

A. GENERAL INFORMATION

1. MISSION, PHILOSOPHY, AND GOALS OF CENTRAL CATHOLIC

Central Catholic's mission is to inspire all students to reach their fullest potential by learning and leading through Christ.

This is accomplished through the teaching and practice of Catholic values. The school strives to develop responsible, caring people, firmly rooted in the faith. These values must be embodied in the students, teachers, and administrators of Central Catholic. While acknowledging our oneness, we also appreciate our diverse needs of our students, faculty, and administration.

It is imperative that all students master the basic competencies to the best of their abilities, for the good of self, society, and the Church. Both the college bound and the career bound are well prepared for the future. Learning is a life long process, and students should realize they must continue to understand and apply Christian values to our ever changing world.

The goals of Central Catholic are:

- * To develop a well-rounded person who can organize and maintain a balanced life.
- * To shape the person who lives the Gospel based on a strong value system.
- * To instill Christian leadership skills.
- * To encourage students to become life-long learners.
- * To motivate students to live healthy lifestyles.

Mission Statement, Philosophy and Goals Statement
Adopted Fall, 2010

2. INTRODUCTION AND PURPOSE OF THIS HANDBOOK

Central Catholic is a six-year institution designed to provide a quality education to both the college-bound student and those who will immediately enter the workforce. Central Catholic is designed to prepare the student for active involvement in a Christian Community, and to give each student the necessary moral and scholastic tools needed to be successful in both the world and Church communities. The guides set forth in this planner are considered to be important in attaining these desired goals for each student enrolled in Central Catholic.

The purpose of this handbook is to provide, in writing, the objectives and general regulations of the school, in order for the school to function in an orderly and efficient manner, while performing its responsibility to provide a complete education for its students. This book is to serve as a source of information for students and parents. All students and parents are responsible for all regulations contained herein during the school year. Regulations found within this handbook are implemented by the administration to better meet the mission, philosophy, and goals of the school.

While this student planner contains a copy of the student handbook, it is also a handy resource including study guides and suggestions, pages for writing assignments, a school calendar, and class and bell schedules. It is designed to be used as a means of communication between home and school regarding a student's academic achievement.

Students are entrusted to care for the planner and are responsible for its replacement should it be damaged. Since the planner serves not only as a handbook but also contains sections for official school communication, alteration or defacement of these sections represent a serious infraction and may result in an in-school suspension. The planner remains the property of the school and can be collected at the request of any school official at any time. The information contained in the handbook provides a general description of rules and regulations. **The school reserves the right to add, modify, or abolish 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 Central Catholic's right to institute any course of disciplinary action which, in Central Catholic's sole discretion, it believes is necessary and consistent with its Catholic educational mission. It must be understood that a handbook can never cover all the possible situations that arise in the normal course of a school year, nor can it adequately address unforeseen situations and circumstances that might arise. It is for these and other reasons that the final decision in all matters pertaining to the school rests with the Principal and his decision shall be final.

B. ACADEMIC POLICIES AND PROCEDURES

1. ACADEMIC OPPORTUNITIES

At Central Catholic, we believe all students deserve the best educational opportunities available to them. Following this belief, Central Catholic provides a number of academic opportunities to students.

Shared Classes with West Point-Beemer: If a course is not available at Central Catholic, a student may register for the class at West Point-Beemer High School, providing the following:

- a. Central Catholic does not offer the same class, possibly under a different title.
- b. The student doesn't miss his/her Religion class for the W.P.-B.S. class.

AP Courses: Advanced Placement Courses are offered through the College Board, and allow student to take college-level coursework in high-school. College credit can be earned through these classes by earning an acceptable grade on a year-end test. Additional costs, beyond those covered by the Central Catholic book bill, will be incurred for these classes.

Dual-Credit Courses: Dual-credit courses are taught by high-school teachers with a master's degree in the field they are teaching. These courses are offered for college credit through Northeast Nebraska Community College. The application of the credits earned through these classes varies based on the college of attendance by the Central Catholic student. Additional costs, beyond those covered by the Central Catholic book bill, will be incurred for these classes.

2. GRADUATION REQUIREMENTS

In granting credits, Central Catholic 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 250 credit hours including 215 required credits.

RELIGION	40 credits
ENGLISH	40 credits
SOCIAL STUDIES	30 credits
MATH	30 credits
SCIENCE	30 credits
SPANISH	20 credits
PHYSICAL EDUCATION	15 credits
VISUAL AND PERFORMING ARTS	10 credits
SPEECH	5 credits
COMPUTER APPLICATIONS	5 credits

Required classes for graduation are listed below. Students are required to enroll and receive credit in all the required classes. The remaining credits can be selected from elective courses offered at the respective grade levels. Students planning to attend college would be wise to include upper level math, science, and Spanish courses.

A yearly review of transcripts is done by the students with the aid of the guidance counselor. 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 following are the requirements for graduation from Central Catholic:

<u>FRESHMAN</u>	<u>SOPHOMORE</u>	<u>JUNIOR</u>	<u>SENIOR</u>
Religion 9	Religion 10	Religion 11	Religion 12
English 9	English 10	English 11	English 12
Physical Science	Biology	American History	Government
World Geography	World History	Math Class	Math Class
Computer Applications	Speech	Science Class	Science Class
Math Class	Math Class	PE/Health	PE/Health
PE 9	Spanish II	40 hours of service	40 hours of service
Spanish I	40 hours of service		
40 hours of service			

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

The following are the requirements for a student to enter 9th grade:

<u>7th GRADE</u>	<u>8th GRADE</u>	<u>ADDITIONAL COURSES</u>
Religion 7	Religion 8	Junior High Study Skills
English 7	English 8	Junior High Spanish
Literature 7/Fame 7	Literature 8/Fame 8	Junior High Art
Social Studies 7	Social Studies 8	Junior High Computers
Life Science	Earth Science	Junior High Music
Math 7	Algebra I/ Algebra IA	
Junior High PE	Junior High PE	
40 hours of service	40 hours of service	

3. GRADUATION POLICY

Central Catholic High School is a four-year school. For students who do not have enough credits to graduate, who have not completed and/or documented their service hour requirement, or who have not successfully completed all required courses, there are a number of options:

- Receive an empty diploma cover. Make arrangements to make up the missing credits or service hours that are lacking and receive the diploma. Credits can be completed through correspondence courses or through school-approved independent study. This would be at the expense of the students.
- Receive a certificate of attendance. This would be a final certificate.
- Receive a certificate of attendance. Take the GED Test and receive a General Education Diploma from the State of Nebraska. (School Board Policy #6501.3)

4. GRADING SYSTEM

The relationship between letter grades, percentile performance, and 4.0 grading scale at Central Catholic is shown below:

A+ = 99-100 (4.0)	A – Superior
A = 95-98 (4.0)	B – Above Average
A- = 93-94 (3.75)	C – Average
B+ = 91-92 (3.5)	D – Below Average
B = 88-90 (3.0)	F – Failing
B- = 86-87 (2.75)	IN – Incomplete
C = 84-85 (2.5)	WI – Withdrawn
C = 80-83 (2.0)	
C- = 78-79 (1.75)	
D+ = 76-77 (1.5)	
D = 72-75 (1.25)	
D- = 70-71 (1.0)	
F = 69-0 (0.0)	

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.

5. SHARED-TIME STUDENTS

The administration and faculty at W.P.-B.S formulated the following guidelines. Parents and students should be aware of them. The guidelines regarding disciplining of Central Catholic students who attend West Point-Beemer School classes shall be as follows:

- If the problem can be handled at the time with no need for further action, the principal at W.P.-B.S. will take care of it.
- Detentions will be taken care of at Central Catholic, not necessarily in the exact way as at W.P.-B.S.
- Suspensions imposed by the principal at W.P.-B.S. will be honored but will be taken care of at Central Catholic.
- If a student is dismissed (expelled) from a class, Central Catholic will not contest the dismissal.
- When a student is suspended or dismissed from a class, the parents will be notified by the principal of Central Catholic.

In addition, Central Catholic students are expected to observe the same policy as W.P.B.S. students regarding selection of classes - original registration is final. It is understood that you will participate in that class during the semester as sometimes extra classes are added to accommodate our students. No student is permitted to add or drop a course without written permission of the principal of W.P.-B.S.

Students and parents should also be aware of Central Catholic policies:

- a. Students may leave class 10 minutes before the end of class. (The student misses approximately 12 minutes at the end of the class. He/she is responsible for work missed during this time.)
- b. When students return from the public school, they go to their next period classroom until the change of classes.
- c. Students must abide by all school policies and guidelines as set forth in the W.P.-B.S. handbook.
- d. All credits earned will be recorded on the student's permanent record and will count toward the accumulative credits needed for graduation at Central Catholic.
- e. Students may be dropped from W.P.-B.S. classes because of failure to abide by the student handbook.
- f. When Central Catholic is in session and there is no class at W.P.-B.S., shared-time students must be at Central Catholic in study hall. All shared-time students must attend classes at W.P.-B.S. even if Central Catholic is not in session.
- g. Failure to comply with any of the above guidelines may result in immediate removal from the W.P.-B.S. classes and loss of credit for those classes.

6. STUDENT RECORDS

Central Catholic maintains two types of records: permanent academic records and behavior/disciplinary records. Permanent academic records include material necessary for the proper operation of a school system. They contain:

- a. Birthplace
- b. Parents or guardians names and addresses
- c. Grades and academic work completed
- d. Attendance data
- e. Sex
- f. Scores on Standardized achievement, aptitude or interest tests.
- g. Co-Curricular Activities
- h. Health data (discarded at graduation)

Behavioral/Disciplinary records are kept until graduation. They include:

- a. Demerits and Code of Conduct Violations
- b. Record of detentions
- c. Record of disciplinary action taken at W.P.-B.S.
- d. Copy of any letters regarding disciplinary actions.

Out of respect for the rights of the individual, release of information will follow the guidelines which accompany State Statute 79-4,157: Any pupil in any public school, his parents, guardians, teachers, counselors, or school administrators shall have access to the school files or records maintained concerning him/her. No other person shall have access thereto nor shall the contents thereof be divulged in manner to any unauthorized person. All such files or records shall be so maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his continuous absence from the school for a period of three years and after authorization is given by the State Records Board pursuant to section 84-1201 through 84-1220.

7. TRANSCRIPTS

Out of respect for the privacy of the individual student, the school requires written consent of parents (or 18 year old student) before releasing student records, except in those cases specified in the Buckley Amendment. (School Board Policy #5051.1 and 5052.0)

If the college does not provide a record release form, such a form can be obtained in the guidance or main office.

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

The following charges shall apply:

- a. Transcripts before graduation – no charge.
- b. Transcripts request after graduation - \$2.00.

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.

8. CLASS CHANGE

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

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

9. **SYCAMORE (School Information and Performance System)**

Sycamore is a web-based computer program which can be accessed from any computer that is connected to the Internet. Students and parents have 24-hour access to grades, attendance, assignments, the calendar, and can communicate with teachers similar to email. Students and parents can check grades regularly and parents can become more involved in their student's education.

10. **REPORT CARDS**

Report cards with numerical grades are issued at the end of each nine-week quarter. At mid-quarter progress reports are sent home to parents of all students. Conferences are available twice a year. Additional conferences are held as needed. (School Board Policy #5504.1)

11. **SEMESTER/FINAL GRADES**

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

12. **INCOMPLETE GRADES**

Should a student not complete the course requirements during a given quarter for legitimate cause, an incomplete grade will be given. **If the work is not completed in one week following the quarter, a "0" will replace the missing paper, tests or work and then averaged in to determine the final grade.** It is the student's responsibility to collect information on all missing assignments, tests or papers and submit all work to prevent a "0" from being recorded for a particular assignment. Ordinarily incomplete grades which are not made up within two weeks are marked as a "0".

13. **FAILURES**

If a student fails a required course, it must be made up in one of three ways:

- a. Enrollment in the course during the next school year with permission from teacher and principal. Enrollment limited according to space in class.
- b. Tutoring and/or Independent study with a faculty member of Central Catholic. The student will pay the faculty member the suggested fee.
- c. Correspondence course from the University of Nebraska. All tuition, books and fees are paid by the student. Supervisor's fee will not exceed half the tuition.

If a student fails two courses during a semester, the student will be placed on academic probation for the following semester. Should a student not make substantial progress towards attaining the necessary credits for graduation, the student may be asked to leave the school.

14. **HONOR ROLL**

The Central Catholic Honor Roll has been established to provide recognition for superior academic achievement. In order to receive "Highest Honors", a student must have earned 93% or above in every class. To receive "Honors", a student must have earned an average between 90% and 92.9% and no grade below an 86%. Honor roll is figured 6 times a year: 1st quarter, 2nd quarter, 1st semester, 3rd quarter, 4th quarter, and 2nd semester.

15. **CUMULATIVE GRADE POINT AVERAGE AND CLASS RANK**

At the end of each semester grade point averages are finalized and class ranks recorded. All subjects are included in this grade point average. Cumulative grade point average and class rank begins with the freshman year.

16. **SPECIAL EDUCATION NOTICE**

If you feel your child needs any special assistance programs, please call the school to discuss your needs. The West Point Public Schools request your assistance in locating children with disabilities. The Federal Handicapped Children's Act (PL-94-142) guarantees a free appropriate educational program for all children between the ages of 0 and 21 years of age. If you have a student or know of any young person with special needs between the ages of 0-21 that is not enrolled in an appropriate education program, please call 372-5546 or write to:

Special Education Coordinator
West Point-Beemer Public Schools
PO Box 188
West Point NE 68788

17. INDIVIDUAL EDUCATION PLANS

Central Catholic will make available means to have students tested for learning problems through the ESU or local public school district (Parental permission is always required). Individualized Educational Plans or an adjusted grading system will be implemented for each students shown to have a learning disability (Parents will be notified). Students using an adjusted grading system will not be included in the official class rank. (School Board Policy #5021.2)

18. STANDARDIZED TESTING PROGRAMS

Standardized tests will be given to students. Tests will be selected by the administration and guidance counselor. Generally, the testing schedules are as follows: Terra Nova Testing in 7th grade, Explorer testing in 8th grade, the PSAT and PLAN tests in 10th grade, and the ACT test in 11th and 12th grades. More information on these tests can be obtained from the Guidance Counselor.

19. CONCERNS – DISCUSSION/RESOLUTION

At times students may not agree with teachers in academic or activity matters or with matters of discipline. In the spirit of Christian justice, everyone has a right to have concerns heard; but in promoting Christian justice student need to follow the procedures for expressing concerns or disagreements about their teachers:

- a. First, the student should speak directly to the teacher, coach or sponsor. In the case of disciplinary action the student may always appeal to the Principal.
- b. If such communication does not satisfy all involved, the second step is for the student's parents to discuss concerns with the student and teacher.
- c. If a resolution is not yet reached, teacher, student, and parents should discuss academic matters and discipline matters with the Principal.
- d. Parents wishing to meet with all teachers to discuss academic problems may set up appointments through the guidance counselor.

Concerns are most effectively addressed and resolved when concerned parties 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 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.

20. ATTENDANCE

Regular attendance at school should be the goal of every student. Regular attendance can help develop proper class preparation, participation in class discussion, and an appreciation of the importance of school. Your attendance in school becomes part of your record.

- a. Absence - a student is expected to attend school for the full day the school is in session. Any deviation from this is considered an absence. A half-day absence will be recorded for any student that is absent for more than a period and a half.
- b. Admit to school - Any student who has been absent for any reason must sign into the office upon his/her return to school. A written excuse must be brought from home containing the date or dates of absence, student's name, reason for the absence and parent's or guardian's signature.
- c. **Call the school** - Parents are asked to notify the school by phone (372-5326) by **8:00 a.m.** when a student will be absent for any reason.
- d. Excessive Absence - Excessive absences and irregular attendance will be reviewed by the school authorities for the purpose of possible loss of academic credit.
- e. Leaving during the School Day - A student leaving the school day is required to check out in the office. The student needs to give name, time of leaving, and present a written note for the absence. In case of illness, a call to the parent will be made to insure proper attention to health of the student. Failure to check out properly will result in disciplinary action..
- f. Students must be at school at least half of the school day to **attend** any Central Catholic activity that day or evening.
- g. Tardiness - Students reporting to school late must report to the School Office and request a pass to class. The tardiness is then reported on the student's record of attendance. Students who are late for first period will serve a detention that same day. Time will be double the number of minutes late (5-minute minimum). Students who accumulate three tardies in one quarter will serve an hour detention for the third and each subsequent tardy. (The school may make exceptions for cases of inclement weather.)
- h. Class tardiness - All students are expected to report to their classes on time. Un-excused tardiness will be handled by the teacher who issues one demerit.

- i. Truancy - When a student is absent without parental permission, he/she is considered truant (un-excused). The penalty for truancy is either a demerit, detention, or in-school suspension. Work missed during truancy must be made up. Repeated truancy will result in suspension or expulsion.
- j. College Visits - College visitation rights belong to the Senior and Junior classes only. Seniors can have two days per year and juniors can have one day per year, and are subject to prior arrangements with the Guidance Office and the School Office. A parent is responsible for the transportation. Students must fill out a Pre-Absence form available in the office.

Ten days absence from class, or classes, during any one semester will constitute justification for the assignment of no credit for the class or classes missed. The student will be notified after five absences. Parents will be contacted by letter when the student has accumulated eight absences during the semester. If a student misses two additional sessions of that particular class he/she will be notified that he/she may not receive credit. If however, the absences are caused by what the administration and staff considers extenuating circumstances (hospitalization), they may consider the special circumstance. A student who has been notified of the pending failure may file within two school days of the end of the semester a formal appeal that will be reviewed by a faculty-administration committee. Classes missed while a student is at a school activity will not be counted as an absence from class.

21. MAKE-UP WORK

When a student is absent, he/she is responsible for making up work. Acceptance of make-up work is at the discretion of the teacher in accordance with school and classroom policy. Ordinarily if a student is ill he/she will be allowed one day for each day's absence. If a student misses for any other reason, work is due when he/she returns. Assignments are to be completed prior to leaving for school activities.

C. GENERAL POLICIES AND PROCEDURES

1. TEXTBOOKS AND MATERIALS

Students are responsible for returning all materials in the condition they were received. Textbooks are to be covered at all times. Failure to do so will result in a \$3.00 fine. Any damaged or lost material must be paid for by the student at its replacement value. Failure to do so will prevent the student from taking final exams in the course.

2. ACCEPTABLE USE OF COMPUTERS

Access to the internet and other technology resources at Central Catholic is a privilege and as such, can be revoked when a student misuses the resources. The use of the network and internet is to support research and education. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening and obscene or pornographic material. Purchase of goods or services via the Internet is prohibited. Email accounts may not be set up or used during school time without teacher approval. Students are required to sign an Acceptable Use Policy at the beginning of the school year.

3. FINANCES

Book bills and tuition information will be mailed to families in the spring. Book bills are to be paid during July. Tuition is to be paid in advance, or according to contract plan. If this is not possible, the parent should contact their Pastor who will inform the Principal of other arrangements.

4. STUDENT DRESS CODE

The academic dress code is not meant to prevent individual expression on the part of the student. Through the academic dress code, the student is allowed to express his or her own individuality at the highest levels: through endeavors, personality, spirituality, and service to others.

Students may choose from the following options. It is not required nor encouraged that all students buy all the options available. On the contrary, students are encouraged to buy a minimal number of clothes and wear them regularly.

- a. Slacks, pants or Capri pants in khaki, black, or navy blue.
- b. Shorts mid-thigh or longer in khaki, black, or navy blue. With arms hanging at the side and all fingers extended, the length of clothing should not be shorter than the tip of the longest finger. Jean shorts or athletic shorts are not acceptable. Shorts are only to be worn during the months of August through October and April through May.
- c. **Slacks, Pants, Capri pants or Shorts with torn or frayed hems are not acceptable.**
- d. Flip-flops are not acceptable. All shoes worn must cover heel of the foot.
- e. Polo shirts in navy blue, black, or maroon.
- f. A school approved sweatshirt available in navy blue, maroon, or black bearing the Central Catholic logo. Hooded sweatshirts are not allowed.
- g. Solid white t-shirts may be worn as undershirts. No undershirt may be worn if it bears any writing of any type that can be seen through the outer shirt.
- h. Belts in black or brown must be worn at all times.
- i. Cosmetics are prohibited, until students are in the 9th grade or beyond.

Uniform shirts must be worn underneath sweatshirts; they must be tucked in at all times, and may not bear any logos. Shoes and socks must be worn. Socks must be clearly visible and worn at all times. Socks are required during dress-up days. Coats may not be worn in the classroom.

Haircuts and hairstyles for all students are to be neat, clean, well groomed, and not extreme (e.g. unusual colors). Boys are to be clean shaven with no beards or extremes in sideburns; additionally their hair must remain above the ears and eyebrows, and must not reach below the nape of the neck.

Head wear is not to be worn in the building during the school day, or at any indoor activity at Central Catholic. Examples of head wear include but are not limited to: hats, caps, bandanas and scarves.

Only girls may wear earrings; all other body rings are prohibited. Tattoos or other related markings that deface the skin are unacceptable. Any clothing or accessories that may interfere with the educational process may be removed or confiscated as to improve the learning environment.

Dress and grooming for any and every type of activity must always reflect neatness, cleanliness, regard for others, and Christian standards of decency. These factors must be kept in mind when selecting appropriate dress for both school and school sponsored functions. Violations of the dress code will result in a demerit. If infraction warrants, parents will be called

to bring proper uniform. As fads change, the principal will determine the appropriateness of the changing fashion, and the decision will be final. (School Board Policy #5038.1)

On occasion, students and student organizations may be granted a dress-up day exception to the academic dress code. On such days, students may wear clothing that sets them above, not below, the standards of the academic dress code.

5. JEAN DAYS

A jean day may be requested for the purpose of raising funds and to provide the students with an opportunity to wear clothes excluded by the academic dress code. The amount and method of payment will be announced prior to the dress-down day. Central Catholic shirts must be worn except on special occasions. No Flip flops will be allowed on jean days.

6. LUNCH

Students have two options for lunch: they may eat in the cafeteria where the meals are served daily, or they may bring their own.

In going and returning to the cafeteria and/or gym, students are to use the alley. Students should go to and return from the cafeteria in an orderly manner.

7. CARS

Cars driven to school should be parked in designated areas upon arrival at school. These areas are:

- a. West of gym except for G.A. teacher parking
- b. The spots between the church and convent except on days in which there is a funeral
- c. The spots in the lot north of Central Catholic (except for the front row).

Students parked inappropriately on school grounds are subject to the vehicle being towed at the owner's expense.

Cars are not to be driven or moved during the school day (including lunch hour) unless written permission is secured from the Principal and the parent. Cars driven to school should be registered with the school. Failure to register a car or violations of parking regulations could result in a fine, detention, or both.

8. TELEPHONE USE

Students, with the permission of the secretary or Principal, may use the office phone between classes or during the lunch period. Students will be called to the phone only in cases of emergency. Incoming messages will be delivered to students at lunch and at the end of the school day. Students are called from classes only for emergencies.

9. CELL PHONES AND ELECTRONIC DEVICES

Cell phone use is prohibited during school hours. This includes passing times and in the alley way between classes. Students are asked to keep cell phones off while in school. The use of a cell phone by any student will carry the following consequences:

1st offense – Student will be fined \$15 and one hour of detention. Parents must come and pick up the cell phone.

2nd offense – Student will be fined \$30 and two hours of detention. Parent must meet with the principal before picking up the cell phone.

3rd offense and beyond – Student will be fined \$45 and receive one day of in-school suspension. Parents must meet with the principal before picking up the cell phone.

10. HALL REGULATIONS

When changing classes, students are expected to walk. They should avoid crowding in the hallways and on the stairs, as well as stopping while on the stairs. Students should keep to the right in the hallways and on the stairs.

Students in the halls during class time are to have their planner. Failure to have their planner will result in demerits.

11. LOCKER REGULATIONS

Lockers are meant for single student use, and students are not to go through or use other student's lockers. Lockers are the property of Central Catholic and are to be kept neat and in good condition. Students should not have any expectation of privacy regarding their lockers, as they are subject to inspection at any time for any reason. Valuables and money should not be kept in lockers. The school is not responsible for loss of such items. A student may lock their locker using a lock obtained from the school. The school will retain a key and a record of the combination so that the school's access to the locker may not be impeded.

12. CLASSES IN THE ACTIVITIES CENTER COMPLEX

Teachers of classes in the activity center complex may give the students four minutes to get to and from classes in the Central Catholic building. Students passing between buildings and entering the Central Catholic building must be respectful of classes taking place in the other buildings, and pass between buildings in a quiet, orderly, and peaceful manner.

13. DATING AND MARRIAGE

Central Catholic, in keeping with the teaching of the Church in regard to courtship, discourages steady dating. It will be the responsibility of the parent and student to live up to this policy. The wearing of a diamond engagement ring is not permitted. Central Catholic will not accept married students.

14. STUDENT PREGNANCY

Chastity before marriage is the best preparation for fidelity in marriage. The selfless love that is cultivated between the man and woman who plan to marry is the only love that can sustain them after they are married. Conscious of the permissive climate in which we live, we urge parents to train their children in the practice of chastity, and in the frequent reception of the sacraments of penance and the Eucharist. Central Catholic will not accept married students. (remove?)

Central Catholic students involved in pregnancy (both boy and/or girl) shall be subject to the following:

- a. The student(s) may be allowed to continue their education at Central Catholic subject to conditions specified by Archdiocesan policy and those established by the Principal of Central Catholic High School in consultation with the student's pastor.
- b. The student(s) must accept a program of counseling. The school will offer a list of counselors and they may be one of their choice. (If the student rejects this counseling, he or she will not be allowed to remain in school.)
- c. Normal school activities may not be as feasible for the pregnant girls and that the school is not liable for accidents/injuries.
- d. Participation in public competitive school functions will be prohibited for the student(s) involved during the pregnancy. In order for a student to be reinstated they must have approval from CENTRAL CATHOLIC Administration.
- e. Because human life is precious, fragile, sacred, and because the essential sinfulness of direct abortion consists in the intent to kill innocent life, any student who willfully and directly cooperates in the destruction of unborn human life shall be expelled immediately. Such expulsion is to be permanent. (School Board Policy #5033.1)

15. MEDICATIONS USED AT SCHOOL

No school employee is authorized to dispense any type of medication to students or administer any type of medical aid except in emergency situations or with parental permission. Parents of students who must take prescribed medications or over the counter medications during the school day or in emergency situations should arrange for securing of such medication in the school office and sign consent forms regarding provision of such medication to their child. Asthma inhalants shall be an exception to this policy. (School Board Policy #3504.2)

16. FIELD TRIPS AND TRANSPORTATION

On certain occasions field trips are taken by classes or approved organizations. The following rules are applicable:

- a. Each student must receive permission from each of their classroom teachers. The classroom teacher may disallow student participation.
- b. Each student must turn in the required parental permission form the day prior to the field trip to the sponsor of the trip.
- c. Each student must pay the required costs for transportation and any other costs involved.
- d. Students dress for a field trip just as they would for a normal school day.
- e. Students are required to travel both ways in a school-approved vehicle. Deviation from this policy must have administration approval.

The following rules conform to regulations adopted by the School Bus Transportation Division of the State Department of Education and implemented to help insure the health and safety of all passengers at all times. Violations of any of these rules could result in loss of your privilege to ride the bus, demerits and/or detention.

- a. Remain seated at all times when the bus is in motion.
- b. Be extremely quiet when traveling in traffic and approaching railroad crossings.
- c. Do not distract the driver at any time when he/she is driving.
- d. Do not leave trash on the bus floor. Discard in containers provided on the bus or take them with you.
- e. No smoking at anytime.
- f. Never place any part of your body outside the bus window.
- g. Do not occupy seats in such a manner as to block aisles or close off exit path from rear to front of bus.
- h. A certified staff member must accompany students on the bus.

- i. Heed all instruction promptly from sponsor or person in charge of bus conduct.
- j. Treat the bus with respect and dignity - it is your classroom away from school, not a garbage container or a bedroom.
- k. Exit from rear door is for emergency use only.

Only a licensed bus driver is permitted to drive the bus. Arrangements to use the bus are made through the office of the Central Catholic Activities Director.

17. FUND RAISING PROJECTS

Only those clubs and approved organizations that need funds for specific purposes will be permitted to have a fundraiser. These must be with the approval of the sponsor, and principal. Since these fundraisers reach the same members of the West Point community, students are asked to limit the sale of items as much as possible. Service-type fundraisers are preferred.

18. HOMECOMING ELECTIONS

The Homecoming Court is chosen from the Senior class. On the first ballot, the seniors vote for two candidates for king and two for queen. The five highest make up the final ballot for each position. Each student in school then votes for one. Voting takes place one and a half weeks before Homecoming. Announcement of the Court is made about one week before the event. Announcement of the King and Queen is made at the dance.

19. PARTIES AND DANCES

Classroom parties are prohibited unless prior approval has been given by the administration.

School dances generally begin at 8:00 P.M. and end at 11:45 P.M. They will be sponsored by a faculty member and chaperoned by parents. The following rules apply:

- a. Agreements for entertainment are to be made on the school contract. This contract prohibits the band from using any alcohol or drugs while preparing, performing or cleaning up after a performance. The contract also prohibits the band from violating any other school rules during their performance.
- b. Students are to remain in the hall throughout the evening. Once a student leaves he/she may not re-enter. (For prom no one may leave before prom is over).
- c. No admittance after 10:00 PM. No admittance to the Homecoming dance forty-five minutes after the conclusion of the Homecoming game.
- d. No smoking or drinking of alcoholic beverages is permitted.
- e. Anyone seen drinking or in possession of alcohol will be detained until their parents are able to pick them up, or if parents are unavailable, until local law-enforcement authorities arrive. Anyone seen drinking outside will not be permitted to enter. If any of these are Central Catholic students, names are to be reported to the principal and to the club advisor.
- f. Only students in grades 9 through 12 are allowed to attend High School parties and dances. Junior High dances and parties are limited to students in grades 7 and 8.
- g. Prom is open to juniors and seniors.
- h. Anyone on suspension or who has been expelled is not permitted at dances. Chaperones for all activities should get a list of all Central Catholic students who are currently suspended or have been expelled.
- i. Unusual circumstances are to be reported to the club's advisor.

20. USE OF FACILITIES

Permission to use the Central Catholic Activity Center must be obtained from the Central Catholic Activities Director. The Guardian Angels Gymnasium is rented through the St. Mary's Parish Office. Rental fees for both facilities may be applicable.

If any student or student group wishes to use the high school buildings after school hours, a faculty member must be present. No student may obtain a key from a faculty member; the faculty member must open the door. The faculty member is responsible for seeing that the doors are locked and the building left in the same condition as when the group entered.

D. DISCIPLINARY POLICIES AND PROCEDURES

1. DETENTION

School detention shall mean the detaining of a student for one hour after regular school dismissal. School detentions are earned as a result of an accumulation of demerits or by the commission of a serious infraction of school rules. During school detention time the students will sit idly or perform a task assigned by the detention proctor. (School Board Policy #5031.3)

2. SUSPENSION

Suspension shall mean the temporary withdrawal of the right or privilege of a student to attend a class or classes. A student may be suspended for any serious or repeated breaking of school rules or when the student's presence at the time would be detrimental to the best interests of the school. The Principal shall determine suspension. Suspension will be served from first bell to final bell under administrative supervision.

The student is responsible for making up all work including assignments and class-work missed during a suspension. The teacher will impose deadlines and arrange for tests. Suspension shall also mean the temporary withdrawal of the right or privilege to partake in all co-curricular activities. Illegal possession of alcohol, other drugs, or weapons at a school activity incurs automatic in-school suspension.

A suspended student is automatically placed on disciplinary probation. In addition, a student can be placed on probation for any serious or chronic infraction of the school rules. Probation extends until the end of the current school year. (School Board Policy #5031.2)

Disciplinary probation shall consist of a final opportunity for the student to prove his/her ability to follow school rules.

3. EXPULSION

Expulsion shall mean permanent withdrawal of the right or privilege of a student to attend school. A student may be expelled for any gross misconduct, repeated lack of cooperation or if a student's continued presence is detrimental to the best interests of the school. The Principal shall determine expulsion. (School Board Policy #5031.2)

The procurement of an abortion, the performance of illegal activities, illegal possession or use of drugs, or the possession of drug related paraphernalia constitutes grounds for immediate expulsion of a student. Any major offense while on probation may also constitute grounds for immediate expulsion. This rule does not prohibit possession or consumption by a student of a substance that has been prescribed to him/her by a person licensed to prescribe. See section on Chemical Dependency Policy.

4. NOTIFICATION OF PARENTS

Parents/guardians will be notified of their child's expulsion, suspension, or probation. Notification will include correspondence detailing the reasons for the action. In the case of suspension or probation, a conference may be required with the parents before the student is readmitted. (School Board Policy #5031.2)

5. CLASSROOM RULES

All teachers give out classroom rules and standard operating procedures at the beginning of the school year or semester. Students will be held accountable for the content of those classroom rules and regulations throughout the school year. Rules, norms, and procedures may be added as deemed necessary by the classroom teacher. Teachers may detain students for violations of classroom rules. Parents and students should read classroom rules very carefully and contact the teacher for questions on individual classroom policies.

STUDY HALL RULES

- a. Students must come prepared to study/read.
- b. If students do not have homework, they are to read an A/R book.
- c. Students are not allowed to sleep or visit.
- d. Not studying or reading will have the consequence demerit(s) and/or detention.
- e. Additional study hall rules are posted in the classroom.

6. ASSESSMENT IRREGULARITIES

It is important that students at Central Catholic pursue their education with honesty and integrity and that the graded work accurately reflect their academic achievement. It is important that Central Catholic maintains a high standard of compliance with this expectation. They include but are not limited to:

- a. Unusual or irregular similarities in graded work.
- b. Breaking the norms of assessment procedures (e.g. wandering eyes, cheating)
- c. Plagiarism.

Therefore, academic irregularities will not be tolerated and will be handled by classroom teacher in consultation with the administration. Suspension or loss of credit may result.

7. FINES

Certain offenses carry with them a fine of \$3.00 in addition to the possible loss of honor card points.

- a. Chewing gum in the school building.
- b. Having food or drink (except water) in a locker or on ones person that is not stored away in a lunch sack.
- c. Defacing property (fine plus the cost of repair).
- d. Throwing of snowballs, ice chunks, rocks, etc will carry a \$5.00 fine.
- e. Not covering textbook.

8. DEMERIT SYSTEM

The demerit system is designed to help the student assume responsibility for his/her conduct. Parents should review their son's or daughter's demerit report occasionally so they will be aware of any discipline problems before they develop into something more serious.

One-Point Penalties

1. Tardiness
2. Failure to turn in excuses
3. Students not having Honor Card with them
4. In halls without pass
5. Dress code violation
6. Disorderly conduct
7. Discourtesy or Disrespect
8. Failure to submit honor card promptly
9. Wasting class or study time.
10. Foul language and inappropriate actions
11. Sleeping in Class

Three-Point Penalties

1. Leaving the building without permission
2. Violating academic norms
3. Dismissal from class
4. Unexcused absence from class

Additional Information:

- a. The categories above are not all-inclusive and additional points may be deducted at the teacher's discretion.
- b. All detention and/or demerits may be appealed to the principal, or the discipline council.

Cumulative Penalties:

- a. When the three demerits have accumulated, the student will receive a minimum of one detention.
- b. Upon the accumulation of demerits to warrant a third detention in a semester, a conference will be held with the principal and the student will receive an in-school suspension.
- c. Upon the accumulation of demerits to warrant a fourth detention in a semester, a conference will be held with the student and the student's parents. At this time the matter may be referred to the discipline committee that will then make a recommendation regarding an appropriate penalty (one to five days out-of-school suspension, or expulsion). If the student is given the opportunity to remain at Central Catholic a contingency contract may be drawn up as a necessary condition of continued enrollment.
- d. Upon the accumulation of demerits to warrant a fifth detention in a semester, a discipline committee will be called to make a recommendation regarding an appropriate penalty (multiple days' out-of-school suspension, or expulsion). There will be a presumptive recommendation for expulsion given that the student received numerous opportunities to modify his/her behavior.

The Discipline Committee shall consist of:

- a. The Principal,
- b. The Activities Director,
- c. The Guidance Counselor,
- d. The School President, and
- e. One Faculty Member.

9. VANDALISM

Vandalism is a concern of everyone since repair and replacement forces higher tuition rates on everyone. If a student is caught vandalizing school or private property, the student and parents will be liable for the damages and must make restitution. In addition, if circumstances warrant, law enforcement authorities may be called, and the person or persons responsible may be prosecuted, suspended, and/or expelled.

10. WEAPONS

Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for the purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons, however this is not an all inclusive list: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons. A first offense in violation of the weapons policy will result in parent notification and will result in immediate suspension, and may result in expulsion. A second offense in violation of the weapons policy will result in immediate suspension or expulsion.

11. CLEANING

Each student is expected to take his/her turn cleaning after school. The cleaner may not leave until the teacher has inspected the room. All students, regardless of grade or age, are expected to help keep the school clean, including the hallways, buildings, grounds, and restrooms. A clean school helps to create a better learning environment, and helps students be successful.

12. COURTESY

Students should show courtesy to all the faculty members, custodians, cafeteria workers and fellow students. The privacy of a teacher's desk and personal property should be respected.

13. FIGHTING

Students are not to engage in verbal or physical fights in the school building, on school grounds, or at school-sponsored activities. Students are prohibited from hitting, striking, kicking, or in any other way harming another student or school personnel.

14. STUDENT OFFENSIVE CONDUCT

Offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct or harassment may result in suspension or expulsion.

Examples of offensive conduct which when repeated constitute harassment include but are not limited to the following:

- a. Explicit and offensive sexual reference or gestures.
- b. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability.
- c. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which are disparaging or demeaning to others on the basis of their gender sexual orientation, race, color, religion, national origin, marital status, or disability.
- d. Unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advance or suggestions of a sexual nature.
- e. Central Catholic welcomes all of its new members into our community. Therefore, any form of initiation is forbidden. Failure to observe this regulation will be considered a major offense, and may result in suspension or expulsion.

15. THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, school board members, visitors, or other persons, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior may face disciplinary consequences up to and including expulsion.

16. HARASSMENT AND BULLYING

One of the missions of Central Catholic is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

17. CHEMICAL DEPENDENCY PHILOSOPHY AND POLICY

Central Catholic believes that it exists for the benefit of the student. Therefore, our policy on drugs and alcohol reflects this basic promise. The foundation of this policy is to foster understanding of mutual responsibilities to and for one another. The goal of this policy is to develop an understanding between the school, the parents, and the student in regard to chemical use and the use of tobacco.

Inappropriate use of mood-altering chemicals is an influence that can affect all aspects of development in adolescents and can restrict their ability to perform. We will respond to the use of alcohol and all restricted chemicals among the students in the school, or at school-related functions with promptness, purpose, consistency, and understanding. We realize that problems related to chemical use are treatable. Therefore, we provide the appropriate education, initial counseling, basic information and positive support for our students.

*Using: A student is found taking alcohol or drugs or behaving in a manner that exhibits the use of it.

*Possessing: Possession refers to having drugs or alcohol on your person or in the car.

*Selling: The act of selling alcohol or other controlled substances or possessing an amount of such substance, which would only be appropriate for selling. (School Board Policy #5026.1)

Central Catholic does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Alcohol, Tobacco, and other Drugs Detection and Deterrent:

It shall be the policy of Central Catholic to employ such resources as determined necessary to deter and detect student use and/or possession of alcohol, tobacco, and other drugs (ATOD) while on school campus. Use and/or possession of these substances by students shall be reported to local law enforcement and the County Attorney and shall subject the student to the consequences stated in school policy.

Deterrent and detection resources which may be used may include the use of drug detector dogs, breath testing, or other forms of testing. The basis for implied consent detection shall be (unusual or erratic behavior, slurred speech, or the odor of alcohol). The use of drug detector dogs shall be limited solely to the examination of lockers, locker rooms, and other areas of the school or school campus and not to students’ physical beings. In the event that examination of a student’s locker provides evidence of other forms of contraband (weapons, other legally prohibited items or substances, etc.) those items shall be reported to local law enforcement officers and the County Attorney and shall subject the student to the consequences stated in school policy. The implementation of other forms of testing shall be based on behaviors exhibited by the student. Central Catholic is not liable for expenses incurred through such testing.

Alcohol and/or Drug Offenses Beyond Possession and/or Criminal Activity:

The use of liquor (as defined by Nebraska Statute Section 79-267), controlled substances, or look-alike drug items, or paraphernalia, and criminal activity is not permitted on school property, in school-operated or school-sponsored vehicles, on school-sponsored trips, or at any time when students are under school supervision including school sponsored activities or events. Students will not be permitted to attend school or school-sponsored events when there is evidence of their having used or being under the influence of liquor, controlled substances, and/or involved in criminal activity.

Suspicion of Use:

Unusual or erratic behavior, slurred speech, or the odor of alcohol will be considered adequate evidence of having used or being under the influence of alcoholic beverages or controlled substances. Students who choose to participate in athletics are subject to any additional regulations concerning the use of alcoholic beverages or controlled substances included in the acceptable and unacceptable behavior policy.

Implied Consent and Zero Tolerance Policy:

Students who attend a Central Catholic High School event and are under suspicion of using or being under the influence of liquor, Central Catholic staff shall be empowered to detain that student and to contact law enforcement authorities to arrange for breath testing to confirm or deny that suspicion. A breath test reading that is above a reading of .002 shall be utilized as proof of use of liquor or being under the influence of liquor. Should a student refuse to submit to such testing, that refusal shall be accepted as admission by the student of use of liquor or as being under the influence of alcohol, and the student shall then be subject to stated consequences of that behavior.

Criminal Activity:

When school officials receive a report that a student was involved (whether charged or not) or convicted of an unlawful act, including any determination made by the juvenile/adult court, the student shall be contacted. This policy pertains to unlawful acts and juvenile/adult determinations that principally do not fall under the drug and alcohol policy and constitutes a criminal violation (whether charged or not) or a juvenile/adult court determination/conviction of what would otherwise be a criminal act. The intent of this policy is concerned with offenses involving property damage, theft, personal injury, or lack of moral turpitude. Violations may include, but are not limited to violations such as theft, vandalism, and assault. Students that are in violation of criminal activity shall be subject to stated consequences of the behavior for school and activity participation.

Consequences for the use and/or possession of a controlled substance:

- a. The parents or the adult designated by the parents as their emergency contact will be called to pick up the student immediately.
- b. Automatic three day in-school suspension.
- c. Suspension from all activities for a time designated by the administration.
- d. The student undergoes a chemical dependency diagnosis.

Consequences for the selling of restricted chemicals:

- a. The parents or the adult designated by the parents as their emergency contact will be called to pick up the student immediately.
- b. Automatic three day in-school suspension.
- c. Suspension from all activities for a time designated by the administration.
- d. The student undergoes a chemical dependency diagnosis.
- e. For a first confirmed offense of selling, the police will be notified after notifying the parents that the offense has occurred.

Tobacco-Free Environment:

Central Catholic declares all school facilities and grounds to be tobacco-free environment for students and staff. When attending school events, including athletic events and/or activities, please remember that school grounds are tobacco-free.

Tobacco Use Policy:

Tobacco use is disruptive to the education process, illegal for students under age, and creates a health and safety hazard. No student possessing, smoking, or chewing tobacco or look-alike substances will be permitted on the school campus, inside school buildings, in school operated or sponsored vehicles, on school-sponsored trips, or at any time the student is under school supervision. Students possessing, smoking, or chewing tobacco or look-alike substances will not be permitted in non-school buildings where school sponsored events are being held. Students who choose to participate in athletics will be subject to any additional tobacco regulations included in the acceptable and unacceptable behavior policy.

Consequences for the use of tobacco on school property or at any school activity:

- a. First offense: One hour detention and parents informed.
- b. Second offense: Two hours detention and parents informed.

- c. Third offense: Three hours detention and parents informed.
- d. Fourth offense: In-school suspension and parents informed.

18. ACCEPTABLE AND UNACCEPTABLE BEHAVIOR POLICY

In addition to the consequences laid out above, students who violated the chemical dependency policy will also be subject to the consequences as called for in the acceptable behavior policy. Students are covered under this policy beginning with their first day of school at Central Catholic until graduation, or their final day or representing Central Catholic.

Any student who makes the decision to act in an unacceptable manner is disciplined by Central Catholic and is offered rehabilitation as indicated. Corrective/rehabilitative action is uniformly applied to each Central Catholic student.

Students who are not cooperative or who impede an investigation face additional penalties up to and including permanent suspension from activities.

a. Unacceptable Behavior – Attendance

a. Unexcused absence from practice/meeting.

- 1. Discretion of teacher, coach, or sponsor.

b. Subsequent unexcused absences.

- 1. Coach or sponsor will contact the student's parent(s). Corrective action will be at the discretion of the teacher, coach, or sponsor.

c. Unexcused absences from a contest or event as determined by the teacher, coach, or sponsor.

- 1. Suspended from participation in additional club/class activities for remainder of the season.

b. Unacceptable Behavior – Substance Abuse

1. First offense for possession and/or use of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

- a. The student and parents are responsible for making an appointment with the Central Catholic Guidance Counselor. Following the suspension, the student may continue to take part in competition if he/she is actively complying with the Counselor's recommendations. Failure to successfully complete the rehabilitation program may entail a delay in re-entering, or suspension from, all activities. All costs of an outside referral, or program, will be the responsibility of the participant.
- b. The student will serve one day of In-School Suspension.
- c. The student will be ineligible to be elected or selected to the National Honor Society, service as EMHC or lector, the Student Council, as a class officer, or as Homecoming royalty for a period of one year.
- d. Eligibility for additional honors such as Male or Female Athlete of the Year, the Leaders and Champions Award, Valedictorian or Salutatorian honors would also be relinquished for one year after the first offense.
- e. If the student is a member of National Honor Society, the student council, or is a mandated liturgical minister, or class officer, the student will be removed from these positions.

2. Second offense for possession and/or use of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

- a. The student and parents are responsible for making an appointment with the Central Catholic Guidance Counselor. Following the suspension, the student may continue to take part in competition if he/she is actively complying with the Counselor's recommendations. Failure to successfully complete the rehabilitation program may entail a delay in re-entering, or suspension from, all activities. Recommendations at this level may include a referral to an outside substance abuse program. All costs of an outside referral, or program, will be the responsibility of the participant.
- b. The student will serve two days of In-School Suspension.
- c. The student will be ineligible to be elected or selected to the National Honor Society, service as EMHC or lector, the Student Council, as a class officer, or as Homecoming royalty for a period of one year.
- d. Eligibility for additional honors such as Male or Female Athlete of the Year, the Leaders and Champions Award, Valedictorian or Salutatorian honors would also be relinquished for one year after the second offense.
- e. If the student is a member of National Honor Society, the student council, or is a mandated liturgical minister, or class officer, the student will be removed from these positions.

3. **Third offense for possession and/or use of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.**
 - a. Suspension from all activities for the remainder of the participant's high school career.
 - b. A career suspension appeal will be heard after one calendar year pending the re-enrollment and completion of a substance abuse program approved by the Guidance Counselor. All costs of the rehabilitation program will be the responsibility of the participant.
 - c. The student will serve three days of In-School Suspension.
 - d. The student will be ineligible to be elected or selected to the National Honor Society, service as EMHC or lector, the Student Council, as a class officer, or as Homecoming royalty.
 - e. Eligibility for additional honors such as Male or Female Athlete of the Year, the Leaders and Champions Award, Valedictorian or Salutatorian honors would be permanently relinquished after the third offense.
 - f. If the student is a member of National Honor Society, the student council, or is a mandated liturgical minister, or class officer, the student will be removed from these positions.

c. Unacceptable Behavior – Other Misconduct

1. **All other offenses will be referred to the Principal or the Disciplinary Committee.**
 - a. Decision of the Principal or the Disciplinary Committee.
 - b. The Principal may request a Disciplinary Committee session whenever it is deemed necessary.

E. STUDENT ACTIVITY POLICIES AND PROCEDURES

1. ACTIVITIES DEPARTMENT MISSION STATEMENT

It is the mission of the Central Catholic Activities Department to develop leaders and champions, who strive for excellence, and exhibit the qualities and behaviors shown by good teammates. This will be achieved through the activities sponsored by our school, the Mid-State Conference and the Nebraska School Activities Association (NSAA).

2. ACTIVITIES

Central Catholic offers the following activities:

NSAA-Sponsored Activities

Football	Softball	Volleyball
Play-Production	Instrumental Music	Vocal Music
Basketball (Boys and Girls)	Wrestling	Speech
Golf	Track (Girls and Boys)	

School Activities

Academic Decathlon	Cheerleading*	Class Council
Drama/Musical Production	Student Council	National Honor Society
Quiz Bowl	academic Contests	Math Counts

Religious/Service

Mission Possible	Peer Ministry
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*Cheerleaders will follow all NSAA Regulations and code of conduct policy and activity policies of Central Catholic as listed in the student handbook for all sports and school activities.

3. PHILOSOPHY ON WINNING AND PARTICIPATION

Though it may surprise some outsiders, winning is not a defined goal of Central Catholic Activities. Winning comes from doing things right, and our goals speak to this issue. The defined goals of our activities, those which we continually measure the progress of our programs, are to:

- a. offer a variety of activities, promoting the development of a broad range of interests.
- b. provide many opportunities for students to be active, and learn how to lead.
- c. refuse to settle for adequate.
- d. continually strive to get better.

By using these goals, we are sure to produce teams which help to build leaders and champions, who are able to use the qualities and behaviors of good teammates in their whole lives, not just Central Catholic Activities. Each coach or sponsor will have their individual team goals and expectations, but these four goals are the cornerstone of building leaders and champions, and to doing things right.

All eligible students will be given an opportunity to participate in Central Catholic Activities. Student eligibility, according to Central Catholic, and the NSAA, is outlined later in this in the student handbook.

Junior High Activities

Participation in Junior High Activities is an introduction to interscholastic activities. Skill development, sportsmanship, and the team philosophy are important goals at this level. Central Catholic and Guardian Angels will attempt to provide the opportunity for all students to participate.

Freshmen & Junior Varsity Teams

This is a transitional time between junior high and varsity competition. The level of intensity and practice, as well as in contests, will be increased. The commitment and dedication to the team and activity also must be increased at this level. The participant will be given the opportunity to earn his/her opportunities to compete through the demonstration of his/her increased skill and abilities at practice and dedication to the team. Every attempt will be made to give each team member opportunities to compete, but time and opportunities will not be equal for each participant.

Varsity Teams

Varsity level teams are the focal point of the Central Catholic Activities Department. To be a part of the Varsity Team is an honor in itself that must be earned. At this level, there is no guarantee of opportunities to compete. The intensity of competition will determine when the best participants are competing.

Participation in Athletics & Activities

Students are encouraged to participate in more than one activity each season, provided that just one activity is an athletic activity. If a student chooses to participate in more than one activity per season, the participant, his/her parents, and coaches/sponsors, must all understand and respect the required amounts of time necessary to compete in each activity. However, being a member of multiple teams does mean being responsible to many different people. All efforts will be made through proper scheduling, understanding, and cooperation between coaches or sponsors involved to be sure the integrity of each team is not harmed by a student's participation in multiple activities. If no level of understanding is able to be achieved between the participant and his/her coaches or sponsors, the Activities Director may intercede.

4. CENTRAL CATHOLIC SCHOOL AND RELIGIOUS/SERVICE ACTIVITIES

Cheerleading

As with any school sport team, being a member of the Bluejay Cheer Squad is an honor and a privilege. Cheerleaders promote school spirit and support the Bluejays throughout the entire school year.

Cheerleading tryouts are held in the spring of each year. At this time, participants are selected to cheer the following year. All those selected are required to cheer during both football and basketball seasons unless they play another sport. In this case, with Sponsor's approval, the participant may cheer during the off-season for their chosen sport. A cheerleader may not participate in another sport during the season that they cheer.

Permission must be obtained from the cheerleader's parents before girls are permitted to join the squad. Cheerleaders will be required to sign a contract stating they understand and will comply with specific guidelines and policies established by Sponsor and team captains. At any time this contract is breached, cheerleader may be suspended from the squad either for a short period of time or indefinitely.

Cheerleaders are expected to look and act their best any time they wear the Bluejay uniform. Because the uniform is uniquely fitted to each individual, the cheerleader and/or parents will be responsible for the cost of the uniform. If at any time during the year a uniform ceases to fit properly, including becoming too short, the cheerleader and/or parents will be expected to replace the unacceptable piece immediately, before the cheerleader will be allowed to cheer again.

Class Council

Class Council is composed of four class officers who are elected each year. The officers are: president, vice-president, secretary and treasurer. Nominations for office will be submitted to the class advisors the first week of school. Voting for the class officers will be done by the second week of school for upper classes. Voting will be done by written ballot. Advisors will tally the votes. Voting in the Presidential election will occur first, with the candidate earning the most votes becoming President, and the runner-up becoming Vice-President. Voting for Treasurer and Secretary will also be conducted by written ballot and will follow the presidential election.

Class meetings will be held at the request of the class officers and sponsor. Main duties for the officers of each class are as follows:

- All Classes – Concession Stand
- Sophomores – Senior Breakfast
- Juniors – Prom
- Seniors – Graduation

There will be no Junior High Class Council.

National Honor Society

Membership in the National Honor Society is both an honor and a responsibility. Selection for membership is by Faculty Council and is based on outstanding scholarship, leadership, character, and service. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, character, and service.

Candidates eligible for membership must be a member of the sophomore, junior, or senior classes. Candidates are evaluated in the spring semester. They must have a cumulative grade point average of at least 91.0% (B+). Eligible candidates are then evaluated on the basis of leadership, character, and service.

Leadership and character are based on faculty ratings. Each faculty member rates students with whom they have had definite contact on a 1-4 scale (1-poor, 2-average, 3-above average, 4-superior). The criteria the teachers look at are:

Leadership

1. Demonstrates leadership in the classroom or organization work.
2. Is thoroughly dependable in any responsibility he/she accepts.
3. Demonstrates initiative in carrying out any responsibility without the prodding of teachers.
4. Exemplifies the qualities and attitudes, which are a silent influence on others for good.

Character

1. Demonstrates highest standards of attitude toward honesty, reliability, fairness and tolerance.
2. Constantly exemplifies desirable qualities of personality - cheerfulness, friendliness, neatness, poise, and stability.
3. Cooperates by complying with school regulations.
4. Exemplifies positive independent thinking.

Service is based on the "Student Activity Information Form" that the candidates fill out. It is also rated on the same 1 to 4 scale.

The ratings are then averaged by the faculty advisor. Selection for membership is determined by the faculty council (group of five teachers appointed annually by the Principal). The faculty council reviews the overall averages and the students' activity information forms and selects each member by a majority vote. Students selected for membership in the National Honor Society are announced at Awards Night.

Members who do not live up to the standards of the National Honor Society will be warned in writing by the Chapter Advisor and given a reasonable amount of time to correct the deficiency. In cases of a flagrant violation of school rules or violation of civil laws, a member does not necessarily need to be warned before dismissal from the National Honor Society. Warnings include, but are not limited to the following: grade point average falling below 91.0%, suspension, violations of the Central Catholic Code of Conduct or Chemical Dependency Policy, or student pregnancy (both boy and/or girl).

Typically, the first violation will result in a written warning. If there is a second violation, the candidate will appear before the faculty council. At this meeting there will be a presumptive recommendation of dismissal from the National Honor Society. A third violation would warrant automatic dismissal. For purposes of dismissal, a majority vote of the faculty council is required.

Student Council

Members of the Student Council should, by their actions, demand the respect of the student body. During the school days and on school functions, they are expected to lead by good example and be a motivating force for good. Council members should realize that as elected delegates, they represent the school in an official way. Their presence and their actions speak for the student body.

Student Council is made up of officers (President, Vice-President, Secretary, and Treasurer) as well as representatives from each class. Election of the President takes place in the spring. He or she will take office at the start of the fourth quarter of that same year. The president should attend the Christian Leadership Institute during the summer. The remaining officers will be elected in the fall of the next school year.

Council members represent the student body and are the official link between the students and the school administration. Communication is taken from the council constitution.

Procedures for Communication and Problem Solving (summarized from Constitution)

1. State clearly the real problem (not the symptoms)
2. List possible solutions
 - a. Pros and cons of each (Both must be listed along with cost, people involved, dates, etc.)
 - b. Who will carry out the solutions?
 - c. What action will occur if not carried out?
 - d. How will the solution be evaluated?
 - e. Should alternatives be tried?

Chain of Communication

1. Individual Student or Student Group should bring issue to a representative of the Student Council, or Student Council Sponsor.
2. Student Council will discuss issue and solutions.
3. Student Council representatives will discuss issue and solution with the Principal.

5. PARENTAL CONSENT FORM

Before a student is permitted to take part in the athletic program at Central Catholic, the parent(s) must sign a consent form, which states:

“I hereby give my consent for _____ to practice and compete for _____ school in activities approved by NSAA except for _____. I have read the rules of eligibility pertaining to activities participation and acknowledge and understand the purpose and content thereof.”

The student also signs a form which states:

“This application to compete in interscholastic activities for the above named high school is entirely voluntary on my part and is made with the understanding that I have read the eligibility rules and regulations of the State Association and I am not in violation of such rules.”

6. PHYSICAL EXAM

Each student who expects to participate in athletic contests shall present to the athletic director or coach once each year, before actual participation in any practice, a physician’s certificate (on a form prescribed by the school) stating that he/she is physically fit for athletic participation. These forms are kept on file in the local high school.

PARENTAL CONSENT

This health form also includes a section for the parent(s) to sign. This section includes the statement: I hereby give my consent for the above named student to:

- a. Represent his school in athletic activities, except those crossed out on this form by the examining physician, provided that such athletic activities are approved by the State Association.
- b. Accompany any school team of which he/she is a member on any of its local or out-of-town trips. I authorize the school to obtain through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such athletic activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the course of such athletic activities or such travel.

7. INJURIES

Students are to report any injury or infirmity to their coach or sponsor immediately.

An athlete may be excused from participation in practice or competition in a sport because of physical injury. An excuse from practice or competition may be obtained from the head coach by submitting to such a person a signed statement from a physician explaining the nature of the injury and stating that the athlete should not practice or compete because of injury.

After receiving an excused absence because of injury, no athlete shall participate in practice or competition without first having submitted a signed statement from a physician or parents to the head coach stating that he/she is physically fit to resume such practice or competition.

8. ILLNESS

In the event that an athlete fails to participate in practice or competition because of an illness lasting five days or more, such student shall not resume participation in practice or competition without first submitting a signed statement from a physician or parent to the coach stating that he/she is physically fit to resume such practice or competition.

9. ACTIVITIES CODE OF CONDUCT

Participation in activities at Central Catholic is regarded as a privilege, not a right. All participants shall abide by a code of conduct that will earn them the honor and respect that participation and competition in interscholastic activities affords. Any conduct that results in dishonor to the participant, team, or school will not be tolerated. Acts of unacceptable conduct tarnish the reputation of everyone associated with Central Catholic, and the activities at Central Catholic.

When a student voluntarily participates in interscholastic activities, he/she agrees to abide by the activities Code of Conduct throughout his/her career. The Code of Conduct begins with a student’s first day of participation in interscholastic activities and continues through their date of graduation, or their final competition as a representative of Central Catholic High School. The Code of Conduct is in effect during vacation breaks, summer recess, and off-season times.

a. Attendance

1. Regular Practices

Practices are essential conditioning, improvement of techniques, and acquisition of teamwork skills. Therefore, participants are required to attend scheduled practices. Participants who are absent from school are excused from practice on the same day as the absence. Participants who are suspended from school may not participate in practices or competition during the suspension. Participants assigned a partial day of in-school suspension may not participate on the same day unless granted the privilege by administration. Participants suspended from school twice during the same season are suspended from the team for the remainder of the season. Participants must attend beginning at 10:00 A.M. the day of a competition unless the absence is approved administratively.

2. Vacation Practices

Practices scheduled and attendance rules are set by coaches and sponsors in a consistent and fair manner and are approved by the Activities Director before implementation.

Attendance procedures are developed for the protection of both the participant and the coach or sponsor, and for the orderly progression and development of the total team. Athletes who do not train during an extended vacation could be seriously injured if allowed to participate under highly competitive game conditions. Participants who do not practice during extended vacation risk the loss of progress already developed within the season of competition. Teams cannot be developed to their fullest potential when all members are not present.

b. Acceptable and Unacceptable Behavior

Any student who makes the decision to act in an unacceptable manner is disciplined by Central Catholic as set forth in this Code of Conduct and is offered rehabilitation as indicated. Corrective/rehabilitative action is uniformly applied to each Central Catholic activities participant.

Students who are not cooperative or who impede an investigation face additional penalties up to and including permanent suspension from activities.

1. Unacceptable Behavior – Attendance

a. Unexcused absence from practice.

1. Discretion of coach or sponsor.

b. Subsequent unexcused absences.

1. Coach or sponsor will contact the participant's parent(s). Corrective action will be at the discretion of the coach or sponsor.

c. Unexcused absences from a contest as determined by the coach or sponsor.

1. Suspended from participation for remainder of the season.

2. Unacceptable Behavior – Substance Abuse

a. First offense for possession and/or use of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

1. Immediate suspension from participation in 25% of the NSAA allowed competitions, served consecutively, for the participant's current or next activity. If participant is involved in multiple activities concurrently, participant will be suspended from both activities for 25% of each season. If the student notifies the Principal, Activities Director, or Coach/Sponsor within 24 hours of the offense, 20% of the suspension will be lifted, leaving the student suspended from participation in 20% of competitions.
2. The student and parents are responsible for making an appointment with the Central Catholic Guidance Counselor. Following the suspension, the student may continue to take part in competition if he/she is actively complying with the Counselor's recommendations. Failure to successfully complete the rehabilitation program may entail a delay in re-entering, or suspension from, all activities. All costs of an outside referral, or program, will be the responsibility of the participant.
3. The student will serve one day of In-School Suspension.
4. The student will be ineligible to be elected or selected to the National Honor Society, service as EMHC or lector, the Student Council, as a class officer, or as Homecoming royalty for a period of one year.
5. Eligibility for additional honors such as Male or Female Athlete of the Year, the Leaders and Champions Award, Valedictorian or Salutatorian honors would also be relinquished for one year after the first offense.

6. If the student is a member of National Honor Society, the student council, or is a mandated liturgical minister, or class officer, the student will be removed from these positions.

b. Second offense for possession and/or use of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

1. Immediate removal from the team with a minimum suspension from 50% of the NSAA allowed competitions, served consecutively, for the participant's current/next activities. If participant is involved in multiple activities concurrently, participant will be suspended from both activities for 50% of each season. If the student notifies the Principal, Activities Director, or Coach/Sponsor within 24 hours of the offense, **20%** of the suspension will be lifted, leaving the student suspended from participation in **40%** of competitions.
2. The student and parents are responsible for making an appointment with the Central Catholic Guidance Counselor. Following the suspension, the student may continue to take part in competition if he/she is actively complying with the Counselor's recommendations. Failure to successfully complete the rehabilitation program may entail a delay in re-entering, or suspension from, all activities. Recommendations at this level may include a referral to an outside substance abuse program. All costs of an outside referral, or program, will be the responsibility of the participant.
3. The student will serve two days of In-School Suspension.
4. The student will be ineligible to be elected or selected to the National Honor Society, service as EMHC or lector, the Student Council, as a class officer, or as Homecoming royalty for a period of one year.
5. Eligibility for additional honors such as Male or Female Athlete of the Year, the Leaders and Champions Award, Valedictorian or Salutatorian honors would also be relinquished for one year after the second offense.
6. If the student is a member of National Honor Society, the student council, or is a mandated liturgical minister, or class officer, the student will be removed from these positions.

c. Third offense for possession and/or use of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

1. Suspension from all activities for the remainder of the participant's high school career.
2. A career suspension appeal will be heard after one calendar year pending the re-enrollment and completion of a substance abuse program approved by the Guidance Counselor. All costs of the rehabilitation program will be the responsibility of the participant.
3. The student will serve three days of In-School Suspension.
4. The student will be ineligible to be elected or selected to the National Honor Society, service as EMHC or lector, the Student Council, as a class officer, or as Homecoming royalty.
5. Eligibility for additional honors such as Male or Female Athlete of the Year, the Leaders and Champions Award, Valedictorian or Salutatorian honors would be permanently relinquished after the third offense.
6. If the student is a member of National Honor Society, the student council, or is a mandated liturgical minister, or class officer, the student will be removed from these positions.

3. Unacceptable Behavior – Other Misconduct

a. All other offenses will be referred to the Activities Director or the Activities Council.

1. Decision of the Activities Director or the Activities Council.
2. The Activities Director may request an Activities Council session whenever the Director deems it necessary.

c. Disciplinary Guidelines-Substance Abuse Offenses

1. The Activities Director or Principal will contact the parents of any participant who is suspended, and will describe the incident and the subsequent action taken.
2. During periods of suspension from competition, attendance at team practice is required.

3. If a substance abuse infraction occurs before the competitive season, or during the “off” season, the competitive suspension will begin during the next competitive season. The summer vacation period is part of the “off” season.
4. Failure to complete the rehabilitative program or to attend practices regularly during a suspension period will result in removal from the team for the remainder of the season. The rehabilitation program must be fulfilled before joining another team or activity.
5. Substance abuse offenses will be cumulative over the student’s entire high school career.

d. Activities Council

The Activities Council shall consist of:

1. The Activities Director,
2. The Principal and/or President,
3. The Coach or Sponsor of the Activity involved, and
4. Two coaches or sponsors of other activities as selected by the Activities Director.

e. Additional Notes

1. A participant who leaves or is removed from one team before the end of the season cannot join another team without the consent of both coaches/sponsors. The Activities Director may intercede when the coaches/sponsors do not agree.
2. A participant suspended for substance abuse cannot join another team during that season.
3. Awards programs are considered the same as a contest and the participant’s attendance is required.
4. If a participant’s competitive suspension will terminate during a new season, the participant may try out for the activity, but may not begin competing until the suspension is completed.

f. Appeal Process

Participants disciplined for attendance infractions may appeal their penalty to the Activities Director within two school days. Parents of a suspended participant who is disciplined for substance abuse or other unacceptable behavior may appeal the penalty to the school principal within two school days.

10. NSAA STUDENT ELIGIBILITY

In order to represent a high school in interscholastic athletic competition and non-athletic, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

- a. Student must be an undergraduate.
- b. After a student’s initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
- c. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
- d. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
- e. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school’s attendance policy at the school he/she wishes to represent in interscholastic competition.
- f. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
- g. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
- h. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
- i. **Student eligibility related to domicile can be attained in the following manners:**
 1. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 2. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

3. If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
4. **If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
5. Transfer students who have their Enrollment Option applications signed and filed prior to March 15 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to March 15 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 - j. Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2010-2009 school year prior to March 15, 2010; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office in writing, postmarked not later than March 15, 2010. The student would, however, become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to March 15, 2010, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 - k. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport.
 - l. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
 - m. A student shall not participate on an all-star team while a high school undergraduate.
 - n. A student must maintain his/her amateur status.

11. ACADEMIC ELIGIBILITY

Students must pass every class they are enrolled in the immediate preceding quarter in order to be eligible for any activity sponsored by Central Catholic. If a student is failing a class at the end of a quarter the student will be ineligible for all activities until the mid-term of the next quarter.

Any student who is failing one or more subjects at the time mid-term progress reports are issued, or at the time quarter report cards are issued, will be ineligible for a minimum of five days from the Monday following the day the reports are issued until weekly reports show that they have met the requirements for passing all subjects. The Administration will check grades each Friday, and if a student was not failing at mid-term but is failing the following week, they will be ineligible for a minimum of 5 school days until the next weekly reports show that they have met the requirements. Special Education students who are meeting their Individualized Education Plan (IEP) goals, through the recommendation of the Special Education teacher and with the approval of the building principal may be eligible for participation in extracurricular activities.

Grades are posted each Friday. A student will not be allowed to leave during the school day for any reason except for class service project or retreat if he/she is failing a class.

12. ATTENDANCE IN SCHOOL

Following an illness a student may participate in practice or competition, only if he/she attends and completes the day of school, beginning no later than 10:00 a.m., immediately preceding such practice or competition. The principal and sponsor may grant exceptions to this rule if the student gives advance notice of an intended absence from school to them.

13. TRANSPORTATION TO EVENTS

All participants must ride to and from NSAA and school-sponsored contests or events by means of approved school transportation (buses, cars, vans, and approved drivers assigned by the administration), unless they secure prior permission from the administration.

14. POSTPONED OR CANCELLED EVENTS

No event, in which Central Catholic is entered, may be canceled or postponed without prior approval of the Administration.

15. MATERIALS AND LOCKERS

- a. Students are responsible for all materials issued by the school for co-curricular activities (drama materials, athletic materials, etc.). Failure to return these items in proper working condition may result in the forfeiture of the privilege

to participate in extra-curricular activities. Students may also be assessed a fine to cover the cost of replacing the materials.

- b. Lockers are meant for single student use, and students are not to go through or use other student's lockers. Lockers are the property of Central Catholic and are to be kept neat and in good condition. Students should not have any expectation of privacy regarding their lockers, as they are subject to inspection at any time for any reason. Valuables and money should not be kept in lockers. The school is not responsible for loss of such items. A student may lock their locker using a lock obtained from the school. The school will retain a key and a record of the combination so that the school's access to the locker may not be impeded.

16. QUALIFICATION FOR LETTERING AND OTHER AWARDS

Football:

- a. Play in one third of total quarters.
- b. Recommendation of coach.
- c. Finish season in good standing.
- d. Approval by all coaches of that sport.

Softball:

- a. Play in one-third of all games.
- b. Complete season in good standing.
- c. Finish season in good standing.
- d. Approval by all coaches of the sport.

Volleyball:

- a. Play in one third of total games.
- b. Recommendation of coach.
- c. Finish season in good standing.
- d. Approval by all coaches of that sport.

Play-Production:

- a. Follow all team rules set forth at the beginning of the season.
- b. Attend all scheduled events, practices, and performances.
- c. Recommendation of director and/or producer.
- d. Finish the activity in good standing.

Basketball:

- c. Play in one third of total quarters.
- d. Recommendation of coach.
- e. Finish season in good standing.
- f. Approval by all coaches of their sport.

Wrestling:

- a. Score 13 team points.
- b. Recommendation of coach.
- c. Finish season in good standing.
- d. Approval by all coaches of their sport.

Speech:

- a. Follow all team rules set forth at the beginning of the season.
- b. Earn all pre-determined individual practice and performance points.
- c. Be prepared to perform when needed.
- d. Recommendation of coach.
- e. Finish season in good standing.

Track:

- a. Score one point in a major meet (four or more teams).
- b. Recommendation of coach.
- c. Finish season in good standing.
- d. Approval by all coaches of the sport.

Golf:

- a. Play in three tournaments.
- b. Make an average of 48 in scoring in tournament.
- c. No-unexcused absences from practice or performance.
- d. Recommendation of the coach.
- e. Complete season in good standing.

Drama:

- a. Follow all team rules set forth at the beginning of the season.
- b. Attend all scheduled events, practices, and performances.
- c. Recommendation of director and/or producer.
- d. Finish the activity in good standing.

Band:

- a. Must maintain an "A" average in Band.
- b. Must play at State Tournaments when the opportunity is available.
- c. Must play at other events requested by the band director unless excused by the band director.
- d. Recommendation of director.

Cheerleading:

- a. Must cheer for at least 80% of scheduled football and basketball games.
- b. Must attend 80% of scheduled practices (summer and school year).
- c. Must cheer at state tournaments and play off games, when Bluejay teams compete.
- d. Must not become ineligible to cheer due to low grades more than three times in one school year.
- e. Recommendation of sponsor.
- f. Finish the year in good standing.

OTHER ATHLETIC AWARDS

Master of Sports Award: To receive the Master of Sports Award, an athlete must be a three sport letter-winner all in the same year.

Academic All-Bluejay Team: The Academic All-Bluejay Team award is given to participants in activities who meet the following guidelines:

- a. Activities participant who has completed the season in good standing.
- b. Participant has earned a cumulative GPA of 90% or higher on no grade lower than an 86%.

Leaders and Champions Award: The Central Catholic Activities Department strives to develop leaders and champions who strive for excellence and exhibit the qualities and behaviors shown by good teammates. The Leaders and Champions Award is given to Central Catholic students who meet the following guidelines:

- a. Participant has earned a cumulative GPA of 93% or higher.
- b. Participant is a letter winner in four or more school sponsored activities.
- c. Participant has completed the required number of service hours.

James Ridder Memorial Award: The James Ridder Memorial is awarded to an outstanding athlete. The guidelines for this award are as follows:

- a. Male athlete
- b. Three sport letterman that year
- c. Attitude, character, scholastic ability, respect, cooperation, dependability, and leadership.
- d. Athlete must participate in track.

If the athlete does not meet all the guidelines set forth, then no award will be given that year.

The award's recipient will be selected in the following manner:

- a. Academic record - based on GPA
- b. Character - voted on by all coaches
- c. Athletic ability - voted on by boy's coaches in all three sports.

There is no stipend with this award. The name of the recipient will be engraved on the plaque in the trophy case and will be announced on Awards Night.

Female Athlete of the Year Award: The Female Athlete of the Year is awarded to an outstanding athlete. The guidelines for this award are as follows:

- a. Female athlete
- b. Three sport letterwoman that year.
- c. Attitude, character, scholastic ability, respect, cooperation, dependability, leadership.

If the athlete does not meet all the guidelines set forth, then no award will be given that year.

The award's recipient will be selected in the following manner:

- a. Academic record - based on GPA
- b. Character - voted on by all coaches
- c. Athletic ability - voted on by girl's coaches in all three sports

There is no stipend with this award. The name of the recipient will be engraved on the plaque in the trophy case and will be announced on Awards Night.

17. CONFERENCE INFORMATION AND EXPECTATIONS

The Central Catholic Bluejays are members of the Mid-State Conference. The purpose of this Conference shall be to provide an opportunity for students in participating schools to:

- a. Compete in interscholastic athletic competition.
- b. Compete in interscholastic art competition.
- c. Compete in a speech contest.
- d. Participate in a vocal music clinic.
- e. Participate in an instrumental music clinic.
- f. Participate in a one-act play production festival.
- g. Compete in a scholastic quiz bowl.
- h. Compete in an academic contest (NECC).

18. CENTRAL CATHOLIC AND MID-STATE CONFERENCE SPORTSMANSHIP POLICY

- a. Respect your opponent.**
 - i. Cheer for your team, not against your opponent, chants directed at and/or mocking a player, team, coach, school, fans, or community are not acceptable.
 - ii. Make sure that your conduct does not hinder an opponent's performance.
- b. Respect yourself and your school**
 - i. Maintain your self-control at all times.
 - ii. Avoid abusive and profane language.
 - iii. Report behavior that is unbecoming to you and your school.
- c. Respect all school property.**
 - i. Please do not stomp on gym bleachers.
 - ii. Use proper receptacles for trash.
 - iii. Please leave school property as you found it.
 - iv. Please do not walk on the gym floor with street shoes.
- d. All coaches/players/spectators will give game officials and school officials proper respect.**

19. FUNDAMENTALS OF SPORTSMANSHIP

One thing needs to be remembered – many people have not had *Good Sportsmanship* explained to them. Hopefully, the following will help everyone to understand their responsibilities at a contest.

- a. Gain an understanding and appreciation for the rules of the contest.**

The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of *Good Sportsmanship* depends on conformance to a rule's intent as well as to the letter of a given rule.
- b. Exercise representative behavior at all times.**

A prerequisite to *Good Sportsmanship* requires one to understand his/her own prejudices that may become factors in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
- c. Recognize and appreciate skilled performances regardless of affiliation.**

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents *Good Sportsmanship*, but also reflects a true awareness of the game by recognizing and acknowledging quality.

d. Exhibit respect for the officials.

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contests are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of *Good Sportsmanship* is to accept and abide by the decision made. This value is critical for students to learn for later applications in life.

e. Display openly a respect for the opponent at all times.

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.

f. Display pride in your actions at every opportunity.

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, participant, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

20. THE PARTICIPANT'S PLEDGE

I recognize that being a member of the community carries with it responsibilities and rewards, and that as a participant in the Central Catholic community; I must not only embrace those responsibilities, but also conduct myself both on and off the playing field in a way which exhibits respect for myself and for others.

I therefore resolve to:

- a. conduct myself with dignity as a participant and as a citizen of the community, recognizing and accepting that I must accept accountability for my behavior and its outcomes.
- b. honor my obligations and promises.
- c. exercise self-control.
- d. be willing to be fair with others in my dealings on and off the playing field.
- e. take pride in myself and my accomplishments, but never at the expense of demeaning another person or group.
- f. respect the efforts of others.
- g. respect authority.
- h. play by the spirit, not just the letter, of the rules of the game and the rules of life.
- i. strive to make my community—whether that be the team on which I play or the community in which I live—better because of my contributions as a member and as a citizen.

21. THE PARENT'S ROLE

Communicating with your children

- a. Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- b. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- c. Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- d. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- e. Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- f. Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- g. Don't compare the skill, courage, or attitude of your child with other members of the team.
- h. Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- i. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the coach

- a. **Communication you should expect from your child's coach includes:**
 - i. Philosophy of the coach
 - ii. Expectations the coach has for your child
 - iii. Locations and times of all practices and contests
 - iv. Team requirements
 - v. Procedure should your child be injured

- vi. Discipline that results in the denial of your child's participation
- b. Communication coaches expect from parents:**
 - i. Concerns expressed directly to the coach
 - ii. Notification of any schedule conflicts well in advance
 - iii. Specific concerns in regard to a coach's philosophy and/or expectations
 - iv. Appropriate concerns to discuss with coaches
 - v. The treatment of your child, mentally, and physically
 - vi. Ways to help your child improve
 - vii. Concerns about your child's behavior
- c. Issues not appropriate to discuss with coaches:**
 - i. Playing time
 - ii. Team strategy
 - iii. Play calling
 - iv. Other student-participants
- d. Appropriate procedures for discussing concerns with the coaches**
 - i. Call to set up an appointment with the coach.
 - ii. Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution).

22. SPECTATOR RESPONSIBILITIES

- a. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- b. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- c. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- d. Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
- e. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- f. Know that noisemakers of any kind are not proper for indoor events.
- g. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- h. Stay off the playing area at all times.
- i. Do not disturb others by throwing material onto the playing area.
- j. Show respect for officials, coaches, cheerleaders and student-participants.
- k. Pay attention to the half-time program and do not disturb those who are watching.
- l. Respect public property by not damaging the equipment or the facility.
- m. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- n. Refrain from the use of alcohol and drugs on the site of the contest.

23. CENTRAL CATHOLIC FIGHT SONG

**To Central Catholic we sing
 may our praise to the skies ever reign.
 The school where we learn to do right,
 and to keep our honor bright.
 Hoorah for the white and the blue,
 may our colors forever be true.
 So Central Catholic to you,
 we pledge sincerity and loyalty forever.
 Hey C-E-N-T-R-A-L
 Central!**

F. CATHOLIC IDENTITY

1. SPIRITUAL OPPORTUNITIES

Central Catholic students will attend Mass weekly as a student body. The liturgies will be planned by the Peer Ministry Team and/or Religion classes. Students will serve as EMHCs, lectors, cantors, ushers, and servers. Students are also welcome to attend the daily morning Mass celebrated at St Mary's Parish.

The Central Catholic student body will celebrate the Sacrament of Reconciliation several times throughout the school year. Students are required to attend an annual retreat. Retreats are normally sponsored by the school in the spring of the year. If the student's conduct at the retreat is detrimental to the good of the group, parents will be notified that the student needs to be taken home. Should students miss or be sent home from the required retreat, the retreat experience must be made up by attending an Archdiocesan Quest, TEC or Life Teen retreat. Students are also encouraged to participate in youth rallies conducted by the Archdiocese or those conducted on a regional or national level.

Students are encouraged to be active in ministries at their own parishes. The St Mary's High School Choir is open to all students in grades 9-12. As juniors and seniors, students are encouraged to become mandated as lectors and/or Eucharistic Ministers of Holy Communion.

Junior High students are encouraged to be a part of the Edge Program. High School students may serve as core members/leaders in the Edge Program and are also encouraged to be a part of the Life Teen Program at St Mary's Parish.

2. SERVICE OPPORTUNITIES

In keeping with our Catholic faith and the importance of serving others, Central Catholic places a strong emphasis on service among our students. Each high school student is required to perform at least 40 hours of service in the school, parish or community per year. These hours should be reported quarterly, averaging 10 hours per quarter.

Junior High students are required to serve at least 25 hours of service per year. This service should be non-compensated, performed for someone outside the student's immediate family and outside their routine responsibilities. Some examples of eligible service projects would be: gift wrapping for Secret Santa program, serving and parking cars at banquets and fundraisers, raking leaves and shoveling snow for the elderly, serving at Mass, teaching Sunday School, volunteering at sporting events, Cumming County Fair, etc., tutoring younger students, helping teachers prepare for class and participating in school-sponsored service project.

It is the student's responsibility to complete a Service Hour Report for each activity. This report must be signed by the site supervisor or the hours will not be counted. Students may check their reported service hours at any time on Sycamore.