

NEW INFORMATION IN THE 2007-2008 STUDENT/PARENT HANDBOOK

Page 2	VII. Admission, Registration and Tuition
Page 3	(G.)
Pages 3-5	VIII. Personnel & Organizations (B) (C) (D) (E)
Page 6	IX. Academic Matters. 1. Graduation Requirements & Freshman
Page 7	(#3) College Credit
Page 8	Junior High (#1 Curriculum) 8 th Grade
Page 9	Semester or Quarter Classes
Page 12	D. Student Identification
Page 12	H. PowerSchool
Page 13	M. Parent Teacher Conferences
Page 14	S. Health Records
Page 15	T. Asthma/Diabetes/Allergies-Notification
Pages 20,21	#3 Internet Acceptable Use Policy
Pages 23	O. Lunch Program
Page 25	Student Dress Code – <u>Shirts-Oxfords & Polos</u>
Page 26	Shoes
Page 27	F. Dress Down Day (#4 letter b & g)
Page 31	J. Use of Alcohol, Drugs, Tobacco, etc., (1 st paragraph)
Page 32	Section 2. Penalties: #1 First Offense, #2 Second Offense
Page 35	Y. Student Pregnancy
Page 36	YY. Married Students
Page 37	B. Eligibility Requirements For Extracurricular Activities (#2)
Page 44	N. Guidelines for Teacher Aides (#5)

SECTION I GENERAL INFORMATION

I. PURPOSE OF THIS HANDBOOK

This handbook has been approved by the Scotus Central Catholic Board of Education and the administration. The purpose of this handbook is to set down in writing the objectives and general regulations of the school so that the school can function orderly and efficiently in its responsibility to provide a complete educational program for its students. This book is to serve as a source of information for students and parents. All students and parents are responsible for all regulations contained herein during the school year. Regulations found within this handbook are implemented by the administration to better meet the mission, beliefs, and goals of the school.

II. MISSION STATEMENT

Scotus Central Catholic High School assures all students the opportunity to receive a faith-based Catholic education through academic excellence and diverse extracurricular activities.

III. BELIEF STATEMENTS

We believe in fostering a Catholic atmosphere in every aspect of our school.

We believe in sharing one's time, talents and treasures to support this Catholic school and provide effective programs at a reasonable cost for generations to come.

We believe in teaching students the Gospel message so that they will be contributing members of a faith community.

We believe in high expectations for all persons associated with the school.

We believe in developing skills and activities which foster positive self esteem.

We believe in developing life-long skills in students so that they can successfully meet the challenges of their choices.

We believe in providing effective instruction through the recruitment, employment, and development of staff members dedicated to the mission of the school.

We believe in student mastery of skills and concepts through teaching for learning.

We believe in regular monitoring of school needs and adjusting programs and personnel to meet those needs.

We believe in developing sound moral judgment skills in every person associated with the school.

We believe that all students are able to learn and be successful.

We believe in building a faith community among all persons associated with the school.

We believe in service to our community and society through prayer and action.

We believe in an on-going process of staff development.

We believe students must respond to the call of service to society and to their school.

We believe students must utilize critical thinking skills and work cooperatively in areas of work and study.

We believe in the integration of technology within the school's instruction, curriculum, and management operations.

We believe in an on-going process of curriculum development.

We believe that Scotus Central Catholic is an improving school which, in outcome terms reflective of a teaching for learning mission, can demonstrate the increasing presence of quality and equity.

IV. GOALS AND OBJECTIVES

Building Community: To build Christian Community among people associated with Scotus Central Catholic.

Staff Development: To strategically plan a staff development program based on individual needs as they relate to the school’s goals and regulations of the state and Archdiocese.

Developing Support: To insure long-range stability for Scotus Central Catholic.

Curriculum Development: To develop and revise curriculum on a K-12 basis which meets identified needs of the Columbus Catholic education community, the Archdiocese of Omaha, and the State of Nebraska on an approved cycle.

Developing the Total Student: To nourish the development of the total student (socially, spiritually, intellectually, physically, and emotionally).

Utilizing Technology: To integrate various aspects of technology into the school’s instruction, curriculum, and management operations.

V. ACCREDITATION

Scotus Central Catholic High School is fully accredited by the North Central Association of College and Secondary Schools dating continuously from the year 1941. This accreditation, via an annual reporting, application, and evaluation process, is renewed annually. Scotus Central Catholic is also accredited by the Nebraska Department of Education and is on the list of Class A accredited schools as established by the members of the State Accreditation Committee. Scotus Central Catholic is also a member in good standing of the Secondary School Department of the National Catholic Education Association.

VI. NONDISCRIMINATION

Scotus Central Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

It shall be Scotus Central Catholic High School’s policy to not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and school extra-curricular activities.

VII. ADMISSION, REGISTRATION AND TUITION

For the 2007-2008 school year the tuition, cost to educate a student, at Scotus Central Catholic is \$6,120. The parent share of the tuition is computed using the formula:

Tuition – Parish support – Fund raising/Parent involvement = Parent share/Student tuition

\$6,120	-	\$1,867	-	\$2,193	= \$2,060	Grades 7 & 8
\$6,120	-	\$1,867	-	\$2,143	= \$2,110	Grades 9 & 10
\$6,120	-	\$1,867	-	\$2,093	= \$2,160	Grades 11 & 12

Tuition is the actual cost to educate one student at Scotus. This figure is calculated by dividing the total school budget by the number of students enrolled.

Parish support is the amount per student the three parishes, St. Anthony, St. Bonaventure and St. Isidore provide to support the operation of Scotus Central Catholic. All parishioners are called upon to support the effort to provide our children a faith-centered, college preparation education.

Fund raising is extremely important and pays approximately 1/3 the cost of educating a student. Examples are the Scotus Education Fund Drive, Gala, Annual Appeal, Shamrock Raffle, Mother's Club and Shamrock Club activities. Parent and student involvement in these activities is very important.

Parent share which is commonly called **student tuition** is actually only 1/3 the tuition of a Scotus student.

- A. Students whose parents/legal guardians are registered members of St. Anthony, St. Bonaventure, and St. Isidore parishes will pay the student tuition established by the Scotus School Board.
- B. Student tuition for students who are members of a parish outside of the corporation will be 120% of student tuition. The family is expected to assist in Scotus Central Catholic fund raising activities.
- C. For non-Catholics, tuition will be 125% of the student tuition. These students will be admitted on a space available basis. Space available will be determined by the administration on a per grade basis and not necessarily by total school enrollment. The family is expected to assist in Scotus Central Catholic fund raising activities.
- D. Foreign Exchange Students who reside with families that are members of any affiliated parish will pay student tuition.
- E. All past student tuition and fines must be paid or an approved plan of payment must be in place before a student can enroll for the coming school year.
- F. A set registration fee is mandatory at the time of registration with this fee then being applied to the student tuition. The registration fee along with any late fees associated with the registration fee must be paid in order for registration to be complete.
- G. Scholarship assistance is available for students through Archdiocesan Scholarship Funds and the Scotus tuition Assistance program. To be eligible for the Scotus Tuition Assistance Program, students must first apply for Archdiocesan Scholarship Funds. The deadline for both assistance programs will be posted on Power School, in Shamrock Lines, and in Parish Bulletins.

VIII. PERSONNEL & ORGANIZATIONS (School Phone Number 564-7165)

A. ADMINISTRATION

Mr. Wayne Morfeld.....President
 Mr. Gary Puetz Activities Director
 Mr. John Schueth..... Development Director

B. FACULTY

Mrs. Sandie Bernt..... Speech/Drama
 Mrs. Julie Blaser..... Math
 Mr. Pat Brockhaus..... Social Science
 Mrs. Kristen CoxInstrumental Music
 Mr. Bob Dierman Spanish
 Mrs. Jane Dusel-Misfeldt Chemistry/Geometry Essentials
 Ms. E. J. Gardner..... Vocal Music
 Mrs. Connie Gibson Spanish/A.R.
 Mrs. Carmen Johnson.....Family & Consumer Science/Religion
 Mrs. Joan Lahm Science
 Mr. Merlin Lahm..... Math
 Father Jeff Loseke Campus Minister/Religion
 Mrs. Barbara Malicky.....Science/Study Skills
 Officer Gilbert MaschmeierS.R.O.
 Mrs. Deb Ohnoutka English/Study Skills
 Mr. Jeff Ohnoutka Social Science
 Mr. John Petersen..... Math
 Mr. Mike PetersenTechnology

G. SCOTUS MOTHERS' CLUB

The Scotus Mothers' Club consists of all mothers having children in the Scotus Junior and Senior High School and meets each month on the 2nd Wednesday. It helps raise finances to support the school and its programs.

H. SHAMROCK CLUB

The Shamrock Club consists of a group of men interested in the Scotus athletic program and it meets the 1st Wednesday of each month. It helps raise finances to support the school and the athletic programs at Scotus.

I. BAND BOOSTERS CLUB

The Band Boosters Club consists of a group of parents interested in the band program of the Catholic Schools of Columbus. Band Boosters consists of parents having children in the three Catholic elementary schools and Scotus.

J. FINE ARTS BOOSTER CLUB

The Fine Arts Boosters Club consists of parents interested in promoting and supporting Art, Vocal and Instrumental Music, Drama, Speech and Mock Trial. Members meet bimonthly.

IX. ACADEMIC MATTERS

A. SENIOR HIGH

1. Graduation Requirements

The guidance counselor will assist the student but it is the student and parents responsibility to be aware of and meet all graduation requirements. In granting credits, Scotus follows a semester credit system. According to this plan, one semester-hour of credit means the value assigned for one period of instruction per week for an entire semester. To complete the requirement for graduation, a student must have successfully passed a minimum of 240 credit hours including 190 required credits (195 for class of 2009).

RELIGION	35 Credits (Class of 2009 40 Credit)
ENGLISH	40 Credits
SOCIAL STUDIES	30 Credits
MATH	30 Credits
SCIENCE	20 Credits
PHYSICAL EDUCATION	10 Credits
COMPUTER APPLICATIONS I	10 Credits
VISUAL & PERFORMING ARTS (Music, Drama, Advanced Speech and Art)	5 Credits
COMPUTER APPLICATIONS II	5 Credits
SPEECH I	5 Credits

Required classes for graduation are listed below. Students are required to enroll and receive credit in the required classes on campus. The remaining credits can be selected from elective courses offered at the respective grade levels. Students planning to attend college would be wise to include two or more years of one foreign language, upper level math and science courses.

A process of transcript review relative to graduation requirements will be made at the discretion of the administrator and counselor for transfer students.

No academic credit will be given for participation in sports or activity events not directly related to the approved curriculum.

The School Board has set the following requirements for graduation from Scotus Central Catholic:

FRESHMAN

- Religion 9
- English 9
- Physical Science
- Computer Applications I

SOPHOMORE

- Religion 10
- English 10
- Biology
- Speech I (one semester)

Math Class
P. E. 9

Computer Applications II
Math Class
Modern World History
P. E. 10

JUNIOR

Religion 11
English 11
American History
Math Class

SENIOR

Religion 12
English 12 or AP English
Modern Government

Each semester all students are required to take a minimum of 7 solids and a total of 35 credit hours per semester.

2. Correspondence Courses

All correspondence courses must be approved by the administration. Correspondence classes or off campus classes may not be used to meet required class graduation requirements unless it is impossible for a student to take a particular course at Scotus. (Example: A second semester senior needs credit for an additional English class to graduate.) All correspondence courses must be completed through the Nebraska Independent Study High School directed by the University of Nebraska. To be eligible for graduation, second semester seniors must complete all correspondence work by April 1st.

3. College Credit

A partnership is being developed with UNL so eligible senior students can earn college credits through webb based classes. See the Guidance Counselor if interested.

4. Shared-Time Students (Senior High only)

Students residing in the Columbus district or Lakeview district may take courses in the respective public school upon administrative approval of both schools and are expected to observe the following guidelines. This includes approved summer school classes.

- a. Students must abide by all school policies as set forth in Columbus and Lakeview High Schools handbook.
- b. All credits earned at either Columbus High School or Lakeview High School will be recorded on the student's permanent record and will count toward the accumulative credits needed for graduation at Scotus.
- c. Students may be dropped from Columbus High School or Lakeview High School classes because of failure to abide by the student handbook.
- d. Students are expected to drive responsibly, quietly, and in the most direct route possible to and from Scotus.
- e. Students taking liberal arts courses at Columbus High School are to park in the west parking lot. They are to enter the building for their classes by using the door on the south side of the school building. Those taking shop courses are to park in the east parking lot and use the east door of the school.
- f. When Scotus is in session and there is no class at Columbus High or Lakeview High School, shared-time students must be at Scotus in study hall. All shared-time students must attend classes at Columbus High or Lakeview High School even if Scotus is not in session.
- g. Failure to comply with any of the above guidelines may result in immediate removal from the Columbus High or Lakeview High School classes and loss of credit for those classes.

h. When you register for a class at either Columbus High or Lakeview High, it is understood that you will participate in that class during the semester as sometimes extra classes are added to accommodate our students.

i. A senior, after receiving administrative approval, may register for a course at Central Community College-Platte Campus if his/her schedule permits. Central Community College-Platte Campus credits will not be transferred for high school credits.

4. Graduation Ceremony/Student Classification

The graduation ceremony is a privilege granted to those students who have successfully completed the academic requirements and have adhered to all student attendance, accountability, conduct policies, and fiscal requirements set forth by the Board of Education. Graduating seniors must have all financial obligations completed before they will receive a diploma. Students who have not met the requirements for graduation by the designated time(s) will not be awarded a diploma in the graduation ceremony. Students not receiving a diploma may opt to participate in the ceremony, he/she will receive a certificate of attendance, and it will be noted in the graduation program that he/she is receiving a certificate of attendance and not a diploma.

5. Graduation/Baccalaureate

In order to preserve the festive and celebratory nature of graduation, all memorials of deceased students will take place during the Baccalaureate Mass and not during the Graduation ceremony itself.

6. Transcripts

Transcripts will be issued prior to graduation only upon completion of a transcript request form. Transcripts after graduation must be requested in writing.

The following charges shall apply:

- a. transcripts before graduation – no charge
- b. transcript request after graduation - \$2.00 per request.

Transcripts or information will not be issued after the student is separated from the school until all academic obligations and financial obligations have been satisfactorily met.

B. JUNIOR HIGH

1. Curriculum

7th GRADE

Courses Required:

Daily:

English
Life Science
Ancient History/Geography
Math

Semester or Quarter Classes:

Adolescent Relationships	Study Skills
Keyboarding	Religion
Music	P.E. & Health
Art	Band (Elective)

8th GRADE

Courses Required:

Daily:

English
Earth Science
Nebraska and American History

Math or Algebra I

Semester or Quarter Classes:

Spanish	Art
Health	Keyboarding 8
Drama	Study Skills
Music or Music/Performing	Religion
Band (Elective)	P. E. & Health

2. Junior High Academic Performance

After each quarter (nine weeks) any Junior High student who has failed one or more core class(es), their parents will be notified. The core classes are: 7/8 Religion, 7/8 English, 7/8 Science, 7/8 Math, 7 Ancient Civilizations/Easter Hemisphere Geography, 7 Study Skills and 8 American History. The student will meet with each teacher of the class(es) they failed to determine their plan of study and responsibility. This plan may include but is not limited to:

- a) Work in the classroom before school.
- b) Work in the classroom after school.
- c) Modification of certain behaviors in the classroom.
- d) Parent supervision and monitoring of the student's homework, to include checking to see if homework is satisfactorily completed.

At the end of the following quarter, the student's grades and performance will be reviewed. If needed, additional strategies may be developed. Continued failure in more than two core classes will result in retention. Scotus Central Catholic places a high premium on academic performance and making the "effort" to achieve academic success. Promotion strictly for social reasons is not practiced.

3. Accelerated Reader

For grades 7-9 the accelerated reader program is part of the English curriculum and grade.

C. LIVING THE FAITH

One of the fundamental realities of the Catholic Church is that she is apostolic. This means that, like the Apostles, all members of the Church share in the mission of being "sent out" to spread the Kingdom of Christ on earth.

The Living the Faith Program has been developed at Scotus to help form students according to the mission of the Gospel so that they might become contributing members of society and effect a positive Christian influence upon it. (CF. Scotus Mission Statement)

This program gives the students the opportunity to explore their own gifts and talents in an active way and allows them to be cultivated according to the promptings of the Holy Spirit. In this way Scotus hopes to aid each student in uncovering his or her own vocation of love and service on the way to salvation. Furthermore, Scotus desires that its students be a visible witness within the community of what it means to live the Christian life fully and unashamedly, not for the sake of being "seen" but for the sake of being imitated as Christian models of holiness.

Therefore, all Scotus students are required to give of their time and talents in outward, visible service to neighbor. Because we are "sent out" by the command of our Savior, these good works motivated by faith should extend beyond the home and family into the community.

Number of Hours: Junior High (grades 7-8)

In preparation for Confirmation and in order to advance from junior high to senior high at Scotus Central Catholic, each student must complete at least 15 hours of service each year of junior high for a

Cumulative total of at least 30 hours. Should a student fail to complete at least 15 service hours in either year by the deadline, he/she would fail that year's Theology class with a 69% and not be allowed to enroll as a Freshman at Scotus until the requirement has been met. Furthermore, the student's pastor may not recommend him/her for Confirmation until the requirement is satisfied.

Number of Hours: Senior High (grades 9-12)

In order to graduate from Scotus Central Catholic, each student must complete at least 20 hours of service each year of high school for a cumulative total of at least 80 hours. Should a student fail to complete at least 20 service hours in any given year by the deadline, he/she would receive no credit for that year of Theology, thus failing, and be required to repeat that particular Theology course.

Categories of Service

Each year, all students are expected to divide their Living the Faith requirement among a variety of different types of service. A minimum of three hours of service is expected in each of the following categories: Church, School, and Community. The remaining required service hours may be divided among the categories, keeping in mind the limitations listed below.

- **Church:** Service to the Church is defined as any activity that is sponsored by a Catholic parish, a Catholic diocese, a Catholic organization, or an officially recognized group associated with any of the aforementioned. (Exception: Catholic schools constitute their own category of service.) Minimum of three hours required.
- **School:** Service to the school is defined as any activity that is sponsored by Scotus or one of her three Catholic sister schools in Columbus (i.e., St. Anthony, St. Bonaventure, or St. Isidore). Minimum of three hours required.
- **Community:** Service to the community is defined as any activity sponsored by a non-Catholic organization or group. Service to individual members of the community also qualifies (e.g., shoveling a neighbor's sidewalks). Minimum of three hours required.
- **Family & Friends:** Service to family and friends is defined as any service done for members of one's extended family outside of his/her household or for one's friends. No minimum required; five hours maximum.

Sometimes it will be the case that the school chaplain will predetermine the category for a particular activity, taking into account the type of service it is and whom it benefits.

Limitations on Required Hours of Service

- No more than ten hours of service done during the summer may be applied to the upcoming school year's total.
- No more than ten hours of service may be earned for any one event or type of activity (e.g., Vacation Bible School, babysitting, etc.). Any hours beyond this maximum will not be added to the student's qualifying total.
- No more than five hours of service may be earned under the Family & Friends category. Any hours beyond the maximum will not be added to the student's qualifying total.

Living the Faith Forms

Each student must complete a Living the Faith form for each service activity completed. This should be done in ink, and any changes to the form should bear the adult supervisor's initials.

Incomplete or illegible forms may be rejected by the student's Theology teacher. Any student caught falsifying information on a Living the Faith form will receive no credit for that particular service and will serve a detention. Furthermore, the student's parents will be notified. All forms must include the following information.

- name and grade of student
- date of activity (month/day/year)
- total number of hours earned
- clear description of the activity
- sponsor of the activity (e.g., St. Isidore parish, Mr. John Doe, etc.)
- printed name and phone number of the adult supervisor
- signature of the adult supervisor

Timeline

- One may begin earning hours during the summer to apply toward the upcoming school year on the third Saturday of May.
- All forms for hours earned during the summer must be turned in no later than the second Friday of September.
- All non-summer forms are to be turned in no later than two weeks after the service activity has been accomplished.
- To be recommended for Confirmation, all eighth-grade students must have their Living the Faith hours completed and turned in no later than the second Friday of April.
- To pass Theology class and to graduate, all seniors must have their Living the Faith hours completed and turned in no later than the second Friday of May.
- To pass Theology class, all students in grades 7-11 must have their Living the Faith hours completed and turned in no later than the third Friday of May.

Qualifying Service Activities

Examples of qualifying activities are listed in this handbook and announced in school as they become available. The school chaplain has final discretion regarding the validity of any activity presented for Living the Faith. For an activity to qualify for Living the Faith credit, it must meet the following criteria:

- Students may receive no reimbursement or benefits in return for their service.
- The activity may not occur during regular school hours during the academic year.
- The activity may not be done in service of a "for profit" organization or business.
- The activity may not be part of the student's regular duties or expectations.

Living The Faith Opportunities

The following lists are a few examples of different types of service that might ordinarily fall into each of the three categories.

Church

Knights of Columbus service
parish bazaar/event worker
ministry at Mass: lector, EMHC, server, etc.
parish religious education (PRE) helper
perpetual adoration substitution for someone else
(must be enrolled on parish's sub list)

Vacation Bible School help
Catholic Charities service
church cleaning
selling Scrip
parish office aide

School

Catholic school teacher aide before/after school	SCC activities assistance
assisting at SCC sponsored summer camps	Scotus Mothers' Club help
Manning the concessions booth at Scotus	SCC Gala worker
Sports assistance for SCC or SCC/CHS co-ops	Scotus media center help
Scotus courtyard maintenance	

Community (when not Family & Friends)

Babysitting	Highway cleanup
Dog walking	United Way volunteer
Mentoring programs	Non-Catholic church help
Boy/Girl Scout aide	Nat'l Day of Prayer work
Help with community youth sports	Birthright volunteer
Yard/garden work for the elderly	Center for Survivors vol.
Simon House volunteer	Senior Center volunteer
Rescue Mission volunteer	Visit hospital/nursing homes
Blood donation	Life Chain
AYSO soccer help	Youth group mission trips

D. STUDENT IDENTIFICATION

The Student Picture I.D. will admit students into many Scotus activities free. Students must present the I.D. as they enter the activity or they will be expected to pay regular admission price. Free admission applies only to the holder of the Student Picture I.D.

E. CLASS CHANGE

Once a semester has started student or parent initiated dropping and adding of classes is not permitted. There will be a designated drop and add period prior to the beginning of each semester. This is the time for change. Once the semester starts only teacher initiated dropping and adding of classes will be permitted. Teacher initiated drop and add will be based on two criteria;

- 1) Past performance, student has not met the pre-requisites to be eligible for the class.
- 2) If, in the teacher's judgment, the student is academically incapable of passing the class.

F. DROPPING YEAR-LONG CLASSES

If a student drops a year-long class prior to the second semester, no credit will be given for the first semester, even if a passing mark was received. The first semester grade will be computed into the students GPA.

G. GRADING SYSTEM

A – Superior	93 – 100	D – Below Average	70 - 77
B – Above Average	86 – 92	F – Failing	Below 70
C – Average	78 - 85	IN - Incomplete	
		WI – Withdrawn	

In the event a student must retake a failed course, the transcript will reflect courses as retaken. Credit will be received and GPA calculated on all courses completed.

H. PowerSchool (a School Information & Performance System):

PowerSchool is a web-based computer program which can be accessed from any computer that is connected to the Internet. Students and parents have 24-hour access to grades, attendance, assignments, and announcements. Grades may be checked regularly and parents can become more involved in their students education. The calendar and lunch menu can be found on the Scotus website, www.scotuscc.org, and you may communicate with teachers and staff through e-mail. Please notify the Central Office if you do not have access to the internet.

I. REPORT CARDS

A summary of grades will be issued to parents at the end of each nine weeks. The quarter grade will be a summary of daily work, class participation, and quarter tests.

J. SEMESTER TESTS

All classes meeting 5 days a week for the entire semester are required to give a comprehensive semester test or an assessment project appropriate for their curricular area. Semester tests/assessment projects will be comprehensive by design and will count for 20% of the final semester grade.

K. SEMESTER/FINAL GRADES

At the end of each semester the grades submitted to the central office are termed (considered) “provisional grades”. Provisional grades do not become final grades until the excessive absenteeism policy is applied as needed.

L. INCOMPLETE GRADES

Should a student not complete the course requirements during a given quarter for legitimate cause, an incomplete grade will be given. If the work is not completed in one week following the quarter, a “0” will replace the missing paper, tests or work and then averaged in to determine the final grade. It is the student’s responsibility to submit all work and prevent a “0” from being recorded for a particular assignment.

M. PARENT-TEACHER CONFERENCES

Time will be set aside from the regular school day once during the first semester for the scheduling of Parent-Teacher Conferences. Parents and teacher are strongly urged to contact each other whenever a student problem exists.

N. HONOR ROLL

The purpose of an Honor Roll is to encourage high scholarship. The Honor Roll will consist of the first and third quarter grade point average and the semester averages. The average is figured by multiplying the grade earned each quarter by the number of credit hours taken. There must be no incomplete grades or no grade below a “C” in any subject. There shall be an “A”, “B”, and a Straight “A” Honor Roll. The list will be posted on the bulletin board and published in the local newspaper.

O. CUMULATIVE GRADE AVERAGE AND CLASS RANK (Senior High Only)

At the end of each year, grade point averages are finalized and class ranks recorded. Cumulative grade point average is figured by multiplying the grade earned each semester by the number of credit hours attempted for each subject and dividing this total by the number of hours attempted. All subjects are included in this grade point average. (Refer to your Curriculum Handbook for credit hours determined for each class.) Cumulative grade point average and class rank begins with the freshman year.

P. STANDARDIZED TESTING PROGRAM

Standardized tests will be given to students. Tests will be selected by the administration and guidance counselor. Parents and students are notified of test scores through the Guidance Office.

Q. PERMANENT RECORDS

Scotus maintains the required records on each student. Disciplinary records are kept but are not a part of the student’s “Cumulative File”, or permanent record. Disciplinary files are destroyed in accordance with state statute three years after continuous absence. The only discipline records which are kept beyond this time are those which the school must keep to protect itself legally.

Non-Custodial Parent Policy:

Unless such rights are restricted by a legally binding instrument or court order, the non-custodial parent:

- *Is entitled to exercise all parental rights regarding student records;
- *May obtain information from their child’s records on a regular basis;
- *May receive general notices;
- *May attend regularly scheduled teacher conferences or have separate conferences scheduled

A child may not be released during the school day to anyone except the custodial parent unless written permission is provided by the custodial parent.

If the parents are separated and/or neither is the primary custodian of the child, the school may release the child to either parent unless the school has evidence of a legally binding instrument or court order to the contrary.

Any contacts by non-custodial parents with the child during the school day will be governed by the legally binding instrument or court order in effect unless the school has received permission from the custodial parent providing for contact. Such permission must specify the type of contact.

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order.

The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

R. CONFIDENTIALITY

All student records are released only with the written permission of the parents/guardians. Students who have reached the age of 18 have the right to release their own records with their written approval.

S. HEALTH RECORDS

By State law, a student must also have on file health and immunization records meeting the following criteria:

1. State law requires physicals before entry into 7th grade and requires all students, regardless of grade, transferring from outside the State of Nebraska, to have a physical and vision evaluation (within 6 months of admissions.)
2. Summary of immunizations required:

Students entering 7 th Grade	3 doses of DtaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of Hepatitis B vaccine. 1 dose of varicella (chickenpox) given on or after 12 months of age and prior to 13 years of age. If over 13 years of age 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
---	--

All transfer students from outside the State of Nebraska, regardless of grade (includes any foreign students)

Same as above.

3. Transfer students must have all the health and immunization requirements satisfied by the State before they will be admitted.

4. State law required that health records be complete. If a student's health record is not complete the student will not be allowed to attend school until the health record is complete.

T. ASTHMA/DIABETES/ALLERGIES-NOTIFICATION

If a student is asthmatic, diabetic or has a known allergy, it is the parent's responsibility to report this information to the school office in writing so proper documentation may be completed. Students who are self medicating for any of the above, for example asthma, must complete the "RELEASE AND INDEMNIFICATION AGREEMENT".

U. BIRTH CERTIFICATE

By state law, any student enrolled at Scotus must provide a certified copy of his/her birth certificate or acceptable affidavit.

V. CONCERNS – DISCUSSION/RESOLUTION

Parents are asked to contact the appropriate teacher/sponsor about any concerns they have regarding their children or their children's education. If their concerns are not resolved through discussion with the teacher/sponsor, the appropriate administration will meet with both parents and teacher/sponsor to assist in resolution of the concern.

Concerns are most effectively addressed and resolved when parties to the concern speak from first-hand knowledge of events, remain open to and respectful of others' viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are encouraged to be sensitive to and responsive to the concern parents have for their children. Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's/sponsor's role as an authority essential to effective instruction of groups of students.

The president is responsible for the day-to-day operations of the school, and in accord with that responsibility, has authority to make final decisions relative to resolution of concerns.

SECTION II STUDENT ATTENDANCE AND ACCOUNTABILITY

A. ATTENDANCE

Education is primarily the responsibility of parents. The school and the home work as partners to help students learn responsibilities. The school established certain regulations covering the regular attendance of students. There is a direct relationship between the quality of student work and regular attendance of classes. Students are expected to attend classes regularly and to be on time in order to gain maximum benefits from the instructional program, develop habits of punctuality, self-discipline, and responsibility. Scotus pledges itself to work closely with parents when it is deemed there is a reasonable excuse for allowing a student to miss school or class. However, the administration is empowered by State Law and reserves the right of giving final approval for all absences.

Attendance is an important part of any student's permanent school record. We encourage parents to stress the importance of school work and regular attendance for the sake of building good records which may influence future employment. Many colleges and employers who inquire about a student's school records are interested in his/her attendance. The school will record all absences and tardies.

If a student misses a class session for any reason, the student is responsible for consulting the teacher and making up the necessary work.

Special forms are provided for situations when parents know their child will be absent ahead of time. These (student) Foreseen Absence Forms (for assignments) will be given to students upon receipt of an adequate explanation from the parent or guardian. Again, we strongly encourage students and parents to cooperate with the school in these matters. Notes requesting or explaining a student's absence must have the student's name, the date and specific reason for the absence in addition to the parent's signature. Any request for the Foreseen Absence should be stated in a note presented to the office at least two days before the absence. If permission is granted, the student must obtain the signatures of all his/her teachers on a permission slip before he/she leaves and turn this slip in to the office. Requests should be made only in unavoidable cases.

If an absence needs to be reported the day of school due to illness, etc., parents are asked to telephone the school office between 7:45 a.m. and 8:45 a.m. each day of the absence. Please use SIPS to request assignments or if you do not have access to the internet, please call by 8:45 to request assignments. When the student returns to school it is their responsibility to get their assignments from their teachers.

B. EXCESSIVE ABSENTEEISM

Excessive absenteeism is defined as seven or more absences in any course scheduled to meet five days a week. For quarter courses or courses meeting on an odd-even schedule excessive absenteeism is defined as four or more absences. Four absences from a quarter course or odd-even scheduled course will count as eight absences when applying the excessive absenteeism policy to provisional grades. The following absences do not apply to the excessive absence policy:

1. Absence excused by a written note, indicating specific dates, from a health care professional. Documentation should be submitted in the Central Office upon returning to school. Documentation received after the last day of the semester will not be accepted.
2. Absence due to an immediate family member's death.
3. If they are arranged through the guidance counselor's office, two days for college visits for seniors and one day during the spring of the junior year.
4. School-related activities.
5. Court ordered appearances if approved by the administration in advance.

When a student is absent from a class seven days for the following:

Absences other than those listed earlier in this handbook
Truancy

Out-of-school suspension (documented as one absence per incidence of suspension.)

The students provisional grade will be reduced following the procedure outlined below and then will become the student's final grade.

7 absences	-semester grade reduced 2 points
8 absences	-semester grade reduced 3 points
9 absences	-semester grade reduced 4 points
10 absences	-semester grade reduced 5 points
11 absences	-semester grade reduced 6 points
12 absences	-student fails the course, receives no credit

Scotus will try to keep students and parents aware of any attendance concerns, but ultimately the responsibility for monitoring student attendance via SIPs belongs to the student and their parents.

C. TARDINESS

Any student tardy more than 10 minutes to any class will serve a detention for that tardy.

1. Every student who arrives at school late should report to the office to obtain a tardy slip to present to their teacher.
2. Tardiness during the day will be reported to the office.
3. The third, sixth and ninth tardy each semester will result in detention after school.
4. Any student detained in a class by another teacher which will cause him/her to be tardy for the next class should obtain a written excuse from the teacher detaining him/her.
5. Detentions for tardies and/or other disciplinary problems will be served at designated times BEFORE going to a sport or activity practice or event. Students will be notified a minimum of one day in advance as to detention time and must make prior arrangements in relation to work or practice.
6. After the ninth tardy during a semester the Central Office will inform the parent/guardian via sips. After the 12th tardy the student will be required to serve 6 (six) periods of detention. The student will be given 2 (two) detentions for each tardy beyond 12. The parent/guardian will be notified via sips.
7. A tardy/absence list will be posted on the student bulletin board at the end of each day. Students should check this list for accuracy.
8. Any student tardy more than 10 minutes at the beginning of the school day will serve a detention for that tardy.

D. TRUANCY

1. Definition: Being absent from all or part of a class or classes for any reason without parent/guardian knowledge or approval. This includes unexcused absence from study hall and/or the media center.
2. Regulations concerning truancy:
 - a. Parents of a truant student will be contacted.
 - b. Students must make up double time if this is their first offense. They will be assigned a minimum of detentions.
 - c. Truant students will receive zeroes for all work due while truant.

d. Students guilty of a second offense of truancy will receive a two-day in-school suspension, and will make up double time as outlined under the first offense.

e. Students guilty of a third offense of truancy will be recommended for expulsion.

f. Entry of "truancy" is made in the cumulative record of the student. Each student and parent should be aware of the importance of this record in determining later recommendations from the school to college, industry, armed services, etc. It is tragic to realize that frequently people today are denied a coveted position in college, industry, professional work, and the armed services due to their cumulative records.

E. MAKE-UP WORK

All makeup work, getting assignments, necessary materials, making up lab work and tests is the responsibility of the student.

1. It is the responsibility of the student to make arrangements for making up work with the respective teachers prior to school activities such as track, drama, music, football or basketball games, etc., so that the assignment may be turned in the day before the event. Failure to comply can result in receiving no credit for the classes missed, making up time and/or being detained from participating in the next like activity. Absences for school activities are not recorded in the attendance register.

2. If a student is absent for any length of time, it is the student's responsibility to find out the assignment and to get the necessary books. This can be done through another student or by the parents coming to school. This rule, of course, applies only in those instances where the doctor permits the student to work at home, but not come to school. The student will, however, still be eligible for the regularly allotted make up time.

3. Parents wishing to get assignments should use the SIPS system and communicate directly with their student's teachers. If the parent does not have access to technology call the school by 8:45 a.m. to request assignments.

4. Students having notified absences shall complete all class work prior to the completion of class the second school day after the absence and shall have one additional class day for each additional absence.

F. DISMISSAL FOR FORGOTTEN MATERIALS

If a student needs to be dismissed from school for any reason such as forgotten materials, i.e. uniform, homework, supplies, etc. and the student wishes to get them, he/she must first obtain a written note from the teacher or coach indicating that such items are needed and then parent permission must also be obtained. A student is allotted two times during the school year in which they can run these errands; anything above the second time will not be permitted.

SECTION III BUILDING POLICIES

A. ENTRANCE INTO THE SCHOOL BUILDING

Prior to the beginning of the school day students are permitted to freely move about the building. Sitting on the floor in hallways is not permitted. In order to address school safety, at 8:30 a.m. several of the school entrances will be locked and entrance to the building will be limited. Students wishing to eat breakfast should go to the cafeteria. The cafeteria during breakfast is not supervised. Reports of inappropriate behavior by a student or group of students during breakfast may result in loss of this privilege.

B. PERMITS FOR LEAVING THE SCHOOL GROUNDS

Scotus maintains a closed campus. Permission may be granted to leave only if the student has a written request from the parent prior to leaving. Permission may be granted to leave the building for an emergency only at the discretion of the administration. Students must sign out in the office before leaving the school building. Requests to get articles left at home or to do business off campus will not be granted unless approved by the office. Students must sign in at the office when entering late and returning.

C. JUNIOR HIGH (THIRD FLOOR)

Senior High school students are not allowed on the third floor of the school unless they have a class.

D. STUDY HALL

The expressed purpose of Scotus is to provide a center of learning for students who are seeking a modern and sound education that is Christian in its orientation. Therefore, nothing can be tolerated that detracts from a learning climate. Study hall is to be used productively, therefore, the school has established rules to safeguard learning.

1. Students are expected to be in study hall at assigned periods. No student should ask for permission to leave the study hall until after the roll has been taken. **SILENCE IS THE RULE FOR STUDY HALLS.** Permission to speak **MAY** be given by the supervisor.
2. Students may never sit at the instructor's desk, open the desk drawers, and take or use an instructor's materials. This is a serious offense.
3. After 6 absences from a first or ninth period study hall the student will receive a detention for each additional absence.
4. **No sleeping in studyhall!**

E. MEDIA CENTER POLICIES

1. A pass is necessary to remain in the media center during the school day. Passes should be left at the desk upon entering the media center. Students need to request permission to leave the media center. (i.e. restroom, office, drink, etc.)
2. Media center passes are given out at the beginning of each quarter. **NO NEW PASSES WILL BE GIVEN FOR ANY REASON.** Altered media center passes will not be accepted. Media center passes need to be kept in their entirety-no pieces removed.
3. Media center passes need to have date, time and signature of study hall monitor.
4. Students not using resources located in the media center will be asked to leave and may lose media center privileges at the discretion of media center personnel.
5. All students will be signed out of the media center to return to class five minutes prior to the bell at the end of each class period. As students finish their work, they will be signed out to return to class.
6. Books may be checked out for a two-week period. Periodicals may be checked out for a one-week period. A fine of \$.10 per day will be charged for over due material until replacement cost is reached. The material must then be returned and the fine paid, or the book reported as missing and the replacement cost paid.
7. Replacement policy: periodicals – cost of most current issue of same magazine x 3 = cost to replace the periodicals; books – current cost of the same title + 25% of cost = cost to replace the book.

8. Photocopies and information that is copied and printed from electronic resources (including the Internet) will cost \$.10 per page for black and white and \$.25 per page for color. This should be paid upon receipt of the copy/copies.
9. A typewriter and scanners are available for student use on a first-come first-served basis.
10. The media center will be open at 7:30 a.m. and will remain open until 3:45 p.m.
11. No more than one student at a time at a computer unless permission is granted.
12. Gum, food and drink will not be allowed near the computers. A \$1.00 fine will be assessed.
13. When using a computer, a computer use form will need to be completed prior to use and left at the desk.
14. Number of students allowed in the media center from study hall will be limited.

F. COMPUTER LABS/NETWORK ACCESS

1. General Computer Lab Rules

- The computer labs are available for use by students if not reserved by a teacher for a class.
- A pass is needed to access the computer lab if not accompanied by a teacher. Students may only access computers in the lab when the lab is supervised.
- Students will be asked to leave the lab if not working or if their behavior warrants their return to class.
- Food, drinks, or gum are not allowed in the computer lab or near the computers at any time. Students will be fined \$1.00 if found with food, drink, or gum near the computers.

2. Acceptable Use Policy

The use of computers, whether stand-alone, as part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of Scotus Central Catholic High School. Any use that is not consistent with these objectives is prohibited.

Computers and all associated data storage and transfer devices are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding their use of any school computer or network service. Students accessing the school's network services must assist in maintaining a secure system.

- Confidentiality of data files and email messages cannot be guaranteed. While every effort will be made to keep information secure, users must remember that electronic information may be accessed by others.
- Data files stored on school servers and computers and email messages are like school lockers and desks. In the event of suspicious activities, files and messages can be opened and reviewed by teachers and administrators.
- Addresses, phone numbers, passwords or personal information that would violate user privacy or the privacy of others should never be revealed.
- Files belonging to others should not be accessed by users without permission from the owner.
- Users noticing a security or ethics problem must notify the supervisor/administrator immediately without alerting others.

3. Internet Acceptable Use Policy

- I. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
- II. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the School President, and his or her decision is final.
- III. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright

or other contracts, or transmitting any material in violation of any U.S. or State law;

- b. Unauthorized downloading of software, regardless of whether it is copyrighted;
- c. Invading the privacy of individuals;
- d. Using another user's password or account;
- e. Using pseudonyms or anonymous sign-ons;
- f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school.
- g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
 - 1. Use of illegal or controlled substances, including alcoholic beverages;
 - 2. Violence or threats of violence, intimidation, or injury to the property or person of another; or
 - 3. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media. Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.
 - 4. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
 - 5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
 - 6. Employees are prohibited from permitting any other individual or entity from creating a web site for the School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.
 - 7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
 - 8. The School reserves the right to monitor employee and student use of School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of School computers, the Internet, or email.

Any student engaging in the behaviors identified above upon first offense will be denied access to the computers and/or computer network for a minimum of 5 school days. Upon the second offense the student will be denied access for a minimum of 15 school days. Upon the third offense the student will be denied access for the remainder of their time at Scotus. Additional consequences for misuse or abuse of network services could include loss of credit for the network related assignment or unit and referral to the administration for discipline and/or parent conference. All user violations will result in written notification to parents/guardian.

Depending on the severity and intent of the situation, the disciplinary process may include combinations of the consequences. Data files or messages related to or in support of illegal activities may involve law

enforcement agencies. Scotus Central Catholic will not be responsible for financial obligations incurred by users of the school's network or Internet system.

G. HALLWAYS AND STAIRWAYS

Students are asked to avoid boisterous talking, pushing, running, shoving, or shouting at anytime in the school building. Students are not to be in hallways during class time without written permission. Students shall avoid using the Memorial Hall gym and cafeteria as a hallway.

H. BOOKS

Books are owned by the school. Books must be covered. Fines can be levied for books damaged. Detentions may also be assigned for uncovered books.

I. LOCKERS (HALLWAY)

Students are expected to keep their lockers neat and clean. Students should be at their locker only when necessary. Students must use school provided locks and lockers are to be kept locked at all times. Juniors and seniors have the option of turning in their lock the first week of school and not having their locker locked. Each student is responsible for the content of his/her locker, books and property and the school will assume no responsibility for items missing from lockers. Locks and lockers are the property of the school and are subject to inspection or search at any time. School representatives, local law enforcement, state law enforcement, or any other school-designated person may conduct locker searches. If the situation indicates it is necessary, student book bags and other possessions will also be searched.

J. TELEPHONE

Students will be called to the office phone **ONLY** in case of emergency. The Central Office phone is for business—NOT STUDENT USE. Messages for students can be picked up by students in the office at the end of the day.

K. ELECTRONIC DEVICES

Cell phones, I-Pod and all other electronic devices are not allowed in school during regular school hours.

First Offense – The device will be confiscated and taken to the office. The student may pick up the device at the end of the day, and the parents will be notified.

Second Offense – The device will be confiscated and taken to the office. The student may pick up the device after 6 weeks, and the parents will be notified.

Third Offense – The device will be confiscated and taken to the office. The student may pick up the device at the end of the school year, and the parents will be notified.

Depending on the circumstances of the violation the teacher or the Central Office may administer additional disciplinary action.

L. BULLETIN BOARD

Students are to receive permission from the office to post signs in the building or on bulletin boards. Students are to refrain from tampering with signs posted on the bulletin board.

M. ASSEMBLY

When an assembly is called, students are asked to take their assigned places in the assembly and to show the proper courtesy for any faculty member, student, or guest appearing before the assembly.

N. USE OF GYMS

Students using athletic facilities may do so only in proper attire with acceptable gym shoes and only under proper supervision. Junior/Senior High students shall not cut across the gym floor. A fee may be charged to groups using the gyms.

O. LUNCH PROGRAM

All Scotus Central Catholic Junior and Senior High students participate in the hot lunch program. The students are provided a nutritious lunch daily. Free and reduced lunch prices are available for families who meet the federal government guidelines. Application forms are distributed at the beginning of each school year and are available during the school year at the Administration Office.

The Rodlan Computerized School Lunch Program is used in the Scotus Cafeteria. The system requires a money deposit in advance. After deposits are received, student accounts are assigned name/number UPC codes. Labels are printed and put in a book. As the students come down for lunch, the code is scanned and the appropriate amount is deducted from their accounts.

The price for lunch will be determined at the beginning of each school year.

Deposits will be due on the 15th of each month for the next month. It works best to mail the deposit to Scotus c/o lunch room clerk. This day will be highlighted on your Shamrock Lines calendar. The deposit may also be dropped off at the front office. Make checks payable to Scotus Cafeteria. Please list your child's name in the memo section of the check as indicated. Any reimbursements for missed days due to illness, activities, etc., will be distributed at the end of the year. Amounts over twenty-five dollars will be sent by mail to parents. Amounts under twenty-five dollars will be given directly to students to take home.

Dispose of gum before coming down to the cafeteria. Students are asked to observe proper table etiquette, and to deposit dishes, silverware, and refuse in the assigned places. Once the tray is put away, students are not allowed to take any more food. Food, drinks or straws may not be carried out of the cafeteria. Eating in any other area of the building will not be permitted except on days of approved candy or food sales.

Students needing to use the restroom during lunchtime shall use the facilities in the Memorial Hall entryway, and, only after requesting permission from their instructor or supervisor. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

P. FIRE DRILL

Regular fire drills will be conducted. A chart of the nearest exit and the route to be followed will be posted in each room. During the drill, the following rules must be observed.

1. Observe silence and order when leaving.
2. Remain in the assigned place with your class outside the building observing silence until the general signal to return is given.
3. Return in an orderly manner.

Q. DISASTER AND TORNADO DRILL

Tornado Drill procedures are posted in each classroom. The school will have one tornado drill practice in the spring of each year. A distinct sound over the central intercom system sounds the tornado warning.

R. TRANSPORTATION

Bus service to and from school is not provided. Student cars can be parked in St. Bonaventure's parking lot but are not allowed in the east row. During the school day the parked cars and the parking areas are off limits. Parents will be contacted if abuses occur. On trips which the school arranges transportation, an approved adult must accompany each car or bus. The "reserved for visitors" spaces are not to be used by students. Bikes must be parked in the bike rack.

S. STUDENT PARKING

Students may park:

- In all but the east row of the St. Bonaventure parking lot
- In legal parking zones except in staff designated parking areas
- The first row, on the west side of the St. Bonaventure parking lot, is reserved for seniors.

Students may not park:

- On the east or west side of the school – this is reserved for staff parking.
- In the reserved parking spaces on the north side of the school.

During Lent

- Only seniors are allowed to park in the parking lot in senior row
- The rest of the parking lot is off limits to students
- On Ash Wednesday the entire St. Bonaventure parking lot is off limits

Funeral Parking

- On funeral days announcements will be made concerning the restrictions for parking in the St. Bonaventure lot.

Any student violating this procedure will:

- 1st offense - \$5 fine
- 2nd offense - \$10 fine
- 3rd offense - \$15 fine
- 4th offense - tow away

T. RESTROOMS

Students may use restrooms before and after school, and during class, with teacher permission. Appropriate behavior is expected of students using restrooms.

U. CARD PLAYING

Students are not allowed to play cards in class or Study Hall.

V. END OF DAY

The end of each school day will close with a prayer.

W. MEMORIALS

In order to ensure the equitable treatment and recognition of all memorials sent to Scotus Central Catholic, the school's crisis team has established a set of guidelines applicable to all existing and new memorials. These guidelines were written on February 21, 2006 and reviewed by the board of education on March 16, 2006. A copy of the Scotus guidelines manual is available in the school's main office.

SECTION IV STUDENT DRESS CODE

Scotus Central Catholic has a dress code for three primary reasons. First, the school believes that the manner in which individuals present themselves affects how they view themselves, how they are perceived by others, and consequently, how they perform in life. Secondly, in keeping with the school's mission of preparing students for the future, acquiring an appropriate definition and sense of dress is an essential part of the learning process. Thirdly, a uniform dress code fosters a sense of equality within the student body and reflects a higher uniform standard of work to be accomplished by the students.

Therefore, students will dress in an appropriate manner; be modest, neat and clean at all times; and reflect a personal pride and dignity as well as the pride and dignity of the school.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DEFINE AND DETERMINE WHAT IS NEAT, CLEAN, WELL GROOMED AND APPROPRIATE IN DRESS AND APPEARANCE AND WHAT IS NOT.

A \$1 fine will be assessed each time a student is out of dress code. A student can be fined more than once in a day for violating the dress code. The students will be made to comply to the dress code immediately. To aide in this with a minimum amount of lost school time, they will not be allowed to go home and change.

A. STUDENT DRESS CODE

Pants/Shorts:

- Colors: Navy Blue, Khaki, Stone (**not** gray)
- Length: Slacks must be to the ankle
Minimum inseam for shorts is 4"
Maximum length for shorts is the bottom of the knee

The following **are not** allowed on pants:

- Cuffs
- Rivets
- Cargo pockets
- Denim or denim type fabric

Shirts – Oxfords and Polos:

- Oxfords must be White, Pastel Light Blue, or Pastel Light Yellow
- Polo shirts, with the SCC logo, must be purchased from the school and are the only type of polo shirts the students may wear to school.

Student shirts must meet the following criteria:

- No insignia or printing is permitted
- No faddish add ons such as colored buttons
- Shirts must be tucked in at all times
- Oxfords must have button down collars

Skirts/Skortts:

Girls may wear a green plaid skirt or skort, which is to be purchased from the Dennis Company. The hem must not be shorter than 4" above the top of the knee nor below the knee.

Undergarments

- Undergarments that detract from the outer appearance of the uniform by being visible or showing through are not appropriate. Examples in addition to underwear include tights, leggings or long sleeve t-shirts.

- T-shirts worn under the shirts must be plain white and short sleeved. Colored T-shirts or white T-shirts with printing are not allowed.

Sweatshirts

Approved Sweatshirts, purchased from the senior high student council, may be worn. The colors are hunter green, navy blue and gray.

Shoes

- Shoes and socks are required
- Socks must be plain white and clearly visible
- Open back shoes allowed are tennis shoe type and clogs. They may not have openings anywhere except for the back. Clogs are defined as having a hard, ½” to 1 ½” sole and leather or suede tops, without fleece, wool or any other type of adornment. Crocs and slippers are not allowed.

Grooming

All students must maintain an appropriate level of personal hygiene that is neat, clean and pleasant. Hair for boys and girls shall be clean, well styled and avoid extremes and faddish forms. Students are to be clean-shaven and well groomed. Well groomed for boys will include: sideburns no lower than the bottom of the ear lobe, hair length in front no lower than the eye brow, off of the collar in the back, and not beyond the base of the ear lobe on the sides. **Students sent to the office to shave will be fined \$1 for being in violation of the dress code.**

Jewelry for boys and girls should be simple and modest. The wearing of earrings or other body piercing by boys is not permitted. Jewelry for body piercing other than ears for girls is not permitted.

Visible tattoos are not permitted for boys or girls.

All students are required to wear approved uniforms for P.E.

Caps, hats or headbands of any sort may not be worn in the classroom.

Students in extracurricular activities are expected to comply to the dress and grooming standards established by the coach or sponsor.

D. STUDENT DRESS CODE (EXTRACURRICULAR)

1. Groups may wear a T-shirt, sweatshirt or game jersey on game day. The above may be worn on Friday if event is on Saturday.
2. T-shirts and sweatshirts must be approved by the Activities Director
3. Coaches and sponsors must alert the Principal about which days their group will be out of dress code.
4. Normal dress code and procedures will be followed when wearing activity T-shirt, sweatshirt, etc.
5. All individuals in the group will be dressed alike.
6. If any problems arise, the Principal or Activities Director may take away the privilege of the group wearing activities shirts.
7. Coaches and sponsors must monitor their groups.
8. Groups would be limited to one day a week to be out of dress code. Exceptions will be musical and plays, 3 days before their first production.

When attending extracurricular activities students are prohibited from wearing costumes of any kind. Appearance should be neat and appropriate. Novelty apparel, nuisance items/toys and noise makers are prohibited. Earrings for boys are not permitted. Students are to conduct themselves in a manner that is supportive and positive of our team and not in defiance or negative of the opposing team or officials. Students not following the above policy will be prohibited from attending future events. Conduct at extracurricular activities must conform to Scotus standards. (Section V of Handbook.)

E. APPEARANCE AT EXTRACURRICULAR ACTIVITIES

Students are directed to show school spirit and demonstrate good sports behavior in support of teams. Students may have writing or drawing on a cheek if it is in good taste. Examples of appropriate cheek painting are a shamrock, SCC, Scotus, Rocks, or Shamrocks. In addition to face painting as a means to show school spirit, students are directed to wear clothing that is in good taste. The administration reserves the right to judge good taste.

F. DRESS DOWN DAY

1. School sponsored organizations may request a Dress Down Day for the purpose of raising funds for their organization.
2. One Dress Down Day a month will be permitted.
3. Students wishing to participate in Dress Down Day will pay \$1.00. This \$1.00 will be collected the first period of the day and turned in to the office.
4. Students participating in Dress Down Day may choose their attire but must adhere to the following criteria:
 - a. All shorts must be of appropriate length; no cut-offs, fringed or frayed edges.
 - b. No biker shorts, shirts with inappropriate sayings or tank tops.
 - c. No sleeveless shirts or blouses.
 - d. No bare midriffs.
 - e. Students must wear shoes and socks, no open toe shoes, crocs or slippers.
 - f. No holes or tears in slacks above the knee.
 - g. Mesh shorts, athletic shorts, sweatpants and windpants are allowed as long as they are of appropriate length.

SECTION V STUDENT CONDUCT

A. GENERAL CONDUCT

Students at Scotus Central Catholic will make every reasonable attempt to conduct themselves in a manner worthy of the name Christian. The administration will discipline students when necessary to obtain Christian formation within students. A system of deterrents is set up to correct those who err and to protect the right of others.

Students are expected to comply with the norms of the individual teachers, sponsors, and administrators. Failure to comply with these individual standards makes the student liable to whatever consequences the teacher deems reasonable.

Students must respect the rights of others to learn or perform their assigned tasks. Students must act in a manner which shall cast a positive light upon themselves and their school. Students must behave in a manner that creates a safe environment.

Violations of the student conduct regulations will result in alternative consequences which may include:

- Detention
- Probation
- Conference with parent and/or student
- In-school suspension, out-of-school suspension, or expulsion

Scotus Faculty Advisory Council:

The Scotus Advisory Council, made up of volunteer faculty, will act as an advisory committee to the principal in dealing with school issues including discipline, climate, cheating, dress code, handbook, etc.

B. DETENTION

Detentions shall be for 45 minutes and may be served in the morning or afternoon. Detentions are held before school on Tuesday, Wednesday, Thursday, and Friday at 7:00 a.m. and immediately after school on Tuesday, Wednesday, and Thursday. The student must report by 3:45 p.m. for after school detention. Detentions will be served the day of the incident, or on the first school scheduled detention date following the incident. The Central Office will assign the detention date.

Participation in extracurricular activities **will** be an excuse for not attending a detention; however, practice for extracurricular activities or "I forgot" **will not** be considered as a valid reason for not attending a detention. Failure to serve a detention on the assigned date will result in doubling the detention time. Students who schedule themselves for morning detention and fail to report or report after 7:00 a.m. will receive an additional detention.

Detentions are assigned for a variety of reasons; dress code violations, failure to hand in required documentation, tardiness, truancy, inappropriate behavior in school, etc. All issues are important, but detentions for inappropriate behavior (behavior detentions) are extremely important. Students that accumulate behavior detentions are making a choice to not cooperate with the school and conduct themselves in a manner deemed unacceptable by the school. The following procedure will be followed in dealing with students who accumulate behavior detentions.

Behavior detentions (includes skipping detentions)

Students who accumulate 4 behavior detentions will receive 4 additional detentions, parent letter.

Students who accumulate 5 behavior detentions will receive 5 additional detentions, suggested parent meeting

Students who accumulate 6 behavior detentions will receive a 1-day in-school suspension, suggested parent meeting if not held after 5 behavior detentions.

Students who accumulate 7 behavior detentions will receive a 2-day out of school suspension.

Students who accumulate 8 behavior detentions will be recommended for expulsion from Scotus

Central Catholic High School.

C. PROBATION

Probation is defined as a time when a student will be observed more closely by staff to see if he/she is cooperating with correction from school authorities. If, in the judgment of the administration, the student is not growing and cooperating to the level of maturity that is expected, the student will be recommended for suspension or expulsion.

D. IN-SCHOOL SUSPENSION

Parents will be notified of this action prior to its implementation and confirmed in writing.

During school hours, the student will be required to do all class work alone in a designated area.

The following procedures will be used if a student is placed on in-school suspension:

1. The student will report to the office 15 minutes before school begins and will remain 15 minutes after school ends.
2. The student will be isolated from the remainder of the student body during the day. The student will be allowed to go to lunch but will eat in a designated area.
3. The student will be allowed to receive credit for work completed while on suspension but will not be granted any extra time to complete assignments.
4. Class work due the day(s) the student is on suspension will be placed in the teacher's mailbox. If the instructor is giving an assignment that is due at the end of the period, i.e. test, the instructor will give the assignment to the office and the office will administer it.
5. No extra time will be given for lab work missed. The student will not receive a failing grade – rather no grade will be given. (This is to eliminate double jeopardy of suspension and mandated failure.)
6. The student is responsible for all missed work—including getting assignments.
7. Students on in-school suspension also lose extracurricular privileges while on suspension.
8. The next step in a disciplinary matter is suspension from school.

E. SUSPENSION FROM SCHOOL

Parents will be notified of this action prior to its implementation and the suspension will be confirmed in writing.

Suspension is defined as a time when the student may not participate in classes, attend or take part in any type of school or extra-curricular activity including practices or meetings for a number of days. In both forms of suspension, all work missed must be made up at the teacher's discretion. The student returns to school on probation status..

The following procedure will be used if a student is suspended from school. Suspension will normally be from 1 to 15 days.

1. The parents will be notified by telephone and the student will be sent home.
2. The student will be allowed to receive credit for work completed while on suspension but will not be granted any extra time to complete assignments. When the student returns to school they will have one school day to make up any missed tests.
3. Assignments due the day(s) the student is on suspension must be submitted to the office by 4:30 on the day due or the student will receive zeroes for the work.
4. No extra time will be given for lab work missed. The student will not receive a failing grade—rather

- no grade will be given.
5. The student is responsible for all missed work—including getting assignments.
 6. Students on suspension from school also lose extracurricular privileges while on suspension.
 7. A satisfactory evaluation by a licensed health care professional, at the family's expense, may be required before the student is allowed to return to school.
 8. Family counseling may be required at the family's expense.
 9. The next disciplinary step is expulsion.

F. EXPULSION FROM SCHOOL

Parents will be notified of this action prior to its implementation and confirmed in writing.

Expulsion for disciplinary reasons may take place at any time. It will ordinarily be the final step of previous disciplinary action. In addition, Scotus Central Catholic reserves the right to dismiss a student even for the first offense if the gravity of the situation warrants it. Ordinarily, students expelled for disciplinary reasons will not be considered for reapplication until the next semester. This consideration will be based on the student's behavior from the date of expulsion. Students who have been expelled from school cannot attend dances or other social functions.

Scotus Central Catholic reserves the right to discipline any student whose action, whether in or out of school, seriously, habitually or clearly contradicts the philosophy of the school. The school reserves the right to insist upon the immediate withdrawal or expulsion of any student whose presence is considered detrimental either to other students or the school's best interest. Students may also be directed to leave if it becomes evident that the attitude of their parents is seriously uncooperative, or having harmful effects on students or the total program of the school. Unused tuition will be refunded.

The acceptance, suspension, and expulsion of students is ultimately the responsibility of the administrative team. Normally, the responsibility of carrying out disciplinary procedures is delegated to the administration.

G. DISMISSAL FROM CLASS

Only as a last resort should a student be sent to the office. If sending a student to the office becomes necessary, a pass should be given to the student stating the time and instructing the office to keep the student the rest of the period. At the end of the period the teacher will come to the office and report the circumstances of the situation to the responsible administrator. A student will not be dismissed from class without private consultation with and the approval of the administration.

1. The teacher will hold a conference with the student and explain the nature of the problem. They will discuss a positive method to solve the problem. The teachers are also encouraged to set up a conference with the parents at this time. A disciplinary incident sheet will then be submitted to the administrator and filed in the student's record.
2. If a problem occurs again, the student is temporarily removed from class. The student may be admitted to class after a conference with the parents, teacher and administrator. A written summary of the conference and the incident will be made and sent to parents.
3. Assuming the student has been admitted back into class and the problem happens again, the student will be recommended for expulsion from school. There will be no credit given for the semester in which the student was expelled.

H. JUNIOR HIGH CONDUCT

1. Gum and Food

The students will not eat candy or chew gum in the school at any time. Food and soft drinks are not allowed other than in the cafeteria, or special class situations.

Penalty: Fine of one detention or \$1.00. In case of a \$1.00 fine, this money will be used to buy school supplies. Repeated violations by a student could result in additional disciplinary measures.

2. Dating and “Going Steady”

Group association and activities are more in keeping with the normal course of social development during the junior high school years. A suggestion: Parents are encouraged not to hold mixed boy-girl parties for junior high students and are asked to discourage dating.

3. Senior High Social Activities

Junior high students will not be allowed to attend senior high dances and parties.

I. SENIOR HIGH CONDUCT

1. Food

Food and soft drinks are not allowed other than in the cafeteria and north lobby, or special class situations during school hours. Students found with food or drink, or in their locker will be asked to consume the food or drink in the north lobby. They will be fined \$1.00. The monies will be given to the Campus Ministry Team to be distributed to the poor and needy within the community.

2. Public Display of Affection

Scotus does not wish to inhibit the growth of healthy boy-girl relationships. This is an important part of maturation. Though we discourage steady dating in high school, we feel this is primarily a parental decision. The school makes the following requests for the benefit of all the students:

- a. Students must not associate exclusively with one person.
- b. Relationships should reflect appropriateness for the age of the students involved; physical contact and inappropriate manifestations of affection are not permitted during school or at school functions.
- c. Relationships should be reflective of a growth in maturity and communications skills, not in mere physical contact.

3. Breath Test

Students attending Scotus Central Catholic High School activities are subject to a breath test. All students, and their dates, attending the three major dances of the year, Homecoming, Sweetheart, and Prom will be given a breath test prior to entering the activity and the test shall indicate negative for the presence of alcohol. Scotus Central Catholic High School students are responsible for their outside dates. This rule is for all students and their dates regardless of age. Any Scotus Central Catholic High School student and/or their date failing the breath test will have the opportunity to be retested after a fifteen-minute wait. If the test is still positive for the presence of alcohol, law enforcement will refer the offender to the police department for prosecutorial consideration. The student and their date will not be admitted to the dance, instead the parents will be called to come and pick up their student and date. If either individual tests positive, he/she will also be subject to the other regulations in the handbook regarding the use of alcohol, drugs, and other controlled substances.

J. USE OF ALCOHOL, DRUGS, TOBACCO, AND CONTROLLED SUBSTANCES AWAY FROM SCHOOL

Scotus Central Catholic is concerned about the academic as well as the entire personal welfare of every person associated with the school. The misuse of alcohol, tobacco, marijuana, prescription drugs or other chemicals can seriously interfere with one’s health. This is especially true of the teenager since adolescence is a period of rapid change and important personal integration. The inappropriate use of alcohol and other chemicals cannot only hinder his/her academic achievement but affect his/her physical health and even block his/her personal growth.

Section 1. Violations

A student at Scotus Central Catholic is subject to consequences if, following an investigation, the Administration determines that:

1. The student either consumed, possessed, or sold an alcoholic liquor, a tobacco product, or a controlled substance as defined in Nebraska Rev. Stat. 28-405 (Reissue 1995), as amended, or

2. The student is either cited, charged, convicted, adjudicated or participates in a diversion program relating to the student's consumption, possession, or sale of an alcoholic liquor, a tobacco product, or any controlled substance, or
3. The student is convicted or adjudicated for committing a felony, or
4. A staff member gives a written report to the administration, which indicates that the student was involved in (1) the use, possession, or sale of an alcoholic liquor; a tobacco product, or controlled substance or (2) the commission of an act punishable as a felony.

Section 2. Penalties

Students shall be subject to any additional penalties outlined in the Activities Training Rule (Section VI, Item C).

1. First Offense

- a. A student who has been found to be in violation of Section 1 of this rule shall undergo a minimum of 2 counseling sessions with the school counselor. The sessions shall be initiated by the student within one week and be completed in an amount of time deemed reasonable by the counselor. If the sessions are not completed in the predetermined amount of time, the student will be suspended until completion of the sessions.

2. Second Offense

- a. The student must participate in a minimum of four out-of-school clinical sessions for drug and/or alcohol abuse, or criminal behavior at a program deemed applicable and approved by the administration/counselor. The timetable for completion of the program will be set by the administration. If the program is not completed in the predetermined amount of time, the student will be suspended until completion of the program.
- b. The student shall not be considered for Homecoming or Sweetheart royalty.

3. Third Offense and All Subsequent Offenses

- a. The student may not attend any activities (example, games, programs, dances, etc.) for ninety (90) calendar days.
- b. The student must attend and complete an out-of-school drug and/or alcohol abuse or criminal behavior program deemed applicable and approved by the Administration. The timetable for the completion of the program will be set by the administration. If the program is not completed in the predetermined amount of time, the student will be expelled until completion of the program.
- c. Before re-admittance to school, the student and parents will submit any required paperwork and complete a review session with the Administration.

Section 3. Accumulation of Violations

Any violations under Section 1 of this rule will be accumulated throughout the student's enrollment grades 7 to 12 and used to determine which penalty is applicable under Section 2. (For example, a violation of Section 1 when a student is in 7th grade will cause a violation by that same student as a senior to be a second offense under Section 2).

Section 4. Scotus Advisory Council

The purpose of this advisory council, when called upon, will be to review information given to the school concerning alleged violations of the Alcohol, Drugs, Tobacco, and Controlled Substances Policy. If substantial information is received by the Advisory Council, a student will be questioned concerning the alleged incident. The Advisory Council may recommend that action be taken. The Council is made up of principal, campus minister, and three faculty members. This Council is strictly advisory and not a decision-making body. The decisions of the Administration are final.

Section 5. Effective Date (board should determine)

K. USE OF ALCOHOL, DRUGS, TOBACCO, AND CONTROLLED SUBSTANCES ON SCHOOL GROUNDS OR AT A SCHOOL EVENT

In order to comply with state and federal law, no person may consume, distribute or possess any illegal drugs or controlled substance in the school building. Scotus Central Catholic is a smoke/drug free zone. No smoking is allowed in the building or on the school grounds.

Students found to have possessed, consumed (including failing a breathalyzer test), or been under the influence of alcohol, tobacco, other drugs, a controlled substance, or drug paraphernalia in the outlined above will in addition to the policy listed in "J" receive the following discipline:

- 1) 20 days out of school suspension
- 2) By agreeing to an evaluation by a professional substance abuse counselor, with information provided by the school, the out of school suspension will be reduced to 5 days in school suspension.
 - The evaluation/counseling shall be at parent expense
 - Scotus will approve of the substance abuse counselor.
 - The evaluation will be completed in a time frame agreed upon by Scotus Central Catholic High School.
 - The parents must agree to the exchange of all pertinent information between school officials and the substance abuse counselor.
 - It is required that the evaluation be accompanied by specific recommendations and that the student comply with the recommendations.
 - Failure to comply may result in the original 20-day suspension being imposed.

L. CARE OF SCHOOL PROPERTY

Students should take pride in the school facilities and make every effort to keep the school neat, clean, and attractive. Any damage to school property should be reported promptly to the office. Deliberate destruction of school property will be charged to the student's account.

M. RESPECT FOR PERSONS

Every individual is to be treated with respect at all times. It is the hope of the administration and teachers of Scotus that each student will demonstrate the proper attitudes and social behavior toward others whether in school, at home, or in the community. Abusing the right and well being of others in word or action will not be tolerated and will be subject to severe disciplinary action.

The school takes all threats seriously; it is not a joke and will not be tolerated as a joke. The school's policy for addressing threats is:

- 1) Notification of local law enforcement
- 2) Parent notification
- 3) Out-of-school suspension for a minimum of 5 school days
- 4) The school may require a positive psychological evaluation by a licensed psychologist prior to considering reinstatement of the student.

N. FORM OF ADDRESS

The proper title of address for lay instructors is Miss, Mrs., Mr. or Coach prefixed to the name of the instructor. The proper title for a woman religious consists of the title "Sister" prefixed to the religious name of the individual. The proper title for a priest is "Father" prefixed to the religious or last name of the priest. Students are expected to use the proper title when addressing these individuals.

O. VULGAR, OFFENSIVE, OR OBSCENE LANGUAGE OR SYMBOLS Inappropriate language and symbols will not be tolerated in a Catholic school. Those using such language or symbols will be dealt with appropriately.

P. AGGRESSIVE BEHAVIORS

Bullying/harassment is unwanted attention, words, or actions that hurt another person emotionally, socially or physically. Bullying/harassing behaviors include:

- Acts of teasing or picking on others that are intentional and hurt others feelings
- Physical aggression (hitting, pushing)
- Destroying others property, taking other people's property
- Threats, manipulation, spreading rumors, gossip
- Seeking revenge, retaliation and seeking power

Sexual harassment is a form of discrimination. It means that someone is treated inappropriately because of his or her sex. It is behavior or words that:

- Are directed at a person because of his or her sex
- Are uninvited, unwanted, and unwelcome
- Cause a person to feel uncomfortable or offended
- Create an environment that makes learning difficult
- May be repeated or may be very offensive on a one-time basis

Bullying, harassment and sexual harassment is not a joke and the excuse "I was just kidding" will not be accepted.

Discipline:

First offense: Unless the situation is extreme in nature, the student will be counseled as to appropriate behavior and the parents will be contacted.

Second offense: The student will be suspended out of school for a minimum of three days. The parents will be notified.

Third offense: The student will face expulsion.

This disciplinary procedure is cumulative in the same manner as the school's activity policy. Once the student has received a first offense it stays with them throughout their time at Scotus Central Catholic High School.

Bullying/harassment/sexual harassment issues will be reported to law officials.

Q. COURTESY

Being a refined and cultured lady and gentleman is an important aspect of a truly Christian educated person. It is the hope of the administration of Scotus that each student will take appropriate steps to develop the proper attitudes and social behavior toward others whether in school, at home or in the community.

R. PROPER CHANNELS

Students are reminded that they must work through the proper channels in school, as in society, to bring about reform and change. At no time will the Board of Education, administration, or faculty of Scotus tolerate disorder during the school day or at a school function.

S. STEALING/DAMAGING PROPERTY

Taking or damaging another persons property or work is strictly forbidden and will not be tolerated at Scotus. Students found in violation will be subject to full restitution for the stolen or damaged property and will experience appropriate consequences.

T. CHEATING

Cheating includes obtaining material inappropriately from another source or not completing work independently as assigned. Use of foreign language translation programs and other technological services that do the work for the student are cheating. Cheating also includes plagiarism of any type including plagiarism of Internet material, textbooks, periodicals, pictures, artwork, any media form, etc. **Plagiarism**

means to steal and pass off, as one's own, the ideas or words of another. To commit literary theft; present an assignment as a new and original idea when it actually comes from an existing source.

The discipline for cheating incidents reported to the Central Office is:

First offense: Student receives a zero for the assignment/project and at teacher discretion may be required to complete the assignment/project to teacher satisfaction. The teacher will notify the parents.

Second offense: Student receives a zero for the assignment/project and at teacher discretion may be required to complete the assignment/project to teacher satisfaction. The teacher will notify the parents and the student will receive a one-day in-school suspension.

Third offense: The teacher will notify the parents. The student will face expulsion.

This disciplinary procedure is cumulative for an entire school year and for all of the classes a student is taking. For example an incidence of cheating in Algebra, English and Science for a total of three cheating violations would result in expulsion.

U. INAPPROPRIATE MATERIALS

Everything in the building must serve the learning process. Any breach of conduct that hinders learning is out of order at Scotus. Toys do not belong at school, and any object that is disruptive to learning will be confiscated and may not be returned; playing cards, radios, water guns, knives, fireworks, lighters, pornography, etc.

V. FIGHTING

Physical/verbal violence and/or intimidation will not be tolerated.

W. WEAPONS

Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument in school, on school grounds or at school events that is ordinarily or generally considered a weapon.

X. GAMBLING

Students are not to be engaged in pools or other "chance" activities unless authorized by administration. Detentions may be given for gambling.

Y. STUDENT PREGNANCY

1. Because of Scotus Central Catholic's concern for the physical health of the expectant mother and baby and the mental health of both the mother and father it is the responsibility of the parents and involved student(s) to report a student pregnancy to the school President as soon as they become aware of the pregnancy. The School President will decide which school personnel will be informed of the pregnancy. Student(s) involved in a pregnancy will be allowed to continue their education at Scotus Central Catholic High School.
2. In order to participate in any classes or school sponsored events requiring physical activity during her pregnancy a young lady must provide a current medical release from her attending physician and a signed waiver of liability from her or her parent(s). (Whichever is legally appropriate)
3. The student(s), must accept a program of counseling to include:
 - a. Individual counseling by the student(s) pastor or a priest approved by the Scotus chaplain, with the number of counseling sessions to be determined by the pastor.
 - b. Individual counseling sessions set up with Catholic Charities at the expense of the family, content to be determined by the student's pastor.
 - c. Letters to the school from the pastor and Catholic Charities stating that the student(s) has satisfactorily completed his or her counseling program.
 - d. For non-Catholic students the Scotus Chaplain will organize the program of counseling.
 - e. Failure to satisfactorily complete the assigned program of counseling will result in expulsion.

YY. MARRIED STUDENTS

1. Students in Scotus who marry may complete their education at Scotus in accord with the following guidelines:
 - a. Catholic students must be married within the laws of the Church and must have complied with Archdiocesan regulations regarding teenage marriage. Non-Catholic students must comply with comparable regulations deemed appropriate by the school administration.
 - b. The student continues to observe academic and disciplinary regulations.
 - c. The school administration determines continued attendance on the part of the student will not have an adverse effect upon the rest of the student body.
2. Living in a consensual relationship will be grounds for immediate expulsion.

Z. CHILD ABUSE/NEGLECT

State law requires that if any school faculty member, counselor, principal or priest has reasonable suspicion that a student has suffered from any form of child abuse (emotional, physical, or sexual) or child neglect, the school must contact the Child Protective Services or Police Investigations of reports of child abuse or neglect. In cooperation with such investigations, the school may be prevented from informing parents of such suspicions or investigations.

SECTION VI EXTRA/COCURRICULAR ACTIVITIES

A. OVERVIEW

Since curricular and extracurricular activities are invaluable aids in the intellectual, moral, social, and physical development of the student, Scotus endeavors to offer a well-rounded program of such activities with opportunities for leadership in each. All activities will be under the direct control of the school administration and shall be supervised by a member of the faculty. There must be at least two weeks advance notice before any event will be put on the activities calendar. The extracurricular activities shall consist of religious, cultural, social and athletic events.

Just as important as those who choose to participate are those who choose to support. The pride we have in ourselves and our school is demonstrated by a mature response to any situation in which we may find ourselves. We encourage strong positive support of our organizations and teams.

B. ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

General: Participation in extracurricular events is a privilege to be earned. It is a honor to uphold the tradition of Scotus Central Catholic.

1. Extracurricular activities shall be defined as any school sponsored activity that involves outside of class participation, i.e. athletics, music contests and performances, drama contests and performances, pep band, cheerleaders, flag corps, etc. During the student's period of ineligibility, the student may not participate in any such activity other than practice. The instructor of the extracurricular activity that the student misses shall not penalize the student for missing the activity. This includes all cooperative sports with Columbus High School.

Students will be informed by the Activities Director if they are ineligible. Parents will be informed by the Activities Director if their child is ineligible.

2. All students are allowed to participate in the Christmas and Spring Concerts.

3. Extra curricular activities or "scheduled activity events" include all activities that are not part of a graded course and all public performances for courses that are graded.

4. A student is not eligible for interscholastic practice, performance or competition during any period of out-of-school suspension.

5. A student must be eligible under the rules of the Nebraska School Activities Association.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION RULES

In order to represent a High School in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. The following is a summary of the rules:

3.1 – Student must be an undergraduate.

3.2 – Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's policy.

3.3 – Student must be enrolled in some high school on or before the 11th school day of the current year.

3.4 – Student is ineligible if 19 years of age before September 1 of current school year.

3.5 – After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.

3.6 – Student must have been enrolled in school the immediate preceding semester.

3.7 – Student must have received 20 semester hours of credit the immediate preceding semester.

3.8 – Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 16, 2004 and ends with the state meets in the fall sports. The winter sports season begins November 15, 2004 and ends with the state meets in the winter sports. The spring sports season begins Febr. 28, 2005 and ends with the state meets in the spring sports.

3.9 – A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.

3.10 – A student shall not participate on an All-Star team while a high school undergraduate.

3.11 – A student is ineligible for 90 school days if his/her parents have changed their domicile to another school district and the student has remained in former school which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

3.12 – A student shall not participate in a contest under an assumed name.

3.13 – A student must maintain his/her amateur status.

3.14 – A student shall be ineligible for 90 school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)

3.15 – Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

4. Academic:

Starting the 2nd week of each quarter eligibility requirements for participation in extracurricular activities take effect. A **high school** student becomes ineligible for all extracurricular activities when they have a failing average in two or more courses for two consecutive weeks. The Central Office compiles an ineligibility list on Mondays and the Activities Director is responsible for notifying the parents concerning their student's ineligibility. The period of ineligibility begins the next day, Tuesday, and lasts through the following Monday. Ineligibility lists are compiled weekly.

The plan will take effect two weeks after the beginning of each quarter. The student becomes ineligible for all extracurricular activities for a period of one week beginning at noon Tuesday following the end of the second week and ending at noon the following Tuesday. Lists will be compiled weekly.

5. Conduct:

Improper conduct may result in a student being suspended from eligibility by the administration. The length of such suspension may vary according to the past discipline record of the student, his/her attitude and the circumstances of the incident which causes the suspension. Theft and/or vandalism in any school, while participating in any part of the extracurricular program, will be cause for interscholastic suspension.

Such incidents involving the property of other schools, their students, or their patrons will result in suspension and restitution.

6. Activity Daily Attendance Policy:

Any activity participant must attend the last four periods of school the day of an activity or practice to be eligible to participate in the activity or practice. However, if arrangements are made with the administration, the student may still be eligible to participate.

7. Sport Selection/Change of Sport

Every athlete will be given an opportunity to participate in one NSAA sport per season. The athlete will be allowed to change sports during the first 15 days of a season with the coaches permission. After fifteen days an athlete may quit his or her sport but will not be allowed to join another NSAA sponsored sport for that season without the consent of the mutual coaches, athletic director, parents and students. The coach will decide when the athlete will become eligible to compete in his or her new sport.

C. ACTIVITIES TRAINING RULE (Grades 7-12)

The success of the Activities Training Rule depends on the cooperation of the parents, students, and the school. **All activity training rule violations** must be reported to the Activities Director by the end of the first school day [(usually 3:35 p.m.) or in the summer by 3:35 p.m. of the first week day] following the violation or the offending student will face increased disciplinary procedures as outlined by the student handbook. Example: 14 calendar days of ineligibility rather than 7 days of ineligibility.

Being responsible for reporting training rule violations to the Activities Director is the parents' and students' obligation. It should not be the role of the Activities Director to investigate information concerning violations.

“Scheduled activity events” include all extra-curricular activities that are not part of a graded course, and all public performances of courses that are graded.

Section 1. Violations

A student involved in extra-curricular school activities is subject to consequences if, following an investigation, the Administration determines that:

1. The student either consumed, possessed, or sold an alcoholic liquor, a tobacco product, or a controlled substance as defined in Nebraska Rev. Stat. 28-405 (Reissue 1995), as amended, or
2. The student is either cited, charged, convicted, adjudicated or participates in a diversion program relating to the student's consumption, possession, or sale of an alcoholic liquor, a tobacco product or any controlled substance or
3. The student is convicted or adjudicated for committing a felony; or
4. A school staff member gives a written report to the Activities Director which indicates that the student was involved in (1) the use, possession or sale of an alcoholic liquor, a tobacco product, or controlled substance or (2) the commission of an act punishable as a felony.

Section 2. Penalties

In addition to or in accordance with any other disciplinary action taken by the school, a student who has been found to be in violation of Section 1 of this rule will be suspended from participation in scheduled activity events as follows:

1. First Offense (In Season)
 - a. A student found to be in violation of Section 1 of this rule will be suspended from scheduled activity events for seven (7) calendar days to include at least one event.

- b. The suspension will begin upon notification to the Activities Director that a violation under Section 1 of this rule has occurred by the student.
 - c. The student is expected to continue to practice during the suspension, unless the student is also serving an in or out of school suspension from attending classes.
 - d. A student who fails to report a violation and is later found to be in violation, will be suspended from scheduled activity events for 14 calendar days to include at least two (2) events.
2. Out of Season
- a. A student found to be in violation of Section 1 of this rule will be suspended from scheduled activity events for seven (7) calendar days to include at least one event.
 - b. The suspension will begin on the first day of the activity's season as determined by the first held competitive event and continues for the next seven (7) consecutive days.
 - c. The student is expected to continue to practice during the suspension, unless the student is also serving an in or out of school suspension from attending classes.
 - d. A student who fails to report a violation and is later found to be in violation, will be suspended from scheduled activity events for 14 calendar days to include at least two (2) events.
3. Second Offense (In or Out of Season)
- a. A student found to be in violation of Section 1 of this rule for the second time will be suspended from scheduled activity events for thirty (30) calendar days, during which time the student must participate in four clinical sessions for drug and/or alcohol abuse or criminal behavior at a program deemed applicable and approved by the Activities Director.
 - b. The suspension will begin on the first day of the activity's season as determined by the first held competitive event and continues for the next thirty (30) consecutive days.
 - c. The student is expected to continue to practice during the suspension, unless the student is also serving an in or out of school suspension from attending classes.
 - d. A student who fails to report a second violation will be suspended sixty (60) calendar days, during which time the student must participate in four clinical sessions for drug and/or alcohol abuse or criminal behavior at a program deemed applicable and approved by the Activities Director.
4. Third Offense (In or Out of Season)
- a. A student found to be in violation of Section 1 of this rule for the third time or more will be suspended for (1) calendar year from participating in activities, during which time the student must attend and complete a drug and/or alcohol abuse or criminal behavior program deemed applicable and approved by the Activities Director.
 - b. The suspension will begin on the first day of the activity's season as determined by the first held competitive event and continues for one (1) calendar year.
 - c. The student may not attend any activities (for example, games, programs, dances, etc.) for ninety (90) calendar days.
 - d. The student may not practice during the suspension.

Section 3. Accumulation of Violations

Any violations under Section 1 of this rule will be accumulated throughout the student's enrollment grades 7 to 12 and used to determine which penalty is applicable under Section 2. (For example, a violation of Section 1 when a student is in 7th grade will cause a violation by that same student as a senior to be a second offense under Section 2).

Section 4. Scotus Activities Advisory Council

The purpose of this advisory council, when called upon, will be to review information given to the school concerning alleged violations of the Activities Training Rule. If substantial information is received by the Advisory Council, a student will be questioned concerning the alleged incident. The Advisory Council may recommend that action be taken. This Council is made up of the President, Campus Minister, and three faculty members. This Council is strictly advisory and not a decision-making body. The decisions of the Activities Director are final.

Section 5. Postponement or Cancellation

In case of postponement or cancellation of a scheduled activity event, the student will be held from the minimum number of events.

Section 6. Effective Date

This Activities Training Rule, as amended, is effective as of June 19, 2003.

D. SUNDAY/HOLY WEEK TRIDIUM

Sunday Activities/Practice

To assure that students and parents are given full opportunity to meet their Sunday Mass attendance/obligation all Sunday activities/practices will not begin before 12:00 noon and will meet the following criteria:

- a) Activities/practices will be kept to a minimum and must be approved by the Activities Director.
- b) Except in special situations students will be notified a minimum of a week in advance of the activity/practice. It will be the student's responsibility to inform their parents.
- c) Parents wishing to have their students miss a Sunday activity/practice should notify the sponsor/head coach in advance. The student athlete **will not** face any repercussions for missing the Sunday activity/practice.

Holy Week Tridium

Scotus Central Catholic has adopted the following procedure concerning Holy Week Tridium inter-school activities and practice:

- a) Scotus will not host any inter-school activity.
- b) Scotus will make every attempt to reschedule away, regular season, activities.
- c) Scotus will try to avoid tournaments and meets, however, since the host school may not invite us back, contracts will be honored.
- d) Holy Week Tridium practice times will not conflict with the religious schedules of the three parishes.
- e) Parents wishing to have their students miss a Holy Week Tridium practice or inter-school activity should notify the head coach in advance. The athlete **will not** face any repercussions for missing the practice or inter-school activity.

E. ORGANIZATION AND CLASS MEETINGS

The organization and class sponsors are to be present at all meetings, follow the constitution or guidelines of the organization, approve all purchases, and report to the principal the business matters decided upon at each meeting. All meetings must be scheduled through the sponsor.

Elections should be conducted according to parliamentary procedure. Ordinarily the class elections take place in May. A majority of the class or group and faculty sponsor must be present. The officers are subject to approval by the administration. Student officers should have attended Scotus for at least one year for junior and senior

offices. No student will be eligible to hold more than two offices in any given school year and only one may be the presidency.

F. STUDENT COUNCIL

Junior and Senior High Schools have separate Student Councils.

The Student Councils are an organization of the student body. Officers are elected by the students. The Student Councils are not a law-making body, but are the voice of the student body which must work through the proper channels in striving for cooperation with the administration to:

1. Promote harmonious relationships between the faculty and the students.
2. Further the spiritual, social, and cultural standards for the school.
3. Perpetuate true loyalty to the school and its principles.
4. Foster the general welfare and good morale of the students.
5. Effective the 2006-07 school year any student council members may not hold a class office.

G. NATIONAL HONOR SOCIETY (SENIOR HIGH)

Scotus has a chapter of the National Honor Society, which is affiliated with the National Association of Secondary School Principals. Membership in the National Honor Society is based on scholastic achievement, service, leadership, and character.

Requirements:

1. A student who has a cumulative grade average of 93.0% or higher, **AND** who has **NO** offenses/violations (as described in the Activities Training Rules) will be invited to apply.
2. A student may be invited to apply starting the fall of the sophomore year and each subsequent year.
3. Applications must be typed and completed on time. **NO** applications will be accepted after the deadline date and time.
4. On the application, students must list several examples where they have held leadership positions, done service activities, and complete a character self-evaluation.
5. The National Honor Society faculty council will review the student's application and make decisions of acceptance or rejection based on the quality and completeness of the application. All decisions made by the faculty council are final.
6. If accepted, the students will be inducted in the fall of the year of acceptance. All National Honor Society standards must have been maintained to become a permanent member at the end of their senior year.
7. The National Honor Society faculty council will grant membership into the society and will also be responsible for periodically reviewing member status and taking necessary action with members falling below membership requirements. If a student is dismissed from National Honor Society for any reason, he or she may **NOT** reapply or reenter the organization. Dismissal is final.

H. CHEERLEADERS (SENIOR HIGH)

The cheerleaders support the various athletic teams, foster a wholesome school spirit, promote the ideals of good sportsmanship, and respond to any worthwhile challenge for the betterment of the school and the community.

I. S-CLUB (SENIOR HIGH)

The S-Club is an honorary association with membership limited to athletes lettering in one of the school's major sports. A candidate may be recommended for a letter if this individual fulfills the assigned scholastic requirements, consistently represents the school in a wholesome manner, meets the specific standards established by the athletic program and has received the approval of the coaches, Activities Director and administration.

J. FIELD TRIPS (JUNIOR AND SENIOR HIGH)

All field trips of an educational nature must be approved by the administration and must be properly supervised and under the direction of a faculty member. Sneak trips of any type are not allowed. Field trips should be planned outside of class time as much as possible. A student's disciplinary record will be considered before allowing a student to take part in a field trip. All field trips will be completed by April 15th.

K. RETREATS (JUNIOR AND SENIOR HIGH)

Retreats or Days of Recollection may be held to allow for the greater spiritual development of the students. Retreat days are days of required attendance.

L. SOCIAL (SENIOR HIGH)

All school socials/dances are under the immediate direction of school authorities and must have the approval of the administration. Faculty members will be in charge. A minimum of three faculty sponsors is required for the Homecoming, Sweetheart and Prom Dance. It will be the responsibility of the host class or organization to find the necessary faculty sponsors. The Scotus President will help to supervise one of the primary dances, normally the prom. Chaperones are recommended but not required. Rules for dress, time, admittance, and departure will be determined by the faculty sponsor and school president. Once a student leaves a social, they may not return. The school assumes no responsibility for the welfare of the students after any social.

Strict observance of the rules and laws regarding the use or possession of alcoholic beverages and drugs will be enforced.

Safety can be a concern at dances. For that reason no "moshing", "crowd surfing" or any other type of dancing the sponsors deem either unsafe or inappropriate will be allowed. Violators will be asked leave!

1. Junior-Senior Prom

a. The Junior-Senior Prom of Scotus is sponsored by the junior class and they will assume the cost. The prom dance will be held from 8:30 p.m. until 12:00 midnight. A junior or senior from Scotus is eligible to attend and does not need a date to attend. Students may bring as a date anyone who has graduated from high school or any student who is at least a freshman at Scotus or another school. Prom is a formal affair and students attending are to dress accordingly. Parents of the Junior Class will be asked to chaperone. If a student is allowed to attend any post-prom function, parents are certainly encouraged to provide proper supervision.

b. Funding for the prom is the responsibility of the junior class. Each year the junior class will conduct a magazine subscription drive in the fall of the school year. Each junior will be required to sell enough magazine subscriptions to equal \$60 profit for the class treasury. Some students may choose to use part subscriptions and part from their own pocket. Whatever the choice the students make, it must equal \$60 profit for the class. This \$60 is considered to be their class dues and no other funds will be collected for the class. If the \$60 is not given to the class treasury, the student will exclude him or herself from the prom and homecoming the following fall. Money remaining after the prom will be used to help pay for senior yearbook pages.

2. Homecoming Dance

The Homecoming Dance shall start shortly after the football game and shall end at 12:30 a.m. The Student Council will host the Homecoming dance and assume the cost.

3. Sweetheart Dance

The Sweetheart Dance will be held the third quarter. The sophomore class is responsible for planning the activities and standing the expenses incurred. Dance shall end no later than 11:30 p.m.

4. Tape Dances

Dances will end by 11:30 p.m. There shall be no more than two tape dances per month. Rental fee of \$25.00 is required for use of the Mothers' Club sound system.

M. CAMPUS MINISTRY TEAM

The ministry team offers opportunity for involvement and participation in the growth of the Scotus Faith Community. Students, parents, and staff are encouraged to participate. The team is under the direction of the Religion Department Head and stresses the following objectives:

1. To communicate and proclaim the Gospel Message of Jesus through our actions and example.
2. To provide opportunities for all members of the Scotus Faith Community to deepen their understanding of and commitment to Jesus and His message.
3. To evoke authentic involvement and celebration of the Faith Community through various forms of worship.
4. To help foster the total personal and spiritual growth of each person by:
 - a. Helping individuals realize their significance in relationship to school, family, and the world community.
 - b. Calling members of the community to share their gifts and talents, and to minister to others' needs by responsible participation in the life, mission, and the work of the Church.
5. To raise consciousness and encourage action regarding contemporary moral and social problems throughout the world and in our own community.
6. To compliment the basic principles of Faith as stressed by the Religion Curriculum of Scotus Central Catholic High School.
7. Students will be recognized after participating in 7 activities throughout the school year.

N. GUIDELINES FOR TEACHER AIDES

1. Students may use their study hall period to be a teacher aide.
2. Students interested in being an aide should contact the Guidance Counselor. The Counselor will guide the student through the process of becoming an aide.
3. Once students are assigned, he/she must be working with the teacher during the period, or be in an assigned study hall.
4. The supervisor is responsible for the proper/immediate supervision of the student.
5. Driving while working as a teachers aide, is not permitted.

**ANNUAL NOTIFICATION
DISTRICT ASBESTOS ACTIVITY SUMMARY**

I am pleased to inform you that Scotus Central Catholic has continued to respond to the asbestos in schools issue in a cautious and proactive manner.

Scotus Central Catholic will continue with the ongoing asbestos operations and maintenance program including periodic surveillance to be conducted every six months.

With the implementation of Scotus' Asbestos Management Plan on July 9, 1989, we also conducted asbestos abatement activity in the following buildings:

<u>Building</u>	<u>Response Actions Completed</u>	<u>Response Actions Scheduled 1989-90</u>
C-Building	Removal of sprayed on ceiling material in the music practice rooms, hallway and Room 25 was completed in August of '89	Periodic surveillance
	Removal of floor tile in Band/Music Room and teacher's offices was completed August of '94	This area is now clear of asbestos containing materials
3-Story Building	Removal of sprayed on ceiling material at the top of the stairwells was completed in August of '89	Periodic surveillance
Equipment Storage Room & Air Handling Rooms-Memorial Hall	Removal of sprayed on ceiling material was completed in August of '89	Periodic surveillance
Boiler Room-Memorial Hall	Removal of thermal pipe insulation was completed in August of '89	This area is now clear of asbestos containing materials
Memorial Hall Gym	Removal of sprayed on ceiling material was completed in May of '90	This area is now clear of asbestos containing materials
Memorial Hall	Removal of sprayed on ceiling material (telephone area) was completed in July of '94	This area is now clear of asbestos containing materials
	Removal of floor tile in Scotus Mothers' Room was completed in August of '94	This area is now clear of asbestos containing materials
3-Story Building	Removal of sprayed on	This area is now clear

1st Floor Hallway

ceiling material was
completed in July of '91

of asbestos containing
materials

Please rest assured that Scotus Central Catholic's ongoing efforts related to the management and control of asbestos-containing materials is geared singularly toward providing a safe and healthy environment for students, employees, and occupants.

If you have any questions, or would like to review the management plans and update materials, please feel free to contact the Scotus Asbestos Program Manager, Ed Goerlinger at 564-7165.

The asbestos management plan is located in the office of each building and is available for review by contacting the asbestos program manager.

TO: Parents and Employees

RE: The Presence of Asbestos within District Buildings

The Institute for Environmental Assessment was requested by Scotus Central Catholic to review and prepare an asbestos management plan identifying the presence of asbestos within the school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. In addition, a re-inspection was performed on June 29, 2000 as required by the AHERA regulations. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene and engineering. After reviewing the characteristics of the buildings, we prepared a management plan for each building, a copy of which is maintained in the administrative office describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the school maintains its operations and maintenance procedures and, if asbestos is to be removed or abated, that such removal is one under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. Scotus implemented its management plan as of July 9, 1989, and has conducted a periodic surveillance of all asbestos-containing materials. This periodic surveillance is conducted every six months to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office. If you have any questions, please contact the Administration at Scotus Central Catholic.

This Student/Parent Handbook is provided for informational purposes only and does not constitute a contractual agreement between Scotus Central Catholic Secondary School of Columbus, Nebraska (hereinafter "School") and any student or parent of any student.

The information contained in the Handbook provides a general description of rules and regulations. The School reserves the right to add to, to modify or abolish any of the Handbook provisions without notice.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restriction upon the School's right to institute any course of disciplinary action which, in the School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

I have had the opportunity to read the 2007-2008 STUDENT/PARENT HANDBOOK for Scotus Central Catholic. I agree that my son/daughter will abide by the policies set forth in the handbook.

Parent Signature

Date

I have had the opportunity to read the 2007-2008 STUDENT PARENT HANDBOOK for Scotus Central Catholic and I agree to abide by these policies.

Student Signature

Grade

Date

The Coat of Arms for Scotus Central Catholic

The Cross of Green in the center of the crest symbolizes a Shamrock's commitment to Christ and to the school's program of education in the practice of Christian principles.

The Chevron of Gold is a symbol of a Shamrock's leadership. Pointing ever upwards towards excellence, it also extends its arms down in service.

The Shamrock Green is the student's own personal symbol of spirit and pride in the school. It is a three-leaf clover chosen by St. Patrick in the fifth century to illustrate the concept of the Trinity to the Irish people.

The Franciscan Crossed Arms over a Cross of Gold reminds us of the Franciscan heritage that helped build our Christian school and community. It is the symbol that inspired Blessed John Duns Scotus whose name was used to name our school.

The Flaming Torch of Gold with a base of green on the crest symbolizes the commitment of each student to discover and develop his or her talents through study so that a new light may be brought into the darkness. Thus each student carries his or her torch in life.

The Lion of Gold, which appears on the coat of arms for Scotland, the place of John Duns Scotus' birth, signifies the strength and courage a student must have to be a Christian leader in life, and a person dedicated to making the world a better place for life and love!

2007-2008
STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

SECTION I. General Information

I.	Purpose	1
II.	Mission Statement	1
III.	Belief Statements.....	1
IV.	Goals and Objectives.....	2
V.	Accreditation	2
VI.	Nondiscrimination.....	2
VII.	Admission, Registration and Tuition.....	2
VIII.	Personnel & Organizations.....	3
	A. Administration.....	3
	B. Faculty	3
	C. Activities Assignments	4
	D. Class Sponsors.....	5
	E. Support Staff.....	5
	F. Board of Education	5
	G. Scotus Mothers' Club.....	6
	H. Shamrock Club	6
	I. Band Boosters Club	6
	J. Fine Arts Booster Club	6
IX.	Academic Matters	6
	A. Senior High	
	1. Graduation Requirements.....	6
	2. Correspondence Courses.....	7
	3. College Credit	7
	4. Shared-Time Students (Sr. High only).....	7
	5. Graduation Ceremony/Student Classification.....	8
	6. Graduation/Baccalaureate	8
	7. Transcripts	8
	B. Junior High	
	1. Curriculum	8
	2. Academic Performance.....	9
	3. Accelerated Reader.....	9
	C. Living the Faith	9
	D. Student Identification	12
	E. Class Change.....	12
	F. Dropping Year-Long Classes.....	12
	G. Grading System	12
	H. PowerSchool (School Information & Performance System	12
	I. Report Cards	13
	J. Semester Tests	13
	K. Semester/Final Grades.....	13
	L. Incomplete Grades	13
	M. Parent-Teacher Conferences	13
	N. Honor Roll.....	13
	O. Cumulative Grade Average and Class Rank	13

P. Standardized Testing Program	13
Q. Permanent Records	13
R. Confidentiality	14
S. Health Records	14
T. Asthma/Diabetes/Allergies-Notification.....	15
U. Birth Certificate	15
V. Concerns – Discussion/Resolution	15

SECTION II. Student Attendance and Accountability

A. Attendance.....	16
B. Excessive Absenteeism.....	16
C. Tardiness.....	17
D. Truancy.....	17
E. Make-Up Work	18
F. Dismissal for Forgotten Materials.....	18

SECTION III. Building Policies

A. Entrance Into the School Building	19
B. Permits for Leaving the School Grounds.....	19
C. Junior High (Third Floor)	19
D. Study Hall.....	19
E. Media Center Policies	19
F. Computer Labs/Network Access.....	20
G. Hallways and Stairways	22
H. Books.....	22
I. Lockers (Hallway).....	22
J. Telephone	22
K. Electronic Devices.....	22
L. Bulletin Board.....	22
M. Assembly	22
N. Use of Gyms	22
O. Lunch Program	23
P. Fire Drill.....	23
Q. Disaster and Tornado Drill	23
R. Transportation.....	23
S. Student Parking	23
T. Restrooms	24
U. Card Playing.....	24
V. End of Day.....	24
W. Memorials.....	24

SECTION IV. Student Dress Code

A. All Students	25
B. Student Dress Code (Extracurricular).....	26
C. Appearance at Extracurricular Activities.....	27
D. Dress Down Day.....	27

SECTION V. Student Conduct

A. General Conduct.....	28
B. Detention	28
C. Probation.....	29

D. In-School Suspension	29
E. Suspension From School.....	29
F. Expulsion From School.....	30
G. Dismissal From Class	30
H. Junior High Conduct.....	30
1. Gum and Food	30
2. Dating and “Going Steady”	31
3. Senior High Social Activities	31
I. Senior High Conduct.....	31
1. Food	31
2. Public Display of Affection	31
3. Breath Test.....	31
J. Use of Alcohol, Drugs, Tobacco, & Controlled Substances away	31
From School	31
K. Use of Alcohol, Drugs, Tobacco, & Controlled Substances on	33
School Grounds or at a School Event.....	33
L. Care of School Property.....	33
M. Respect for Persons.....	33
N. Form of Address	33
O. Vulgar, Offensive, or Obscene Language or Symbols	33
P. Aggressive Behaviors.....	34
Q. Courtesy.....	34
R. Proper Channels.....	34
S. Stealing/Damaging Property	34
T. Cheating	34
U. Inappropriate Materials	35
V. Fighting	35
W. Weapons	35
X. Gambling.....	35
Y. Student Pregnancy	35
YY. Married Students	36
Z. Child Abuse/Neglect.....	36

SECTION VI. Extra/Curricular Activities

A. Overview	37
B. Eligibility Requirements for Extracurricular Activities.....	37
C. Activities Training Rule	39
D. Sunday/Holy Week Tridium.....	41
E. Organization and Class Meetings	41
F. Student Council.....	42
G. National Honor Society (Senior High)	42
H. Cheerleaders (Senior High)	42
I. S-Club (Senior High)	43
J. Field Trips (Junior and Senior High).....	43
K. Retreats (Junior and Senior High)	43
L. Social (Senior High)	43
M. Campus Ministry Team	44
N. Guidelines for Teacher Aides.....	44

