



Cardinal Wuerl North Catholic High School

2015-2016

(Revised 1-2016)

Student and Parent Handbook

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The following pages contain the basic rules and regulations for student behavior at Cardinal Wuerl North Catholic High School. Important information for a successful school year is outlined within this handbook. Students are encouraged to review this information with their families.

Once the handbook is read, each student and a parent/guardian must sign-off that they have are aware of its contents. Your cooperation with regard to this process is greatly appreciated.

Those who follow the rules and practice good manners experience success. Together we will make the 2015-2016 a positive and successful school year. God bless you!

2015 – 2016 School Year

POLICIES ARE IN EFFECT

Policies in this handbook are in effect:

- During school hours,
- On school property,
- While using district approved transportation,
- Before, during and after school at events observed and/or supervised by CWNCHS staff,
- While in route to or from school,
- During the school day when truant from school,
- Or any other time a reasonable nexus can be made with the educational mission or Representation of Cardinal Wuerl North Catholic High School.

DISCLAIMER

The policies, regulations, procedures, and fees in this handbook are subject to change without prior notice, if necessary. Cardinal Wuerl North Catholic High School reserves the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting Cardinal Wuerl North Catholic High School students. The provisions of this handbook do not constitute a contract, expressed or implied, between student, administrator or any faculty member and Cardinal Wuerl North Catholic High School.

ANTI-DISCRIMINATION POLICY

Cardinal Wuerl North Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ALMA MATER

“Forever True to Thee”
Forever loyal to our flag and our God
Where e’er we go will always be an honor
Uphold thy fame and glory do or die
We lift our voice in praise on high
Thy colors scarlet bright and gold
We’ll e’re defend
Through all our days thy name will lead
Us onward. Forever true to thee...
North Catholic High

SCHOOL COLORS

Scarlet and Gold

SCHOOL MASCOTS

Trojans and Trojanettes

BRIEF HISTORY

Cardinal Wuerl North Catholic’s roots go back to 1939, the year North Catholic High School was founded by the Society of Mary, the Marianists, on Troy Hill. Cardinal Wuerl North Catholic High School is proud to be one of eighteen high schools and three universities sponsored by the Marianists worldwide. Education has always been an important part of the Marianist mission. From 1939 to 2013 - Over 14,000 fine men and women graduated from North Catholic High School. (North Catholic became a co-ed school in 1973.)

ENTERING AND EXITING THE BUILDING

Except for the times when the buses arrive and depart from Cardinal Wuerl North High School, for safety and security reasons, students, visitors and guests must enter and exit the building through the main doors at the “bell tower.” Doors are not to be propped open and left unattended for any reason. Students must not open any doors throughout the building to allow anyone to gain access to the building. In the event of an emergency, all doors may be used to exit the building.

Bell Schedules

Regular Daily Schedule:				
First Bell	7:50			Total Min.
Warning Bell	7:55			
Period 1	7:58	-	8:43	45
Homeroom	8:43	-	8:56	13
Period 2	8:59	-	9:41	42
Period 3	9:44	-	10:26	42
Period 4	10:29	-	11:11	42
Period 5 (Lunch)	11:14	-	11:43	29
Period 6 (Class)	11:46	-	12:28	42
Period 5 (Class)	11:14	-	11:56	42
Period 6 (Lunch)	11:59	-	12:28	29
Period 7	12:31	-	1:13	42
Period 8	1:16	-	1:58	42
Period 9	2:01	-	2:46	45

Mass Day & Activity (Thursday)				
First Bell	7:50			Total Min.
Warning Bell	7:55			
Homeroom	7:58	-	8:03	5
Mass	8:10	-	8:55	45
Activity	8:55		9:40	45
Period 1	9:45	-	10:16	31
Period 2	10:19	-	10:50	31
Period 3	10:53	-	11:24	31
Period 4	11:27	-	11:58	31
Period 5 (Lunch)	12:01	-	12:30	29
Period 6 (Class)	12:33	-	1:04	31
Period 5 (Class)	12:01	-	12:32	31
Period 6 (Lunch)	12:35	-	1:04	29
Period 7	1:07	-	1:38	31
Period 8	1:41	-	2:12	31
Period 9	2:15	-	2:46	31

Mass / Activity Only				
First Bell	7:50			Total Min.
Warning Bell	7:55			
Homeroom	7:58	-	8:03	5
Mass/Activity	8:10	-	8:55	45
Period 1	8:57	-	9:34	37
Period 2	9:37	-	10:14	37
Period 3	10:17	-	10:54	37
Period 4	10:57	-	11:34	37
Period 5 (Lunch)	11:37	-	12:06	29
Period 6 (Class)	12:09	-	12:46	37
Period 5 (Class)	11:37	-	12:14	37
Period 6 (Lunch)	12:17	-	12:46	29
Period 7	12:49	-	1:26	37
Period 8	1:29	-	2:06	37
Period 9	2:09	-	2:46	37

2-Hour Delay				
First Bell	9:50			Total Min.
Warning Bell	9:55			
Period 1	9:58	-	10:27	29
Homeroom	10:27	-	10:30	3
Period 2	10:33	-	11:02	29
Period 3	11:05	-	11:34	29
Period 5 (Lunch)	11:37	-	12:06	29
Period 6 (Class)	12:09	-	12:38	29
Period 5 (Class)	11:37	-	12:06	29
Period 6 (Lunch)	12:09	-	12:38	29
Period 4	12:41	-	1:10	29
Period 7	1:13	-	1:42	29
Period 8	1:45	-	2:14	29
Period 9	2:17	-	2:46	29

Pep Rally					
First Bell	7:50				Total Min.
Warning Bell	7:55				
Period 1	7:58	-	8:36	38	
Homeroom	8:36	-	8:46	10	
Period 2	8:49	-	9:27	38	
Period 3	9:30	-	10:08	38	
Period 4	10:11	-	10:49	38	
Period 5 (Lunch)	10:52	-	11:21	29	
Period 6 (Class)	11:24	-	12:02	38	
Period 5 (Class)	10:52	-	11:30	38	
Period 6 (Lunch)	11:33	-	12:02	29	
Period 7	12:05	-	12:43	38	
Period 8	12:46	-	1:24	38	
Period 9	1:27	-	2:05	38	
Pep Rally	2:10	-	2:46	36	

ACADEMICS

COURSE SCHEDULING

Parents, students, faculty and a school counselor work together to determine a student's course requests. After the second week of September no course changes will be approved unless initiated by the teacher of that course.

GRADUATION REQUIREMENTS

Minimum requirements for graduation include successful completion of the following:

Courses	Credit(s)
Religion	4.0
English Language Arts	4.0
Mathematics	4.0
Science	4.0
Social Studies	4.0
World Languages	2.0
Health and Physical Education	1.0*
E-Portfolio	.5**
Elective Credits	3.5 ***

Total credits**27.0**

* Health and Physical Education - .5 credit for physical education and .5 credit for health.

**E-portfolio - .5 credit for the E-Portfolio. The E-portfolio will be mandatory beginning with the CWNCHS Class of 2018.

***Elective credits - One (1) of these credits must be in Art, Music or Theater.

CWNCHS is introducing a "Career Development "program. The program manager will assist students in developing their e-portfolio. The e-portfolio .5 credit will count towards the students graduation requirement. The e-portfolio will be mandatory beginning with the Class 2018.

Exceptions to these requirements will be made at the sole discretion of the Principal and only because of extenuating circumstances.

GRADING SCALE

A = 93-100

B= 85-92

C= 75-84

D= 70-74

F= 0-69

Students who do not obtain a minimum passing grade of 70% will not receive credit for the course.

Credits must be obtained during the school year or through an approved summer / alternative program.

REPORTING STUDENT PROGRESS

Each academic year is broken down into two semesters, each with two terms.

Parents can access their student's weekly progress through the PCR Parent Portal. Student grades will be updated weekly.

Parents and guardians are urged to monitor their student's progress using the PCR Portal on a regular basis. Doing so will provide you with the most up to date information regarding your student's progress. Should you have any questions regarding your student's progress, please feel free to communicate your concerns with their teacher.

HONOR ROLL RECOGNITION

Honor roll status is awarded after each term. To qualify for the Honor Roll, students must have attained the following based on the weighted grading scale.

HIGHEST HONOR ROLL

- A 4.0 GPA – With no grade lower than a 93%

HIGH HONOR ROLL

- A 3.75 GPA – With no grade lower than an 85%

HONOR ROLL

- A 3.5 GPA – With no grade lower than a 75%

MASTERY LEARNING

CWNCHS's faculty takes student success seriously and, as such, has instituted an intervention system to assist students who are not mastering their course content at a 70% or higher. Additional information will be sent to students and families who qualify for this intervention system. Ultimately, students are responsible for their academic success. Students must demonstrate a sincere effort to master their course learning objectives and comply with teacher directed remediation. Mastery Learning will be practiced in all courses at CWNCHS. However, the mandatory retaking of assessments are not a part of Advanced Placement, College in High School, and Honors level courses.

ATHLETIC & ALL EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Cardinal Wuerl North Catholic applies standards for participation in an extra-curricular activity based on a student's academic and disciplinary standings. Athletic eligibility is in compliance with (or exceeds) the guidelines of the P.I.A.A. and the W.P.I.A.L.

On a weekly basis throughout the school year, the administration will determine the academic and disciplinary standing of all students based on the grade and disciplinary reports submitted by the faculty.

Any student failing 2 or more classes will be placed on academic probation for one week. Academic probation will commence on the following Sunday and will be in effect until the Saturday following such time as the student shows clear evidence of significant improvement.

A student on probation is ineligible for participation in athletics and co- and extra-curricular activities for the duration of the week. This ineligibility applies to any and all participation, including practices, performances, open-gyms, games, and contests.

ACADEMIC AND PERSONAL INTEGRITY

A deep commitment to academic and personal integrity is the cornerstone of Cardinal Wuerl North Catholic High School's philosophy and mission to teach all members of the Body of Christ. This commitment is essential if CWNC is to prosper as an institution that is concerned with the moral and ethical development of its students. Thus, any behavior that violates this commitment is unacceptable. Incidents involving academic dishonesty that would include cheating, plagiarism, copying homework, and other similar infractions are treated very seriously. We expect each student to put forth an honest effort as they strive for academic and personal growth.

On the surface, academic integrity means creating and producing original work on tests, papers, projects, homework, and presentations. However, academic integrity is more than that; it is a belief system. As such, it needs the support of all who are involved in the education process; parents, teachers, administrators, students, staff and coaches.

Cardinal Wuerl North Catholic High School, in its quest for academic excellence and originality of work, recognizes the many pressures, both real and perceived, that come to bear on students. These pressures emanate from various sources starting with peers, parents and teachers, and perhaps ending with the students themselves. When a student believes that recognition and approval are the only dividends for getting good grades, academic integrity is in jeopardy. In addition to providing the best education possible, the administration, faculty and staff of Cardinal Wuerl North Catholic High School realizes they are working with and mentoring teenagers.

Cardinal Wuerl North Catholic High School faculty and staff should:

- Be mindful of the fact that in any academic setting, there are great pressures on students to succeed;
- Hire teachers, staff, and coaches who model the Marianist philosophy and properly prepare students to meet the challenges of a well-rounded curriculum;
- Strive to achieve an atmosphere where what is learned far outweighs the grade received;
- Appreciate and praise students for whom they are;
- Attempt, where possible, to minimize the academic pressures that can often lead students into dishonest venues.

Parents should:

- Expect honesty from their children while at the same time displaying their own personal integrity;
- Set realistic goals for their children, emphasizing the learning and not the grade;
- Provide truthful information in all faculty-parent correspondence and meetings especially concerning absences and tardiness;
- Encourage their students to work to their maximum potential and strive for quality in everything they do;
- Recognize a child's academic performance is not coupled with their self-worth. There is more to a student than just an "A" or "B" on a test;
- Hold their children accountable for their actions;
- Personify good sportsmanship when attending interscholastic games and be respectful of opposing teams and officials.

Students Should:

- Respect the rights and property of others;
- Complete homework independently and not allow it to be copied;
- Complete tests, reports, or other classroom activities without seeking help from another student or offering help to another student without permission of the teacher;
- Realize that any assignment that carries their name is considered to be their own work and should not be plagiarized;
- Complete original research papers and projects and acknowledge another's contribution by citing the source and identifying the name;
- Recognize that grades are not commensurate with their self-worth;

- Act responsibly and accept the consequences, good or bad, for their actions; not be satisfied for minimum performance but should strive for quality work.

PLAGIARISM POLICY

At Cardinal Wuerl North Catholic High School, plagiarism is defined as:

“The deliberate use of thoughts, or the written or spoken words of another person as one’s own.”

Plagiarism usually occurs in one of these formats:

- Word for word copying;
- Paraphrasing – where the words are changed but the meaning of the material remains the same. Summarizing without caution;
- Lifting from the original source a unique word or phrase;
- “Cutting and pasting” from any electronic media, such as internet sources or CD ROMs.

Plagiarism is listed in the Cardinal Wuerl North Catholic High School Code of Conduct as a Level 1 to a Level 3 violation.

Since this behavior is unacceptable and subject to academic consequences, the following consequences will be considered:

For the freshman student’s first offense, the student will be permitted to rewrite the assignment.

Additional instances of plagiarism by Freshmen Students or any other students may result in no credit for the assignment and no chance of a rewrite.

If an unusual circumstance can be explained, the final determination may be made by an administration.

CHEATING

Cardinal Wuerl North Catholic High School students are expected to maintain the highest standards of honesty and integrity in all academic areas. The school looks upon cheating on any test and all other class assignments or plagiarizing the work of others as extremely serious offenses. Cheating and plagiarism are unjust, dishonest, and in a very real sense, stealing. If a student is discovered to have carried out the dishonest action of cheating or plagiarizing on any test or class assignment, the following steps will occur:

1. The teacher or faculty member who discovers the dishonesty will inform the student and the administration of her/his findings.
2. Notification will be given to the parent/guardian by the teacher.
3. One hour of after school detention will be automatically served.
4. The minimum penalty for cheating/plagiarism is a grade “0” (zero) on the test or for the work covered by the assignment.
5. Cheating/Plagiarism will result in dismissal from NHS.
6. Repeated incidents of cheating will result in further disciplinary action by CWNCHS administration.

Cheating includes, but is not limited to, the following:

1. The use of “cheat sheets” in any form at any time. This includes the use of calculators, cell phones, or other electronic devices to secretly store and use improper information during a test.
2. Any form of communication between students during a test or quiz.
3. Providing answers or questions of a test or quiz to a student who has not yet taken their test or quiz.
4. Copying material from other students, whether the test is copied directly or altered by changing selected words.
5. Any type of plagiarism including downloading material from the Internet and submitting it as one’s own work.
6. Adding a name to a group project of an individual who has not made a significant contribution to the development of the project.
7. Taking course material from a teacher’s desk, computer files, file cabinet, etc.
8. Helping another student to cheat in any way.
9. Tampering with a teacher’s computer system to steal material, alter grades, etc.

ATTENDANCE SCHOOL DELAYS AND CANCELLATIONS

Inclement weather or mechanical breakdown may necessitate school closing, delayed starting time, or early dismissal. Such emergencies will be announced and posted on WPXI, KDKA and WTAE. Please follow the information that is given for Cardinal Wuerl North Catholic.

For students who use bus transportation: if your home school district closes, and CWNC is open or delayed, your child is not obligated to attend school. However, he or she will be obligated to make up all of the work missed.

If a conflict occurs between what CWNC has announced and what your school district has announced, follow the schedule announced by your public school district.

For students who ride a CWNC bus provided by Monark Bus Company: if CWNC has a delay and your home district does not, your child’s bus will follow OUR delay. If CWNC does not have a delay but your home district does, your bus will follow your DISTRICT’S delay:

- NC1, NC2, and NC3 will follow the Pittsburgh Public School’s schedule
- NC4 follows the Deer Lakes School District’s schedule
- NC5 follows the Quaker Valley School District’s schedule
- NC6 follows Butler School District’s schedule

again, this is only if CWNC does not have a delay and one of the above districts does.

ABSENCE FROM SCHOOL

Presence and participation are important aspects of the learning process at Cardinal Wuerl North Catholic High School. Excessive absence from school or from individual classes, regardless of the reason, is a serious matter. Students are responsible for the material missed because of excused absences from classes. Make-up/homework assignments for absences are available upon request and after a minimum of one (1) day absence. The request for missed work should be done before 8:30 am by calling the school's Main Office. Make-up/homework assignments are only prepared if it is requested.

Acceptable excused absences from Cardinal Wuerl North Catholic High School include:

- Illness
- Health Care*
- Funeral of an Immediate Family Member
- Pre-Approved Educational Experience (requires two (2) weeks prior approval by the principal. Absences for any other reason will be considered unexcused.

*If medical appointments must be scheduled during the school day, parents are asked to try to get the first appointment of the day or the last appointment of the day to limit the time a student misses school. In order for the absence to be considered an excused absence, a medical note from the physician is required and must be submitted upon returning to school.

On the day of an absence, parents/guardians must call the attendance phone line (412-321-4823) before 9:00 AM. Please state the full name of the student and reason for the absence. On the day of the student's return to school, a written note from the parent/guardian must be presented to the main office. The note must include the first and last name of the student, homeroom, reason for absence, the date(s) of the absence, and the signature of the parent/guardian. The excuse will be kept on file. After an extended or contagious illness or hospital stay, an after-care report from an attending physician is required.

An absence will be recorded as *unexcused* if a parent/guardian has not called the attendance phone line and an excuse note has not been turned in to the Advisor on the day of the student's return to school.

Once a student has reached twenty (20) parent excuses being turned in for an absence, a medical note from a doctor is required for all future absences. If a doctor's note is not turned in, the absence will then be considered unexcused.

- Upon the fifth incident of **unexcused absences** from school, the student will be required to attend Saturday Morning Detention that carries a fee of \$15 and a telephone conference is to be held with the student and his/her parent(s)/guardian(s).
- Upon each successive incident of **unexcused absence** from school, the student will be required to attend Saturday Morning Detention (each carrying a \$15 fee) and a meeting is to be held with the student and his/her parent(s)/guardian(s).

The accumulation of more than three (3) unexcused absences by a student under the age of 17 is a violation of Pennsylvania State Law and may result in the prosecution and the levying of fines by the state and the parent information may be sent to the local magistrate. More than 25 days of absences may require summer school before promotion or graduation.

SCHEDULED ABSENCES AND VACATIONS

Parents are encouraged to schedule vacations when school is not in session. Semester assessments **will not** be rescheduled because of vacation or college visits. An application for Waiver of Compulsory Attendance must be obtained from the office and returned (2) weeks in advance of the absence.

Students are discouraged from utilizing early dismissals or absence days for the purpose of visiting perspective colleges. Summer visits, attendance at college weekend open houses, and use of scheduled days off from school are suggested ways of making such visits. However, should it be necessary to visit a college, a two week advance request must be made and a verification note from the college's admission staff must be presented upon the student's return.

EARLY DISMISSAL FROM SCHOOL

For an early dismissal for a medical appointment, the student must present a note stating the reason and the name of the doctor signed by his/her parents/guardians to the main office (before 1st period). This request is submitted to the main office before 1st period and the information is placed on the attendance bulletin. All early dismissal requests must be in the main office before period one begins.

An early dismissal slip will be issued at the attendance office and given to the classroom teacher prior to dismissal. A parent/guardian will be contacted by phone to confirm the early dismissal.

ABSENCES AND ATHLETIC/EXTRA-CURRICULAR PARTICIPATION

Any student absent from school one half day or more, including tardiness and early dismissals, may not participate in any extra-curricular activity/athletic event on the day/days of his/her absence. The only exception is for absence/tardiness due to attendance at the funeral of an immediate family member, medical appointment with documentation or special circumstances approved by the principal. **In order to participate in any activity/athletic event, all students must arrive at Cardinal Wuerl North Catholic and sign in before 9:30.**

EXTENDED ABSENCES

Students who are absent due to illness three (3) or more consecutive days require a doctor's note upon their return to school. Parents or students can **also access assignments thru the parent/student portal at www.cwnchs.org**. **Students are allotted one day for every day missed to complete assignments and assessments. Additional time can be allotted at the discretion of the teacher or CWNCHS administration.**

The hospitalization of a student for any reason is a serious event that needs the attention of the school so the academic progress can be combined with the recovery of the student in a beneficial manner. If a student is hospitalized for any reason, parent(s)/guardian(s) should contact their guidance counselor immediately so that Cardinal Wuerl North Catholic may make appropriate adjustments to the educational process.

TARDINESS

Students are to be present in assigned first period classrooms no later than 7:58 a.m. daily. The warning bell rings at 7:50 a.m.

Any student not in their first period classroom by 7:58 a.m. will be considered tardy. A student who is tardy must report to the main office immediately upon arrival to sign in and receive a tardy slip admitting him/her to class. On the day following the student's tardiness to school, a written note from the parent/guardian must be presented to the Main Office or the student's homeroom advisor. The note must include the first and last name of the student, homeroom, reason for tardiness, the date of the tardiness, and the signature of the parent/guardian. If the student is returning to school tardy after a morning health care appointment, a note from the physician's office must be turned in to the attendance office upon arrival.

Excused Tardiness from Cardinal Wuerl North Catholic High School include:

- Illness
- Funeral of an immediate family member.
- Pre-Approved Educational Experience (requires 2 week prior approval by Principal and notification to the main office)
- Special circumstances approved by CWNCHS's administration.

Any student missing more than two 42 minute periods of class will be charged with a **quarter day** absence.

Any student missing more than four 42 minute periods of class will be charged with a **half day** absence.

Disciplinary action for unexcused tardiness to school:

- Upon the fifth incident of **unexcused tardiness** from school, the student will be required to attend Saturday Morning Detention from 8 am to 11 am. With Saturday detention there is a fee of \$15 and a telephone conference is to be held with the student and his/her parent(s)/guardian(s).
- Upon each of the sixth, seventh, eighth and ninth incidents of **unexcused tardiness** to school, the student will be required to attend Saturday Morning Detention (each carrying a \$15 fee).
- Upon the fifteenth incident of **unexcused tardiness** to school, the student will receive an Out-of-School Suspension and a meeting held with the student and his/her parent(s)/guardian(s) before returning to school.

NOTE: In order to be eligible for Perfect Attendance, students must have 0 absences, 0 tardies, and 0 early dismissals.

ILLNESS AT SCHOOL

If a student becomes ill in class, the teacher is to be asked for a note stating the illness for the student to take to the Vice Principal. Under no circumstance is the student permitted to leave the school unless released with a dismissal slip by the Main Office. A parent/guardian will be asked to pick up the student at school. When departing from school, the parent or guardian must sign out the student at the Main Office before leaving the building. If a student has driven him or herself to school, a parent must give permission for that student to drive home. **Students are not to use their cellular phones to call parents to take them home.** If this occurs, the student may be charged with an unexcused absence and receive consequences for use of a cell phone during school hours.

FIELD TRIPS

For approved class field trips, a field trip form with parent/guardian signature indicating permission, must be on file in the Main Office prior to the field trip. Students attending the field trips must report to school first unless permission to do otherwise has been granted by an administrator.

CODE OF STUDENT CONDUCT

A strong school culture is built on the relationship between our faculty and students, as such, each teacher strives to create a classroom environment that is conducive to student learning and active participation. Each teacher is empowered to create classroom procedures and a behavior management system that support the classroom environment. If a behavior warrants or the teacher's interventions have not improved a situation, a student will be referred to an administrator.

The following list of behaviors and interventions are not exhaustive. The lists will be reviewed and updated as necessary. As any Code of Conduct and related Disciplinary Actions cannot be exhaustive, the principal can, when deemed appropriate and necessary, immediately add or subtract from the behaviors and consequences addressed in this code. Additional behaviors and consequences appear in the Drug and Alcohol and Weapons policies of the Diocese of Pittsburgh. Finally, ALTERNATIVE CONSEQUENCES MAY BE SUBSTITUTED IF IT IS DEEMED APPROPRIATE.

CONDUCT

CODE OF STUDENT CONDUCT

Students' interest in receiving a quality, morally based education can best be served if parents and school staff work together. In rare instances, the school may find, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that a student shall conform themselves to the standards of conduct that are consistent with the Christian and Marianist principles of Cardinal Wuerl North Catholic High School as determined by the school. These include, but are not limited to, any principles, policies or procedures set forth in this handbook.

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

- Students may respectfully express their concerns about the operation of CWNCHS and its staff. However, they may never do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations include, but are not limited to, all school-sponsored programs, activities and events (e.g. Assemblies, athletics, field trips, parent organizations, etc.)

This code is in effect everywhere and at all times on school property, at school-sponsored events, and on school-supplied transportation.

EXPECTED STUDENT BEHAVIOR

STUDENTS DO NOT HAVE THE RIGHT TO INTERFERE WITH THE EDUCATION OF FELLOW STUDENTS. IT IS THE RESPONSIBILITY OF ALL STUDENTS TO RESPECT THE RIGHTS OF TEACHERS, STUDENTS, ADMINISTRATORS, AND ALL OTHERS WHO ARE INVOLVED IN THE EDUCATIONAL PROCESS.

Students should always remember their behavior at school and school-related activities is a reflection not only on themselves but also on Cardinal Wuerl North Catholic High School. The following is behavior is expected of a CWNCHS student.

- In the **HALLS**, students should (this includes morning arrival, 7:50 a.m. bell time, between classes, lunch period and after school time):
- Be courteous to teachers and other students
- Not be involved in activities which create disruptions, including blocking hallways, entrance doors, shouting/chanting
- Maintain proper dress code
- Not use profanity, gamble, lie, fight, possess inappropriate literature or material
- Not participate in loud or disruptive behavior
- Will not engage in violence or harassment of others verbally, physically, or psychologically.

In the **CLASSROOM**, students should:

- Be seated when the bell rings
- Be courteous to teachers and other students
- Follow all classroom rules and teacher directions.

At **MASSES AND PRAYER SERVICES**, students should:

- Enter auditorium or chapel in silence to demonstrate a reverence for the liturgical celebration that is about to take place
- Maintain silence during the Mass or prayer service, except for participation in appropriate responses and singing
- Use their Mass programs as a worship tool, in order to assist them in following the order of the Mass/prayer service
- Catholic students who have made their First Holy Communion may receive Communion at Mass. All other students of all other faiths may come forward to receive a blessing from the Priest or Eucharistic Minister at that time.
- Follow all dismissal directions

At **ASSEMBLIES**, students should:

- Be courteous and quiet from the time they enter the assembly
- Immediately come to order and pay attention to the speaker

- Participate in an appropriate, mature manner
- Follow all dismissal directions

In the **CAFETERIA**, students should;

- Wait patiently to buy their food, and follow the directions of staff and other adults on duty
- Pay for all food taken from the serving area
- Eat and finish their lunch in the cafeteria (no food or drink may be taken from the cafeteria)
- Not throw food, trash, etc.
- Clean up after themselves, not leave food, trash and trays at/under/by their table
- Not run in the cafeteria
- Remain seated unless going to the vending machines, food line, restrooms
- Not order food from off campus to be delivered to CWNCHS
- Not be involved in activities which create disruptions, including shouting or chanting
- Not be anywhere but the cafeteria, unless they have written permission from a staff member
- Pay for all food taken from the serving area

While **ON CAMPUS**, students should:

- Be courteous and respectful at all times, and greet visitors to the campus
- Stay in designated areas only
- Maintain proper dress code
- Not litter
- Not use profanity, gamble, lie, fight, possess inappropriate literature or material, or be involved in verbally or physically abusing another person
- Not use iPod, MP3s, CD players, laser pointers, headphones/ear buds, or other electronic devices from their arrival time through the end of the school day, with the exception of lunch. These are to be kept shut off in their lockers, pockets or purses.
- Not tamper with cars on campus
- Not use matches, lighters, shock pens or any other explosive devices
- Not leave campus without permission

While on **SCHOOL BUSES/SCHOOL SUPPLIED TRANSPORTATION**, students should:

- Remain seated at all times
- Be courteous to the driver
- Be courteous to the people on the street
- Be courteous to others on the bus/van
- Not participate in loud or disruptive behavior
- Leave the bus/van clean

While on **FIELD TRIPS**, students should:

- Maintain expectations of campus behavior
- Pay strict attention to the directive of the moderator and chaperones
- Not leave trash on the bus or field trip site

While attending **DANCES, students:**

- Must arrive at the designated time
- May be searched
- Must not leave until designated time
- Conduct themselves in a manner expected of Cardinal Wuerl North Catholic students
- Follow dance rules and regulations

While attending **ATHLETIC EVENTS ON AND OFF CAMPUS**, students:

- Are responsible for the good name of CWNCHS at all times
- Will not engage in violence or harassment of others verbally, physically, or psychologically
- Never interfere with another person's enjoyment of the event
- Will not engage in booing, vulgar and/or insulting gestures, language, or cheers
- Understand that cheers should always be positive in support of teams or individuals or of good performance
- Understand and agree that inappropriate behavior will result in removal from the event and possible loss of privilege of attending future events

DRESS CODE

UNIFORM AND DRESS CODE POLICY

The CWNCHS "Uniform and Dress Code Policy" will be strictly enforced.

YOUNG WOMEN: Standard Uniform

- Oxford uniform shirt with CWNC Crest purchased from Lands' End. T-shirts or camisoles must be worn under blouses. The T-shirts and camisoles must be white and without lettering or design.
- Khaki slacks purchased from Lands' End or consistent in style and color from another vendor. No denim pants or pants with outside patch pockets or pockets on the legs are permitted). A navy, black, brown or Lands' End plaid belt must be worn with pants.
- Khaki or plaid skirt purchased from Land's End can be no shorter than two to four inches from the knee cap. Beginning with the 2016-2017 school year, skirts can be no shorter than two inches from the knee cap.

- Students need footwear that is appropriate for climbing stairs, working in labs and studios and walking on tiled floor surfaces. Shoes must be predominately black, brown or navy closed-toe flats or pumps (with backs). Boots maybe worn to school, but students must change into shoes during the school day. No athletic shoes are permitted outside of Physical Education class.
- All leg wear and socks must be of the following colors (white, black, navy, red or gold). Neither fishnet style tights, yoga pants nor leggings are acceptable.
- With the exception of the plaid Lands' End belt, shoes, belt and socks should match (i.e.: black belt with black socks and a black belt)
- CWNCHS Red or White Polo shirts are allowed to be worn (tucked in) until October 1st and after May 1st.

Spirit Days Uniform *Note: not required*

- Students are permitted to wear CWNCHS T-shirts, jeans, or CWNCHS warm up pants. No hoodies, shorts or yoga pants are permitted.

Formal Attire

Note: to be worn on Mass days and during special events. Blazers are not required until October.

- Blue blazer (no logo) purchased from Lands' End *

Physical Education Uniform

- Gold t-shirt with CWNC Trojan purchased from Lands' End.
- Lands' End white striped red athletic shorts with CWNC.

Additional Clothing Options

- Red sweater, sweater vest or cardigan with CWNC Crest purchased from Lands' End *
- Red zip front sweatshirt with CWNC Trojan purchased from Lands' End ** Warm up shirts must be worn so as to show the collar of the oxford shirt beneath.
- Red sweatpants with CWNC Trojan purchased from Lands' End **

Personal Grooming

- Hair must be neat, clean and be of a naturally occurring human hair color.
- Jewelry worn around the neck must be kept inside the shirt.
- Hats, hoodies, yoga pants, bandanas, sunglasses and other head coverings are not permitted.
- Pierced jewelry wearing is limited to the earlobes. No large hoop or dangling earrings.
- No visible tattoos.

* Students are also permitted to wear CWNC sweatshirts or team warmups as cold weather options.

** These are the only permissible cold weather options for Physical Education classes.

YOUNG MEN: Standard Uniform

- Oxford uniform shirt (no logo) purchased from Lands' End and worn tucked into pants. T-shirts must be worn under oxford, they must be white without lettering or design.
- Khaki slacks purchased from Lands' End or consistent in style and color from another vendor. No denim pants or pants with outside patch pockets or pockets on the legs are permitted). Pants must be worn at the natural waist, with a navy, black, or brown belt.
- CWNC issued red tie with CWNC crest.
- Students need footwear that is appropriate for climbing stairs, working in labs and studios and walking on tiled floor surfaces. Shoes must be predominately black, brown or navy closed-toe dress shoes (with backs). Boots maybe worn to school, but students must change into shoes during the school day. No athletic shoes are permitted outside of Physical Education class.
- Socks must be of a solid color in brown, black, or navy.
- Belt, shoes and socks should match (i.e.: black belt with black socks and a black shoes).
- CWNCHS Red or White Polo shirts are allowed to be worn until October 1st and after May 1st.

Spirit Days Uniform

Note: Participation is not required.

- Students are permitted to wear CWNCHS T-shirts, jeans, or CWNCHS warm up pants. Shorts and hoodies are not permitted.

Formal Attire

Note: to be worn on Mass days and during special events. Blazers are not required until October.

Blue blazer (no logo) purchased from Lands' End *

Physical Education Uniform

- Gold t-shirt with CWNC Trojan purchased from Lands' End
- Lands' End white striped red athletic shorts with CWNC Trojan

Additional Clothing Options

- Red sweater with CWNC Crest purchased from Lands' End *
- Red sweater vest with CWNC Crest purchased from Lands' End *
- Red, zip front sweatshirt with CWNC Trojan purchased from Lands' End ** Warm up shirts must be worn so as to show the collar of the oxford shirt beneath.
- Red sweatpants with CWNC Trojan purchased from Lands' End **

Personal Grooming

- Hair must be neat, clean and of a naturally occurring human hair color. It should be neatly combed, not totally covering the ears or eyes, or falling below the shirt collar.
- Earrings, jewelry and chains are not permitted.
- Hats, hoodies, bandanas, sunglasses and other head coverings are not permitted.
- No visible tattoos or body piercings.

* Students are also permitted to wear CWNC sweatshirts) or team warmups as cold weather options.

** These are the only permissible cold weather options for Physical Education classes.

ELECTRONIC DEVICES

Students who bring these items to school for before and/or afterschool use must accept all responsibility for their safekeeping. In accordance with Pennsylvania school law, cell phones are not permitted to be turned on during school hours. Using a cell phone or other prohibited item during school hours will result in the confiscation of that item. Repeated offenses will result in further disciplinary action according to school policy. Electronic devices are defined as “radios, CD/MP3 players, iPods, cell phones, earphones/ear buds, smart watches as well as other electronic devices.”

The possession of any electronic devices outside of the students’ locker, pocket, or purse is prohibited. The exceptions are during lunch, while changing classes (this is not an excuse to be late for class) and by permission of a teacher for class purposes and assignments. Any student using electronic devices to transmit improper photos and/or messages to others will result in disciplinary action and involvement of law-enforcement authorities if deemed necessary.

1st offense: Confiscation of device. Student can pick up phone at the end of the school day.

2nd offense: Confiscation of device. Student can pick up the device after two school days, parents/guardians will be notified, and After School Detention will be served.

3rd offense: Confiscation of phone (to be picked up by a parent)

Each successive offense: Confiscation of phone (to be picked up by a parent) and Saturday Detention.

Note: Once again, the use of electronic devices to transmit improper photos and messages to others will result in further disciplinary action and involvement of law-enforcement authorities if necessary.

CARDINAL WUERL NORTH CATHOLIC IS NOT RESPONSIBLE FOR THE INVESTIGATION OR RETRIEVAL OF PERSONAL PROPERTY THAT IS LOST, STOLEN OR MISPLACED DURING THE SCHOOL DAY OR DURING SCHOOL ACTIVITIES.

LEVEL 1 INFRACTIONS

Disruptive behaviors are those that, while not necessarily serious, disrupt the learning environment of the classroom or the school as a whole.

- Behavior contrary to a teacher's stated expectations
- Class disruption
- Class tardiness
- Eating, drinking, or possession of open containers of food or drink in hallways or classrooms during the school day without permission (with the exception of water bottles)
- Failure to maintain a clean cafeteria environment, including failure to return trays, failure to properly dispose of trash, and failure to leave tables and floor areas in a clean condition
- Hall roaming
- Horseplay
- Littering
- Campus driving violations
- Parking violations
- Public displays of affection
- Rude or vulgar behavior, including spitting
- Talking during class assemblies of any kind
- Uniform or dress code violations
- Hall Pass Violation*

(*A student must have a pass in order to be in the hallway during class. Should the student abuse the use of the hall pass, teachers and /or the administration may limit hall pass use per class per grading periods. Approved medical conditions may be excluded with a doctor's excuse)

1st offense: Verbal warning

2nd offense: Teacher detention

3rd offense: Administrative detention

4th offense: Saturday detention

Consequences can include warnings, After School detentions and Saturday detentions.

Note: Excessive accumulation of detentions can result in further disciplinary action being taken.

LEVEL 2 INFRACTIONS

Serious behaviors include those that represent relatively serious disregard for what is expected of a CWNC student. Such behaviors typically indicate a willful refusal to act as a member of the Cardinal Wuerl North Catholic family.

- Awareness of an impending infraction and not reporting it

- Cutting class
- Dangerous driving on campus
- Disrespect
- Foul and/or offensive language
- Failure to check in with the Main Office before leaving for an early dismissal
- Failure to check in with the Main Office immediately upon tardy arrival
- Failure to immediately and respectfully follow the directive of any staff member
- Leaving the school building, including visiting a vehicle parked on school property, without permission
- Lying
- Misrepresentation of parent/guardian directives or wishes, including signature forging
- Failure to come into the school building after departing from the bus or coming on to school property.

Consequences can include warnings, After School detentions and Saturday detentions. Saturday Detention(s) includes a \$15 fine.

Note: An accumulation of Level 2 violation referrals can result in further disciplinary action being taken.

TOBACCO POLICY

Cardinal Wuerl North Catholic will strictly enforce provisions of Senate Bill 26. Act 1988-168. Section 3.5, School Tobacco Control, which prohibits tobacco use and/or possession by pupils in school buildings and school buses and on school property owned by, leased by, or under control of Cardinal Wuerl North Catholic High School. Smoking, vaping, chewing and other use, or possession of, tobacco is forbidden for all students at all times while on school property, on school-provided transportation and at all school – sponsored activities and athletic events. Possession and/or use of tobacco products and smoking or vaping paraphernalia are forbidden. For purposes of this policy, tobacco use shall be defined as the actual use of any tobacco product including lighted or unlighted cigars, cigarettes or pipes; any other lighted or unlighted smoking product or material, including electronic smoking devices; and smokeless tobacco in any form.

Smoking (vaping) electronic cigarettes regardless of whether or not they contain tobacco derivatives is also prohibited.

1st offense: Referral to Student Assistance Program

2nd offense: Required Attendance at a Smoking Succession Program

3rd offense: Three Days Suspension from school

4th offense: Five to ten Day Suspension from school

Successive Offenses: Five to ten Day Suspension from school or possible Expulsion from CWNCHS.

LEVEL 3 INFRACTIONS

Disrespectful behaviors cause serious harm to members of the Cardinal Wuerl North Catholic Family. Repeated hurtful behaviors indicate a student is unable or unwilling to behave in a way that permits him/her to remain a

part of the CWNC Family. Additional behaviors may be designated as disrespectful as deemed by the administration.

- Academic misconduct, including plagiarism and cheating
- Extortion
- Harassment in any form of any person or group, including, but not limited to: sexual harassment, racial harassment, hazing, and bullying (CWNCHS's Anti-Bullying policy is available in the main office upon request.)
- Instigating a fight or other major disruption, including food fights
- Leaving school property without permission at any time from arrival to dismissal, including the school day and all school activities
- Participation in the planning of a disciplinary infraction
- Possession and/or use of offensive materials
- Serious disrespect of any person or group
- Unwanted physical contact

Consequences:

1. One day minimum Suspension from school
2. Possible referral to the Student Assistance Program

Note: Any accumulation of Level 3 referrals can result in further disciplinary action being taken.

LEVEL 4 INFRACTIONS

- Fighting, pushing, shoving and any other physical altercations.
- Failure to report to an area, such as the Main Office, as directed by a person of authority
- Gambling
- Theft
- Threats
- Vandalism/destruction or damage of property
- Violent refusal to follow the direct instruction of a staff member
- Hazing
- Bullying

Consequences:

1. Three Day minimum or up to Ten Day Suspension from school
2. Referral to the Student Assistant Program
3. Placement on Social Probation
4. Referral to law-enforcement if deemed appropriate
5. Possible Expulsion

Note: Any accumulation of Level 4 referrals can result in disciplinary action, including expulsion.

HAZING

Diocese of Pittsburgh's Policy

Hazing is defined as any intentional, knowing, or reckless act meaning to induce pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by any parish elementary or secondary school in the Diocese of Pittsburgh. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

Hazing has no place in the Catholic school experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church, and the wider community.

The following are *examples* of hazing, and may not be limited to these offenses:

- Recklessly or intentionally endangering the physical health, mental health, safety or dignity of any person;
- Willful destruction or removal of public or private property for the purpose of initiation or admission into;
- Affiliation with, or as a condition of continued membership in any organization;
- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the eating of food or anything an individual refuses to eat;
- Calisthenics such as push-ups, sit-ups, jogging and runs;
- Paddling or striking in any manner;
- Treasure or scavenger hunts, road trips;
- Marking, branding, or shaving the head or body hair;
- Preventing/restricting normal personal hygiene;
- Sexual harassment;
- Physical harassment such as pushing, cursing, shouting, etc.;
- Requiring uncomfortable, ridiculous or embarrassing dress; Requiring the carrying of items;
- Requiring personal service or acts of servitude;
- Treating a person in a degrading manner or a demeaning manner;
- Requiring new members to practice silence;
- Conducting "interrogations" or any other type of questioning.

It is the responsibility of students and supervising adults not to stand silently if they observe hazing. Silence condones these activities and may make the observer just as guilty as the hazers. If a hazing incident is witnessed by a student or supervising adult, it is his/her responsibility to report the incident to the principal or vice-principal.

Consequences of proven instances of hazing may include one or more of the following:

1. Three Day minimum or up to Ten Day Suspension from school
2. Referral to the Student Assistant Program
3. Placement on Social Probation
4. Referral to law-enforcement if deemed appropriate
5. Possible Expulsion

BULLYING

Diocese of Pittsburgh's Definition of Bullying: "Bullying shall mean an intentional electronic, written, verbal, or physical act, or a series of acts:

- Directed at another student or students;
- Which occurs in a school setting;
- That is severe, a persistent or pervasive; and has the effect of doing any of the following:
 - Substantially interfering with a student's education;
 - Creating a threatening environment; or
 - Substantially disrupting the orderly operation of a school
- "School Setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.
- A school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the other requirements specified in the definition bullying.

Cyber bullying includes but is not limited to, the following misuses of technology:

- Harassing, intimidating, threatening, or terrorizing another student or personnel employed by the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).
- All forms of cyber bullying are unacceptable and the extent such actions are disruptive of the educational process of the school, offenders shall be the subject of appropriate consequences."

It is the responsibility of students and supervising adults not to stand silently if they observe bullying. Silence condones these activities and may make the observer just as guilty as the bullies. If a bullying incident is witnessed by a student or supervising adult, it is his/her responsibility to report the incident to the principal or vice-principal.

Consequences of proven instances of bullying or cyber-bullying may include one or more of the following:

1. Three Day minimum or up to Ten Day Suspension from school
2. Referral to the Student Assistant Program
3. Placement on Social Probation
4. Referral to law-enforcement if deemed appropriate
5. Possible Expulsion

LEVEL 5 INFRACTIONS

- Possession and/or use of weapons (see weapon definition below)
- Possession, use, or distribution of drugs and/or alcohol and related paraphernalia
- False fire alarms
- Arson
- Bomb threats
- Creating a major disruption at school or a school-sponsored event
- Violation of criminal civil law

A WEAPON INCLUDES, but is not limited to: mace, explosives, any knife, cutting instrument, cutting tool, nun-chucks, firearm, rifle, or any other tool, chemical, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses which it may have. This includes firearms which are not loaded, lack a clip or are considered imitation/look-alike. A person in possession of a weapon on school property violates state criminal statutes and school policy, and shall be subject to immediate disciplinary action.

Consequences:

1. Ten Day minimum Suspension from school
2. Referral to Student Assistant Program
3. Placement on Disciplinary Probation
4. Referral to law-enforcement if deemed appropriate
5. Possible expulsion

CONSEQUENCES OF CONDUCT VIOLATIONS

ADMINISTRATIVE DETENTION:

Students who are assigned Administrative Detention will complete their classwork in a nontraditional classroom environment.

After School Detention is held on Thursdays from 2: 50p.m. until 3:50 p.m. Students will be given writing assignments that must be completed during the detention period. In lieu of detention writing assignments, the detention monitor may assign tasks that benefit CWNC Community. Upon the receipt of detention, students will be assigned a date to serve one (1) hour of detention. If the student misses the assigned date, it will be considered a detention cut and additional consequences will be assigned consisting of making up the missed detention and be assigned a Saturday Morning Detention, which carries a \$15 fee.

Saturday Detention is held at the school from 8:00 a.m. to 11:00 a.m. A fine of \$15 is payable on the day of detention. Students will be given writing assignments that must be completed during the detention period. In lieu of detention writing assignments, the detention monitor may assign tasks that benefit CWNC Community, or allow them to work on homework assignments.

Students are required to serve detention on the assigned day. Parent/Guardians of students seeking an alternate date are asked to contact the Vice-Principal, by phone or email, prior to the assigned day with the request to reschedule. An unexcused absence from a scheduled detention will result in suspension from school.

Out-of-School Suspension The student is prohibited from coming to school or being on school grounds immediately and for the remainder of the suspension. The student is prohibited from participating in all athletics and co-curricular and extra-curricular activities beginning at the time the suspension is issued, and continuing for the full number of school days indicated in the suspension terms. Finally, the student is solely responsible for the make-up of any missed work in accordance with the policies of each of his/her teachers. The Diocese of Pittsburgh Secondary School suspension and expulsion policies are available upon requests from the Principal.

SOCIAL PROBATION

Students who have violated school policy and have not fulfilled the sanction assigned by a school administrator will be prohibited from participating in all school sponsored extra-curricular activities including sporting events, dances and other socials. Once the student has fulfilled his or her obligation, their social probation status will be lifted.

COMMUNICATION WITH THE SCHOOL

Parents/ guardians are encouraged to participate in their child's education. We encourage communication with faculty and administration. To resolve questions about grading, classroom procedures, or class-related discipline problems, we ask parents/guardians to do the following by telephone or email:

- Contact your child's teacher to discuss the situation.
- If both parties are unable to reach a resolution, contact the vice principal.

Conferences with the student's teacher(s) are an ongoing process. Conferences are strongly encouraged and may be initiated by either parents/guardians or by teachers. To arrange a conference, please contact your child's teacher or the Main Office.

Grades are posted electronically on PCR weekly during the course of the school year. The handbook section on "Academics" describes CWNC's grading procedure in detail.

COMMUNICATION WITH NON-CUSTODIAL PARENTS

It should be noted that Cardinal Wuerl North Catholic High School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, CWNC will provide the non-custodial parent with access to the academic, discipline and other school related information regarding their child upon request. If there is a court order specifying no information is to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide CWNCHS with an official copy of the court order.

E-MAIL GUIDELINES FOR PARENTS/GUARDIANS

- Use the Subject Line – This introduces you and brings attention to your message. Be sure you indicate who your student is by including his/her first and last name and which class period he/she has the teacher.
- Keep it brief- Long-winded emails are difficult to read. Keep your message short and to the point.
- Be judicious – Choose your words carefully. Be cautious when using sarcasm and humor.
- Do not “raise you voice” – “Netiquette “recognizes typing in all capital letters as SHOUTING.
- Reasonable response time – Not everyone checks their email more than once a day. Response time is usually within 24-48 hour period, not including weekends. If you need response within certain time frame, please call the Main Office.
- Attachments – When sending an attachment, please personalize the email message to reflect the attachment and notify the receiver of the attachment. Please include the file name of the attachment.
- Type of information – avoid sending any confidential or sensitive information via email. *Remember that email gives the illusion of privacy.*
- Inappropriateness – abusive, harassing or threatening messages are never acceptable and never responded to.
- Sign your name – include your name, return email address, phone number and “best time” to be reached by phone if that is necessary.

VOICE MAIL

A full listing of staff Voice Mail extensions can be seen on the CWNCHS website.

Using a touch-tone telephone, dial 412.321.4823.

- Enter the appropriate extension.
- When prompted leave a brief message. Voice mail is available 24 hours a day.
- Not everyone checks their voice mail more than once a day. Response time is usually within 24-48 hour period, not including weekends. If you need response within certain time frame, please call the Main Office.

COMPUTER AND INTERNET USAGE

Cardinal Wuerl North Catholic High School provides computer resources for administration, faculty and student school-related work in keeping with our mission of “delivering the highest quality education of the whole person.” Access to Cardinal Wuerl North Catholic’s technology is given as a privilege to faculty and students who agree to act in a manner that protects both individual rights and the well-being of the school.

Use of the internet provides great educational benefits to our students. However, parents and students are warned that some materials accessible through the internet may contain information and images that are defamatory, illegal, pornographic, inaccurate and potentially contrary to the beliefs, values and moral teachings of the Roman Catholic Church and the Roman Catholic Diocese of Pittsburgh. In compliance with the federal government’s Children’s Internet Protection Act of December 21, 2000, Cardinal Wuerl North Catholic High

School maintains hardware and software that reasonably filters and protects against access to said information and images.

Cardinal Wuerl North Catholic High School reserves the right to monitor all data stored in and being transmitted through the school's networks. The use of computers and the internet connection resources at Cardinal Wuerl North Catholic High School implies agreement with the guidelines in this document.

Violation of these Guidelines for Computer and Internet Usage will result in the revocation of all computer and internet privileges, disciplinary action as stated in the Cardinal Wuerl North Catholic High School Code of Conduct, and referral to legal authorities in cases of illegal activity.

COMPUTER USE

Students will be assigned a username and password to the network at the beginning of their first year as a student at Cardinal Wuerl North Catholic High School. Students are not permitted to grant use of their username and password to another student.

- Productions and/or distribution of material that is considered defamatory, illegal, pornographic, and potentially contrary to the beliefs, values and moral teachings of the Roman Catholic Church and the Roman Catholic Diocese of Pittsburgh are prohibited.
- Students are not permitted to alter any laptop configuration (i.e. screen savers, backgrounds and virus detection software and mouse settings) on their workstations.
- Students are not permitted to download and/or install software onto their laptops from the internet, flash drives, CDs or floppy disks.
- Students are not permitted to copy or uninstall software from their laptops.
- Students are prohibited use of any software designed to breach network and internet security or to disrupt the performance of the network and/or workstation (i.e. Viruses, worms, password hacking software).
- Students are responsible for any activity with their usernames, passwords and files. File storage on the network is for strictly academic purposes only.
- Students are responsible for the proper use of their assigned laptops and should immediately report any problems to the supervising faculty member.
- Students should immediately report any virus detected by the virus scanning software to the supervising faculty member.

INTERNET USE

Students may use the internet to support their education and any research consistent with the educational, spiritual and moral objectives of Cardinal Wuerl North Catholic.

- Download and upload of any material that is considered defamatory, pornographic and potentially contrary to the beliefs, values and moral teachings of the Roman Catholic Church and the Roman Catholic Diocese of Pittsburgh is prohibited.

- Download and/or upload of any material that is considered illegal is prohibited. Examples include: threatening material; copyrighted information, images, or software; pornographic images or text; materials protected by trade secret; viruses and worms.
- Use of the internet for commercial or political activities is prohibited.
- Use of the internet to participate in online game playing is prohibited.
- Download and/or upload of personal information regarding any student or staff member of Cardinal Wuerl North Catholic High School are prohibited unless specifically permitted by the supervising faculty member.

FINANCIAL OBLIGATIONS AND OPPORTUNITIES

TUITION AGREEMENT

When a student enrolls at Cardinal Wuerl North Catholic High School, parents/guardians enter into a contractual agreement to pay tuition and other fees as a condition of that enrollment.

Tuition rates are set each spring by the Cardinal Wuerl North Catholic administration and our Board of Directors. Every effort is made to keep tuition as affordable as possible while continuing to provide an excellent education. Tuition does not cover the cost of educating CWNC students. The CWNC Development Office, working with alumni, parents, and friends of CWNC underwrites a substantial portion of every student's tuition.

TUITION PAYMENT

- To insure a proper cash flow, tuition must be received at regular intervals. Therefore, diocesan policy requires that **all parents** participate in the PCR tuition payment program, a tuition plan that allows for monthly payments, July through April. Payment to PCR can be submitted electronically by accessing the parent-portal through www.cwnchs.org. Payment is made via e-check, credit card or debit card. Cardinal Wuerl North Catholic does not accept tuition payments.
- In the event of a delinquency in tuition payment, parents/guardians will be informed by e-mail of the status of their account. If a timely resolution of the delinquency cannot be achieved, the student will not be permitted to continue to attend Cardinal Wuerl North Catholic.
- Report cards, transcripts, diplomas and other school records will not be released until the account is brought up to date. Late fees are assessed for any payment received after the due date. Parents of seniors should plan accordingly to ensure there are no delays in the release of transcripts to prospective colleges and universities. All students and parents should realize that any delinquency may affect their student's participation in extra-curricular activities including, but not limited to, dances, the prom and graduation ceremonies.
- Students who withdraw from CWNC during the school year will be charged tuition on a prorated basis for the number of school days elapsed, according to the official school calendar, plus ten percent of the annual tuition.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Financial aid is available for qualifying students.

Financial aid awards for financial need are based upon an independent assessment of the Private School Aid Service (PSAS) and are subject to the availability of funds. The PSAS financial aid application must be completed each spring for the upcoming school year. Aid from the Diocese of Pittsburgh is also based on the PSAS need assessment.

In addition, CWNC utilizes the Common Scholarship Application (CSA) for private scholarships at the school. Forms will be mailed to all families at the beginning of the third quarter of school.

- Notification of school aid awards is conducted by Cardinal Wuerl North Catholic.
- Notification of diocesan awards (SOS, BEF) is done directly by the Diocese of Pittsburgh.
- Financial aid is given with the understanding that the student maintains passing grades, maintains good behavior, and attends Cardinal Wuerl North Catholic for the entire school year.
- Withdrawal for any reason, at any time during the school year, will result in the forfeiture of all financial aid for that school year.

TEXTBOOKS

Textbooks are the property of either Cardinal Wuerl North Catholic High School or the Commonwealth of Pennsylvania. They are distributed at the beginning of the year and collected at the end of the year. Each student is personally responsible for the care and maintenance of the books assigned to him/her. A charge will be assessed for lost and/or damaged textbooks.

DISCIPLINE FEES

Discipline Fees are to be turned in at the indicated time. Failure to do so will result in said fees being turned in to the Business Office and with the same results as unpaid tuition.

PCR ACCESS

As with report cards, transcripts, diplomas and other school records, access to *PCR* will not be available while a delinquency in the school account exists. Once the account has been brought up-to-date, access to *PCR* will once again be available.

GUIDANCE

ACADEMIC GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services provide assistance to all Cardinal Wuerl North Catholic students by helping them to cope with concerns of an educational, social, emotional and physical nature. Counselors utilize individual, group and classroom guidance experiences to assist students with information gathering and decision-making. Parent conferences also occur as necessary.

COLLEGE REPRESENTATIVE VISITS

As a member of the College Board and the National Association of College Admission Counselors, Cardinal Wuerl North Catholic welcomes post-secondary institutional representatives.

The Guidance Department publicizes these visitations on an ongoing basis by posting them and by announcing them over the public address system. Junior and senior students are encouraged to visit with these representatives.

TRANSCRIPTS

An official transcript is signed by a counselor, embossed with the school seal, and sent directly to another institution (college, employer or business). An unofficial transcript is marked accordingly and made available to the student or graduate but does not have an official signature or school seal. Both types of transcripts require the completion of a written request form (available in the Guidance Office) with appropriate signatures. Please allow reasonable time for processing.

No transcript, official or unofficial, will be issued for any purpose if a student has outstanding financial obligations to Cardinal Wuerl North Catholic.

WORK PERMITS

Youth of high school age must have a work permit when applying for certain jobs. Information concerning the employment of minors is available at the Guidance Office. Permit applications are available from the Guidance Counselor or their local school district. Students must process these forms at their local school district's administrative office.

STUDENT RECORDS

Access to student records by parents and/or students is governed by diocesan school policy which is in compliance with the Commonwealth Board of Education. Regulations on Pupil Records are consistent with the Family Educational Rights and Privacy Act of 1974 (Buckley Act).

STUDENT DAILY ARRIVAL AT SCHOOL

Whether coming by school-provided transport, driving, walking or being dropped-off, students are required to immediately enter the school building.

COMMUNICATING WITH STUDENTS

Since use of electronic devices are limited during the school day, **emergency messages** from a student's parent(s)/guardian(s) are to be called in to the Main Office at 412-321-4823 ext. 100. Emergency messages will then be delivered to the student, during the school day, by a staff member.

Students who are ill or need to speak to their parent(s)/guardian(s) are not to do so with cell phones. They are to go to the Main Office where a staff member will contact a parent.

PERSONAL PROPERTY

CARDINAL WUERL NORTH CATHOLIC IS NOT RESPONSIBLE FOR THE INVESTIGATION OR RETRIEVAL OF PERSONAL PROPERTY THAT IS LOST, STOLEN OR MISPLACED DURING THE SCHOOL DAY OR DURING SCHOOL ACTIVITIES.

EMERGENCIES

The safety and security of our students is of the utmost concern to the administration, faculty and staff of CWNCHS. The school has developed plans for a wide variety of situations and circumstances. While it is unsettling to think about school emergencies happening, frequent review and practice of emergency procedures will help everyone to be prepared.

Throughout the school year, students will be trained in emergency procedures and will be taught how to react to a wide variety of situations, where to assemble and what to expect in an emergency situation. Some of those drills will include emergency response professionals. It is the sincere desire of CWNCHS to have the best possible plan(s) available in the event of an emergency.

EMERGENCY PROCEDURES – PARENTS AND GUARDIANS

Parents and guardians, although your first reaction may be to call the school or rush to pick your child up, please do not do either. In the event of a School Emergency, PLEASE:

- DO NOT call or rush to the school.
- Telephone lines and staff are needed to handle emergency actions.
- Driving to the school will block roads and limit access for emergency vehicles.
- DO NOT call or text message your child in school.

- For safety reasons, students and staff are urged not to use telephones.
- Cell towers are needed for emergency and school staff communications.
- Cell towers may become overloaded if several hundred parents and students make calls.

Parent Actions in an Emergency

- Official school announcements and instructions will be sent out via email.
- CWNCHS will make every effort to send out emails updating families on the situation.
- Monitor the website for information regarding parent-child reunification procedures.
- Students will ONLY be released to parents/guardians who are documented emergency contacts and present photo ID such as a driver's license, government issued ID card or a passport.
- A designated area will be assigned so you are able to pick up your child(ren) more efficiently.
- If a legal guardian is not available to pick-up a child, the child will remain at the reunification site under the supervision of school personnel.

How You Can Help

- Ensure that your child's emergency contact information is accurate and current.
- Update the school if your email address changes.
- If your child has any medical conditions, allergies or requires medications please inform The main office in writing for this information may be critical in an emergency.

SEARCHES

Searches in the school building and on school grounds may be implemented. Packages, containers holding liquids, purses, or backpacks brought onto the school grounds may be searched at any time. Lockers and cars may be searched also. Signs will be posted if searches are to be done in parking lots or in other areas open to visitors. Searches are done by designated school professional employees. Trained dogs may be used to perform drug searches. The appropriate municipal or state police are alerted and procedures worked out with them. Searches by dogs are limited to lockers, cars and to empty classrooms, gym, cafeteria, and auditorium. Students will be in lock-down situation. No one may move through the school until the search is completed. If positive results are found anywhere in the school, students are dealt with according to the Substance Abuse Policy of the Diocese of Pittsburgh and the Secretariat of Education is informed.

SCHOOL DANCES

- Cardinal Wuerl North Catholic High School students may invite students from other high schools to attend scheduled dances provided the guests meet the requirements established by CWNCHS. Attending the Junior/Senior Prom and Mistletoe are limited to certain grades however, an upperclassman may invite an underclassman as a date.
- Students on suspension, expulsion or absent from school on the day of a dance are restricted from attending the event.
- Students leaving the dance will not be permitted to re-enter. A student who leaves the dance must leave school grounds and is not permitted to return to the dance.
- Students who are disruptive, insolent or under the influence of drugs/alcohol will be denied admittance and/or will be removed from the building and must leave school grounds. Disciplinary action will be taken according to school policy as contained within this handbook.
- All school rules and regulations apply to all dances.
- Requests for dances must be pre-approved by the administration and both sponsors and booster clubs must complete the proper forms.

SPECIAL EVENTS

PROM, MISTLETOE, COMMENCEMENT

Special events like the Prom, Mistletoe, Commencement and other events are subject to the following additional regulations:

- Students who have received more than five Level II offenses are subject to administrative review and may not be permitted to attend the event.
- Students who have committed a Level III offense are subject to administrative review and may not be able to attend the event.
- Any student committing a Level IV offense may not be permitted to attend or participate in any school sponsored activity or function.
- Students who have committed a level III or IV violation at a previous special event (even in a previous school year) are ineligible to attend that event in the future.
- Students who attend the Prom or Mistletoe may be dismissed from school no sooner than 10:00 AM the day of the event.

Special Note: No one over twenty years of age will be permitted to attend Prom, Mistletoe or other school sanctioned dances. All outside guests (non-Cardinal Wuerl North Catholic High School students) must complete the required and necessary paperwork in order to attend any dance.

INSURANCE

All students are covered by an insurance policy for accidents occurring under school supervision. However, parents/guardians must first apply any personal hospitalization and/or accident insurance toward the payment of the expenses in all cases. No student is permitted to participate in activities or athletics without family health coverage.

If an injury should occur during school or a school activity, the teacher, coach, or moderator in charge must complete an Accident/Injury Form, available in the Business Office. The completed form must then be returned to the Business Office.

LOCKS AND LOCKERS

Students are personally responsible for their own books / laptops, clothing and other personal property. All property should be marked clearly with the student's name. Students are assigned lockers with locks on them. On the first day of school, each student will receive a locker number with its lock combination from their Homeroom teacher. **Only school locks are permitted.** Lockers should never be left unlocked and non-school locks will be removed.

Each student is responsible for his/her own lock and combination. Care should be taken that no one, except the student, knows the combination. Valuables (*money, watches, cell phones, etc.*) should always be kept locked in the student locker. School administration will exchange lockers if the combination is learned by others. Changes in locker assignments are handled through the Main Office. The school is not responsible for any loss of property from their locker. Items of excessive value are to be left at home.

Student Locker Decorations

The exterior of the student lockers may be decorated by the Cheerleading squad with the approval of their coach and the Leadership team with the approval of their moderator. All decorations are to be affixed using blue painter's tape. No other means of adhesion is permitted. The decorations must be well maintained. At any time, the administration reserves the right to remove locker decorations without warning if they are deemed inappropriate or they begin to look poorly. The administration is not responsible for any lost or damaged photos/items that are used as locker decorations. Individual students may NOT decorate the exterior of their own lockers or that of their friends. Only the approved school organizations mentioned above have permission to decorate locker exteriors. If a student wishes to decorate a friend's locker for a specific reason, he/she should bring the reason to the Leadership team moderator for approval.

Individual students may decorate the interior of their own locker. All decorations must be affixed using blue painter's tape. No other means of adhesion is permitted. The decorations must be well maintained. At any time, the administration reserves the right to remove locker decorations without warning if they are deemed inappropriate or they begin to look poorly. The administration is not responsible for any lost or damaged photos/items that are used as locker decorations. Students are responsible for the condition of their lockers and may be issued a fine if the locker is damaged. Any damage to lockers should be reported to the administration at the time it is discovered.

Since Cardinal Wuerl North Catholic owns the lockers, we retain the right to access any locker at any time. Periodic unannounced locker inspections may occur throughout the school year.

LOST AND FOUND

There is a Lost and Found area located in the Main Office. Students are encouraged to report losses and return found articles as promptly as possible to the Main Office. Do not keep any item that does not belong to you. Items left in the lost and found area for an extended period of time will be donated to the St. Vincent DePaul Society or other appropriate charity.

MEDICATION ADMINISTRATION

Cardinal Wuerl North Catholic personnel are prohibited from administering medication. Therefore, physicians should be asked to schedule the administration of medication before and after school hours. If a student must take medication during school hours, he/she cannot do so unless/until the proper forms, available in the Main Office and online, are completed and on file. Medication must be stored in the Main Office and students report there to take their medication at the scheduled time(s). A student who takes medication under other circumstances is subject to the Substance Abuse Policy.

VISITORS

Parents are always welcome to visit the school. The school policy for others is to admit only visitors who have legitimate business to attend to at school. Parents, guests and visitors must register in the Main Office. Visitors are expected to leave the school promptly when their business is completed. All visitors must wear dated identification badges. Any student wishing to bring a guest to school must obtain approval from an administrator. Students' guests who arrive at school without this approval will not be admitted to the building.

DRUGS AND ALCOHOL

DRUG AND ALCOHOL POLICY

- Everyone is concerned about drug and alcohol abuse and its effects on the well-being of our children. Cardinal Wuerl North Catholic High School has adopted an extensive drug and alcohol policy, which outlines specific rules and regulations to provide a safe, drug-free environment for learning. Students will be responsible for adhering to the policy's contents. Failure to comply with this policy will lead to a variety of serious consequences with the school and with the legal authorities as outlined in the policy.
- Any student who comes forward and reports to a teacher or member of the administration his/her misuse or abuse shall not be subject to punishment unless said student subsequently and separately violates the terms of Cardinal Wuerl North Catholic High School's and Alcohol Policy.
- Cardinal Wuerl North Catholic High School recognizes that the misuse of drugs and or alcohol is a serious problem with legal, physical, and social implications for the whole school/community. The following regulations and guidelines represent a coordinated effort to openly and effectively respond to the health needs of the students in our school.
- Alcohol and/or other drug-related offenses shall include the unlawful manufacture, the possession of, use, or evidence of having used or consumed alcoholic beverages, drugs, mood-altering substances,

steroids, or any health-endangering compounds or substances which may or may not be controlled by Pennsylvania law.

- For the purpose of this policy, controlled substances refer to both illegal drugs and unauthorized use of prescription drugs. The unauthorized presence of illegal drugs or controlled substances in the body is also prohibited. This list may not be all-inclusive.
- Selling is: the transfer (i.e., for sell or for free), distributing, or attempting to distribute alcoholic beverages, drugs, substances, or health-endangering compounds, which may or may not be controlled by Pennsylvania law, regardless of whether the substance transferred, sold, distributed, or attempted to be transferred, to be sold or distributed is actually the substance represented.
- The privileged confidentiality between students and Student Assistance Program members, guidance counselors and other school employees shall be respected.
- No confidential communications made to any such employee shall be required to be revealed without consent of the student or his/her parent, unless it involves the health, safety, and welfare of the student or is in the best interest of the student.

SCHOOL GUIDELINES

- As an integral part of Cardinal Wuerl North Catholic High School's Alcohol and Other Drugs Prevention Program, these guidelines represent one component in a school-wide effort to respond effectively to any health-endangering substances, which may include, drugs, mood-altering substances, and/or alcohol-related situations that may occur at school-sponsored activities. These guidelines are intended to provide a consistent disciplinary means to respond to any health-endangering substances, which may include drugs, mood-altering substances, and/or alcohol-related events.
- Cardinal Wuerl North Catholic High School will take all steps necessary to provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.
- Cardinal Wuerl North Catholic High School reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the circumstances are not provided for specifically in any rule or regulation described herein.

STUDENT ASSISTANCE

STUDENT ASSISTANCE PROGRAM (S.A.P.)

- Cardinal Wuerl North Catholic High School's Student Assistance Program is a component of our school's educational program and is intended to help students in need.
- The SAP Team is multi-disciplinary team composed of school personnel (administration, counselors, and teachers) trained to understand and work with students, and parents/guardians of students, who are at risk regarding issues of adolescent chemical use, abuse, and dependency.
- Mental health issues such as suicide ideation, attempts, threats, and depression are also addressed through this program. SAP's primary role is the identification, intervention, and referral to a licensed drug and alcohol agency or mental health facility. SAP works in cooperation with the family, school professionals, and community agencies.
- If as a parent/guardian or community member you have a concern about a young person, you are encouraged to contact the SAP Team, child's teacher, counselor, or building administrator.

TRANSPORTATION

TRANSPORTATION SERVICES

Transportation is provided for eligible students by the public school district in which they reside. This eligibility is contingent upon proper behavior and care of the property while on the bus. The public school district reserves the right to refuse transportation to any student whose conduct in any way disrupts or endangers transportation. Questions concerning transportation should be directed to the school district in which you reside.

In the event of an emergency, school bus drivers must know the names of the students who are riding their bus. Because of this, Cardinal Wuerl North Catholic High School must institute the following. Whenever your child needs to ride a different bus home, please call the main office or send a note in with your child authorizing and describing the reason for the change. Should you send in a note, please tell your student to take the note to the office as soon as they get to school. In your call or note please include the bus company's name, the number of the bus the student is to ride along with the bus stop. Once this process is complete, your student will be given a pass from the office to present to the bus driver.

Ambridge Area School District	724-266-2833
Avonworth School District	412-369-8738
Fox Chapel School District	412-963-9600
Freedom Area School District	724-775-5464
Hampton School District	412-486-6000
Mars Area School District	724-625-1518
Monark Student Transportation	412-781-2424
North Allegheny School District	412-369-5500
North Hills School District	412-318-1024
Pine Richland School District	724-625-7773
Pittsburgh Public Schools	412-622-3740
Quaker Valley School District	412-749-3600
Seneca Valley School District	724-452-6040
Shaler Area School District	412-492-1200

Transportation to and from after-school activities and athletic practices and events is the responsibility of the students and their parent(s)/guardian(s).

DRIVING AND PARKING

Student driving and parking is a privilege, not a right. Students who drive a motor vehicle to school must follow the expectations listed as follows:

- Each student must register his/her vehicle each school year. Registration forms may be obtained from the Vice Principal.

- Each student-driven vehicle must be parked in the student parking lot. **The lot in front of the school is for faculty and visitors only.**
- Speeding, horn-blowing, or careless driving on school grounds and/or on the streets bordering the school is not permitted
- **Students who drive and are habitually tardy may lose their driving privilege.**
- **Visiting vehicles during the school day is not permitted**

Failure to follow these regulations will result in loss of parking privileges and disciplinary action. Cardinal Wuerl North Catholic is not responsible for any vehicle damage or theft.

COPYRIGHT STATEMENT

Policy

It is the policy of the Department of Catholic Schools of the Diocese of Pittsburgh that the employees, volunteers, and students will abide by the federal copyright laws. Employees and students may copy print or non-print materials allowed by:

- Copyright law
- fair use guidelines
- specific licenses or contractual agreements
- other types of permission

Employees, volunteers, and students who willfully disregard copyright laws are in violation of diocesan policy are doing so at their own risk and assume liability.

PERMISSION TO PHOTOGRAPH OR VIDEO TAPE

Cardinal Wuerl North Catholic High School reserves the right to publish student photographs and/or work to the school's website. Cardinal Wuerl North Catholic High School may display and share electronically via the internet and/or in other displays, photographs and/or video footage of my child taken in conjunction with school activities. If you do not want your child to be published you must submit a request in writing to your building administration.

2015-2016 STUDENT / PARENT HANDBOOK SIGN-OFF SHEET

“I have received, I have read the “2015-2016 Cardinal Wuerl North Catholic High School Student/Parent Handbook” and I am aware of all conditions related to the following policies:

DRUG AND ALCOHOL POLICY, WEAPONS POLICY, AT RISK STUDENT POLICY, COMPUTER USAGE, AND ALL OTHER POLICIES AND PROCEDURES CONTAINED WITHIN THE STUDENT HANDBOOK.”

Printed Student Name: _____

Student’s Grade: _____

Student Signature: _____

Date: _____

Printed Parent Name: _____

Parent Signature: _____

Date: _____

PLEASE TURN THIS PAGE IN TO THE MAIN OFFICE BY AUGUST 31, 2015