

Peninsula Catholic High School

2019-20



600 Harpersville Road
Newport News, VA 23601

(757) 596-7247

(757) 952-1038

www.peninsulacatholic.com

STUDENT/PARENT 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 to 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.

Matters not directly addressed in the Handbook will be decided by the Principal.

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VISION STATEMENT

Peninsula Catholic High School 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

Our community develops young men and women into spiritually, intellectually, and morally mature citizens, prepared to lead in a global and diverse society, by providing a supportive and disciplined 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.

ACCREDITATION

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 AdvancED and approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.

ORGANIZATION OF PENINSULA CATHOLIC HIGH SCHOOL

Peninsula Catholic is organized with the Principal as the Head of School who has overall responsibility for the internal and external operations of the school. The principal encourages and promotes a shared leadership model whereby the Administration Team, Department Chairpersons, and Team Leaders assist with the internal operation of the school and its programs and activities with primary emphasis on academics and student life activities. In the absence of the Principal, the responsibility of the school falls to the Business Manager.

ACADEMIC POLICIES

General

Peninsula Catholic High School provides its students with a comprehensive college preparatory curriculum through which students may earn a Standard 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. School Counselors are 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. Graduating before the end of a student's eighth term (second term, senior year) is prohibited, except in the case of the offer of early entrance initiated by a college for admission in January of a senior's graduation year, and only if all graduation requirements have been met. (Tuition/fees for Peninsula Catholic must be paid in full before a final transcript or other documents are released.)

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 a 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 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. 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 senior year. Transfer students will be ranked according

to credits earned at PC only. Transfer students must have entered PCHS by the beginning of their junior year to be considered for valedictorian or salutatorian, but may also have their GPA from their previous school reviewed if they become ranked in the top two of their class. An Academic Council, made up of members of the administration team and department chairpersons, will determine if their past years of study at another institution are up to the standards of Peninsula Catholic High School and qualifies them to be named as valedictorian or salutatorian.

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.

Students' grades will be posted in real time through *Canvas*. At the five week and nine week interval, students will be placed on binding academic probation (also see p. 19 for academic eligibility for athletes). At five and nine weeks, students with an F in any core class (English, Math, Science, Social Studies, Theology) will be required to attend tutoring sessions. Students will be notified of the requirement. It is the responsibility of the parent to regularly check their *Canvas* Parent Account and email to track their student's progress.

Students failing more than one course (core or elective) may not participate in any way in class/club, extra-curricular, or academic activities until the next issuance of a binding online grade report or Report Card at which time their status will be reevaluated.

Formal student academic evaluations will be forwarded to parents at the close of each grading period (9 weeks). 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. A demerit will be given each day it is late.

Evaluations will use the following alphabetical equivalencies:

Grading Scale	Regular	Honors	AP
A+ = 100 - 97	4.33	4.8	5.3
A = 96 - 93	4	4.5	5
A- = 92 - 90	3.7	4.2	4.7
B+ = 89 - 87	3.3	3.8	4.3
B = 86 - 83	3	3.5	4
B- = 82 - 80	2.7	3.2	3.7
C+ = 79 - 77	2.3	2.83	3.3

C	=	76 - 73	2	2.5	3
C-	=	72 - 70	1.7	2.2	2.7
D+	=	69 - 67	1.3	1.8	2.3
D	=	66 - 63	1	1.5	2
D-	=	62 - 60	0.7	1.2	1.7
F	=	59 or below	0	0	0

The academic achievement of students is acknowledged by the publication of an Honor Roll, based on final grades, on our website 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” (“I”) 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 student's School Counselor will notify students who must meet credit make-up requirements by the end of the second term (see Summer School).

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

Grade 8 Curriculum

All eighth graders generally take the following subjects:

English/Language Arts	World History I*
Physical Education	PC 101
Math* (2 Terms For Algebra I)	Theology
Conceptual Physics*	Elective*

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

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

Any 8th 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 to 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).

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 requirements for the Standard Diploma (SD) and Advanced Diploma.

	SD	AD
English	4	4
Mathematics	3	4
Natural (Lab) Science	3	4
Social Science (History)	3	4
Physical Education/Health	2	2
Theology	4	4
Foreign Language and/or FineArt and/or Technology	2 any combination	3 foreign lang. 1 art/technology
Elective	5	3
Virtual Course (required)	No credit	no credit
TOTAL	27	30

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.

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 two 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, Dual Enrollment (DE), and Advanced Placement (AP) Courses

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

Honors courses are offered in English, mathematics, natural sciences, social sciences, foreign languages, and theology (grades 11 and 12). Dual Enrollment courses are available in American literature (11th grade); United States history, Spanish (level 4 and 5), government, creative writing, biology, and anatomy.

Advanced Placement (AP) courses are available in English, microeconomics, macroeconomics, calculus, chemistry, European history, computer science, statistics, and art. In order to be enrolled in an Honors, DE, and/or AP course, a student must meet the prerequisites established by the department or school for that course. Meeting the minimum requirement does not guarantee entrance into these advanced courses.

All students enrolled in an AP course must take the corresponding examination. The exam fee (\$91) 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 and Richard Bland College of William and Mary) provided they meet requirements as outlined in the 2019-20 curriculum guide. Students who enroll in the courses must follow all registration requirements and pay all fees as necessary.

Driver's Education

Freshmen who turn 15 prior to December 31 of the academic year, may opt to reverse Driver's Ed/P.E. (normally taken sophomore year) and Health/P.E. (normally taken freshman year) with parental approval and only if space allows. Sophomores may not request first term over second term in regard to scheduling this course.

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 the option.

Option I: Student Assistant (3.25 minimum GPA required)

This Independent Study option will be recorded on the transcript with a pass/fail; the student will not receive a high school credit.

Option II: Senior Project (3.0 minimum GPA required)

This Independent Study option is for seniors who have an interest in creating an individual course or research/study with a culminating project. (i.e. research on writing children's literature, subject matter of children's literature, publishing, illustration etc. with the culminating project a children's book authored by the senior with an attempt to have it published.)

The student's grade will be included as a high school credit on their Peninsula Catholic transcript. The grade will be averaged into their cumulative GPA.

Option III: Additional Online Coursework (3.25 minimum GPA required)

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). 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.

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 Options I-III can also 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.)

Resource Program and Academic Support

Any student with documented learning differences is eligible for participation in the Resource Program. Parents should speak to the School Counselor for more information.

When a student is having difficulty but has not yet been identified as a student with special needs, he/she will meet with school personnel to develop strategies to intervene with the difficulties the student is experiencing.

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 School Counselor uses these test results to assist students in planning for their future. The testing service includes the following:

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT 8/9 and PSAT)

Administered in October to eighth graders, freshmen, sophomores and juniors.

ASSESSMENT OF CHILDREN/YOUTH RELIGIOUS EDUCATION (ACRE)

Administered in April to freshmen and juniors.

SCHOLASTIC APTITUDE TEST (SAT/COLLEGE BOARDS)

Typically 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 at Peninsula Catholic High School. The grade of the previously failed course and the second course will be noted on the transcript and both grades are averaged into the student's career GPA.

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 School Counselor and the proposal must be approved in advance by the Department Chairperson, School 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 School Counselor and/or the Principal; at the end of the tutoring sessions, the tutor 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, School 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 School Counselor and/or Principal as to the plan for taking the course through another institution. The Department Chairperson, School Counselor, and/or Principal must approve the course in advance. If the student is approved to make up the course through 30 hours of tutoring, documentation will be filed in the School Counselor's Office and the failing grade will be changed to 70 (D-) to indicate that the student received credit. If a course must be retaken for a third time outside of Peninsula Catholic and the student passes, the grade on the transcript will reflect an average of the second course and the course taken outside of PC. Both this grade and the grade received from the first course taken will be calculated into the student's career GPA.

A student who has not failed a course but desires to retake the course at Peninsula Catholic for a better grade may do so with the approval of the Department Chairperson, School Counselor, and/or Principal. The student's transcript will reflect both classes, but the first course will reflect an "audit"; only the grade of the repeated class will be averaged into the student's GPA.

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.

Tutoring – Activity Block

Tutoring is coordinated through a student's teachers and/or the resource teacher. The teacher will either provide tutoring during specific times or match students with other students proficient in that area. Tutoring will be held primarily during the Activity Block, but before and after school are also options for the tutor and the tutee. All tutoring is provided through the classroom teacher or the resource teacher.

Mandatory

Tutoring is mandatory for students who have an F at the 5 and 9 week binding grade report. Teachers will notify parents and students.

Any student who does not attend mandatory study hall will have their parents notified by the teacher and will be subject to 3 demerits.

Voluntary

Tutoring is available for any student who would like extra assistance. Students may attend during the teacher's office hours as posted in their syllabus (usually during activity block and either before/after school on select days). Students should have a plan for how they would like to use the period (i.e. help studying for a test; additional assistance on how to work a certain type of problem; reviewing for a quiz, etc.). Students have the option of completing a tutoring request form that they will submit to their school counselor. The school counselor will facilitate tutoring with assistance from the teacher.

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 Enrollment.

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 based on student interest and commitment:

BOYS	Fall	Varsity and JV Cross Country Varsity and JV Soccer Varsity Volleyball
	Winter	Varsity and JV Basketball Varsity Swimming Varsity Wrestling
	Spring	Varsity Baseball Varsity Track and Field Varsity Tennis
GIRLS	Fall	Varsity and JV Cross Country Varsity Tennis Varsity and JV Volleyball
	Winter	Varsity and JV Basketball Varsity Swimming Cheerleading
	Spring	Varsity and JV Soccer Varsity Softball Varsity Track and Field

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

Members of the TCIS include: Cape Henry Collegiate, Catholic High School, Greenbrier Christian Academy, Hampton Roads Academy, Nansemond-Suffolk Academy, Norfolk

Academy, Norfolk Christian Academy, Norfolk Collegiate, Peninsula Catholic High School, The Steward School, and Walsingham Academy.

Peninsula Catholic focuses on, but does not limit itself to, competition in the aforementioned associations. The school competes with many other private and public schools in the state. 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 completed *prior* to the start of the school year. (See Physicals for Athletes, p. 23.)
2. Academic Eligibility
3. All students wishing to participate in any sport must agree to the practice and game schedule.

Academic Eligibility

Students who are placed on binding academic probation due to an F in any class, will be ineligible to compete in a game/match/meet beginning 24 hours after the binding academic report deadline. They will remain eligible to practice. Students will remain ineligible to compete until the next issuance of a binding grade report or Report Card at which time their status will be reevaluated.

Students who have a final grade of F at the end of the first term in any class will remain ineligible for three weeks. Ineligible students may sit on the bench during home games, but must be in school uniform. Ineligible students may travel with the team to away games only with a parent's petition, provided that no class time is missed.

Students who are failing more than one course will not be able to play or practice, nor will they be able to attend any "away" competitions until the next issuance of a binding grade report or Report Card at which time their status will be reevaluated.

Athletic Schedules

The Athletic Department issues athletic schedules for each school athletic season. Additional schedules may be obtained from school website, www.peninsulacatholic.org, or the Athletic Director.

Attendance for and Commitment to 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 notices 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" 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 at the end of the season. Parents of athletes may 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 report cards 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 or transcript 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. Parents will also be notified of cancellations and other announcements through email, text, or the website.

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 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

Addresses to most athletic venues that Peninsula Catholic plays on a regular basis can be obtained from the school website.

Injury and Concussion Protocol

Any student who is injured during any athletic activity while on campus will receive care from either the Athletic Trainer or a member of the school's Emergency Response Team. For serious injuries, the student will be taken to an emergency room via ambulance or, for less serious injuries, parents may be advised to have their student seen by a licensed health care provider.

The coach or instructor will fill out an injury report form that must be signed and processed within thirty days of the injury.

The goals of the Student-Athlete Protection Act of Virginia (SB 652, SB 172, HB 410, and HB 1096) are to ensure that student-athletes who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free.

Any student suspected of having a concussion – either based on the disclosure of a head injury, observed or reported symptoms, or by sustaining a significant blow to the head or body – must be removed from athletic activity and/or physical activities (e.g. PE class), and observed until an evaluation can be completed by an appropriate licensed health care provider. Students removed from athletic activities at school for a suspected concussion must be evaluated by, and receive written and signed authorization from, a licensed health care provider in order to return to athletic activities in school.

Any student diagnosed with a concussion is not to be returned to athletic activities until *Return to Learn/ Return to Play* protocols have been completed and the student has been assessed and cleared by an appropriate licensed health care provider releasing the student from their care. .

Premature return to learn/play may delay and/or impede recovery. *Return to Play* should not occur before the student-athlete has completed all phases of *Return to Learn*.

Return to Learn/Play should occur based on recommendation by the medical provider and in coordination with the administration, faculty and coaching staff. If any post-concussion symptoms return, the student will be removed from athletic activities again and reassessed.

Return to Learn Protocol

School personnel shall be alert to cognitive, behavioral, and/or academic issues that may be experienced by a student who has suffered a concussion or other head injury pursuant to this policy, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; (iii) short-term problems with speech and language, reasoning, planning and problem solving; and/or, (iv) excessive/atypical emotionality. Any school staff member who notices any cognitive, behavioral and/or academic issue experienced by a student who has suffered a concussion or other head injury pursuant to this policy shall immediately report any such issues to the principal/school nurse/ guidance counselor.

School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

Return to Play Protocol

No student shall participate in any school sponsored curricular or extracurricular activity, practice or training the same day he or she is injured if the student exhibits signs, symptoms, or behaviors attributable to a concussion, or has been diagnosed with a concussion.

No student shall participate in any school sponsored curricular or extracurricular activity or event (may or may not include observing practice, based on licensed healthcare provider recommendation) until all of the following conditions have been met:

- The student attends all classes, maintains a full academic load including homework, and requires no instructional modifications;
- The student no longer exhibits signs, symptoms, or behaviors consistent with a concussion, at rest or with exertion;
- The student is asymptomatic during or following periods of supervised exercise that is gradually intensifying; and,
- The student receives a written medical release from an appropriate licensed health care provider returning the student to physical activity

Whenever there is a question of safety, the school will err on the side of caution and hold the athlete out for a game, the remainder of the season, or even a full year. (References: Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes, Adopted January 22, 2015; Guidelines for Concussion Management in the School Setting The University of the State of New York, June 2012.)

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. Any athlete who plays a sport all three seasons and maintains a 3.25 GPA will receive special recognition.

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. Managers are a member of the team and, therefore, this role is not eligible for Christian Service Hours.

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 Center. The Eligibility Center certifies the academic and amateur credentials of all students who want to play sports at an NCAA Division I or II institution as freshmen. In order to practice, play and receive an athletics scholarship, students need to meet certain academic benchmarks. An additional certification process exists to make sure the student is still an amateur, which is necessary in order for the student to compete.

It is the responsibility of the student to comply with NCAA procedures. The NCAA Eligibility Center recommends that students who want to participate in Division I or Division II athletics plan to start the certification process at the beginning 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, “Guide for the College-Bound Student Athlete” which is available in the School Counselor’s office. Students and parents may also call the NCAA directly at 1-317-917-6222 or visit www.ncaa.org. Keep in mind that the NCAA reviews eligibility standards annually. The School Counselor will maintain copies of the latest NCAA publications.

When a student initiates the certification process, NCAA Eligibility Center 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 Eligibility Center. (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 creates conflicts with the 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.

Prior approval deadlines:

Fall Sports--September 1

Winter Sports--December 1

Spring Sports--March 1

Students who seek approval after these deadlines will be denied.

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: 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.

TCIS Code of Conduct Philosophy

The TCIS recognizes that the primary purpose of interscholastic athletics is to promote the physical, moral, social and emotional well being of our students through athletics. The TCIS believes that interscholastic athletics are an integral part of the total educational program. High standards of behavior, scholarship, and citizenship are important to a sound athletic program. Students volunteering to participate in athletics should assume the responsibilities and will lead by example by demonstrating fairness, respect, and self-control. Athletes, coaches, officials and fans shall at all times conduct themselves in a reasonable and sportsmanlike manner. Each person will be responsible for his or her words and actions at all athletic events and shall adhere to the TCIS Code of Conduct.

The following guidelines have been established by the Tidewater Conference of Independent Schools to help foster and promote good sportsmanship.

Each athlete, coach, parent, and spectator, by participating in or attending a TCIS event, agrees as follows:

1. I will treat any coach, parent, spectator, player, official, or any other attendee with respect and dignity, and in a non-discriminatory manner regardless of differences.
2. I will not engage in unsportsmanlike conduct.
3. I will not engage in any behavior which would endanger the health, safety, or well-being of any coach, parent, spectator, player, official or any other attendee.
4. I will not use drugs, alcohol or tobacco while at any athletic event. I will not attend, coach, or participate in, an athletic event while under the influence of drugs or alcohol.
5. I will not use profanity.
6. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, spectator, player, official or any other attendee.
7. I will not engage in a fight or scuffle with any coach, parent, spectator, player, official or any other attendee.
8. As an athlete, I will not argue with officials or otherwise indicate dislike or disdain for a decision.
9. I will not verbally abuse any official, coach, athlete or school.
10. I will not detain or inappropriately confront an official to request a ruling or explanation of actions taken by an official.
11. I understand that conduct that leads to my removal from a TCIS event may be considered a serious violation of the Code of Conduct and may result in discipline by the Executive Committee.

Student athletes who fail to display proper behavior and/or good sportsmanship before, during and/or 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.

Summer/Holiday/Exam Week Practices

Practices and tryouts for the Fall Athletic Season will start around August 1st. Information will be included in the *Summer Information Guide*, 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.

Supervision of Athletes

A qualified adult must supervise all athletic areas in use. The areas include the gym, weight room, buses, and all athletic venues. 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. 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 copy of the rider/driver form on file with the athletic director-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 8:30 A.M. if their student will not be in school due to illness or other reason. Please do not call at 7:45 AM as morning prayer and announcements are done at that time. After 8:30 AM, parents will be notified by *Parent Alert*, our Parent Notification System, to confirm the absence.

If a student is absent more than one day, he/she or the parent should first *check Canvas* then email the teacher with any questions.

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 or a parent has not contacted the school, 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 or without an approved reason for his/her absence 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
- Internships
- Pre-arranged absences that have not met with the approval of the administration.
(Pre-arranged absences during exam weeks will not be approved.)
(Students in AP courses will not be allowed excused absences other than medical in the two weeks prior to AP exams.)
- Working (Virginia state law prohibits excusing students for the purpose of work during regularly scheduled school days. -22.1-265 Code of Virginia.)
- Completing service hours during the school day

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, approved with conditions, or unapproved.

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

Parents will be able to closely monitor student attendance through the ParentsWeb portal on the website.

Absences Exceeding 5/10/20 Days Per Term

Attendance policies in schools are based on two primary considerations:

A.) The prevention of truancy

B.) That instruction/assessment is carried out in context and that the student's educational experience is enhanced by their presence and participation in class. To those ends, the following attendance policy is set:

1) Students who miss the fifth day in any class during each term will be advised by the office that they must provide medical documentation for each subsequent absence.

Students who do not provide medical documentation after the fifth absence or whose parent does not contact the school counselor for an explanation of excessive absences will be considered "unexcused" and will receive a zero for any graded classwork missed during their sixth, seventh, etc. absence.

Parents may also be asked to attend a conference to discuss their student's excessive absences.

2) A student who accumulates more than 10 absences (excused or unexcused) per term per class and has not provided documentation nor contacted the school counselor to make a plan going forward will not receive credit for that class and will be required to repeat the class subject.

3) Students suffering from a serious medical condition that keeps them from reliably attending school may request a waiver of the 10 days absence policy from the Principal by providing specific medical documentation by having their physician complete a "Chronic Illness Form." **This request and evidence must be made before reaching the 10 day limit.**

Students who have been granted such a waiver will be expected to keep up with their work and to meet deadlines for the submission of missing assignments. If a student fails to do so, their performance will be reviewed by the Principal and the Academic Council. The parents may be advised that the student will receive an audit for the course with a recommendation to retake the course or other similar action.

4) A student who accumulates more than 10 absences, regardless of whether they have a chronic illness form on file, 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 illness may be placed on homebound instruction.

Students who accumulate more than 10 absences, even if they have provided documentation and/or contacted the school counselor, 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.

5) The performance of students with a waiver, but who have missed more than 20 days of a class, will be reviewed by the Principal and the Academic Council. The parents may be advised that the student will receive an audit for the course with a recommendation to retake the course or other similar action.

6) Likewise, a student who suffers an injury that results in an extended absence that will result in the accumulation of more than 10 days absence may request a waiver for the specific number of days missed due to that injury. Such a request must be accompanied by specific medical documentation. However, the student will be subject to the same review as a student with a chronic illness if the absence extends beyond 20 total school days missed in a term.

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/extracurricular 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, homework, tests, or quizzes completed or due the day(s) of the absence.

Students who visit colleges must pre-arrange their absences through the Principal.

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 a pre-arranged absence request warrants:

Approved (administrative approved leave status, considered excused)

No conditions, though students are expected to turn in request in advance and communicate with teachers and get work in advance, turning in by dates specified; late work policies apply.

Conditional (administrative approved leave status with conditions, considered excused)

Students must complete all work as specified by teachers. Students will be allowed to make up major and minor assignments for credit; students are expected to complete any class assignments or homework, but the student will not receive credit (i.e. it will not count for or against), but will receive a zero if this work is not completed.

Unexcused absence (administrative unapproved and unexcused leave status)

Students will receive a zero for any assignments or assessments completed in class or due that day.

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.
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 scholarship opportunities, etc.). 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 early or upon their return.
7. Students who are absent for more than one day for a pre-planned trip or other planned activity that would have received approval but do NOT notify the main office to receive

pre-approval will be marked with an unexcused absence and will only be allowed to make-up major grades; any classwork, homework, or quizzes due or done on the days of their absence will receive zeros.

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. 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 homeroom 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 homeroom after 7:45 A.M. by their teacher unless they have a re-admittance slip.

Unexcused Morning Tardy Penalty (7:45 A.M.):

Students who arrive to school after 7:45 with no note will be issued an automatic morning detention after accumulating four 7:45 A.M. unexcused tardies. Students will be notified of their detention which will be held each **Wednesday** morning at 7:00 AM with the Principal. Students will be required to dress in forum. Students who fail to attend morning detention will not be allowed to attend any extra-curricular activities (athletics, drama, competitions, evening events, etc.) until the morning detention is served the following week.

Classroom Tardy Defined:

Students who arrive on time to school, but are not present in their first, second, third, or fourth block classroom when the tardy bell rings are tardy. Unless students have a note from another teacher or the main office, the tardy will be considered unexcused.

Unexcused Classroom Tardy Penalty:

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

BULLYING/CYBERBULLYING/SEXUAL HARASSMENT

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.

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can be verbal, physical, or social/relational, and can include such actions as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose (*US Department of Health and Human Services*). Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Cyberbullying is defined as bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean or derogatory text messages or emails, rumors sent by email or posted on social media sites, and embarrassing pictures, videos, websites, or fake profiles (*US Department of Health and Human Services*).

Sexual harassment is defined as unwelcome conduct that is sexual in nature and denies or limits a student's ability to participate in or benefit from a school's education program. Sexual harassment can include unwanted physical contact as well as any verbal or nonverbal conduct of a sexual nature (*US Department of Education*).

Any form of bullying, cyberbullying, or sexual harassment is in direct opposition to the philosophy and values of Peninsula Catholic High School and will not be tolerated.

Any students who believe they have been the subject of bullying, cyberbullying, or sexual harassment should immediately report the violation to a school official such as the Principal, School Counselor, School Nurse, or a faculty member with whom he/she feels comfortable. An [Anonymous Bullying Reporting Form](#) is also available on the student tab of the Peninsula Catholic website.

The administration will take prompt action in investigating any complaint of bullying, cyberbullying or sexual harassment and, if warranted, will take interim measures to prevent continued bullying or harassment from occurring while the investigation is underway.

Bullying/cyberbullying/sexual harassment may result in detention, suspension, and/or behavioral contract, or expulsion depending on the severity of the offense and past history of similar offenses.

Bullying, cyberbullying or sexual harassment occurring off of school grounds may be directed to local law enforcement.

CAFETORIUM

Students may purchase 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. Inappropriate behavior will result in loss of cafetorium privileges.

Students should not exceed an account balance for lunch over \$25.00. This is considered a delinquency and must be resolved immediately. It is the parents/guardians responsibility to monitor account balances. Parents/guardians may monitor and load funds to their student's lunch account via FACTS or through the school's Business Office. Once a student selects any food item, the student will be required to purchase it due to food safety regulations, even if this purchase causes a student's account to exceed \$25.00. If parents/guardians do not wish for their student to charge lunch on their account, they must communicate with their student as the staff does not have the ability to regulate those wishes.

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. The eighth graders and freshmen participate in a day-long retreat together. Sophomores also attend a day-long retreat with their parent/guardian/host parent. 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.

Attendance at retreats at each grade level is mandatory for students. Only emergency situations or documented illness will constitute an excused absence. 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 sports/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 their church must have prior approval by a theology teacher.* Each grade will complete an additional 5 hours of directed service as part of their theology class and/or PC Service Day.

Eighth Grade students will serve the school throughout the year, helping to set up for events as well as daily flag duty.

Ninth grade students are expected to complete the required 15 service hours and may serve their families, neighbors, church or community. The service must be above normal chores and students cannot accept payment. Students are encouraged to work with their parents in giving service to the Church or community outside of school.

Tenth, eleventh and twelfth grade students are expected to complete the required 15 service hours each year, and must also be submitted by the first Tuesday in September along with an accompanying assignment. Service performed for clubs or athletic teams cannot be counted in your 15 hours.

Students who fail to turn in the Service Hours form or video on time will result in a zero for a test grade in theology. Completing service hours each year is a Diocesan graduation requirement.

Students who do not complete the required hours of service each year will not be eligible to graduate.

The "Christian Service Form," can be found on the PCHS website. All Students should keep a copy of their record of service hours for reference.

In addition to the retreat and service programs, students are involved in weekly liturgies and many smaller prayer experiences. Members of this Liturgical Team serve as 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 one-year program offered in each parish. 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, television stations WTKR, WAVY, and WVEC broadcast school closings both on television and on their websites. If possible, closings will also be posted on our website, www.peninsulacatholic.org. Parent Alert, our Parent Notification System, will also announce closing or delays via phone, email, and/or text. 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.

On a day of school closure, the Principal will determine if it will qualify as an Inclement Weather Day, with no instruction, or a Digital Learning Day.

CHANGE OF ADDRESS

Parents are also expected to update this information on ParentsWeb on the website. Parents are always able to correct or add information at any time. In addition to this, parents/guardians are requested to report any major changes of address, zip code, or telephone number to the office immediately in order to ensure the Business Manager and other staff are aware of the change.

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. However, in order for the club to be successful and for students to have the time needed to be an active participant, students should consider committing to only 2-3 clubs at the most, and less if involved in drama or athletics.

Meetings for all clubs and organizations will be held during either the Activity Block or in the afternoon from 3:00 – 3:30 PM. All clubs, classes, and organizations will follow the class/club calendar to schedule their meetings.

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.

Students placed on binding academic probation due to an F in any class may attend regular meetings for their class or club. They are not eligible to participate in special events sponsored by the club or organization. Extracurricular participation will take place on a case by case basis at the discretion of the Principal.

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 or late will not be allowed to run for office or may be asked to step down from their responsibilities.

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. 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 [selection process](#).

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, 3, or 5 demerits to the specified behavior. Teachers will then log the demerits electronically to compile a cumulative record. Students and parents may review this record online at any time.

Detention: Afternoon

Students who accumulate 10 demerits in a term, have excessive tardies, or whose actions warrant an immediate detention will be issued an afternoon detention. The students and parents will be notified of the scheduled day for detention. Detention will be held every Wednesday from 3:15 PM to 4:15 PM (with occasional exceptions). 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/email by parents *and* administrative approval will allow a detention to be rescheduled. Students may participate in extracurricular activities and school-related activities until the afternoon of their detention.

If a student fails to serve the detention on the scheduled day, he/she will be rescheduled for the following week. If a student missed detention and did not have administrative approval, he/she will be considered on disciplinary 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 schedule 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.

Disciplinary Probation:

Students who fail to serve their afternoon detention or whose actions warrant a probationary period will receive notice of their probation period. Parents will also be notified.

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 (3:00 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 (up to and including suspension or expulsion).

Parental Conference:

Conferences will be scheduled after a student misses two regularly scheduled detentions, amasses 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):

Issued to students who accumulate 30 demerits in a term or whose actions warrant an In-School Suspension. ISS will begin at 7:30 AM and ends at 3:30 PM. Students serving In-School Suspension are notified of the date and infraction at least one day in advance of the ISS. Parents will be notified of the scheduled day of the ISS. Students must wear forum dress, bring their lunch, all their books and Chromebook (fully charged), and report to the Media Center on the designated day.

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 disciplinary probation for two weeks from the date the ISS is assigned (see above).

Out-of-School Suspension (OSS):

Issued to students who accumulate 40 demerits in a term or whose actions warrant an Out-of-School suspension. Students serving Out-of-School Suspension will be notified of 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, classwork, and homework grades will receive a zero. Any work that is not requested prior to the date of the OSS or work that is not submitted the day following the OSS will receive a zero.

Students are on disciplinary probation (see above) for nine weeks from the date the OSS is assigned.

Students who receive an OSS must report this on their college application if asked; the School Counselor must also report the suspension if asked.

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 between classes or in classrooms where it is not authorized.
- Consuming food/drink between classes or in classrooms where it is not authorized.
- Failure to return designated school correspondence needing a parent signature
- non-compliance of uniform check
- Unexcused tardy to blocks 1, 2, 3, and 4

3 demerits:

- Being disruptive or inappropriate in class, in the hallways or at school-related activities (level 1)
- Displaying affection beyond holding hands or brief hugs
- Failure to park in designated areas
- Failure to use approved Chromebook case

- Loitering in an unsupervised area during and after school
- Loitering in hallways during class
- Loitering in vehicles in parking lot after 3:15 PM
- Possession of Energy Drinks of any kind
- Showing disrespect to faculty, staff, or others in authority (level 1)
- Unauthorized use of cell phone, ipods, etc. (plus confiscation)
- Unauthorized/inappropriate use of Chromebooks or personal electronic devices (see Technology and Internet Acceptable Use Policy)
- Use of personal headphones or not following the “One Bud In/One Bud Out” policy

5 demerits:

- Being disruptive or inappropriate in class, in the hallways, or at school-related activities (level 2; serious action, repeat action, and/or repeat offender)
- 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®)
- Profanity/Obscenity
- Showing disrespect to faculty, staff, or others in authority (level 2; serious action, repeat action, and/or repeat offender)
- Unauthorized Tag Day

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

Habitual abusers of any particular Code of Conduct rule will be subject to additional actions.

Major Infractions

Examples of behaviors that are inappropriate and affect the safety of others in the school include but are not limited to:

- Activating the fire alarm or intruder 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
- Failure to operate a motor vehicle in a safe manner
- Failure to purchase or display PCHS parking sticker on vehicle window

- Fighting
- Possessing, using, and/or selling drugs, alcohol, and vaping/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.
- Truancy (skipping school)

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 actions (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:

- Computer, cell phone, electronic misuse (See Technology and Internet Acceptable Use Policy and Telephones)
- Bullying/Cyberbullying/Sexual Harassment
- Lying, cheating, stealing, tolerating (See Honor Code)

Merits

Students can earn Merits (1, 3, 5, or 10) merely by modeling Christ-Like behavior through being especially helpful or kind to others. Upon receiving 10 merits, students may come to the principal's office to select from the following:

- Free tag day
- Free homework pass
- Deduction of 3 demerits from discipline record

COMMUNICATIONS

Parental involvement is essential in the education of students at Peninsula Catholic. Our most effective communication tool is our website (www.peninsulacatholic.org). The website is continually updated when school is in session. It provides our school community a summary of school related news and events occurring that week and in the near future. Additionally, parents and students may monitor classes and grades online via *Canvas*. Parents also use ParentsWeb to access student profile, FACTS billing, and records of attendance, medical, discipline.

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. (Please 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 Academic 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 appropriate School Counselor to arrange a conference with all concerned.

An official folder is established by the School Counselor's 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 and the student's emergency data card are maintained in the clinic. Parents may review the records if 24 hours advance written request to do so is made to the school. **Any medical event that occurs on school grounds or during school-related activities with a student is documented in FACTS Family (Medical Events). The school nurse records details in FACTS Family which can be accessed by the parents, principal and the Director of Counseling when necessary.**

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 when announced. Late forms will not be accepted.

When tickets are sold for couples dances (i.e. Winter Dance, Homecoming, Prom), students may only bring students of the opposite sex as their guest/date.

All guests must be under the age of 21.

Eighth grade students may only attend dances during the school year approved by the administration. Unless otherwise informed, this includes the Homecoming Dance only.

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 and all seniors (regardless of whether they attended prom). Prom guests of a junior/senior are also welcome.

DIGITAL LEARNING DAYS

Inclement Weather

In the event of Inclement Weather (i.e. Hurricane, snow, Nor'Easter, etc.) a call via *Parent Alert* will be sent out NLT 6:00 AM. In the call, faculty and parents will be notified as to whether the day is an Inclement Weather Day (i.e. no make-up instruction required) or a Digital Learning Day (i.e. long-distance e-learning to take place via internet).

Instructions and Policies for Inclement Weather Day that is NOT announced as being a DLD:

- If the Principal calls for an inclement weather day and not a DLD, it is not required that instruction be made up.
- No digital instruction is required, but teachers may send reminders about assignments, tests, or even ask students to complete a new assignment before the next day.
- All students should check their email by noon that day for any instructions.

Students without Internet access or electricity will be exempt from the above provided that a note from the parent is submitted the next school day that we are in the school building.

Instructions and Policies for Digital Learning Days (Due to Weather or Pre-planned):

DLDs due to inclement weather will include teachers instructing from home or school

Scheduled DLDs will be held four times a year (2x each term). These dates include:

Friday, September 6

Friday, October 11

Friday, February 21

Friday, March 27

On these dates, the building will be open and teachers will report to Peninsula Catholic. Any student will be allowed to attend “live” if necessary, reporting to Peninsula Catholic by 8:45 AM.

The policies and procedures outlined below will be followed on any DLD (weather-related or pre-planned).

The time of the 4 block instructional day is as follows:

- A minimum of 75 minutes of instruction, interaction, and assessment *per class* is required.
- Schedule for the day:
 - Block 1: 9:00 AM- 9:45 AM
 - Block 2: 10:00 AM - 10:45 AM
 - Block 3: 11:00 AM - 11:45 AM
 - Block 4: 12:00 PM - 12:45 PM

The day will **ALWAYS** follow a 1, 2, 3, 4 Rotation Schedule regardless of what day of the week it is!

- Teachers will post assignments to Canvas as they normally would as well as email any pertinent information to students.
- It is the student’s responsibility to check email and Canvas beginning at 8:30 AM.

75 Minute Instructional Plan for students will include the following:

45 Minute Canvas Conference that is live and recorded

- At least 30 of the 45 minutes will be live direct instruction/interaction; This will be done using the Conference feature in Canvas.
- Up to 15 minutes could be allotted for individual or collaborative assignment this might be in the form of a Canvas Discussion, Google Doc, or group assignment on Canvas.
- Multiple attendance checks must be taken throughout the 45 minutes, one of which will be a written assessment
 - Written Assessment
 - this assessment must be completed (timestamped) during the 45 minute class;
 - it may be brief;
 - it may or may not be a graded assessment;
 - completion of this assessment serves as one “attendance” check
 - any student who does not complete this assessment prior to the end of the 45 minute class will be considered “unexcused” and will receive a zero if the assessment is graded.

30 Minute Self-Paced Assignment

- This self-paced assignment will complete the 75 minute total instructional time required (45 + 30 = 75 minutes);
- To receive credit, the assignment must be completed and submitted by the teacher's assigned deadline for inclement weather DLD's; for scheduled DLD's (Fridays) it is due at 11:59 on Sunday night or Monday morning as directed by your teacher;
- Any student who does not submit the assignment to Canvas by the deadline will receive a zero on the assignment.
- If a student did not complete the in-class written assessment or was "absent" during the multiple attendance checks during class, then the self-paced assignment will receive a zero since the student's absence will be "unexcused;"

Make-up policy for student absences on a DLD Day

- Like a regular school day, parents must submit a note the following school day to ask for administrative approval for an excused absence for their student in the event of illness. All attendance rules as outlined in the Parent-Student Handbook applies (i.e. pre-arranged absences, etc.).
- Students will have the opportunity to watch the recorded conference session and complete work as directed the teacher for credit in the time frame specified by the teacher.

DRESS CODE

New students in grades 8-12 must purchase all components of the school uniform (with the exception of dress pants and dress shorts) from Land's End Uniforms (www.landsend.com, 1-800-469-2222).

Male Students' Clothing

Unless directed otherwise:

I. Shirts

- White cotton, button-down collar shirt, long or short sleeves with PC logo*
- Navy or white golf/polo shirt with PC logo* (Only students in grades 10-12 may continue to wear the hunter green polo.)
- Only white undershirts without logos or designs can be worn under polos

II. Slacks/Shorts

- Khaki or navy blue dress slacks or Bermuda-style shorts (No side pockets on the leg; either Lands' End (other similar style); shorts are allowed throughout the year; shorts may be worn no shorter than 2 inches above the top of the knee
- Shorts/slacks may not have rivets or be made of denim

- Solid black or brown belts are required

III. Shoes/Socks

- Tennis shoes, running shoes, any color(s)
- Canvas shoes, any color/pattern
- Brown or tan topsiders
- Socks (optional), any color


IV. Outerwear

- Only navy blue, black, gray, or white cardigan, crew neck, V-neck sweaters or sweater vests
- Peninsula Catholic club/athletic/class sweatshirts
- Peninsula Catholic fleeces or a navy blue fleece with no logo
- Navy blue blazers.

V. Forum Dress Code

- Navy blue dress slacks (No side pockets on the leg; either Lands' End or other similar style)
- Slacks may not have rivets or be made of denim
- White cotton button-down collar shirt, long or short sleeve with PC logo
- Only white undershirts without logos or designs can be worn under shirt
- School tie (new students in grades 9, 10, and 11 must purchase the shield tie and may not wear the striped tie)
- Dress shoes (black or brown) or topsiders (tan or brown)
- No tennis shoes
- Belts (solid colors – brown or black only)
- Solid colored dress socks (navy, black or tan) must be worn and be visible at all times on forum dress days
- No hoodies or jackets; students may wear an approved sweater

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 top of the collar
- Sideburns trimmed to bottom of ear; no long sideburns
- Clean shaven every day
- Boys may have pierced ears, but may not wear earrings any larger than $\frac{1}{8}$ inch in diameter, round or square--Sample:  (actual size at 100% view)
- No hoop earrings of any kind; No gauges
- No nose piercings/No tongue piercings/No visible body piercings

- No odd hair coloring whatsoever (blue, purple, pink, etc.) or hair coloring that is unnatural for the student (i.e. blonde students dying hair black/vice-versa, etc.); no unusual or non-traditional hairstyles (as determined by administration)
- No visible tattoos – permanent or temporary (to include henna)

Female Students' Clothing

Unless directed otherwise:

I. Skirts

- Plaid Kilt Below the Knee (adopted, 2014), Plaid Box Pleat Skirt Top of Knee (adopted, 2018), grades 8-12 (Lands' End)
- No skirts should be worn **shorter than the top of the knee**

II. Blouses/Shirts

- White cotton, button-down collar shirt, long or short sleeves with PC logo*
- Navy or white golf/polo shirt with PC logo*
- Only white undershirts without logos or designs can be worn under any polo

III. Slacks/Shorts

- Khaki or navy blue dress slacks/Bermuda style shorts (either Lands' End or other similar style); shorts are allowed throughout the year; shorts may be worn no shorter than 2 inches above the top of the knee
- Shorts/slacks may not have rivets or be made of denim
- Belt (solid colors – brown or black only)

IV. Shoes, Socks/Hose

- Tennis shoes, running shoes, any color(s)
- Canvas shoes, any color/pattern
- Brown or tan topsiders
- When worn with school skirt, ankle socks/knee socks should be solid-colored (navy blue, black, or white); when worn with uniform shorts/pants, any color
- When worn, tights should be solid-colored (navy blue or black) with no patterns (i.e. fishnet, lace)

V. Outerwear

- Only navy blue, white, black, or gray cardigan, crew neck, V-neck sweaters or sweater vests
- Peninsula Catholic club/athletic/class hoodies
- Peninsula Catholic fleeces or navy blue fleece with no logo
- Navy blue blazers

VI. Forum

- Plaid school skirt
- White cotton button-down collar blouse, long or short sleeves with PC logo
- Only white undershirts without logos or designs can be worn under blouse

- Dress shoes--flats only--no heels; black or brown; no patterns (i.e. stripes, plaid, etc.); no textures (i.e. glitter, sequins) or brown or tan topsiders
- No tennis shoes
- Tights or knee socks must be worn and must be solid-colored (navy blue or black) with no patterns (i.e. fishnet); girls may not wear ankle socks with forum dress
- No hoodies or jackets; may wear an approved sweater

VII. Grooming

- No nose piercing/No tongue piercings/No gauges/No visible body piercings
- No odd hair coloring whatsoever (blue, purple, pink, etc.) or hair coloring that is unnatural for the student; (i.e. blonde students dying hair black/vice-versa, etc.); no unusual or non-traditional hairstyles (as determined by administration)
- No visible tattoos – permanent or temporary (to include henna)

Athletic Wear for Game Days (male and female)

- Athletes may wear the official PC school warm up on any game day or approved team wear, excluding Forum days.
- If traveling to away games, the team must be dressed either in forum or in their warm ups.
- For teams that do not have an official warm up, students may wear their jersey or team t-shirt with their uniform pants/shorts on game days.

Tag Day Dress Code

- Jeans/khakis/slacks (in good condition – no holes or ragged hems)
- Shorts (no shorter than two inches above knee--for boys and girls), no cut-offs
- Appropriate t-shirts/sweatshirts--to include PC spirit wear
- Sweaters
- Blouses/button-up shirts without collars
- Students may dress up from forum
- Appropriate footwear/No open toe/open heel shoes
- Skirts (to the top of the knee)
- Leggings may only be worn with a long blouse or sweater that comes just above the knee.

Prohibited Articles of Clothing at All Times (to include Tag Days AND Dress Up from Forum Days)

- Jersey sweatpants with banded hem
- Pajama bottoms
- Jeans with holes or ragged hems
- Skirts shorter than the top of the knee

- Shorts shorter than two inches above the knee--for boys and girls
- Open toe or open back shoes/sandals
- Boots of any kind
- Hats
- yoga pants
- athletic warm up shirts, team t-shirts, or other athletic wear (excluding team hoodie) on non-game days

General Guidelines

*The “shield” logo must be on the uniforms of all students.

- Dress and grooming standards are essential in fostering favorable personal development. Attention to proper grooming standards is 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 (i.e. no holes).
- 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.
- 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 **OFF** SCHOOL GROUNDS AT THE END OF THE DAY.

School Store and Dress Code Compliance

Students will have a dress code check in homeroom each morning. Students found to be non-compliant will be sent to the School Store to rent any item needed that is available. The School Store will have the following available for rent:

- polo shirt -- \$5.00 (\$2.00 refund when returned at the end of the day)
- forum dress shirt -- \$10.00 (\$5.00 refund when returned at the end of the day)
- tie -- \$5.00 (\$2.00 refund when returned at the end of the day)
- belt -- \$5.00 (\$2.00 refund when returned at the end of the day)
- skirt--\$10.00 (\$5.00 refund when returned at the end of the day)
- shaving--\$1.00 (male students will be sent from the store to the school nurse to shave)

Students who cannot pay will have the appropriate amount billed to their parents in the next billing cycle of Peninsula Catholic.

All students who are sent to the School Store for any issue, including items not available for rent (i.e. pants/shorts/shoes), will receive a form to be signed by their parent and returned the following day. Failure to return form will result in a demerit each day until returned.

This form will serve as proof of dress code compliance attempt to their teachers and students will not receive any demerits. However, any student not in dress code *and* without the form will receive a demerit.

After every third trip to the school store, a student will be issued a detention. If a student receives a third detention, parents will be contacted to discuss the issue and the student will then receive additional consequences for non-compliance.

DRESS CODE ENFORCEMENT BEGINS AT HOME. STUDENTS WILL BE GIVEN A DETENTION FOR CONTINUAL NON-COMPLIANCE OF DRESS CODE. FINAL DETERMINATION OF DRESS CODE COMPLIANCE IS AT THE DISCRETION OF THE PRINCIPAL.

FAMILY SERVICE HOURS/VOLUNTEERISM

An essential component of the overall atmosphere and educational opportunities at Peninsula Catholic High School is parental involvement. It strengthens our community spirit 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, 2019 and May 31, 2020.** Two-parent homes are required to perform 20 hours of service; one-parent home or two parent homes with a spouse deployed) are required to perform 10 hours of service. Parents may opt to include the fee for service hours as part of their monthly payment at the time of enrollment. Any hours not served by May 31, 2020 will be assessed \$15 per hour for uncompleted time. An outstanding balance will preclude the release of report cards, transcripts, and/or diplomas.

Opportunities for Family Service hours will be made available regularly to the parents and communicated through the administration and parent organizations at the beginning of the academic year, and online.

Donations of goods or money does not fulfill service hours. (I.e. purchasing \$15 of chips/drinks cannot be counted as one hour of service.) Contact the Director of Development if you would like to receive an acknowledgement of your donation of goods or money.

Parents must log-in their hours via ParentsWeb on our website. Parents can easily see the number of completed service hours under “Family Information”. The hours submitted to ParentsWeb is what will be used to determine billing assessments for uncompleted hours.

Volunteer Requirements

All volunteers who are regularly involved with students (coaches, coaching assistants, media center aides, homeroom parents, etc.) are required by the Diocese to undergo a background check through the Virginia Department of Social Services and Screening One, thus clearing them for such involvement. In addition, all volunteers must complete the “[Protecting God’s Children](#)” Virtus three-hour workshop. After this certification, volunteers continue their training through monthly online modules through [VIRTUS](#). When volunteering during the school day, parents are asked to sign in at the front office.

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, though it is expected that students will take advantage of these educationally enriched opportunities.

Students who fail to submit a proper form will not be allowed to participate in the field trip. Students who do not have their emergency contacts listed in FACTS Family 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

In February, financial information for the next school year 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 \$50 fee will be charged for any returned checks.

Parents who pay with a credit card will incur a 3% service charge.

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 “Lockdown” will be announced over the P.A. System or the intruder alarm will be activated. Students will either exit the building or 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 the building or 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.

FUNDRAISING

Peninsula Catholic strives to keep tuition as low as possible. Since the cost of educating each student is more than the tuition, it is necessary to engage our families and the greater community in fundraising activities.

School-wide Fundraising

PCHS holds two school-wide fundraisers each year - the tuition raffle in the fall and the auction in the spring. Parents are required to participate in both events at a minimum of \$150 each.

Families have the option to include these financial obligation in their monthly tuition payments, both or in part, or participate in them during the school year. Details on the options to pay for these school-wide commitments can be found in the tuition contract signed upon enrollment.

Tuition Raffle (Fall-Winter): Each family is required to support the tuition raffle by either selling or purchasing three raffle tickets for \$150. Families who do not turn in tickets by the deadline (November 1) will have three tickets included in the raffle and the raffle fee of \$150 applied to their account by January 15.

Auction - Families have a number of ways to support this fundraiser to meet the \$150 minimum which includes selling raffle tickets, purchasing tickets to attend the event, making a donation, sponsoring, and procuring sponsors and donations. Families who do not participate or who partially participate before the event, will be billed in April up to \$150.

Special Note: Families who donate money in excess of \$500 toward this event will have their service hour requirement waived.

The Knights of Columbus Council 5480 partners with PC to provide an opportunity for all school organizations and athletic teams to raise money. Through their bingo operation on Thursdays, each club or team with at least 7 volunteers can earn \$350 for a few hours of working bingo in their non-smoking hall. If clubs and team want to raise money, they must sign up to participate in bingo before any other fundraising activity will be considered.

All other fundraising requests for parent or student groups, including tag days, must be approved by the Principal. Bake sales are coordinated with the club or class sponsor or coach using the Activities Calendar.

All funds raised in the name of the school are under the control of the Principal. All funds must be deposited in an appropriate account by the Business Manager **on the day they are received**. No funds may be held in an account outside the school **nor should cash or checks from a fundraiser be held off school grounds by parents or students**. The Principal must approve the expenditure of all funds raised in the name of the school by student groups or clubs, athletic teams, or parent organizations.

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.

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.

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 conditions.

Prescription and non-prescription medicine will be dispensed by school officials only if a [Medical Form](#) is first provided to the clinic. Forms need to be completed per student per medication. 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. Those who self-carry medication (i.e. inhalers, epi-pens) still need to submit a medication form that states that they are able to self-carry. If your child has a prescription medication that needs to be taken during the day please bring it to the clinic in its original bottle.

Students are to be excluded from school until they have been fever free for 24 hours without medication. A fever is classified as 100.4°F or higher. If your child is actively vomiting they may not return to school until they have gone a full 24 hours without an episode and without the benefit of medication.

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

HOMEROOMS

Homerooms will be divided up alphabetically by grade level and gender. Homeroom teachers will serve as the students' advocate, checking in with them regularly in terms of academics, conduct, social, etc. and providing assistance and encouragement to help them reach successful solutions. Additionally, all class activities and fundraisers will be organized through homerooms (i.e. Spirit week, tag days, bake sales, etc.).

Each student reports to Homeroom daily. Morning prayer, pledge, and PCTV announcements will take place during homeroom. Students will participate in activities or watch videos that focus on character development--all in line with our "Green Zone" anti-bullying and positivity program. Report Cards and other information will be distributed in Homeroom. Students will also have a dress code check in homeroom. Students needing assistance in getting into

compliance with dress code will be sent to the School Store, where students can rent dress code components. Once a month, students will meet in their homerooms for Activity Block for service projects, bonding, character development, and other activities that encourage them to build a community and improve themselves.

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.

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.

More information about Honor Code violations, hearings, penalties, appeals, NHS members and the Honor Code, and how to become a member of the council, can be found [here](#).

LEAVING SCHOOL GROUNDS

Students may not leave the school grounds from the moment they arrive until dismissal time without permission from the School Office.

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.)

However, students who drive and who are involved in after-school activities may leave school grounds after school with written permission from their parent as well as permission from their coach or class/club moderator. (Ex. Leaving to go to 7-11®, etc. is prohibited without permission.)

These students may NOT take any passengers with them without the permission of both sets of parents and their coach or class/club moderator.

Coaches, class, and club moderators are responsible for keeping a record of parental permissions.

Students who leave school grounds but who do not arrive back to their activity on time may have their privilege revoked at the discretion of their coach or class/club moderator.

LOCKERS AND BOOKBAGS/ATHLETIC BAGS

Each student will be assigned a numbered locker (top and bottom locker) at the beginning of the school year for personal belongings. **Students who wish to lock their upper locker to store valuables will receive a combination padlock from their homeroom teacher on the first day of school, but locks are not required.**

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. Students may not decorate the outside of lockers except on special occasions (i.e. sporting events, birthdays, spirit week). These decorations must be taken down within one week of the event. Exchanging of lockers among students is not permitted.

Homeroom teachers and the Administrative Assistant 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 auxiliary gym in the shelving unit provided. Backpacks may not be left in the hallways at any time during the school day or after school.

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 cafetorium and deposited in a bin. Students should come to the cafetorium 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 7:15 A.M to 3:30 PM.

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.

PARENTAL COMMITMENTS

Student success is built on the foundation of PCHS partnering with parents and guardians. All members of the community, administration, faculty, and parents, must make a commitment to help students grow and succeed during their time at PCHS.

Here is what Parents/Guardians/Host Parents can do:

1. Ensure your student(s) arrives at school on time.
2. Make arrangements to have your student(s) picked up no later than 3:45 or promptly at the end of any activity/event in which they are participating/attending.
3. Ensure your student(s) attends regularly and avoids missing excessive days.
4. Check on your student(s) progress by regularly monitoring your parent account on *Canvas*, checking email, and contacting teachers as necessary.
5. Make yourselves available to the school and promptly address any concerns you have with the appropriate person.
6. Check the website regularly for updates and news (posted throughout the week).
7. Ensure your student(s) is in the appropriate dress code daily.

8. Volunteer! Without your service to the school, PCHS wouldn't be able to make it through the year! It's a great way to get to know the whole community! Encourage your student in their service as well.
9. Encourage students to do their best and follow the policies as set forth in this handbook, understanding that to do so is to protect the safety, interests, and rights of all students at PCHS.
10. Remember that everyone at PCHS is here to help all students succeed academically, socially, morally, and spiritually; no decision is ever made without the students' and school's best interests at heart.

PARKING

1. All students eligible to drive an automobile to school must register the car and purchase a parking permit. Should there be any kind of emergency, permits allow law enforcement to quickly see if any vehicles on property do not belong to students or faculty.
2. Parking permits may be purchased during lunch during the second week of school for \$10.00. 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. Parking off school grounds in area neighborhoods is not permitted.
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.
8. Vehicles parked on school property are subject to search if reasonable suspicion exists.

SCHEDULE CHANGES/COURSE DROPS

1. All schedule changes are performed by the School Counselors. Students should obtain add or drop forms from their designated School Counselor's Office and must return them by the specified date.
2. Students may add courses on or before September 4 for first term, and on or before January 29 for the second term
3. Students may drop courses on or before September 4 for first term, and on or before January 29 for the second term with written parental permission. Students may not drop courses required for graduation.

4. Math, foreign language, AP, DE, or honors course teachers may initiate a level adjustment for students new to the school on or before September 11 (first term) or February 5 (second term) in consultation with parents. The initiating teacher will submit the change to the School Counselor once parental permission is obtained.
5. Students who begin classes at Peninsula Catholic after Labor Day 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.
6. 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, morning homeroom, and mid-day lunch/Activity Block. Dismissal will be at 3:00 PM.

Full Day Schedule

7:40	Warning Bell
7:45 - 8:00	Homeroom
8:04 - 9:34	1 st Block
9:38 - 11:08	2 nd Block
11:08 - 11:52	Lunch/Activity Block
11:56 - 1:26	3 rd block
1:30 - 3:00	4 th Block
3:45	Study Hall

8:00 Weekly Wednesday Mass Day Schedule

7:40	Warning Bell
7:45 - 7:50	Homeroom
8:00 - 9:00	Mass
9:05 - 10:20	2 nd Block
10:24 - 11:39	1 st Block
11:43 - 12:22	Activity Block
12:26 - 1:41	4 th Block
1:45 - 3:00	3 rd Block
3:45	Study Hall

Exam Day Schedule/1:15 Dismissal

7:45 - 7:55	Homeroom
8:00 - 10:10	Exam #1
10:10 - 11:00	Snack/Lunch
11:05 - 1:15	Exam #2

Noon Dismissal Schedule

7:40	Warning Bell
7:45 - 7:52	Homeroom
7:56 - 8:54	1 st Block
8:58 - 9:56	2 nd Block
10:00 - 10:58	3 rd Block
11:02 - 12:00	4 th Block

2 Hour Delay Schedule

9:45 - 10:00	Homeroom
10:04 - 11:05	1 st Block
11:09 - 12:10	2 nd Block
12:10 - 12:50	Lunch/Activity Block
12:54 - 1:55	3 rd Block
1:59 - 3:00	4 th Block
3:45	Study Hall

SCHOOL COUNSELING DEPARTMENT

Peninsula Catholic High School has two School Counselors. One School Counselor is responsible for grades 8-10 and will assist students with personal development, determining their high school program, and investigating college or vocational careers. The College and Career Counselor is responsible for grades 11 and 12, assisting students in their personal development, the college search process, navigating the college application process and the vocational career employment process.

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 a policy is the responsibility of the Principal.

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

The Board meets regularly 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 offset 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.

Athletic Advisory Board

The Athletic Advisory Board works with the Athletic Director in areas such as fundraising for facilities and equipment, assisting in communication with parents, and implementing best practices that reflect the values and traditions of the Catholic faith and good sportsmanship in all programs. A consultative relationship exists between the school and the Board.

Knights of Columbus

Many parents are members of the Knights of Columbus, Council 5480 in Newport News and Councils 511 and 16266, both in Hampton. Both councils are very supportive of the 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 welcome.

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.

SEX OFFENDERS LIVING WITHIN CATHOLIC SCHOOL COMMUNITIES

Parents are invited to check the [Virginia State Police website](#) to learn of any sex offenders located within the same or contiguous zip code area as the school. Written notification from the Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous zip code of the school may be obtained by requesting this information from the State Police. **The information provided by the Virginia State police from the sex offender registry shall not be used for intimidation or harassment purposes.**

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

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 computers, network, the Internet, and wireless system 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.

PC Students and faculty use Google Suite for Education (GSFE) to enhance the way we use technology and share information within our school community. Essentially, GSFE is a cloud based learning platform that allows teachers and students to create a range of documents online, email, share calendars, and storage to be accessed at home and school on any device. GSFE allows us to collaborate and learn more effectively, offering a wide range of learning opportunities for teachers and students. Here is additional information about [GSFE](#).

Prior to being given access to the School's computers, Internet, and wireless, students in grades eight through twelve and their parent(s), must return the signed Technology and Internet Acceptable Use Contract. This agreement will be completed every year. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines below, the Principal will deem what is inappropriate use and his/her decision is final.

Students will use their chromebooks everyday for academic purposes. In addition to students' school-issued Chromebooks, computers are available for student use in the new Multimedia Lab (as authorized). However, students are expressly prohibited from using school administrative computers such as are found in the School Counselors' Offices, Office of Admissions, Main Office, Bookkeeper's Office, Office of Development, etc.

For inappropriate use, the consequences are:

Level 1: Restricted Internet Filter.

Students are allowed to keep their chromebook, but more educational sites may be blocked (and must be unblocked as necessary) and non-educational sites will be and remain locked (gaming, social media, streaming, etc.) are blocked. This is usually temporary but could last the entire term or remainder of the school year.

Level 2: Restricted Use at School and Home.

A. Students must check out their chromebook from the library each day and return it at the end of the day. Students may either complete homework on a device at home or could be required to stay after school to complete homework while under staff/faculty supervision. This may or may not be combined with Level 1.

B. Students must check out a loaner chromebook from their teacher each day for every block. The loaner must be returned to the teacher at the end of the block. Students may either complete homework on a device at home or could be required to stay after school to complete homework while under staff/faculty supervision. This may or may not be combined with Level 1.

Level 3: Confiscation.

Students will have their device confiscated, school account is suspended, and no digital work can be submitted.

Level of severity will be determined by the principal and Technology Specialist.

While the administration will make every effort to help students find lost or stolen devices, the school is not responsible for, nor does the insurance cover, lost or stolen devices.

Coverage for damage to a school-owned device is outlined below.

During the time a student has possession of a school-owned device while at Peninsula Catholic, a \$50 fee will be included in yearly tuition for insurance. The first time students damage their school-owned device in a year (July 1-June 30):

1. the student should report the damage to the teacher who will instruct the student to take their device to the appropriate personnel;
2. The technology personnel will assess the damage. If the damage does not require immediate repair, the student may be allowed to continue to use the device. If the damage does require repair, a loaner device may be available, if inventory allows.
3. If repair or replacement is necessary, the student (parent) will:
 - a. Be required to use their \$50 insurance policy, no matter the repair required.
 - b. Subsequent repair or replacement will be billed to the parent.

The insurance fee will cover one-time repair or replacement. If a student damages their school-owned device a second (third, etc.) time during the school year, parents will be responsible for the cost of the repair or replacement of the device.

Failure to report even the smallest repair in a timely manner (i.e. within one week), could result in disciplinary action.

Personal devices are not the responsibility of the school and we cannot be held liable for theft or breakage. To protect the user and the school, the school's IT department is unable to troubleshoot student-owned devices.

The only student devices that may access the school's wi-fi will be their school-issued chromebooks. Cell phones or student's personal computers will not have access to the school's wifi.

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 the ability to access all files and email and will exercise that ability when warranted by content that is triggered through our filtering system.

Each student owns the copyright on all work created and published or not published on the Internet. By publishing it, each student is making this work available to others, who should not publish it without that student's permission. When the school is made aware of a copyright infringement, the administration will help enforce the rights of the student to the best of our ability even though we support free flow of information for educational purposes.

Students who have personal electronic devices or school-owned devices on campus but are not in class (e.g. activity block, before/after school) are expected to follow the use and guidelines outlined below. Any student who is observed abusing this privilege will have their device confiscated and will report to the principal.

The School provides controls and filtering protection of student Chromebooks through filters provided through Google while students are logged into their school account. While on school grounds, all students are expected to only be logged into their school account. Outside of School, filters are still in place while logged into their PC account. However, when outside of School or when students are not logged into their school account, 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. While the school will exercise due diligence in securing the most current and effective filtering and protections - it can not be held liable when students intentionally circumvent the filtering software.

Unless special permission has been granted, the Chromebook is the only device allowed in the classroom. Students who abuse the privilege of having a device in class (i.e. game playing, instant messaging, etc.) or who use any device in a class without proper authorization will be subject to disciplinary actions which can include access restrictions or, in serious or repeated abuse, confiscation of Chromebook and suspension of Google account, requiring students to complete work without the use of technology. Access will not be restored until the student and parents meet with the principal. More serious abuses of computer privileges including those with legal ramifications will be handled on a case by case basis with consequences up to and including suspension or expulsion.

The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, students' chromebooks 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.

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. Students have a unique opportunity to learn using these 21st century instructional strategies and to use these tools to be even better scholars. So, when it comes to digital technologies in our school, please...

- Be empowered.
- Do awesome things with technology.
- Share with us your ideas and what you can do.
- Be nice. Help foster a school community that is respectful and kind.
- Be smart and be safe. If you are uncertain, talk with us.
- Be careful and gentle. Our resources are limited. Help us take care of our devices and networks.
- Amaze us.

If you follow the guidelines above, your experience with technology at Peninsula Catholic will be remarkable.

Chain Mail

Students will be assigned a student email account to access "Chain Mail" (PC's email system) and other school resources. This should be considered the student's "professional" email address and should only be used for school business or correspondence (i.e. Canvas, college application process, educational sites/applications) . Students should not link websites for personal, leisure, or social networking purposes to their school address (i.e. game sites, Twitter, etc.).

When sending emails to teachers or staff, students will be expected to use the following email etiquette:

- Include a subject heading about your topic. Sending an email with “No Subject” is unacceptable.
- Include a greeting. (e.g.. Dear Mrs. Smith; Greetings Mr. Jones.)
- Body of email should follow all correct grammar, spelling and capitalization rules as though you were writing a paper for class. This is not the time for informality--e.g. “i” instead of “I” or “cuz” instead of “because.”
- Include a closing. (e.g. “Sincerely” or “Thank you” is appropriate.)
- Your name. Yes, your name is seen as the sender, but etiquette dictates that your sign your email.

Teachers need not respond to student emails that are not properly written.

Social Networking Guidelines for Students and Parents

Social networking has revolutionized the way we communicate and share information with one another. The term Social Networking includes, but is not confined to the use of blogs/wikis, message boards/forums, FaceBook, Twitter, Snapchat, Instagram, LinkedIn and other posting technologies such as YouTube, Picasa, Flickr, etc.

Included below are guidelines that can be used by schools in the Diocese along with their *Code of Conduct* and *Technology Acceptable Use Policy*. These guidelines should not be considered all inclusive, but serve as guidance in the use of social networking by students.

- Students should be familiar with and adhere to the School’s *Code of Conduct*. It extends to the use of social networking sites and covers issues such as bullying, harassing and defaming that might occur online.
- Please be aware, words and images you post may be available for years, even if deleted.
- Personal profiles should not indicate personal information that can be used to locate you such as your full name, address, phone number and planned personal activities.
- Don’t post information about yourself that you don’t want the whole world to know. Your profile may be viewed by future employers and school admissions officials, as well as identity thieves, spammers and stalkers.
- Don’t post information about others, including all the cautions noted above. Pictures or images of other students should not be posted or tagged without their permission.
- Be cautious as to who you accept as a friend on your site. Do not “friend” faculty and staff members and do not accept “friend” invitations from members of the faculty or staff. Should a faculty or staff member invite you to be their “friend,” notify a school administrator.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.

- Be wary if a new online contact wants to meet you in person. Discuss with your parents/guardian before you decide to meet.
- If you feel threatened by someone or uncomfortable because of something online, tell an adult you trust. Bullying, harassment and defaming are unacceptable and reporting this type of conduct could end up preventing someone else from becoming a victim.

Bottom line: Unless you're prepared to attach your social networking site, such as Facebook, Twitter, Instagram, etc. to your college, job, internship, scholarship or sports team application, don't post it publicly.

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

Catholic Diocese of Richmond and Peninsula Catholic High School

Technology has become an increasingly critical tool to advance learning within the Catholic Diocese of Richmond. We see great potential for its use in the learning process as we seek to meet the mission of Catholic Schools:

To develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospels and the teachings of the Catholic Church.

In a world where technology and our society are always changing, God and His Word remain the same. Our values and priorities are based on Biblical principles that transcend the latest technological trend. We want our schools to be a place where students can learn how to use technology as a positive tool to "make disciples of all nations." Matthew 28:19

Part I: *The school, parents/guardians, and students agree to:*

- Use school based technology for instructional purposes only.
- Adhere to copyright laws.
- Model appropriate use of technology including social media accounts.
- Engage in online communication that positively represents the school.
- Share concerns of inappropriate technology use with parents or administration.
- Acknowledge the fact that the school cannot control all parts of the internet or incoming email.
- Respect the authority of the administration and the finality of decisions by the administration regarding what is inappropriate use and its consequences.

Specific agreements of Peninsula Catholic:

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

- Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify a teacher, the principal and/or the system administrator.

- Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
- Students may only use the teacher's computer with permission and under his/her supervision. If using a teacher's Chromebox in the classroom, students should be on their student account.
- 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.
- The use of School Internet resources to transmit or propagate email transmissions such as broadcast email, chain letters, mass market advertisements [spamming] of any kind.
- Posting anything to the Internet or sending any electronic communication in the name of Peninsula Catholic without prior consent of the Principal. Using School name or logo on personal websites. The Principal is in charge of deciding when and how the school's name, seal and logo are used.
- 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 websites.
- 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 network use or attempting to alter school system settings or data.
- Using the network for political or commercial purposes as endorsing political candidates or selling items or services.
- Abuse or fraudulent use of the computer system, network, Internet, or wireless system not specifically mentioned.
- Accessing personal email, chatting, instant messaging, discussion boards, use of earbuds in class unless authorized by your teacher.
- Use of headphones. For safety reasons, students will be limited to earbuds while on school grounds. Students will have one bud out of one ear at all times while on school grounds.
- Assisting others in violating any of the policies above.

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. The Principal

has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The faculty and staff may request that the Principal deny or revoke specific user access.

Part II: *All schools within the Catholic Diocese of Richmond agree to:*

- Teach students about being successful digital citizens.
- Create student learning opportunities that empower students to be effective lifelong users of technology.
- Will take reasonable precautions to protect students and the integrity of its computer network from misuse by using filtering software. This may include conducting searches of school or personal devices with or without warning. Parents will be notified of searches.
- Report activity that may be illegal to the appropriate authority in addition to parents.
- Empower students to use technology to reach authentic audiences in meaningful ways.

Part III: *All students within the Catholic Diocese of Richmond agree to:*

- Model Christ-like behavior and exhibit Christian virtue in the use of technology. *(This includes moderation of time spent online, refusing to view or accept pages or files of an inappropriate sexual or violent nature, and not defacing or damaging technology loaned to a student)*
- Treat all people and property with respect.
- Understand that their actions reflect directly on the entire school community and on each student. Use the school-provided internet connection and filter while at school.
- Login with his/her own credentials and maintain the privacy of those credentials, only sharing username and password for school accounts with parents and school staff.

Specific agreements of Peninsula Catholic students:

- Attempting to log on to the School network, Internet, or wireless system 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.

Part IV: *Parents/Guardians of students within the Catholic Diocese of Richmond agree to:*

- Monitor student technology use.
- Model appropriate use of technology.
- Recognize that they may be responsible for the cost of any repairs caused by inappropriate behavior

Based upon the policies outlined in this document, as well as any technological innovations available after the printing of this document, the school's administration will deem what is inappropriate use. In addition, the cost of any repairs caused by inappropriate behavior may be the responsibility of the student and his/her family.

TEEN PREGNANCY

Pregnancy is not a reason for suspension from class or 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 Counselor and School Nurse. The student will be required to furnish information from her doctor and a plan for her stay in school will be discussed. Readmission, following birth of the child, is dependent upon a conference with the Principal, the School Counselor, her parents/guardian and the student.

TELEPHONES/CELL PHONES

Office telephones and student cell phones may be used before school, after school, or at lunch/Activity Block.

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

During school hours (7:45 AM – 3:00 PM) students may use their cell phone in the classroom at the teacher's discretion for educational purposes as allowed. Students using their phones during this time for other reasons are subject to confiscation.

Student Cell Phones should be on "Silent" or off.

All teachers will require students to store their cell phone in a phone holder during the entire class unless required for an educational activity or the teacher authorizes the student to call or text a family member upon student request. Students who fail to store their phone can receive 3 demerits.

The student will receive 3 demerits for unauthorized cell phone use from the teacher. His/her phone should be confiscated and the teacher can turn it into the main office or may store it and have the student pick it up at the end of the day.

Students who have their phone in their possession and/or 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.

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

Students are prohibited from answering the phone in a teacher’s classroom.

TEXTBOOKS

MBSDirect has been contracted to provide distribution of most textbooks and related materials and is located online at [the MBS School Store](#). 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 bill of the replacement cost of the text.

Students are encouraged to over 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 second term to assist students in selling their books to one another. Parents and students should be cautious of purchasing textbooks that have excessive writing or answers written in the books. If purchasing books from vendors outside of MBSDirect or the Home and School Association’s book sale, ensure that you are purchasing the correct edition of the textbook with the correct ISBN number. 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.

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 or 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 AM on school days. Parents should not leave students at school before 6:30 AM. Parents must arrange to have their students picked up by no later than 3:45 PM. Earlier pickup will be necessary on those days when school is dismissed early. These days are posted on our online calendar.

After School: 3:00-3:30

Meetings for some clubs and organizations will be held after school 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 3:45 PM unless participating in the After School Supervision (see below). 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 extracurricular 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) and are not participating in the After School Study Hall Program will be asked to meet with the administration.

After-School Supervision: 3:45-5:30

All students who are not off of school grounds and not participating in a class, club or athletic activity MUST report to the main gym promptly at 3:45. There are no exceptions. If students are on school grounds at 3:45 they must report to the main gym for supervision; if students are found unattended after 3:45, they will be escorted to the main gym and will remain there until their ride comes. Applicable daily rate charges will apply (see below).

A supervisor will be on hand to check students in, monitor students, and check students out when their ride comes.

Parents who sign up using the commitment form (see Parent Page online) to utilize after school supervision regularly (weekly, 1 or more days a week) will be charged the following:
4-5 days a week, M-F; \$40 a week or \$350 per quarter
2-3 days a week, M-F; \$30 a week or \$250 per quarter
no more than one day a week, M-F; \$10 a week or \$90 per quarter

Students whose parents have not signed a commitment form but whose student is not picked up by 3:45 will be charged \$25 for the day.

Parents may pay ahead of time for each term or they will be billed.

Any student who stays for more days than were paid for ahead of time will be billed for the extra days at a rate of \$10 per day.

Students who must stay after school for athletic purposes but whose practice or game does not begin until after 3:45 that should still wait in the main gym but parents will not be charged as long as they have verification from their coach.

Students who stay after only because of a sibling or carpool member being involved in sports or other after-school activity must be under the supervision of the coach or moderator. If a coach or moderator is unable to supervise, the student must either be picked up from school or report to the main gym for supervision. These students will be billed at the regular prices above.

All students MUST be picked up no later than 5:30. Any student left after 5:30 will not be left unattended; however, parents will be charged \$5 for every minute they are late picking up their student. If a student is consistently picked up late, the parents will be called in for a conference to rectify the situation.

Sundays

The school does not host or sponsor any events on school grounds on Sunday (Policy Regarding Sunday Extracurricular Activities in the Parishes and Schools in the Diocese of Richmond, Bishop DiLorenzo, 20 May, 2016).

VISITORS

All visitors to the Peninsula Catholic campus must, upon, arrival, ring the bell to request entrance into the vestibule of the main entrance. Upon being granted entrance, visitor's must then report to the check-in window located in the vestibule to receive a visitor's pass. All adult visitor's or minors who are not with an adult will need their driver's license to verify identity, receive a visitor's pass, and be admitted into the main building. On some occasions, visitors' will be escorted to their destination. Visitor's with no need to enter the main building will wait in the vestibule. (I.e. Parents may check in with the receptionist and wait in the vestibule for their student for early dismissals, lunch drop off, etc.)

Parents may not make unscheduled visits to classrooms for unscheduled conferences, as teachers may have other responsibilities at that time.

For family events such as Rite of Passage and Academic Awards, alternative entrance into the building will be established and communicated. Student events that take place during the school day are for students only. No guests or visitors will be admitted to attend, unless otherwise communicated.

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

Students interested in enrolling at Peninsula Catholic are invited to attend classes with a current student, should follow the procedures below.

1. Visitors must be sponsored by a Peninsula Catholic student who must receive prior approval for the visit from the Principal, Director of Enrollment, or Asst. Director of Enrollment.
2. The visitors' sponsor must meet the visitor in the main office.
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. 46) 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.

I/We agree to accept and cooperate fully with Peninsula Catholic in routine matters of rules, regulations, and discipline. Peninsula Catholic reserves the right to discipline the student when, at the discretion of the administration, the student's interest or that of the school will be best served by such action. Peninsula Catholic also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school's rules and regulations as stated here in the *Student-Parent Handbook*.

APPENDIX--Leadership Roster for School-Related Organizations

School Advisory Board, Executive Committee

Bill Burke	Chairperson
Joe Gately	Vice Chairperson
TBD	Secretary
Michael Reilley	Past President
Janine Franklin	Exofficio

Home and School Association, Executive Board

Gena Petersen	President
Eddie Rusak	Vice President
Jackie Yau	Treasurer
Cathy Martz	Secretary
Sharon Hyland	School Representative

Booster Club, Executive Board

Will Robertson	President
John Jackowski	Athletic Representative
Janine Franklin	School Representative
Kevin Konouck	Knights of Columbus Representative
Mary Fugere	Board Member
Jim Heald	Board Member
Mike Mann	Board Member
David Mummert	Board Member
Billy Via	Board Member

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.

