a punch, in or on school property, or going to or from school, including any activity under school sponsorship will not be tolerated. Persons starting any conflict may be given additional discipline.

Firearms/Weapons (Level IV): The act of possessing, using, or threatening to use any weapons or instrument capable of inflicting bodily injury; firearms and weapons are prohibited on school property or at any activity sponsored by the school. Persons violating this category will be reported to the police. This includes any type/length of pocket knife.

Forgery (Level II, III, IV): The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Gambling (Level III, IV): Any game of chance which involves the exchange of money and/or personal property or the impression of gambling is a violation.

Gross Misbehavior (Level III, IV): Any deliberate or willful conduct found to be detrimental to the normal functioning of a program or activity under school sponsorship. This shall include, but is not limited to, the following examples: carrying a weapon, profanity or obscenity, threatening of the life of another student or teacher, immoral conduct, destroying property, gambling, possessing or consuming alcohol or narcotics, extortion, fighting, forging of passes, use or possession of explosives (fireworks, etc.), gross disobedience or open defiance purposely creating a health hazard through the exchange of body fluids.

Harassment/Threats/Bullying – (Verbal, Physical, Sexual, Racial) (Level III, IV): Verbally or physically bothering others. Any harassing or threatening comments or innuendo will not be tolerated. This includes any derogatory name calling. Once reported, all allegations will be investigated by school administration and dealt with based on the information obtained. Harassment between students will cause parents to attend a meeting to resolve the issue. Extortion is taking something from someone by violence or the threat of violence. Sexual harassment may be defined as any mild comments of a sexual nature made to another individual, public conversations of a sexually explicit nature, “dirty jokes”, and invasion of personal space by staring or proximity; sexually explicit gestures, explicit comments of a sexual nature made to another individual, and unwelcome contact of a sexual nature; offensive display of sex objects, display of pornographic stories or pictures, intentional touching of a person’s intimate body parts or clothing covering these parts. If the behavior continues to disrupt the school routine both students may be expelled from school.

Inappropriate Behavior /Persistent Disobedience (Level I, II, III): Repeated misbehavior in complying with the rules and regulations of the school and instructional staff.

Inappropriate Dress (Level I, II): Students are required to follow the Nouvel Catholic Central High School dress code policy found on pages 17 through 19 in this handbook. Students may not deviate from the policy unless communication has been made to allow for a School Spirit Day or other special event.

Inappropriate Language/Profanity/Obscenity/ Pornography (Level II, III, IV): The act of using obscene or profane language/gestures by pupils, in verbal or written form or in pictures or caricatures in or on any school property, this includes graffiti.

Indecency (Level II, III): Offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and staff.

Insubordination (Level II, III): Failing to comply with a reasonable request made by school personnel.

Projectiles (Level I, II, III): Throwing any object of any kind is prohibited.

Public Display of Affection (PDA) (Level I, II): The showing of affection (examples: kissing or embracing) that is not appropriate for the school setting. Student relationships will be restricted on school property to holding hands. Physical contact of an amorous nature between students will not be tolerated and may result in disciplinary action.

Cell Phones, Radios, CD players, MP3 players, iPods, earbuds/headphones, etc. (Level I, II): Students may use these items only during their assigned lunch period. These items should not be used during a class without teacher permission. These items are for personal use and should not be heard by or distract others.

Search and Seizure (Level II, III, IV): To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (ie: purse, book bag, athletic bag, car) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

The aforementioned are categories of misconduct, which will result in disciplinary action. The normal progressions of penalties are listed according to category as follows: (These lists are neither exhaustive nor all encompassing).

Sex offenses/Sexual Assault (Level III, IV): Include rape, sodomy, child abuse, child molestation indecent exposure, sexual behavior with a consenting minor, or obscene phone calls.

Tardy (Level I, II): Occurs anytime a student reports to class after the bell rings to signal the commencement of class and before 10 minutes of that class have passed. Please refer to the Nouvel Catholic Central High School Attendance Policy found in this handbook.

Trespass (Level II, III): Being present in an unauthorized place or refusing to leave when directed to do so.

Unexcused Absence (Level I, II) : Any absence from class that has not been excused by the high school office.

Violation of Acceptable Use of Technology Policy (Level II, III, IV): See policy on pages 19, 20 and 21 of this handbook.

Athletic Code of Conduct

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

A. First Offense

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

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

B. Second Offense

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

C. Third Offense

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

D. **Carryover Penalties**

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

E. **Season Completion**

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

Off Campus Conduct

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

Parental Concern Procedure

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

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

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

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

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

Step 4. Ordinarily, the decision of the Superintendent will be final. In extraordinary circumstances, appeal may be made to the Diocesan Bishop.

2021- 2022 DRESS CODE

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

Shirts and Tops

All shirts and tops are required to have collars or have a collared shirt worn underneath them, as in the case of an approved sweater or sweatshirt. Dress shirts and polo shirts must be worn tucked in during the school day, this applies to ladies and gentlemen. Official NCCHS uniform shirts can be purchased online at www.NouvelCatholic.org/PantherShop. Tops purchased through NCCHS Athletics/Clubs are also permitted.

Dress Code Approved Tops:	Logo Requirement:	Notes:
Oxford Button-down Top	No logo required	Short or long sleeve, no logo required
Polo Shirt	Approved school or athletic logo required	See link above for purchase
Sweaters (knit) Royal Blue, Gray, Navy, White, or Black	No logo required	Collared shirt must be worn beneath
Crewneck & Quarter-Zip Sweatshirts	Approved school or athletic logo required	<ul style="list-style-type: none"> ● Collared shirt must be worn beneath ● Hooded sweatshirts are not allowed
T-shirts of any kind are not allowed as an outwardly worn top. All t-shirts must be worn beneath an approved collared shirt. T-shirts are permitted on designated Spirit Days.		

Slacks, Pants and Shorts

All slacks, pants and shorts must be worn at the waist at all times.

Dress Code Approved Bottoms:	Requirements:	Notes:
Navy blue or tan dress pants		<ul style="list-style-type: none"> ● No rips, tears, distressing are permitted. ● Moto-style or jogger pants are not allowed.
Navy blue or tan capris		
Navy blue or tan shorts		
Solid Gray Skirt Solid Navy Skirt Gray Plaid Skirt		No shorter than 4” above the middle of the knee
Jeans without rips/tears/excessive distressing are only allowed on designated Spirit Days.		

Hair, Jewelry, Tattoos, Piercings, Coats and Shoes

Dress code requirements regarding hair, jewelry, tattoos and other bodily adornment must be followed during the school day and at all school related events.

Hair must be worn in a color and style that is appropriate and conservative.

Facial hair is not allowed at school or at school related events. Gentlemen are required to be cleanly shaven.

Jewelry is allowed to be worn by ladies only, ladies ears may be pierced and earrings worn.

Tattoos may be permitted and visible during the school day or at any school related event **only** if the picture or wording is not a distraction to the learning environment or is not of a nature that is lewd, demeaning, immoral or improper subject matter as deemed by administration.

Body piercings, other than earrings for ladies, are not allowed to be worn or displayed during the school day or at any school related event by any student.

Coats and/or other outerwear including not limited to vests, hats, fleece, etc. are not to be worn once the instructional day begins.

Shoes must be worn at all times with socks. Dress shoes, casual shoes, athletic shoes and boots are allowed to be worn during the school day. Clogs, slides, sandals, flip flops, slippers/house shoes, or other types of shoes are not allowed to be worn during the school day. Due to safety issues, ladies are not allowed to wear heels taller than 1”.

SPIRIT DAYS, SPECIAL IN-SCHOOL EVENTS, SCHOOL RELATED EVENTS:

Throughout the school year there will be a variety of Spirit Days and special events that will dictate changes to the dress code. Students will be informed what the appropriate dress will be for each of these events as they occur.

MANDATED REPORTING

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

COMPUTER CONDUCT

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

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

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

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

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

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

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

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

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

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

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

- a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such

messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's e-mail system constitutes consent to these regulations.

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

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

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

GUIDANCE/COUNSELING DEPARTMENT

Every student has access to a counselor who will assist with academic, social/emotional needs, career and personal planning, scheduling classes, testing, information about post secondary education, scholarship opportunities, and career planning. An additional service is referral to outside agencies when deemed appropriate. Students are welcome to visit the counseling office without an appointment, but are also able to place a request to see the counselor with QR codes found in each classroom and throughout the building. If a student or staff member believes a student is being abused physically or sexually, is a threat to hurt himself or herself or someone else or has talked about suicide, this information should be reported to the Guidance/Counseling Department immediately. The Guidance/Counseling Department is located down the hallway next to the cafeteria. **Their direct phone number is (989) 399-2231.**

TUTORING

Tutoring is offered to all students through the PASS program every Tuesday, Wednesday and Thursday after school and also during every lunch period. If a student is in need of additional tutoring support, they are encouraged to meet with the school counselor to discuss the options available.

SKYWARD FAMILY ACCESS

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

Every parent and student has a log-in and password to enter into the system to check their student's records. Please contact the Guidance Department at Novel (989) 797-6692 with log-in or password questions.

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

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

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

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

To access the program, go to nouvelcatholic.org and then click on “Skyward access.” On the next screen click on “family access”, then enter the login and password.

Communication: We make every effort to keep families updated on important information on a daily basis through our website: nouvelcatholic.org. Follow the “high school link”. Daily announcements are provided for information on events, schedule changes etc. Parents are encouraged to visit this page to know what is going on within the building. Occasionally we have to make changes to our calendar. Those changes are posted in the daily announcements and on the calendar link on the website. Daily announcements are emailed to parents.

We also make use of the e-mail system to send out special notifications to our families. Please update your email address in case of changes so we have the correct information on file. Contact the school at (989) 791-4330, to update contact information.

Student Records

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

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

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

FEES CHARGES, AND FINES

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

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for

the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

STUDENT ID'S

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

VISITORS

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

PHONE CALLS

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

LOCKERS/LOCKS

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

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

EMERGENCY SCHOOL CLOSINGS

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

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

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

* When school closes all meetings, events and athletic contests and practices are also cancelled, unless otherwise notified.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. The school will conduct at least six (6) fire drills, two (2)

tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

ATTENDANCE AT SCHOOL DANCES

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

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

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

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

COMMUNICABLE DISEASES

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

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

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

IMMUNIZATIONS

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

- A. A valid medical contraindication exists to receive the vaccine. The student's physician must provide written certification of the contraindication.
- B. Michigan requires that all non-medical immunization waivers be distributed by local Health Departments. Parents/guardians must contact their local Health Department to schedule an immunization waiver education appointment.
- C. The student has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

STUDENT MEDICATION

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

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

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

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

EMERGENCY MEDICAL AUTHORIZATION

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

ASSEMBLY/MASS

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

CAFETERIA

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

PANTHER SHOP

The Panther Shop is accessible online at www.NouvelCatholic.org/PantherShop.

LOST & FOUND

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

DELIVERIES

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

STUDENT ENTRANCES/EXITS

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

STUDENT FUNDRAISING

Any and ALL fundraising activities by school organizations or on behalf of the school must be pre-approved by the Advancement Director, Athletic Director and the Principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. A fundraising request form is available at NouvelCatholic.org/FundraisingRequest.

PARKING

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

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

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

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

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

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

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

FIELD TRIPS

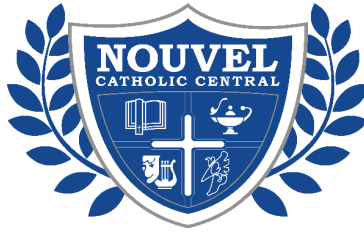
Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

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

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

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



NOUVEL FIGHT SONG

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

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

**WHETHER THE ODDS ARE GREAT OR
THEY'RE SMALL,
OUR PANTHER PRIDE WILL WIN OVER ALL!**

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

