

# Peninsula Catholic High School

2009-2010

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## **PARENT/STUDENT HANDBOOK**

### **FOREWORD**

This handbook is provided as a guide for Peninsula Catholic High School parents and students. Parents are encouraged to read it since it includes rules and expectations. Students are required read it. They will be held responsible for its contents.

We are extremely pleased that your family is part of our ongoing quest for academic excellence and moral maturation.

Please complete the attached statement and return it to the school office no later than **August 24, 2009.**



**TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY,  
PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT,  
AND MEDIA RELEASE FORM**

By signing below, you understand and agree to the following:

**STUDENT: TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

I understand and will abide by the Technology and Internet Acceptable Use Policy (see p. 45). I further understand that any violation of this agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action, and/or appropriate legal action may be taken.

**PARENT OR GUARDIAN: TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

As the parent or guardian of this student, I have read and agree to the Technology and Internet Acceptable Use Policy (see p. 45). I understand that this access is designed for educational purposes. The School has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the School to restrict access to all inappropriate materials, and I will not hold it responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

The School and the Diocese of Richmond make no warranties of any kind, whether expressed or implied, for Internet service. They will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The School and Diocese specifically deny any responsibility for the accuracy or quality of information obtained through its provision of Internet service.

**PARENT/STUDENT HANDBOOK**

We have read and agree to be governed by the policies of the Peninsula Catholic High School Parent/Student Handbook.

Student's full name: \_\_\_\_\_ Student's signature: \_\_\_\_\_

Parent's full name: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MEDIA RELEASE**

I hereby give permission to allow publication on the Internet of my child's creative efforts including stories and artwork, use my child's name (but no picture) in School Internet publications, use my child's picture (but no name) in School Internet publications, or use my child's picture and name in a newspaper or other external media.

Parent or Guardian's Name: \_\_\_\_\_  
(Please print.)

Parent or Guardian's Signature: \_\_\_\_\_

After signing, detach this form and have your student return it to school by:

**Tuesday, August 24, 2009**

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## **VISION STATEMENT**

The Peninsula Catholic High School of the future will remain true to its core beliefs as a Christ-centered institution of learning rooted in the richness of Catholic tradition and will strive to ensure that innovation, technology, and forward thinking remain essential components of our commitment to developing young men and women who are morally and intellectually prepared to lead in a diverse and global society.

## **MISSION STATEMENT**

The mission of Peninsula Catholic High School (PCHS) is to develop young men and women who are spiritually, intellectually, socially and morally mature by providing a disciplined and nurturing, college preparatory environment, rooted in the Catholic tradition.

## **STATEMENTS OF BELIEFS**

Catholic education flows from the mission and ministry of Jesus Christ. The life, death and resurrection of Jesus are the foundation of the Church and of our educational ministry.

PCHS personnel strive to exemplify Christ-like characteristics.

PCHS helps youth explore the spiritual, social, cultural and developmental aspects of their lives and to develop strategies to problem solve, predict consequences and make appropriate choices in these areas.

PCHS develops partnerships with families, churches and community organizations in a common effort to promote positive youth development.

PCHS welcomes students of diverse backgrounds as we strive to educate the adult citizens of tomorrow.

PCHS's curriculum satisfies the prerequisites for college or career placement.

PCHS is dedicated to excellence in education in the context of a Christian community.

## **HISTORY OF PENINSULA CATHOLIC HIGH SCHOOL**

Peninsula Catholic High School is the oldest Catholic high school in the Tidewater area. Originally established in 1903 as St. Vincent de Paul School, it became co-educational in 1930 when the Xaverian Brothers closed their school for boys. In 1960 Bishop Russell changed the name to St. Vincent Central High School. Then, in the belief that the name should reflect all supporting parishes, the Bishop renamed it Peninsula Catholic High School in 1966. The Class of 1995 was the last to graduate from the original school site in downtown Newport News. Classes began in September 1995 at the present location on Harpersville Road, Newport News.

Beginning in 1960, the Sisters of Charity of Nazareth and the pastor of St. Vincent Parish administered the school. Since school year 1984-85, Peninsula Catholic has been under lay administration.

Peninsula Catholic is organized in accordance with the President-Principal Model. The President is the Chief Executive Officer and has overall responsibility for the internal and external operations of the school. The Principal is responsible for the internal operation of the school and its programs and activities with primary emphasis on academics and student life activities.

Peninsula Catholic High School is a regional school and is supervised by the Office of Catholic Schools of the Diocese of Richmond. It is accredited by the Southern Association of Colleges and Schools (SACS) and the Virginia Catholic Education Association (VCEA).

## ACADEMIC POLICIES

### General

Peninsula Catholic High School provides its students with a comprehensive college preparatory curriculum through which students may earn a General Studies or Advanced Studies diploma at the end of four (4) years of high school study.

All students are encouraged to follow a college preparatory program of study, as this is the main academic focus of the school. In determining a program and selecting courses, a self-appraisal of interests, attitudes, and career goals should be undertaken. Also, because college entrance requirements vary, students should investigate early on the specific entrance standards of prospective colleges. The school Guidance Counselor is available to assist in this process.

Students are accepted at Peninsula Catholic High School based on their academic potential to successfully complete graduation requirements. These include the basic credit requirements for graduation from a secondary school as required by the Commonwealth of Virginia and the specific credit requirements of Peninsula Catholic High School.

Each student must follow a full schedule (i.e. four courses) each term. Seniors who qualify, may pursue one independent study option (see p. 7).

Credits earned at other institutions can be used to meet graduation requirements, but will not be included in a student's Peninsula Catholic High School grade point average. Credit will only be accepted if it has been granted from a student's previous institution. The credit will appear on the PCHS transcript as transfer credit. Should a student retake a course upon enrollment at PCHS, credit will be granted for the higher grade in the course.

Student grade point average and class rank is compiled at the end of each term. Mid-term grades will not be included in the calculation of a cumulative grade point average or class rank. Mid-term grades are not released to outside institutions, such as colleges to which students are applying.

Class rank is calculated for internal purposes, but colleges do receive information regarding a class' GPA distribution. Rank is calculated at the end of each term, and senior rankings are finalized following the seventh term (first term senior year). The valedictorian and salutatorian, students who are ranked first and second accordingly, will be established following the first term of the senior year. Transfer students will be ranked according to credits earned at PC only.

### Evaluation

Progress Reports are a part of the student evaluation process. These evaluations inform parents and students of their current academic progress and work habits before final recording of grades for each grading period. Parents will receive Progress Reports approximately five weeks into each grading period. Progress Reports will be prepared at more frequent intervals for any student whose grade falls to a C- or below. The progress

reports must be signed by a parent and returned to the issuing teacher within two school days or a demerit will be given by the teacher.

Student academic evaluations are forwarded to parents at the close of each grading period. Basic considerations in evaluation are class participation, quality of written work, initiative, attitude, behavior, creativity, and test performance. Report card envelopes must be signed by a parent and returned to school within two school days after the date of issue or a demerit will be given.

Evaluations will use the following alphabetical equivalencies:

| Grading Scale   | Regular | Honors | AP/Advanced |
|-----------------|---------|--------|-------------|
| A+ = 98 – 100   | 4.33    | 4.83   | 5.33        |
| A = 95 – 97     | 4       | 4.5    | 5           |
| A- = 93 – 94    | 3.67    | 4.17   | 4.67        |
| B+ = 90 – 92    | 3.33    | 3.83   | 4.33        |
| B = 87 – 89     | 3       | 3.5    | 4           |
| B- = 85 – 86    | 2.67    | 3.17   | 3.67        |
| C+ = 82 – 84    | 2.33    | 2.83   | 3.33        |
| C = 79 – 81     | 2       | 2.5    | 3           |
| C- = 77 – 78    | 1.67    | 2.17   | 2.67        |
| D+ = 75 – 76    | 1.33    | 1.83   | 2.33        |
| D = 72 – 74     | 1       | 1.5    | 2           |
| D- = 70 – 71    | 0.67    | 1.17   | 1.67        |
| F = 69 or below | 0       | 0      | 0           |

The academic achievement of students is acknowledged by the publication of an Honor Roll, based on final grades, in the *KnightLine* (see section entitled Communications), and is displayed within the school. The Honor Roll has three categories:

Principal's List – 4.0 and above    Highest Honors – 3.7 and above    Honors – 3.0-3.6+  
Credits for successful completion of courses will be awarded in full credit units.

It is the policy of Peninsula Catholic that any student who receives an Incomplete in a class at the end of the marking period must arrange with the teacher for completion of the course. If after two weeks, the student has not completed the requirements, the student will receive an F as the final grade in the course.

The Guidance Counselor will notify students who must meet credit make-up requirements by the end of the second term (see Summer School, p. 8).

Requests from outside agencies for other evaluations of Peninsula Catholic High School students must be referred to the Guidance Counselor who will take the necessary follow-up action.

## Grade 8 Curriculum

All eighth graders take the following subjects:

ENGLISH/LANGUAGE ARTS      THEOLOGY  
HEALTH and PE                      MATH\*  
Art I\*                                  SPANISH, GERMAN, or FRENCH\* or PC 101  
PHYSICAL SCIENCE  
CIVICS

\*High school credit may be earned in 8th grade for these courses

Any 8<sup>th</sup> grade student who fails more than 2 core classes may not be promoted to grade 9.

Any 8<sup>th</sup> grade student who fails one to two core classes may be promoted on academic probation with the requirement that the student either:

- A. Complete a summer project as a supplement the course;
- B. Retake the course their ninth grade year (if possible);
- C. Take the course in an accredited summer school program (typically through the public school district in which the student resides);
- D. Take thirty (30) hours of tutoring in the course content (see summer school/make up credits, p. 8).

The selection of which requirement must be completed will be based on a variety of factors, including course, grade, and teacher input.

## Graduation Requirements

The following table reflects the General Studies (GS) and the Advanced Studies (AS) diplomas offered at Peninsula Catholic.

|                        | GS | AS |
|------------------------|----|----|
| Religion               | 4  | 4  |
| English                | 4  | 4  |
| Mathematics            | 3  | 4  |
| Science                | 3  | 4  |
| History/Social Science | 3  | 4  |
| PE/Health              | 2  | 2  |
| Fine/Practical Art     | 1  | 1  |
| Foreign Language       | 0  | 3  |
| Electives              | 8+ | 2+ |

Students may enroll in a course at another institution only for personal growth and not for credit. If such a course is available at Peninsula Catholic High School, the student cannot receive credit for the course toward meeting graduation requirements or have the grade for the course averaged into the cumulative GPA; however, the transfer course and grade (if applicable) will be noted on the student's transcript.

Seniors who have already met the requirements for graduation will not be allowed early dismissal or late arrival.

The Governor's Early College Scholars Program is intended to encourage eligible high school students to complete requirements for a high school diploma and concurrently earn at least 15 hours of transferable credits toward a college degree. Early College Scholars participants should:

- Have a "B" average or better;
- Be pursuing an advanced diploma;
- Be completing or have completed AP or Dual Enrollment courses that will earn them at least 15 transferable college credits;
- Apply and be accepted to a college or university.

The student, parent, and school principal and counselor must sign the agreement. It may be signed at any time, from 9 to 12th grade. Please see your school counselor if you are interested.

## **Homework Policy**

At Peninsula Catholic High School, most teachers assign homework every day. Homework, for example, includes reviewing the day's lessons, reading assignments, completing short-term assignments, working on long-term assignments and studying for quizzes and tests. Students are expected to spend a minimum of 2 hours each night on homework; upperclassmen taking AP or Advanced classes can expect more. Reference should be made to class syllabi for more specific department policies regarding homework.

## **Honors, Advanced (Dual Enrollment), and Advanced Placement (AP) Courses**

Students may earn additional quality points toward their Grade Point Average (GPA) by enrolling in Honors, Advanced, and/or Advanced Placement (AP) courses.

Honors courses are offered in religion, English, mathematics, natural sciences, social sciences, and foreign languages. Advanced (Dual Enrollment) courses are available in American Literature (11<sup>th</sup> grade); Advanced Drama, and Creative Writing.

Advanced Placement (AP) courses are available in Spanish, English, calculus, chemistry, government, and U.S. history.

In order to be enrolled in an Honors, Advanced, and/or AP course, a student must meet the prerequisites established by the department or school for that course.

All students enrolled in an AP course must take the corresponding examination. The exam fee must be paid by the due date determined later in the year. Students who do not take the Advanced Placement examination will NOT receive corresponding quality points and the course will be reflected as an honors course on their transcript.

Junior and senior students may enroll in Dual Enrollment courses (in partnership with Thomas Nelson Community College) provided they meet requirements as outlined in the 2009-10 curriculum guide. Students who enroll in the courses must follow all registration requirements and pay all fees as necessary.

## **Independent Study: Seniors Only**

Independent Study is a pass/fail course where a senior may work with a cooperating teacher for one term. The student will work with the teacher during one block in his/her schedule. This block may be during a teacher's planning or teaching period, depending on whether it is Option A or Option B.

### **Option A: Teaching Assistant**

Only seniors who are on track to exceed their curriculum requirements for graduation and who have a 3.25 GPA may submit a proposal. Option A will not receive a high school credit, but the Independent Study will be recorded on the transcript with a pass/fail. The student must find a teacher within the proper discipline who will agree to be his/her cooperating teacher.

### **Option B: Additional Coursework**

This Independent Study option is only for seniors who would like to pursue a course not offered whose academic rigor exceeds those available at Peninsula Catholic (i.e. AP Physics). Only seniors who have a 3.25 GPA and are on track to exceed their curriculum requirements for graduation may submit a proposal.

The student's grade will be transferred as a high school credit on their Peninsula Catholic transcript. The grade will be averaged into their cumulative GPA. The cost of a student's coursework will be absorbed by the student.

Details for both Option A and Option B can be found in the *Curriculum Guide* distributed in early spring.

## **Religion Curriculum, Grades 9-12**

All students are required to take and pass the religion course specified for their grade level. Seniors who fail religion are required to satisfactorily complete a religion project during the summer months. A fee of \$50.00 is charged per summer project. Students in grades 9 – 11 who fail religion are required to repeat the class. Students will not be issued a diploma until the religion requirements are successfully completed.

Participation in grade-level retreats and the Christian Service Program are an integral part of the religion curriculum. Students must fully participate in retreats and Christian Service. (See Campus Ministry Program, p. 20)

## **Standardized Tests**

A series of STANDARDIZED TESTS is administered to all students during their attendance at Peninsula Catholic. The tests are given to determine student capability, interest, potential, and achievement. Results become part of a student's permanent record. The Guidance Counselor uses these test results to assist students in planning for their future. The testing service includes the following:

### **PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)**

Administered in October to sophomores and juniors.

## ASSESSMENT OF CATHOLIC RELIGIOUS EDUCATION (ACRE)

Administered in February to freshmen and juniors.

## HIGH SCHOOL PLACEMENT TEST (HSPT)

Administered to 8<sup>th</sup> graders

## SCHOLASTIC APTITUDE TEST (SAT/COLLEGE BOARDS)

Taken by juniors in the spring of each year and by seniors in the fall of each year. It is administered at designated local high school test sites.

## AMERICAN COLLEGE TEST (ACT)

Available to interested students at high school test sites.

### **Summer School/Make-up credits**

Peninsula Catholic High School does not offer summer school classes for credit. A student who fails a required course at Peninsula Catholic High School must make up that course within one year's time, preferably at Peninsula Catholic High School.

If a failed course is not offered at Peninsula Catholic High School in a timely manner for the student to make up the credit, the following are options for make-up credit. The student/parents must submit a proposal to the Guidance Counsel and the proposal must be approved in advance by the Department Chairperson, Guidance Counselor, and/or the Principal:

- Take the course in an accredited summer school program (typically through the public school district in which the student resides);
- Take thirty (30) hours of tutoring in the course content through a certified teacher in the content area; this plan for make-up must be approved through the Guidance Counselor and/or the Principal; at the end of the tutoring sessions, the tutor through the parents will submit a complete report, including the material covered, an assessment of the student's progress, and copies of the tutor's teaching credentials (including a copy of teaching certificate).
- Ideally face-to-face instruction is preferred; however, if extenuating circumstances dictate the need to take an online course for *make-up* credit, the student and parents must submit information in the form of a proposal well in advance of registering for the course to the Department Chairperson, Guidance Counselor, and Principal; this option should only be applied if all other options have been exhausted.

If a student fails a course twice at Peninsula Catholic High School, he/she will submit a proposal to the Guidance Counselor and/or Principal as to the plan for taking the course through another institution. The Guidance Counselor or Principal must approve the course in advance.

At the completion of make-up work, documentation will be filed in the Guidance Department and the failing grade will be changed to 70 (D-) to indicate that the student received credit. If a course has been retaken and then make-up credit earned, the first course will be marked as an "audit" and the second course will receive the 70 (D-).

A student whose placement in a higher level course is dependent upon the summer school class will be evaluated by the department chairperson of that subject. The department chairperson will make the final decision regarding placement.

Students may not take a course at another institution if that course is offered at Peninsula Catholic unless it meets the specifications detailed above. Any other course taken outside of Peninsula Catholic that has not been approved in advance will not be awarded credit.

## **ACCIDENT INSURANCE**

The mandatory school insurance purchased at time of registration is intended to help with medical treatment and associated costs arising from accidents occurring during the school day as a result of school sponsored activities or field trips, including injuries sustained in athletic activities.

For students with TRICARE (federal government medical coverage), the mandatory school insurance is the “primary” coverage and TRICARE the “secondary” or supplemental. In most other instances, the student’s private insurance is “primary” and the school insurance “secondary”.

Families who are members of HMO’s are cautioned to always check with the HMO regarding authorization for service since the provisions of these plans can vary considerably, e.g., some HMO’s require advance “notification of treatment” before medical treatment is authorized.

## **ADMISSION POLICIES**

Students are accepted for admission at Peninsula Catholic High School without regard to race, sex, color, creed, religion or national origin. A complete student file, to include official transcripts and health information, must be received before a final acceptance decision can be considered. Application packets are available from the school office or may be obtained from the Director of Admissions by emailing [admissions@peninsulacatholic.com](mailto:admissions@peninsulacatholic.com).

## **ATHLETICS**

Peninsula Catholic conducts a complete program of inter-scholastic and intramural athletic activities. The program is coordinated by the Athletic Director who works with the coaches, moderators, managers, trainers, and student athletes to develop individual athletic abilities, team competitiveness, and school spirit.

Peninsula Catholic fields teams in the following inter-scholastic sports:

|      |        |   |
|------|--------|---|
| BOYS | Fall   | Varsity and JV Cross Country<br>Varsity and JV Soccer<br>Varsity Volleyball |
|      | Winter | Varsity and JV Basketball<br>Varsity Swimming<br>Varsity Wrestling          |

|       |        |   |
|-------|--------|---|
|       | Spring | Varsity Baseball<br>Varsity Golf<br>Varsity Track and Field<br>Varsity Tennis |
| GIRLS | Fall   | Varsity and JV Cross Country<br>Varsity Tennis<br>Varsity and JV Volleyball   |
|       | Winter | Varsity and JV Basketball<br>Varsity and JV Cheerleading<br>Varsity Swimming  |
|       | Spring | Varsity and JV Soccer<br>Varsity Softball<br>Varsity Track and Field          |

Peninsula Catholic is a member of two inter-scholastic athletic associations: The Tidewater Conference of Independent Schools (TCIS) on the local level, and the Virginia Catholic League on the state level.

Members of the TCIS include: Cape Henry Collegiate, Bishop Sullivan Catholic High School, Greenbriar Christian Academy, Hampton Roads Academy, Nansemond-Suffolk Academy, Norfolk Academy, Norfolk Christian Academy, Norfolk Collegiate, Peninsula Catholic High School, and Our Lady of Walsingham Academy.

Peninsula Catholic focuses on, but does not limit itself to, competition in the aforementioned associations. The school competes with many other private schools in the area, and occasionally includes public schools in the schedule as well. Participation in the state independent championships can be undertaken at will, but is usually only pursued by sports teams which are particularly strong.

If there are not enough players for both a JV and a Varsity team, then only one team will be fielded. If there are not enough athletes to successfully field a team for the entire season, it is at the discretion of the Athletic Director and Principal to consider elimination of that sport for that season.

The following criteria must be met before athletic participation is permitted:

1. Successful completion of YEARLY physical examination (see Physicals and Insurance for Athletes, p. 14).
2. Academic Eligibility (see p. 10)
3. All students wishing to participate in any sport must agree to the practice and game schedule.

### **Academic Eligibility**

Students who receive a binding Progress Report or Report Card indicating an F in any class, will be ineligible to play in a game beginning 24 hours after the issuance of the

academic report. Students will remain ineligible until the next issuance of a binding Progress Report or Report Card at which time their status will be reevaluated. They will remain eligible to practice. Ineligible students may travel with the team to away games only with a parent's petition, provided that no class time is missed.

### **Athletic Schedules**

The Athletic Department issues athletic schedules for each school athletic season. Additional schedules may be obtained from School web site, [www.peninsulacatholic.com](http://www.peninsulacatholic.com), or the Athletic Director.

### **Attendance for Athletics**

The decision to participate in a sport at Peninsula Catholic involves a high level of commitment. Every effort should be made to attend all practices and games and dedicate oneself to the task at hand. Should circumstances arise which prevent the student athlete from fulfilling these responsibilities, verbal notice must be given to the coach or Athletic Director by that person before the practice or game. Disciplinary measures may be imposed in the absence of proper notice or in view of unacceptable excuses. Any athlete who quits before the season is over will not be allowed to play any sport the following season.

See "Attendance" (p. 17) regarding a student's eligibility to participate in games or practices if they have not attended a full day of school.

### **Athletic Uniforms**

All uniforms will be collected after taking the team picture at the end of the season. Parents of athletes will be required to provide a deposit check in the amount of the replacement cost of the uniform, prior to a student athlete receiving a uniform. This deposit check will be returned to the parents upon return of the uniform to the school.

All students who participate in athletics are responsible for the upkeep of the equipment used in conjunction with the particular sport. Failure to return uniforms or equipment in the same condition as they were issued will result in the imposition of a fine equivalent to the value of the items missing or the damage sustained. All uniforms must be returned to the athletic director in good, clean condition before grades are issued for the next marking period. Failure to do so may result in ineligibility to participate in another sport and the non-issuance of a final report card, as appropriate.

### **Cancellation of Practices/Games**

Cancellation of games and/or practices due to inclement weather will normally be made after 12:30 PM. Student athletes should always come to school prepared to play or practice that afternoon. Do not assume a cancellation based on the weather in the morning. Decisions about cancellations after 3:00 PM will be made at the game/practice site.

## **Communication with Coaches/Athletic Director**

Coaches are encouraged to establish a line of communication with the parents during **the season**. When problems arise, the parent and/or student-athlete should speak to the coach first. Most areas of concern can be solved at this level. Coaches' phone numbers may be obtained from the coach or Athletic Director.

If a problem resolution does not occur when talking with the coach, parents or students should then contact the Athletic Director if they feel that additional communication is necessary. If the Athletic Director is unable to solve the problem, then a meeting with the Principal and the Athletic Director may be scheduled.

## **Directions to Athletic Events**

Directions to most schools that Peninsula Catholic plays on a regular basis can be obtained from the Athletic Director's office or the school web site, [www.peninsulacatholic.com](http://www.peninsulacatholic.com).

## **Summer/Holiday/Exam Week Practices**

Practices and tryouts for the Fall Athletic Season will start around August 1st. **Exact dates, times and sites will be posted on the website**. Parents and students should note these dates on their summer schedule and be available for practice and/or tryouts in August. Holiday and Sunday practices may be held at the discretion of the coach and attendance is encouraged whenever possible. Practices during exams and the day before exams are optional. Refer to the school calendar.

## **Lettering in Athletics**

Letters are awarded to participants according to criteria established by the coaches and the school. In addition to attaining a specific standard of performance - in either absolute or relative terms - an athlete must remain on the team for the duration of the season and demonstrate a satisfactory level of diligence in fulfilling the most fundamental responsibilities of participation, e.g., regular practice attendance, good sportsmanship, etc. Other awards are announced at the Academic and Athletic Awards ceremony.

## **Managers**

Managers and trainers are crucial components of any sports program and, like the players, must adhere to a set of responsibilities and standards of conduct. Managers are charged with duties such as the care of equipment, score-keeping and recording of statistics, provision of water and first aid supplies, and assisting the coaches in any other ways deemed appropriate to their position.

## **NCAA Eligibility Requirements**

Students who are planning to enroll in college as a freshman and who wish to participate in Division I or Division II athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA member institutions in January 1993. The Clearinghouse ensures consistent

interpretation of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

Students who want to participate in Division I or II athletics should plan to start the certification process early --- at the beginning of their junior year. To be certified by the Clearinghouse, they must:

1. Graduate from high school  
The student should apply before his/her senior year. If the student appears to meet NCAA requirements, the Clearinghouse will issue a *preliminary certification* report. After graduation, the Clearinghouse will review the final transcript to make a final *certification* decision.

2. Earn a grade-point average of at least 2.0.  
The student should take a core curriculum of at least 14 academic courses during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course are acceptable. Core Courses must include at least:

|   | <u>Div. I</u> | <u>Div. II</u> |
|---|---------------|----------------|
| English Core  | 4 yrs.        | 3 yrs.         |
| Math Core (Algebra and Geometry)  | 3 yrs.        | 3 yrs.         |
| Science Core  | 2 yrs.        | 2 yrs.         |
| Social Science Core   | 2 yrs.        | 2 yrs.         |
| From English, Math or Science   | 1 yr.         | 2 yrs.         |
| Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Nondoctrinal Religion) | <u>4 yrs.</u> | <u>3 yrs.</u>  |
| <b>TOTAL CORE UNITS REQUIRED</b>  | <b>16</b>     | <b>14</b>      |

3. Earn a combined score of at least 820 on the SAT (Math and Verbal only) or a 68 on the ACT.

For Division I: The minimum grade-point average in the 16 core courses and required ACT or SAT score vary according to the Initial-Eligibility Index. Please see the guidance office for the latest Index table.

It is the responsibility of the student to comply with NCAA procedures. The NCAA Clearinghouse recommends that students who want to participate in Division I or Division II athletics plan to start the certification process at the end of the junior year. It is important that parents and students become familiar with the NCAA eligibility standards as early as feasible. The beginning of the ninth grade is recommended. Please keep in mind that standards for Division I and Division II are different. Helpful information is in the NCAA publication, "A Guide for College-Bound Student Athletes and Their Parents," which is available in the guidance office. Students and parents may also call the NCAA directly at 1-866-262-1492 or visit [www.ncaa.org](http://www.ncaa.org). Keep in mind that the NCAA reviews eligibility standards annually. The guidance department will maintain copies of the latest NCAA publications.

When a student initiates the certification process, NCAA Clearinghouse instructions must be followed to the letter. Students who have attended more than one high school (grades 9 – 12) must be particularly attentive to the directions. Each high school attended must file required records. The process includes the submission of a form from the student, forms, and records from each high school attended, and a registration fee. Students must report SAT (or ACT) scores directly to the Clearinghouse. (The current code for the Clearinghouse is 9999.) The counselors and the registrar are available to assist students and parents with any questions.

### **Physicals for Athletes**

No student may begin any phase of the athletic program (tryouts, practices, or other activities) before completing all parts of the current Virginia High School League, Inc. Athletic Participation/Physical Examination form. A new athletic physical must be completed each year: May 1 of the current school year through June 30 of the succeeding year. The Athletic Participation/Physical Examination form will be filed in the School Nurse's office, and a copy of the physical may be obtained by the parent or student at their request. Athletic Participation/Physical Examination forms will be provided to all Peninsula Catholic High School students who plan to play sports.

### **Playing for Another Team/Participating in Conflicting Activities**

Peninsula Catholic High School expects athletes to play only for the school team if playing for another team or participating in other activities create conflicts with school practices or games. The recommendation to allow athletes to participate in conflicting sports or other activities is made by the coaches after considering factors such as: team sport vs. individual sport; if team cuts are made; and number of conflicts (missed practices and games).

In order to come to a mutual decision before the team is selected, student athletes are required to discuss with the coach during or before tryouts their intention to participate on another team or activity. The Athletic Director and coach will make the decision to allow athletes to remain on the Peninsula Catholic High School team, and that decision will be based largely on the coach's recommendation.

Participation on more than one team in the same season is allowed in unusual circumstances with prior approval from the Principal, Athletic Director, and the coaches involved. If other school events, such as field trips, classes, club or drama activities conflict with games or practices, the Principal will resolve the conflict with the benefit of recommendations from the Athletic Director and the sponsoring faculty member. Student and parent wishes will also be considered.

### **Playing Time**

Playing time is a privilege and should be earned. Players are expected to attend all scheduled practices. The coach should be notified in advance, if possible, when a student will miss practice(s). Coaches should follow these playing time guidelines:

J. Varsity: Coaches are encouraged to play all eligible players in each game during the regular season.

Exceptions:

1. Missing team practice(s)
2. Attitude and effort at practice(s)
3. Violation of team rules

Varsity: Coaches should play as many players as feasible. Playing time on the Varsity level is based on coaching decisions made during practice and the contest.

## **Selection of Teams**

**After tryouts are completed,** Varsity and Junior Varsity coaches work together cooperatively in selecting the players for each team. In this case, players are considered for either the Varsity or the Junior Varsity team and the coaches will decide on which team each player will play. Special requests or situations should be communicated to the coaches before the announcement of team selections. Students are informed that they may be selected to move up or down, based on the numbers for each tryout. Final team rosters will be posted outside the Athletic Director's door on the morning after the last tryout practice.

## **Sportsmanship**

At Peninsula Catholic High School, team and individual competition contribute significantly to the development of character and school spirit. Sportsmanship and fair play are an important part of this experience. We expect our coaches, players, faculty and students to represent Peninsula Catholic High School in a manner that is respectful of others on and off the field of competition. It is our desire and goal that we develop and practice the highest standards of courtesy, discipline, good sportsmanship and the ability to act as good hosts and guests. We encourage enthusiastic support at all games within the boundaries of accepted good sportsmanship. We expect adult spectators to uphold the same high standards that we demand of our student supporters and players and to set good examples of sportsmanship.

The following guidelines have been established to help foster and promote good sportsmanship at Peninsula Catholic High School:

The Athletes shall:

1. Be courteous to opposing teams and all game officials.
2. Never give up, cheat, use inappropriate language or "grandstand."
3. Retain composure at all times and never leave the bench or enter the field or court to engage in any confrontation.
4. Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
5. Play for the enjoyment of the game.
6. Understand and observe the rules of the game and the standards of eligibility.
7. Set high standards of personal conduct.
8. Respect the integrity and judgment of officials and accept their decisions without question.
9. Respect the facilities of host schools. Remember that you are their guests.

The Spectators shall:

1. Realize that they represent the school just as the players do and, therefore, have an obligation to demonstrate through their behavior the practice of good sportsmanship.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well being of the players through the medium of a contest, victory or defeat is of secondary importance.
4. Treat visiting teams and officials as guests, extending to them every courtesy. Treat them as you would like to be treated.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of the officials, realizing that their decisions are based upon game conditions as they observe them.

Student athletes who fail to display proper behavior and/or good sportsmanship before, during, and after an athletic contest or practice may be barred from further participation at the discretion of the Athletic Director and/or the Principal. Penalties such as probation or suspension from one or more games may be imposed depending upon the severity of the transgressions. Students who have been severely reprimanded, punished or dismissed from a team for unsportsmanlike conduct or improper behavior may not be eligible for end of the season awards.

Spectators (students or adults) who display poor sportsmanship or improper behavior at any athletic contest may be asked to leave the field or gym. Based on circumstances, they may be barred from attending any games for the remainder of the season.

### **Supervision of Athletes**

A qualified adult must supervise all athletic areas in use. The areas include the gym, weight room, buses, and all athletic fields and tennis courts. Athletes may not work out on their own or participate in any unsupervised activity.

### **Transportation**

Peninsula Catholic High School provides transportation to and from all away games. Athletes are required to use school transportation except as noted below:

An athlete may use his/her privately owned vehicle to drive to and from game/practice sites with **written** permission of their parents and the school Principal.

Parents are welcome to transport their children home from game and practice sites at any time. Coaches must be notified prior to the athlete's departure from these sites. Students riding home with another student's parents must have a written note from the other parents granting permission. The note must be given to the coach or sponsor before boarding the bus or van for the away game. Parents transporting student athletes, in addition to their own child, to events must have a valid Driver's Information Sheet on file in the Athletic Director's office. There is a cost of \$8.00 to the driver to have their information cleared through the DMV. This fee will be compensated to the family in the form of a ½ service hour.

## **ATTENDANCE**

Daily attendance is essential for academic progress and the earning of course credits. When students have been absent or know before-hand that they will be missing class time, arrangements must be made with appropriate teachers regarding missed classwork.

### **Absences**

Parents should notify the school prior to 9:00 A.M. if their student will not be in school due to illness or other reason. After 9:00 AM, parents will be called by the school secretary to confirm the absence.

If a student is absent one (1) or two (2) days, he/she should either call a friend to get the assignments or email the teacher for the make-up work; if a student is absent three (3) or more days, the parents may contact the receptionist in the Main Office who will send an email notice to the teachers who will email students' assignments (within 24 hours) to the parents, or the parent may directly email the teachers.

Upon the student's return, a note must be submitted to the Main Office before 7:45 A.M. the next school day following their absence. The note must include the student's name, specific reason for the absence, a parent/guardian signature, and a telephone number where the parent/guardian can be reached that day. If a student fails to bring in a note within two school days, the absence will be recorded as "unexcused."

A re-admittance slip will be issued to the student. It is the responsibility of the student to present the re-admittance slip to each teacher.

The absence for any student without a note will be recorded as "unexcused." Students who are considered unexcused will receive a zero for any graded classwork completed or due the day they were absent.

### **EXCUSED REASONS FOR ABSENCES OR TARDIES INCLUDE:**

- Illness
- Death in family or a close friend
- Court appearances
- Medical appointments
- Family emergencies
- Pre-arranged absences with approval of the administration
- Unexpected Traffic

### **UNEXCUSED REASONS FOR ABSENCES AND TARDIES INCLUDE:**

- Family vacation/trips not related to the school (not pre-arranged and/or exceeding one day)
- Personal business
- Running late/carpool being late
- Oversleeping
- Shopping
- Skipping school

- Pre-arranged absences that have not met with the approval of the administration. (Pre-arranged absences during exam week will not be approved.)
- Working (Virginia state law prohibits excusing students for the purpose of work during regularly scheduled school days.-22.1-265 Code of Virginia.)

A primary responsibility of the school is to protect the instructional time of each student. While parents may write a note of excuse for a student, the administration will ultimately determine if the reason constitutes an excused or unexcused absence. This includes family vacations. The fact that a student is in good academic standing has no bearing on the determination of approved/unapproved.

Absences due to school related activities are not recorded as school absences.

Students who miss more than five days in any during each term, will be advised by the office that they must provide medical documentation for each subsequent absence. Parents may also be asked to attend a conference to discuss their student's excessive absences. Students who do not provide medical documentation after the fifth absence will be considered "unexcused" and will receive a zero for any graded classwork missed during their sixth, seventh, etc. absence.

A student who accumulates more than 10 absences per term, per class may not receive credit for that class, even if the absences are excused. Students suffering from prolonged illness or serious injury may request a waiver of the absence policy by providing specific medical documentation for an illness or injury that keeps them from attending school justifiably. The Principal has the authority to extend the number of days absent based on unusual or extenuating circumstances. Students who have extended illnesses may be placed on home-bound instruction.

Students who accumulate more than 10 absences will not be allowed to participate in any extra-curricular activities to include club/class meetings, practices, competitions, or performances. Additionally, they may not attend any school-related activities such as athletic events, dances, plays, etc. Eligibility for enrollment for the following term/year will also be reviewed by the administration.

### **Attendance and participation in athletics/extra-curricular activities:**

Students must be in attendance a minimum of two block classes to be eligible to participate in any athletic/extra-curricular activity to include practices, competitions, and performances. Exceptions such as funerals, college visits, or other unusual circumstances may be granted by the Principal.

### **Pre-arranged Absences:**

All pre-arranged absences must be approved in advance by the Principal. Any pre-arranged absence not approved in advance will be recorded as unexcused and the student will receive a zero for any graded classwork completed or due the day(s) of the absence.

Students who visit colleges must pre-arrange their absences through the principal. Upon their return, they must present documentation of their visit on the college's letterhead in order for the absence to be excused.

## **Procedures for Requesting Pre-arranged Student Leave:**

1. Send a request in writing to the administration at least one week in advance—preferably before travel/financial arrangements have been finalized. The request should include the dates of the proposed absence and a detailed reason for the absence.
2. The administration will determine whether the absence warrants an excused, administrative approved leave status or an unexcused absence.
3. The parents and teachers will be notified in writing of the decision.
4. Family vacations that exceed one day and other non school-related trips will be considered unexcused. Homework and classwork must still be completed, but the student will not receive credit for the work. Major projects and other major grades may be made up for credit.
5. For absences other than family vacations and non-school related trips, students may receive administrative approved leave status if the trip is related to academics in some way (i.e. college visits for juniors/seniors only; academic/athletic camps; mission trips). Administrative approved leave for such purposes is excused but limited in number to the guidelines stated in the general absentee policy.
6. Students are responsible for making arrangements with teachers to receive work in advance as well as to schedule make-up tests upon their return.

## **Early Dismissals:**

Pre-planned early dismissal—Students who will be missing part of the day due to doctor's appointments, court appearances, etc. should notify their teachers at least one day in advance. This will allow students to pick up or turn in assignments as arranged by their teachers.

Students who have a pre-planned early dismissal must present a note from their parent/guardian stating the reason for leaving school early. This note must be presented to the Main Office prior to 7:45 A.M. and an early dismissal slip will be issued. Students must sign out in the main office before leaving school grounds and sign back in if they return the same school day.

Students who do not notify teachers in advance must still make up the work missed. However, a grade level penalty will apply to the work that is turned in late.

Early dismissal due to illness – Students who become ill during the school day may not leave school without parental consent and the permission of either the school nurse or administration.

## **Tardies**

### Morning Tardy Defined:

Students who are not present in their first block classroom when the 7:45 A.M. bell rings are tardy.

Students who arrive at school after 7:45 A.M. must check in at the Main Office where they will be issued a re-admittance slip. Students will not be admitted to class after 7:45 A.M. by their teacher unless they have a re-admittance slip.

Morning Tardy Penalty (7:45 am):

Students will be issued three demerits by their teacher for an unexcused tardy to their 7:45 AM class (or 7:00 AM band class).

Classroom Tardy Defined:

Students who are not present in their second, third, or fourth block classroom when the tardy bell rings are tardy.

Classroom Tardy Penalty:

The teacher will issue a demerit for each unexcused tardy to class.

## **CAFETORIUM**

Students may purchase breakfast and lunch in the cafetorium. Common sense and consideration on the part of all students are mandatory during the use of the cafetorium. Students must refrain from creating unnecessary noise and commotion at lunchtime. Students must place their refuse in the containers provided. Table monitors are assigned weekly and are responsible for proper clean up of their areas. Inappropriate behavior will result in loss of cafetorium privileges.

## **CAMPUS MINISTRY PROGRAM**

This program exists to provide opportunities for young people to challenge themselves beyond academic excellence, to be reflective, to be committed to the service of faith and the promotion of justice, and to assume responsibility for the world around them.

Retreats:

One of the essential features of the Campus Ministry Program is a comprehensive retreat program for students, parents, and faculty. Attendance at retreats at each grade level is mandatory for students. The eighth graders and freshmen participate in separate day-long retreats. Sophomores attend a day-long retreat with their parents. The juniors attend Kairos, a two and a half-day retreat. The seniors attend a retreat in the fall and a day of reflection in the spring. Students who do not attend their regularly scheduled class retreat must attend an alternate day of reflection. If students do not attend the alternate retreat, their term grade in theology will be deducted by 10 points.

Service:

All students at PCHS are also required to participate in a CHRISTIAN SERVICE PROGRAM. Service is the fulfillment of our baptismal promises and our patriotic duty. We are called to be a compassionate and just people in imitation of Jesus. Therefore, as part of a fully integrated Christian education curriculum, we expect each student to complete at least 15 hours of service independent of class service projects or club-related service. Students in supporting parishes are encouraged to do their 15 hours of service in their

parish. *Any student completing any service hours outside of a supporting parish, must have prior, written approval by a theology teacher.* Each grade will complete an additional 5 to 10 hours of directed service as part of their theology class. Each student will write a reflection paper on their service as part of their final exam. Failure to complete the service requirement will result in an “Incomplete” for the term in Religious Studies. Students will not be issued a diploma until the Christian Service requirements are successfully completed.

All students should keep a record of service hours on the “Christian Service Form,” found on the PCHS website.

In addition to the retreat and service programs, students are involved in monthly liturgies and many smaller prayer experiences. Peer Ministers serve as musicians, choir members, readers, ushers, gift bearers, and Extraordinary Ministers of Communion.

Our goal is for students to develop a greater love and desire for participation in the life of the Church. We recognize that the high school community is a temporary one and that the student's faith community offers lifetime support and guidance. It is for this reason that we fully support and encourage our students' participation in the communal and Sacramental life of their parish. Some Catholic parents have asked about the nature of the Confirmation program and its relationship to the religious education in Catholic schools. In the Diocese of Richmond, Confirmation is a two-year program, the first of which is optional for Catholic school students. As encouraged by the Diocese, we too, believe that the student's experience of the Sacrament will be enhanced with their participation in the full two year program. As a Catholic school, we are committed to being a beacon of Christ on the Peninsula, but any light we shed has its source in the parishes, the visible sign of Christ's presence.

## **CANCELLATION OF SCHOOL**

If inclement weather should require the closing of the school, radio station 2WD FM will broadcast this information beginning at 5:00 A.M. Television stations WTKR, WAVY, and WVEC also broadcast school closings. *If possible, closings will also be posted our website, [www.peninsulacatholic.com](http://www.peninsulacatholic.com). Peninsula Catholic DOES NOT follow the Newport News Public School closure postings.*

The decision whether to close school is based on available weather information. If parents decide driving conditions are unsafe for their children, they reserve the right to not send them, even if school is open.

## **CHANGE OF ADDRESS**

Parents/guardians are requested to report any change of address, zip code, or telephone number to the office immediately.

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations present the student with multiple opportunities to become intellectually, morally, spiritually, and physically involved in activities, which greatly enhance the building of a community spirit in the school.

Meetings for all clubs and organizations will be held during the Activity Period that runs daily from 3:00-3:30 PM. (The only exception to this is class-wide meetings that will be scheduled during homeroom.) All clubs and organizations must schedule their meetings through their moderators on the master club calendar.

Athletic practices will not officially begin until 3:30 PM; athletes may not be penalized for being late to practice if they are involved in a club meeting or tutoring.

To be eligible for nomination as an officer for a class or club, students must have an overall minimum GPA of 2.0. Additionally, they must meet school attendance requirements. Students who are habitually absent will not be allowed to run for office.

In order that officers may devote sufficient time and attention to their duties and to allow a maximum number of students to hold positions of leadership, no student shall hold more than one school office at any one time.

Elected officers who discharge their duties negligently, habitually ignore school regulations, or become involved in academic or disciplinary difficulties will be required to resign.

There are many clubs and organizations available at Peninsula Catholic and are open to all eligible students.

### National Honor Society – Selection Process

The Saint Vincent DePaul Chapter of the National Honor Society of Peninsula Catholic High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades may be eligible for membership. A student must have a GPA of 3.25 on a 4.0 scale. Students who meet this criterion are invited to complete a process which provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership and service experiences and participation in school and community service is also required. Students must have completed a minimum number of service hours performed on their own initiative and not as part of a syllabus requirement for a grade or for a service project for any other club. The minimums for accumulated service hours are: 10<sup>th</sup> grade (30 hours-earned in Grades 9 and 10); 11<sup>th</sup> grade (60 hours-earned in grades 9-11); 12<sup>th</sup> grade (80 hours-earned in grades 9-12). Confirmation by supervisor signature is required and letters of reference are strongly recommended. In addition, candidates are asked to submit an essay in which they characterize their interest in service and in National Honor Society. Only the candidate can explicate and inform the Council as to his or her interest in scholarship, leadership, and service and how their pursuit of these goals has influenced their character.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for

input regarding their professional reflections on a candidate's service activities, and leadership. These forms, the Student Activity Information Forms, and essay are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non selection according to a predetermined schedule.

Eligible students in 10<sup>th</sup> grade and 11<sup>th</sup> grade will be contacted at the beginning of Term 2. Eligible seniors will be contacted in the Fall to allow potential selectees the opportunity to actively participate with the year long service projects. Their membership will be acknowledged at the Spring induction.

In all situations, members of National Honor Society strive to meet the following expectations:

**LEADERSHIP**      The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted.

**SERVICE**      The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity; Scouts; church groups; volunteer services for aged, poor, or disadvantages; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students.

**CHARACTER**      The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability)
- Upholds principles of morality and ethics

- Cooperates by complying with school regulations concerning property, programs, office, halls, etc
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

Students interested in pursuing the path to membership in the National Honor Society are invited to visit the Peninsula Catholic High School website, which includes a page dedicated to the National Honor Society. There, they will find a copy of the chapter bylaws and other information related to chapter activities.

## **CODE OF CONDUCT**

All students of Peninsula Catholic are expected to exercise self-control and conduct themselves as Christian young men and women at all times. The behavior of students should reflect the standards of good school citizenship and the Christian way of life. Students must respect constituted authority and the rights of others. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others must be maintained.

The Code of Conduct outlines inappropriate behavior and its purpose is to allow students to learn what is and is not acceptable behavior in the PCHS community. However, the administration reserves the right to question any behavior that contradicts the expectations and values of PCHS. The Code of Conduct clearly states the consequences of unacceptable behavior. It is intended to help students learn from their mistakes as well as to be a deterrent. The administration may choose to correct a student's behavior through a variety of disciplinary responses.

## **DISCIPLINARY ACTIONS**

### **Demerits:**

Depending on the infraction, teachers and administrators may assign 1 or 3 demerits to the specified behavior. Students receive a demerit slip. Teachers will then log the demerits electronically to compile a cumulative record.

### **Detention: Afternoon**

Students who accumulate 10 demerits, have excessive demerits, or whose actions warrant an immediate detention will be issued an afternoon detention notice **which must be signed by a parent and returned by the date noted.** Detention will be held every Wednesday from 3:15 PM to 4:15 PM. The student must serve the detention on the day scheduled. Detention takes priority over any other school-related activity. Nothing less than a phone call by a parent *and* administrative approval will allow a detention to be rescheduled.

Students may participate in extra-curricular activities and school-related activities the week prior to serving their first detention.

If a student fails to serve the detention on the scheduled day, he/she will be rescheduled for the following week. The student will be considered on probation (see below) and will not be allowed to participate or attend ANY extra-curricular activity (clubs, athletics, etc.) OR school-related activity (dance, athletic competition, play, etc.) during the seven days prior to the second detention.

If a student fails to serve the scheduled detention a second time, they will be subject to further disciplinary actions and will continue probation for a period to be determined by the administration.

### **Probation:**

Students who fail to serve their afternoon detention or whose actions warrant a probationary period will receive notice of their probation period which requires a parent signature. The notice must be returned the following school day.

Students who are on probation should report to school no earlier than 7:30 AM (with the exception of band students). If a student must report to school earlier than 7:30 AM, they must remain in the main office until 7:30 AM. Students must leave school grounds at the end of the regular school day (2:55 PM).

Students on probation will not be allowed to participate or attend ANY extra-curricular activity (clubs, athletics, etc.) OR school-related activity (dance, athletic competition, play, etc.) If a student does not adhere to the probation regulations, they will be subject to further disciplinary actions and will continue probation for a period to be determined by the administration.

### **Parental Conference:**

Conferences will be scheduled after a student misses two regularly scheduled detentions, amassing three detentions in a term, or when a student's behavior warrants such a conference. The conference will involve the student, parents, and the administration and will address the student's behavior and strategies to modify it.

### **In-School Suspension (ISS):**

ISS will begin at 7:30 AM and end at 4:00 PM. Students serving In-School Suspension are issued a letter stating the date and infraction at least one day in advance of the ISS. Students must wear forum dress, bring their lunch, all their books, and report to the Principal on the designated day; they must submit the ISS letter with a parent's signature.

They are assigned to an area but will not attend classes. It is the student's responsibility to contact their teachers prior to the date of their ISS in order to receive their work. Any work that is not requested prior to the date of the ISS will receive a zero.

Additionally, students are on probation for two weeks from the date the ISS is assigned.

### **Out-of-School Suspension (OSS):**

Students serving Out-of-School Suspension are issued a letter stating the date, and infraction at least one day in advance of the OSS **when possible**. It is the student's

responsibility to contact their teachers in order to receive their work. Students may make up tests the day of their return and projects/major assignments are due upon the student's return. Quizzes and homework grades will receive a zero. Any work that is not requested prior the date of the OSS or work that is not submitted the day following the OSS will receive a zero.

Additionally, students are on probation for nine weeks from the date the OSS is assigned.

Students will only be re-admitted to school after the parents and student have had a conference with the principal. The student may be required to sign a Behavioral Contract.

A second OSS makes a student liable for expulsion.

### **Behavioral Contract:**

Students whose behavior consistently violates Peninsula Catholic High School's Code of Conduct will be required to sign a behavioral contract. The contract will have specific rules by which to abide. Any violation of the terms stated in the contract may result in the student's expulsion.

### **Expulsion:**

Expulsion is the severest penalty that can be imposed on a student.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

### **MINOR INFRACTIONS**

Examples of behaviors that are inappropriate include but are not limited to:

#### **1 demerit:**

Chewing gum within the school building or on school grounds

Consuming food other than in the cafeteria

Consuming anything other than water in the classroom; water must be in its original container; teachers have the right to inspect the container and its contents.

Dress code violation (failure to dress in forum = 3 demerits)

Failure to display PCHS parking sticker on vehicle window

Failure to report to cafeteria for lunch monitoring (seniors only)

Failure to return designated school correspondence (i.e. report cards, progress reports, detention slips, etc.)

Leaving backpacks or athletic bags in the hallway

**No lock on upper locker**

Unexcused tardy to blocks 2, 3, and 4

Use of CD Players and MP3 players during the school day (7:45 AM-2:55 PM)

Use of elevator without express written permission

Use of skateboard on school grounds

Use of vending machines during the school day (7:45 AM-2:55 PM)

**3 demerits:**

Absence from homeroom without permission

Being disruptive in class or at school-related activities

Bringing laser pointers to school (and confiscation)

Displaying affection beyond holding hands or brief hugs

Failure to attend retention

Failure to dress in forum when required

Failure to operate a motor vehicle in a safe manner and failing to park in designated areas

Leaving class without permission

Leaving school grounds after arriving in the morning without permission of the School Office; Leaving school grounds after school then coming back prior to being picked up (i.e. going to 7-11® )

Loitering in the halls during class time; loitering in an unsupervised area during the Activity Period

Loitering in vehicles in parking lot after 3:15 PM

Unexcused tardy to first block (7:45) or band (7:00)

Unexcused absence

Accumulation of Demerits:

When a student accumulates 10 demerits, he/she will be served a detention notice.

**MAJOR INFRACTIONS:**

Examples of behaviors that are inappropriate include but are not limited to:

Activating the fire alarm without cause

Behavior that endangers students or affects the safe and efficient operation of school vehicles

Bomb threat

Carrying or possessing firearms, look-alike weapons, stun weapons, BB guns, fireworks, knives, or other dangerous weapons or articles on school grounds or at school-related functions

Destroying/vandalizing school or personal property

Excessive Detentions (3)

Fighting

Possessing, using, and/or selling drugs, alcohol, and tobacco products/paraphernalia on school grounds or at school-related activities; possessing facsimile or look-alike drugs; possessing using and/or selling inhalants or other noxious chemicals; possession, use, or sale of prescription drugs in a non-prescribed manner; possession or use of non-prescription drugs

Showing disrespect for authority

Truancy (skipping school)

Using Profanity/Obscenity

### **Substance Abuse/Weapons and Other Dangerous Articles**

Students who unlawfully use, consume, possess, or distribute drugs or alcohol or its paraphernalia, or who possess weapons or other dangerous articles on school property or at school activities or near school property with access to students attending the school, are subject to appropriate disciplinary action (including but not limited to expulsion) as determined by the Principal. The school will work with the family to assist the placement of the student in an appropriate program of rehabilitation, if one is needed.

### **Other Major Infractions that Necessitate Special Consequences:**

Cell phones (See Telephones/Cell Phones, p. 47)

Computer misuse (See Technology and Internet Acceptable Use Policy, p. 45)

Harassment/Bullying (See Harassment/Bullying, p. 35)

Lying, cheating, stealing, tolerating (See Honor Code, p. 36)

### **COMMUNICATIONS**

Parental involvement is essential in the education of students at Peninsula Catholic. Our most effective communication tool is the *KnightLine*. This bulletin is published on-line at

[www.peninsulacatholic.com](http://www.peninsulacatholic.com) the first day of each week that school is in session. It provides our school community a summary of school related events occurring that week and in the near future. Copies of *KnightLine* are also available in the main office.

Parents are invited and encouraged to communicate with their student's teachers on a frequent basis. Canon law encourages persons to practice subsidiarity, the solving of problems at the lowest possible level. Parents wishing to contact a teacher may do so by telephoning the school office and their message will be promptly relayed to the teacher concerned. Parents may also email the teachers. (It would be prudent to leave a message at the main office if 24 hours pass without a response.)

If the situation is not resolved through contact with the teacher, the appropriate Team Leader/Department Chairperson may be contacted to facilitate resolution of the matter. In the event more than one teacher is involved, parents should contact the school Guidance Department to arrange a conference with all concerned.

An official folder is established by the Guidance Office for each student in attendance at Peninsula Catholic High School. This folder contains the student's academic transcripts, and results of academic testing. Health records are maintained in the clinic, and the student's emergency data card is maintained in the school office. Parents may review the records if 24 hours advance written request to do so is made to the school.

This school abides by the provisions of the Buckley Amendment (also known as the Family Educational Rights and Privacy Act, 1975) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide a non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **DANCES**

Any student who plans to bring a guest who does not attend Peninsula Catholic High School must complete a Special Event Permission Form for Guest. This requires signatures from the student and his/her parent as well as the guest and his/her parent. The form must be returned no later than the end of the last school day before the dance.

When tickets are sold for couples dances (i.e. Homecoming, Prom), students may only bring students of the opposite sex.

All guests must be under the age of 21.

Eighth grade students may only attend dances during the school year approved by the administration.

Juniors and seniors may bring tenth, eleventh, and twelfth graders as their guest to the Junior-Senior Prom. Eighth and ninth graders will not be allowed to attend prom.

The After-Prom Party hosted by the Home and School Association may be attended by all juniors, all seniors, and their prom guests.

## DRESS CODE

Students must purchase all components of the school uniform (with the exception of dress pants and dress shorts) from Rose Uniform Company.

The uniform company can be contacted at: 757-479-2100, [www.roseuniforms.com](http://www.roseuniforms.com), or you may visit them at their store location: Woods Corner Shopping Center, Suite 113, 1920 Centerville Turnpike, Virginia Beach, Virginia 23464.

### Male Students' Clothing

Unless directed otherwise:

#### I. Shirts

- White cotton, button-down collar shirt, long or short sleeves with PC logo\*
- Navy, hunter green, or white golf/polo shirt with PC logo\*
- Only white undershirts without logos or designs can be worn under white polos
- Only white, grey, or navy undershirts without logos or designs may be worn under navy, and hunter green polos

#### II. Pants/Shorts

- Khaki or navy blue dress slacks (No side pockets on the leg; either Rose Uniforms brand or other pre-approved brand in same style (i.e. Haggard®, Dickies®, Dockers®)  
Khaki or navy blue Bermuda/walking shorts (No side pockets on the leg; either Campus Outfitters brand or other pre-approved brand in same style (i.e. Haggard®, Dickies®, Dockers®); allowed from August until Thanksgiving break and from after Spring Break to the end of the year);
- Solid black, brown, or blue belts are required

#### III. Shoes/Socks

- Tennis shoes, running shoes (no wild color combinations)
- canvas shoes (no wild colors; no patterns (i.e. stripes, plaid, etc.))
- Brown, tan, or oyster-colored topsiders
- Socks, when worn, should be solid-colored (white, tan, navy, black)

#### IV. Outerwear

- Only navy blue cardigan, crew neck, V-neck sweaters or sweater vests
- Peninsula Catholic fleeces
- Peninsula Catholic club/athletic/class sweatshirts
- Navy blue blazers

#### V. Forum Dress Code

- Navy blue dress slacks (No side pockets on the leg)  
Either Rose Uniforms brand or other pre-approved brand in same style (i.e. Haggard®, Dickies®, Dockers®)
- White cotton button-down collar shirt, long or short sleeve with PC logo
- School tie

- Dress shoes (black, brown, or navy blue) or topsiders (tan or brown)
- No tennis shoes)
- Belts (solid colors – brown, black, or navy blue only)
- Solid colored dress socks (navy, black or tan) must be worn and be visible at all times on forum dress days
- No sweatshirts

#### VI. Grooming

- Hair should be out of face, no longer on the sides than the bottom of the ear, no longer in the back than the bottom of the collar
- Sideburns trimmed to bottom of ear; no “porkchop” sideburns
- Cleanly shaven every day
- No ear/nose piercing/tongue bars/visible body piercings
- No odd color hair or unusual hair styles (as determined by administration)
- No visible tattoos – permanent or temporary

### Female Students' Clothing

Unless directed otherwise:

#### I. Skirts

- Black watch plaid box pleat skirt
- Must be hemmed no shorter than the top of the knee

#### II. Blouses/Shirts

- White cotton, button-down collar shirt, long or short sleeves with PC logo\*
- Navy, hunter green, or white golf/polo shirt with PC logo\*
- Only white undershirts without logos or designs can be worn under white polos
- Only white, grey, or navy undershirts without logos or designs may be worn under navy and hunter green polos

#### III. Slacks/Shorts

- Khaki or navy blue dress slacks  
Either Rose Uniforms brand or other pre-approved brand in same style (i.e. Lee®, Dickies®)
- Bermuda/walking shorts (allowed from August until Thanksgiving break and from after Spring Break to the end of the year; either Rose Uniforms brand or other pre-approved brand in same style (i.e. Lee®, Dickies®)
- Shorts may be worn no shorter than 2 inches above the top of the knee
- Belt (solid colors - brown, black, or navy blue only)

#### IV. Shoes, Socks/Hose

- When worn, ankle socks/knee socks should be solid-colored (navy blue, white, forest green, or flesh tone);
- When worn, hose/tights should be solid-colored (navy blue, white, forest green, or flesh tone)
- Tennis shoes, running shoes (no wild color combinations)

- canvas shoes (no wild colors; no patterns (i.e. stripes, plaid, etc.), no textures (i.e. glitter, sequins))
- dress shoes with no higher than 1 ½ inch heel height (no wild colors; no patterns (i.e. stripes, plaid, etc.), no textures (i.e. glitter, sequins))
- **Brown or tan topsiders**

#### V. Outerwear

- Only navy blue cardigan, crew neck, V-neck sweaters or sweater vests
- Peninsula Catholic fleeces
- Peninsula Catholic club/athletic/class sweatshirts
- Navy blue blazers

#### VI. Forum

- School skirt
- White cotton button-down collar blouse, long or short sleeves with PC logo
- Dress shoes (black, brown or navy blue; no higher than 1 ½ inch heel height; no patterns (i.e. stripes, plaid, etc.); no textures (i.e. glitter, sequins))
- Brown or tan topsiders
- no tennis shoes
- **Hose/tights or knee socks must be worn and must be solid-colored (navy blue, white, forest green, or flesh tone); girls may not wear ankle socks with forum dress**
- No sweatshirts

#### VII. Grooming

- No excessive makeup or jewelry
- No nose piercing/tongue bars/visible body piercings
- No odd color hair or unusual hair styles (as determined by administration)
- No visible tattoos – permanent or temporary

#### Athletic Wear for Game Days (male and female)

- **Athletes may wear the official PC school warm up on any game day, excluding Forum days. They may remove their jackets in the classroom (but carry them with them) if they are warm. T-shirts must either be their team's t-shirt or a solid white t-shirt.**
- **If traveling to away games, the team must be dressed either in forum or in their warm ups.**

#### Tag Day Dress Code:

- Jeans/khakis/slacks
- Shorts (no more than two inches above knee), no cut-offs
- Appropriate t-shirts/sweatshirts
- Sweaters
- Blouses/button-up shirts with collars
- Students may dress up from forum
- No open toe/open heel shoes
- Skirts (to the knee)
- Females wearing skirts below the knee may dispense with hose during warmer months (August, September, October, May, June and July)

### Students May Not Wear:

- Peninsula Catholic sweatshirts on forum days
- sweatpants/pajama bottoms
- Skirts shorter than the top of the knee
- Under garments (to include long johns) that show
- Open toe or open back shoes/sandals
- Hiking boots
- Hats, coats, or jackets in the building

### General Guidelines:

\* The “shield” logo must be on the uniforms of all 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders. Only seniors may continue to wear the “PC” logo from previous years.

- Dress and grooming standards are essential in fostering favorable personal development. Attention to proper grooming is fully expected of each student.
- All clothing must be clean, unwrinkled, hemmed and in good condition.
- Slacks and shorts may not be oversized or worn slung low on the hips.
- All blouses and shirts should be buttoned, except for the top button, loose-fitting, and neatly tucked in at all times.
- Exaggerated, over-sized sweaters may not be worn.
- Students as spectators attending school sponsored events such as athletics, dances, fine arts performances, etc., are to be attired appropriately.
- Students who change after school must do so in the locker rooms or restrooms.
- On occasion, certain dress code rules will be waived for special reasons. Such changes will be announced.
- Students may not dress up from forum for class presentation; however, they may wear forum for class presentations if they wish to present a more professional impression.
- DRESS CODE REQUIREMENTS ARE IN EFFECT FROM THE TIME STUDENTS ARRIVE AT SCHOOL UNTIL **LEAVING** SCHOOL GROUNDS AT THE END OF THE DAY.

**DRESS CODE ENFORCEMENT BEGINS AT HOME. STUDENTS WILL BE GIVEN A DEMERIT FOR DRESS CODE VIOLATIONS. FINAL DETERMINATION OF DRESS CODE COMPLIANCE IS AT THE DISCRETION OF THE PRINCIPAL.**

### **FAMILY SERVICE HOURS**

An essential component of the overall atmosphere and educational opportunities at Peninsula Catholic High School is parental involvement. It strengthens our community and offers our parents an avenue for interaction and proprietorship while affording an invaluable benefit to the school.

Family Service hours must be performed for PC between **June 1, 2009** and **June 5, 2010**. Two-parent homes are required to perform 20 hours of service; one-parent homes (or two-parent with a spouse deployed) are required to perform 10 hours of service. In lieu of service hours, parents may opt to pay \$300 (two-parent home) or \$150 (one-parent home). Please make checks payable to PCHS with “service hours” written on the memo line. Send

to the school to the attention of the Business Manager. At the end of the school year, a charge of \$15 per hour will be assessed for any uncompleted hours. An outstanding balance will preclude the release of report cards, transcripts, and / or diplomas.

Parents will be able to log-in their hours by filling out a Family Service Hours Form; this form is available in the office or at our website, [www.peninsulacatholic.com](http://www.peninsulacatholic.com). Peninsula Catholic will provide updates throughout the year, showing the number of completed service hours.

## **FIELD TRIPS**

Field trips are privileges extended to students. Therefore, students can be denied participation by the school if they fail to meet academic or behavioral requirements. Parents may also refuse to allow students to participate in a field trip. A copy of the field trip permission form required by the Diocese of Richmond is provided with this handbook (Appendix A). If a student fails to bring the form home, parents may copy the proper form from the handbook and fill in the appropriate date and place.

Students who fail to submit a proper form will not be allowed to participate in the field trip. Letters, faxes, or telephone calls giving permission will not be accepted in lieu of the proper form.

It is the policy of Peninsula Catholic that all field trips must have an educational purpose.

## **FINANCIAL INFORMATION**

At the beginning of March, financial information for the next school is sent to each family. Returning families must complete a financial contract and pay the re-registration fee to be formally registered for the next school year. Report cards and transcripts will be withheld for tuition and fees in arrears.

Throughout the year a \$35 fee will be charged for any returned checks.

## **FIRE DRILLS/INTRUDER DRILLS/SEVERE WEATHER DRILLS**

Periodic emergency drills are required by state law.

For fire drills, when the fire bell sounds students should walk quietly and orderly to the designated exit, taking any personal valuables with them. Students must wait for the all-clear signal before returning to the building.

For intruder drills, a coded message will be announced over the P.A. System. Students will gather in a designated location of the classroom while the teacher locks the classroom door and turns out the light. Students will wait for the all-clear signal before returning to their seats.

For severe weather drills, an announcement will be made over the P.A. System, at which time all students will proceed to the hallways and other designated areas on the first floor, sit with their heads between their knees and their hands over their heads. Students will wait for the all-clear signal before returning to their classrooms.

## **GUIDANCE OFFICE**

Peninsula Catholic High School has a Guidance Counselor available to help students with personal development, determining their high school program, and selecting college or vocational careers.

## **GYMNASIUMS AND WEIGHT ROOM**

The gymnasiums are equipped to provide students with indoor recreational facilities for physical education. Dress shoes are not to be worn on the playing floor of the gym area or in the weight room. Locker rooms are to be kept clean.

Use of the gyms, weight room, and their associated equipment is supervised by the Athletic Director. Students or groups wishing to use the athletic facilities must receive approval from the Athletic Director. Students may not use the gyms or weight room unless a coach, staff member, or faculty member is present to supervise.

## **HARASSMENT/BULLYING**

Peninsula Catholic High School is committed to providing an environment for all members of the community that is based on mutual respect and a belief in the dignity of each individual regardless of age, sex, religion, lifestyle, abilities, or economic status.

To harass or bully means to persistently annoy, attack, or bother somebody with the purpose, effect, or outcome of unreasonably interfering with another person's performance or creating an intimidating, hostile, or offensive environment. It includes any behavior that is harmful or hurtful to another whether the action is physical, verbal, non-verbal, or written. Harassment/Bullying is in direct opposition to the philosophy and values of PCHS. It will not be tolerated.

Any student who believes another person has harassed/bullied them should immediately report the violation to their Principal, Guidance Counselor, School Nurse, or a teacher with whom he/she feels comfortable. The administration will take prompt action in investigating any complaint of harassment/bullying and, if warranted, will take interim measures to prevent continued harassment/bullying from occurring while the investigation is underway. Harassment/bullying may result in detention, suspension, behavioral contract, or expulsion depending on the severity of the offense and past history of similar offenses. (Source: Salpointe Catholic High School)

## **HEALTH AND PHYSICAL EDUCATION**

Physical and health education is a required course for all eighth, ninth and tenth grade students. Students must present a note from parents before they may be excused from participation in gym activities. A doctor's statement must accompany a request to be excused for more than a two-day period.

During their class, physical education students may use the lockers available in the locker rooms to store personal items. Locks for this purpose must be provided by students. However, locks should not be left on these lockers overnight or they may be cut off.

Dress for physical education includes the designated PE uniform, white socks, and clean tennis shoes.

All schools in the Diocese of Richmond incorporate *AIDS: A Catholic Educational Approach* into their health programs.

## **HEALTH SERVICES**

In case of illness during the school day, students will report to the clinic. The purpose of the clinic is to: provide basic first aid, initiate emergency medical services if needed, assist the parents/guardians in following doctor's orders for treatment necessary during school hours, and notify parents/guardians in the event students become ill and need to leave or be picked up. The **Health Services Coordinator** cannot diagnose students' physical condition.

Prescription and non-prescription medicine will be dispensed by school officials only if a medical doctor's note is first provided to the clinic. Students are not permitted to have medicine, prescription or non-prescription, in lockers, or elsewhere, while on the school grounds or to share such medicine with other students. Students are required to give to the **Health Services Coordinator** all medicine brought to school for safekeeping and/or for dispensing as directed by medical authorities.

Students are to be excluded from school until they have been free of fever (100° F/37.8° C) **and/or** free of vomiting for 24 hours without the benefit of medication.

Parents are required to advise the school when students contract serious communicable diseases or are admitted to a hospital.

## **HOMEROOMS**

Each student is assigned a Homeroom to which he/she reports daily. Announcements and Channel One news will take place during homeroom.

## **HONOR CODE**

The Honor Code is based on the belief that true learning depends on honesty. Peninsula Catholic High School functions on the basis of mutual trust and respect between all members of the community. As a result, students are expected to demonstrate integrity and individual responsibility, both personally and academically, in order to maintain a fair and honest environment. Students who commit themselves to upholding Peninsula Catholic's Honor Code will be instilled with a sense of honor and integrity that will last beyond their high school years.

## **HONOR CODE PLEDGE**

The following Honor Code Pledge will be recited by all Peninsula Catholic High School Students at the beginning of the school year:

*“On my honor, I will not cheat, lie, or steal, nor tolerate those who do.”*

This pledge is posted in all classrooms.

On written assignments, students will write, *“I abide by the Honor Code.”*  
Their signature will follow this statement.

By reciting the pledge and by writing and signing the statement, the student claims that he or she will not violate or has not violated any part of the honor code, which includes: cheating, attempting to cheat, plagiarizing, lying, stealing, or failing to report an act of dishonesty to the proper authority.

For cooperative work to be acceptable under the Honor Code, the teacher must specifically make such an assignment. Otherwise the student is to assume that the work must be done individually. Each teacher will address the Honor Code as it pertains to his/her class in the class syllabus.

## **HONOR CODE VIOLATIONS**

Cheating is defined as submitting for credit as one’s own, someone else’s work obtained either in or out of school; giving or receiving from another student unauthorized assistance in the preparation of that work for credit; and using any unauthorized materials in the preparation of work for credit.

Attempted Cheating is defined as the attempt to accomplish any of the above.

Plagiarism is defined as submission of work copied directly from any source whatsoever that is not properly enclosed in quotation marks and acknowledged by parenthetical documentation and/or in the Works Cited; paraphrasing and/or restating an author’s original idea that is not acknowledged by parenthetical documentation and/or in the Works Cited.

Lying is defined as the willful and knowledgeable telling of an untruth and any other form of deceit, be it oral or written. This includes but is not limited to lying to administration and faculty members; forging or falsifying any official school document (i.e. progress report, detention slip, etc.); lying to Honor Code Council members during investigations and/or hearings.

Stealing is defined as taking or appropriating without permission to do so any property belonging to any member of the Peninsula Catholic High School community, property located on the school grounds, and property belonging to members of another school while they are visiting PC or while PC is a guest at their school.

Toleration is defined as the knowledge and acceptance of any of the above (i.e., cheating, attempted cheating, plagiarism, lying, and stealing). A student has an obligation to inform any faculty member, administrative authority, or an adult member of the Honor Code Council within three school days. Failure to do so is considered toleration, which is itself a violation of the honor code.

## **HONOR CODE VIOLATION HEARINGS**

All honor code violations will be first reviewed by one adult member of the Honor Code Council who will examine the evidence to determine if sufficient evidence is present to justify calling the accused student before the Honor Code Council.

The investigative member will inform the accused student whether he or she has been cleared or whether an administrative hearing is warranted.

If an administrative hearing is warranted, a letter will be sent home to the accused student's parents informing them of the nature of the alleged violation as well as the time and place of the administrative hearing. This administrative hearing takes top priority in the student's schedule. Sports or extra-curricular activities must be postponed on the day the administrative hearing is held.

The accused student may bring a parent and/or a faculty advisor appointed to them by the Honor Code Council upon the request of the accused student.

The Honor Code Council will have two councils (Council A and Council B). Any member of the Honor Code Council who feels he or she cannot remain unbiased will be excused from service during this administrative hearing and a substitute from the other council will serve in his/her place.

The administrative hearing will begin by presenting the nature of the violation and the evidence. The accused student may present witnesses whom he or she feels will enhance his/her position, but these witnesses must have factual evidence concerning the alleged violation. "Character" witnesses are not permitted.

Members of the Honor Code Council will be permitted to ask questions of the accused student and/or any witnesses.

The accused student has the right to make a final statement before a verdict is reached.

An audiocassette recording of the testimony during the Honor Code Council hearing will be made. The cassette remains the property of the Honor Code Council. In cases of acquittal, the cassette will be destroyed.

## **DETERMINATION OF AN HONOR CODE VIOLATION**

Once all the evidence has been presented, the council may discuss any necessary issues in a closed deliberation. Using secret ballots, the council will vote on whether a violation of the Honor Code has occurred. A majority vote is required for a positive determination that an Honor Code violation has occurred.

If it is determined that no Honor Code violation occurred, then any written statements or audiocassettes will be destroyed.

If it is determined that a student has violated the Honor Code, all written statements and audiocassettes made during the administrative hearing will remain property of the Honor Code Council until his or her graduation at which time the documents will be destroyed. Should a student depart Peninsula Catholic for other reasons, the disciplinary record sent to their next high school will include their Honor Code violation and the subsequent penalty/penalties.

## **HONOR CODE COUNCIL PENALTIES**

After it has been determined that the student violated the Honor Code, the council will then enter into closed deliberations where the penalty for the violation will be decided.

The Honor Code Council recommends the penalty for any violation; the principal must give final approval. He/she may ask the Honor Council to modify the penalty.

Penalties for Honor Code violations include but are not limited to the following:

- Verbal warning
- Written warning
- Demerit(s) or detention(s)
- Isolated lunch
- Exclusion from running for office for a set length of time
- Removal from office
- Ineligibility for athletics and extra-curricular activities for a set length of time
- Ineligibility from being a member of a particular athletic team/extra-curricular activity for a set length of time
- Community service hours
- Failing grade of zero for the work in question
- Full financial restitution in the case of stealing
- In-school suspension
- Out-of-school suspension
- Permanent withdrawal from Peninsula Catholic High School

The Honor Code Council will inform the student of the penalty in writing within 48 hours of the administrative hearing.

If a student is found to have violated the Honor Code on three separate occasions, he/she may be permanently withdrawn from Peninsula Catholic High School with the approval of the principal.

## **HONOR CODE COUNCIL APPEALS**

Any student who has been found to violate the Honor Code has the right to one appeal.

The appeal may be granted based only on new information that can be presented to the Honor Code Council.

Upon receipt of the written findings of the Honor Code Council, a student has three school days to submit a written appeal to the principal. Any appeal made after three school days is untimely and invalid.

In cases that are appealed, the principal reserves the right to use the cassette to assist him/her in the appeal process. The principal may also discuss the substance of the hearing with an adult member of the Honor Code Council.

Based on the appeal, the principal may grant a new administrative hearing.

If the principal orders a new administrative hearing, the hearing will proceed within three school days after the principal has informed all parties. The same council who presided over the original case will preside over the appeal.

If a student appeals and it is determined that a violation did not occur, then any written statements or audiocassettes will be destroyed.

The determination made by the Honor Code Council in the second administrative hearing is final and may not be appealed.

## **HONOR CODE COUNCIL AND THE NATIONAL HONOR SOCIETY**

According to the bylaws of the St. Vincent de Paul Chapter of the National Honor Society, "As members of the student body, National Honor Society members are subject to the school-wide Honor Code." NHS students should refer to the chapter bylaws for further procedures.

## **HONOR CODE COUNCIL MEMBERSHIP**

The Honor Code Council will have two councils (Council A and Council B) each of which will consist of eight voting members. This includes six students: preferably two from grade 12, two from grade 11, and two from grade 10 as well as two faculty members. One additional faculty member will preside over the hearing. Upon request, an additional faculty member will serve as an advisor to the accused.

When Council A is in session, alternate members from Council B (two students and one faculty member) will hear all the evidence but will not be able to discuss the case nor vote unless a member of Council A cannot attend. When Council B is in session, the same applies to Council A.

All voting members of the council will take their own notes, which will be kept on record for as long as necessary.

## **ELIGIBILITY FOR HONOR CODE COUNCIL MEMBERSHIP AND ELIGIBILITY**

The presidents of the sophomore class, junior class, senior class, Student Council Association, and National Honor Society and each faculty member will recommend students. Students must have a 2.0 average.

Any student who was not initially recommended but would like to apply may do so if he/she solicits a teacher's recommendation on his/her own.

Recommended students will be asked to fill out an application if they are interested.

Faculty members on the Honor Code Council will review applications and select the final six student members of Honor Code Council A and the final six student members of Honor Code Council B.

These twelve students will be asked to serve as members of the Honor Code Council for a period of one full school year.

The members of the Honor Code Council are expected to serve as a model for honorable behavior, attend all required administrative hearings, and maintain strict confidentiality.

Any member of the Honor Code Council who discharge their duties negligently, habitually ignore school regulations, or become involved in disciplinary difficulties will be required to resign.

## **LEAVING SCHOOL GROUNDS**

Students may not leave the school grounds from the moment they arrive until dismissal time without permission from the School Office. (Ex. Arriving and then leaving to go to 7-11®, etc. is prohibited.)

Once a student has left the school grounds after school, they may not return except for a school function. (Ex. Leaving to go to 7-11® and arriving back in time to be picked up is prohibited.)

## **LOCKERS AND BOOKBAGS/ATHLETIC BAGS**

Each student will be assigned a numbered locker at the beginning of the school year for personal belongings. All students will receive a combination padlock from their homeroom teacher during the first week of school. Students must use these locks on the TOP locker that they are assigned. All valuables—to include cell phones—are expected to be stored in the top locker. Students may store non-valuable items in their bottom locker. Students may purchase their own lock for use on the bottom locker.

All lockers must be kept in clean, orderly condition at all times. Inappropriate pictures and/or sayings are not allowed to be posted on or in the lockers. Exchanging of lockers among students is not permitted.

Homeroom teachers and the Principal maintain a list of lockers assigned.

**The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.**

All students are expected to keep their backpacks with them during the school day or store them in their locker. Students' athletic bags must be stored in their lockers or in the athletic wing of the building by the concession stand in the shelving unit provided. Backpacks may not be left in the hallways at any time during the school day or after school. Students whose bookbags or athletic bags are found in undesignated areas will receive a demerit.

THE SCHOOL IS **NOT** RESPONSIBLE FOR LOST OR MISSING MONEY, CLOTHING, OR PERSONAL ITEMS. STUDENTS SHOULD **NOT** BRING LARGE SUMS OF MONEY OR VALUABLE ITEMS TO SCHOOL.

## **LOST AND FOUND**

Items found in the school building will be brought to the main office and deposited in a bin. Students should come to the main office before school, at lunch, or after school to check for missing items. After one week, items that are in good condition will be donated to charity; other items will be disposed of as appropriate.

## **MEDIA CENTER**

The media center is a vital part of the school and is intended to serve both students and faculty. It is open daily at 7:20 A.M.

Books are classified under the Dewey Decimal System, and all students receive practical instruction in the use of the media center through various classes.

Books and back copies of magazines may be checked out until projects are due. Reference books and current copies of magazines may be checked out overnight. If a book or magazine is damaged or lost, the student who checked it out will be required to pay for it. Computers are available for use by students for such activities as word processing and research. (See [page 45](#) for Technology and Internet Use Agreement.)

## **PARKING**

1. All students eligible to drive an automobile to school must register the car and purchase a parking permit.
2. **Parking permits may be purchased during lunch during the second week of school for \$5.00. All students must display a current PCHS registration by the end of the second week of school.** (If the student is to use a number of cars he/she may purchase sufficient permits or should inform the office when an unregistered vehicle is being used.)
3. Parking is allowed only in designated spaces.
4. Any reckless driving or irresponsible behavior including excessive speed (beyond 5 miles per hour) in the parking lot or in the vicinity of the school will result in loss of driving privileges at school.
5. Students are not permitted to use or be in automobiles during the school day.
6. Students should transport other students only with permission of all parents concerned and within the parameters of the law.
7. Parking on grassy areas is not permitted.

- Vehicles parked on school property are subject to search if reasonable suspicion exists.

## SCHEDULE CHANGES/COURSE DROPS

- All schedule changes are performed by the Guidance Counselor. Students should obtain add or drop forms from the Guidance Office and must return them by the specified date.
- Students may add courses on or before **August 27** for first term and on or before **January 28** for the second term.
- Students may drop courses on or before **August 27** for first term, and on or before **January 28** for the second term, with written parental permission. Students may not drop courses required for graduation.
- Math, foreign language, and AP or honors course teachers may initiate a level adjustment for students new to the school on or before September 8 in consultation with parents. The initiating teacher will submit the change to Guidance once parental permission is obtained.
- Students who begin classes at Peninsula Catholic after September 1 have four school days to drop classes with the same stipulations as in #2 and may have their foreign language or math course level adjusted within ten days of initial attendance.
- Schedules for students who **qualify for services from the** Learning Resource Center will be handled on an individual basis.

## SCHEDULES

Peninsula Catholic operates on a fixed schedule. The school day consists of four instructional periods and a lunch/homeroom period.

| FULL DAY SCHEDULE |   |       | MASS DAY SCHEDULE     |       |   |       |                       |
|-------------------|---|-------|-----------------------|-------|---|-------|-----------------------|
| 7:00              | - | 7:40  | Zero Block (Band)     | 7:00  | - | 7:40  | Zero Block (Band)     |
| 7:40              |   |       | Warning Bell          | 7:40  |   |       | Warning Bell          |
| 7:45              | - | 9:17  | 1 <sup>st</sup> Block | 7:45  | - | 8:51  | 1 <sup>st</sup> Block |
| 9:21              | - | 10:53 | 2 <sup>nd</sup> Block | 8:55  | - | 10:00 | 2 <sup>nd</sup> Block |
| 10:53             | - | 11:18 | Homeroom/Lunch        | 10:00 | - | 11:15 | Mass                  |
| 11:19             | - | 11:43 | Lunch/Homeroom        | 11:15 | - | 12:20 | 3 <sup>rd</sup> Block |
| 11:47             | - | 1:19  | 3 <sup>rd</sup> Block | 12:20 | - | 12:49 | Lunch/Homeroom        |
| 1:23              | - | 2:55  | 4 <sup>th</sup> Block | 12:50 | - | 1:19  | Homeroom/Lunch        |
|                   |   |       |                       | 1:23  | - | 2:55  | 4 <sup>th</sup> Block |

  

| MODIFIED (LATE LUNCH) SCHEDULE |   |       | HALF DAY SCHEDULE     |       |   |       |                       |
|--------------------------------|---|-------|-----------------------|-------|---|-------|-----------------------|
| 7:00                           |   |       | Zero Block (Band)     | 7:00  | - | 7:40  | Zero Block (Band)     |
| 7:40                           |   |       | Warning Bell          | 7:40  |   |       | Warning Bell          |
| 7:45                           | - | 9:17  | 1 <sup>st</sup> Block | 7:45  | - | 8:51  | 1 <sup>st</sup> Block |
| 9:21                           | - | 10:53 | 2 <sup>nd</sup> Block | 8:55  | - | 9:54  | 2 <sup>nd</sup> Block |
| 10:53                          | - | 12:20 | 3 <sup>rd</sup> Block | 9:58  | - | 10:57 | 3 <sup>rd</sup> Block |
| 12:20                          | - | 12:47 | Lunch/Homeroom        | 11:01 | - | 12:00 | 4 <sup>th</sup> Block |
| 12:48                          | - | 1:19  | Homeroom/Lunch        |       |   |       |                       |
| 1:23                           | - | 2:55  | 4 <sup>th</sup> Block |       |   |       |                       |

## **SCHOOL RELATED ORGANIZATIONS**

### **School Advisory Board**

The purpose of the School Advisory Board is to recommend policy consistent with the Diocesan and State guidelines and directives for the operation of the school so that the largest number of students may be effectively educated in a Christian environment and encouraged to make a deep personal commitment to Jesus Christ.

The primary function of the School Advisory Board is to recommend policy in the areas of building and grounds, development, finance and long-range planning that will ensure the successful operation of the school. No policy recommendation becomes policy until the Superintendent of Schools authorizes the policy in writing. The implementation of policy is the responsibility of the President.

A consultative relationship exists between the Superintendent and the Board; a cooperative relationship exists between the President and the Board; and a consultative and contractual relationship exists between the President and the Superintendent.

The Board meets in open session as published in the school calendar.

### **Booster Club**

Financial support is provided to the school by the Booster Club, which, through ongoing fund-raising efforts, provides funds to partially off-set the cost of school operations, specifically equipment, furnishings and instructional materials.

### **Home and School Association**

The Home and School Association provides support to Peninsula Catholic in a multitude of ways. These range from hosting numerous receptions following school events such as Back-to-School Night, Open House, and graduation as well as providing an After-Prom party for juniors, seniors, and their prom dates.

### **Knights of Columbus**

Many parents are members of the Knights of Columbus. Council 5480 in Newport News and Council 511 in Hampton are supportive of educational and athletic programs at Peninsula Catholic.

LEADERSHIP ROSTERS FOR SCHOOL RELATED ORGANIZATIONS ARE LISTED IN APPENDIX C.

Parents, past and present, as well as alumni and "friends" of Peninsula Catholic are encouraged to contact officers of these organizations. Your support and participation is needed!

## **SEARCH AND SEIZURE POLICY**

Searches will be based on reasonable suspicion that a student has violated school rules or the law.

If possible, searches will be conducted in the presence of the student's parent.

In addition to the searcher, an adult witness will be present from the inception of the search until any illegal items found are properly secured and/or until the search is terminated.

## **SUPPORTING PARISHES**

|                           |                       |
|---------------------------|-----------------------|
| Blessed Kateri Tekakwitha | Immaculate Conception |
| Our Lady of Mount Carmel  | St. Jerome            |
| St. Joan of Arc           | St. Joseph            |
| St. Mary Star of the Sea  | St. Paul, Portsmouth  |
| St. Rose of Lima          | St. Vincent de Paul   |

## **TECHNOLOGY (COMPUTERS AND CALCULATORS)**

Computers are available for student use in the school Media Center, Computer Labs, and some classrooms. However, students are expressly prohibited from using school administrative use computers such as are found in the Guidance Office, Office of Admissions, Main Office, Business Manager's Office, Office of Development, etc. Students may only use the teacher's computer with permission and under his/her supervision.

Students may use personal laptops computers only with the permission of the Principal. Students who abuse the privilege (i.e. game playing, instant messaging, etc.) will not be allowed to use their laptop until further notice.

## **TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students, are expected to exhibit high standards of behavior at all times when using the Internet, email and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of the School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request that the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, students in grades nine through twelve and their parent(s), must return the signed Technology and Internet Acceptable Use Contract. These agreements will be completed every year.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network.

All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority.

At School, the faculty and staff blend thoughtful use of computers and the Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of School, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

### **Acceptable Computer and/or Internet Use**

The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

### **Unacceptable Behaviors must be promptly reported to the Principal or his/her designee includes, but not limited to the following:**

Refusing to abide by the generally accepted rules of network etiquette as mentioned above.

Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.

Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.

Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted , threatening or obscene material.

Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.

Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premises).

Non-School related social contacts between faculty/staff and students.

Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.

Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.

Using network in any way that will limit or disrupt network use or attempting to alter School system settings or data.

Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.

Assisting others in violating any of these policies.

Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned

**Prohibited unless authorized by the Administration:**

Access to personal email, chatting, instant messaging, or discussion boards.

**Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.**

Additionally, settings and configurations on each computer will not be changed by any user. Care should always be taken to avoid touching monitor screens.

Calculators are for use as educational tools, they may not contain any programs or applications, to include games.

**TEEN PREGNANCY**

Pregnancy is not a reason for suspension from class or for dismissal from school.

Any student who is pregnant must inform the Principal. This information will be shared only with school officials who have a need to know, e.g. the School Nurse. The student will be required to furnish information from her doctor and a plan for her stay in school will be discussed.

Re-admission, following birth of the child, is dependent upon a conference with the Principal, the Guidance Counselor, her parents/guardian and the student.

**TELEPHONES/CELL PHONES**

Office telephones may be used before or after school, at lunch, or during emergencies.

Students should not receive calls in the Main Office during school hours except for emergencies.

Students may only use cell phones inside the building at the following designated times: before 7:45 AM and after 2:55 PM. Cell phones must be turned off during the school day (7:45 AM-2:55 PM). Cell phones must be stored in students' lockers, not in their purses or on their person.

Students whose phones are seen out of their bookbags between 7:45 AM and 2:55 PM will have the phone confiscated. The student will receive 3 demerits and his/her phone will be transported to the Main Office where the student may pick it up at the end of the day. Students must also get their parents to sign a "Cell Phone Infraction Notification" due the following school day.

A second violation of the cell phone policy will result in a detention, his/her phone will be transported to the Main Office, and one week of suspended use of the phone. Students must also get their parents to sign a "Cell Phone Infraction Notification" due the following school day. If a student wishes to bring his/her cell phone to school for the next five school days following the second infraction, he/she must either leave it in his/her car OR must sign it in at the Main Office at the beginning of the day (prior to 7:45 AM) and retrieve it at the end of the day (3:00 pm).

A third violation will result in the loss of the privilege of having a cell phone in the school building and a conference with the principal.

Students who take out their phones during a test/quiz will automatically have his/her phone confiscated and will be reported to the Honor Code Council.

Taking pictures with cell phones is prohibited during the school day (7:45 AM-2:55 PM) unless authorization is granted by a teacher or administrator.

**"Sexting:" Any student possessing and/or electronically transmitting any image that is deemed inappropriate will receive severe consequences since this action can also carry legal consequences.**

## **TEXTBOOKS**

MBSDirect has been contracted to provide distribution of textbooks and related materials. This virtual bookstore is located online at <http://direct.mbsbooks.com/peninsulacatholic.htm>. Students will purchase textbooks, etc. from MBSDirect prior to the beginning of each term. All students are expected to have their books on the first day of class for both terms. In the case of a student adding or dropping a class, he/she must order the appropriate textbook immediately. In the meantime, the teacher will provide a textbook for the student for a period of one week.

Some textbooks or other materials may be purchased from the teacher as specified by MBSDirect. Some materials may be provided by the teacher, but not required for purchase. In this case, these materials must be returned at the end of the term. Students are responsible for any lost/damaged materials. Failure to return an issued text will result in billing of the replacement cost of the text.

Students are encouraged to cover their textbooks and keep them in good condition. This will allow students to resell their books back to MBSDirect or to another student at the end of each term.

Peninsula Catholic High School's Home and School Association will organize a student buy-back book sale near the end of each term to assist students in selling or swapping their books to one another. Parents and students should be cautious of purchasing textbooks that have excessive writing or answers written in the books. The school reserves the right to refuse use of any of these used textbooks.

## **TRANSCRIPTS**

In the event of a transfer or withdrawal from Peninsula Catholic, a copy of the student transcript will be forwarded to the new school upon request of that school at no charge to the student.

Junior and Senior students completing applications for university or vocational placement are requested to pay \$5.00 towards the cost of processing transcripts/college applications throughout the year. The \$5.00 payment must be made by September 16, 2009 which corresponds to our "Dissecting the College Process" Seminar where the payment will also be accepted.

Mid-year and final transcripts will not be forwarded to colleges or other institutions until all financial obligations to the school are satisfied and all school property returned.

## **TRANSFERS AND WITHDRAWALS**

Students who transfer to another school or who withdraw from Peninsula Catholic during the school year must present written parental or guardian approval. A transfer cannot be completed until a withdrawal form has been signed and all financial obligations to the school are satisfied and all school property returned.

## **USE OF SCHOOL GROUNDS**

### **General**

Peninsula Catholic is sensitive to the problems of working parents. However, it is neither fair nor prudent for parents to assume that it is permissible to drop students at school very early in the morning and/or to pick them up very late in the afternoon. It is also not fair nor prudent to assume that staff or faculty who arrive at school early or who stay late will be responsible for students.

The school building will be opened at 6:30 A.M. on school days. Parents should not leave students at school before 6:30 A.M. Parents must arrange to have their students picked up by no later than 3:15 P.M. Earlier pickup will be necessary on those days when school is

dismissed early. These days are posted in the calendar and updated weekly in *KnightLine*. Peninsula Catholic does not provide supervision of students after 3:15 PM unless they are directly involved in the Activity Period (see below) or athletic practice or competition.

### **Activity Period**

Meetings for all clubs and organizations will be held during the Activity Period that runs daily from 3:00-3:30 PM. This is also a period devoted for after-school help with tutors and teachers as they are available.

Students who do not have a meeting, are not being tutored, or have not reported to the gym for athletics are expected to be off school grounds by 3:15 PM. Students who ride with others involved with meetings or tutoring may wait in the front foyer area or outside the main entrance to the school. Students who ride with athletes must report to the gym area.

If students remain at school due to participation in extra-curricular activities/athletics, the adult in charge of such activities will be instructed to remain at school until all students involved in that particular activity have departed the school grounds.

Parents who are habitually late in picking up their student(s) will be asked to meet with the administration.

Students may not go out to their car during the school day unless authorized.

### **VISITORS**

All visitors to the Peninsula Catholic campus must, upon arrival, report to the Main Office for a visitor's pass and to sign in. Students interested in enrolling at Peninsula Catholic are invited to attend classes with a current student.

Current students may not invite guests to the campus only for lunchtime visits.

Visiting students are welcome under the following conditions:

1. Visitors must be sponsored by a Peninsula Catholic student who must receive prior approval for the visit from the Principal or Assistant Principal and each teacher whose class will be visited.
2. The visitor's sponsor must obtain a pass for them from the Main Office and present it to each teacher before class.
3. Visitors must remain with their sponsor and follow his or her schedule of classes for the day.
4. Visitors must comply with the general guidelines (p. 33) of the PC dress code.

Unescorted individuals observed on school grounds must be reported to the school office immediately.

**THE PRINCIPAL OF PENINSULA CATHOLIC HIGH SCHOOL RETAINS THE RIGHT TO AMEND THIS HANDBOOK FOR JUST CAUSE. IF CHANGES ARE MADE, PARENTS AND STUDENTS WILL BE GIVEN PROMPT NOTIFICATION TO THAT EFFECT.**

**IT IS THE ADMINISTRATION'S RIGHT AND SOLE DISCRETION TO DISMISS OR SUSPEND ANY STUDENT FOR LACK OF PROGRESS OR FOR CONDUCT EITHER ON OR OFF SCHOOL GROUNDS THAT IS NOT IN THE BEST INTEREST OF THE STUDENT AND/OR THE SCHOOL.**

## ALMA MATER

Hail to thee our Alma Mater,  
Praise for blue and white,  
Ever loyal to Peninsula Catholic  
Onward in the fight.

Faith and courage is our motto,  
Ever it shall be.  
We, the students of Peninsula Catholic,  
Strive for victory.

Faith in Jesus, spread by spirit,  
Bringing light through deed.  
Strength through valor, truth and honor,  
Serving those in need.



## APPENDIX A

### PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from Peninsula Catholic High School. A brief description of the activity follows.

Name of Event:

Educational Objective:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I request and give permission for my child, \_\_\_\_\_, to participate in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation of this in this event, including the method of transportation. I also give the school permission to obtain emergency medical treatment for my child during the course of this trip.

\_\_\_\_\_  
(Print Parent's Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

+Please return this entire form by \_\_\_\_\_.

## APPENDIX B

### ADMINISTRATION

Dr. Francine Gagne, PRESIDENT  
B.A., Immaculata College, Immaculata, PA  
M.Ed., Virginia Tech, Blacksburg, VA  
Ed.D. Lehigh University, Bethlehem, PA

Janine Franklin, PRINCIPAL  
B.S., Virginia Commonwealth University, Richmond, VA  
M.A., Old Dominion University, Norfolk, VA  
Ed.S., The George Washington University, Washington, DC

AnaMari Clem, DIRECTOR OF DEVELOPMENT  
B.S., James Madison University, Harrisonburg, VA

Christine Miller, GUIDANCE COUNSELOR  
B.S., University of Maryland at College Park, College Park, MD  
M.S., Johns Hopkins University, Baltimore, MD

Eleanor Murphy, DIRECTOR OF ADMISSIONS AND MARKETING /  
LITURGICAL COORDINATOR  
M.A., M.Ed., The College of New Jersey, Ewing, NJ

John Jackowski, ATHLETIC DIRECTOR  
B.A., Christopher Newport University, Newport News, VA  
M.S., Old Dominion University, Norfolk, VA

### STAFF

|                   |   |
|-------------------|---|
| Danny Burno       | <u>Maintenance Coordinator</u>                                      |
| Sharon Hyland     | <u>Administrative Assistant</u>                                     |
| Nancy Lamb        | <u>Instructional Technology Specialist</u>                          |
| William Lehmann   | <u>Finance Director</u>   |
| Donna Smigielski  | <u>Administrative Assistant and Health Services<br/>Coordinator</u> |
| Haile Tesfamariam | <u>Custodial Staff</u>  |
| Awalom Tewolde    | <u>Custodial Staff</u>  |
| Willard Thomas    | <u>Coordinator of Facilities and Vehicles</u>                       |
| Karen Warren      | <u>Receptionist, Student Services</u>                               |
| Melanie Weser     | <u>Technology Specialist</u>  |

## **DEPARTMENT CHAIRS**

|                   |                       |
|-------------------|-----------------------|
| Foreign Language  | Nancy Lamb            |
| Humanities        | Mary Kay Barneyback   |
| Math              | Melanie White         |
| Natural Science   | Don Pollard           |
| Religious Studies | Sue Wilkinson         |
| Social Science    | Mary Elizabeth Rhodes |
| Media Center      | Anne Catron           |

## **TEAM LEADERS**

|          |                   |
|----------|-------------------|
| Grade 12 | Linda Ellis       |
| Grade 11 | Kelly Fenger      |
| Grade 10 | Daunice Sargent   |
| Grade 9  | Robert Belkowski  |
| Grade 8  | Charles Nothstine |

## FACULTY

Kenneth Aydlott, Math  
B.S.C.S., Christopher Newport University, Newport News, VA

Mary Kay Barneyback, English  
B.A., University of Arizona, Tucson, AZ  
M.Ed., University of Arizona, Tucson, AZ

Robert Belkowski, Social Science  
B.S., USAF Academy, Colorado Springs, CO  
M.S., Troy State University, Troy, AL

David Coleman, Natural Science  
B.S., Radford University, Radford, VA

Don Cox, English & Fine Arts  
B.A., Randolph-Macon College, Ashland, VA  
M.A., American University, Washington, D.C.

Linda Ellis, Natural Science  
B.S., University of Southern Mississippi, Hattiesburg, MS  
M.A., University of Southern Mississippi, Hattiesburg, MS

Kelly Fenger, Fine Arts and Social Science  
B.A. St. Mary's University, San Antonio, TX  
M.A. University of Texas, San Antonio, TX

William Gargaro, Theology  
B.A., Virginia Wesleyan College, Norfolk/Virginia Beach, VA

Eva Hinojosa, Theology  
B.A. Lockhaven University, Lockhaven, PA

Maureen Hook, Foreign Language  
B.A., St. Mary's College, Notre Dame, ID  
M.Ed., The College of William and Mary, Williamsburg, VA  
Ph.D., Old Dominion University, Norfolk, VA

Kathryn Kelchner, Natural Science  
B.S., Mary Washington College, Fredericksburg, VA

John Kronstain, Fine Arts  
B.M., James Madison University, Harrisonburg, VA

Nancy Lamb, Foreign Language  
B.A., University of Texas, Arlington, TX  
M.A., Virginia Tech, Blacksburg, VA

Janet McDonald, Natural Science  
B.S., Old Dominion University, Norfolk, VA

John Meyer, Math and Natural Science  
B.S., U.S. Naval Academy, Annapolis, MD  
M.S.-M.E., U.S. Navy Post Graduate School, Monterey, CA  
M.S.-Ed., Old Dominion University, Norfolk, VA

Patsy Morrison, Learning Center Specialist  
B.S.S.E., Old Dominion University, Norfolk, VA  
M. Sp. Ed., Old Dominion University, Norfolk, VA

Charles Nothstine, Natural Science and Social Science  
B.S., Michigan State University, Lansing, MI  
M.S. University of Southern California, Los Angeles, CA

David Penrod, English  
B.S., Christopher Newport University, Newport News, VA

Michael Pilola, English  
B.A., Virginia Tech, Blacksburg, VA  
M.F.A., Hollins University, Roanoke, VA

Don Pollard, Natural Science  
B.S., University of Southern California, Los Angeles, CA  
M.S. Old Dominion University, Norfolk, VA

Mary Elizabeth Rhodes, Social Science  
B.A., Santa Clara University, Santa Clara, CA  
M.S., Michigan State University, Lansing, MI

Ursula Rockefeller, Foreign Language  
B.A., Old Dominion University, Norfolk, VA

Daunice Sargent, Math  
B.S., Fitchburg State College, Fitchburg, MA

Melanie Weser, Math  
B.S., Chowan University, Murfreesboro, NC

Melanie White, Math  
B.A., Christopher Newport College, Newport News, VA

Cathleen Wilkes, Social Science  
B.A., College of William and Mary, Williamsburg, VA  
M. Ed., Marymount University, Arlington, VA

Sue Wilkinson, Religion  
B.A., Mary Washington College, Fredericksburg, VA

## APPENDIX C

### LEADERSHIP ROSTER FOR SCHOOL-RELATED ORGANIZATIONS

#### Executive Committee of the School Board

|                 |                  |
|-----------------|------------------|
| Michael King    | Chairperson      |
| Lisa Spiller    | Vice Chairperson |
| Judy Triska     | Secretary        |
| Francine Gagne  | Exofficio        |
| Janine Franklin | Exofficio        |

#### Home and School Association Executive Board

|                       |                        |
|-----------------------|------------------------|
| Pam Mlynczak          | President              |
| TBA                   | Vice-President         |
| TBA                   | Secretary              |
| Michelle Goodman      | Treasurer              |
| Janine Franklin       | Exofficio              |
| Mary Elizabeth Rhodes | Faculty Representative |

#### Peninsula Catholic High School Boosters

|                 |                         |
|-----------------|-------------------------|
| Steve Sprinkle  | President               |
| John Jackowski  | Athletic Representative |
| Janine Franklin | School Representative   |

**APPENDIX D**

**VOLUNTEER DRIVER INFORMATION SHEET**

I. Driver's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

II. Vehicle(s) that will be used:

|                        |                        |
|------------------------|------------------------|
| Name of Owner _____    | Name of Owner _____    |
| Year and Make _____    | Year and Make _____    |
| Address of Owner _____ | Address of Owner _____ |

|                             |                             |
|-----------------------------|-----------------------------|
| Model _____                 | Model _____                 |
| License Plate _____         | License Plate _____         |
| Registration Expires _____  | Registration Expires _____  |
| Inspection Expires _____    | Inspection Expires _____    |
| Number of Operational _____ | Number of Operational _____ |
| Seat Belts _____            | Seat Belts _____            |

If more than one vehicle is to be used, requested information must be provided for each vehicle.

III. Insurance Information: When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Liability Limits of Policy\*\*: \_\_\_\_\_

\*\*Please note: The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.

IV. Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport students. If any of the above information changes during the school year, I will notify the school office.

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

Signature Insured, Registered Owner \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX E**

**Field Trip Liability Waiver for Adult Chaperones**

All chaperons must complete and sign this form.

**RELEASE OF LIABILITY**

I, \_\_\_\_\_, agree on behalf of myself, my heirs, assigns,  
(Full name)  
executors, and personal representatives, to hold harmless and defend Peninsula  
Catholic High School, Diocese of Richmond, its officers, directors, agents,  
employees, or representatives associated with the filed trip form any and all  
liability claims, loss or damage arising from or in connection with my participation  
in the field trip.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name