

WELCOME STUDENTS

The faculty and staff of St. Cecilia would like to welcome you. We look forward to an exciting and faith-filled year! We are looking forward to assisting you in fulfilling your educational goals. STC has a history of fine academic and extra-curricular accomplishments. We are confident that you will benefit from and contribute to this tradition of excellence. You can benefit from everything STC has to offer by being actively involved in the learning in your classes and the programs offered. If you encounter difficulties, seek out any of our trained professionals and we will do the best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your high school career.

MISSION STATEMENT OF THE HASTINGS CATHOLIC SCHOOLS

The mission of the Hastings Catholic Schools is to prepare all students to become responsible citizens, life-long learners and strong Catholic witnesses, who find meaningful purpose in this life and for eternity.

Belief Statements of the Hastings Catholic Schools

1. We believe that every student is created in the image and likeness of God.
2. We believe that God gives every student the grace to actively reflect Him by his/her actions and words.
3. We believe students arrive at a positive acceptance of self and the world from this Catholic perspective.
4. We believe in the intrinsic value of every human life. Hence, we also value the dignity and equality of persons and the need to respect contributions, opinions, values, and goals of others.
5. We believe that every student can receive meaningful instruction in religious and secular subjects.
6. We believe every student needs opportunities to participate in the practice of his or her Catholic faith in an atmosphere supportive of religious values.
7. We believe that every student needs to learn to think intelligently, logically, critically, and wisely.
8. We believe in the importance of an appreciation of the varied cultural and religious heritage of peoples. We desire to gain a deeper understanding of global concerns.
9. We believe in good character development, personal and moral integrity, self-reliance, responsibility, perception of beauty, wholesome use of leisure, sound social attitudes and habits, and healthy physical and mental life styles.
10. We believe that each student can achieve excellence, mastery, and fulfillment of his or her unique potential through the development of inner motivation, self-discipline, and on-going self-evaluation.
11. We believe that God calls each person to a specific vocation.
12. We believe that each student can be a responsible American citizen as a Catholic Christian.

POLICY AND PROCEDURES DISCLAIMER

The following provisions of this handbook address only the specific areas referenced. New situations or unforeseen circumstances may arise during the school year that require the implementation of additional policies and disciplinary actions as well as adjustment of existing policies and procedures. The administration expressly reserves their right to draft, institute and enforce any new policies and to adjust existing policies in order to better effectuate the education of our students. The students and their parents/guardian expressly waive any right to contest the administration's right to adopt new policies, approve additional disciplinary actions and change existing policies.

ACADEMIC REQUIREMENTS AND STANDARDS

Students are required to successfully complete 230 credit hours of course work prior to graduation. Included in those 230 hours must be the following: 4 years of Religion and English; 3 years of Mathematics (4 years if college bound) and Social Studies; 2 years of: Foreign Language or Language Arts (must be the same foreign language if college bound), Science (3 years if college bound), Fine Arts, and Vocational Practical Education; 1 semester of Speech, Health and Physical Education, Technology..

In keeping with goals of the Hastings Catholic Schools, students will be required to give a minimum of 50 hours of volunteer service to the school and/or community as one of the graduation requirements.

All St. Cecilia students must be enrolled in at least seven classes each semester. Academic credit for courses is based on the number of times a given course meets per week (5 class periods per week equals five credit hours per semester).

Students in grades 9-12 failing required courses must retake and pass those courses for the semester or semesters failed. Prior to reaching this point, an after school academic detention, or a mandatory tutoring may be assigned. Grades earned are awarded on the basis of scholastic achievement with every attempt made to utilize consistent grading systems so that all work of similar quality receives the same grade. The following grading criteria are used by all teachers:

- A - Superior (93-100%)
- B - Above Average (85-92%)
- C - Average (77-84%)
- D - Below Average (70-76%)
- F - Failing (below 70%)

Students with special needs may request consideration for Special Needs Grading and/or participation in the Resource Program. The Principal should be contacted for information regarding these options.

NONDISCRIMINATION POLICY

Hastings Catholic School admit students of any race, color, national and ethnic background. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

ACCREDITATION

St. Cecilia High School is fully accredited by the North Central Association of Colleges and Secondary Schools and the Department of Education for the State of Nebraska.

QUALITY POINT SYSTEM

St. Cecilia High School has for many years used its Quality Point System to determine both class rank and eligibility for National Honor Society. Our Quality Point System, in essence, is a means whereby student performance is evaluated in the context of three distinct features: difficulty of courses taken, grades earned, and number of courses taken.

Each and every course is assigned one of four levels of difficulty. Grades earned for courses are then awarded a set number of quality points according to the assigned level of difficulty.

The values table for our Quality Point System is given below for your information. You will note that all grades earned in all courses receive at least some credit in terms of quality points. The values table is also arithmetically consistent in that values decrease by 20% from level to level (for five Levels) and by 10% from grade to grade (for the ten grade categories).

QUALITY POINT VALUES TABLE

GRADE	%	LEVELS			
		I	II	III	IV
A+	100-99	5.0	4.0	3.0	2.0
A	98-95	4.5	3.6	2.7	1.8
A-	94-93	4.0	3.2	2.4	1.6
B+	92-91	3.5	2.8	2.1	1.4
B	90-87	3.0	2.4	1.8	1.2
B-	86-85	2.5	2.0	1.5	1.0
C	84-81	2.0	1.6	1.2	0.8
C-	80-77	1.5	1.2	0.9	0.6
D	76-73	1.0	0.8	0.6	0.4
D-	72-70	0.5	0.4	0.3	0.2

The table above was developed by a faculty committee which is also responsible for assigning a specific level of difficulty to each course offered at St. Cecilia High School. A listing of all courses offered this year according to their respective levels of difficulty follows:

LEVEL OF DIFFICULTY ASSIGNMENTS

LEVEL I: Advanced Literature, Calculus AP, Chemistry, Medical Terminology, Pre-Calculus, Physics, some 4 year college courses.

LEVEL II: Accounting II, Advanced Composition, Algebra II, Autocad, Computer II, Computer III, Drafting, French III & IV, Geometry, Graphics Design II, Honors Biology, Anatomy & Physiology, Spanish III & IV, Statistics, some 4 year college courses

LEVEL III: Accounting I, Algebra I, Algebra A, Algebra B, Alternate Geometry, American Government, American History, Applied Economics, Biology, Band III & IV, Business Law, Chorus III & IV, Civics, Computer Applications, Computer I, Drawing/Painting I, English I, II, III, IV, Environmental Science, French I & II, Graphics Design I, Health, Music Theory and Composition, Portfolio Development, Psychology, Psychology Field Study, Religion I, II, III, IV, Science I, Sculpture II, Sociology, Speech, Spanish I & II, CCC Vocational courses, World History.

LEVEL IV: Academic Decathlon, Advanced Foods, Advanced PE, Band I & II, Chorus I & II, Divers Ed., ESL, Fashion/Interior Design, Fine Arts Appreciation, General Art, General Math, Hastings High Vocational Class, Introductory Foods, Library Aide, Language Arts I & II, Physical Education I, Sculpture I, Theater Arts, Video Production, Weight Training, Yearbook, and modified grade or curriculum.

A glance at the listing shows that very few courses are judged to merit a Level I assignment. Level I courses are generally those which are 4th year courses in math or science; the number of students electing such courses necessarily limits the number of courses offered. Assignment to Levels II, III, or IV is largely determined by the perceived degree difficulty (as measured by content to be learned, amount of homework, and so forth).

At the end of each semester, quality points earned for all courses are added together. A cumulative total of such semester calculations is kept for each student over all four years of high school; class rank is then determined through comparison of the cumulative totals for students in each grade level. Quality point totals are, therefore, the sole standard used to determine class rank.

Quality points are also used to determine eligibility for initial membership in National Honor Society and for maintaining that membership. The qualifying level for initial membership is 17.0 quality points earned during the first semester of a student's sophomore year. To maintain membership, students must average 17.0 quality points for each of the five remaining semesters. The 17.0 average is also used to determine eligibility of students who may not have qualified during their sophomore year but improved during their junior or senior year.

A student's GPA is calculated in terms of three factors: grades earned in each course, credit hours for each course, and the total number of credit hours carried.

A=4.0, B=3.0, C=2.0, D=1.0

EXAMPLE: Physiology [96%] grade {4} X credit hours {5} = 20 GPA points.

The figure for total GPA points is then divided by the figure for total credit hours to derive the semester's GPA.

EXAMPLE: 126 (GPA points) / 35 (credit hours) = 3.600

COURSES FOR CREDIT AT CCC

The following courses for credit from CCC have been articulated and students who take them at St. Cecilia High School can earn college credit as long as they make a "B" in the course: Accounting I & II, Intro to Marketing, Info Tech Advanced Applications & Programming, Info Tech Advanced Multimedia & Web Design, Business Law, Advanced Foods, Graphics I & II, Drawing & Painting, Drafting, AutoCAD, Medical Terminology.

HONOR ROLLS

High School:

“A” Honor Roll – those students who earn a 93% or higher in every class.

Honor Roll – those students who earn no grades lower than an 85% and who have one or more grades less than 93%

Middle School:

“Commendable “A” Honor Roll – those students who receive an “A” in every class.

Commendable Honor Roll – those students who receive no more than one “C” grade and all others are “A” or “B”.

PROGRESS REPORTS AND REPORT CARDS

At least once each nine weeks, and more frequently if need be, progress reports will be mailed out for students who are demonstrating marked academic improvement or decline.

No student will be given a failing grade for a marking period unless a progress report at mid quarter indicating that possibility has been sent or some form of communication has been made with the parent (note, email, phone call, parent-teacher conference at conference time or when needed) prior to the end of the quarter.

Formal grade reports are made to parents at the end of each school quarter. Report cards are made available at parent-teacher conferences following the first quarter. Report cards are given to students following 1st semester and 3rd quarter. Report cards are mailed home following the fourth quarter.

STANDARDIZED TESTING

Sixth, Seventh and Ninth grade students will take the Terra Nova standardized test. Ninth grade students are given achievement tests each year in compliance with state accreditation requirements. Sophomores may take the PLAN which helps them plan their course work. Juniors take the PSAT (National Merit Scholarship Qualifying Test.) Juniors and seniors may avail themselves of the opportunity to take the ACT, SAT, ASVAB, etc. Tests scores become part of each student's permanent record; copies are also given to parents and students.

PERMANENT RECORDS AND TRANSCRIPT REQUESTS

On file in the principal's office are the permanent records for all students. These files include scholastic records, personal data, class rank, family data, standardized test scores, and graduation/withdrawal data. Parents and students may review these records if they so desire; certificated staff members and student records clerks have access to these records as well. Student records do not leave the office, nor are the records' contents revealed to anyone other than those individuals mentioned above.

Students who wish to have transcripts sent to other high schools or for other purposes must request such on forms provided by school. Official transcripts cannot be released unless the form is signed by a parent or the student if he/she is over 18. Students may request that official transcripts be sent to colleges. After four, there is a \$3.00 charge for transcripts. The student must request that a final transcript be sent to the college he/she has chosen. It will not automatically be sent. Transcripts for any student who is in arrears for tuition, fees, etc. will not be forwarded.

Several scholarships have been established for St. Cecilia students for tuition. The scholarships awarded are based on need, character, or academic achievement and are presented in the spring during Honor's convocation.

COLLEGE PREPARATION/VISITATION

St. Cecilia High School takes pride in the fact that approximately 90% of its graduates go on to post-secondary education. Academic requirements are specifically designed to meet basic entrance standards for most colleges and universities. Course design and teaching methodology are directed toward the college-bound student.

Representatives from a wide variety of public and private post secondary institutions call on the school each year; students are given access to these individuals. The dates and times (usually during noon lunch) on which representatives will be at STC will be read in the daily announcements. Students who wish to visit these representatives may sign up in the office prior to the day of visitation.

Seniors are also allowed two days of school time per year to visit colleges or universities. Work missed during such a visitation will have to be made up, but the day will not count as an excused absence providing that the following criteria have been met: 1) request for the visitation is made two days in advance and 2) written parental permission is received prior to the day of visitation. Since it has been the school's position to support chaperoned, approved in advance days such as these visitation days, St. Cecilia does not approve Senior "sneak days". Loss of Senior privileges, other disciplinary actions or make up work on Saturday may be the consequences for taking such days.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

The provisions below apply to all extracurricular activities for grades 6-12. Extracurricular activities shall mean any activities which are not graded for academic credit.

Any student who is failing two or more subjects at the end of each week shall be ineligible to compete or perform for the following week or until such time after the week as the failing grades are brought up to a passing level. Students will be eligible for practice during the interim period (grades will be turned in by Monday noon). If a student is ineligible, the time period runs from Monday to the following Monday.)

Any student who fails two or more subjects at the end of the quarter shall be ineligible to compete or perform for the remainder of the semester until such time as the failing grades are brought up to a passing level. Students will be eligible for practice during the interim periods.

Any student who fails two or more subjects at the end of either semester shall be ineligible to compete or perform for the following semester. Individual cases with special needs may be judged at the discretion of the superintendent.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities have their own rules and procedures that students and parents must adhere to regarding participation and conduct.

Teens for Life

PURPOSE: Promote Pro-Life REQUIREMENTS: none

FEE: \$5.00 GRADE LEVEL: 9-12

National Honor Society

PURPOSE: To recognize and foster academic achievement and to create enthusiasm for characteristics such as scholarship, character, service and leadership that are essential to citizens in a democracy. FEE: \$10.00

REQUIREMENTS: 2nd semester Sophomore, or a Junior or Senior; 17.00 cumulative quality point average must be maintained; a St. Cecilia faculty council, appointed by the principal, votes on membership into the Aquinas Chapter of the National Honor Society.

MEETING TIME: During school hours. GRADE LEVEL: 10-12

Student Council

PURPOSE: To create activities for unification of student body, to provide a link between students and administration and to plan activities and projects to help improve the school and be leaders of the school. FEE: None

REQUIREMENTS: Elected by student body. Students running for office must have at least a "C" in all classes.

MEETING TIME: During school hours GRADE LEVEL: 9-12

FBLA: Future Business Leaders of America

PURPOSE: Promotes leaders and responsibility in students interested in business.

FEE: \$10.00 REQUIREMENTS: None

MEETING TIME: As needed. GRADE LEVEL: 9-12

Quiz Bowl

PURPOSE: Engage students in learning and competition.

FEE: None REQUIREMENTS: None

MEETING TIME: Lunch. GRADE LEVEL: 7-8; 9-12

Academic Decathlon

PURPOSE: Explore deeply intellectual topics in a competitive setting.

FEE: None REQUIREMENTS: None

MEETING TIME: Weekend. GRADE LEVEL: 7-8; 9-12

Youth Congress

PURPOSE: Leadership on drug-free youth

FEE: None REQUIREMENTS: None

MEETING TIME: Training taken during school, meetings during lunch.

GRADE LEVEL: 9-12

Cool-City Green Club

PURPOSE: To promote a clean environment and provide experience in horticulture.

FEE: None REQUIREMENTS: Students in Environmental Science are automatically a member, others invited.

MEETING TIME: as needed GRADE LEVEL: 9-12

Close Up Club

PURPOSE: A better understanding of how our government works by seeing first hand of what happens in Washington D.C.

FEE: cost \$1500.00 +

REQUIREMENTS: Must have a passing grade average, participate in fund raising.

MEETING TIME: Study sessions once a week from Jan. to March.

GRADE LEVEL: 11-12

All School Musical

PURPOSE: An appreciation of the musical theater, through participation in the acting, singing and technical aspects of a dramatic production.

FEE: costume fee REQUIREMENTS: None GRADE LEVEL: 9-12

District One-Act Play

PURPOSE: Compete in one act plays

REQUIREMENTS: none FEE: none GRADE LEVEL: 9-12

Yearbook

REQUIREMENTS: none -- Receives academic credit

FEE: none GRADE LEVEL: 9-12

Video Production

REQUIREMENTS: none -- Receives academic credit

FEE: none GRADE LEVEL: 9-12

Band

PURPOSE: Instrumental course for credit, teaches music appreciation and application, individual and team effort to reach goals.

REQUIREMENTS: none FEE: none

PRACTICE TIME: in class plus before school for marching.

GRADE LEVEL: 5-12

C Club

PURPOSE: Fundraiser activities to help support activities and spirit groups.

REQUIREMENTS: Students who have lettered in athletics or fine art

FEE: None GRADE LEVEL: 9-12

Dance Team

PURPOSE: To increase school spirit REQUIREMENTS: none

PRACTICE: Before and After School GRADE LEVEL: 9-12

Senior Class

PURPOSE: Sponsor the Homecoming coronation, parade and dance, serve at fundraisers and planning for graduation.

REQUIREMENTS: Senior FEE: Graduation fee \$50.00

GRADE LEVEL: 12

Freshman, Sophomore, Junior Class

PURPOSE: Class Unity FEE: Class Dues

REQUIREMENTS: 9 - 10 B.L.U.E Dinner (Participate in the class fund-raiser, serve at the Pork Feed, Bazaar/Chicken Noodle Dinner) - 11 (Participate in the magazine and other fund-raisers, plan and decorate for prom).

Cheerleading

PURPOSE: Promote school spirit and skill building

REQUIREMENTS: Tryouts FEE: Camps GRADE LEVEL: 9-12

Athletic Sports

PURPOSE: Discipline, positive self-esteem, team unity, hard work

REQUIREMENTS: Sports physical FEE: none

Fall Sports

Grades

Football 7-8; 9-12

Volleyball 7-8; 9-12

Girls/Boys Cross Country 7-8; 9-12

Girls Golf 9-12

Winter Sports

Girls/Boys Basketball 7-8; 9-12

Wrestling 7-8; 9-12

Spring Sports

Girls/Boys Track 7-8; 9-12

Girls Tennis 9-12

Boys Golf 9-12

EXTRACURRICULAR TRANSPORTATION

Students riding STC buses or vans to school events will return on that same bus or van.

No student will be released from a school out of town activity to an adult other than the parent without prior written permission from the parent and consent of the coach.

No student participating in the activity and under the supervision of a coach or activity sponsor will be released to another student.

Students riding school buses will observe all rules posted in those buses.

HCAA AWARDS POLICY

“When selecting a senior recipient for a HCAA award (including Ruth Kealy awards and the HCAA Scholarship), HCAA considers the quality of one’s performance and the quality of one’s character. To that end, HCAA, beyond performance in a particular activity, also takes into consideration an individual’s behavior and actions during the entire academic year (from the beginning of fall practice until the last school activity of the year). It is to be noted that behavior unbecoming of a Saint Cecilia student at any time during the school year, will make them ineligible for any awards. Inappropriate behavior includes, but is not limited to, violations of the Alcohol, Tobacco, and Drug policies and any school suspension. HCAA reserves the right to rescind an award should an individual act contrary to the spirit in which the award is given.”

ATTENDANCE POLICIES

Nebraska law requires that students between the ages of seven and sixteen attend school each day that school is in session unless those students are excused by school authorities. In general, St. Cecilia accepts parental requests as adequate reason for excusing an absence unless those requests are frivolous or questionable.

Absences considered excused will fall into the following categories:

1. religious outings
2. State tournaments (other than STC's if the student is a family member or if school is not dismissed for attendance at a STC tournament)
3. illness
4. doctor or dentist appointments which cannot be scheduled outside of school hours
5. funerals (student attendance at funerals is by parent permission only)
6. family vacations approved in advance by the administration
7. college visitations in excess of the two usually allowed

Absences will be considered unexcused if they do not fall into one of the above categories; for an excused absence, students will have two days to complete work missed; grades of zero are given for all work missed due to an unexcused absence.

Students participating in school activities will not be considered absent but will be required to make up all work. At the discretion of the teacher, work must be made up in advance or turned in the day following the activity.

Parents must provide either a note or a phone call indicating the date and reason for the absence. Students who have been absent must request an admit slip from the office. This admit slip authorizes teachers to classify the student's absence as excused or unexcused.

When a student is absent from a class FOUR days, a letter will be mailed to the parent/guardian from the office as a reminder of the absence status. A second notification to the parent/guardian will be made after the SEVENTH absence. Upon the TENTH absence, notification of the reduction of credits granted or of grades awarded will be sent to the parent and student. Appeals for excused absences over 10 in any given period may be made to the administration with documentation (doctor’s note, etc.) within two weeks of the notification.

All students are expected to be on time for the start of each school day, in each class period during the day, and in homeroom after the 1st period. Students will be considered tardy if they are not in their assigned classrooms when the final bell for each period rings. The tardy will be considered excused if the student has a signed note from the principal or another classroom teacher. The tardy will be considered unexcused in all other instances and a demerit will be issued. Teachers are free to take additional disciplinary action as they see fit.

Students participating in any school activity must be in attendance the entire day of that activity. The administration reserves the right to grant participation should truly exceptional circumstances prevail.

CODE OF CONDUCT

The discipline policy of St. Cecilia aims at forming the character of young people so they are equipped to conduct themselves in a manner “worthy of the gospel of Christ” (Philippians 1:27), whether in school or out of school. To accomplish this goal, St. Cecilia focuses on the development of positive relationships and on teaching and modeling behaviors that are rooted in the Gospel along with the many social skills necessary for developing and sustaining a well-ordered society. All students are expected to conform their conduct and behavior in accordance with the teachings, traditions and laws of the Catholic Church. Being a responsible individual requires accepting the consequences of one's behavior. Appropriate behavior naturally leads to social acceptance and a successful school year.

To maintain order, protect the rights of individuals, and attain the common good, St. Cecilia also prohibits certain behaviors. These include any actions that endanger (or threaten to endanger) the spiritual, moral, psychological or physical welfare of anyone in the school community, frustrate (or have the potential to frustrate) the learning process, or offend the dignity and value of the human person. To deter improper behaviors and redress the disorders introduced by them, St. Cecilia has established the following regulations. The application and interpretation of these regulations and procedures lies exclusively at the discretion of the administration.

Demerits

All students are issued and required to carry a demerit card and to present it to any staff member upon request. “Staff member” includes administrators, teachers, support staff, custodial staff, kitchen staff, transportation staff or any adult acting on behalf of the school. Failure or unwillingness to present a demerit card will result in detention” to “Failure or unwillingness of a high school student to present a demerit card will result in detention. Middle school students will have a one day grace period to present his/her most recently issued demerit card. If the middle school student presents his demerit card to the assistant principal before the beginning of the following school day, one demerit will be given for not having the card at the time the initial demerit was issued. If the student does not take responsibility for seeing the assistant principal, two demerits will be given for not having the card at the time the initial demerit was issued. Failure of a middle school student to present a demerit card after the one day grace period will result in detention. Generally, demerits are a consequence for minor violations of school policy that nevertheless hinder the effectiveness of instruction, the good order of the school community and the learning environment. Every 5th demerit always results in a detention. The staff member will mark the 5th demerit, take the card, and immediately send the student to the office for a new demerit card. The excessive accumulation of demerits may also lead to the loss of privileges, a BIST referral, an office referral, or other disciplinary action. Minor violations include but are not limited to:

- Disagreeing inappropriately
- Dress Code violation
- Possession of banned Food/Liquid/Gum
- Inappropriate behavior
- Inappropriate display of affection
- In hall without a pass
- Littering
- Minor Lunchroom disruption
- Lying (other than fraud, forgery, cheating or plagiarism)
- Minor disruption
- Not accepting criticism/consequences
- Not following instructions

- Talking without permission
- Tardy
- Harassment (minor)

Detention

When receiving a 5th demerit or exhibiting behaviors that result in an automatic detention (see below), student must report to the detention room at 7:15 am and will remain until 7:50 am. The detention room is announced in the daily bulletin. High school students will report on the Monday, Wednesday, or Friday following the issuance of the detention. Junior High school students will report on Tuesday if the detention was issued on Wednesday, Thursday or Friday; they will report on Thursday if the detention was issued on Monday or Tuesday. This allows for notification to be sent to parents and arrangements to be made. Students who are not on time will not be allowed to serve their detention and must come the following day. (For middle school students, this would be the following Tuesday or Thursday. For high school students, this would be the following Monday, Wednesday, or Friday.) Being late for detention will be considered as an absence from detention and will result in an additional detention. Two absences from detention may result in an in-school suspension.

a) Expectation of Students in Detention

Detention is a disciplinary action in response to either an infraction of school rules or several minor school rules that have resulted in the filling of a demerit card. Detention is an on-task-time that should be spent working on school work or an assignment given by the supervisor. Appropriate behavior is expected in detention. Inappropriate behavior will be addressed with a warning. If the student does not follow the instructions given by the supervisor, the student will be assigned an additional detention. If removal from detention is necessary, the student may receive an in-school suspension.

Expected behavior during detention:

following instructions, quiet reading, quiet study, sitting up straight

Behaviors to avoid:

Arguing, Talking, Eating or drinking, Getting out of your seat,

Sleeping or laying your head down, Throwing paper or trash,

Use of electronic devices OR Other behaviors deemed inappropriate by the supervisor.

b) Successful completion of detention

The detention supervisor will determine if the detention period was successfully completed based on the student's acceptance of the consequence itself, time on task, and personal demeanor. If the supervisor judges that the period was unsuccessful, additional days may be added as well as other consequences.

c) Automatic detention

- Arguing with a teacher
- Cheating/plagiarism
- Class disturbance
- Disrespect

- Failure to serve an assigned detention
- Forgery
- Harassment
- Indecent drawings/literature
- Insubordination
- Minor vandalism
- Offensive language/gestures
- Possession of banned items
- Refusal to follow directions
- Repeated failure to complete assignments
- Rough housing
- Altering, Forging or deliberately defacing a demerit card

d) Detention meetings

- After a student has received FOUR (4) detentions, he/she will be required to meet with the Principal or Assistant Principal and the Guidance Counselor. Parents will be notified through a letter. The meeting will focus on a discussion of the behaviors that resulted in the detentions and a plan for improvement.
- After a student has received SIX (6) detentions, he/she and his/her parents will be required to meet with the Principal. The conferees will review the detentions, ask questions concerning reasons for discipline problems, and determine the student’s intention toward correction of behavior. They will also recommend options to help the student adjust behavior to meet school discipline requirements.
- After a student has received EIGHT (8) detentions, he/she and his/her parents will be required to meet with the Principal AND Superintendent. The student will also be placed on two or more days of in-school suspension
- After a student has received TEN (10) detentions, the superintendent shall
 - i. Dismiss the student on the grounds that the student is failing to take responsibility for self-discipline and behavior. After repeated meetings and attempts to help, the student is deemed detrimental to the maintenance of a favorable learning atmosphere in the school.
 - ii. Following consultation with the principal, may place the student on a disciplinary contract that will outline the conditions under which the student may continue to be enrolled at St. Cecilia. A copy of this will be given to both the student and the parents. Failure to abide by the terms of the contract will result in automatic dismissal. A period of out of school suspensions will be assigned as well to allow the student time to ponder his/her actions and desire to continue enrollment at St. Cecilia.

If at any time it is deemed necessary, a student may be recommended by the counselor and/or administration for evaluation by an outside professional at the student’s cost.

Suspension

Suspensions (in or out of school) may be assigned by the administration for any of the following offenses:

- any unexcused absence
- constant violation of school rules
- vandalism
- fighting
- stealing
- serious misconduct of a public nature involving other schools
- violation of alcohol/drug policy
- leaving the school grounds without permission
- leaving a school sponsored off-campus activity without permission
- sexual and other forms of harassment
- possession on school property of a weapon (or look-alike), including laser pointers
- tampering with the fire alarms, extinguishers, or emergency notification systems
- serious disrespect to a teacher or other school personnel
- other actions deemed inappropriate

Expulsion

Expulsion will result should a student show no signs of reform following repeated efforts at correction or if a student commits an act of extreme violence or disregard for the normal bounds of propriety. Two suspensions in any given year become possible grounds for expulsion. Due to their high intensity, students may be expelled for the following behaviors when on school premises or a school sponsored event:

- Possession of a loaded or unloaded firearm
- Possession or use of explosive devices
- Causing or threatening to cause serious injury to anyone
- Brandishing a weapon or what might be used as a weapon
- Breaking and entering the St. Cecilia buildings or property
- Sale, distribution or intent to distribute alcohol or other drugs
- Any other behavior carried to an extreme degree of irresponsibility and disregard for the safety or well being of others in the situation.

HALL PASS INSTRUCTIONS

While in school, students are the responsibility of school personnel. Accordingly, anytime a student leaves a classroom or study hall in the building, the student planner or other written document must show where he/she is going, time and teacher’s signature. Only four passes per day are allowed. Students who leave the student planner at home forfeit all privileges for that day. Students who lose or deface the student planner must purchase one at the office for \$4.00. Students discovered without a student planner being properly completed will relinquish the planner and thus forfeit all privileges until it is returned.

Students must have the permission of the principal prior to leaving the school building due to illness or for an appointment and must always sign out through the principal's office.

Forging a teacher's signature automatically relinquishes the student planner for four weeks and results in an in-school suspension. Additional offenses will result in more severe action.

Students are not permitted to interrupt classes to ask teachers for signature privileges.

The student planner must be in intact when handed to the teacher for signature with name and grade clearly visible.

STUDENT USE OF ALCOHOL, TOBACCO, AND OTHER DRUGS

Rationale

St. Cecilia's School seeks to lead and direct students to a healthy and holy life according to the mind of Christ. The use and abuse of alcohol, tobacco, and other drugs pose obstacles to healthy and appropriate development of human persons, made in God's image and likeness, and as Christians who have become temples of the Holy Spirit. These obstacles impede the proper development of the personality, the capacity and balance of interpersonal relationships, the motivation and success in academic efforts, and the development of a close relationship with God because St. Paul has noted that drunkenness is one of the sins by which people exclude themselves from the Kingdom. Since all these areas are part of the concern of St. Cecilia's for the students, this policy is adopted.

It might be noted that while the consequences for violation of this policy are applied to all students, those who participate in school sponsored activities will feel the effects more acutely than those who do not. It must be remembered, though, that just as it is a privilege to be able to attend a Catholic School, it is also a privilege to have the activities available for participation and the learning and development that comes to students through them. In addition, those who represent St. Cecilia's in any way, as through performance and competition, need to be good representatives of St. Cecilia's and, ultimately, good examples of Christian men and women who practice their faith in Jesus.

St. Cecilia's is pledged to provide support and assistance to those who may be struggling to be free from the use or abuse of alcohol, tobacco, or other drugs. We have many resources at our disposal including the priests and the counselors who are part of our staff, our Community Plus program and referrals to the community services and agencies.

General Principles

A student shall not, regardless of quantity, use or consume, have in possession, buy, sell, or give away any illegal or non-prescribed controlled substance (or look alike). This also includes any tobacco product, or a beverage containing alcohol or the misuse of any products to the detriment of the health or safety of any student. Tobacco products shall not be used by students at school or school functions regardless of the student's age. This rule applies to the entire school year and any school sponsored activity which occurs prior to or after the school year.

It is not a violation for a student to be in possession of and to use a controlled substance specifically prescribed for the student by his or her doctor.

Consequences shall be cumulative for grades 6-12.

This policy is intended to promote fair and consistent guidelines for student consequences of illegal drug use. The school reserves the right to make judgments concerning individual cases for the good of the school community and the student.

All luggage for a school or activity sponsored event may be inspected by the sponsor and/or other adults designated to do the inspection, such as parents chaperoning, the principal, superintendent or any representative of the school.

Each organization and activity may have further expectations and consequences that apply in addition to those described here.

Establishing the fact of the violation

A student may admit to violations of these expected standards of behavior and accept the consequences of his/her choices.

When the violation is not acknowledged by the student, the violation may be determined to have taken place if reasonable cause is established. Reasonable cause may be established when knowledge of the violation is provided to the administration by various reliable means including but not limited to: a faculty member or other adult in a supervisory role for the school, an officer in the legal system, a public record such as print or broadcast media, photographic evidence (including on-line), being cited by a law enforcement officer, being found guilty in a court of law or having entered into an informal probation agreement, a signed statement by one or more persons of the community combined with a direct meeting of the person making the statement, the principal, and the person being accused of a violation of this policy. The written and signed statement must be provided to the principal within fifteen days of the alleged violation. Based on such information, the principal may judge that the violation has taken place.

A student or parent (or guardian) contesting the principal's application of this policy to their situation may appeal the decision according to the following policy of due process. Within two (2) days after being notified of the decision, the student or parent (or guardian) must submit to the principal, in writing, the reasons for asserting that the policy has been incorrectly applied.

The principal shall then schedule a meeting of the parent(s) (or guardian) and student with the administrative council, giving at least five days written notice of said hearing, unless a shorter time is mutually agreeable. The administrative council shall consider the evidence presented and make written findings of its decision within five days.

Violations and Consequences:

Possession or control of any illegal chemical substance with the intent of sale or distribution at any time or hosting or facilitating a party or gathering at which alcoholic beverages or other illegal drugs are used by minors, or providing or procuring a facility for such a party or gathering is harmful to the community and the individuals in it because it provides an occasion for harming and leading others into illegal and immoral activity rather than building each person up in virtue. Depending

on the circumstances, the student found to have done this will receive consequences which can range from the consequences of a second offense for using or possessing drugs (even if it is only the first offense) to expulsion from St. Cecilia's for up to four quarters or permanently. The administration may also establish other requirements or consequences such as those below which must be fulfilled in order for a temporarily expelled student to return to St. Cecilia's at the end of the time of expulsion. These conditions must be communicated to the student and parent(s) at the time of the expulsion or within a reasonable time thereafter.

Attendance at school or any school function while under the influence of alcohol or other illegal drugs: If a St. Cecilia's student is suspected of being under the influence of drugs or alcohol at school or any school function, home or away, he/she will be detained by a school authority. When school authorities have reasonable cause to believe or suspect that a student is under the influence of alcohol at school or at a school related or sponsored activity or event based on the students' conduct, demeanor, appearance, or speech, the student will be requested to submit to a breathalyzer administered by a law enforcement officer. If the test discloses the student to be under the influence of alcohol above the zero tolerance level, the school will attempt to contact the parents to ask them to remove the student from the activity. A student cannot remain at school or at a school function while under the influence of alcohol or other drugs. Consequences will also include those for possession or use of illegal drugs as described below.

Physical presence in a situation at which alcohol or other drugs are being illegally used or possessed by minors: Students need to be aware that the civil law regards any minor present on the premises of a party at which alcohol is being served as able to be charged as a minor in possession (MIP) whether or not the minor is drinking. Presence at such a situation demonstrates tacit approval of the illegal and immoral activity, and students who are found to have been participating in such situations will receive the same consequences as those who were actively involved in the illegal possession and/or use of alcohol or other drugs. Instead, students are encouraged to use positive peer pressure to host and attend group activities without illegal use of alcohol or drugs.

The preceding violations will involve the following consequences. Refusal to comply with the consequences spelled out in this policy will constitute grounds for expulsion. For the purpose of this policy, the number of violations is cumulative from the time a student is enrolled at St. Cecilia until the student is no longer in attendance at St. Cecilia.

First Violation:

- a) The student will be suspended from participation in school activities and functions until such time as twenty (20) school days have transpired from the day the violation is established. By this, the student is suspended from attendance and participation at school extracurricular functions in any capacity. However, during the suspension period, the student who is a member of a team may be required to attend competitions agreed upon by the coach and administration. The student may sit with the team dressed in school uniform or dress code deemed appropriate by the coach and administration. The student will, however, be allowed to continue to come to

- b) practice. The time period for the suspension begins on the day the violation is established.
- c) The student will be required to participate in a drug/alcohol evaluation / assessment performed by a certified professional agreed upon by the parents and administration. The student will be placed on in-school or out-of-school suspension from the time the violation is established until an appointment is made for the evaluation / assessment and is confirmed by the school. If the evaluation/assessment is not completed within 30 calendar days from the time the violation is established, the student will be placed on out-of-school suspension until the evaluation/assessment is completed. The cost of the evaluation / assessment and any subsequent counseling or treatment shall be borne by the student or parent(s).
- d) A written copy of the recommendations made by the certified professional must be sent to the school by the office of the certified professional upon completion of the evaluation / assessment. Failure to do so will result in the student being placed on out of school suspension for an indefinite amount of time or the student may be dismissed.
- e) The student will follow the recommendations made by the certified professional. Failure to do so may result in suspension or dismissal.
- f) The student will be required to attend and complete a 6 session education program provided by the school (Insight)
- g) The student will be required to fulfill ten (10) hours of approved and verified community service in addition to the service that the school requires of all students.

Honesty Clause: If a student voluntarily admits to an administrator and/or their coach/moderator to violations of these expected standards of behavior by the close of the next school day after the commission of the offense and accepts the consequences of his/her choices the consequences may be reduced to the duration of fourteen (14) school days of suspension from activities because of the honesty of the student acknowledging the violation. This clause only applies to first-time violations.

Second Violation:

- a) The student will be suspended from participation in school activities and functions for one full semester from the day the violation is established. This is calculated by counting the number of school days that have transpired from the beginning of the current semester until the day the violation is established. The student is then suspended until that number of school days has transpired in the next semester. If the offense occurs in the second semester, the suspension includes the summer and rolls over until that number of school days has transpired in the first semester of the next school year. By this, the student is suspended from attendance and participation at school extracurricular functions in any capacity. However, during the suspension period, the student who is a member of a team may be required to attend competitions agreed upon by the coach and administration. The student may sit with the team dressed in school uniform or dress code deemed appropriate by the coach and administration. The student will, however, be allowed to

continue to come to practice. The time period for the suspension begins on the day the violation is established.

- b) The student will be required to show evidence in writing that he/she has sought and is currently receiving or beginning counseling from a professional individual (i.e. professional alcohol/drug counselor, psychiatrist, psychologist). The student will remain in counseling and will follow the recommendations of the professional individual until written notification is given to the school that counseling and/or treatment is no longer necessary. The cost of the counseling and/or treatment shall be borne by the student or parent(s).
- c) The student will also be required to fulfill twenty (20) hours of approved and verified community service in addition to the service that the school requires of all students.

Third or Subsequent Violation:

- a) The student will be suspended from participation in school activities and functions for the remainder of their school career.
- b) The student will be required to participate in a professional dependency program. The student may be reinstated in school activities upon completion of the program and after one full calendar year from the date the violation was established. Verification of completion of the chemical dependency treatment program must be provided in writing by the director or counselor of the dependency center prior to reinstatement of the student. The cost of the testing shall be borne by the student or parent(s). Expulsion may be considered as well.

Steroids:

The use of anabolic steroids, human growth hormones, blood doping or other inappropriate performance enhancing drugs/techniques is physically dangerous, unethical and possibly illegal. The use of the above compounds/chemicals/techniques reduces the emphasis on hard work and the development of talent and increases the emphasis on cheating. It is the position of this school that students who use steroids or inappropriate performance enhancers for competitive advantage shall not be permitted to participate in athletic competition. School officials may require a student suspected of using steroids etc. to submit to supervised testing in order to continue participation in athletics. The cost of testing shall be borne by the student or parent(s). Pending the results of the test, the student may continue to participate in athletics at St. Cecilia's. Should the testing show a positive response, the student shall be banned from participation in the athletic program at St. Cecilia's for one calendar year beginning on the date the testing results are received. Should the student voluntarily admit to the use of steroids, etc., the student shall be banned from participation in the athletic program at St. Cecilia's for nine (9) calendar months beginning on the date of admitting to the offense.

PERSONAL ELECTRONIC DEVICE USE POLICY

Students are allowed to have personal electronic devices in their possession during the school day in pockets, purses, lockers (locked), or backpacks. However, electronic devices have the following restrictions:

Cell phones must be turned off and remain out of sight during the school hours: 8:00 a.m. to 3:22 p.m. and cannot be used between classes or during lunch. Students are permitted to use their cell phone in either the Middle School or High School office if given explicit permission.

MP3 players or the like must also remain out of sight and turned off during the school hours of 8:00 a.m. to 3:22 p.m. MP3 players or the like may not be used between classes or at lunch.

PDA's and devices with calendars, calculators, and other tools are allowed in school for organizational and presentation purposes.

When using the PDA portion of devices which have multiple functions, such as Smart Phones, Blackberry's, PDA phones, etc, students need to have the cell phone and mp3 player functions shut off during school hours.

Students are responsible for their own electronic devices even if they have loaned it to someone.

Electronic devices may be permitted by the teacher of a class whose students need the camera capability or mp3 player for podcasting etc.

Consequences:

The electronic device will be taken by the teacher or administrator with a note stating the student's name, date, class/time and turned in to the office. First violation: The principal will call the parents to come and retrieve the electronic device. Second violation: the electronic device will be kept for a week.

LIMITED PRIVACY

Teachers and administrators have the right to search desks, lockers, bags, backpacks, book bags, athletic bags, vehicles, and/or personal belongings at any time for a sufficient reason. Such a search should ordinarily be conducted with another adult witness present. Any items found which are inconsistent with the goals of a Catholic school may be removed and held by the school. Parents will be notified if any such items are found and confiscated. The administration reserves the right to confiscate and destroy items such as water pistols, radios, headsets, toys, pop, candy, food, and laser pointers. Such items have no place in school.

Lockers: School lockers are school property and remain at all times under the control of the school. Lockers are provided free of charge to students. For middle school students, locks may be purchased at a cost of \$3.50. You may keep the lock at the end of the year or return it (if it is in good working order) for a partial refund. Locks are not mandatory for middle school students. For high school students, the lockers have a built in lock. Individual combinations should be kept confidential to ensure the effectiveness of the lock. Students may not at will change lockers or change to a different locker without prior approval by the principal. Inner locker decorations must be affixed only with magnets and must be appropriate. Any kind of defacing (writing

on them, scratching, kicking the doors shut, using any sticky material etc.) will lead to your forfeiting the privilege of using the school lockers. The student should keep school supplies, book bags, coats, and the like in the locker. Any money or item of high value should be checked into the office and can be returned when requested. However, students are expected to assume full responsibility for the content security of their lockers. Each student is responsible for his or her locker. The school cannot be held accountable for the loss of money or valuables left in lockers. There are lockers available in the boys and girls locker rooms for gym clothes. You may want to purchase a lock for that locker also. You may use an empty locker during the gym time or practice. Respect others property and don't get into someone else's locker without their permission. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without student consent, and without a search warrant. Locks that cannot be opened will be cut off.

Book bags, backpacks, purses, pockets, personal effects and vehicles: When school officials have reason to believe a student or group of students possesses drugs, weapons, stolen property, or other contraband, school officials will conduct searches of all parties necessary to resolve the suspicion.

Law enforcement authorities: Law enforcement authorities may be called to assist in any search if the school authorities believe state or federal laws have been violated and the assistance of a law enforcement officer is deemed necessary and/or advisable. If, in the course of a search, school officials discover evidence of illegal possessions and/or activities, the school officials will notify law enforcement officers and turn over contraband discovered during the search process.

Other searches: School officials reserve the right to conduct such searches as deemed necessary and prudent, including the use of drug-sniffing dogs, to provide a safe and orderly environment in and around the school. School officials should seek to maintain the least intrusive search methods necessary to resolve the suspicion and/or danger.

GENERAL REGULATORY PROVISIONS

Students have the use of school facilities from 8:00 - 3:22 each day. A brief period before and after that time is allowed for locker use, etc. Students are not to be in the gym or school building before or after school unless under the supervision of a staff member.

Courtyard use policy is determined by faculty and student council consultation.

Because of cleaning difficulty and/or health hazards in some classes, gum chewing is forbidden in carpeted and lab areas, in classes such as PE, and at a teacher's discretion in any class.

Textbooks should be covered at all times. Students may provide their own book covers or purchase them from the office.

Students responsible for permanent marks in or on or for damage to textbooks, desks, walls, ceilings, or other school property will have to make restitution as a condition for remaining in school.

Students who lose or damage books, periodicals, non-book items, pamphlets, documents and other library materials will be required to pay full replacement costs.

Desks and lockers, while used by students, remain the property of the school and as such are subject to search.

Bookbags must be kept in lockers and not brought into the classroom. Failure to pay fines and/or restitution for damaged or lost school property may result in the withholding of report cards and/or diploma.

Activity tickets must be purchased by all students participating in any activities; for all other students, they are optional. This ticket is \$15.00 and provides admission to all athletic and dramatic events, except the musical. This ticket is a considerable savings over single admissions to school events.

The annual Junior-Senior Prom is sponsored and financed by the Junior class. The Prom will end at midnight and is attended only by STC juniors and seniors and their dates (who must be of at least junior standing and not more than 20 years of age). Girls are expected to wear modest prom dresses. Post prom activities may be organized and sponsored by parents of Juniors.

Other school dances must be approved in advance by the principal and require the presence of a police chaperon should students other than the regular STC student body be in attendance.

All other club or organization activities (i.e. fundraisers or social functions) must be approved by the principal. All clubs will maintain an account through the school office with a record of all transactions available upon request. All club/organization expenditures must be matched by deposits.

Bake and snack sales used as fund-raisers may occur only before or after school hours.

High school students are assigned a work duty for the annual Bazaar/Chicken Noodle Dinner and Freshmen are assigned work duty for the annual Dinner/Auction B.L.U.E Other middle school and high school students may volunteer to help at B.L.U.E. All are expected to report for the assigned time unless unusual or extreme circumstances prevent them from doing so. A parent's note or call is required to be excused from participation. Students who do not report for their duty will be assigned another time that they can do their part for the support of the school.

SACRAMENTAL OPPORTUNITIES

Weekly School Masses are held on Tuesday and Friday mornings; attendance at this Mass is mandatory for all students. Mass is offered on Wednesday and Thursday morning at 7:30 am in the school chapel for any student, faculty, or community member who would like to attend. Confessions are heard in the school chapel on Tuesday and Friday morning at 7:30 am for any students, faculty or community member that would like to attend.

HOT LUNCH AND BREAKFAST

Hot lunch and breakfast is served each day in the school cafeteria. Because the hot lunch program is part of a federal program, guidelines must be followed to ensure continuance of federal funds to keep the price of the lunches low. One of these guidelines is that no pop is allowed during the lunch time and another is that food from other food services may not be brought in. Sack lunch from home is permitted. Students are to purchase their lunches a month in advance, preferably at the beginning of each month. There will be no credit given. Lunch and breakfast costs will be

published in the LINKS, but are subject to change without notification. All students will go to the cafeteria over the lunch time even if they choose to bring a sack lunch. Students will stay in the cafeteria or designated classes may be given permission to use the courtyard until five minutes before classes resume. Restrooms off the cafeteria are for students' use at noon.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

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

ACADEMIC INTEGRITY POLICY

Self improvement and knowledge acquisition should come about honestly. For a positive contribution to self, school and community, the value of honesty must be upheld.

Students caught cheating will receive a grade of zero for the work in question and a detention. Repeated incidents may lead to more severe penalties.

SEXUAL HARASSMENT POLICY

It is the policy of St. Cecilia High School that the learning environment of its students shall be free from sexual harassment. It is a violation of this policy for any student to harass any other student or staff member by making unwelcome verbal or physical sexual advances, requests for sexual favors or other inappropriate verbal or physical conduct.

Activities proscribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type for sexual activity, remarks of a sexually demeaning implication, unwelcome touching or any suggestions of sexual involvement which carries with it any implied or explicit threat.

Violation of this policy will result in serious disciplinary action. Likewise, public displays of affection are discouraged.

HARASSMENT POLICY

Other forms of emotional harassment will not be tolerated. Students should immediately report any type or violation of harassment to teachers or administration. Violation of this policy will result in serious disciplinary action.

BUS ROUTE RULES

1. Obey the bus laws:
 - a. Wait on the sidewalk, approach the bus to load after it has come to a complete stop.
 - b. Sit on the seat and face the front of the bus. No changing places.
 - c. Keep complete silence at all railroad crossings.
 - d. Keep aisle clear: No book bags, instruments, feet, heads, hands, etc.. in the aisle.

- e. Do not throw anything out the window. Arms & hands must be inside. Place trash or litter in the wastebasket provided in the bus.
 - f. Use the emergency door for emergencies only.
 - g. After unloading walk in front of the bus, never behind. Cross the street before the bus leaves.
2. Talk quietly - loud noise distracts the bus driver.
 3. Respect the bus driver and others.
 - a. Obey the bus driver - do not talk back.
 - b. Do not call others names or make fun of them.
 - c. Never push, shove, trip, or hold anyone back while loading or unloading.
 4. Students are responsible for any damages in or on the bus. This includes but is not limited to: hanging from luggage racks so as to bend or dent them; ripping or tearing seats; writing on the seats or elsewhere in the bus; and putting feet on the seats.
 5. Boom boxes, Walkmans, etc. are permitted only when using headphones. Musical instruments must be kept in their cases.
 6. No eating/drinking while on the bus, including but not limited to: pop, juice, candy, gum, sunflower seeds, chips, crackers, cookies, cake, peanuts, pretzels, etc.

Consequences for violation of the bus route policy:

1st Offense: Written warning. Parents notified with the Bus Incident Report. Parents must sign the report and the student must return it to the bus driver before being allowed back on the bus.

2nd Offense: Bus privilege revoked for 1 week. Parent must meet with school officials before student is allowed back on the bus. The student could be allowed back on the bus after one day if a parent rides the bus for a week.

3rd Offense: Bus privilege revoked for 9 weeks. Parent must sign the report and the student must return it to the bus driver before being allowed back on the bus.

4th Offense: Bus privileges revoked for the rest of the year.

STUDENT DRIVER POLICY

The parking lot immediately east of the high school building is for the use of students. Students who drive must register in the High School office for a fee of \$5.00 and will receive a parking permit which must be visibly displayed on the rearview mirror. Students may purchase a reserved parking spot for \$20 for the year (this fee includes the registration fee). Inappropriate driving or parking practices may lead to the loss of this privilege and a fine of \$5.00. Students are not to park on the west side of Kansas Avenue between fifth and sixth streets or on 6th street parking zone. Parents must sign the Student Driver Hold Harmless Agreement.

MARRIED STUDENT POLICY

St. Cecilia High School will admit and retain students who are married provided: 1) Catholic students must be married in accord with the laws of the Catholic Church and the diocesan regulations concerning teenage marriage. Non-Catholic students must

have observed comparable regulations deemed appropriate by the school administration. 2) The student must continue to observe academic and disciplinary regulations, and 3) The school administration determines that continued attendance of the student will not have adverse effects on the rest of the student body.

STUDENT DOMICILE

St. Cecilia High School assumes responsibility for a student while he or she is in school, and realizes the importance of the responsibility that a parent or guardian holds in regards to that student. If the student is living in a home in which he or she is not supervised by a parent or guardian, the essential guarantees of responsibility no longer exist. Therefore, St. Cecilia will not admit nor retain a student not living under the authority of a parent or guardian.

PREGNANT STUDENT POLICY

Students who are pregnant face special difficulties as they prepare to bring a new human life into the world. The decision to bring the child to term is honored because it is a choice for life--the life of the child. At the same time the choice to engage in sexual intercourse outside the bonds of marriage is unacceptable and sinful as the Catholic Church teaches. The following policy in no way condones such activity, but it is the concern of St. Cecilia's to assist pregnant students in completing their high school education and to support them through the pregnancy.

Students who are pregnant are allowed to continue their high school education, but with the following requirements: Pregnant students must support the teachings of the Church and the understanding that sexual activity is morally wrong. They are to speak of their pregnancy only when appropriate and only in the context of the moral teaching of the Church. Students may speak with teachers about the pregnancy in private and never during class time. Pregnant students will be expected to participate in counseling with a counselor who is pro-life and not in opposition to the teachings of the Catholic Church to make informed decisions regarding their future and the future of their children. Likewise, expectant fathers who have made themselves known are expected to participate in counseling, and parents of boys or girls in this situation are encouraged to participate in the counseling. Pregnant students are expected to adhere to all school and class regulations unless the student's doctor indicates in writing that such an activity would be unsafe for the student and/or for the unborn child.

In order to continue the high school education, pregnant students will be able to continue in class as long as it is possible and/or comfortable for the pregnant student. After that, the student will be allowed to work with the teachers on an individual basis to complete the learning and work of the courses. St. Cecilia's will seek to work with the student's doctor to provide classes within the curriculum that will not jeopardize the safety of the unborn child. Moreover, St. Cecilia's seeks to offer spiritual and emotional support as would be offered to any other student going through a difficult time in life.

CHRONIC INFECTIOUS CONDITIONS

None of the identified cases of chronic infectious conditions in the United States are known or suspected to have been transmitted from one student to another through regular school contact. Nevertheless, each individual situation involving a chronic infectious condition (i.e. AIDS & ARC, Hepatitis B, or other chronic viral and bacterial illnesses) shall be carefully considered on a case by case basis. The administrator(s) of Hastings Catholic Schools shall meet with the infected student's parents or legal guardians, the student's physician, and the student's teachers, to determine whether or not the student should be allowed to enroll or remain in school. The number of people who are aware of the infected student's condition shall be kept to a minimum to assure proper care of the student and to detect any extraordinary situation that may present a potential for transmission.

An infected individual would be dismissed from the system if he or she was unable or unwilling to control bodily fluids or if the individual is physically aggressive with a documented history of biting or harming others.

Because chronic infectious conditions damage immune systems, students with chronic infectious conditions risk severe complications from infections commonly found in school such as chicken pox or measles. For that reason, the student's physician, a school physician, and/or a legal representative if necessary, will be asked to evaluate the risk of infection based on the student's immune status. If the physicians recommend higher than average absenteeism, the teachers will try to help the student make up classes as much as possible.

The Diocesan Policy will be followed in all cases. It is available upon request.

STUDENT DRESS & UNIFORM POLICY

Students will follow the dress code policy as outlined on the following pages. While primary responsibility for students being in the proper uniform rests with the parents, students should be mature enough to accept responsibility and adhere to the dress code. However, the administration, teachers and staff will check for adherence to the policy. A demerit will be issued if a student is out of dress code and can become compliant immediately. A student will be removed from class and a detention will be issued if a parent must bring clothing to school to bring the student into compliance with the dress code. The administration and individual classroom teachers have the sole discretion to determine whether a student is in full compliance with the dress code. On out of uniform dress up or jeans day, no sleeveless attire or short tops (no skin showing), no sweats or nylon tear aways (or similar workout attire) will be allowed to be worn. No slides or flip flops are permitted.

BOYS 6-12

PANTS: Navy blue or khaki dress pants only. Material must be a cotton/twill or polyester of some combination. No knit pants. No more than four pockets, no look alike jeans, or cargo pants. Pants must be hemmed. At the discretion of a teacher or administration, a belt may be required to be worn.

SHORTS: Navy blue and khaki shorts only. No cargo shorts. Shorts may be worn May 1 through September 30th. Shorts must be hemmed.

SHIRTS: White oxford cloth, button-down collar. White polo shirts; or white turtlenecks. All shirts must be solid in color and have a collar. Shirts can be long or short sleeved. Polos must be free of any company insignia (e.g. alligator, fox, O.P.). Only the Hastings Catholic School logo is acceptable. Turtlenecks are not to be worn alone. The uniform sweatshirt or an oxford shirt must be worn over the turtleneck. *Plain* white unprinted T-shirts may be worn under shirts and are to be tucked in at all times. Students with excessively short or long shirts will be required to change and will not be permitted to wear that shirt again.

SOCKS: Socks must be worn at all times.

SWEATSHIRT / FLEECE: The navy sweatshirt must be purchased from the Student Council and must have a shirt with a collar or a plain white turtleneck shirt underneath. The dress code compliant fleece pullover purchased through STC is also acceptable.

TIES: Navy blue (can be purchased at STC).

SHOES:

High School: Dress shoes, athletic shoes or dress sandals, with straps on the heel, or tennis shoes in good condition.

Middle School: Dress shoes or athletic shoes.

NONE of the following will be allowed: athletic slides, beachware sandals, shower sandals or inappropriate footwear. No slides, or flip flops are allowed.

GENERAL:

1. On designated dress-up days at STC, boys will be required to wear navy blue slacks, a belt, a white oxford cloth, button down collar shirt, and a *navy tie* (tie is for 9-12 only). The tie is to be appropriately worn at all times during the day. Shirts are to be tucked in at all times. All 6-12 boys will want to make sure these items are part of their wardrobe.
2. Grooming: *Boys must be clean shaven*. No mustaches or beards. Hair length can be no longer than the top of the shirt collar and must be off the ears and out of the eyebrows, no bright coloring, no 'carved' hairdos. No visible tattoos or body art. No earrings or body piercings are allowed during school or whenever a student represents STC as a member of a club, team or extra-curricular activity. Piercing(s) may be confiscated and returned to parents later.
3. Coats are not to be worn in school.
4. 8th Grade Promotion: Dress Shirt, dress slacks, tie, and dress shoes. Students must remain dressed up the entire evening.

GIRLS 6-12

SKIRTS: Skirts or skorts must be purchased from Dennis Uniform Co. High School skirts are solid navy blue or Blackwatch plaid. Middle School skirts are solid navy blue or Belair Plaid. All hems must reach the top of the knee.

BLOUSES: White oxford cloth, button-down collar. White polo shirts; or white turtlenecks. All blouses must be solid in color, have a collar. Blouses can be long or short sleeved. Polos must be free of any company insignia (i.e. alligator, fox, O.P.). Only the Hastings Catholic School logo is acceptable. Turtlenecks are not to be worn alone. The uniform sweatshirt or oxford shirt must be worn over turtlenecks. *Plain* white unprinted T-shirts may be worn under shirts and are to be tucked in at all times. Students with excessively short or long shirts/blouses will be required to change and will not be permitted to wear that shirt again.

SLACKS: Navy blue or khaki only. Material must be a cotton/twill or polyester of some combination. No look alike jeans, wind or nylon pants with drawstrings, etc., no stretch pants, no cargo pants. All pants must be hemmed.

SHORTS: Navy blue and khaki shorts will be allowed. No cargo shorts. Shorts must be hemmed. Skorts from Dennis Uniform Company may also be worn. Capri's and shorts may be worn May 1 through September 30th.

SHOES:

High School: Dress shoes, athletic shoes or dress sandals, with straps on the heel, or tennis shoes in good condition.

Middle School: Dress shoes or athletic shoes.

NONE of the following will be allowed: athletic slides, beachware sandals, shower sandals or inappropriate footwear. No slides or flip flops are permitted.

SOCKS: Navy blue or white: solid color; must be worn.

High School: Nylons or navy tights may be worn.

Middle School: No hosiery will be allowed.

SWEATSHIRTS / FLEECE: The navy sweatshirt must be purchased from the Student Council and must have a shirt with a collar or a plain white turtleneck shirt underneath. The dress code compliant fleece pullover purchased through STC is also acceptable.

GROOMING: No bright or unusually colored hair. No body piercings other than ears are permitted. Ears may have no more than two piercings per ear. Earrings must be tasteful.

GENERAL:

1. On designated dress-up days, girls in grades 6-12 will be required to wear the plaid skirt, a white oxford cloth button down collar blouse. No leggings may be worn. All 6-12 girls will need to make sure these items are part of their wardrobe.
2. Coats are not to be worn in school.
3. Girls 6 – 8 grade: Wearing of makeup by middle school girls is not encouraged. Cosmetics should not be brought to school; this includes nail polish, lipstick, etc.
4. 8th Grade Promotion: Dresses or skirts and blouses, must be modest and appropriate for wearing to church. Spaghetti straps and low cut tops are not allowed. Students must remain dressed up the entire evening.

TELEPHONES

Office telephones are business phones and are not to be used for personal calls except for emergencies. A student phone is available in the Middle School office. The school’s phone number is 462-2105 and is also the High School’s phone number.

MIDDLE SCHOOL - ADDITIONS

MIDDLE SCHOOL!!! IT’S YOU!

Middle School Is...A school to prepare you for high school at STC.

Middle School Is...A place to get to know a teacher better.

Middle School Is...A place to share ideas, your faith, concerns, and experiences with kids your own age who have interests similar to yours.

Middle School Will...Help answer questions about you (to recognize and deal with difficulties or weaknesses).

Middle School Is...A different teacher for different subjects.

Middle School Is...A chance to work in large and small groups.

Middle School Is...A place to make new friends.

Middle School Is...A beginning for independent study, long range assignments, growing up, providing service to others.

Middle School Is....

A GREAT PLACE TO BE!

We want you.....

.....to contribute your ideas fairly and respectfully.

.....to know exactly what is expected of you in class and to receive clear and proper instructions.

.....to be correctly tested and graded.

.....to be treated with dignity and respect.

.....to be confident that you will be listened to if you have been accused of a rule violation.

but we also want you.....

.....to respect the ideas of others --teachers and students alike.

.....to complete your school work to the best of your ability. Ask questions and ask for help if needed.

.....to attend school. If you miss school, you must make up work you missed.

.....to treat other people as you would like to be treated. Cut-downs and profanities are not acceptable.

.....to follow school regulations and accept appropriate disciplinary action.

STC COURTESY

1. Pass in the hall orderly and quietly. Be considerate of others in the halls and classrooms.
2. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
3. Keep food in cafeteria. Stay there until you are completely finished eating. BOTTLES ARE NOT ALLOWED OUTSIDE OF THE CAFETERIA! Eating and drinking in the hallways is not acceptable, with the exception for Aquafina water bottles from vending machine. No pop at lunch time.
4. Leave the school building within ten minutes after dismissal unless under supervision of a teacher.
5. Be in the classroom before the final bell rings.

Appendix A

Acceptable Use of Computers, Network, Internet and Websites Policy

Parents need to inform the administration in writing if they do not wish to give permission for students to use HCS Computing Resources. Hastings Catholic Schools (HCS) adopts and shall enforce a policy of making technology resources available to advance educational goals and objectives. The implementation of this policy shall include technology protection measures with respect to computers with Internet access, consistent with district standards, the Children's Internet Protection Act or other laws. The superintendent or the superintendent's designees are authorized and directed, as part of the administration of this district, to establish and enforce regulations, forms, procedures, guidelines and specific district standards to implement this policy.

A. Definitions

- *Computer Use* — Shall mean and include the use of school computers and networks and other technology resources including, without limitation, computers and related technology equipment or networks, all forms of E-mail or electronic communication, websites and the Internet including onsite or by dial-up or remote access thereto through school accounts, as well as any use which involves visual depictions, audio, video or text, in any form.
- *Computer User* — Shall mean and include any Minor, Student, Adult, Staff Member or other person who engages in Computer Use.
- *Minor* — Shall mean an individual who has not attained the age of 19.
- *Student* — Shall mean an individual, regardless of age, including a Minor, who is receiving educational services and is enrolled in HCS.
- *Obscene* — Shall have the meaning given such term in Section 1460 of Title 18, United States Code.
- *Child Pornography* — Shall have the meaning given such term in Section 2256 of Title 18, United States Code.
- *Harmful to Minors* — Shall mean any picture, image, graphic image file or other visual depiction that:
 - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual sexual act or sexual contact, actual normal or perverted sexual acts or a lewd exhibition of the genitals; and
 - taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
- *Hacking* — Shall mean Computer Use or using the Internet to attempt to gain unauthorized access to proprietary computer systems.
- *Technology Protection Measure* — Shall mean and refer to a proxy server managed by the Diocese of Lincoln Educational Technology Office for HCS that blocks and/or filters Internet access.
- *Authorized Adult Staff Member* — Shall mean and refer to an adult staff member of HCS.

- *Adult* — Shall mean and refer to all HCS employees or staff members and any other individual, whether an employee of HCS or not, age 19 or older.

B. Purpose

- Any Computer Use shall constitute an agreement by the Computer User to be bound by all HCS policies and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.
- HCS has complete authority to regulate all Computer Use and Computer Users.
- Computer Use is a privilege and not a right. All files or information stored therein or thereon are the property of HCS and shall be regulated by HCS.
- Computer Users have no privacy rights or expectations of privacy when using the same. Computer Use and all files or information stored therein, thereon or linked thereto may be monitored, tracked, logged, copied, reviewed and accessed at any time without prior notice.
- Computer Use is limited to current HCS employees (and their designees) and students, for HCS educational uses only.
- Computer Use shall not be permitted for personal reasons or for purposes that are contrary to the mission of HCS, unless deemed incidental, intermittent or occasional. The administration in its sole and absolute discretion shall determine what personal use may be permitted as incidental, intermittent or occasional.

C. Unacceptable Use

- Computer Users shall not access information or material that is obscene, child pornography, harmful to minors or students or otherwise inappropriate matter for educational or school-related uses. This includes content blocked by the Diocesan Internet Filter.
- Computer Users shall not engage in Computer Use which involves hacking or attempts to otherwise compromise any proprietary computer system's security.
- Computer Users shall not engage in illegal activities on the Internet.
- Computer Users shall not engage in Computer Use for profit.
- Minors or students shall not use electronic mail, chat rooms and other forms of direct electronic communications without approval of an authorized adult staff member.
- Minors or students shall not disclose, use or disseminate personal identification information of themselves or others on the Internet while engaging in Computer Use.

D. Technology Protection Measure

HCS shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, HCS may also use other technology protection measures or procedures as deemed appropriate.

E. Websites

HCS has complete authority to regulate school websites along with all content and posted links therein. This includes authority to shut down or remove any such website or posted link therein. All school websites are bound by and must comply with all HCS policies and regulations, these regulations, building guidelines, use agreements, handbook provisions and all administrative orders or directives as issued from time to time.

- Web page documents may include only the first name and the initial of the student's last name.
- Web page documents may not include a student's phone number or address.

E. Social Networking

Student access to social networking websites (e.g. myspace, friendster, facebook, tagged, etc.) is blocked and not allowed on school property. Students who develop and maintain personal websites, blogs, and/or social networking pages and who identify themselves as students at Hastings Catholic Schools must keep in mind they are representing the school in a public forum, and should not contain images, language, or information which could contradict the values of the school as stated in the school's mission statement. HCS can and must hold the students responsible for inappropriate content. The school may take the following actions:

- Call the students in for a conference to request they modify their webpage/blog and/or take the school's name and or images/logo off of the website;
- Communicate with the student's parents/guardians about any inappropriate material on a student's webpage/blog;
- Impose disciplinary consequences which the administration believes are in line with the offenses;
- If the student will not cooperate with the school administration by making his/her webpage/blog free of anything that would cause harm to the student's reputation or the reputation of the school, firmer disciplinary action will be taken.

F. Violations of Rules

Any violation of HCS policies and regulations, these regulations, building guidelines, use agreements, handbook provisions or administrative orders or directives as issued from time to time on Computer Use by any Computer User as defined herein, including access to the Internet may result in removal of privileges, reporting enforcement agencies and additional disciplinary action, including possible expulsion of minors or students or termination of employment for staff members or employees.

Student Publication Release Form

During participation in Hastings Catholic School (HCS) activities and events, students and student products are often photographed, videotaped, and/or audiotaped. They are sometimes published in educational, instructional, and informational materials for HCS. The purpose of these materials is to showcase student work and participation in publications. Publications might include: St. Cecilia Middle and High School (STC) Yearbook, STC's news, STC Live, STC Online, STM Website, STM Yearbook, HCS brochures and literature, HCS Links, Hastings Catholic Schools Alumni & Development Office literature and website. The goal is to positively recognize students and share the HCS experience.

Parents must notify the school administration in writing if they do not give consent for the student and his or her work to be photographed, videotaped, or audiotaped, which includes waiving the right to inspect and/or approve the material, and release HCS from any and all liability which could result from its use, authorizing HCS to use the above mentioned material in whole or in part, in any manner that they deem appropriate, including any reproductions thereof and to identify students appearing in reproduced material by full name in hard copy publications and by first name and last initial only in website publications.