Student/Parent Handbook

2016-2017

Scotus Central Catholic Junior/Senior High School
Columbus, Nebraska

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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. VISION STATEMENT
Scotus Central Catholic continues to provide a safe, secure environment as it welcomes a broad spectrum of students. The school recognizes each student as an individual while continuing an uncompromising commitment to excellence in Catholic education. This faith-based foundation empowers students to live lives of faith, learning, and service.

IV. 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.

V. 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.

VI. ACCREDITATION

Scotus Central Catholic High School is fully accredited by the North Central Association Commission on Accreditation and School Improvement after meeting the requirements established by the AdvancED Accreditation Commission and Board of Trustees and the Nebraska Department of Education. This accreditation, established in 1941, is renewed annually via an annual reporting, application and evaluation process. 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.

VII. NONDISCRIMINATION

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

VIII. ADMISSION, REGISTRATION AND TUITION

For the 2016-2017 school year, the tuition or cost to educate a student, at Scotus Central Catholic is $7,200. The parent share of the tuition is computed using the formula:

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

$7,200 - $2,322 - $2,203 = $2,675 for Grades 7 & 8
$7,200 - $2,322 - $2,153 = $2,725 for Grades 9 & 10
$7,200 - $2,322 - $2,103 = $2,775 for 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 tuition assistance support is the amount per student St. Anthony, St. Bonaventure and St. Isidore parishes 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 31% of 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 38% of the tuition/cost to educate 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. 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. 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.
E. 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.
F. 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.

IX. PERSONNEL & ORGANIZATIONS (School Phone Number 402-564-7165)

A. ADMINISTRATION

Mr. Jeff Ohnoutka ..... President
Mr. Merlin Lahm ..... Activities Director/Assistant Principal
Mr. John Schueth ..... Development Director

B. FACULTY

Mr. Andy Bierman ..... Technology
Mrs. Julie Blaser ..... Math
Ms. Laura Salyard ..... Vocal Music
Mrs. Gail Bomar ..... Spanish/Health
Mr. Pat Brockhaus ..... Social Science
Father Mathew Capadano ..... Campus Minister/Religion
Mr. Wade Coulter ..... Social Studies
Mrs. Kristen Cox ..... Instrumental Music
Ms. Lindsay Dannelly ..... Art

Mrs. Jane Dusel-Misfeldt ..... Chemistry
Mrs. Carmen Johnson..... Family & Consumer Science/Religion
Mrs. Kelly Koranda ..... Religion
Mrs. Joan Lahm ..... Science
Mr. Tyler Linder..... Religion/Physical Education/Social Studies
Mrs. Bridget McPhillips ..... Science
Mr. Zach McPhillips ..... Math
Ms. Melanie Mimick ..... English/Speech
Mrs. Josephine Moody ..... Spanish
Officer Gilbert Maschmeier ..... S.R.O.
Mrs. Deb Ohnoutka ..... English/Reading
Mrs. Cathy Podliska ..... Media Center
Mr. Jarrod Ridder ..... Social Studies /Physical Education
Mrs. Angie Rusher ..... Journalism/Yearbook/Integrationist
Ms. Laura Salyard ..... Vocal Music
Mrs. Patti Salyard ..... Business/Computer
Mr. Thomas Salyard ..... Physics/Math/Physical Science
Ms. Helen Schumacher ..... English
Mr. Tyler Swanson ..... Business/Computer/Physical Education
Mrs. Janet Tooley ..... Physical Education/Health
Ms. Allison Timoney ..... Math
Mrs. Pam Weir ..... Guidance Counselor
Mrs. Becki Zanardi ..... English, Drama

C. ACTIVITIES ASSIGNMENTS

Activities Director ..... Merlin Lahm
Band/Marching Band, Pep Band, Summer Band ..... Kristen Cox
Jazz Band ..... Kristen Cox
Drumline ..... Michael Klee
Basketball (Varsity-Head Boys) ..... Tyler Swanson
(Assistant) ..... Mike VunCannon
(Freshmen-Head Boys) ..... Pat Brockhaus
(Varsity-Head Girls) ..... Jarrod Ridder
(Assistant) ..... Wade Coulter
(Freshmen-Head Girls) ..... Mike Ridder
(Jr. High-Head Girls 7th) ..... Brett Rusher
(Assistant) ..... Joe Schoenfelder
(Jr. High-Head Girls 8th) ..... .Pam Perault
(Assistant) ..... Joe Schoenfelder
(Jr. High-Head Boys 7th) ..... Joe Schoenfelder
(Jr. High-Head Boys 8th) ..... Denny Sliva
(Assistant) ..... Zach McPhillips
Blood Drive Coordinator ..... Jane Dusel-Misfeldt
Campus Minister ..... Fr. Matthew Capadano
Cheerleaders (Senior High) ..... Pat Engel
(Assistant) ..... TBA
Cross Country (Varsity & Jr. High-Boys/Girls) ..... Merlin Lahm
(Assistant) ..... Amy Sokol
FBLA ..... Patti Salyard
(Assistant) ..... Jo Moody
Flag Corps ..... Kristen Cox
(Assistant) ..... Morgan Gilson
Football (Varsity-Head) ..... Tyler Linder
(Assistant) ..... Chad Gonka
(Assistant) ..... Jay Pelan
(Assistant) ..... Roger Krienke

(Assistant) ..... Jon Brezenski
(Jr. High-Head) .....Tyler Swanson
(Assistant) ..... .Wade Coulter
(Assistant) .....Jarrod Ridder
(Assistant) .....Pat Novicki
(Assistant) ..... Pat Brockhaus
(Assistant) .....Joe Chohon
Golf (Boys).....Karl Dierman
Golf (Girls)..... Tanya Niedbalski
International Thespian Society..... Helen Schumacher
Liturgical Music ..... Laura Salyard
Mock Trial.....Kelly Koranda
Musical Production ..... Laura Salyard
(Assistant) ..... Lindsay Dannelly
National Honor Society..... Jane Dusel-Misfeldt
One-Act Play..... Lindsay Dannelly
S-Club ..... Tyler Linder
Shamrock Singers/Vocal Music.....Laura Salyard
Soccer (Head-Boys) ..... Jon Brezenski
(Assistant) ..... Jeff Kosch
(Head-Girls) .....Kristie Brezenski
(Assistant) ..... Bridget McPhillips
Speech Team .....Melanie Mimick
(Assistant) .....Allison Timoney
Student Council (Senior High) .....Joan Lahm
(Junior High) .....Julie Blaser
Track (Head-Girls) ..... Janet Tooley
(Head-Boys) ..... Merlin Lahm
(Assistant) .....Danielle Bender
(Assistant) ..... Joe Schoenfelder
(Assistant) .....Roger Krienke
(Jr. High-Head Boys) ..... Tyler Linder
(Assistant) ..... Lindsay Dannelly
(Jr. High-Head Girls) .....Julie Blaser
(Assistant) ..... Zach McPhillips
(Assistant) .....Melanie Mimick
Volleyball (Head).....Joe Held
(Assistant) .....Danielle Bender
(Freshmen-Head).....Julie Blaser
(Jr. High-Head 7th) ..... Jane Dusel-Misfeldt
(Assistant) ..... Bridget McPhillips
(Jr. High-Head 8th) .....Gary Luchsinger
(Assistant) .....Tracy Kucera
Team Trainer.....Brooke Hughes
Weight Training ..... Tyler Linder
Weight Room-Summer (Girls).....Jarrod Ridder
Weight Room-Summer (Boys)..... Tyler Linder
Wrestling (Varsity-Head).....Tracy Dodson
(Assistant) ..... Gaylen Kamrath
(Assistant) ..... Steve Jenny
(Jr. High-Head) ..... D.J. Brandenburg
(Assistant) .....Gary Schlesinger

D. CLASS SPONSORS

7th Grade..... Deb Ohnoutka
8th Grade..... Bridget McPhillips
Freshmen.....Angie Rusher
Sophomores.....Wade Coulter and Allison Timoney
Juniors ..... Deb Ohnoutka and Helen Schumacher
Seniors..... Pam Weir and Gail Bomar

E. SUPPORT STAFF

Kris Andresen, Registrar
Kaye Stuchl, Business Office
Annette Hash (PT), Athletics Office
Laurie Hergott, Central Office
Becky Kuta, (PT) Business Office
Janice Rosenquist (PT), Development Office

Joe Schoenfelder, Maintenance Supervisor
Rob Daniels, Maintenance; and Gary & Kay Urkoski, Custodial

Cathy Hoops, Nutrition Services Manager
Shelly Adams, Nutrition Services Account Manager
Joan Birchem, Kristie Bird, Lauri Diamond, Peg Keep, Suzie Korth, Deb Krumland, Oliver Loseke, Charlene McKown, Mary Ann Oehlrich, Millie Rief, Bonnie Soulliere and Marge Zegar.

F. BOARD OF EDUCATION

The Scotus Board of Education meets the third Thursday of each month (unless otherwise announced) and consists of the pastors of the three Catholic parishes in Columbus and three lay people from each of the three Catholic parishes. The Board of Education is advisory by design and sets school policies and approves the employment of teachers, among other things. The parish pastors have the final say on all matters pertaining to Scotus.

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 3rd 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 that play an instrument 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.

X. 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 205 required credits.

RELIGION	40 Credits
ENGLISH	40 Credits
SOCIAL STUDIES	30 Credits
MATH	30 Credits
SCIENCE	30 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
HEALTH (Beginning Class of 2018)	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 should include two (2) or more years of 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	SOPHOMORE
Religion 9	Religion 10
English 9	English 10
Physical Science	Biology
Computer Applications I	Speech I (Sophomore or Junior Year)
Math Class	Computer Applications II
P.E. 9	Math Class
	American History I
	Health (Sophomore, Junior or Senior Year)

JUNIOR	SENIOR
Religion 11	Religion 12
English 11	English 12 or Accelerated English
American History II	Modern Government
Math Class	
Speech (Sophomore or Junior Year)	

Each semester all students are required to take a minimum of seven (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; for 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 or Central Community College. To be eligible for graduation, second-semester seniors must complete all correspondence work by April 1.

3. College Credit
Partnerships are being developed with Central Community College, UNL and Nebraska Wesleyan for eligible senior students to earn college credits via on campus, extended learning and web-based classes. Those interested should meet with the Guidance Counselor.

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 their policies.

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.

5. 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. The senior graduate presenting the senior class welcome, by a vote of the faculty, will be chosen from: Senior Class President, Student Council President and Honor Society President.

6. 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.

7. 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 apply:
a. transcripts before graduation – no charge
b. transcript request after graduation - $2 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.

As of 2008, graduating students registered with Parchment (formerly Docufide) have the option to order transcripts on-line. Go to Scotus Central Catholic's homepage www.scotuscc.org, click on "Guidance," then "Request Transcripts;" or sign into www.parchment.com and log on to your registered email account. A fee will not be processed for in-state transcript requests as long as the grant remains in place for Parchment. For out-of-state colleges, transcript requests should be made to Scotus in writing. Students having graduated prior to the availability of electronic transmissions may be able to make their transcript requests on-line through the Scotus website. The $2 processing fee will be assessed for each transcript processed manually and mailed.

B. JUNIOR HIGH

1. Curriculum

7th GRADE
Required Courses:

Daily:

English	Reading	Life Science
Social Studies 7	Math	

Semester or Quarter Classes:

Health 7	Literature 7	Keyboarding
Art	Religion	P.E. & Health
Vocal Music (elective)	Band (Elective)	

8th GRADE
Required Courses:

Daily:

English	Earth Science	Social Studies 8
Math or Algebra I		

Semester or Quarter Classes:

Spanish	Health 8	Art
Study Skills	Religion	Keyboarding
P.E. & Health	Character	Music (Elective)
Band (Elective)	Beginning Communications	

2. Junior High Academic Performance
Parents of any Junior High student that has failed one or more core classes after each nine-week quarter will be notified. Core classes are Religion 7/8, English 7/8, Science 7/8, Math 7/8, Social Studies 7/8 and Reading 7. The student will meet with the teacher of each failed class 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 either the Reading or English curriculum grade.

C. LIVING THE FAITH

One of the fundamental realities of the Catholic Church is that it 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 visible witnesses 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 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 our Savior's command, 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 minimum of 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 grade of 69% and not be allowed to enroll as a freshman at Scotus until the requirement is 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)

To be eligible to graduate from Scotus Central Catholic the student must complete at least 20 hours of service each year of high school for a cumulative minimum of 80 hours.

1) First offense discipline for a student failing to complete this obligation will be:
    a) A senior will be required to complete an additional 10 hours of service beyond what is required for their graduation before they can graduate from Scotus Central Catholic.
    b) Underclassmen will have their graduation requirement increased by 10 hours to 90 hours of service for a first offense. The requirement for the next school year will remain 20 hours of service but at some point the student will have to accumulate a total of 90 service hours.

2) A second offense by any student will result in:
    a) A mandatory meeting attended by the student, parent(s), campus chaplain and Scotus president to establish bench marks for completion of Living the Faith service hours.
        AND
    b) The student's requirement for graduation will be increased another 10 hours or to 100 hours of service.

3) The discipline for a third offense will be:
    a) A senior will not graduate from Scotus Central Catholic.
    b) Underclassmen will face expulsion.

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 (3) 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 within the limits 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. Students who are not Catholic will provide service to the Church of their choice. (Exception: Catholic schools constitute their own category of service); minimum of three (3) hours required.

- School: Service to the school is defined as any activity that is sponsored by Scotus or one of its three Catholic sister schools in Columbus (i.e., St. Anthony, St. Bonaventure, or St. Isidore; minimum of three (3) 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 (3) hours required.

- Family and 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 (5) 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 12 hours of service done during the summer may be applied to the upcoming school year's total.
- No more than 10 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 (5) hours of service may be earned under the Family and 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. *NOTE: Group sheets will not be accepted.* Forms must be completed in ink, and any changes to the form must be initialed by the adult supervisor. 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, will serve a detention and the student's parents will be notified. All forms must include the following information:

- Student's name and grade
- Month, day and year of the activity
- Total number of hours earned
- Detailed description of the activity
- The name of the activity sponsor, such as St. Isidore parish or Mr. John Doe
- The adult supervisor's name and phone number printed clearly and legibly
- The adult supervisor's signature

Timeline (Please note the following deadlines for form submissions)

- ***All forms for hours earned during the summer for the 2016-2017 academic year must be turned in no later than Fri., Sept. 9, 2016.***
- ***To be recommended for CONFIRMATION, all eighth-grade students must have their Living the Faith hours completed and turned in no later than Fri., March 17, 2017.***
- ***For GRADUATION, all seniors must have their Living the Faith hours completed and turned in no later than Fri., May 5, 2017.***
- ***To meet the Living the Faith requirement and be on track to graduate, all students in grades 7, 9, 10 and 11 must have their Living the Faith hours completed and turned in no later than Fri., May 12, 2017.***
- ***From May 14, 2017, to Aug. 12, 2017, students may earn summer hours to apply toward the upcoming school year. Forms must be turned in by Fri., Sept. 8, 2017.***
- "Living the Faith hours completed" means that all service hours have been performed, all appropriate forms fully and correctly completed, submitted and approved by student's Religion Teacher.
- An extension of the deadline may be made in the event of extreme circumstances if the student receives prior permission from both the Campus Minister and school administration.
- All non-summer forms are to be turned in no later than one (1) month after the service activity has been accomplished.

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. Living the Faith service activities (school hours) may be completed **during the regular school day during a study hall, not during scheduled class time**. For an activity to qualify for Living the Faith credit, it must meet the following criteria:

- Students receive no reimbursement or benefits in return for their service.
- The activity is not done in service for a for-profit organization or business.
- The activity is not 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	Vacation Bible School help
Parish bazaar/event worker	Catholic Charities service
Ministry at Mass: lector, EMHC, server, etc.	Church cleaning
Parish religious education (PRE) helper	Selling Scrip
Parish office aide	Perpetual adoration substitute (must be on the parish's sub list)

School

Catholic school teacher/office aide (5 per semester)	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	National Day of Prayer work
Help with community youth sports	Birthright volunteer
Yard/garden work for the elderly	Center for Survivors volunteer
Simon House volunteer	Senior Center volunteer
Rescue Mission volunteer	Visit hospital/nursing homes
Blood donation	Life Chain work
AYSO soccer help	Youth group mission trips

Service Project

As of the 2015/16 school year, all Scotus Central Catholic students in grades 9-12 may do a service project instead of the required service categories. The student must commit 20 hours to this project. All students must receive approval for their project from the administration of Scotus Central Catholic or their religion teacher. The student must log all hours committed to the project and get appropriate signatures if someone else helped supervise this project. This opportunity is being provided to our students to allow them to design and implement a project that is important to them. It is our hope that through this opportunity, the student will have an impact on not only their school but our community as well.

D. ACTIVITY CARDS AND STUDENT IDENTIFICATION

Students may purchase an activity card for $50. This card will admit students to any Scotus Central Catholic school activity hosted at Scotus. Students may choose to pay at the gate each time they attend an activity instead of purchasing the activity card. *The student must present their student I.D., with or without an activity card, as they enter the activity or they will pay the regular admission fee.* The first time a student loses their I.D., the replacement cost is $2; additional replacements, $10 each.

E. CLASS CHANGE

Once a semester has started, student- or parent-initiated drop/add of classes is not permitted. There is a designated drop/add period prior to the beginning of each semester. Once the semester starts, only teacher-initiated drop/add of classes is permitted. Teacher-initiated drop/add will be based on two criteria:

1) Past performance, student has not met the prerequisites for class eligibility.
2) If the teacher determines the student is academically incapable of passing the class.

F. DROPPING CLASSES

If a student has a schedule with eight (8) or more full-time classes, they may drop a class during the first four (4) weeks of the class; after which dropping a class is not permitted. Adding a class to replace the dropped course is not permitted.

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

PowerSchool is a web-based school information and performance 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 student's 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 is available for parents on PowerSchool at the end of each nine-week quarter. The grade will be a summary of daily work, class participation and quarter tests. If a parent does not have access to PowerSchool, they should contact the school to be placed on a mailing list, and their student's grades will be sent to them at the end of each quarter.

J. SEMESTER TESTS

All high school classes meeting five (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 semester grade. The junior high will follow the same procedure, except the tests/assessments will be 10% of the semester grade. Algebra I is the exception for the junior high curriculum with the semester test counting 20% of the semester grade.

K. SEMESTER/FINAL GRADES

At the end of each semester, the grades submitted to the central office are 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 (1) week following the quarter, a zero (0) will replace the missing paper, test or work and then averaged in to determine the final grade. It is the student's responsibility to submit all work and prevent losing points for a particular assignment.

M. PARENT-TEACHER CONFERENCES

Time will be set aside during the first semester for scheduling Parent-Teacher Conferences. Parents and teachers 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 (see the 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 required records on each student. Disciplinary records are kept, BUT are not 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; and
- 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 contact by the non-custodial parent 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 parental 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 have a physical and vision evaluation within six (6) months of admission.
2. Summary of immunizations required for students entering the 7th grade; students transferring from outside the state of Nebraska regardless of grade level; and international students regardless of grade level:
    - 3 doses of DTaP, DTP, DT or DT vaccine
    - 3 doses of Polio vaccine
    - 2 doses of MMR or MMRV vaccine
    - 3 doses of Hepatitis B vaccine
    - 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
    - 1 dose Tdap (contains Pertussis booster)

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

4. Nebraska allows for two types of immunization exemptions; Medical and Religious. For information on these exemptions contact the Central Office of Scotus Central Catholic.

5. State law requires 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 for proper documentation. Students who are self-medicating for any reason as stated above, such as 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 OF/RESOLUTION OF
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, 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

While education is primarily the responsibility of parents, the school and the home work as partners to help students learn responsibilities. The school has 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 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 inquiring about a student's school records are interested in his/her attendance. The school records 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 student(s) will be absent ahead of time, such as for vacation, orthodontist appointment, medical procedure, etc. When the parent/guardian submits a written adequate explanation of the student(s) absence, a ***Foreseen Absence Forms*** will be given to the student(s) in order to obtain upcoming assignments. Notes containing the student's name, date and specific reason for the absence and the parent's/guardian's signature (faxes or e-mails will NOT be accepted) should be received in the Central Office no later than two (2) days before the absence, when possible. If/when permission is granted, the student must obtain signatures from all his/her teachers on the pink permission slip and turn this slip in to the central office. Requests should be made only in unavoidable cases. ***NOTE: Detentions will be given if the slip is missing a teacher signature or is not brought to the central office before the student leaves.***

If an absence needs to be reported the day of school due to illness, etc., parents are asked to call the school office between 7:45-8:45 AM <u>each day</u> of the absence. Please use PowerSchool to check assignments or, if you do not have access to the Internet, call by 8:45 AM to request assignments. When the student returns to school, he/she is responsible for getting assignments from the teachers.

Scotus administration and staff strongly encourage students and parents to cooperate in these matters.

B. EXCESSIVE ABSENTEEISM

Excessive absenteeism is defined as seven (7) 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 (4) or more absences. Four (4) absences from a quarter course or odd-even scheduled course will count as eight (8) 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. Two (2) days for seniors for college visits arranged through the guidance counselor's office; and for juniors, one (1) day for a college visit.
4. School-related activities.
5. Court ordered appearances if approved by the administration in advance.

When a student is absent from a class seven (7) days due to absences other than those listed above, truancy or out-of-school suspensions (documented as one (1) absence per incidence of suspension), the student's provisional grade will be reduced as 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 PowerSchool belongs to the student and their parents.

C. TARDINESS

Every student arriving late to school must report to the Central Office to obtain a tardy slip to present to his/her teacher. If the student arrives more than 10 minutes after the first bell of the day, he/she must have a parent talk to a member of the Central Office staff before receiving a tardy slip to his/her first class.

Tardiness during the day will be reported to the office. The third, sixth and ninth instances of tardiness will result in detentions.

Any student detained in a class by another teacher which causes him/her to be tardy for the next class should obtain a written excuse from the teacher detaining him/her.

Detentions for tardiness and/or other disciplinary problems (see Page 32) will be served at designated times BEFORE going to practice for a sport or activity or event. Students will be notified a minimum of one (1) day in advance as to detention date and time and must make prior arrangements in relation to work or practice.

After the ninth tardy during a semester, the Central Office will contact the parent/guardian via email. After the 12th tardy during a semester, the student will be required to serve six (6) periods of detention. The student will be given two (2) detentions for each tardy beyond 12. The parent/guardian will be notified via email.

Attendance is available on PowerSchool. Students and parents are encouraged to check PowerSchool regularly for the accuracy of tardiness and absences. The Central Office should be contacted with questions and/or discrepancies.

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. The student must make up double time if this is his/her first offense and be assigned a minimum of two (2) detentions.

   c. Truant students will receive zeroes for all work due while truant.

   d. Students guilty of a second offense of truancy will, dependent on the circumstances:
      1) Serve a two-day in-school suspension and make up double time as outlined under the first offense.
      2) Attend summer school for two additional days at the end of the school year and will make up double time as outlined under the first offense.

e. Students guilty of a third offense of truancy will, depending on the circumstances:
    1) Be recommended for expulsion.
    2) Have the length of summer school attendance extended per school discretion and will make up double time as outlined under the first offense.

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.

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E. MAKE-UP WORK

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

1. There is not a standard policy for make-up work due to a notified absence or participation in school activities. Teachers will post their policy on PowerSchool, and explain it to the students at the start of the year. The student is expected to meet the individual requirements of the teacher when completing make-up work.

2. If a student is absent for any length of time, it is the student's responsibility to get assignments and to the necessary books. This can be done through another student or by parents coming to school. This 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. Students and parents wishing to get assignments should use the PowerSchool system and communicate directly with their student's teachers. If the parent does not have access to technology, call the school by 8:45 AM to request assignments.

F. DISMISSAL FOR FORGOTTEN MATERIALS

If a student needs to be dismissed from school for any reason such as forgotten materials, uniform, homework and supplies, he/she must first obtain a written note from the teacher indicating that such items are needed; then parent permission must be obtained. A student is allotted two (2) times during the school year in which they can run these errands; any additional requests will not be granted. Refer to Page 20, "Permission to Leave the School Grounds," for more information.

SECTION III
BUILDING POLICIES

A. SCHOOL CLOSING INFORMATION

In the event of an emergency school closing or schedule change, faculty and staff will be notified via the Civil Dispatch system. It is the responsibility of the student and parent(s) to let the Central Office know if they want to receive information via e-mail or text; or they choose not to be notified via Civil Dispatch.

B. ENTRANCE INTO THE SCHOOL BUILDING

The north entrance by the Dowd Activity Center is the primary drop-off and pick-up site for students due to possible heavy traffic on 18th Avenue on the east side of the school. The north and east doors are unlocked until 8:20 AM (unless otherwise announced), at which time all outside entrances are locked for student and faculty safety.

ALL students and visitors are REQUIRED to enter through the east door and register in the Central Office during school hours. Press the intercom button for admittance, and *please provide the door operator with your name and business at the school*. Wait for the light on the intercom box to turn green before pulling on the door.

NOTE: During regular school hours, students are to enter the building through the east doors, registering in the Central Office before going to class; and signing out and exiting the building also through the east doors.

Scotus Central Catholic has an extensive extra-curricular activities program, but does not provide extended after-school supervision. Unless a student(s) is under the direct supervision of a Scotus employee, they are expected to vacate the school building and school property by 4 PM.

C. PERMISSION TO LEAVE THE SCHOOL GROUNDS

Scotus maintains a closed campus. Permission may be granted to leave only if the student has written permission from a parent before 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 Central Office when leaving and sign in upon their return.

D. JUNIOR HIGH (THIRD FLOOR)

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

E. STUDY HALL

Scotus' purpose is to provide a center of learning for students seeking a modern and sound education that is Christian in its orientation. Therefore, nothing will tolerated that detracts from a learning climate. Study hall is to be used productively within the following rules established the following 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 seven (7) absences from a first or ninth period study hall, the student will receive a detention for each additional absence.
4. When a student leaves to go to the restroom, all internet accessible devices must be placed on the teacher's desk and may be picked up upon return from the restroom.
5. Students may receive permission to use an internet accessible device in study hall. The device is to remain laying on the desk top while being used.
6. **No sleeping in study hall!**

F. MEDIA CENTER POLICIES

1. A pass is required to remain in the media center during the school day. Passes are to be left at the desk upon entering the media center. Students need to ask permission to leave the media center.
2. Media center passes are given out at the beginning of each quarter. NO NEW PASSES WILL 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 $0.10 (10 cents) per day will be charged for overdue 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: For periodicals, the cost of most current issue of same magazine x 3; and books, the current cost of the same title + 30% of cost.
8. Photocopies and information that is copied and printed from electronic resources (including the Internet) cost $0.10 (10 cents) per page for black and white and $0.25 (25 cents) per page for color, payable 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 hours are 7:30 AM-4:15 PM.
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. Number of students allowed in the media center from study hall will be limited.
14. The use of electronic signaling devices or portable media players is not permitted in the school media center. This includes before and after regular school hours.

G. 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 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. Technology and the Internet

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 President or Head Teacher, whose decision is final.

III. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.

IV. Examples of unacceptable use of the Internet or technology include (but are not limited to):

a. Using technology 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 users 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 technology, including communications in or out of school, using personal computers, social networking sites or electronic communication devices (ECDs) 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 communication includes, but is not limited to, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage the following:
    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;
    3. Use of degrading language to describe or refer to another student, faculty member, or school official; or
    4. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin board 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.

V. Your School account and password are confidential and must remain so. Do not use another individual's account and confidential password.

VI. Use of a photograph, image or likeness of ones' 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 President/Head Teacher.

VII. Using school equipment to create a web site or transmit the likeness, image, photograph or video of any employee, student, parent or parishioners is prohibited except with the express permission of the President/Head Teacher.

VIII. 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 President/Head Teacher.

IX. 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.
X. The School reserves the right to monitor employee and student use of School computers, including an employee's internet use and e-mail use and content. Thus. Employees and students have no expectation of privacy in their use of school computers, the internet and e-mail.

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 five (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.

4. BRING YOUR OWN DEVICE, or BYOD

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at Scotus Central Catholic High School may now bring their own technology devices to school to be used in the classroom as directed by faculty. The "Technology and the Internet" policy as outlined on Page 22 and "Electronics (Cell Phones)" policy on Page 24 remain in effect during the time students are not using technology in the classroom under faculty supervision.

Definition of "Device"
For purposes of BYOD, "Device" means a privately-owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet
While at school, students are encouraged to use the Internet gateway provided by the school as this will help prevent inappropriate use of technology. The school is asking students not to use outside Internet.

Security and Damages
Responsibility to keep the device secure rests with the individual owner. Scotus Central Catholic High School, including its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

BYOD Scotus Central Catholic High School Student Agreement
The use of technology to provide educational material is not a necessity but a privilege. A student *does not have the right* to use his or her cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOD must

adhere to school policies, particularly the Aggressive Behaviors, Acceptable Use and Technology and the Internet policies (see pages 21-23).

Technology use:

- Must be in silent mode while on school grounds
- May only be used to access files on computer or Internet sites that are relevant to the school or classroom curriculum.
- Are not to be used in the classroom or study hall unless directed to by the classroom teacher.
- GAMES ARE NOT PERMITTED AT ANY TIME!

Students acknowledge that:

- The school's network filters will be applied to the student's connection to the Internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information is in violation of Scotus Central Catholic school policy.
- Processing or accessing information on school property related to "hacking," altering or bypassing network security policies is in violation of Scotus Central Catholic school policy.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Files may have to be saved on a jump drive, an external drive or another media device.
- Printing from personal devices is not permitted at school.
- Personal technology is to be charged prior to bringing it to school and run off its own battery while at school. Charging devices are not allowed at school.

5. ELECTRONICS (CELL PHONES, ETC.)

Due to the distractions they create to the school's educational purpose, cell phones, portable media players and other electronic data and communication devices are to be turned off during school hours or on the silent mode. "Vibrate" mode is not permitted. Portable media players should be stored in lockers. Students are allowed to carry cell phones and other electronic signaling devices that operate via radio waves with the following stipulations:

1. The school will not be responsible for lost, stolen or damaged electronic signaling devices or portable media players.
2. The use of electronic signaling devices or portable media players is restricted to the BYOD policy and not permitted, at any other time during the school day, while on school grounds. The parking areas are considered part of school grounds.
3. The use of electronic signaling devices or portable media players is not permitted in the school media center. This includes before and after regular school hours.
4. Electronic signaling devices are to be on the silent mode ("Vibrate" mode is not permitted) or power-off mode at the start of the school day and remain that way until the end of the school day.

Participation in BYOD is the only time electronic signaling devices may be used in school. **NEW – All classrooms will have a container in which cell phones and other electronic devices will be deposited at the beginning of class, unless otherwise instructed by the teacher.*

Students relinquish any reasonable expectation of privacy when they use cell phones to call or send text messages at Scotus Central Catholic. If a cell phone rings, buzzes, flashes, etc., the Scotus staff has the right to confiscate the phone and search the call log to determine who has been contacting the student. In the event the call was initiated at Scotus Central Catholic, appropriate disciplinary action according to the discipline outlined below will be taken against everyone involved.

Phones ringing or buzzing in lockers will be considered in violation of school policy.

Students will be permitted to possess and use cell phones, etc. during the school day in response to a health-related emergency when a licensed physician has indicated in writing that the device is essential for the health of the student and the student has received prior permission from the school president or designee to possess and use electronic devices in response to health related emergencies.

Other requests for the use of cell phones in special situations must be approved by the president or his/her designee.

Discipline: The device will be confiscated, taken to the Central Office, and held until the end of the school day and/or until a fine of $20 is paid. If it is determined that the device has been used for cheating, harassment, or some other inappropriate behavior, the device will be returned to the parent *at the end of the school year* with the potential for additional discipline beyond the $20 fine. This money is deposited in the school improvement (ASIP) account.

H. HALLWAYS AND STAIRWAYS

Students are asked to avoid boisterous talking, pushing, running, shoving or shouting at all times 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.

I. BOOKS

Books are owned by the school. Books must be covered. No stretchy cloth book covers are allowed. Fines may be levied for books damaged. Detentions may also be assigned for uncovered books.

J. 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. 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.

If a locker is left unlocked the student will be fined $1 for each incident. If violations by a student become chronic the student will lose locker privileges.

Any student found to have sabotaged their locker's lock mechanism will be fined $25. The maintenance department will do periodic checks to ensure lock mechanisms have not been tampered with.

K. 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.

L. BULLETIN BOARD

Students need 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 to take their assigned places in the assembly and 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. Scotus Central Catholic takes part in the federal government's free and reduce-priced lunch program. Application forms are distributed at the beginning of each school year and are available throughout the school year in the Central Office.

Scotus uses a computerized lunch program through Power School with balances available for review on -line. Payments are due on the 15th of each month for the following month and can be mailed or dropped off in the Central Office. Make checks payable to the Scotus Cafeteria and please list your child's name in the memo section. Remaining balances will be carried over to the next school year.

Dispose of gum before coming down to the cafeteria. Students are to observe proper table etiquette, and 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 are to use the facilities in the Memorial Hall entryway ONLY after receiving permission from their instructor or supervisor.

Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

1. **STUDENTS WITH NUT ALLERGIES**

   It will be the policy of Scotus Central Catholic to do its best to eliminate or minimize the risk of exposure to nuts for our students and to have a plan in place to respond to an emergency.

   A. A parent or guardian should inform the school of any peanut or tree nut allergies of their child. Communication between the school and home is important to ensure the continued safety and welfare for all of our students. Ultimately, all students with dangerous allergies must be educated in how to protect themselves.

   B. To minimize the risk of exposure to nuts for our students, our school will:

      1. Designate tables as NUT FREE in the Cafeteria. Students with allergies to nuts may invite a non-allergic friend to join them with a nut-free lunch.
      2. Discourage students and parents from bringing treats to school that contain nuts or were processed and packaged in places where other nut products are prepared. The school encourages students who have nut allergies to bring their own supply of snacks to school to lessen the risk of exposure.
      3. Promote the implementation of guidelines from the www.attackonasthma.org site which directs the response to severe asthma or anaphylaxis (severe allergies) and requires any parent who has a student with severe asthma or anaphylaxis to have an Action Plan on

file with the school. This plan will contain Action Plan forms completed by the physician or school nurse and by the parent or guardian.

4. Discourage the use of candies and other products (ex. M & M's) that were processed and packaged in places where other nut products are prepared in projects or activities in school and communicate to parents that items brought for the completion of projects should be checked that they do not contain nuts and were not processed in a factory that manufactures nuts.
5. If requested by a parent or guardian, provide an allergy-free computer (or more, if necessary) for use by students with nut or other life-threatening allergies.
6. In classrooms of students with life-threatening allergies, educate the other students and their parents about the allergy and ways to minimize exposure of nuts or other life-threatening foods to affected students.

P. FIRE DRILL

Regular fire drills will be conducted. A chart of the nearest exit and the route to be followed is 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. During the school day, the parked cars and the parking areas are off-limits to students. Parents will be contacted if abuses occur. Bikes must be parked in the bike rack on the west side of the building.

Scotus Central Catholic will provide transportation for participants in activities/events. On trips which the school arranges transportation, an approved adult must accompany each car or bus.

If the student will not be using the provided transportation to return to Scotus Central Catholic:

1. The head coach/sponsor must be given prior notice in the form of a handwritten note from the parent(s);
2. The parent(s) or responsible adult must personally check the student out through the head coach; and
3. At no time is the student allowed to ride with another student or minor.

S. STUDENT PARKING

Students may park:

- In all but the east row of the St. Bonaventure Church parking lot (NO PARKING in the east row nearest the church office);
- In the north parking lot; and
- In legal parking zones except in staff-designated parking areas on the east and west sides of the school.

Students may not park:

- On the east or west side of the school designated for staff parking; and
- In the reserved parking spaces on the north side of the school.

Special events parking:

- On funeral days, holy days, and during Lent, announcements will be made concerning parking restrictions in the St. Bonaventure Church parking lot.

Any student violating this procedure will be fined $5 – first offense; $10- second offense; $15 – third offense; and the fourth offense will result in the vehicle will be towed at the owner's expense.

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

Each school day ends with a prayer. Unless directly supervised by an adult, all students must be out of the building and off school grounds within 30 minutes after dismissal. Parents are expected to pick up their students in a timely manner.

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. A copy of the Scotus guidelines manual is available in the school's main office.

X. ASBESTOS

Scotus Central Catholic continues to respond to the "asbestos in schools" issue in a cautious and proactive manner. The Scotus Asbestos Management Plan was implemented July 9, 1989, and includes periodic surveillance every six (6) months and abatement as needed. A copy of this plan is in the maintenance office. If you have any questions, or would like to review the management plan and records, please contact Scotus Asbestos Program Manager Joe Schoenfelder at 402-564-7165.

SECTION IV
STUDENT *UNIFORM* CODE

Scotus Central Catholic has a uniform code for three primary reasons. First, the school believes 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 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. STUDENT UNIFORM CODE

Teachers conduct uniform checks continually during the school day. A student coming to class out of uniform will be assessed a $10 fine. The student will be made to comply to the dress code immediately and parents will be notified. To aid in this with a minimum amount of lost school time, they will not be allowed to go home and change. *The Central Office has polos, shorts, pants and sweat shirts for students to borrow. Borrowed items should be washed and returned to the Central Office within a week.* For lesser violations, such as shirt not tucked in, etc. the fine will be $1.

Clothing must be worn as intended by the manufacturer, for example, waist bands may not be rolled, no sagging of shorts, etc.

Wearing of form fitting clothing is not permitted.

Students may wear Scotus game/activity shirts on **Dress Down** and **Team Scotus days** as determined by the administration. These are the only days this type of clothing may be worn to school.

Pants/Shorts/Capris:

Color must be Navy Blue, Khaki or Stone (**no** gray)

The length of girls' shorts must be no shorter than mid-thigh, or halfway between the top of the knee and the hip flexor.

The maximum length of boys' shorts is the bottom of the knee.

Faddish add-ons, cargo pockets and denim or denim-type fabric is not allowed.

Polo Shirts:

Shirts with the SCC logo must be purchased from the school and are the only type of polo shirts the students are allowed to wear in school. Colors are White, Blue, Yellow and dark Green.

Skorts:

Girls may wear a green plaid dress skort purchased from the Dennis Company (order on-line) or Joy's Uniform N More in downtown Columbus. The hem must not be shorter than four inches (4") above the top of the knee or below the knee. **Skirts are not allowed.**

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 leggings and long sleeve t-shirts.

School-approved activity shirts or white, short sleeve T-shirts may be worn under the polo shirts. The shirt and undergarment must be tucked in.

ONLY black nylon tights are permitted under skorts; no other color tights are permitted.

Boys are not allowed to wear tights.

Sweatshirts

Approved sweatshirts with the SCC logo, purchased from the senior high student council, may be worn. The colors are hunter green, navy blue and gray. School-approved activity shirts or white, short sleeve T-shirts are required to be worn under sweatshirts and MUST be tucked in.

Fleece Jackets

Approved black jackets with the SCC logo, purchased from the senior high student council, may be worn. School-approved polos must be worn under the jacket and MUST be tucked in.

Shoes

Shoes and socks are required. Socks must be black or white, or a combination of black and white, with no additional colors.

Open-back shoes are allowed. They may not have openings anywhere except for the back They must have a hard, rigid sole and leather or suede tops without fleece, wool or any other type of adornment.

Boots, Crocs-style 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 includes 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. Boys are not permitted to wear earrings or other body piercings. Girls are allowed to wear earrings only; any other jewelry for body piercing 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, bandanas and sweatbands of any sort are not allowed in the classroom.

Non-Scotus students in or attending extracurricular activities are expected to comply with the dress and grooming standards established by the school.

B. 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 must pay $1 to 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 meet the uniform length requirement; 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. Shoes must meet uniform requirements, boots are allowed if worn with slacks.
   f. No holes or tears in slacks above the knee

g. Mesh shorts, athletic shorts, sweatpants and wind pants are allowed as long as they are of appropriate length.
h. Pajama pants are not allowed.
i. Yoga pants are not allowed.
j. Tempo-style shorts are allowed on the condition they are not so short as to create a distraction in school. If this expectation is not met, dress down day procedures will be altered to prevent future abuse.
k. As of the fall of 2014, socks no longer have to meet dress code on dress down days.

C. ACTIVITIES UNIFORM CODE/CONDUCT AT ACTIVITIES

In keeping with the belief statements set forth by Scotus Central Catholic, a uniform code reflects the Christian and academic atmosphere expected of students at Scotus. Attire should reflect pride in the person and the school, and should be moderate and in good taste. Attire shall be appropriate for the event that is being attended with the administration making the final decision as to what is in "good taste."

Conduct at extracurricular activities must conform to Scotus standards (see Section V of the handbook) and in accordance with NSAA rules. This means students are to conduct themselves in a manner that is supportive and positive and not in defiance or negative of the performing group, opposing team or officials. Nuisance items/toys and noise makers are prohibited. Earrings for boys are not permitted. Students not following the above policy will be prohibited from attending future events.

D. UNIFORM CODE/CONDUCT POLICY FOR DANCES

All undergarments must be covered at all times. Jeans, shorts or athletic clothing including swimsuits are not to be worn.

Boys' shirts must have a collar and sleeves and shoes must be closed-toe.

Girls are not allowed to wear plunging necklines and dresses revealing any part of the breast. Dresses may not reveal bare midriffs or sides, have backs cut lower than midway between the shoulder blades and the waist, be sheer or see-through. Dresses shall not be shorter than the end of the fingertips, or have slits higher than the end of the fingertips.

Dancing may not include moshing, lifting students, "dirty" dancing (including front to rear dancing, or body slamming.) Excessive public displays of affection are not acceptable.

E. DRESS CODE POLICY FOR DRESS-UP SCHOOL ACTIVITIES

All undergarments must be covered at all times. Jeans, shorts or athletic clothing, including swimsuits are not to be worn.

Boys' shirts must have a collar and sleeves and shoes must be closed-toe.

Girls are not allowed to wear strapless or plunging neckline dresses revealing any part of the breast. Dresses may not reveal bare midriffs or sides, have backs cut lower than midway between the shoulder blades and the waist, be sheer or see-through. Dresses shall be no shorter than 4" above the top of the knee.

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 rights 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

B. DETENTION

Detentions are 45 minutes long served after school Tuesday, Wednesday and Thursday on regular school days. The student must report by 3:45 PM for after-school detention. The Central Office will assign the detention date. Students must bring something to read or study during this time.

Detention Procedure:

- Detention Reminders
  - Practice for extracurricular activities will not be accepted as an excuse for missing detention.
    - Rescheduling for activity practice purposes is not permitted.
  - "I forgot" is not an acceptable excuse.
  - Participation in scheduled extracurricular events will be an excuse for not attending; however the student is expected to notify the Central Office they will not attend the conflicting detention.
    - This student must make up their detention the first available time.
  - ***Failure to serve the detention will result in scheduling a behavior detention due to the irresponsible behavior displayed by the student AND rescheduling the initial 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

Students that accumulate four (4) behavior detentions will receive 4 additional detentions and a letter will be sent to the parent(s).

Students that accumulate five (5) behavior detentions will receive 5 additional detentions and a meeting with the parent(s) will be suggested.

Students who accumulate six (6) behavior detentions will receive a one-day in-school suspension and a meeting with the parent(s) will be suggested, if not done previously.

Students that accumulate seven (7) behavior detentions will, depending on the circumstances of the detentions:

a) Serve a two-day out-of-school suspension.
b) Attend summer school for two additional days at the end of the school year.

Students who accumulate eight (8) behavior detentions will, depending on the circumstances of the detentions:

a) Be recommended for expulsion.
b) Have the length of summer school attendance extended per school discretion.

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 eat lunch 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, such as a test, the instructor will give the assignment to the central office and staff 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 (practice, competition, student manager, etc.) while on suspension, with privileges reinstated at the beginning of the first school day following the last day of suspension.

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 one (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 (1) school day to make up any missed tests.

3. Assignments due the day(s) the student is on suspension must be submitted to the Central Office by 4 PM 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.

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 after previous disciplinary action(s). 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 to the best interests of other students or the school. 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 parent(s) 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 parent(s), teacher and administrator. A summary of the conference and the incident will be written 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. SECLUSION AND RESTRAINT

As part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident, the parents or guardian will be informed when any of these actions have occurred.

I. STUDENT CONDUCT

1. Food

Food and drink (other than water) will be allowed in designated areas of the building before school and during the morning snack break. At the teacher's discretion, food and/or drink may be allowed for special class situations under that teacher's supervision. Students are allowed to purchase snack items from the cafeteria, vending machines, and school store during the school day, but the food and/or drink can only be consumed during the times and in the areas as stated above. Students in violation of this policy will have the food/drink confiscated and be issued a $1 fine for each violation. This privilege may be revoked if the cleanliness of the school building is not maintained.

2. Dating and "Going Steady"

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

3. Displays of Affection

Scotus does not wish to inhibit the growth of healthy boy-girl relationships as this is an important part of maturation. Steady dating is discouraged in high school, but this is ultimately a parental decision. The school establishes the following expectations for the benefit of all the students:

a. Students should not associate exclusively with one person.
b. Relationships should reflect appropriateness for the ages of the students involved.
c. Physical contact and inappropriate manifestations of affection are not permitted during school or at school functions. In the instance of a violation of this requirement it will be the responsibility of the administration to determine appropriate discipline.
d. Relationships should be reflective of a growth in maturity and communications skills, not in mere physical contact.

4. Senior High Social Activities

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

J. USE OF ALCOHOL, DRUGS, TOBACCO, CONTROLLED SUBSTANCES AND INTOXICATING COMPOUNDS ***AT SCHOOL OR AT SCHOOL ACTIVITIES***

Because Scotus Central Catholic recognizes that the use, possession, distribution or sale of alcohol, drugs, tobacco, controlled substances and intoxicating compounds constitutes a hazard to the welfare of students and families, all students attending Scotus Central Catholic Secondary School or a Scotus Central Catholic activity are subject to a breath test and drug testing at school or at school activities. Failing a breath test or drug test will result in the student being disciplined according to the discipline phase of this school policy and any other applicable school policy. Refusing to take part in testing, or any attempt to alter the results of the alcohol or drug tests, will result in the student being disciplined according to the discipline phase of this school policy and any other applicable school policy.

Section 1. On the Spot Testing

All Scotus Central Catholic students are required to submit to on the spot testing for alcohol and drugs as determined by Scotus Central Catholic. This is not to be confused with random drug or alcohol testing. Scotus Central Catholic reserves the right to conduct on the spot testing of any student for alcohol and drugs if, in the reasonable discretion of the administration, the student's actions, behavior, and/or appearance are cause to believe the student is impaired or otherwise under the influence of alcohol, drugs, controlled substances, or intoxicating compounds. Scotus Central Catholic will attempt to notify the parent or guardian of any student required to submit for on the spot testing as soon as reasonable practicable either prior to or following said testing. The following rules apply to on the spot testing:

- Failing an alcohol or drug test will result in the student being disciplined according to the discipline phase of this school policy and any other applicable school policy.

- Refusing to take part or any attempt to alter the effectiveness or results of alcohol or drug testing will result in the student being disciplined according to the discipline phase of this school policy and any other applicable school policy.

Section 2. Group Testing

All students, and their dates, attending the three major dances of the year – Homecoming, Sweetheart/Winter Ball and Prom – will be given a breath test prior to entering the activity and are subject to random drug testing. The breath test must indicate negative for the presence of alcohol. Scotus Central Catholic Secondary School students are responsible for their outside dates. This policy is for all students and their dates regardless of age. Any Scotus Central Catholic Secondary School student and his/her date who fail 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, the student and his/her date will not be admitted to the dance, and their parents will be called to come and pick up their student and date. If the student tests positive for alcohol, he/she will also be subject to the other regulations in the handbook regarding the use of alcohol, drugs, and other controlled substances, and may be referred to law enforcement.

Any student attending one of the three major dances of the year, who tests positive for drugs or controlled substances other than alcohol, will not be admitted to the dance, his/her parents will be notified, and he/she will be subject to the discipline phase of this school policy and any other applicable school policy.

Section 3. Discipline

Students found to have possessed, used, sold, or distributed alcohol, tobacco, other drugs, look-alike drugs, a controlled substance, an intoxicating compound, or be in possession of drug paraphernalia, will receive the following discipline:

1. First Offense:

a. 20 days out-of-school suspension

OR

b. By agreeing to an evaluation by a professional substance abuse counselor, with information to be provided to Scotus Central Catholic, the out-of-school suspension will be reduced to 5 days in-school suspension if the following conditions are met:
   - The counseling shall be at parent(s) or guardian(s) expense and scheduled within one week.
   - The substance abuse counselor is selected from a list approved by Scotus Central Catholic.
   - The evaluation will be completed in a time frame approved by Scotus Central Catholic.
   - The parent(s) or guardian(s) must agree to the exchange of all pertinent information between Scotus Central Catholic and the professional substance abuse counselor.
   - It is required that the evaluation be accompanied by specific recommendations and the student shall comply with the recommendations and
   - Failure to comply with the recommendations will result in a 20-day out-of-school suspension.

c. Students shall further be subject to any additional penalties outlined in the Activities Training Rule Penalty Section (see Page 47 of this handbook).

In addition, any senior student found to be in violation of this policy, starting from the date of the first NSAA fall practice his/her junior year, whether or not the student participates in that activity, will not be eligible for Homecoming or Sweetheart royalty.

2. Second Offense

A second offense or further violation of this policy will result in the institution of additional discipline as outlined at the time of the first violation, including, but not limited to, exclusion from extracurricular activities, long-term suspension, or expulsion.

K**. USE OF ALCOHOL, DRUGS, TOBACCO, CONTROLLED SUBSTANCES AND INTOXICATING COMPOUNDS *AWAY FROM SCHOOL***

Scotus Central Catholic is concerned about the personal welfare of its students even when school is not in session or a student is not in school or at a school activity. The misuse of alcohol, drugs, tobacco, controlled substances and intoxicating compounds is dangerous and can result in serious health issues.

All parents and students have an obligation to report a student's use of alcohol, drugs, tobacco, controlled substance and intoxicating compounds to the Scotus Central Catholic administration.

Section 1. Random Testing for Drugs

All Scotus Central Catholic students are required to submit to random drug testing upon request as determined by Scotus Central Catholic, and the following rules apply:

- Failing any part of the drug tests administered by Columbus Community Hospital will result in the student being disciplined according to the discipline phase of this school policy and any other applicable school policy.
- Refusing to take part or any attempt to alter the effectiveness or results of the drug tests administered by Columbus Community Hospital will result in the student being disciplined according to the discipline phase of this school policy and any other applicable school policy.
- As of June 1, 2014, random drug testing will be conducted in the summer months and during the regular school year.

Section 2. Violations

A student at Scotus Central Catholic is subject to discipline if, following an investigation, the administration determines in its reasonable discretion that:

1. The student either consumed, possessed, distributed or sold alcohol, tobacco, other drugs, look-alike drugs, a controlled substance, an intoxicating compound, or drug paraphernalia,

   OR
2. The student is either cited, charged, convicted, adjudicated or participates in a diversion program relating to the student's consumption, possession, distribution, or sale of: alcohol, tobacco, other drugs, look-alike drugs, a controlled substance, an intoxicating compound, or drug paraphernalia,

   OR
3. The student tested positive for drugs, look-alike drugs, a controlled substance or any intoxicating compound during the on-site collection and analysis of their hair sample by Columbus Community Hospital.

   OR
4. The student refuses to take part or make any attempt to alter the effectiveness or results of Columbus Community Hospital drug testing.

Section 3. Discipline

Students shall be further subject to any additional discipline outlined in the Activities Training Policy section of this handbook (see Page 47).

1. First Offense

a. The student must participate in no less than two (2) clinical sessions for drug and/or alcohol abuse or criminal behavior with a substance abuse counselor selected from a list approved by Scotus Central Catholic High School. The counseling sessions must:
   - be scheduled within one (1) week, with the schedule submitted to and approved by Scotus Central Catholic Administration.
   - If the sessions are not scheduled or completed in the predetermined amount of time, the student will be suspended from Scotus Central Catholic until the required criteria is met.

- It is required that Scotus Central Catholic be provided a written report from the substance abuse counselor verifying satisfactory completion of the counselor's recommendations.
- Parent(s) or guardian(s) must agree to the exchange of all pertinent information between Scotus Central Catholic and the substance abuse counselor.
- The student must comply with any follow-up recommendation of the substance abuse counselor.

b. Homecoming and Sweetheart/Winter Ball Royalty: Any senior student found to be in violation of Section 1 of this policy, starting from the date of the first NSAA fall practice his/her junior year, whether or not the student participates in that activity, will not be eligible for Homecoming or Sweetheart/Winter Ball royalty.

c. If the student fails to report an infraction, and is later found to have violated this policy, he/she may not attend any Scotus Central Catholic activities (example: games, programs, dances, graduation, etc.) for 30 calendar days.

2. Second Offense

a. The student must participate in no less than four (4) clinical sessions for drug and/or alcohol abuse or criminal behavior with a substance abuse counselor selected from a list approved by Scotus Central Catholic High School. The counseling sessions must:

- be scheduled within one (1) week, with the schedule submitted to and approved by Scotus Central Catholic Administration.
- If the sessions are not scheduled or completed in the predetermined amount of time, the student will be suspended from Scotus Central Catholic until the required criteria is met.
- It is required that Scotus Central Catholic be provided a written report from the substance abuse counselor verifying satisfactory completion of the counselor's recommendations.
- Parent(s) or guardian(s) must agree to the exchange of all pertinent information between Scotus Central Catholic and the substance abuse counselor.
- The student must comply with any follow-up recommendation of the substance abuse counselor.

b. If the student fails to report an infraction and is later found to have violated this policy, he/she may not attend any Scotus Central Catholic activities (example: games, programs, dances, graduation, etc.) for 60 calendar days.

3. Third and Subsequent Offenses

a. The student may not attend any Scotus Central Catholic activities (example: games, programs, dances, graduation, etc.) for ninety (90) calendar days.
b. Any subsequent violations of this policy will result in the student's suspension or expulsion, as determined in the reasonable discretion of Scotus Central Catholic.

Section 4. Record of Violations

Any violations under this policy are cumulative throughout the student's enrollment from grades 7-12 and used to determine the applicable discipline under Section 3. (For example, a violation of Section 2 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 3.)

L. SMOKE/DRUG-FREE ZONE

In order to comply with state and federal law, no person may consume, distribute or possess any illegal drug or look-alike drug 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.

M. 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.

N. 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 five (5) school days
4) The school may require a positive psychological evaluation by a licensed psychologist prior to considering reinstatement of the student.

O. FORM OF ADDRESS

The proper title of address for lay instructors is Miss, Ms., 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.

P. 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.

Q. 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 (3) 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 enforcement officials in accordance with Nebraska Revised Statute 79-267.

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 person's 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."

For a cheating incident involving two or more students in which one student shares their work with another student or students, all students involved will receive a zero for the assignment/project. 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 receive a two-day in-school suspension.

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, 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, by state law, 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 the mother and the 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.

Z. 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.

ZZ. 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 to report 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/CURRICULAR 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 an honor to uphold the tradition of Scotus Central Catholic.

1. Extracurricular activities shall be defined as any school-sponsored activity that involves participation outside of class, such as athletics, music contests and performances, drama contests and performances, pep band, cheerleading, 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 and the parent(s) will be informed by the Activities Director if said student is ineligible.

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

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

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

<u>NEBRASKA SCHOOL ACTIVITIES ASSOCIATION RULES</u>

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 20 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 Aug. 8 or 15, 2016, and ends with the state meets in the fall sports. The winter sports season begins Nov. 14, 2016, and ends with the state meets in the winter sports. The spring sports season begins Feb. 27, 2017, 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 that 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 go into effect. A student in grades 8-12 becomes ineligible for all extracurricular activities when they have a failing average in two or more courses for two consecutive weeks. The same procedure applies the second semester of the 7th grade year. The Central Office compiles an ineligibility list on Mondays and is official as of 10 AM that day. The Activities Director or designee 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.

If an 8-12 grade student fails two (2) or more classes during one of the first three quarters they will continue to be ineligible through the first two weeks of the succeeding quarter. A 7th grade student failing two (2) or more classes the third quarter will continue to be ineligible through the first two weeks of the 4th quarter.

5. Code of Conduct at School Activities and Interscholastic Activities:

All students attending or participating in either Scotus sponsored-events or interscholastic competitions, are required to conduct themselves in a way that meets the behavioral expectations of the school. Improper conduct, including but not limited to, bullying, harassment, vandalism or theft, will result in the student being disciplined according to the discipline phase of the "Activity Training" policy (see Page 44). Additionally, the student will face discipline for violation of any other applicable school policy.

6. For incidents for which the Code of Conduct is not applicable, the administration reserves the right to discipline students whose behavior is contrary to the mission statement of Scotus Central Catholic High School.

7. Activity Daily Attendance Policy:

Any activity participant must attend class the last four periods of school the day of an activity or practice to be eligible to participate in the activity or practice. When extenuating circumstances exist and arrangements are made with administration in advance, the student may still be eligible to participate.

8. 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 coach's permission. After 15 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 mutual consent of the coaches, athletic director, parents and student. The coach will decide when the athlete will become eligible to compete in his/her new sport.

C. ACTIVITIES TRAINING Policy (Grades 7-12)

Any violations under Section 1 of this policy will be cumulative throughout the student's enrollment from grades 7-12 and used to determine which discipline 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.

Scotus Central Catholic training policies are in effect the entire calendar year, including summer, not simply during the school year or a particular sport or activity. A violation occurring during the summer when school is not in session results in the offending student being disciplined during the next school year.

The success of the Activities Training Policy depends upon the cooperation of the parents, students and the school. Being responsible for reporting training policy violations to the Activities Director is the responsibility of parents and students. It is not the responsibility of the Activities Director to investigate information concerning violations.

All activity training policy violations must be reported to the Activities Director:

1) Prior to the student's next scheduled activity event
   OR
2) By the end of the first school day, usually 3:35 PM following the violation
   OR
3) In the summer, by 3:35 PM of the first week day following the violation - **Whichever comes first!**

If the offending student does not report as outlined, he/she will face increased disciplinary action as outlined by the student handbook. For example, 28 calendar days of ineligibility rather than 14 days of ineligibility.

A student who is participating in the cooperative program with Columbus Public Schools is responsible for meeting the guidelines outlined for participation by both Columbus Public Schools and Scotus Central Catholic. In the event of a training policy violation, the offending student is accountable for complying with disciplinary standards for both schools.

"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.

The discipline process adopted by Scotus Central Catholic represents minimum standards. All head coaches and activity sponsors, with the approval of administration, have the right to incorporate more stringent policies within their program.

The expense of professional evaluations and counseling required as part of the discipline phase of this policy is the responsibility of the offending student and his/her parent(s) or guardian(s).

"In season" is defined as the date of the first contest, performance, competition, etc. for the particular scheduled activity event. It is not when practice for an activity begins.

Section 1. Violations

A student involved in "scheduled activity events" is subject to discipline if, following an investigation, the Administration determines in its reasonable discretion that:

1. The student either consumed, possessed, or sold alcohol, tobacco, or a controlled substance as defined in neb. 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 alcohol, tobacco, or any controlled substance ,

OR

3. The student is convicted or adjudicated for committing a felony,

OR

4. The student tests positive for use of alcohol, drugs, tobacco, controlled substances or an intoxicating compound as a result of drug testing,

OR

5. Refusal to take part or any attempt to alter the effectiveness or results of drug testing,

OR

6. It is determined by administration the student is in violation of the Code of Conduct at School Activities and Interscholastic Activities policy,

OR

7. 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 alcohol, tobacco, or any controlled substance or (2) the commission of an act punishable as a felony.

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Section 2. Discipline

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 policy 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 policy will be suspended from scheduled activity events for 14 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 policy 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. The student must participate in no less than two clinical sessions for drug and/or alcohol abuse or criminal behavior with a substance abuse counselor selected from a list approved by the Activities Director. The counseling sessions must:
      1) Be completed during the period of suspension, with a written report from the substance abuse counselor verifying satisfactory completion:

      OR

      2) Submit a schedule of counseling which must be approved by the Activities Director. A written report from the substance abuse counselor verifying satisfactory completion of the recommendations is required.
      3) Failure to meet the criteria of 1 or 2 for required counseling within the designated time frame will result in the student moving to Second Offense discipline.

e. Within 90 calendar days after notification to the Activities Director that a violation under section 1 of this policy has occurred, the student, **at parent or guardian cost**, must pass the school drug test administered by Columbus Community Hospital. If a student fails to do so, they will be moved to the next step of the discipline phase of this policy. For example, the student would move from First Offense to Second Offense and be subject to the accompanying discipline.

f. A student who fails to report a violation in the required time frame and is later found to be in violation, will be suspended from scheduled activity events for 28 calendar days to include at least one event, and must complete counseling and drug testing as outlined in this section.

g. For an incident involving vandalism, theft or related violation resulting in monetary loss the student will be required to make full restitution.

2. First Offense (Out of Season)

a. A student found to be in violation of Section 1 of this policy will be suspended from scheduled activity events for 14 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 14 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. Before or during the period of suspension, the student must participate in no less than two clinical sessions for drug and/or alcohol abuse or criminal behavior with a substance abuse counselor selected from a list approved by the Activities Director. The counseling sessions must:

1) Be completed prior to or during the period of suspension, with a written report from the substance abuse counselor verifying satisfactory completion.

OR

2) Submit a schedule of counseling which must be approved by the Activities Director. A written report from the substance abuse counselor verifying satisfactory completion of the recommendations is required.

3) Failure to meet the criteria of 1 or 2 for required counseling, within the designated time frame, will result in the student moving to Second Offense discipline.

e. Within 90 calendar days after notification to the Activities Director that a violation under section 1 of this policy has occurred, the student, at parent or guardian cost, must pass the school drug test administered by Columbus Community Hospital. If a student fails to do so, they will be moved to the next step of the discipline phase of this policy. For example, the student would move from First Offense to Second Offense and be subject to the accompanying discipline.

f. A student who fails to report a violation in the required time frame and is later found to be in violation, will be suspended from scheduled activity events for 28 calendar days to include at least one event, and must complete counseling and drug testing as outlined in this section.

g. For an incident involving vandalism, theft or related violation resulting in monetary loss the student will be required to make full restitution.

3. Second Offense (In Season)

a. A student found to be in violation of Section 1 of this policy for the second time will be suspended from scheduled activity events for the remainder of the activities season with a minimum of 30 days of suspension from scheduled activity events. Depending on the timing of the violation the 30 days of suspension may carry over from one season to the next, with the suspension time to be completed the next season as defined in 2b under "First Offense (Out of Season)."

b. The suspension will begin upon notification to the Activities Director that a violation under Section 1 of this policy has occurred by the student.
c. During the period of suspension, the student must participate in no less than four clinical sessions for drug and/or alcohol abuse or criminal behavior with a substance abuse counselor selected from a list approved by the Activities Director. The student will not be allowed to return to participation until the Activities Director receives written notification of satisfactory completion of this program from the participating substance abuse counselor.
d. Within 90 calendar days after notification to the Activities Director that a violation under section 1 of this policy has occurred, the student, at parent or guardian cost, must pass the school drug test administered by Columbus Community Hospital. If a student fails to do so, they will be moved to the next step of the discipline phase of this policy. For example, the student would move from Second Offense to Third Offense and be subject to the accompanying discipline.
e. A student who fails to report a second violation in the required time frame will be suspended a minimum of 60 calendar days, and must complete counseling and drug testing as outlined in this section.
f. For an incident involving vandalism, theft or related violation resulting in monetary loss the student will be required to make full restitution.

4. Second Offense (Out of Season)

a. A student found to be in violation of Section 1 of this policy for the second time will be suspended from scheduled activity events for 30 calendar days.
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 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. Before or during the period of suspension, the student must participate in no less than four clinical sessions for drug and/or alcohol abuse or criminal behavior with a substance abuse counselor selected from a list approved by the Activities Director. The student will not be allowed to return to participation until the Activities Director receives written notification of satisfactory completion of this program from the participating counselor.
e. Within 90 calendar days after notification to the Activities Director that a violation under section 1 of this policy has occurred, the student, at parent or guardian cost, must pass the school drug test administered by Columbus Community Hospital. If a student fails to do so, they will be moved to the next step of the discipline phase of this policy. For example, the student would move from Second Offense to Third Offense and be subject to the accompanying discipline.
f. A student who fails to report a second violation in the required time frame will be suspended 60 calendar days and must complete counseling and drug testing as outlined in this section.
g. For an incident involving vandalism, theft or related violation resulting in monetary loss the student will be required to make full restitution.

5. Third Offense (In or Out of Season)

a. A student found to be in violation of Section 1 of this policy for the third time or more will be suspended for **one** calendar year from participating in scheduled activity events, 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 calendar year.

c. The student may not attend any activities (for example, games, programs, dances, graduation, club events, etc.) for 90 calendar days. The start date for this suspension will correspond to the date from 5b.

d. After completing 5c, the student must pass, at parent cost, the school drug and alcohol tests to become eligible to attend activity events. If the student fails to do so, they will remain on suspension from attending activity events for another 90 calendar days. The student will be tested in 90 calendar day increments until they pass the test and become eligible to attend any activity.

e. After completing 5a, the student must pass, at parent cost, the school drug and alcohol tests to become eligible to participate in scheduled activity events. If a student fails to do so, they will remain on suspension from scheduled activity events for another calendar year.

f. The student may not practice during the suspension.

g. For an incident involving vandalism, theft or related violation resulting in monetary loss the student will be required to make full restitution.

Section 3. 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.

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 PM (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 one (1) week in advance of the activity/practice. It is 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 president 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.

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 15.

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/Winter Ball 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 to 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 from 8:30 PM until 12 AM (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 any student who is at least a freshman at Scotus or another school or anyone who has graduated from high school (NOTE: anyone over the age of 20 must be approved by the administration). 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 sell part subscriptions and pay part from their own pocket. Whatever choice the student makes, 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 himself/herself from the Prom and Homecoming the following fall. Money remaining after the prom will be used for senior year and class graduation expenses.

2. Homecoming Dance

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

3. Sweetheart/Winter Ball 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 PM.

4. Appropriate Dress

   Scotus Central Catholic reserves the right to refuse admittance to any student who is not properly dressed for the occasion. Parents are asked to assist their daughters in the choice of a modest dress appropriate for the occasion, such as no plunging necklines, bare midriffs, etc. If young ladies have questions about the appropriateness of their dress contact the dance sponsor in advance. Young men are expected to dress up befitting the occasion, with the Scotus dress code being the minimum standard for the more relaxed events.

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 seven (7) activities throughout the school year.

N. GUIDELINES FOR TEACHER AIDES

1. Students may use their study hall period to be a teacher aide. Students serving as aides during a teachers planning period must be of the same sex as the teacher.
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 teacher's aide is not permitted.
6. Students serving as teacher aides must be passing all classes on the weekly ineligibility report to serve as an aide. Whenever the student is failing a class they are required to return to study hall until they are passing all classes. Their eligibility to return to serving as a student aid will be reviewed each Monday when the ineligibility report is published.

O. SUMMARY OF DETENTIONS AND FINES

$1 Fine	$5 Fine	$10 Fine	$15 Fine	$20 Fine	$25 Fine
Including but not limited to uncovered books; unlocked or open locker; food/drink/gum in computer lab and media center; shave; uniform not worn correctly (for example: shirt untucked, skorts/shorts rolled at the waist, sagging, skorts/shorts too short; too form fitting; undergarments visible; colored tights; wrong socks, etc.), *at the discretion of the administrator/teacher.*	Parking in restricted area-1st offense.	Out of uniform (for example: no T-shirt under sweatshirt, wrong shirt or pants, no socks, altered uniform, wrong shoes, etc., *at the discretion of the administrator/teacher.*); and parking in restricted areas-2nd offense.	Parking in restricted area-3rd offense (a 4th offense will result in the vehicle being towed).	Phone violation with the phone remaining in the Central Office until the end of the day.	Sabotaged or damaged lock mechanism.

Detention
Tardiness (Pg. 18); Behavior (Pg. 32); Falsified Living the Faith forms (Pg. 12); Incomplete or missing Foreseen Absence slips (Pg. 17); Truancy (Pg. 18); Study Hall absences (Pg. 21); Uncovered books (Pg. 25); Gambling (Pg. 41); and *any other offenses at discretion of the administrator/teacher.*

2016-2017

Aug. 12 Faculty In-Service, 8 a.m.
Aug. 12 International Stu. Orientation, 9 am
Aug. 15 Faculty In-Service
Aug. 16 Orientation 7-12, Fac In-Service/Sch of Faith
Aug. 17 First Full Day
September 5 Labor Day
September 9 Homecoming
Sept. 12 Sch of Faith

Sept. 21 & Sept. 28, PT Conf. 6-9 pm

Oct. 17, No School

Oct. 19 End 1st Quarter/Sch of Faith
1st Qtr. 296 hrs., 44 Stu., 47 Tchr. Days

Nov. 24-25 Thanksgiving Break

Dec. 21 & 22 Semester Tests
Dec. 23 Teacher In-Service

2nd Qtr. 293 hrs, 44 Stu., 45 Tchr. Days
1st Sem. 589 hrs, 88 days, 92 tchr

Dec. 24 - Jan. 2 Christmas Vacation

Jan 3 - 4 Faculty In-Service, Sch of Faith

Jan. 30 CSW, School of Faith

Feb 17, 6 Traits Scoring/by School of Faith

March 3, Spring Break
March 9, End 3rd Qtr.
3rd Qtr, 289 hrs, 43 Student, 47 Tchr Days
March 10, Spring Break

March 31 Sch of Faith/Gala set up
April 1 Gala

April 13, 14, 17 - Easter Break

April 22 Prom

May 14 Graduation

May 16 & 17 Semester Tests
May 18 Teacher Work Day

4th Qtr, 300 hrs, 45 Stu., 46 Tchr. Days
2nd Sem, 596 hrs, 88 Student 93 Tchr days

1178 Student Hours
176 Student Days
185 Teacher Days

AUGUST

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

11 stu/14 fac

SEPTEMBER

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21 stu/21 fac

OCTOBER

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20 stu/20 fac

NOVEMBER

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

20 stu/20 fac

DECEMBER

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

16 stu/17 fac

JANUARY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

18 stu/21 fac

FEBRUARY

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

19 stu/20 fac

MARCH

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

21 stu/21 fac

APRIL

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

17 stu/17 fac

MAY

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

13 stu/14 fac

12:07 Dismissal
Staff Work Day

No School
Staff in-service day

No School for Students
or Staff

School of Faith schedule

12:45 PM	Aug. 16
12:45 PM	Sept. 12
12:45 PM	Oct. 19
12:45 PM	Dec. 21
12:45 PM	Jan. 4
8:30 AM	Jan. 30
12:45 PM	Feb. 17
12:45 PM	Mar. 31

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 2016-2017 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 2016-2017 STUDENT PARENT HANDBOOK for Scotus Central Catholic and I agree to abide by these policies.

_____

Student Print Name

_____

Student Signature Grade Date