



# **Student/Parent Handbook**

**2024-2025**

*Scotus Central Catholic Junior/Senior High School  
Columbus, Nebraska*



**COLUMBUS CATHOLIC SCHOOLS**  
Know Him. Love Him. Serve Him.

# COLUMBUS CATHOLIC SCHOOLS | 2024-2025 CALENDAR

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- No School Students or Teachers
- Half Day Students / Full Day Teachers
- No School Students / Teacher Professional Development

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## **SECTION I GENERAL INFORMATION**

### **I. PURPOSE AND NATURE OF THIS HANDBOOK**

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.

### **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 and 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 people 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 can learn and be successful.

We believe in building a faith community among all people 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 Schools 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 Cognia 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**

Scotus Central Catholic will not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

## **VIII. GENDER IDENTITY**

### **ARCHDIOCESE OF OMAHA GENDER POLICY FOR SCHOOLS**

All efforts to form and accompany young people, especially in relation to human gender, must recall the intrinsic dignity of the human person. It is necessary to affirm that “the dignity of the human person is rooted in [their] creation in the image and likeness of God.”

1. Image and likeness find their expression in each of the two sexes as they provide an “image of the power and tenderness of God, with equal dignity though in a different way.”
2. Thus, male and female are unique and complementary. Moreover, “biological sex and the socio-cultural role of sex gender can be distinguished but not separated.”
3. Today, this reality of creation, sex, and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ.

The Archdiocese of Omaha provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities. 1. In the Archdiocese of Omaha, all Catholic schools shall respect the biological sex of each student and shall apply all policies and procedures in relation to that student according to each student’s God-given biological sex. 2. All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of public bathrooms, and participation in school-sponsored activities. All official school documents shall likewise reflect the student’s biological sex. 3. Admission or retention will not be denied based solely on a student’s experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish an accompaniment plan. This plan must follow the teachings of the Catholic faith. 4. If at any time, parents, guardians or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process for the good of the student and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

1. Catechism of the Catholic Church, 1700.
2. Ibid., 2335
3. Pope Francis, *Amoris Laetitia*, 56.

Policy Approved: December 9, 2022; Implementation Date: August 1, 2023

## **XI. ADMISSION, REGISTRATION AND TUITION**

For the 2024-2025 school year, the cost to educate a student at Scotus Central Catholic is **\$10,050**. Parent tuition for **Grades 7-12 is \$3,950**. The parent share of the tuition is based at 40% of cost to educate.

Fundraising is extremely important and covers approximately 35% of the cost of educating a student. Examples are the School Excellence Fund Drive, Gala, Annual Appeal, Shamrock Raffle and Booster Club activities. Parent and student involvement in these activities is very important.

St. Anthony, St. Bonaventure, and St. Isidore parishes provide to support the operation of Scotus Central Catholic. This support is equivalent to 25% of the cost to educate each student. All parishioners are called upon to support the effort to provide our children with a faith-centered college preparation education.

- A. 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 upcoming school year. The school reserves the right to require withdrawal of a student who is delinquent on paying tuition.
- B. 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.



**X. PERSONNEL & ORGANIZATIONS School Phone Number 402-564-7165**

**A. ADMINISTRATION AND STAFF**

Mr. Jeff Ohnoutka..... Executive Director  
Mr. Brady Vancura..... Principal  
Mr. Merlin Lahm ..... Activities Director/Assistant Principal  
Mr. John Schueth..... CCS Development Director (part time)  
Mrs. Erin Schmidt..... CCS Development Director  
Mr. Taylor Dahl..... Marketing and Communications  
Fr. James Heithoff ..... Campus Chaplain  
Mr. Andrew Sheridan ..... Athletic Trainer

**B. FACULTY**

Ms. Jill Brichacek ..... Guidance  
Mr. Pat Brockhaus ..... Social Science  
Mrs. Kristen Cox..... Instrumental Music  
Mrs. Jane Dusel-Misfeldt..... Chemistry  
Mr. Clyde Ericson..... Art  
Mrs. Heidi Field ..... Physical Education and Strength Training  
Mrs. Carmen Johnson ..... Family & Consumer Science/Religion  
Mrs. Kelly Koranda ..... Religion  
Mrs. Joan Lahm ..... Science  
Mr. Tyler Linder ..... Religion  
Mrs. Bridget McPhillips..... Career Education  
Mr. Zach McPhillips ..... Math/Science  
Ms. Melanie Mimick ..... English/Speech  
Mr. Cody Mroczek ..... Business  
Mr. Chris Mustard ..... Special Education  
Mrs. Deb Ohnoutka ..... English/Reading  
Mrs. Cathy Podliska..... Media Center  
Mrs. Betsy Rall ..... STEAM  
Mr. Michael Rerucha..... Social Studies  
Mr. Sam Rose ..... Math  
Mr. Jarrod Ridder ..... Social Studies  
Mrs. Angie Rusher..... English/Journalism/Yearbook  
Ms. Laura Salyard..... Vocal Music  
Mr. Thomas Salyard ..... Science/Math  
Mrs. Wendy Shotkoski ..... Math  
Mrs. Annie Sokol..... Science  
Mr. Nate Tenopir ..... Campus Ministry  
Mrs. Janet Tooley ..... Physical Education/Health  
Mrs. Danielle Urkoski ..... English  
Mrs. Molly Wallish ..... Campus Ministry  
Ms. Alexis Wilch..... Spanish  
Mrs. Kristine Wurtz ..... Business

**C. ACTIVITIES ASSIGNMENTS**

Activities Director..... Merlin Lahm  
Art Club ..... Clyde Ericson  
Athletic Trainer.....Andrew Sheridan  
Band/Marching Band, Pep Band, Summer Band ..... Kristen Cox  
Jazz Band..... Kristen Cox  
Drumline .....Brian Long  
Basketball Varsity-Head Boys .....Mike Vuncannon  
Assistant ..... Cody Mroczek  
Freshmen-Head Boys.....Michael Rerucha  
Varsity-Head Girls.....Jarrod Ridder

Assistant .....	Joe Schoenfelder
Freshmen-Head Girls.....	Bailey Lehr
Jr. High-Head Girls 7th.....	Jill Brichacek
Assistant .....	Melissa Kosch
Jr. High-Head Girls 8 <sup>th</sup> .....	Rusty Kuhl
Assistant .....	Nate Karges
Jr. High-Head Boys 7 <sup>th</sup> .....	Clyde Ericson
Assistant .....	Chris Mustard
Jr. High-Head Boys 8 <sup>th</sup> .....	Denny Sliva
Assistant .....	Tyler Roberts
Campus Ministry .....	Molly Wallish, Kelly Koranda, Nate Tenopir, Sarah Doerneman
Cheerleaders Senior High .....	Sarah Langan
Assistant .....	Liz Gonka
Cross Country Varsity & Jr. High-Boys/Girls .....	Betsy Rall
Co-head.....	Amy Sokol
Assistant .....	Cody Mroczek
FBLA.....	Kristine Wurtz
Football Varsity-Head.....	Tyler Linder
Assistant .....	Michael Rerucha
Assistant .....	Jay Pelan
Assistant .....	Roger Krienke
Assistant .....	Sam Rose
Jr. High-Head .....	Jarrod Ridder
Assistant .....	Chris Mustard
Assistant .....	Mike Allen
Assistant .....	Joe Chohon
Golf Boys.....	Brady Vancura
Assistant .....	Matt Wallish
Golf Girls.....	Tanya Niedbalski
Assistant .....	Matt Wallish
Mock Trial.....	Bill Policky
Musical Production .....	Laura Salyard
Assistant .....	Sarah Wacha
National Honor Society .....	Annie Sokol, Wendy Shotkoski
One-Act Play .....	Clyde Ericson
Shamrock Singers/Vocal Music.....	Laura Salyard
Soccer Head-Boys.....	John Bailey
Assistant .....	
Head-Girls .....	Kristie Brezenski
Assistant .....	Emma Strecker
Spanish Club.....	Alexis Wilch
Speech Team.....	Melanie Mimick
Assistant .....	Bill Policky
Student Council Senior High .....	Joan Lahm
Junior High.....	Deb Ohnoutka
Track Head-Girls .....	Alex Rubeck
Head-Boys .....	Cody Mroczek
Assistant .....	Joe Schoenfelder
Assistant .....	Betsy Rall
Assistant .....	Sydney Winger
Assistant .....	Jill Brichacek
Jr. High-Head Boys.....	Clyde Ericson
Jr. High-Head Girls .....	Ryan Baker
Assistant .....	Sam Rose
Assistant .....	Roger Krienke

Volleyball Head .....	Janet Tooley
Assistant .....	Alex Rubeck
Assistant .....	Jordan Brester
Jr. High-Head 7 <sup>th</sup> .....	Kendra Thiem
Assistant .....	Stacy Chohon
Jr. High-Head 8 <sup>th</sup> .....	Kim Dreesen
Assistant .....	Kristie Brezenski
Weight Training.....	Heidi Field
Wrestling Varsity-Head .....	Rod Boss
Assistant .....	Tyler Linder
Jr. High-Head .....	Bret Strecker
Assistant .....	Randy Jakubowski

**D. CLASS SPONSORS**

7 <sup>th</sup> Grade .....	Deb Ohnoutka
8 <sup>th</sup> Grade .....	Jarrod Ridder
Freshmen .....	Kelly Koranda
Sophomores .....	Sam Rose
Juniors .....	Janet Tooley and Carmen Johnson
Seniors .....	Jill Brichacek

**E. SUPPORT STAFF**

Holly Thompson, Registrar	Laurie Hergott, Front Office	Sunny Lancaster, Bookkeeper
Joe Schoenfelder, Maintenance Supervisor		
Jeff Beerbohm and Monty Schmidt		
Margie Swanson, Nutrition Services Manager		
Shelly Adams, Nutrition Services Account Manager		

**F. BOARD OF DIRECTORS**

The Columbus Catholic Schools board of directors meets the third Monday of each month unless otherwise announced and consists of three lay people from each of the three Catholic parishes. The board of directors acts as a board of limited jurisdiction over the Columbus Catholic Schools.

**G. SCOTUS BOOSTER CLUB**

The Scotus Booster Club consists of parents, alumni, and supporters of Scotus Central Catholic. The primary focus of this group is to provide financial and volunteer support to the school.

**H. 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.

**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
BUSINESS, MARKETING, INFORMATION TECH	10 Credits
VISUAL & PERFORMING ARTS	5 Credits (Music, Drama, Art)
SPEECH I	5 Credits
HEALTH	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 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 Board of Directors has set the following requirements for graduation:**

**FRESHMAN**

Religion 9  
 English 9  
 Biology  
 Computer Apps II/Per Finance  
 Math Class  
 P.E. 9

**SOPHOMORE**

Religion 10  
 English 10  
 Science  
 Speech I (Sophomore or Junior Year)  
 Math Class  
 Modern World History  
 Health (Sophomore, Junior, or Senior Year)

**JUNIOR**

Religion 11  
 English 11  
 American History II  
 Math Class  
 Speech (Sophomore or Junior Year)  
 Science

**SENIOR**

Religion 12  
 English 12 or Accelerated English  
 Modern Government

Students are required to take a minimum of eight periods and a total of 40 credit hours each 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 and Wayne State College for eligible juniors and seniors 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

A senior, after receiving administrative approval, may register for a course at Central Community College-Columbus Campus if his/her schedule permits. Central Community College-Columbus 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 times 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 National Honor Society President.

#### 6. Graduation/Baccalaureate Memorials

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

Requests for transcripts prior to and after graduation will be issued as requested.

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.

Graduating students registered with Parchment may order transcripts on-line. Go to <https://columbus-catholic.org/registration> and click on "Transcript Requests." or sign into [www.parchment.com](http://www.parchment.com) and log on to your registered email account. A fee will not be processed for in-state transcript requests if the grant remains in place for Parchment.

For out-of-state colleges, transcript requests should contact Scotus for a transcript.

### B. JUNIOR HIGH

#### 1. Curriculum

##### 7<sup>th</sup> GRADE

Required Courses:

##### **Daily:**

English

Literature 7

Science 7

Social Studies 7

Math

##### **Semester or Quarter Classes:**

Health 7

Comp Apps I

Art

Religion

P.E.

Vocal Music (elective)

Band (elective)

##### 8<sup>th</sup> GRADE

Required Courses:

##### **Daily:**

English

Science 8

Social Studies 8

Math or Algebra I

##### **Semester or Quarter Classes:**

Health 8

Art

Careers 8

Religion

Comp Apps II

STEAM 8

P.E.

FCS 8

Literature 8

Band Elective

Music Elective

## **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 Literature 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 may 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 Literature or English curriculum grade.

## **C. LIVING THE FAITH**

### **Purpose:**

One of the core values of Scotus Central Catholic is to serve the Lord. This was best exemplified by Christ's service and sacrifice to others. We are compelled by Christ to serve. *"I give you a new commandment: love one another. As I have loved you, so you also should love one another. This is how all will know that you are my disciples, if you have love for one another."* John 13:34-35

At Scotus Central Catholic, we want to instill in our students and staff members this spirit of service and selfless love. To facilitate this, we encourage our students and staff to participate in valuable service that will glorify God and help their neighbors. The Living the Faith program encourages students to discover and use the gifts God has given them to share His love with those around them and encounter Him in those they serve.

### **Guidelines:**

To live out our faith, students are asked to participate in meaningful service in communion with their peers as well as individually throughout the year.

Each extracurricular activity will offer at least one community service activity each year, in which students will have the opportunity to participate alongside their peers.

Additionally, each student will have service requirements as part of their grade in their Religion classes.

**Junior High:** Each junior high student is required to participate in 4 service experiences throughout the school year, with each project amounting to at least 4 hours of service. They may do so by participating in school-sponsored service activities or by coordinating their own activities individually or with their families. Each quarter, they will submit a signed Living the Faith Hours Form to their Religion teacher. They will receive a grade for the completion of each quarter's project. The projects should fit within the following categories: Family and Friends, Community, Church, and School 1 project per category, per year. Examples of qualifying projects are included in a separate handout provided by the Religion Department.

**High School:** Each high school student will complete three service projects for a project grade in their Religion classes each year. By the end of the school year, one project should be completed in each of the following categories: community, school, parish. They will receive guidance in planning these projects from their religion teachers and will have the opportunity to sign up for projects at a service fair during orientation. The projects are to be completed outside of school, and after their completion students will be asked to reflect upon and share the service work that they have completed. More detailed requirements and deadlines for these projects will be outlined by each religion teacher. Additionally, high school students will be required to complete one summer project. The completion form for this summer project available on the Scotus website will be turned into their religion teacher in the fall for a grade. High school students will also be assisted in tracking and logging their hours on a service resume that they can use in their future endeavors.

**General Service Guidelines for All Students:**

- Students should not receive reimbursement or benefits in exchange for their volunteering.
- Service projects should not be completed for a for-profit organization or business.
- The service completed should go above and beyond a student’s regular duties or expectations.
- Students should serve with a willing heart and joyful, generous spirit.
- Any students who fail to complete their service requirements will participate in a mandatory day of service from 8am-5pm on the first day of summer break after semester tests.

**D. ACTIVITY CARDS AND STUDENT IDENTIFICATION**

All Scotus Central Catholic students will be allowed free admission to Scotus activities. Students must present their school photo ID upon entering the activity.

**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 nine full-time classes, he/she may drop a class during the first four 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 student’s 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 are online at *columbus-catholic.org*. 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, he/she should contact the school to be placed on a mailing list, and his/her student's grades will be sent to him/her at the end of each quarter.

## **J. SEMESTER TESTS**

A comprehensive semester test, or an assessment project appropriate for the curricular area, will be required for all high school classes meeting five days a week for the entire semester. Semester tests/assessment projects will be comprehensive by design and will count for 20% of the semester grade.

Algebra I is the exception for the junior high curriculum, as the semester test will count as 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 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 an 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. A cumulative grade point average is figured by multiplying the grade earned each semester by the number of credit hours for each subject and dividing this total by the number of hours completed. 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.

## **R. CONFIDENTIALITY**

All student records are released only with the written permission of the parents/guardians. Students who have reached the age of 19 have the right to release their own records with their written approval.



### **Parent or Guardian Requests for Student Records**

To protect the integrity of student records, the school will not provide copies of student records to a parent custodial or noncustodial or guardian. However, a parent or guardian will be allowed to review his/her student's records at the school office in the presence of the principal or his/her designee. All requests to review records should be made in writing to the principal at least 48 hours in advance of the intended review.

If circumstances effectively prevent a parent or guardian from being able to review the records at the school office, the school will provide copies of the student's records to the parent or guardian or make other arrangements for the parent or guardian to review the student's records.

### **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 7<sup>th</sup> grade and requires all students, regardless of grade, transferring from outside the State of Nebraska have a physical and vision evaluation within six months of admission.
2. Summary of immunizations required for students entering the 7<sup>th</sup> 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 Front 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. STUDENT MEDICATIONS**

Parents of students who must take prescribed medications during the school day or in emergency situations will arrange for security of such medication in the school office and sign consent forms regarding dispensation of such medication to their children.

School officials will administer only medication that has been prescribed by a physician or nurse practitioner. Medication either must be in the original prescription bottle or must be accompanied by a note from a physician or there must be on file written documentation from a physician authorizing administration of such medication. Nonprescription medication may be distributed by the school without a note from a physician, but parental consent should be obtained.

Schools will fulfill State of Nebraska laws and regulations governing dispensation of medications by unlicensed persons.

## **U. ASTHMA-SELF ADMINISTRATION**

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
  - a. Identify the health care services the student may receive at school relating to such conditions.
  - b. Evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition.
  - c. Permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional.
  - d. Include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student.
  - e. Include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
  - f. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign a Release and Indemnification form before the student can self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Assistant Principal or, in the Assistant Principal's absence, the School Secretary when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

## **V. DIABETES-SELF ADMINISTRATION**

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her diabetic condition while at school and during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year. This plan must:
  - a. Identify the health care services the student may receive at school relating to such conditions.
  - b. Evaluate the student's understanding of and ability to self-manage his or her diabetic condition.
  - c. Permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional.
  - d. be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign a Release and Indemnification form before the student can self-administer his or her diabetic condition.
5. Once the medical management plan is in place, the student shall be allowed to self-manage his or her diabetic condition on school grounds, during any school-related activity, or in any private location specified in the plan.

6. If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her diabetic condition or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.

#### **W. BIRTH CERTIFICATE**

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

#### **X. 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 principal 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.

#### **Y. 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.

## SECTION II STUDENT ATTENDANCE AND ACCOUNTABILITY

### A. ATTENDANCE

While education is primarily the responsibility of parents, the school and parents 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 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 schoolwork 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 students 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 students to obtain upcoming assignments. Notes containing the student's name, date and specific reason for the absence and the parent's/guardian's signature – NOTE: Faxes or e-mails will not be accepted - should be received in the Front Office no later than two 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 to the Front Office. Requests should be made only in unavoidable cases. ***NOTE: Fines or Detentions may be given when the slip is missing a teacher signature or is not turned in at the Front Office before the student's absence.***

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 each day 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. TARDINESS

Every student arriving late to school must report to the Front 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 staff member 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, administration will contact the parent/guardian via email. After the 12<sup>th</sup> tardy during a semester, the student will be required to serve six periods of detention. The student will be given two 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 school should be contacted with questions and/or discrepancies.

**C. TRUANCY AND EXCESSIVE ABSENTEEISM**

Regular attendance by students is essential for students to obtain the maximum benefits of the school’s educational and religious programs.

If a student is not at school to attend a school-related event e.g., speech tournament, sports event, etc., he or she will not be considered absent.

Excessive absenteeism occurs when a student misses so many days of school that his or her educational growth suffers. If any student has accumulated a total of five (5) excused or unexcused absences per quarter, the school shall take the following steps:

1. A notification to the student’s parent/guardian of the excessive absenteeism problems and the need for a meeting.
2. A meeting or meetings between the Administration, the student’s parent/guardian, the student, and any other school officials deemed necessary by the Administrator. The goal of such meetings will be to develop a collaborative plan to reduce the student’s absenteeism. The plan shall consider the following:
  - a. Illness related to the physical or behavioral health of the student.
  - b. Educational counseling to explore curriculum changes to solve the excessive absenteeism problem.
  - c. Educational evaluation to assist in determining the specific conditions contributing to the excessive absenteeism problems, supplemented by specific efforts by the school to help remedy any condition diagnosed.
  - d. Referral to appropriate agencies for economic services.
  - e. Family or individual counseling; and
  - f. Assisting the family in working with other community services.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism. It shall be within the discretion of the administration to determine, considering the circumstances, whether a student may make up work due to excessive absenteeism. For purposes of discipline, the following absences will be considered excused:

1. Absence excused by a written note, indicating specific dates, from a health care professional. Documentation should be submitted in the Front 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 days for seniors for college visits arranged through the guidance counselor’s office; and for juniors, one 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 days due to absences other than those listed above, truancy or out-of-school suspensions documented as one 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 Central Catholic 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 his/her parents.

If a student is absent for more than twenty days per year for reasons other than illness, the Assistant Principal shall notify the county attorney of the county in which the student resides, along with documentation of all steps taken above, and shall also notify the Catholic School's Office. The Assistant Principal shall also notify the student's parent/guardian of the fact that the county attorney was notified of the excessive absenteeism problem.

#### **D. 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.

## **SECTION III BUILDING POLICIES**

### **A. SCHOOL CLOSING INFORMATION**

In the event of an emergency school closing or schedule change, faculty, staff, and families will be notified via School Messenger. It is the responsibility of the student and parents to let the Central Office know if they want to receive information via e-mail or text.

### **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 18<sup>th</sup> Avenue on the east side of the school. The north and east doors are unlocked until 8:15 AM unless otherwise announced, at which time all outside entrances are locked.

ALL students and visitors are REQUIRED to enter through the east door and register in the Front Office during school hours. Press the intercom button for admittance and *provide the door operator with your name and business at the school.*

NOTE: During regular school hours, students are to enter the building through the east doors, register in the Front Office before going to class; and sign out and exit the building also through the east doors.

Scotus Central Catholic has an extensive extra-curricular activity program but does not provide extended after-school supervision. Unless a student is under the direct supervision of a Scotus employee, he/she is expected to vacate the school building and school property **by 4:30 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 Front Office when leaving and sign in upon their return.

### **D. 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 be 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 the 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 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 the study hall. The device is to remain laying on the desk top while being used.
6. No sleeping in the study hall.

### **E. 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 BE GIVEN FOR ANY REASON.** Altered media center passes will not be accepted. Media center passes need to be kept in their entirety - no pieces removed.
3. Media center passes need to have date, time and signature of a 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 the 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. The media center hours are 7:30 AM-4:30 PM.
10. No more than one student at a time at a computer unless permission is granted.
11. Gum, food and drink will not be allowed near the computers. A \$1.00 fine will be assessed.
12. The number of students allowed in the media center from study hall will be limited.
13. 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.

## **F. COMPUTER/NETWORK ACCESS**

### **1. Technology Acceptable Use Policy**

#### **Purpose**

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. Scotus Central Catholic's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All Scotus Central Catholic employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of Scotus Central Catholic's technology are outlined below.

#### **Technology and Network Resources**

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of Scotus Central Catholic's owned or leased electronic equipment including computers, tablets, printers, scanners, cameras, etc., email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of Scotus Central Catholic's technology or network resources, whether this access occurs in school live or virtual or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the Scotus Central Catholic wireless may be restricted entirely or at certain times as deemed necessary. The use of personal electronic devices may be allowed in the classroom or library at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

#### **Student Responsibilities and Acceptable Use**

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with Scotus Central Catholic's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of Scotus Central Catholic and should always be respected. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using Scotus Central Catholic's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the



- information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. Scotus Central Catholic faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
  6. Students are responsible for all actions taken under a student's username and password.
  7. Students should always use his/her Scotus Central Catholic email address or username when utilizing online resources for digital storage or collaboration.
  8. Electronic communications emails between faculty and students **must** be made via Scotus Central Catholic's internal email system or Remind. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
  9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
  10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
  11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
  12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
  13. If applicable, students are responsible for regularly checking his/her Scotus Central Catholic email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
  14. All student files stored on their device may be deleted at the end of each school year.

### **Unacceptable Uses of Technology and Network Resources**

The use of technology and network resources must be consistent with the educational and religious objectives of Scotus Central Catholic. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten, or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass Scotus Central Catholic's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including Scotus Central Catholic's website, email program, social media or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on Scotus Central Catholic computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a

- class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates Scotus Central Catholic's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

### **Social Networking Facebook, Twitter, Texting, Blogs etc.**

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, Scotus Central Catholic reserves the right to take any disciplinary action it deems necessary to protect students and faculty. Scotus Central Catholic encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

#### Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow Scotus Central Catholic's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your passwords with anyone besides your teachers and parents.

### **No Expectation of Privacy**

Scotus Central Catholic sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by Scotus Central Catholic. All content created, sent, accessed or downloaded using any part of Scotus Central Catholic's technology or network resources is subject to the rules stated in this policy. Scotus Central Catholic reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on Scotus Central Catholic's network will be maintained as private or confidential. Should Scotus Central Catholic determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices cell phones, laptops, etc. brought on to school grounds.

### **Disciplinary Action**

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action up to and including suspension or expulsion. Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or Scotus Central Catholic's administration.

### **Access to Inappropriate Materials on the Internet/Disclaimer**

Scotus Central Catholic currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and Scotus Central Catholic cannot entirely control what students may or may not locate on the internet. While Scotus Central Catholic allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. Scotus Central Catholic is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

### **Disciplinary Action**

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 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 Central Catholic. Additional consequences for the 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 legal 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.

### **2. Electronics Cell Phones, Smart Watches, Etc.**

Due to the distractions they create to the school's educational purpose, cell phones, smart watches, portable media players and other electronic data and communication devices are to be turned off during school hours or on the silent mode. The devices must remain in the student locker and be placed in silent mode. Students can check their cell phones during passing periods and snack break.

Students relinquish any reasonable expectation of privacy when they use cell phones or smart watches 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 a 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 Front Office, and the student will be fined \$20. 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.

### **G. 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.

### **H. 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.

### **I. LOCKERS HALLWAY**

Students are expected to keep their lockers neat and clean. Students should be at their locker only when necessary. Students must use school provided locks and lockers are to be kept locked always. 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 a lock mechanism will be fined \$25. The maintenance department will do periodic checks to ensure lock mechanisms have not been tampered with.

#### **J. TELEPHONE**

Students will be called to the office phone ONLY in case of emergency. They are allowed to use the phone in the main office with permission from office staff. Messages for students can be picked up by students in the office at the end of the day.

#### **K. 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.

#### **L. 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.

#### **M. USE OF GYMS**

Students using athletic facilities may do so only in proper attire with acceptable gym shoes and only under proper supervision. Any use of the facilities by outside groups must get approval of activities director. A fee may be charged to groups using the gyms.

#### **N. 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 Front and Central offices.

Students may choose to bring a sack lunch. The following guidelines must be followed by those bringing a sack lunch into the Scotus cafeteria.

- Scotus will not refrigerate any outside lunches brought into the cafeteria.
- Microwave ovens are available for student use.
- Fast food is not allowed in the Scotus cafeteria.
- A lunch count for the cafeteria will be taken at the beginning of the school day.

Scotus uses a computerized lunch program through Power School with balances available for review on -line. Payments are due on the 15<sup>th</sup> of each month for the following month and can be mailed or dropped off at the Front 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.

## Meal Charge Policy

### I. Purpose

The Scotus Central Catholic Cafeteria is an optional meal program. The goal of the cafeteria is to provide the students attending St. Bonaventure Grade School/Pre-School and Scotus Central Catholic Jr./Sr. High School with healthy meals each day. However, unpaid charges place a financial burden on the Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for regular price and reduced-price breakfast/lunch meals and ala carte options only.

### II. Policy

Parents/Guardians are responsible for meal payment to the food service program. Our program operates by cash or check payments and works best with meals paid in advance to avoid a negative balance. Yearly, 1<sup>st</sup> Semester, and the monthly down payments are expected by the first day of school. Monthly payments are due on the 15<sup>th</sup> of every month and prices with a payment schedule are on the Columbus Catholic Schools web site for families to review in July. ([columbus-catholic.org/parents/](http://columbus-catholic.org/parents/)) Notices of low or deficit balances are sent home to parents. Families with larger deficit balances will receive either a notice in the mail, an email, or text message notifying you of the deficit lunch balance. We will also deny the purchase of a second lunch option and our ala carte smart snacks to any student if their account reaches a \$20 balance.

NOTE: It is Scotus' policy that no student be denied first lunch regardless of the account balance.

Power School is the cafeteria's computerized point of sale/cash register system that maintains a record of all monies deposited and spent for each student and staff member. Said records are available by accessing your student's or personal staff Power School account. You may also contact your Nutrition Services Account Manager for any information regarding your lunch account. Students/Staff may mail in payments, deliver them to their school's central office or deliver them to the cafeteria office.

Refunds for Withdrawn and Graduating Seniors: If your student's remaining lunch balance is \$25 or less, a cash refund is handed to your student to take home. Any amount over \$25 is issued in the form of a check and mailed to the parents. Refunds are not given if there are siblings enrolled at Scotus and/or St. Bonaventure schools. The cafeteria will carry over all remaining students' positive lunch balance (credit) at year end.

Balances Owed are expected to be paid in full at year end. Student records will not be released if any amount is owed. It is up to Parents/Guardians to contact the Nutrition Services Account Manager with payment or to set up a payment schedule over the summer months.

Returned Checks regardless of reason, will be assessed fee of \$25 by the cafeteria in addition to the bank overdraft fees.

Application to the Free and Reduced Lunch program can be made at any time during the year. If a hardship ensues, families are encouraged to apply. Administration may investigate families with deficit balances to see if there is a financial burden and encourage them to apply for assistance.

### **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](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](mailto: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.

### **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 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](http://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 nuts 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.

### **O. 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.

## **P. 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.

## **Q. 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 parents.
2. The parents or responsible adult must personally check the student out through the head coach.
3. At no time is the student allowed to ride with another student or minor.

## **R. STUDENT PARKING**

Students may park:

- In the north parking lot of St. Bonaventure Church by the parish center.
- In the school north parking lot.
- In legal parking zones except in staff-designated parking areas on the east and west sides of the school.

Students are NOT allowed to park:

- In the east church parking lot nearest the church office.
- On the east or west side of the school in spots designated for staff.
- 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 being towed at the owner's expense.*

## **S. RESTROOMS**

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

## **T. 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 45 minutes after dismissal. Parents are expected to pick up their students in a timely manner.

## **U. MEMORIALS**

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.

## **V. 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 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.

## **W. STUDENT PHOTOGRAPHS**

Photographs of students may appear on the school website or in other publications. If parents/guardians do not wish to have their children’s photographs placed in public media, they must notify the Assistant Principal in writing prior to the beginning of school, or as soon as possible after school begins.

## **X. FOOD AND DRINK**

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 can 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.

### **Water Bottles in Classrooms:**

Students can have water bottles during the school day in classes. Water bottles must be transparent (able to see through). Colored water bottles are allowed only if the water can be seen through the bottle.



## SECTION IV STUDENT UNIFORM CODE

Scotus Central Catholic has a uniform code for three primary reasons. First, the school believes the way 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. Third, 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 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 instructed 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 but may call a parent to have him/her bring the proper clothing. 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 not rolled, sagging shorts/pants, oversized (too big), holes in the cuffs, etc.

Wearing 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, Black or Khaki, NO GRAY OR STONE

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 are not allowed.*

#### \*NEW\* T-Shirt

Kelly green T-shirts or long-sleeve T-shirts with the SCC logo must be purchased online at [Home / Scotus \(inkedcolumbus.com\)](http://Home/Scotus(inkedcolumbus.com)). These are the **only** T-shirt students are allowed to wear in school without a sweatshirt or pullover, excluding Dress Down and Team Scotus days.

#### Polo Shirts

Shirts with the SCC logo must be purchased online at [Home / Scotus \(inkedcolumbus.com\)](http://Home/Scotus(inkedcolumbus.com)) and are the only type of polo shirts the students are allowed to wear in school. Colors are White, Black, Kelly Green, Blue, and dark Green. **NOTE: Dark Green and Blue polos will NOT be part of the Scotus uniform effective the 2026-2027 school year.**

#### Skorts

Girls may wear a green plaid dress skort ordered from the Tommy Hilfiger or Dennis Company online. 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 online at [\*Home / Scotus \(inkedcolumbus.com\)\*](http://Home/Scotus(inkedcolumbus.com)) may be worn. The colors are Kelly green, black, hunter green, navy blue and gray. School-approved activity shirts or white, short-sleeved T-shirts are required to be worn under sweatshirts and MUST be tucked in. **NOTE: Hunter green sweatshirts will NOT be part of the Scotus uniform effective the 2026-2027 school year.**

### Pullovers

Approved black jackets with the SCC logo purchased online at [\*Home / Scotus \(inkedcolumbus.com\)\*](http://Home/Scotus(inkedcolumbus.com)) may be worn. School-approved activity shirts or white, short sleeve T-shirts are required to be worn under these and MUST be tucked in.

### Shoes

Shoes and socks are required. Socks must be black, gray 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 eyebrow, off 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 into the Central 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. Socks no longer must 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 and conduct should reflect pride in the person and the school and should be in good taste. Attire shall be modest and appropriate for the event that is being attended with the administration making the final decision as to what is in “good taste.”

#### **1. Attendance at extracurricular activities**

- a. 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.
- b. Nuisance items/toys and noise makers are prohibited.
- c. Clothing with inappropriate words, symbols, or advertising is not permitted.
- d. All undergarments must always be covered.
- e. Earrings for boys are not permitted.
- f. Students not following the above policy will be prohibited from attending future events.

#### **2. Attendance at dances**

##### **a. Dress Code**

###### **Ladies:**

- The front of the dress must be modest and reveal no cleavage. The entire breast area must be completely covered with solid fabric including the space between the breasts. Straps are not required but are helpful in keeping the dress in compliance.
- Midriff must be covered completely. Mesh or sheer material and two-piece dresses are not acceptable.
- Solid material must cover the sides of the body, and the back may not be cut lower than midway between the shoulder blades and the waist.
- Dresses shall not be shorter than the end of the fingertips or have slits higher than the end of the fingertips.
- Any material added to the dress to make it compliant with the dress code must be permanently attached.

###### **Gentlemen:**

- The shirt must have a collar and sleeves.
- Dress slacks are required.
- Shoes must be closed toe.
- Tuxedos are customary for Prom; however, they are not required.
- **Students who are not in compliance with the dress code will be given an item of clothing to wear to meet the dress code, or parents may bring alternate clothing.**

##### **b. Conduct**

- Dancing may not include moshing, lifting students.
- Excessive public displays of affection are not acceptable.

#### **3. Dress code policy for dress-up school events and activities**

- a. No excessively tight clothing may be worn.
- b. All undergarments must always be covered.
- c. Jeans, shorts or athletic clothing, including hoodies and swimsuits are not permitted.

- d. Boys' shirts must have a collar and sleeves and shoes must be closed toe.
- e. Girls' clothing must be modest and reveal no cleavage. Strapless clothing is not permitted. Clothing may not reveal bare midriffs or sides, have backs cut lower than midway between the shoulder blades and the waist, or be sheer or see-through. Clothing shall not be shorter than the end of the fingertips.

## 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 disobey and 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 for 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 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 Front 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 Front 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, such as 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 detentions are extremely important. Students who accumulate behavior detentions are making a choice not to cooperate with the school and conduct themselves in a manner deemed acceptable by the school. The following procedure will be followed in dealing with students who accumulate behavior detentions:

#### **Behavior detentions**

Students that accumulate four behavior detentions will receive 4 additional detentions and a letter will be sent to the parents.

Students that accumulate five behavior detentions will receive 5 additional detentions and a meeting with the parents will be suggested.

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

Students who accumulate seven 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 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 that is due the days 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 principal for staff to 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.
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 activities, including practices or meetings, for a specified number of days. 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 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, he/she will have one school day to make up any missed tests.

3. Assignments due the days the student is on suspension must be submitted to the Front 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.

Scotus Central Catholic reserves the right to expel 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 may be refunded, at the discretion of administration.

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.

#### **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.

1. The teacher will hold a conference with the student and explain the nature of the problem. They will discuss a positive method to solve the problem. The teachers are also encouraged to set up a conference with the parents at this time. A disciplinary incident sheet will then be submitted to the administrator and filed in the student's record.
2. If a problem occurs again, the student will be temporarily removed from class. The student may be admitted to class after a conference with the parents, 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 subject to further discipline, up to and including expulsion.

#### **H. SECLUSION AND RESTRAINT**

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: a taking away a weapon; or b breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should

be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The President or Assistant Principal will verbally notify the parent/guardian as soon as possible no later than the end of the school day in which the physical restraint or seclusion occurs.

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The President or Assistant Principal will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

## **I. STUDENT CONDUCT**

### **1. 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 are asked to discourage dating.

### **2. Displays of Affection and Healthy Relationships**

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. Relationships should reflect appropriateness for the ages of the students involved.
- b. 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.
- c. Relationships should be reflective of a growth in maturity and communications skills, not in mere physical contact.

### **3. Junior High students are not allowed to attend senior high dances.**

## **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 reason 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 reasonably 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 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. Any Scotus Central Catholic Secondary School student who fails 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 or guardian 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 parents or guardians 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

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 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.
- 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.

#### **1. First Offense**

- a. The student must participate in an evaluation at parents' or guardians' expense for a 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 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 are 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.
  - parents or guardians 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 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 such as games, programs, dances, graduation, etc. for 30 calendar days.

2. Second Offense

- a. The student must participate in an evaluation at parent or guardian expense for a 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 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 are 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.
  - Parents or guardians 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.

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 such as 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 7<sup>th</sup> 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**

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 always to be treated with respect. 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 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 disciplined.

#### **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 other feelings.
- Physical aggression hitting, pushing.
- Destroying others property, taking another 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; and
- May be repeated or may be very offensive on a one-time basis

If a student feels like he/she is the victim of bullying, harassment, or sexual harassment, the student should report this to the President. The President will investigate the complaint and, if warranted, impose discipline upon the offending persons.

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

#### **R. PROPER CHANNELS**

Students are reminded that they must work through the proper channels in school to bring about reform and change. At no time will the administration or faculty of Scotus tolerate disorders 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 in Scotus. Students found in violation will be subject to full restitution for the stolen or damaged property and will be disciplined.

## **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 is 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 his/her 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 principal is:

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

Second offense: Student receives a zero for the assignment/project and, at the teacher’s discretion, may be required to complete the assignment/project to the teacher’s 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, and the student will be subject to discipline, up to and including expulsion.

This disciplinary procedure is cumulative for an entire school year and for all the classes a student is taking.

## **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 students 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. Students involved in a pregnancy will be allowed to continue their education at Scotus Central Catholic High School.
2. 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 parents.
3. The students, 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 priest.
  - b. Individual counseling sessions set up with Catholic Charities at the expense of the family, with the content to be determined by the priest referred to in a above.

- c. Letters to the school from the priest and Catholic Charities stating that the students have satisfactorily completed his or her counseling program.
- d. For non-Catholic students, the Scotus chaplain will organize and dictate 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 must continue to observe academic and disciplinary regulations.
  - c. The school administration reserves the right to require withdrawal of the student if it is determined the student's continued enrollment would 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 cause to believe that a student has suffered from any form of child abuse emotional, physical, or sexual or child neglect, the school must contact 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 parents will be informed by the Activities Director if said student is ineligible.
2. All students can 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.

#### NEBRASKA SCHOOL ACTIVITIES ASSOCIATION RULES

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:

- 4.1 – Student must be an undergraduate.
- 4.2 – Student must be enrolled in at least 20 hours per week and regular in attendance, in accordance with the school's policy.
- 4.3 – Student must be enrolled in some high school on or before the 11<sup>th</sup> school day of the current year.
- 4.4 – Student is ineligible if 19 years of age before September 1 of current school year.
- 4.5 – After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
- 4.6 – Student must have been enrolled in school the immediately preceding semester.
- 4.7 – Student must have received 20 semester hours of credit the immediately preceding semester.
- 4.8 – 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 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. 12, 2024, and ends with the state meets in the fall sports. The winter sports season begins Nov. 18, 2024, and ends with the state meets in the winter sports. The spring sports season begins March 3, 2025, and ends with the state meets in the spring sports.
- 4.9 – 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.
- 4.10 – A student shall not participate on an All-Star team while a high school undergraduate.
- 4.11 – 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 12 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.

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

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

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

4.15 – 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 parents have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

5. Academic:

Starting the 2<sup>nd</sup> 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 he/she has a failing average in two or more courses for two consecutive weeks. The same procedure applies the first quarter of the 7<sup>th</sup> 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<sup>th</sup> grade student fails two or more classes during one of the first three quarters, he/she will continue to be ineligible through the first two weeks of the succeeding quarter. A 7<sup>th</sup> grade student failing two or more classes after the second and third quarter will continue to be ineligible through the first two weeks of the 3<sup>rd</sup> or 4<sup>th</sup> quarter.

6. 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 45. Additionally, the student will face discipline for violation of any other applicable school policy.

7. 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.

8. 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.

9. Sport Selection/Change of Sport

Every athlete will be given an opportunity to participate in one NSAA sport per season. The athlete will be allowed to change sports during the first 15 days of a season with the coaches' permission. After 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 7<sup>th</sup> grade will cause a violation by that same student as a senior to be considered a second offense under Section 2.

Scotus Central Catholic training policies are in effect during the entire calendar year, including summer, not simply during the school year or a 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. 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 weekday 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 the administration, have the right to incorporate more stringent policies within their programs.

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 parents or guardians.

**"In season"** is defined as the date of the first contest, performance, competition, etc. for the 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, 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 because of drug testing.  
OR
5. Refusal to take part in 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.

## **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 an evaluation at parent or guardian expense for a 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:
  - 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, he/she 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. The student must participate in an evaluation at parents' or guardians' expense for a 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:
  - 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, he/she 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. The student must participate in an evaluation at parent or guardian expense for a 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:
- 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, he/she 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, and is later found to be in violation, 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, he/she 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, and is later found to be in violation, 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, he/she will remain on suspension from attending activity events for another 90 calendar days. The student will be tested in 90 calendar day increments until he/she passes the test and becomes 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, he/she 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 satisfy 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 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. Most 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 completed a character self-evaluation.
5. The National Honor Society faculty council will review the student's application and make decisions regarding 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 the 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 President will help to supervise one of the primary dances, normally the Prom. Chaperones are recommended, but not required. Rules for dress, time, admission and departure will be determined by the faculty sponsor and President. Once a student leaves a social, he/she 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 in 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 it 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 can 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. Junior Class dues are \$60, 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. Winter Ball Dance**

The Winter Ball will be held during the third quarter. The sophomore class is responsible for planning the activities and paying the expenses incurred. The dance shall end no later than 11:30 PM.

## **4. Appropriate Dress**

Scotus Central Catholic reserves the right to refuse admission to any student who is not properly dressed for the occasion. Parents are asked to assist their daughters in the choice of modest dress appropriate for the occasion, such as no plunging necklines, bare midriffs, etc. If young women 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 Campus Ministry Team sponsors:

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.

## **N. GUIDELINES FOR TEACHER AIDES**

1. Students may use their study hall period to be a teacher aide. Students serving as aides during a teacher's 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 pass all classes on the weekly ineligibility report to serve as an aide. Whenever the student is failing a class, he/she is required to return to the study hall until he/she is passing all classes. Their eligibility to return to serving as a student aid will be reviewed each Monday when the ineligibility report is published.

I have had the opportunity to read the 2024-25 STUDENT/PARENT HANDBOOK for Scotus Central Catholic. I agree that my son/daughter will abide by the policies set forth in the handbook.

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Parent Signature

Date

I have had the opportunity to read the 2024-25 STUDENT PARENT HANDBOOK for Scotus Central Catholic and I agree to abide by these policies.

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Student Print Name

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Student Signature

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Grade

Date

**Please return to the school no later than Fri., Aug. 23, 2024.**