

# **CEDAR CATHOLIC JR.- SR. HIGH SCHOOL**



## **Student-Parent Handbook 2024-2025**

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**CEDAR CATHOLIC JR.-SR. HIGH SCHOOL  
STUDENT - PARENT HANDBOOK  
2024-2025**

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## ARTICLE 1 - FORWARD

### Section 1.1 Intent of Handbook

This handbook is intended to assist students, parents/guardians, and staff of Cedar Catholic in preserving the mission of Catholic Education. The cooperation and assistance from our students and parents/guardians is of vital importance to the success of our school. It is most important that each student and parent/guardian reads, understands, and agrees to abide by the rules and regulations of this handbook.

This handbook is provided for information purposes only and does not constitute a contractual agreement between Cedar Catholic Jr.-Sr. High School and any student or any parent/guardian of any student. Cedar Catholic Jr.-Sr. High School reserves the right to change any of the guidelines set forth in this handbook without notice when, in its sole discretion, Cedar Catholic Jr.-Sr. High School believes that it is necessary. Furthermore, this handbook does not create any restrictions upon Cedar Catholic's right to institute any course of disciplinary action, which, in Cedar Catholic's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

The information in this handbook provides a general description of rules and regulations recommended as policy by the Cedar Catholic School Board and adopted by the administration. It is the duty of the administration and staff of the school to implement and enforce the rules and regulations of the handbook. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. The administration has the authority to make decisions regarding situations not covered in this handbook.

The rules of this handbook pertain to the school premises. The school premises include the block on which the Cedar Catholic Jr.-Sr. High School building is located, the block on which the Holy Trinity Church is located, the block on which the Holy Trinity School is located, and the block on which Hartington-Newcastle Public School is located. This property is bordered by Bow Street on the North, Summit Avenue on the West, Madison Avenue on the East and 882<sup>nd</sup> Road on the South. The school premises' definition also includes locations at which school activities take place and all school property such as transportation.

### Section 1.2 Corporate Parishes

The following parishes support the mission of Cedar Catholic Jr.-Sr. High School:

All Saints Parish of Cedar County	Rev. James E. Keiter, Pastor
Holy Family Parish of Cedar County	Rev. James E. Keiter, Pastor
Holy Trinity Parish, Hartington	Rev. Owen W. Korte, Pastor
St. Michael Parish, Coleridge	Rev. Owen W. Korte, Pastor

### Section 1.3 Board of Education

The CCHS Board of Education consists of the pastors listed above and lay representatives from each of the school's corporate parishes. The Board of Education is advisory by design and makes recommendations to the administration in setting school policy and in promoting the mission and goals of the school. Meetings are usually scheduled on the third Thursday of the month. Meetings are open to the public, however, anyone wishing to be on the agenda must contact the board president, the school president, or the school principal at least one week in advance of the scheduled meeting. The following are the representatives from each of the school's corporate parishes:

All Saints Parish	Mr. Pat Steffen
	Mrs. Wendy Stevens
Holy Family Parish	Mr. Tom Kuchta
	Mr. Brian Pinkelman
Holy Trinity Parish	Mrs. Melissa Bowers
	Mr. Daryl Kleinschmit
St. Michael Parish	Mrs. Beckie Polak

Section 1.4 Administration

Dr. Dan Hoelsing  
Mr. Chad Cattau

President  
Principal/Athletic Director

Section 1.5 Faculty

Mr. Rob Bengston  
Mr. Blair Kalin  
Mrs. Lori Christensen  
Mrs. Shanna Dendinger  
Mrs. Audrey Freeman  
Ms. Erin Pfeifer  
Mrs. Joanne Hamilton  
Mrs. Therese Hoffart  
Mr. James Kaiser  
Mrs. Bailey Koch  
Mrs. Shelley Larson  
Mrs. Renae Mainquist  
Mr. Russ Gade  
Mr. Vergil Nelson  
Mrs. Miranda Bernecker  
Mrs. Heather Showen  
Mrs. Grace Pinkelman  
Mr. Nicholas Paltz  
Mr. Ray Weier  
Mrs. Brelynn Wurdinger

School Counselor  
Physical Education  
Resource, Theology  
Science, Theology  
Social Science  
Language Arts  
Vocal Music  
Full Time Substitute  
Social Science, Theology  
Mathematics, Science  
Language Arts  
Theology, Library/Media  
Business/Technology  
Instrumental Music  
Mathematics  
Art/Custodial  
Family Consumer Science  
Full Time Substitute  
Mathematics  
Spanish/Journalism

Section 1.6 Support Staff

Mr. Jeff Andrews  
Mrs. Vicki Donner  
Mrs. Teresa Arens  
Mr. Craig Ernster  
Mrs. Megan Hoelsing  
Mrs. Cassie Gubbels

Custodian  
Custodian  
Food Service Manager  
Activity Center Custodian  
School Nurse  
BusinessManager

Mrs. Sheila Jueden  
Ms. Kay Lammers  
Mr. John Lammers  
Mr. Blair Kalin  
Mr. Duane Wuebben  
Mr. Rick Perk

Office Manager, Transportation Director  
Cafeteria Business Manager  
Bus Transportation Maintenance  
Bus Driver  
Bus Driver  
Suburban Route Driver

Section 1.7 Accreditation

Cedar Catholic High School is accredited by the Nebraska Department of Education.

Section 1.8 School Calendar

First Semester

August 12-13-14, 2024	No School	Teacher Workdays
August 15, 2024	2:00 Dismissal	First Day of School
September 2, 2024	No School	Labor Day
September 4, 2024	12:00 Dismissal	Faculty Faith Formation
September 18, 2024	No School	Faculty Retreat
October 2, 2024	12:00 Dismissal	Faculty Faith Formation
October 16, 2024		End of 1 <sup>st</sup> Quarter

October 23, 2024	1:00 Dismissal	Parent-Teacher Conferences
October 24, 2024	12:00 Dismissal	Fall Break
October 25, 2024	No School	Fall Break
November 6, 2024	12:00 Dismissal	Faculty Faith Formation
November 27, 2024	12:00 Dismissal	Thanksgiving Break
November 28-29, 2024	No School	Thanksgiving Break
December 4, 2024	12:00 Dismissal	Teacher Inservice
December 20, 2024		End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
December 20, 2024	2:00 dismissal	Christmas Break
December 23, 2024-January 3, 2025	No School	Christmas Break

Second Semester

January 6, 2025		Classes Resume
February 5, 2025	12:00 Dismissal	Faculty Faith Formation
February 13, 2025		End of 3 <sup>rd</sup> Quarter
February 14, 2025	No School	Winter Break
March 5, 2025	12:00 Dismissal	Faculty Faith Formation
March 13, 2025		End of 3 <sup>rd</sup> Quarter
March 14, 2025	No School	Spring Break
April 2, 2025	12:00 Dismissal	Faculty Faith Formation
April 17, 2025	No School	Holy Thursday
April 18, 2025	No School	Good Friday
April 21, 2025	No School	Easter Monday
May 6, 2025		Seniors' Last Day (Tentative)
May 10, 2025		Graduation
May 20, 2025	12:00 Dismissal	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
May 21, 2025	No School	Faculty Workday



## ARTICLE 2 – MISSION AND GOALS

### Section 2.1 Mission Statement

Empowered by our Catholic faith and the Holy Spirit, Cedar Catholic Jr.-Sr. High School develops disciples, scholars, and leaders for the future.

### Section 2.2 Vision Statement

Cedar Catholic Jr.-Sr. High School continuously strives to be a Christ-centered, future-oriented educational facility that always seeks to evolve and grow. The school will meet the academic and spiritual needs of the students, thus forming servant leaders who enrich society. Cedar Catholic will continue to be viewed as an asset not only to the Catholic community, but also to the community at large because of the message it teaches and the example it provides.

### Section 2.3 Belief Statements

Cedar Catholic Jr.-Sr. High School believes that:

- All students can learn and must develop a sense of responsibility for their learning and actions;
- Learning takes place through individual and interactive activities;
- All students deserve equitable and quality learning opportunities that provide for individual differences;
- Family support and guidance is critical in the learning process;
- The school must be a community whose Christian values are understood, communicated, and demonstrated;
- Respect and acceptance are essential in the development of a student's dignity and self-worth;
- The school must reach out and collaborate with local and parish communities, as visible witnesses of God's love and service in the Church;
- Participation in group activities (both academic and extracurricular) is vital in assisting the student to develop responsibility, Christian attitudes, and leadership;
- The school is committed to providing a safe and supportive environment to ensure student educational success;
- It is the duty of the State to protect, through legislation, the right of the family to educate children in their religious beliefs.

### Section 2.4 Exit Outcomes

Graduates of Cedar Catholic Jr.-Sr. High School will be able to demonstrate:

- Catholic religious knowledge, virtue, and practices:
  - By their personal belief in God through their lifestyle; and
  - By their ability to display knowledge of moral and religious practices and obligations.
- Complex thinking skills:
  - By applying academic knowledge to logical problem-solving strategies;
  - By applying analytical and logical reasoning to everyday living; and
  - By displaying innovative and creative thought processes.
- Effective communication skills:
  - By using a variety of research skills and resources;
  - By expressing ideas clearly;
  - By effectively communicating for a variety of purposes;
  - By effectively communicating through a variety of mediums; and
  - By creating quality products.
- Effective social skills:
  - Through the ability to self-assess and monitor behaviors in a group;
  - By exhibiting community interaction; and
  - By developing relationships and fostering cooperation with all age groups and races.
- Independent learning skills:

- By being self-motivated and self-directed;
- By establishing clear goals and means for success; and
- By seeking new challenges and considering choices before acting.
- A balance of spiritual, emotional, social, and physical practices for wellbeing:
  - Through an appreciation and acceptance of one's beliefs and culture;
  - Through an awareness of the effect of personal behavior on the greater community;
  - Through global awareness;
  - By pursuing personal standards of excellence; and
  - By making healthy choices in diet and exercise.

### **Section 2.5 Concerns/Grievances**

Concerns are most effectively resolved when parties to the concern speak from first-hand knowledge of events, remain open to and respectful of others' viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are encouraged to be sensitive and responsive to the concerns parents have for their child(ren). Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to effective instruction of groups of students. All concerns/grievances ought to follow the appropriate chain of command.

1. Parents/guardians are encouraged to contact the appropriate faculty member at school during regular school hours or at any time via e-mail or Sycamore regarding any concerns they may have regarding their child(ren) or their child(ren)'s education.
2. If a situation cannot be resolved through discussion with the faculty member, the next step is to contact the principal. Depending on the situation, the principal may request that the parent/guardian submit his/her concern in writing. The principal is responsible for the day-to-day operations of the school, and in accordance with that responsibility, has authority to make final decisions relative to the resolution of concerns. The principal also addresses concerns relative to the programs and operations of the school.
3. If a meeting with the principal does not resolve the situation, the next step is to contact the President of Cedar Catholic. The decision of the president is final.
4. If parents are seriously dissatisfied with an aspect of the school's programs or activities which the school's governance body has deemed as integral to or in the best interest of the school's goal, they may wish to exercise their option of choosing another school for their child or children. If serious dissatisfaction results in continued agitation on the part of parents, Cedar Catholic Jr.-Sr. High School may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

Note: The Cedar Catholic Board of Education serves as an advisory committee to the administration. The Board may review any decision made by the president and/or principal and may offer a recommendation to reconsider a particular matter; however, the ultimate decision resides with the President of Cedar Catholic.

## ARTICLE 3 – ADMISSION, TUITION, AND FINANCIAL AID

### Section 3.1 Nondiscrimination

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

### Section 3.2 Admissions Policy

Cedar Catholic Jr.-Sr. High School is established as a Catholic school within the Archdiocese of Omaha; therefore, preference in admissions will be given in accordance with the following guidelines.

1. Preference will be given to contributing members of the Catholic Community and members of Cedar Catholic Corporate Parishes.
2. Preference will be given to all students currently enrolled at a Cedar County Catholic School.
3. No student will be admitted to Cedar Catholic Jr.-Sr. High School unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of Cedar Catholic.
4. Cedar Catholic Jr.-Sr. High School will give consideration to members of the Cedar Catholic Corporate Parishes whose parents are unable to pay the tuition costs.
5. Cedar Catholic Jr.-Sr. High School will admit students of other faiths with the understanding that students will attend religion classes and participate in religious practices in accordance with Catholic Church teachings.
6. No student will be admitted unconditionally to Cedar Catholic Jr.-Sr. High School unless he/she has a reasonable, well-founded hope of completing the school's program. In doubtful cases, students may be admitted on a probationary basis with criteria for evaluation and reporting clearly established in writing.

### Section 3.3 Tuition Policy

The estimated cost of education for the 2024-2025 academic year is approximately \$9,949.00 per child. Tuition charged for each student is less than 35% of the actual cost to educate each student. School fundraising and parish subsidization account for the other 65%. The cost of tuition is determined annually at the recommendation of the Board of Education. Tuition rates for the 2024-2025 academic year are:

Jr. High Tuition = \$2,950

Sr. High Tuition = \$3,575

Tuition for all children attending Cedar Catholic must be paid in full by the end of the academic year. Tuition bills may not be carried over from year to year. Several tuition payment plans are available:

- |             |   |
|-------------|---|
| Annually:   | Full tuition is due by April 15 of the current school year.   |
| Semesterly: | One-half of the total tuition is due at the beginning of each academic semester   |
| Quarterly:  | One-fourth of the total tuition is due at the beginning of each academic quarter  |
| Monthly:    | One-tenth of the total tuition is due on the 15 <sup>th</sup> of each month (August – May)  |
| Weekly:     | Weekly payments are due by the end of each week during the school year  |
| Other:      | Based on a family's particular circumstances. Such requests must be arranged with the school business manager and be finalized by July 1 <sup>st</sup> before the start of the school year. |

Parents are required to choose a payment plan and to sign a tuition contract when enrolling their child(ren) as students for the upcoming school year. Registration will not be complete until both the registration form and the tuition contract have been signed and returned to the school office. Students will not be allowed to enroll at Cedar Catholic until registration is complete.

Payment plans will be monitored on a regular basis. Cedar Catholic will address all unpaid tuition with the following steps:

1. Statements will be sent from the business office on a quarterly basis.
2. If a family's account indicates a past due balance, a letter will be sent by the principal notifying the family of the past due account.
3. If no payment is made on the account, a letter will be sent by the president requesting payment to bring the account current.
4. If the family's account continues to show a past due balance, a meeting with the parents/guardians, a financial advisor, the school president, and the school principal may be arranged to discuss a resolution to the issue of unpaid tuition and to create a plan for payment.
5. If a resolution cannot be achieved or a payment agreement is not followed, the student(s) may ultimately be expelled from Cedar Catholic.

Cedar Catholic reserves the right to require the withdrawal of a student with a delinquent tuition account. Cedar Catholic may also pursue other means of collecting outstanding tuition, including, but not limited to legal action and/or the use of collection agencies.

### **Section 3.4 Financial Aid Policy**

It is the philosophy of Cedar Catholic that a student will not be denied a Catholic education based on financial hardship alone. However, it is the responsibility of the parents/guardians to inform the business office of any circumstances that hinder or prevent tuition payment.

Tuition scholarships are available through the Children's Scholarship Fund (CSF) for grades 7-8 and the Catholic Futures Foundation (CFF) for grades 9-12. Several scholarships and tuition assistance grants are available from Cedar Catholic as well. Applications will be made available during the registration period. To qualify for any tuition assistance from Cedar Catholic, a family must apply for assistance through the Archdiocese's CSF and/or CFF.

If a family wishes to be considered for a school tuition waiver, a Tuition Waiver Application must be requested from the school business manager at the time of registration. The completed application along with two years of tax returns must be submitted directly to the business office at Cedar Catholic. Applications will be reviewed by the school president, principal, and financial advisor. All tuition assistance and waivers must be finalized by July 1<sup>st</sup> before the start of the school year. All applications, arrangements, and family circumstances will be kept strictly confidential.

## ARTICLE 4 – SCHOOL DAY

### Section 4.1 Daily Schedule

The regular school day begins at 8:00 am and ends at 3:37 pm Monday through Friday. Students are not to enter the building before 7:40 am or remain after 3:45 pm unless given permission by a faculty or staff member.

Period 1	8:00 am – 8:50 am	Period 5C	12:22 pm – 12:47 pm
Period 2	8:53 am – 9:43 am	Period 6	12:50 pm – 1:40 pm
Period 3	9:46 am – 10:36 am	Period 7	1:43 pm – 2:33 pm
Period 4	10:39 am – 11:29 am	Period 8	2:36 pm – 3:26 pm
Period 5A	11:32 am – 11:57 am	DRT	3:26 pm – 3:37 pm
Period 5B	11:57 am – 12:22 pm		

### Section 4.2 Alternate Schedules

In-service days, early dismissals, late starts, and Mass days will be indicated on the school calendar and Sycamore and will have adjusted schedules:

#### Morning Mass Schedule

Homerooms	8:00 am – 8:05 am
Mass	8:05 am – 8:55 am
Period 1	8:58 am – 9:33 am
Period 2	9:36 am – 10:11 am
Period 3	10:14 am – 10:50 am
Period 4	10:53 am – 11:29 am

#### Afternoon Mass Schedule

Period 6	12:50 pm – 1:23 pm
Period 7	1:26 pm – 1:59 pm
Period 8	2:20 pm – 2:35 pm
Mass	2:40 pm – 3:37 pm

#### 2:30 Dismissal Schedule

Period 6	12:50 pm – 1:21 pm
Period 7	1:24 pm – 1:55 pm
Period 8	1:58 pm – 2:30 pm

#### Benediction Schedule

Period 6	12:50 pm – 1:28 pm
Period 7	1:31 pm – 2:09 pm
Period 8	2:12 pm – 2:50 pm
Benediction	2:55 pm – 3:37 pm

### Section 4.3 Designated Reading Time

All 7-12 students will participate in the STAR Reading and Mathematics Assessments. Students who perform at or above grade level have the option to use reading time as a study hall.

At 3:26 pm, a bell will sound signifying the beginning of a designated reading time. At this time students should conclude course work and begin reading. The reading material will preferably be a book but can include periodicals. Textbooks may not be read at this time. Reading time will conclude at 3:37 p.m. at which time end of the day announcements will take place.

This time is expected to be a quiet time for students to spend reading. Talking is not allowed and students may not leave the classroom to use the restroom, get a drink or go to the central office.

If a student does not bring reading material for the Designated Reading Time, the teacher must provide them with a book to read. At the end of the school day the student will then be required to get their own reading material and spend 11 minutes after school (the length of the reading time) reading their own reading material. The 11 minutes begins when the student returns to the classroom and begins reading.

Designated Reading Time may be used for class or group meetings upon request by a teacher or activity sponsor and approval by the principal. If no meetings are called for, reading time will take place like normal.

### Section 4.4 Weather and School Closings

Information regarding school closings will be announced through Sycamore and local television and radio stations. Parents may also receive a text message concerning weather related school cancellations or late starts through Flocknote.

If it is announced that school will start late, the starting time will be 10:00 am. If there is to be an early dismissal due to weather, the dismissal time will be based on the weather conditions.

In the case of an emergency school closing, the following procedure will be followed:

- Students will be dismissed to homerooms.
- Homeroom teachers will contact individual families and receive instructions from them for student dismissal. Parents/guardians are asked to refrain from calling the school. The school will contact them from either the school line or a personal cell phone.
- Students may be dismissed if:
  - parents/guardians or a designated adult picks them up, or
  - a parent/guardian gives verbal permission for the student to leave the premises on his/her own.

If the condition of the county roads on our bus routes deteriorates due to ice, snow, mud, etc., it may become necessary to establish emergency bus routes. The bus drivers or transportation manager will communicate information concerning the use of emergency routes to all route families.

It is the parent's/guardian's right to keep their children at home if they think the weather is too dangerous to have them travel to school. Please call the central office between 7:30 and 8:30 a.m. to alert the school.

#### **Section 4.5 Leaving School Grounds During the School Day**

Cedar Catholic maintains a closed campus. Students will not be permitted to leave school grounds during the school day except for an approved foreseen absence as defined above or for a school-sponsored activity. A student may call a parent/guardian to bring forgotten items (e.g., uniforms, homework, supplies, etc.) to school, but the student him/herself may not leave school to retrieve them.

A student who leaves school or returns to school due to an approved foreseen absence must first report to the main office upon leaving and returning. This applies also to a student leaving or returning to school in the middle of the day due to illness.

Any student who leaves school grounds without the prior expressed consent of the office will be subject to disciplinary action and will receive an unexcused absence for time missed.

Students are not allowed to go to their vehicles during the school day without permission from the central office.

#### **Section 4.6 Property Use/Supervision**

The school will be open to students on school days from 7:40 a.m. to 3:45 p.m. No students will be allowed in the school at any other time without supervision. This rule pertains to all facilities used by Cedar Catholic.

Only the principal may give permission to use the school's facilities after school hours. Only the pastor or principal of Holy Trinity may give permission to use the Holy Trinity facilities after hours. Any student using the weight room, whirlpool, or gym facilities during the school day must have permission from the central office and be under the supervision of a staff member.

No school property (e.g., computer, camera, vehicle, etc.) may be used for any personal reason away from the school without the permission of the principal or his/her designee.

Students and non-staff members should never be in possession of keys to the school.

## ARTICLE 5 - ACADEMICS

### Section 5.1 Philosophy of Education

The responsibility to educate one's child belongs first and foremost to parents (and guardians who bear parental responsibility for a child). A child's home is his/her first classroom and the lessons learned there will be more effective in shaping the character and mind of a child than any school could teach. Cedar Catholic recognizes its mandate from Jesus Christ to teach and bear witness to the truth and so offers itself in service to parents/guardians in helping them educate their children. The school expects to work in cooperation with parents in helping each child achieve his/her potential. Teachers and parents/guardians should expect diligence and self-discipline of their students, requiring that they develop good study habits: nightly homework, well-done assignments, supplementary reading, preparedness for class, etc. Communication and cooperation between parents/guardians and teachers are vital for success.

### Section 5.2 Instructional Hours

Cedar Catholic Jr.-Sr. High School shall have an academic school year consisting of a minimum of 1,080 instructional hours for grades 7-12.

The instructional hour, as defined by Nebraska Department of Education and Rule 10, shall be sixty minutes with the teacher and students in attendance. These instructional hours shall include the time when school begins until the time school ends. The instructional hours shall not include the lunch period, or any time missed for snow days, inclement weather closings, or emergency closings due to problems in building maintenance.

### Section 5.3 Living the Faith

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

The Living the Faith program has been developed at Cedar Catholic to help form students according to the mission of the Gospel so that they might become contributing members of society and effect a positive Christian influence upon it. This program gives the students the opportunity to explore their own gifts and talents in an active way and allows them to be cultivated according to the promptings of the Holy Spirit. In this way Cedar Catholic hopes to aid each student in uncovering his or her own vocation of love and service on the way to salvation. Furthermore, Cedar Catholic desires that its students be a visible witness within the community of what it means to live the Christian life fully and unashamedly—not for the sake of being "seen" but for the sake of being imitated as Christian models of holiness.

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

#### Junior High Requirements (Grades 7-8)

Each student must complete 15 hours of service each year of junior high for a cumulative total of 30 hours. Students that fail to complete 15 service hours in either year by the annual deadline will receive an Incomplete grade for Theology and will not be permitted to enroll for the next year's classes until the Living the Faith requirement had been fulfilled. The Incomplete grade will be replaced by a failing grade if the Living the Faith requirement is not fulfilled by the start of the next semester.

#### Senior High Requirements (Grades 9-12)

Senior High (grades 9-12) - Each student must complete at least 20 hours of service each year of high school for a cumulative total of 80 hours. Students that fail to complete at least 20 service hours in any given year by the annual deadline will receive an Incomplete grade for that year's Theology class and not be permitted to enroll for the next year's classes (or to graduate) until the Living the Faith requirement had been fulfilled. The Incomplete grade will be replaced by a failing grade if the Living the Faith requirement is not fulfilled by the start of the next semester.

### Living the Faith Documentation

Each student must complete a Living the Faith form for each service activity completed. Service hours will be turned in by the first Friday of the month and posted on Sycamore.

### Living the Faith Forms

Completed Living the Faith Forms should be turned in to his/her Theology teacher. The form should be completed in ink, and any changes to the form should bear the adult supervisor's initials. Incomplete or illegible forms may be rejected by the student's Theology teacher. Any student caught falsifying information on a Living the Faith form will receive zero (0) hours credit for that particular service and will serve a School Detention. Furthermore, the student's parents will be notified. All forms must include the following information:

- name and grade of student
- date of service activity (month/day/year)
- total number of hours earned
- clear description of the activity
- name for whom the service was performed (e.g., Holy Family Parish, Mr. John Doe, etc.)
- printed name and phone number of the adult supervisor or beneficiary of the service
- signature of the adult supervisor or beneficiary of the service

A student's own parent(s) may not sign his/her form in order to verify a service activity.

### Categories of Service

Each year, all students are expected to divide their "Living the Faith" requirement among a variety of different types of service. A minimum of three (3) hours of service is expected in each of the following categories: Church, School, and Community. The remaining required service hours may be divided among the categories, keeping in mind the limitations listed below.

- Church: Service to the Church is defined as any activity that is performed for a Catholic parish, a Catholic diocese, a Catholic organization, or an officially recognized group associated with any of the aforementioned. (Exception: Catholic schools constitute their own category of service – see School below.) *Minimum of three (3) hours required.*
- School: Service to the school is defined as any activity that is performed for Cedar Catholic or any one of her three Catholic sister schools in Cedar County (i.e., Holy Trinity, East Catholic, and West Catholic). *Minimum of three (3) hours required.*
- Community: Service to the community is defined as any activity performed for any non-profit organization or group that is neither "Church" nor "School" as defined above. Service performed for any individual outside of one's family also qualifies (e.g., shoveling the neighbor's walks). *Minimum of three (3) hours required.*
- Family & Friends: Service to family and friends is defined as any service done for members of one's *extended* family or for one's friends. For our purposes, "extended family" is defined as those relatives that live outside of the student's household. (No service hours may be earned for service done for one's immediate family as this is already an expectation.) *No minimum is required; however, there is a maximum limit of five (5) hours.*

Sometimes it will be the case that the Theology instructor predetermines the category for a particular activity, considering the type of service and whom it benefits.

### Limitations on Required Hours of Service

- No more than ten (10) hours of service completed during the summer may be applied to the upcoming school year's total.
- No more than ten (10) hours of service may be earned for any one event or type of activity (e.g., camp counselor, babysitting, etc.). Any hours beyond this maximum will not be added to the student's qualifying total.



- No more than five (5) hours of service may be earned under the Family & Friends category. Any hours beyond the maximum will not be added to the student's qualifying total.

### Qualifying Service Activities

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

- Students may receive no reimbursement and/or benefits in return for their service.
- The activity may not occur during regular school hours during the academic year.
- The activity may not be done in service of a "for profit" organization or business.
- The activity may not be part of the student's regular duties or expectations.
- Cedar Catholic will accept service hours completed for parish Confirmation programs so long as a Living the Faith form is completed and turned in.

### Living the Faith Opportunities

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

#### Church

Knights of Columbus service  
 Parish bazaar/event worker  
 Ministry at Mass: lector, EMHC, server, etc.  
 Religious Education aide  
 Parish summer camp assistance  
 Parish sponsored service projects  
 Church cleaning  
 Parish office aide  
 Holy Hour

#### School

Catholic school teacher aide before/after school  
 Assisting at CCHS sponsored summer camps  
 Working the concessions stand at CCHS  
 Sports assistance for CCHS or CCHS/HNPS  
 CCHS activities assistance  
 CCHS fundraisers  
 CCHS Gala worker

#### Community (when not Family & Friends)

*These activities qualify only when done for no pay or benefits.*

Babysitting  
 Dog walking  
 Mentoring programs  
 Boy/Girl Scout aide  
 Help with community youth sports  
 Yard/garden work for the elderly  
 Youth group mission trips  
 Visiting the hospital/nursing homes  
 Community sports assistance  
 House chores for the elderly  
 Highway cleanup  
 Park/community cleanup  
 Non-Catholic church help  
 Nat'l Day of Prayer work  
 Pro-life volunteer  
 Abortion protesting/witnessing  
 Senior Center volunteer  
 Blood donation  
 Snowremoval

### Timeline

- Students may begin earning hours during the summer to apply toward the upcoming school year on the day after school dismisses for summer vacation.
- All forms for hours earned during the summer must be turned in by the last Friday of August.
- All non-summer forms should be turned in within one month of the service activity.
- All seniors must have their Living the Faith hours completed and turned in no later than the last Friday of April.
- All students in grades 7-11 must have their Living the Faith hours completed and turned in prior to Memorial Day

## **Section 5.4 Courses and Graduation Requirements**

Within the limits of its capabilities, Cedar Catholic Jr.-Sr. High School offers a broad range of course selections intended to provide a course of study suited to individual students' abilities and to prepare them for the future.

With the recommendation of the Board of Education, Cedar Catholic Jr.-Sr. High School requires that a student earn a minimum of 280 credit hours for graduation. This minimum requirement of 280 hours includes 190 required hours:

Theology	40 credit hours to include:	Theology I, II, III, and IV
Language Arts	40 credit hours to include:	English I, II, III, and IV
Speech	5 credit hours to include:	Speech
Mathematics	30 credit hours to include:	Algebra I, Geometry, and one elective course (Algebra I taken in Eighth Grade does not count toward the three-year high school math graduation requirement)
Science	30 credit hours to include:	Physical Science, Biology, and one elective course
Social Sciences	30 credit hours to include:	Geography, American History, and Government
Business	5 credit hours to include:	Personal Finance
Physical Education	10 credit hours to include:	Physical Education, Health, or Strength Training

***Students may complete 150 hours outside of school hours toward an Athletic Letter in lieu of graduation credit. (Strength Training/Conditioning Athletic Letter)***

Students are expected to take a full course load each semester. A study hall may be granted to a student in certain situations, under the recommendation of a student's teachers.

### **Section 5.5 Summer Reading Program**

Cedar Catholic believes that the more students read, the better readers they become. Furthermore, Cedar Catholic believes that the better readers students become, the more they will come to enjoy reading. To that end, Cedar Catholic Jr.-Sr. High School has implemented a required summer reading program.

Students are required to read one (1) book during the summer. Students must document their reading according to their incoming English teacher's guidelines. This documentation will count as a test grade and is due the first Friday of the school year.

### **Section 5.6 College Credit Classes**

Cedar Catholic will offer college credit classes to junior and senior students. These classes are offered through Northeast Community College (NECC) and Central Community College, Columbus. College Credit Classes are also available through the University of Nebraska-Lincoln - Nebraska Now program. The credits from college credit classes are transferable to most other colleges.

Some College Credit Classes are Dual Credit; a student receives credit at both the college from which they are taking the class and at Cedar Catholic for these classes. A Student will receive high school and college credits for passing these classes according to the guidelines set by the college. Some College Credit Classes are not Dual Credit; a student would receive credit for this class only at the college from which they are taking the class, not at Cedar Catholic. Classes that are not dual credit would not appear on the Cedar Catholic report card. A student can take only one class per semester that is not dual credit. Students should consult with the school counselor to identify which classes are dual credit. To take a college credit class, students must meet a minimum of two of the following academic guidelines: the student must rank in the upper half of their high school class, have a 92% or 3.5 cumulative GPA or above, have an ACT composite score of 20 or sub-score of 20 for the related subject area, obtain two teacher recommendations (one from the course subject). Students that have not taken the ACT must meet the other requirements. In addition to meeting the requirements of Cedar Catholic for college credit classes, students must also meet the requirements established by the college from which the class is being taken.

For incoming Juniors who have not yet taken the ACT, a Composite Score of 19 or sub-score of 19 for the related subject area on the PreACT may be accepted.

Sophomores who wish to take college credit classes must be in the top 25% of their class and have a cumulative GPA of 3.7 or higher. They must also meet the requirements of the college from which they will be taking the class.

Students and parents will be informed of the cost of these classes prior their beginning. Tuition and fees for these classes are due at the beginning of the class and are payable to the college from which they are taking the class. Students are required to purchase their own books for the classes.

Students registered for these classes may drop the class as per the college policy. The college's student handbook provides information regarding returned tuition for dropped classes.

### **Section 5.7 Hartington-Newcastle School Classes**

Some classes are available through Hartington-Newcastle Public School (HNS). Students will register during the spring semester for these courses. Students are subject to both HNS and Cedar Catholic handbooks. All points earned at both HNS and Cedar Catholic will be recorded on the student's cumulative record and will count toward the hours needed for graduation at Cedar Catholic.

Students are expected to report to class at HNS and return to Cedar Catholic by the most direct route and within a three-minute passing period.

Students with first period classes scheduled at HNS are to meet in a pre-determined room listed on their class schedule for announcements and attendance. When Cedar Catholic is in session and there is no class at HNS, students taking classes at HNS are to report to the central office at Cedar Catholic and will serve as aides or fulfill their time in study hall.

### **Section 5.8 Cedar Catholic Work-Based Program**

Cedar Catholic's work-release program provides students with time during the school day to engage in a learning experience as an employee of an individual or company to increase their opportunity to enter high-skilled, high-wage careers after graduation. The work-based program is a privilege, and the school retains the right to revoke this privilege at any time.

#### Eligibility Requirements

1. Students seeking work-release must be classified as a Senior in good standing.
2. Students must be on track to fulfilling all graduation requirements as set forth in this handbook.
3. Students must have a cumulative GPA of 3.0 or higher.
4. Students must be on track to complete all Living the Faith Requirements and must complete 10 service hours during the fall semester of the senior year to be eligible during the spring semester.
5. Students must earn credit in both a Math and Science course during the previous semester unless the student was enrolled in the work-release program.
6. Students must have an 85% attendance rate or higher for the previous semester.
7. Students may not be tardy to school more than three (3) times during the previous semester.
8. Students may not have more than one (1) school detention during the previous semester.

#### Program Guidelines

1. Students may be released only during the last 1-2 periods of the school day.
2. Students must return to school if Mass or Benediction is scheduled for that afternoon.
3. Students listed as failing a course on the weekly progress report will be required to return to school as assigned to remedy the failing grade.
4. Work-based assignments are granted only if the employer is an employing agency. Students will not be approved to work for a business in which a parent is a sole proprietor (working at home).
5. The employing agency must be with a fifteen (15) mile radius of Cedar Catholic High School.
6. A work release form will be filed with the office and will be an agreement between the school, student, parent, and employer.
7. The employer and/or student will establish work times and keep the school administration informed of time changes, employment status or unsatisfactory work.
8. Students must be at a job site or at school during regular school hours.

9. Students must submit a timecard signed by the employer verifying hours of employment each week.
10. Students must submit a completed work-based job performance evaluation at the end of each month.
11. Any disciplinary action received at school or at the employing agency may be grounds to terminate the work-based agreement.
12. Any failing grade at the end of a quarter and/or semester may be grounds to terminate the work-release agreement.
13. All work-based application forms must be filed with the office and approved by the principal.
14. The work-based program will be a semester in length and start the first day of each semester (August and/or January).

### **Section 5.9 Class Registration**

Students in grades 6-11 will register for their next year's classes in early spring. Students will receive a registration booklet with the necessary information needed to make class choices. Registration for incoming seventh grade students will occur at during the 6<sup>th</sup> grade orientation program. Parents/guardians are required to sign the student's class registration forms. Students will be contacted in the summer regarding scheduling conflicts.

### **Section 5.10 Schedule Changes**

Students will receive their class schedules before the new semester begins. Any approved course changes are to be made during the first week of each semester. No changes will be allowed after that time. Students who wish to drop or add a course during the first week of the semester must:

- Obtain a drop/add form from the School Counselor,
- Have parents/guardians sign the drop/add form giving their child permission to change classes,
- Have both teachers sign the drop/add slip indicating their approval of this change.

### **Section 5.11**

			<b>GradingSystem</b>		
A	93 – 100%	Superior	D	70 – 77%	Below Average
B	86 – 92%	Above Average	F	Below 70%	Failing
C	78 – 85%	Average	IN	Incomplete	

An incomplete grade (IN) indicates that the student has been achieving passing work but still must meet certain requirements before his/her grade can be determined. An incomplete (IN) is given when circumstances have legitimately impeded a student from completing his/her class requirements before grades were turned into the central office. Ordinarily, a student will be given one week to make up an incomplete grade, beginning when report cards are issued. If necessary, the principal may grant more time for students to complete their assignments.

Semester grades are comprised of the average of the two quarter grades in addition to any semester test, project, etc. that has been assigned by the teacher. Semester grades may also be affected by excessive absenteeism as described on page 21 of this handbook.

### **Section 5.12 After School Educational Impact Program**

- Any student that is failing a class and appears on the Academic Report must report to the teacher whose class they are failing after school from 3:40 pm – 4:00 pm.
- Students will begin reporting on Tuesday of the week they appear on the Academic Report and will continue to appear until the teacher indicates to the School Counselor that the student's grade is above 70% on Tuesday through Thursday of that week.
- If the student appears on the Academic Report for three consecutive weeks the teacher will initiate a meeting with the parents, student, and administration to identify a plan to achieve academic success.

- If a student is failing two classes, arrangements will be made to meet with each teacher on a rotating basis, meeting with one teacher on each of the days. It is between the student and the teacher to decide which days they will meet.
- A minimum of one grade per week is required in all classes at Cedar Catholic and/or Hartington-Newcastle Schools. All grades will be updated by 9 a.m. on Monday morning.
- If a student fails to meet with the teacher on the designated day, they will receive either a school or teacher detention.

### Section 5.13 Grade Reports

It is the responsibility of students with their parents/guardians to monitor their academic progress via Sycamore. Teachers are required to update their online gradebooks at least once per week so that student grades remain current. (The school counselor will contact parents/guardians when a student has become ineligible due to failing grades.)

A notice will be sent out at mid-quarter reminding parents to check their child's grades. A report card will be issued at the end of each school quarter.

### Section 5.14 Honor Roll

The purpose of the honor roll is to encourage scholarship. Honor rolls are determined by numerical grade point averages. The Straight "A" Honor Roll recognition is awarded for a GPA of at least 93.00 and all courses received a score of 93.00 or higher. The "A" Honor Roll recognition is awarded for a GPA of at least 93.00. The "B" Honor Roll recognition is awarded for a GPA of 86.00-92.99. A student may not have a grade below a 70% in any class to be recognized in any of these categories. Honor rolls are announced at the end of each quarter. A list of Honor Roll students will be announced in the local and area newspapers.

### Section 5.15 Class Rank

Cedar Catholic believes that academic rigor is essential to preparing our students for their years after Cedar Catholic. To encourage students to take classes that have higher academic rigor, Cedar Catholic has weighted its courses and divided them into two different categories. Those in the first category may earn up to five points per class, whereas those in the second category may earn up to four points per class.

Rank in class for each student is determined by the total points earned for semester grades as recorded on the student's cumulative record divided by the total possible points from classes taken. College Credit Classes that are not dual credit and study halls are examples of classes that do not count towards class rank. These points along with his/her cumulative grade point average are used to figure rank in class. Points will be limited to those earned for a maximum of eight credits per semester. If a student earns more than eight (8) credits per semester, only the points from the top point earning classes will be taken into consideration when determining rank in class and academic letter awards. If any of the classes taken over the eight credits are required for graduation, those classes must appear on the student's transcript.

	<u>Category I</u>	<u>Category II</u>	<u>Category I Courses</u>
A (93 – 100)	5 points	4 points	Algebra II
B (86 – 92)	4 points	3 points	Pre-Calculus
C (78 – 85)	3 points	2 points	Calculus
D (70 – 77)	2 points	1 point	Chemistry
			Anatomy
			Physics
			*All other courses are Category II.

### Section 5.16 Class Failure Make Up

Certain classes are required for graduation at Cedar Catholic. If the student fails one of these classes, the student will be required to retake the class. The principal may allow the student to substitute another class for the failed class in exceptional circumstances.

The makeup may take place during the regular school year by having the student enroll in the same class for a retake session. The retake requirement may also be accomplished during the summer months by

completion of a course at an accredited institution. Arrangements to make up a class during the summer must be made by the student with the principal before the end of the previous school year. The student is responsible for any costs associated with courses completed during the summer.

### **Section 5.17 Academic Letters**

Academic letters are awarded to the top 10% of each class (grades 9-12) at the end of each semester. These awards are based on a student's performance during that semester only (summer courses are not included). The principal criterion for these awards is based on the number of points a student earned for the semester. His/her grade point average (GPA) is used only to break ties regarding earned points.

### **Section 5.18 Standardized Testing**

Students are required annually to complete standardized tests given at their grade level. These tests will be administered during the first semester at a predetermined time. Students are expected to perform to the best of their ability. If it is suspected that a student is compromising his/her results, appropriate disciplinary action may be taken. All students whose composite standardized test scores place them in the top 10% in the nation will be recognized by the school administration and the school community.

### **Section 5.19 Valedictorian and Salutatorian**

At graduation, special recognition will be awarded to the two highest academically ranked seniors (see Class Rank). The rank in class is based on the semester points earned over the period of four (4) years (eight [8] semesters) irrespective of the accredited high school in which the grades were earned. These students will receive the Valedictorian and Salutatorian awards. To receive this honor, the students must have attended Cedar Catholic for the last four (4) semesters of their high school career.

### **Section 5.20 Cumulative Record**

A cumulative record will be kept for each student at Cedar Catholic. This record will include test scores, school grades, health records, work experience, high school activities, attendance, conduct, and any other pertinent information. This information will be available to the counselor and to the teachers to assist them in their working with the students. No information will be provided to other school systems, agencies, prospective employers, or institutions of higher learning unless a parent/guardian or a student (19 years old) has signed a release form for the same. These forms may be obtained from the central office.

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

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

Any student, his/her parents/guardians, teachers, counselors, or school administration will have access to records concerning that student's disciplinary record. No other person shall have access to this material or shall the contents thereof be divulged in any manner to any unauthorized person. All discipline materials shall be removed from the file and be destroyed upon the student's graduation or after his/her continuous absence from the school for a period of three years. The only discipline records which are kept beyond this time are those which the school must keep to protect itself legally.

### **Section 5.21 Parent-Teacher Conferences**

All parents will be invited to confer with teachers regarding student progress at least once during the first semester. A second conference may be scheduled during second semester. The scheduling of this second conference will be based on need as determined by the administration in consultation with the teaching staff. Students also may be requested to attend these conferences.

Parents/guardians are encouraged to maintain communication with their child's teachers via Sycamore. Furthermore, parents/guardians may request a conference with individual teachers at any time during the school year. Likewise, the school may request a conference with a student's parents/guardians and teachers to address any particular concerns.

### **Section 5.22 School Counseling Services**

Cedar Catholic employs a full-time School Counselor for grades 7-12. Information concerning school counseling services will be made available to students throughout the school year via student handouts, mailings, Sycamore, or personal and classroom visits. All 9-12 students are provided with guidelines pertaining to college visits, scholarship applications, financial aid, etc. At the end of the junior year, all students will work with the guidance counselor on reviewing graduation requirements, narrowing career interests, identifying college options, planning college visits, etc.

### **Section 5.23 Field Trips**

Field trips are utilized to enhance the students' classroom experience. Students will be given a field trip permission form and must have a parent/guardian sign the form before being allowed to attend the field trip. Students may be required to complete sign-out sheets for the classes that they will be missing. The classroom teacher sponsoring the field trip is responsible for providing these forms, verifying the eligibility of the student to attend the field trip, and enforcing the appropriate dress code.

### **Section 5.24 Senior End of Year Events**

The graduation ceremony is a privilege granted to those who have successfully completed the academic requirements and have adhered to all student attendance, accountability, and conduct policies of Cedar Catholic High School. Seniors are expected to attend the following events and activities at their senior year: the honors program, the baccalaureate Mass and senior breakfast, graduation practices, and graduation.

Seniors must be present for their last scheduled day of school. Students will meet with the principal and class sponsors for final checkout on this day. Seniors are still subject to school policy, rules, and regulations until after the graduation ceremony. Members of the spring athletic teams are still subject to all the rules and regulations of Cedar Catholic, until the end of their season.

## ARTICLE 6 – ATTENDANCE

Cedar Catholic recognizes that regular attendance builds and indicates growth in self-discipline, responsibility, and maturity. There is a direct relationship between the quality of student work and the student's regular attendance in class. Cedar Catholic expects all students to regularly attend all classes.

- Parents/guardians are the primary caregivers and educators of their children. As such, they have the right to remove their child(ren) from school. Nevertheless, Cedar Catholic reserves the right to determine for itself which absences will be considered waived or non-waived.
- Parents/guardians are encouraged to schedule family vacations, college visits, and the like when school is not in session. Dental and medical appointments should be made outside school time whenever possible.
- Attendance will be taken each class period by the teacher and recorded in Sycamore.

### Section 6.1 Absences

#### Types of Absences:

Excused absence - Does not count towards absence totals affecting semester grade.

- Absences from school for which a signed note is received from a doctor for medical or dental appointments/illnesses – this note must be turned into the school office within one week of the appointment.
- Out-of-school suspension
- Court appearance
- Necessary absences (e.g. – bereavement) pre-arranged and waived by an administrator – only granted in unique circumstances
- School-sponsored activities
- Faith based activities promoting the growth of students in their faith

While other absences may be excused, it is suggested that the principal be consulted before the absence to avoid any misunderstandings.

Unexcused absence – Attending district, state or national school activities in which Cedar Catholic is not participating; Illness without doctor note, family vacations, Leaving the school building at any time during the school day without permission of the office or skipping school will be considered an unexcused absence. Because of extenuating circumstances, emergencies, or hardships, each unexcused absence will be evaluated on its own merit.

The principal shall have the discretion to deny approval for absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

### Section 6.2 Planned Absences

When parents/guardians know of an upcoming absence, a note explaining their student's absence must be presented to the office prior to the absence. The student will be responsible for obtaining an admit slip from the office and must make arrangements regarding missed assignments with their individual teachers.

### Section 6.3 Unplanned Absences

In the case of an illness or emergency, a parent/guardian must notify (call/text) the school office between 7:30 am and 8:30 am each day of the student's absence. Parents/guardians or students themselves should request missed assignments from the student's teachers through Sycamore. Parents/guardians without Internet access may request assignments when they notify the office of their child's absence. Books, handouts, assignments, etc. may be picked up in the central office after school. Students must make arrangements regarding missed assignments with their individual teachers. They will be given at least two (2) days to complete missing assignments, quizzes, tests, etc. after their return to school. At the teacher's discretion, more time to make up missed work may be given.



#### **Section 6.4 Excessive Absenteeism**

According to school policy, excessive absenteeism is defined as nine (9) or more absences in any course per semester. The school will strive to keep students and parents/guardians aware of any attendance concerns, but ultimately students and parents/guardians have the responsibility for monitoring student attendance via Sycamore. The school is required by state law to notify the county attorney when any student has acquired twenty (20) absences in a school year.

A maximum of eight (8) unexcused absences for ANY reason is allowed in each class per semester. After the eighth absence unexcused absence, the student's provisional grade will be reduced following the procedure outlined below and then will become the student's final grade.

9 absences - semester grade reduced 2 points	12 absences - semester grade reduced 5 points
10 absences - semester grade reduced 3 points	13 absences - student fails the course, receives no credit
11 absences - semester grade reduced 4 points	

#### **Section 6.5 Perfect Attendance**

Students are required to be in attendance from 8:00 am 3:37 pm in order to receive "Perfect Attendance" recognition. Any absence, waived or non-waived, disqualifies the student from perfect attendance. Attendance at a school-related activity in which the student is participating is not considered an absence.

#### **Section 6.6 College Visits**

Each junior will be allowed two college visits days per academic year. Each senior will also be allowed two college visitation days per academic year. These days must be prearranged through the counselor's office and must be completed by the end of April of the current school year. Students must complete a college visitation form, available from the counselor's office and return it to the office two days prior to the visitation date. Failure to follow this procedure will result in an un-waived absence.

#### **Section 6.7 Tardiness**

A student is considered tardy if they arrive to school after the 8:00 am bell but before 8:25 am. A student arriving after 8:25 am is considered absent for first period. Students who are late to school must report to the office to obtain a tardy slip to present to their teacher. Students arriving to school from an excused absence or illness must report to the office to obtain a pass to present to their teacher, however they are not considered tardy.

- Students who arrive to any class after the tardy bell will be required to report to the office to obtain a tardy slip. Any student detained by another teacher causing him/her to be tardy to another class should obtain a pass from that teacher before going to his/her scheduled class. Students who are more than ten (10) minutes late for any reason may be required to make up that time.
- Students serving as teacher aides at Holy Trinity Elementary School must return to Cedar Catholic to arrive for their next class on time.
- Since the bell schedule is not the same at the two schools, students taking classes at HNS have four (4) minutes from the dismissal of class at HNS to report to their next class at Cedar Catholic.
- Every third tardy slip will result in a School Detention.

#### **Section 6.8 Truancy**

Truancy is an unauthorized absence from all or part of a class or classes without parent/guardian knowledge or school approval. In the case of truancy, parents/guardians will be notified, and the truancy will be recorded in the student's cumulative file.

- First Offense: The student will make up double the missed class time through School Detentions and/or Saturday Work Details. The student will receive no credit for all class work due while truant, however, an individual teacher may require missed assignments to be completed to his/her satisfaction.
- Second Offense: The student must make up double the missed class time through School Detentions and/or Saturday Work Details. The student will serve two (2) days of In-School Suspension. The student will receive no credit for all class work due while truant, however, an individual teacher may require missed assignments to be completed to his/her satisfaction.
- Third Offense: The student will face further disciplinary action up to and including expulsion.

## ARTICLE 7 - DRESS CODE

Cedar Catholic maintains a dress code primarily for the serious academic purpose of the school. The manner in which students present themselves affects how they are perceived by others, how they view themselves, and how they perform in life. Cedar Catholic believes that a dress code:

- helps to ensure that clothing does not become a distraction among the students;
- prepares students for the future by helping them acquire an appropriate sense of dress; and
- reflects the pride and dignity of both the individual and the school.

Uniform dress is not meant to suppress the individuality of students. Rather, it frees students to demonstrate their individuality at the most meaningful levels: through their efforts, personality, spirituality, and service to others.

### Section 7.1 Regular School Days

#### Pants

- Color: Navy or Khaki for grades 9-12; Navy for grades 7-8.
- Style: Dress pants must fit properly and be worn at the waist.  
A belt must be worn with any pants having loops.
- Length: Slacks must be to the ankle.

*The following are not allowed: cuffs, rivets, cargo pockets, patch pockets, and pants that are frayed, tattered, torn, or dirty.*

#### Shorts

- Dates: Shorts may be worn during the first quarter and fourth quarter of the school year.
- Color: Navy or Khaki for grades 9-12; Navy for grades 7-8.
- Style: Dress shorts must fit properly and be worn at the waist.  
A belt must be worn with any shorts having loops.
- Length: Minimum = six-inch (6") inseam  
Maximum = bottom of the knee

*The following are not allowed: capris, rivets, cargo pockets, patch pockets, and shorts that are frayed, tattered, torn, or dirty.*

#### Skirts/Skort

- Dates: Tights or leggings must be worn under skirts/skort during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters.
- Color: Dunbar plaid
- Style: Box pleated skirt, pleated skort, or skort with tabs  
Skirts/Skort may be purchased from Dennis Uniform only.
- Length: Two inches (2") above the top of the knee

*Tights or leggings worn under uniform skirts/skort must be solid navy or black and may not have a lace type print. No part of the leg or ankle may show below the bottom of the tight or legging.*

#### Polo Shirts

- Color: White or Red bearing the Cedar Catholic uniform logo
- Style: Long-sleeved or short-sleeved polo shirt, tucked in at all times  
All buttons must be intact and buttoned; the top button may be left unbuttoned.
- Length: Long enough to be tucked in while sitting, standing, bending, or walking.

#### Sweatshirts

- Color/Style: Red, Navy, or White crewneck bearing the Cedar Catholic uniform logo.  
Sweatshirts must be worn over tucked-in undershirts.

### Pullover

- Color/Style: Red quarter-zip bearing the Cedar Catholic uniform logo. Pullovers must be worn over tucked-in undershirts.

### Undergarments

- Color/Style: White, short-sleeved. A red undershirt may be worn under a red uniform shirt only.

Undergarments should not be visible or show through the uniform shirt.

*The following are not allowed: tights or leggings that show any part of the leg, long-sleeved t-shirts, colored t-shirts, or t-shirts with printing/writing on them.*

### Shoes & Socks

- Style: Tennis shoes or appropriate dress shoes. All shoes must have a closed toe. Shoes should be in good taste and repair. Shoes must be worn with socks.

*The following are not allowed: slippers, crocs, flip-flops, or open toed shoes.*

### Accessories

- Earrings may be worn by women and are limited to two (2) per ear. Other body piercings are not permitted for either men or women.
- Earrings may not be worn by men at any Cedar Catholic function or event.
- All jewelry should be simple and modest.
- Visible tattoos are not permitted.
- Hats, sunglasses, bandanas, sweatbands, etc. are not allowed during the school day.

### Grooming

- An appropriate level of personal hygiene that is neat, clean, and pleasant must be maintained at all times.
- Students are to avoid extremes and fads.
- Only naturally occurring hair colors are permitted.
- Men's hair, in its natural state prior to styling, must not extend lower than the eyebrow, must not hang over the collar, and must not extend lower than the earlobe. Sideburns must not extend below the earlobe.
- Men must be clean-shaven at all times.
- Women's makeup should look natural. Excessive use of and/or heavy makeup is not acceptable.

### Outerwear

- Coats, jackets, hooded sweatshirts, or other forms of outerwear may not be worn during the school day or during Mass. Students traveling between buildings may wear these items while outside, but they must be removed upon entering the building.

## **Section 7.2 Dress Down Days**

School-sponsored organizations may request a "Dress Down Day" for the purpose of raising funds for their organizations. Requests are made to the principal and must state how the funds will be used. One "Dress Down Day" per month may be scheduled.

Students wishing to participate in a "Dress Down Day" will pay \$1.00, which will be collected during the first period of the day and turned in to the office by the teacher, and must adhere to the following criteria:

- All clothing must be in good repair, with no holes, tears, fringes, or frayed edges.
- Excessively tight clothing is not permitted.
- Tights and leggings may only be worn with shorts or skirts.
- All shorts must have an inseam of at least six (6) inches.
- Skirts and skorts must reach to at least 2 inches above the top of the knee.
- Pants and shorts must be worn at the waist.
- Tops that are sleeveless or expose cleavage, midriff, or back are not permitted.

- Necklines must be modest and in good taste.
- Clothing with inappropriate sayings, words, or graphics is not permitted.
- Students must wear “Regular School Day” shoes and socks, as defined above.

### **Section 7.3 Spirit Days**

Spirit Days are scheduled with the intent of promoting school spirit within our school community. Spirit Days will be announced and posted on Sycamore at least one day in advance. Students must adhere to the following criteria on Spirit Days:

- Uniform pants, skirts/skorts, or shorts, as defined above, are required.
- Spirit Day Shirts must include a cross and school name.
- Students may wear any Cedar Catholic t-shirt, polo shirt, or non-hooded sweatshirt in red, white, grey, or black.

### **Section 7.4 Activity Days**

Each school-sponsored group may design its own activity shirt to be worn on “Activity Days”. All designs must be approved before they are ordered. All activity t-shirts:

- may be either long- or short-sleeved,
- must bear a cross somewhere on the shirt,
- must have the activity/sport/club/etc. identified on the front of the shirt
- must not use nicknames
- must be printed on a neutral-colored (black, white, grey, or tan) or red shirt
- must identify the school
- may use a quote/phrase (if desired) that is not offensive and is understood by observers (i.e., not an “inside joke”)

Participants in a school-sponsored group may wear their activity shirts on an activity day (or on Friday if their event is on Saturday) as directed by their activity sponsor according to the following guidelines:

- The football team may wear a football jersey over a plain white or black t-shirt in place of an activity shirt.
- Boys athletic teams may wear a shirt-and-tie in place of an activity shirt.
- Girls athletic teams may choose a “Dress Up Day” in place of wearing an activity shirt.
- Groups that wear t-shirts are limited to be out of uniform one day per week as directed by their activity sponsor.
- All other dress code regulations for a “Regular School Day” apply.

### **Section 7.5 Dress Up Days**

Dress Up Days will be determined and announced by the administration when appropriate. Male students must adhere to the following criteria:

- Dress slacks or khakis are worn with a belt at the waist.
- Shirts must have a collar (e.g., polo shirt, button-down shirt, etc.) and be tucked in.
- Sweaters and vests may be worn over a collared shirt.
- Neckties are encouraged, but optional.
- Dress shoes are worn with dress socks that match the pant.
- Undergarments must be worn and should not be visible.

Female students must adhere to the following criteria:

- Dress pants must fit appropriately and may not have outside/patch pockets.
- Skirts and dresses must reach to at least 2 inches above the top of the knee.
- Dress shorts must fall at least to the top of the knee.
- No spaghetti straps or strapless tops or dresses are permitted.
- Tops that expose cleavage, midriff, or back are not permitted.
- Shoulders must be covered.
- Necklines must be modest and in good taste.
- Dress shoes are worn. (Sandals are permitted, but flip-flops of any type are not.)

- Undergarments must be worn and should not be visible.
- Tights or leggings may only be worn with a skirt or dress meeting the requirements identified in this section

## **Section 7.6 Student Dress Code at School Events**

### Spectators at Extracurricular Events

- Spectators are directed to show school spirit and to demonstrate good sportsmanship
- Cross-dressing is not permitted.
- Earrings for men are prohibited.
- Appropriate face painting and temporary hair color that shows school spirit are acceptable.
- Dress code regulations for “Dress Down Days” shall apply as a minimum requirement.

### Participants at Special Events

Students participating in school-sponsored special events such as Graduation, Awards Programs, Concerts, etc. are directed to demonstrate pride in themselves and their school by conducting themselves as well-mannered young adults. Dress code regulations for “Dress Up Days” shall apply.

### Attendees of Formal Events

Events such as Prom and Homecoming are considered “Formal Events” and have a special dress code. Students are expected to dress modestly as modern-day ladies and gentlemen.

Gentlemen must adhere to the following criteria:

- Clothing should fit properly. No excessively tight or baggy clothing may be worn.
- Shirts should be button-down. Ties are recommended.
- Sweaters and vests may be worn over a collared shirt.
- Dress shoes are worn with dress socks that match the pant.
- Undergarments must be worn and should not be visible.
- Tuxedos are customary for Prom, though not required. Men are expected to wear at least a suit coat to the Prom dinner. Those not attending the Prom dinner are encouraged to wear a tuxedo or suit coat. A long sleeve shirt with a tie is a minimum requirement. Costumes are not permitted.

Ladies must adhere to the following criteria:

- All dresses must be preapproved by the prom sponsor.
- Clothing should fit properly and modestly. Excessively tight or revealing clothing may not be worn.
- Straps are required on all dresses.
- Necklines must be modest and in good taste. Visible cleavage is not allowed.
- The midriff must be covered. No open sides are permitted.
- Hemlines or slits in a skirts/dresses may not be higher than 2 inches above the knee when standing.
- No exposure of the lower back (from the bottom of the shoulder blades and lower) is permitted.
- Dress shoes are worn. (Sandals are permitted, but flip-flops of any type are not.)
- Undergarments must be worn and should not be visible.
- Aside from a small evening purse, no other bags are allowed.
- Costumes are not permitted.

## **Section 7.7 Dress Code Violations**

Students must abide by the school’s dress code policies throughout the entire school day. The fine for a dress code violation may be replaced by a warning at the discretion of the teacher or administrator. Dress code violations must be corrected immediately by the student.

- Uniform apparel will be available for purchase.
- Teachers may confiscate inappropriate outerwear or accessories. Such items may be picked up by the student at the end of the school day.
- A student who needs to shave will be fined \$1.00 and sent to the main office to shave immediately.

- A student who needs a haircut must comply within four (4) days of his first warning. Failure to get a haircut by the fourth day after his warning will result in a school detention for each day he is in violation. Haircuts are not to be scheduled during the school day.

The school reserves the right to define and determine what is neat, clean, well-groomed, and appropriate. Students who refuse to follow or intentionally flout the requirements set forth in this policy will be subject to disciplinary action which may include detention, suspension, and/or expulsion.

## **ARTICLE 8 – STUDENT CONDUCT**

Students at Cedar Catholic will conduct themselves in a manner that identifies them as disciples of Jesus Christ and members of His Church. Student conduct guidelines are established to promote an atmosphere conducive to the teachings of Jesus Christ which fosters student learning, aids student development, supports school purposes, and prevents interference with the educational process.

The items contained within this section do not represent an exhaustive list of student conduct guidelines or expectations. The principal has the final authority in determining whether student conduct demonstrates a substantial disruption or material interference to the school's mission, purpose, or educational process.

### **Section 8.1 Academic Dishonesty**

Students are to complete all assignments independently unless instructed to do otherwise by the teacher.

Definitions: The following definitions provide a guide to the standards of academic integrity:

- A. Cheating means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
  1. Tests (includes tests, quizzes and other examinations or academic performances):
    - a. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor.
    - b. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information including but not limited to any device with wireless or data capability or the ability to store or retrieve information, or the ability to communicate with others by voice or text used while taking a test except as expressly permitted.
    - c. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted.
    - d. Misrepresenting Need to Delay Test. Presenting false or incomplete information in
    - e. order to postpone or avoid the taking of a test.
    - f. Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
  2. Papers (includes papers, essays, lab projects, and other similar academic work):
    - a. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
    - b. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
    - c. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work.
    - d. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
    - e. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due.

- f. **Alteration of Assigned Grades.** Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- B. **Plagiarism** means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
1. **Failure to Credit Sources:** Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  2. **Falsely Presenting Work as One's Own:** Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- C. **Contributing** to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects.

Parents/guardians will be notified of each incident of academic dishonesty. These infractions will not carry over to the next year.

#### First Offense

- The student will receive a zero (0%) on the assignment and may be required to complete the assignment to the teacher's satisfaction.
- A school detention will be issued.

#### Second Offense

- The student will receive a zero (0%) on the assignment and may be required to complete the assignment to the teacher's satisfaction.
- The student will serve a Saturday Work Detail.
- The student will be ineligible for National Honor Society and/or Campus Ministry for one year from the date of the offense.

#### Third Offense

- The student will receive a zero (0%) on the assignment and may be required to complete the assignment to the teacher's satisfaction.
- The student will serve a Saturday Work Detail.
- The student will be ineligible for National Honor Society and/or Campus Ministry for one year from the date of the offense.
- The student will fail all courses in which he/she has committed academic dishonesty during the year, receiving no credit for them.

### **Section 8.2 Bullying and Harassment Policy**

One of the missions of Cedar Catholic Jr.-Sr. High School is to provide a faith-based safe and secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are expected of all students and staff while inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate conduct.

"Bullying" is defined as 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. Bullying and Harassment are prohibited behaviors and may result in detention, suspension, and/or expulsion. 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.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Cyberbullying is prohibited and may result in detention, suspension, and/or expulsion.

Sexual Harassment is defined as unwanted or unwelcome activity of a sexual nature that materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact. Students are strictly prohibited from sexually harassing other students or school personnel on school property, while participating in or attending a school activity, while being transported to or from a school activity, or any other place where governing law permits the School to discipline students. Sexual harassment is prohibited and may result in detention, suspension, and/or expulsion.

#### Procedure for Reporting

- Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher, the principal, or the president so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.
  - An individual who complains of bullying/harassment also will be expected to file a written complaint.
  - If an Anonymous Report is filed: no formal investigation will be conducted; however, the administration will review the report and take appropriate action (e.g., alert teachers, increase vigilance, confront the accused, etc.) The identity of the reporter will remain confidential, if possible.
  - If a Signed Report is filed: an investigation will be conducted by the administration. The identity of the reporter will remain confidential, if possible.
- To file a written complaint, a student or parent/guardian may fill out a Bullying/Harassment Reporting Form found on page 58 of this handbook, in the counselor's office, or on Sycamore. Completed reports are turned in to the central office. Alternatively, a student or parent/guardian may bring the signed complaint to the principal/administrator, or, if the principal/administrator is thought to be involved, to the President of Cedar Catholic.

#### Procedure for Investigation

- All reports will be taken seriously and will be promptly investigated by the administration.
- All involved parties (victim, accused, witnesses, teachers, etc.) will be interviewed individually.
- Parents/guardians will be contacted.
- The administration will determine the veracity of the report and follow through with the appropriate consequences.
- A student in violation of this policy may or may not be given a warning prior to incurring discipline. Regardless of the severity, any further violations will be subject to discipline, including detention, suspension, and/or expulsion.
- Violations of this policy by a faculty and/or staff member may result in suspension or termination from employment.
- Any suspected violations of the Safe Environment policy will be reported to the Archdiocese.



### Instances of Retaliation

- Cedar Catholic will not tolerate retaliation against any student or employee who files a complaint in good faith of bullying or harassment, or who, in good faith, provides information in connection with any such complaint.
- Instances of retaliation will be subject to discipline, including detention, suspension, and/or expulsion for a student or termination of employment for a staff or faculty member.

### Filing False Charges

- The school may take disciplinary action, which may include detention, suspension, and/or expulsion, if sufficient evidence substantiates the guilt of a student who falsely alleges bullying or harassment.
- The school will assist persons falsely accused of violating the bullying/harassment policy, making known to appropriate parties, the false complaint.

## **Section 8.3 Controlled and Intoxicating Substances**

Cedar Catholic recognizes that the human person has been created in the image and likeness of God, and that the human body has been designed to be a temple of the Holy Spirit. Cedar Catholic recognizes its responsibility to help protect the physical, academic, spiritual, and social space of the school community. The following policy has been established to help provide a drug-free environment for the wellbeing of its students.

- Under the laws of the State of Nebraska and the rules set forth by Cedar Catholic, it shall be a violation of this policy for a student to be found in possession of, having been in possession of, in use of, distribution of, or under the influence of alcohol, illegal drugs, tobacco products, vaping products or devices, and/or other controlled substances at any time during the calendar year.
- Following an investigation by the administration, a student will be found in violation of this policy when:
  - the student possessed, used, distributed, or was under the influence of alcohol, illegal drugs, tobacco products, vaping products or devices, or other controlled substances; or
  - the student is cited, charged, convicted, adjudicated, or participates in a diversion program relating to the student's consumption, possession, or sale of alcohol, illegal drugs, tobacco products, vaping product or device, or other controlled substances; or
  - a staff member gives a written report to the administration, which indicates that a student appeared under the influence, consumed, possessed, or sold alcohol, illegal drugs, tobacco products, vaping products or devices, or other controlled substances.
- The Controlled and Intoxicating Substances Policy remains in force for the entire calendar year.
- The Controlled and Intoxicating Substances Policy remains in effect for Seniors/Graduates who have graduated from high school but continue to participate in school sponsored extra-curricular activities.
- A student in violation of this policy will be subject to the penalties outlined in the Student Conduct Policy Violation section of this Handbook.

## **Section 8.4 Electronic Devices**

"Electronic devices" include, but are not limited to, cell phones, iPods, digital tablets, smartwatches, portable game consoles, cameras, personal laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

### Possession and Use of Electronic Devices

1. Cell phones, iPods, tablets, and smartwatches must be left in the student locker or checked in at the classroom door upon entry into the classroom. Ear buds are not allowed during the school day..
2. Cell phone usage is strictly prohibited during any class period, including voice usage, digital imaging, or text messaging. Cell phones carried by students must be left at the teacher's desk or an area designated by the teacher when students leave the room during the class period.
3. Students are permitted to possess and use electronic devices before school hours, during passing periods, at lunch time, and after school hours, provided that the student does not engage in any prohibited use of the device. The principal has discretion to prohibit student possession or

use of electronic devices on school grounds during these times in the event the school determines such further restrictions are appropriate.

4. Electronic devices may be used during class time when specifically approved by the teacher or principal in conjunction with appropriate and authorized class or school activities or events.
5. Electronic books (kindles, iPads) are allowed if they are used for reading purposes – books or magazines. If used for any other purpose they will be treated like any other electronic device.
6. Use of electronics during school-sponsored events may be allowed at the discretion of the sponsor.
7. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Catholic Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device.

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Confiscation of Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student as outlined below.

#### First Offense

- The student may claim his/her device after school the same day by paying a \$5.00 fine; or
- The student may claim his/her device after school the same day by serving a School Detention; or
- The device may be picked up by the student at the end of the following school day.

#### Second Offense

- The student with parent/guardian permission may claim his/her device after school the same day by paying a \$10.00 fine; or
- The student with parent/guardian permission may claim his/her device after school the same day by serving a Saturday Work Detail; or
- The device may be picked up by the student at the end of two weeks (14 days).

#### Third Offense

- The student *with parent/guardian permission* may claim his/her device after school the same day by paying a \$20.00 fine; or
- The student *with parent/guardian permission* may claim his/her device after school the same day by serving an In-School Suspension; or
- The device may be picked up by the student at the end of four weeks (28 days).

Any further offenses will result in further consequences which may include the student not being allowed to have an electronic device in the school building, detentions, further fines, or suspension. Depending on the circumstances of the violation, additional disciplinary action may be administered.

The accumulation of offenses is per school year.

### **Section 8.5 Food and Beverages**

- Students may not possess or consume food or beverages outside of the cafeteria during the school day, from 8:00 am to 3:37 pm. A teacher may grant permission, however, to bring food, and/or beverages to his/her classroom for a special event.
- At no time should the food, and/or beverages be stored in a student's locker.
- Foods containing peanuts are prohibited and are not allowed in the Cedar Catholic building at any time.
- Students are allowed to carry and drink water from a water bottle, throughout the school day.
- Students in violation of this policy will receive a \$1.00 fine, and the food, and/or beverage will be discarded.

### **Section 8.6 Illegal Conduct**

A student who engages in any act that would be grounds for citation or arrest in the criminal or juvenile court system (excluding minor offenses such as traffic violations, hunting/fishing violations, etc.) regardless of whether the student was cited, arrested, convicted, or adjudicated for the act will be subject to the same disciplinary action as outlined in Section 9.7 - Controlled and Intoxicating Substances Policy Violations of this Handbook.

### **Section 8.7 Married Students**

- Catholic students who marry must follow the guidelines established by the Archdiocese of Omaha regarding teenage marriage.
- Non-Catholic students must comply with comparable regulations as determined by the school administration.
- Living in a consensual relationship warrants expulsion.
- Married students must continue to observe all academic and disciplinary regulations.

### **Section 8.8 Profanity and Obscenities**

Inappropriate language, symbols, gestures, etc. will not be tolerated.

- A Teacher Detention or School Detention will be issued for use of profanity or obscenities.

### **Section 8.9 Public Displays of Affection**

Cedar Catholic recognizes that the growth of healthy male-female relationships is an important part of social development. While remaining a parental decision, the school discourages steady dating. Displays of affection that express intimacy are not appropriate while on school property and at school functions, including dances.

### **Section 8.10 Respect for Others**

Every individual is to be treated with respect at all times. Students will demonstrate the proper attitudes and social behaviors toward others. Abusing the rights and the well-being of others in word or action will not be tolerated.

- As a sign of respect, students will address instructors with the appropriate title (e.g., Mr., Mrs., Ms., Miss, Coach, Father, Sister) prefixed to their last name.
- Students will address each other by the individual's preferred rendering of his/her given name.
- A Teacher Detention or School Detention will be issued for disrespectful behavior.

### **Section 8.11 Sleeping in School**

Sleeping is prohibited anywhere in the school during school hours. Violations may result in detention and/or suspension.

### **Section 8.12 Student/Teenage Pregnancy**

- Because of the school's concern for the physical health of the expectant mother and baby as well as the mental health of both the father and mother, it is the responsibility of the parents/guardians and involved student(s) to report their role in a teenage pregnancy to the principal as soon as

they become aware of it. The principal will decide which school personnel will be informed of the pregnancy.

- Student(s) involved in a teenage pregnancy will be allowed to continue their education at Cedar Catholic. However, the father and mother involved in the teenage pregnancy will not be able to represent the school as Valedictorian, Salutatorian, National Honor Society member, elected official, or EMHC.
- In order to participate in any classes or school-sponsored events that require physical activity during her pregnancy, the young woman must provide a current medical release from her attending physician as well as a signed waiver of liability from either her or her parents/guardians, whichever is legally appropriate.
- Catholic student(s) involved in a teenage pregnancy must accept a program of counseling to include:
  - Individual counseling by the student's pastor with the number of sessions determined by the pastor;
  - Individual counseling sessions set up with a school-approved counselor at the expense of the family; and
  - Letters to the school from the pastor and the counselor stating that the student satisfactorily completed the counseling program
- Non-Catholic students must comply with comparable regulations as determined by the school administration.
- Failure to report a pregnancy, failure to complete the counseling program, and/or procuring an abortion will warrant immediate expulsion.

### **Section 8.13 Video/Pictures**

The videotaping, for any reason, of students in the school setting by visitors or non-employees of Cedar Catholic is prohibited without the permission of the principal and the classroom teacher.

Videotaping or the taking of pictures is always prohibited in locker rooms, restrooms, or any other areas where privacy may be assumed. Violations of this policy fall under the Bullying and Harassment Policy as outlined in this handbook.

### **Section 8.14 Violent Behavior**

The use of violence and engaging in violent behavior is contrary to the teachings of the Catholic Church and creates a substantial disruption and material interference to the school mission and educational processes. The following student conduct is prohibited and shall constitute grounds for suspension and/or expulsion when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.

### **Section 8.15 Weapons, Firearms, and Explosives**

Weapons, firearms, and explosives are prohibited on school premises and at school sponsored events. Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use 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 would be considered a weapon for purposes of this code. The principal will make the final determination regarding what constitutes a weapon.

Violation of this policy will result in suspension and/or expulsion. Police will be contacted when there is a suspected violation of criminal law concerning weapons. Reference: Nebraska School Law Sec. 79-4, 170 to 79-4, 205.

## **ARTICLE 9 - DISCIPLINE**

The school's discipline system is rooted in the teachings of Jesus Christ and the Catholic Church. The purpose of our discipline system is to provide immediate, consistent, and logical consequences that will facilitate personal growth and development of acceptable social skills. The school reserves the right to discipline any student whose actions—whether in or out of school—seriously, habitually, or clearly contradict the philosophy of the school. Students who learn that their actions have consequences gain positive control over their lives. Parents are asked to cooperate with the school in its discipline system by teaching their children how to accept the consequences their choices have made.

### **Section 9.1 Fines**

- A \$1.00 fine is given to students who violate the policies concerning dress code, grooming, food, gum, and beverages.
- Students will be given a form to sign referring to the fine. Teachers will turn them into the office at the end of each day.
- Students may accumulate more than one fine per day.
- Students are responsible for paying their own fines. Parents/guardians are encouraged not to pay their children's fines for them. If a student has no source of income or his/her own, he/she may request to pay off fines by working for the school in a custodial capacity for a rate of \$7.25 per hour.
- Fines may be paid immediately to the teacher or at a later time to the main office. All fines must be paid by the end of the quarter in which they were given. Money collected from fines will be used for instructional expenses outside of the operating budget.
- A student will receive a School Detention for every \$15.00 in unpaid fines. (The student is still responsible for paying his/her fines in addition to serving the detention.) No detention is given to a student if his/her fines are paid before they reach that amount.

### **Section 9.2 Teacher Detention**

- At the beginning of the year, teachers will inform students of their individual classroom policies. A student who violates these policies will receive a Teacher Detention.
- If it becomes necessary for a student to be removed from the classroom, a student will be sent to the main office for the remainder of the period.
- Teacher Detentions will be served at a time convenient for the teacher. The length of the detention will be determined by the teacher based on the offense.
- Teacher Detentions are an extension of the student's school day. All dress code and other school policies apply.
- Teacher Detentions will be recorded in the main office.
- Failure to serve a Teacher Detention will result in a School Detention.
- Practice/rehearsal for extracurricular activities or the excuse "I forgot" will not be considered a valid reason for missing a Teacher Detention.
- A student will receive a School Detention for every three (3) Teacher Detentions received per quarter.
- A teacher detention equals one detention point.

### **Section 9.3 School Detention**

- A student who violates school policy will be assigned a School Detention.
- School Detentions will be served Wednesdays from 3:40-4:40 pm or Fridays from 7:00 – 8:00 am.
  - Senior High students who receive a School Detention on Monday, Tuesday, or Friday of the previous week must serve their detention on Wednesday.
  - Senior High students who receive a School Detention on Wednesday or Thursday must serve their detention on Friday.

- Junior High students have one week to serve their School Detention.
- School Detentions are an extension of the student's school day. All dress code and other school policies apply.
- School Detentions will be recorded in the main office and parents/guardians will be notified.
- Failure to serve a School Detention will result in an additional School Detention.
- Practice/rehearsal for extracurricular activities or the excuse "I forgot" will not be considered a valid reason for missing a School Detention.
- A student will receive a Saturday Work Detail for every three (3) School Detentions received per quarter.
- A school detention equals two detention points.

#### **Section 9.4 Saturday Work Detail**

- A student who has accumulated three (3) School Detentions during a quarter will serve a Saturday Work Detail. Parents/guardians will be notified.
- The administration reserves the right to assign a student a Saturday Work Detail when deemed necessary.
- Saturday Work Details will be served from 9:00 am-12:00 pm on a Saturday within three (3) weeks of notification.
- Students who earn a Saturday Work Detail will be responsible for the compensation of the supervising staff member and must pay \$20.00 to the main office prior to the assigned Saturday.
- Because the student will be assigned tasks to accomplish around school, the dress code for a Saturday Work Detail will follow the regulations for "Dress Down Days".
- Failure to serve a Saturday Work Detail will result in an In-School Suspension.
- A student will receive an In-School Suspension for every three (3) Saturday Work Details received per quarter.
- A Saturday work detail equals three detention points.

#### **Section 9.5 Suspension**

- A student may be suspended for serious violation of rules, accumulation of Saturday Work Details, or habitual conduct problems as determined by the administration.
- A suspension will take the form of an In-School Suspension (ISS) or an Out-of-School Suspension (OSS) depending on the nature of the violation and needs of the student.
- Attempts will be made to notify parents/guardians immediately of an impending suspension.
- All suspensions equal nine detention points.

##### In-School Suspensions (ISS)

- The length of an ISS may be from one to five (5) days as determined by the administration.
- A student will report to the office 15 minutes before school begins and will remain 15 minutes after school ends. Students must be in school uniform.
- The student will be isolated from the student body during the day.
- Teachers will notify the main office of the day's assignments so that the student may work on them during the day. Teachers may work with the student in their free period if they desire.
- The student will be allowed to receive credit for work completed during an In-School Suspension.
- Lab work may be required to be made up at a later time.
- The student may not participate in extracurricular activities on the day(s) an In-School Suspension was served but may attend practices/rehearsals.

##### Out-of-School Suspensions (OSS)

- Parents/guardians will be notified in the event of behavior in which an Out-of-School Suspension is determined and be required to pick up their child from school immediately. Law enforcement will be contacted if deemed necessary by the administration.
- The length of an Out-of-School Suspension will be determined by the administration in conjunction with a parent meeting.
- The student may not be on school property or attend any school-sponsored events while serving an Out-of-School Suspension.

- Teachers will notify the main office of the day's assignments by the end of each school day. The assignments may be picked up by someone designated to do so, other than the suspended student.
- The student will be allowed to receive credit for work completed during an Out-of-School Suspension.
  - Completed assignments must be returned to the office by 4:00 p.m. on the day they are due to receive any credit.
  - When the student returns to school, he/she will have one day to make up all quizzes and tests.
  - Lab work may be required to be made up.
- The student may not participate in or attend any school events, extracurricular activities, practices, or rehearsals during an Out-of-School Suspension.
- A satisfactory report by a licensed healthcare professional, at the family's expense, may be required before the student is readmitted. Likewise, family counseling may be required at the family's expense.

### **Section 9.6 Expulsion**

- Expulsion for disciplinary reasons can take place at any time, however, it will ordinarily be the final step of previous disciplinary actions. The school reserves the right to dismiss a student even for a first offense if the gravity of the offense warrants it.
- A student may be expelled if it becomes evident that the attitude of the parents/guardians is seriously uncooperative or has harmful effects on the student or program of the school.
- The following procedure will be followed:
  - Parents/guardians will be notified and be required to pick up their child from school immediately. Law enforcement will be contacted if deemed necessary by the administration.
  - Students will not be eligible for reapplication for at least six (6) months and may or may not be readmitted.
  - The student will not be allowed to participate in or attend any school events.

### **Section 9.7 Controlled and Intoxicating Substances Policy Violations**

Students at Cedar Catholic must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community. Selection for a school-sponsored team, organization, or club is both a privilege and an honor. As such, it carries responsibilities commensurate with leadership roles. As leaders and more highly visible representatives of Cedar Catholic, students in activities have an increased obligation to represent themselves and their school in an exemplary manner. Therefore, some consequences apply specifically to participation in extracurricular activities.

- Students in violation of the Controlled and Intoxicating Substances Policy, will be subject to the disciplinary action outlined in this section.
- The Controlled and Intoxicating Substances Policy remains in force for the entire calendar year.
- The Controlled and Intoxicating Substances Policy remains in effect for Seniors/Graduates who have graduated from high school but continue to participate in school sponsored extra-curricular activities.
- Violations subject to the Controlled and Intoxicating Substances Policy are cumulative throughout the student's time at Cedar Catholic.
- Any student involved in an activity or class at Hartington-Newcastle Public Schools (HNPS) is subject to both Cedar Catholic and HNPS rules, regulations, and subsequent penalties.
- A student or parent/guardian is required to report to the principal immediately when the student is in violation of any of the policies subject to the Controlled and Intoxicating Substances Policy.
- Parents/guardians of students in violation of the Controlled and Intoxicating Substances Policy will be notified in writing and are asked to sign a form verifying that they had been notified. (Note: Signing the notification form does not imply an admission of guilt. It merely acknowledges notification.)

The principal has the final authority in determining violations subject to this section. A student found to be in violation of the Controlled and Intoxicating Substances Policy shall be subject to the following consequences:

#### First Offense

The student will:

- A. Be ineligible to participate in 25% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
- B. Be ineligible to participate in 25% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
- C. Attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.
- D. Be required to serve eight (8) service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within two (2) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.
- E. Be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.
- F. Be removed from or be ineligible for the National Honor Society, Campus Ministry, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.

*If a student or parent/guardian fails to immediately report a violation of the Controlled and Intoxicating Substances Policy, the above-mentioned penalties are doubled.*

#### Second Offense

The student will:

- A. be ineligible to participate in 50% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
- B. be ineligible to participate in 50% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be



applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.

- C. attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.
- D. be required to serve 16 service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within three (3) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.
- E. be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.
- F. be removed from or be ineligible for the National Honor Society, Campus Ministry, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.
- G. be required to undergo individual counseling set up with a school-approved counselor at the expense of the family. Letters to the school from the counselor stating that the student satisfactorily completed the counseling program are required before eligibility is reinstated.

*If a student or parent/guardian fails to immediately report a violation of the Controlled and Intoxicating Substances Policy, the above-mentioned penalties are increased to 75% or 24 service hours.*

### Third Offense

The student will:

- A. Be ineligible to participate in 75% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
- B. Be ineligible to participate in 75% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
- C. Attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.
- D. Be required to serve 24 service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within four (4) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.

- E. Be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.
- F. Be removed from or be ineligible for the National Honor Society, Campus Ministry, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.
- G. Be required to undergo individual counseling set up with a school-approved counselor at the expense of the family. Letters to the school from the counselor stating that the student satisfactorily completed the counseling program are required before eligibility is reinstated.

Third Offense violations will require parents/guardians to attend counseling sessions with their child.

*If a student or parent/guardian fails to immediately report a violation of the Controlled and Intoxicating Substances Policy, the above-mentioned penalties are increased to 100% or 36 service hours.*

#### Fourth Offense

- A. The student will be ineligible for any school activity participation for the remainder of their time at Cedar Catholic.
- B. Depending on the gravity of the offense, a student may be recommended for expulsion.

### **Section 9.8 Random Drug Testing Policy**

Students today face many challenges, making appropriate decisions when faced by these challenges is paramount for continued success in today's society. Cedar Catholic believes it is important that we give our students the strong moral values and belief system to help them when faced with these decisions. It is also important to provide them with tools to help them in this decision-making process. To this end Cedar Catholic has adopted a random drug testing policy.

#### Random Drug Testing Procedure

Each student is required to participate in the drug testing procedures, and refusal to submit to the testing or cooperate with those who administer the testing will result in punishment identical to which the student would face if he/she tested positive for drugs.

- The students to be tested will be determined by random draw within each grade level, with all students in grades 7-12 being eligible for selection.
- Four test administrators will be identified for conducting the drug tests. Two will be male and two will be female.
- All will use the same protocol to administer the collection.
- The urine sample will be collected using a Monitored Collection System with the following guidelines:
  1. The student will be notified of his/her selection to be tested and the test will immediately be conducted.
  2. Prior to entering the restroom area, the student must empty all his/her pockets and remove all outer clothing (e.g., jacket).
  3. The student will be required to wash his/her hands before the collection.
  4. The student will provide the urine sample in a controlled, private environment. If the student is unable to provide a urine sample, he/she will remain in the collection area until able to do so. Any attempt to alter the sample will result in discipline as stated in the student handbook.
  5. The student will immediately deliver the sample to the collector, and then wash his/her hands.
  6. The student will remain with the collector until the initial analysis of the sample is completed. (Approximately 5 minutes)
  7. The school will be diligent in its efforts to insure the privacy of tested students while ensuring the validity of testing.

The parent(s)/guardian(s) will be notified the test was administered and will be notified of the results of the test. A non-negative result will be considered preliminary, with the student having the option of requesting, at his/her cost, official laboratory testing at the Medtox laboratory, the provider of the test cups. If the student does not request laboratory verification of a non-negative test within one (1) day of the initial test, the test results will become final and will be recorded as a positive result. A negative result will be considered final.

In the event of a non-negative preliminary result, and upon a student's timely appeal, the school, in the presence of the student, will follow the prescribed Chain of Command procedure outlined by the providing company to submit the sample of laboratory testing. The student will not be subject to any discipline action until laboratory testing is completed and the school receives notification that the test results are positive for the presence of a banned substance. A student testing positive for a banned substance will be subject to any and all discipline outlined in the student handbook and the discipline of the activity sponsors for any activity in which the student participates.

### **Section 9.9 Violations of Random Drug Testing Policy**

#### Appeal/Verification Process

In the event the student tests positive for drug use, he or she has the following rights:

1. To notify the President, in writing, within one (1) day of the initial test of his or her intention to appeal.
2. To have the sample verified with lab testing arranged by Cedar Catholic.
3. Follow-up analysis will be at the expense of the student's parent/guardian.
4. The results of the second test are final and will be used to determine any discipline according to this school policy and any other applicable school policy.

#### Discipline for Non-Negative Drug Test

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

#### A. First Offense:

1. An evaluation by a professional substance abuse counselor, with information to be provided to Cedar Catholic, and a 5 day in-school suspension.
  - a. The evaluation/counseling shall be at parent or guardian expense.
  - b. Cedar Catholic must approve of the substance abuse counselor.
  - c. The evaluation will be completed in a time frame agreed upon by Cedar Catholic.
  - d. The parents must agree to the exchange of all pertinent information between school officials and the substance abuse counselor.
  - e. It is required that the evaluation be accompanied by specific recommendations and the student shall comply with the recommendations.
  - f. Failure to attend or complete the substance abuse counseling will result in a twenty (20) day out of school suspension.
2. Students shall be subject to any additional penalties outlined in the Student Conduct Policy Section of this handbook.

#### B. Second Offense or further violation of this policy during a student's time at Cedar Catholic:

1. The student will undergo a drug rehabilitation program.
  - a. The drug rehabilitation program will be at parent or guardian expense.
  - b. Cedar Catholic must approve of the drug rehabilitation program.
  - c. The drug rehabilitation program will be completed within a time frame agreed upon by Cedar Catholic.
  - d. Cedar Catholic must be notified of the student's completion of the program.
  - e. Failure to attend or complete the drug rehabilitation program will result in expulsion from Cedar Catholic.

2. Students shall be subject to any additional penalties outlined in the Student Conduct Policy Section of this handbook.

Discipline for Non-Negative Nicotine Test

Students found to have possessed, used, sold or distributed tobacco, and/or nicotine related products or devices will receive the following discipline:

- A. First Offense:
  1. The student will serve 1 day in-school suspension.
  2. Students shall be subject to any additional penalties outlined in the Student Conduct Policy Section of this handbook.
- B. Second Offense or further violation:
  1. Repeated violations of this policy may result in further disciplinary action including, but not limited to additional short-term or long-term suspensions determined by the principal.
  2. Students shall be subject to any additional penalties outlined in the Student Conduct Policy Section of this handbook.

## ARTICLE 10 – SCHOOL POLICIES

### Section 10.1 Announcements and Pledge of Allegiance

Any necessary announcements may be made at the beginning and end of each day. Morning announcements will include the Pledge of Allegiance and prayer. Regular daily announcements will be read to the students at a designated time each day. Announcements are always available on Sycamore. Students are expected to be silent during announcements and to participate with the Pledge of Allegiance and prayer. If a student is in the hallway during this time, he/she is expected to pause and participate.

### Section 10.2 Asbestos Notification

As a requirement of the management plan regarding asbestos in the school, Cedar Catholic makes known the presence of asbestos in the school.

- Asbestos is found on the joints of pipes in the building.
- Asbestos is sealed in a cementitious material that is painted and presents no danger in this state.
- Asbestos is also found in some of the school's floor tile.

All asbestos present in the school is in the non-friable form and is not a danger to occupants as long as it is properly cared for by school officials. The school's management plan outlines the procedures that are followed to make sure that the asbestos remains non-friable. This plan is followed, and the asbestos does not present a danger to the occupants of our school. A copy of the management plan is available in the central office.

### Section 10.3 Asthma Policy

Cedar Catholic, an accredited system under the Nebraska Department of Education has, as its preventive plan against a life-threatening asthma attack or systemic allergic reaction, implemented a teacher-training program to encompass the following protocol plan.

"All schools should consider implementing procedures for students who have been diagnosed with life-threatening allergies. The specific procedures to be implemented may depend on the ages of the affected students, the severity of the allergies, and the number of students who have such allergies. Set forth below is a non-exhaustive list of guidelines which a school may want to consider in implementing its own policy for assisting students with severe allergies:

1. School personnel should be trained on proper Epi-Pen injection techniques.
2. Parents/students must provide a minimum of one Epi-Pen for school or student use.
3. Epi-Pens should be stored in a light-free location.
4. If a student is younger than five (5) years of age, the Epi-Pen must be stored in the school office. All staff members must be informed where the Epi-Pen is located and be able to obtain it in the event of an emergency.
5. If a student is five (5) years of age or older, the student may be permitted to carry an Epi-Pen provided the student has been properly trained to carry and/or administer it.
6. If requested by a parent/guardian of a student, there must be an allergy-free table in the cafeteria for use by students with life-threatening allergies.
7. If requested by a parent/guardian, there must be an allergy-free computer (or more, if necessary) for use by students with life-threatening allergies.
8. The teachers in classrooms of students with life-threatening allergies should educate the other students and their parents about the allergy, should require the use of hand wipes by all students following lunch (if requested by a parent or legal guardian), and should request that all classroom treats be free of allergy-producing products.
9. A nebulizer should be available on school grounds for use in the event a student has an allergic reaction.
10. If a student has an allergic reaction, the school must first administer to the student, call 911, and then call the student's parents or legal guardians.
11. The parents/guardians of a student with a life-threatening allergy may be requested to provide a box of snacks free of allergy-producing products to be available in the classroom as needed."

#### **Section 10.4 Bookbags**

Bookbags are used to transport books and school supplies to and from school. Students are to leave their bookbags or any oversized bags in their lockers from 8:00 am to 3:37 pm. Girls may carry a small handbag/purse for personal hygiene products.

#### **Section 10.5 Computers/Network Access Acceptable Use Policy**

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

##### Technology and Network Resources

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

Access to the Cedar Catholic Jr.-Sr. High School wireless network will be restricted to Cedar Catholic Jr.-Sr. High School approved electronic devices from 8:00 a.m. to 3:37 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

##### Student Responsibilities and Acceptable Use

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

1. All technology must be used to further the educational and religious mission of Cedar Catholic Jr.-Sr. High School and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using Cedar Catholic Jr.-Sr. High School's network resources. The network is to be used to store and transmit school-related data only.
3. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
4. Do not share passwords with any other person. Cedar Catholic Jr.-Sr. High School faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
5. Students are responsible for all actions taken under a student's username and password.
6. With the exception of an Apple ID, students should always use his/her Cedar Catholic Jr.-Sr. High School email address or username when utilizing online resources for digital storage or collaboration.
7. Electronic communications (emails) between faculty and students **must** be made via Cedar Catholic Jr.-Sr. High School's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.

8. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
9. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
10. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
11. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
12. If applicable, students are responsible for regularly checking his/her Cedar Catholic Jr.-Sr. High School email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
13. All student files stored on the network may be deleted at the end of each school year.

#### Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of Cedar Catholic Jr.-Sr. High School. Examples of unacceptable uses of technology include, but are not limited to, the following:

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

#### Social Networking (Facebook, Twitter, Texting, Blogs etc.)

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

#### Guidelines for social networking:

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

#### No Expectation of Privacy

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

#### Disciplinary Action

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

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

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

#### Sycamore Education

Sycamore is a web-based computer program which can be accessed from any computer that is connected to the internet. Students and parents/guardians have 24-hour access to grades, attendance, assignments, announcements, the school calendar, and lunch menu. Grades may be checked regularly and parents can become more involved in their child's education. Parents/guardians, students, teachers, administrators can communicate with each other using the Pass-a-Note messaging system. Please notify the central office if you do not have access to the internet, as more and more business is being done on-line.

#### **Section 10.6 Entering/Exiting the Building**

Students leaving or returning to school (e.g., classes at HNS, lunch, field trips, etc.) during the school day are to enter and leave the building through main entrance only. If the students arrive at the school



prior to bell for the next class, these students are to remain in the foyer until the passing bell rings. Students waiting in the foyer are to be silent. Students are not to loiter in the hallways, restrooms, outside the building, or go to their lockers prior to the time of the passing period.

### **Section 10.7 Event and Fundraising Responsibilities**

In an effort to provide successful events for our students, families, patrons, and donors, Cedar Catholic requires the help of students and parents for the following events:

#### Homecoming Dance

Senior Parents  
Freshman Parents

#### Cedar Catholic Craft Fair

C-Club Members

#### Development Fall Blitz

Freshman Students and Parents  
Sophomore Students and Parents  
8<sup>th</sup> Grade Students and Parents

#### Cedar County Catholic Schools Gala

Freshman Students and Parents  
Sophomore Students and Parents  
8<sup>th</sup> Grade Students and Parents

#### Cedar Catholic Prom

Junior Students and Parents

Freshman and Sophomore students and parents are only required to sign up for one event between the Fall Blitz and the CCCS Gala.

### **Section 10.8 Faculty Lounges**

The faculty lounges are for the use of the school's staff and visitors. Students are not allowed in these areas without the permission of a staff member. If a student wishes to visit with a staff member who is in one of these rooms, the student must knock on the door and wait for the staff member to come to the door.

### **Section 10.9 Fire/Tornado/Disaster Drills**

Fire drills will be held on a monthly basis according to State requirements. Teachers will instruct pupils on the procedure regarding these drills. Instructions for fire drill routes are posted near the door of each classroom.

Tornado drills will be conducted at times prior to the spring tornado season. Cedar Catholic does participate in the State-sponsored mock tornado drills.

### **Section 10.10 Hallways and Passing Periods**

Students have three (3) minutes between classes as a passing period. During this time, they have ample time to go to their lockers, use the restroom, visit with classmates, tend to business in the office, and make it to their next class on time.

Students passing between classes in the halls and on the stairs are encouraged to walk on the right side. They may converse, but such conversation should never become boisterous or offensive. In order to ensure the safety of the students and the preservation of an academic atmosphere, students are to avoid pushing, running, shoving, or shouting. Students are not to sit on the floor in the hallways during the school day.

Students returning from lunch, P.E., and HNS classes before the period has ended are to remain quietly in the foyer until the bell rings. Students are to be supervised by school personnel.

### **Section 10.11 Hall Passes**

Students are not allowed in the hallways outside of passing periods. If a teacher allows a student to leave the classroom, he/she must give the student a pass. Likewise, if a student is delayed by a faculty member, he/she should write a pass to present to the teacher in the student's next class. If a student wishes to visit a teacher or counselor during the day, he/she must obtain a pass to do so prior to their meeting.

### **Section 10.12 Homerooms**

Students are assigned a homeroom, which is identified on their class schedule. Homerooms are utilized to assemble students for Mass, assemblies, class meetings, etc.

### **Section 10.13 Illness or Injuries at School**

Cases of illness or accident are to be reported to the principal immediately. School office personnel will notify the parents/guardians of the student's condition. Ill or injured students may be directed to use the faculty lounge until they are able to return to class or go home.

Ill or injured students will be allowed to go home only if their parents/guardians or an "emergency contact person" can be reached by school officials. Parents/guardians are responsible to provide transportation for the student if the student is to go home or to a doctor. The central office will assist the student with transportation if assistance is requested by the parent/guardian or in the case of an emergency.

Parents/guardians have been requested to inform the school of any special illnesses or medical conditions of students. If special diets or medicines are needed, the office must be informed. Arrangements will be made to have staff members dispense medicines as requested by doctors and parents/guardians. Students and parents/guardians are reminded that by law, the school cannot dispense medications to students without prior written permission from their parents/guardians.

### **Section 10.14 Immunization Records**

State law requires that a student must have on file health and immunization records which meet the following criteria:

- State law requires physicals before entry in to 7<sup>th</sup> grade and requires all students, regardless of grade, transferring from outside the State of Nebraska, to have a physical and vision evaluation within six (6) months of admission.
- Immunizations required:
  - three (3) doses of DtaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday
  - three (3) doses of Polio vaccine
  - two (2) doses of MMR vaccine, given on or after 12 months of age and separated by at least one month
  - three (3) doses of Hepatitis B vaccine
  - one dose of varicella (chickenpox) given on or after 12 months of age and prior to 13 years of age. If over 13 years of age two (2) doses of varicella, separated by at least one month.

Immunization Records will be returned to the student upon graduation

### **Section 10.15 Insurance**

The school will offer school accident insurance coverage to every student. Several options will be presented to each family. Purchase of this insurance is not mandatory, nor does it mean that the school endorses one particular company. These forms will be given to the students during the first week of school. Parents should read the forms carefully and fill out the application as indicated in the directions and return them to school as instructed.

### **Section 10.16 Lockers**

Lockers are assigned to students at the beginning of the school year. Students are not to use any locker other than the one assigned to them. Students may not exchange lockers among themselves. Student lockers are the property of the school, and the administration reserves the right to check student lockers for a just cause. Locker checks may occur without previous notice. Students are expected to keep their lockers neat and clean. Posters, pictures, signs, etc. that are not conducive to the Catholic environment of the school will be removed. No items are to be taped to the outside of the lockers, unless they are school activity related. All locker decorations must be approved by the administration and will be removed after their respective activity is completed.

Students may go to their lockers during the passing time between classes. Students are not to open

another student's locker without permission from the student or school personnel.

Students are to keep their books, school supplies, coats, etc. in their lockers and not leave them in the classrooms, restrooms, or in the hallways. Physical Education students and athletes are to take their gym bags to the locker rooms prior to the beginning of the school day. Band instruments are to be kept in the Assembly Room during the school day. Food, gum, and beverages are not to be stored in a student's locker.

The school does not assume liability for property placed in student lockers. Students may put locks on the lockers after consulting with the principal. A key to the locker or the combination to the lock must be provided to the school office.

### **Section 10.17 Lost and Found**

Anyone who finds articles that seem out-of-place or to have been lost on the school premises is asked to turn them in to the central office. The school is not responsible for any lost or stolen articles.

### **Section 10.18 Lunch Program**

Students may bring their lunch to school or they may use the hot lunch program at Holy Trinity School. All lunches must be eaten in the cafeteria. No one may leave the school premises during the lunch period. Taking food out of the lunchroom is not allowed.

Students will pray with their classroom teacher prior to going to lunch and be dismissed to the Holy Trinity Cafeteria. Students should not take books or school supplies with them; these items may be placed in their lockers prior to leaving for lunch at the end of the period. Students are to walk in the crosswalks when going to and from lunch. Students must enter and leave both buildings quietly and respectfully through the main entrance at each school. Proper etiquette is to be observed while in line awaiting their food and at the table. Students are expected to clean up after themselves and must deposit trays and garbage in an orderly fashion. The elementary school restrooms may be used during the lunch periods. Students are to respect the property of Holy Trinity School.

When students have finished eating, they are to follow the instructions of the lunch supervisor and wait either outside the front doors or in the immediate hallway area under the supervision of a faculty member. Classes are in progress in the grade school and should not be disturbed. Students are not to be in the locker rooms, in the gym, or use the pop machines in the Holy Trinity building during this time. Students are not allowed to go to their vehicles during lunch.

The lunch supervisor will instruct the students when to return to the high school. Students are to remain in the foyer of Cedar Catholic until the passing bell rings.

Mailings concerning the hot lunch program will come from the cafeteria business manager. Families have received information concerning this year's program as well as applications for free and reduced meals prior to the beginning of the year. Any questions regarding this program should be addressed to the Business Manager at the Holy Trinity parish office (254-6559).

### Lunch Fees

Prices for lunches are \$3.85 for all students. Extra milk is \$0.65, extra entrees are \$1.80, and extra other food items are \$0.90. All reduced lunches are \$0.40. Any child on free or reduced lunches must pay full price for extra food items.

All families must have lunch money in their lunch account at all times. Families should not allow accounts to drop below \$5.00 at any time during the month. Automatic withdrawal is available, and families are encouraged to use this feature. The lunch accounts will be posted to the Sycamore website on Friday of each week. Parents/guardians may log on to [www.sycamoreeducation.com](http://www.sycamoreeducation.com) and proceed to the lunch program. Please refer to the school lunch packet included in your August School Packet Information.

Checking your online lunch account once you have registered with Wordware:

Using the Sycamore system:

1. Logon to Sycamore ([www.sycamoreeducation.com](http://www.sycamoreeducation.com)) and go to the school's homepage. In the box labeled Featured on the lower right, click on the tab labeled Links.
2. Click on Cafeteria Accounts.
3. Enter your user name (usually your email address) and password

Using the Wordware website directly:

1. Login to [www.wordwareinc.com](http://www.wordwareinc.com)
2. Click the "Family Login" button on the upper right side of the page.
3. Enter your User name (usually your email address) and password

A summary of your account will be displayed. If you would like to see the detailed bill, click "Detailed Bill" found at the bottom of the screen. You will be able to then sort your detailed billing by child, by date, or by item purchases. You also may print a hardcopy of your bill from there.

#### Civil Rights Assurance – Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### **Section 10.19 Media Center**

The media center supervisor will be available to assist students with library/media business. The media center is available to students throughout the school day. Students are to use the media center for research and conduct themselves properly while in that room.

Students may check out materials from media center and are responsible for returning materials in a timely fashion. Fines will be assessed for late, lost, or abused materials.

#### **Section 10.20 Messages and Telephone Usage**

Students will not be called out of class to receive messages unless it is an emergency. Messages will be kept in the central office until the end of the day. Students will be informed of any messages in the office. It is their responsibility to retrieve them from the office.

A telephone is available for student use at school. Students must receive permission from the office to use this phone. Students will not be permitted to leave class to use the phone unless it is an emergency. Cellular phones may not be used during the school day, without permission from the central office.

### **Section 10.21 Posters, Decorations, and Advertisements**

All posters, decorations, and advertisements must be approved by school personnel before posting. Students should take measures to avoid damaging the walls. Students are responsible for removing all debris from the posters, decorations, or advertisements. Nothing may be taped to the ceiling.

### **Section 10.22 Prayer**

The school day will open and close with an all-school prayer over the intercom. Every class period will begin with prayer. All other Cedar Catholic gatherings, meetings, events, etc. should begin with prayer.

### **Section 10.23 Prom and Homecoming**

#### Prom and Homecoming Dances

Prom and Homecoming dances are open to all Cedar Catholic High School students (grades 9-12) and their dates. All dates must be of the opposite gender. If a Cedar Catholic student has an out-of-school date (someone not attending Cedar Catholic) he/she must be at least a freshman in high school and not older than 20 years of age. A student who is of high school age but is not currently attending a high school or home school, and has not graduated from a high school, will not be allowed to attend Cedar Catholic's Prom or Homecoming. All attendees of Prom and Homecoming must follow dress code rules as outlined in this handbook. Failure to comply with dress code policy will result in not being admitted to the dance. (See the "Attendees of Formal Events" dress code as outlined in this handbook.) All students bringing an outside date must complete a Prom/Homecoming for Outside Guests form.

The Homecoming dance will follow the Homecoming football game. Royalty will be selected from the senior class, and the coronation will be held the night of the dance. The dance will end at 12:00 Midnight. If a student wishes to leave early a note from his/her parents must be turned into the office on Friday before school is dismissed. If a note is not received a student may only leave in an emergency situation. Their parents will be called and will pick them up. The mothers of the seniors will decorate the cafeteria and provide sodas, sandwiches, and snacks for those attending the dance.

The Prom dance will follow the Jr.-Sr. banquet that is scheduled for the same evening. Royalty will be selected from the senior class, and the coronation will be held the night of the dance. Parents, other visiting adults, and students not attending the dance will be asked to leave 15 minutes after the coronation. The junior class is responsible for the decoration of the gym, for the banquet, and the dance. The dance is a closed event, and no one will be allowed to leave unless they follow the same guidelines as described above for the Homecoming dance.

To ensure the safety of students attending Homecoming and Prom Dances breathalyzer tests will be given to students as they enter the building. The process for this testing will be developed by the principal.

#### Homecoming and Prom Elections

A Homecoming Royalty and Prom Court are chosen from the student body each year through an election process of Cedar Catholic students. The senior class will nominate 3 girls and 3 boys to represent the royalty for both Homecoming and Prom. Each high school class (grades 9-12) will vote for the king and queen/prince and princess. If a student is elected to the Homecoming Court he/she is not eligible for the Prom elections.

### **Section 10.24 Senior Pictures**

All seniors are required to provide the central office with senior pictures to be used for the yearbook, composite, and video. Seniors will be informed of the requirements for these pictures by the yearbook and senior class advisors.

### **Section 10.25 Student Driving Regulations**

All students are expected to exercise extreme caution when driving in the vicinity of the school. Students are expected to abide by all traffic laws and regulations.

### **Section 10.26 Student Parking**

During school hours, students may park in the parking lot north of the school and anywhere not forbidden by law or by the guidelines below. Seniors may park on the east side of Broadway Avenue along the parking lot.

During school hours, students may not park:

- In the Msgr. Werner Activity Center Parking lot
- Along the west side of Broadway Avenue in front of Holy Trinity Church and Rectory
- On Park Street between Holy Trinity Church and School
- Along Cedar Catholic on any side
- In a manner that blocks any other vehicles

On days when a funeral occurs at Holy Trinity Church, students must park in the Msgr. Werner Activity Center parking lot.

The school does not assume any responsibility for students who drive vehicles to school or to school events. Cedar Catholic is not responsible for any damage incurred while on school premises.

### **Section 10.27 Student Purchases for the School**

Students are not to make purchases for the school unless they have been given permission from a school authority. Without permission students may be held liable for these purchases.

### **Section 10.28 Study Hall**

Study hall is considered a class. Only students who are identified by the teaching staff as needing a study hall will be granted one. The purpose of study hall is to complete assignments, study, or read. Students may get a prearranged pass to work with other teachers during this time. Classroom policies will be established by the study hall supervisor. Visiting, playing games, and eating/drinking are all prohibited.

### **Section 10.29 Textbooks**

Textbooks are owned by Cedar Catholic or Hartington-Newcastle Schools. Students have the responsibility of caring for the books and returning them in good condition. Students are also required to keep the textbooks covered at all times. Fines will be assessed for uncovered books and damage to the textbooks. Students will be required to pay for textbooks not returned.

### **Section 10.30 Transportation**

It is most important for students riding school-provided transportation to and from school to be at the right place at the right time. Cedar's transportation system is a part of a five-school network, and all involved must work together consistently in order to provide proper service. Deviations in pick-up times result in route schedule problems for all involved schools.

Drivers are entitled to the same courteous treatment as would any school personnel. Bus drivers have full authority and responsibility to maintain order in the vehicle. If student conduct jeopardizes the safety of others, parents/guardians will be contacted. Cedar Catholic is concerned about the safety and welfare of students riding school transportation and will do what it can to provide safe conditions. If warnings from the driver regarding rule violations do not solve any behavioral problems, school officials and parents will be contacted regarding the matter. Continued misbehavior will result in suspension of student riding privileges for two weeks. Additional misbehavior may result in removal from the bus for the remainder of the school year.

If parents/guardians have a concern regarding the transportation system, bus routes, or bus drivers, they are to contact the transportation supervisor. Bus drivers are not to be called at home. The

transportation supervisor will assist with concerns and contact the appropriate personnel when necessary.

Emergency exit drills will be conducted each semester as required by State law.

If a route bus has problems, the driver will inform the school office by radio. This information will be passed on to other schools involved with the transportation system and to waiting passengers.

Students riding in school-sponsored transportation to activities are required to ride to and from the activity in the school provided vehicle. No students will be allowed to ride home with anyone other than his/her parents/guardians and then only when the parents/guardians are present to take their child with them. No student will be allowed to individually drive to or from an activity in which they participate. They are required to ride on school-provided vehicles or with school-approved vehicles driven by an adult. These arrangements must be made with the activity sponsor.

Bus drivers need to concentrate on traffic and road conditions in order to operate the vehicle safely. Student misconduct can be distracting for the driver and can be the cause of a dangerous situation. Students and/or parents/guardians are asked to:

- be courteous, quiet, and follow the instructions of the driver;
- contact the transportation supervisor if a student will not be riding;
- leave home early enough to arrive at the stop on time;
- wait for the transportation in a safe place that is well off of the roadway;
- stay seated while the vehicle is in motion keeping hands, feet, and remarks to oneself;
- make room when others board the vehicle;
- put trash into the wastebasket, close windows, keep feet on the floor, etc.;
- be alert to traffic when boarding or exiting the vehicle; and
- enter and exit from the front of the vehicle, except in emergency situations.

### **Section 10.31 Use of Image Policy**

As an integral part of the Cedar Catholic Jr. Sr. High School curriculum, teachers and staff members will, from time to time, use technology within the learning environment. Videos, movies, still photographs, Facebook, and web pages are options available to teachers within the context of the curriculum. Most often, this is done to enhance a lesson, or to share with parents and other classes.

Additionally, with the school website and school brochures, student images may be displayed or printed to promote Cedar Catholic Jr. Sr. High School.

Cedar Catholic's extra-curricular activities may also be filmed and aired on local cable television and still photos may be used in many publications.

All images, productions, and information in which images are used are done so in reflecting the mission and goals of Cedar Catholic Jr. Sr. High School.

### **Section 10.32 Valuables**

Students are instructed not to bring valuables or large amounts of money to school. However, in the event a valuable item or money must be brought to school, it may be checked in at the office or with an activity sponsor. Valuables or money should not be left unattended. Valuables or money left on school premises by students are not the responsibility of the school.

### **Section 10.33 Vending Machines**

Soft drink machines are available at the Msgr. Werner Activity Center. These are available to students before and after school.

### **Section 10.34 Visitors**

All visitors must report to the office when entering the school building. Students will not be called to the office to meet with visitors unless it is an emergency. Unauthorized visitors will be asked to leave the

premises. Students may bring visiting students to school only after receiving prior permission from the principal.

### **Section 10.35 Wellness Policy**

#### **1. Purpose and Goals**

- a. The Cedar Catholic School System (herein addressed as the school system) desires to promote healthy students and healthy living by supporting good nutrition, nutrition education, and regular physical activity. The school system strives to promote student healthy and reduce childhood obesity. The school system will achieve the goals of this policy by:
  - i. Involving parents, students, board members, administrators, teachers, health professionals, and other interested members of the community in the development, monitoring, and review of this policy.
  - ii. Developing goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness.
  - iii. Providing nutrition guidelines for all foods available during the school day.

#### **2. Nutrition Education Goals**

- a. Nutrition education will be integrated into core academic subject areas to complement the existing health curriculum.
- b. Nutrition education and training activities will be provided for teachers and other school staff.
  - a. Attempt to facilitate health/exercise and nutrition field trips when possible.
  - b. School staff is encouraged to model healthy eating behaviors.
- c. The school's food service program should be coordinated with the nutrition instruction if practicable. The school cafeteria provides an opportunity for students to apply the skills that they have learned in the classroom, so there should be coordination between the cafeteria staff and teachers.

#### **3. Nutrition Promotion**

- a. The school will implement evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques.
- b. The school will ensure 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.
- c. The cafeteria shall display posters or other communications that promote healthy nutrition-choices (e.g., display food pyramid).
- d. Teachers will incorporate events that promote nutrition within their classroom (Health fairs, field trips, guest speakers)

#### **4. Physical Activity Goals**

- a. Educators will incorporate physical activity in classes as appropriate.
- b. Elementary students will be provided with recess on a daily basis.
- c. Elementary students will be provided with an average of 75 minutes of physical education class per week.

#### **5. Other School-based Activities Promoting Student Wellness**

- a. Dining Environment
  - i. The school system will provide a clean, safe, enjoyable meal environment for students.
  - ii. The school system will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
  - iii. The school system will have drinking fountains or other accommodations available so that students can get water at meals and throughout the day.
  - iv. The school system will continue to have 100% student participation in the school meal program.
- b. Mealtimes
  - i. The school system will continue to ensure an adequate time for students to eat meals and socialize with friends.
  - ii. Lunch should be scheduled as near to the middle of the school day as possible.



6. Nutrition Guidelines for Food Sold on School Campus

- a. The goal of the school system is to provide students with foods that promote student health and reduce childhood obesity. In order to best accomplish this goal, the school system shall offer food programs that, at a minimum, satisfy the nutritional requirements established by local, state and federal statutes and regulations such as the USDA's National School Lunch Program and the Dietary Guidelines for Americans.
- b. The school system food program shall operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and all applicable laws and regulations of the State of Nebraska.
- c. The school system encourages the consumption of nutrient dense foods such as whole grains, fresh fruits, vegetables, and low-fat dairy products.
- d. Foods of "minimal nutritional value" as defined by 7 CFR 210.11(2) should not be served in Holy Trinity Cafeteria, where reimbursable meals are served, sold or eaten. These foods include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn.
- e. School Parties
  - i. Recommend parents to consider bringing snacks that contain less sugar, less salt, less fat.
  - ii. Suggest fruit and vegetables
  - iii. Popcorn
- f. School menus should be prepared with input from students, parents and school system personnel.
- g. School personnel shall periodically review menus to ensure that they meet USDA guidelines.
- h. The school system will share information about the nutritional content of meals with parents and students upon request.

7. Monitoring and Policy Review

- a. The principal and the pastor shall be responsible for ensuring compliance with this policy. School food service staff will ensure compliance with nutrition policies within the school food service areas and will report on this matter to the principal and the pastor.

## ARTICLE 11 – EXTRACURRICULAR ACTIVITIES

### Section 11.1 Activity and Athletic Sponsors

Athletic/Activities Director	Chad Cattau
Basketball - Boys	
Head Coach	Nick Haselhorst
Assistant Coach	
Assistant Coach	Matt Steffen
Basketball - Girls	
Head Coach	Craig Wortmann
Assistant Coach	James Kaiser
Assistant Coach	Matt Kathol
C-Club	Audrey Freeman, James Kaiser
Campus Ministry	Fr. Jim Keiter, Lori Christensen, Shanna Dendinger
Dance Team	Malaya Lange, Lexi Heine
Football	
Head Coach	Chad Cattau
Assistant Coach	James Kaiser
Assistant Coach	Justin Kerkman
Assistant Coach	Joe Schroeder
Assistant Coach	Blair Kalin
Assistant Coach	Jesse Hochstein
Golf - Boys	
Head Coach	Rick Kuehn
Assistant Coach	Rob Bengston
Golf - Girls	
Coach	Sheila Jueden
Instrumental Music	Vergil Nelson
National Honor Society	Rob Bengston
One-Act Play	
Head Coach	Audrey Freeman
Assistant Coach	Adam Pinkelman
Quiz Bowl	Rob Bengston
Speech	
Head Coach	Jennifer Kleinschmit
Assistant Coach	Erin Pfeifer
Student Council	Lori Christensen

Track	
Head Coach	Blair Kalin
Assistant Coach	Steve Steffen
Assistant Coach	Ty Dybdal
Assistant Coach	Wendy Wortmann
Assistant Coach	Jen Rolfes
Vocal Music	JoAnne Hamilton
Volleyball	
Head Coach	Denae Buss
Assistant	Leigh Haselhorst
Assistant	Jamie Walter
Wrestling (Boys)	
Head Coach	Justin Bartling
Assistant Coach	Kerby Hochstein
Wrestling (Girls)	
Head Coach	Justin Bartling
Assistant Coach	John Freeman
Assistant Coach	Kerby Hochstein
Yearbook	Brelynn Wurdinger
Jr. High Sports	
	Justin Bartling
	Miranda Bernecker
	Denae Buss
	Blair Kalin
	Russ Gade
	Jesse Hochstein
	James Kaiser

### **Section 11.2 School Information**

Conference:	Mid-State Conference
Mascot:	Trojans
Colors:	Red and White
School Song:	Washington and Lee Swing

Cheer-Cheer-Cheer for Cedar High  
 Let's all stand up right now and give our cry  
 To the greatest school that could ever be  
 'Cause we've got the power behind the victory  
 And Cedar Catholic only wants the best  
 'Cause we know we're leading all the rest  
 This mighty school will carry on and on, and on and on  
 'Cause Cedar Catholic Cares!

### **Section 11.3 Policies for Extracurricular Activities**

#### Attendance at School

Students must attend school from at least 11:30 a.m. to the end of the school day in order to be eligible to compete/perform/etc. or attend any activities that same day. If a student has a prearranged doctor's appointment, the 11:30 time may be waived. For this to happen the student must notify the school prior to the appointment and provide a note from the doctor confirming the appointment. Students participating in activities on a night before a school day are to be in attendance at school the next day unless it is a prearranged appointment, and the school is aware of the appointment ahead of time.

### Conduct

Students are bound by the policies of Cedar Catholic at all extracurricular events and practices/rehearsals, etc. All policies set forth in this handbook remain in effect.

### Dress Code

Each sponsor will discuss his/her expectations at the beginning of each activity event/season. Strict adherence is mandatory. Jeans, t-shirts, and other clothing items prohibited by the "Dress Down Day" policy are not allowed unless the activity sponsor gives express permission.

### NSAA Rules

Students participating in activities sponsored by the NSAA must abide by that association's eligibility rules. The Activities' Director will inform students of such rules at the beginning of each activity season. Violation of NSAA rules will result in loss of eligibility to participate in their sponsored activities.

### School Detentions

A student who accumulates three (3) school detentions in one quarter will be required to sit out one activity participation event. The suspended event will be the first one scheduled after the date the student received his/her third school detention of the quarter. Additional detentions in the same quarter will result in additional activity participation suspensions. The student will also be dismissed from any class office, student council office, and National Honor Society membership for multiple detentions.

### Truancy

Each instance of truancy will result in a suspension from one game/performance/match/competition in all athletic and non-athletic activities in which a student participates.

### Unexcused Absences from Practices/Rehearsals

Unexcused absences from practices/rehearsals will not be tolerated by activity sponsors. Sponsors may apply penalties according to their discretion.

## **Section 11.4 NSAA Sponsored Activity Eligibility Rules**

In order to represent a high school in interscholastic activity competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. These rules will be explained to each activity group at the beginning of their season.

- Student must be an undergraduate.
- Student must be enrolled in at least twenty (20) hours per week and regular in attendance in accordance with the school's attendance policy.
- Student must be enrolled in some high school on or before September 1<sup>st</sup> of the current school year.
- Student is ineligible if nineteen (19) years of age before August 1<sup>st</sup> of current school year.
- After a student's initial enrollment in grade nine (9), he/she will be eligible after eight (8) semesters of school membership.
- Student must have been enrolled in school the immediate preceding semester.
- Student must have received twenty (20) semester hours of credit the immediate preceding semester.
- Once the season of an activity begins, a student shall compete only in contests of that activity, 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 activity. The season of an activity begins with the first date of practice as permitted by NSAA rules and ends with the last competition of the season as set by the NSAA. (E.g., A student basketball player cannot be on a town team, participate in free throw contests, etc., during the basketball season as set by the NSAA.)
- A student shall not participate in sports camps or clinics during the season of an activity in which he/she is involved, either as an individual or as a member of a team.
- A student shall be ineligible for 90 school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in

which his/her parents maintain their domicile.

- A student is ineligible for 90 school days if his/her parents have changed their domicile to another school district and the student has remained in the former school, which is in a different school district. (Exceptions to this rule exist and can be explained by the principal.)
- A student shall not participate in a contest under an assumed name.
- A student must maintain his/her amateur status.

### **Section 11.5 Academic Eligibility**

While extracurricular activities are a part of a student's total education, participation in them is not a right—it is a privilege. In order to maintain that privilege, a student must meet certain academic requirements, demonstrating that he/she is capable of balancing all the various elements that make up his/her total education. If a student fails to meet these academic requirements, he/she will be ineligible to participate in all extracurricular activities as described below. This policy has been established to help students learn how to balance and prioritize the various responsibilities that make demands on their time and energy so that they may succeed in all their endeavors. Students and parents/guardians are responsible for monitoring all academic progress via Sycamore. Students and parents/guardians with concerns about one's academic progress should contact the appropriate teacher(s) for extra help well before ineligibility becomes an issue.

The following policy is to be applied to students participating in extracurricular activities at both Cedar Catholic and Hartington-Newcastle Public:

- A student becomes ineligible if:
  - he/she is failing one subject for two (2) consecutive weeks, OR
  - he/she is failing more than one subject in the same week.
- The school counselor will compile the ineligibility list on Monday by 11:00 am and is responsible for contacting parents/guardians that day of a student's ineligibility for a period of one full week.
- The period of ineligibility begins the next day (i.e., Tuesday) and extends through the following Monday.
- Students who are ineligible may not participate in any extracurricular events but may participate in all practices/rehearsals. An activity sponsor may not penalize the student for missing events or practices/rehearsals, especially as that time may need to be devoted to bringing up one's grades. On activity days when participants are wearing their activity shirts, students who are ineligible must attend school in regular dress code.
- Eligibility is restored at the beginning of each new quarter.
- The academic eligibility list will begin the second week of each quarter.
- All students must earn 25 semester hours of high school credit the preceding semester.

The administration reserves the right to deviate from this policy in the case of students with an Individual Education Plan. The principal is responsible for the interpretation of this policy.

In order for any student to be eligible to participate in afterschool practices/rehearsals or events, the student must attend school from 11:30 am until the end of the school day. This also applies to those attending as a spectator.

### **Section 11.6 Athletics**

The athletics department is an integral part of Cedar Catholic High School and is under the immediate supervision of the Activities Director. Cedar Catholic faculty, staff, students, and spectators are encouraged to attend athletic games, to observe sportsmanship and proper conduct in all athletic contests, and to display Christian hospitality to visiting teams and officials.

### **Section 11.7 Athletic Training Rules**

All student athletes at Cedar Catholic are required to follow training rules during the season of their athletic participation. The principal shall exclude any contestant from his school contests who because of bad habits or improper conduct would not represent the school in a becoming manner.

The Activities Director will be in charge of formulating, supervising, and administering the training rules in conjunction with the coaching staff. Training curfews, for all sports (boys and girls) are:

- The night before a school day (Sunday – Thursday) → 10:30 pm
- Weekends (Friday and Saturday) → 12:30 am
- Nights before a contest → 9:30 pm
- Homecoming and Prom nights → 2:00 am

These hours may be adjusted for a particular circumstance by authority of the coaching staff of a particular sport. Information regarding the adjusted hours is to be communicated to parents/guardians of the participants. Violations of hours will be punishable at the discretion of the coach.

### **Section 11.8 Athletic Cut Policy: Volleyball and Boys & Girls Basketball**

An athletic cut policy has been initiated for volleyball and boys' & girls' basketball. This policy reads as follows:

“The decision to cut only seniors will be done by the coaching staff which works directly with those athletes. Decisions will be based on the ability and potential of each individual following evaluation by the coaches. There shall be no cuts until five practices of the current season have been completed. Cuts shall be done individually, privately, and with dignity. The varsity rosters for these sports shall not exceed 14 members, which can be changed anytime during the season. Juniors will be informed of this policy in the spring.”

Other athletic programs are not included in this policy, as the coaches do not cut in those sports.

### **Section 11.9 Junior High Athletic Practices and Games**

Junior High athletic teams include volleyball, football, boys & girls basketball, and boys & girls track. Junior High athletics are offered as an opportunity for all students to participate in the games. The time of individual participation will vary, of course, depending on the player's ability, practice habits, attitude, behavior, etc. When possible, extended game time will be scheduled to allow for more individual participation.

Time has been made available for students to practice for these sports during the school day. Students wanting to stay after school for extended practice time may do so but are not required to do so. Extended practices will be no more than four (4) days per week (including game days). Students unable to attend extended practices will not be penalized from playing in games. The extended practice will end before 4:30 pm and parents/guardians will be able to pick up students at 4:30 pm

All Junior High students will practice with the Junior High athletic teams and participate in games unless their parents/guardians do not want them to participate on these teams. Parents/guardians should contact the school Activities Director if they do not want their children to participate on these teams.

Junior High athletes must pass a physical exam prior to team participation. All students are contacted regarding summer physical dates offered at Cedar Catholic. Students are responsible for the cost of the physicals.

The school recommends, but does not require, insurance to cover students participating in school activities. All Cedar Catholic students will be given the opportunity to purchase student accident insurance during the first few days of school.

Junior High students will be responsible for the cost of such items as athletic shoes, practice shirts, mouthpieces, etc.

### **Section 11.10 Student Activity Attendance**

Students are encouraged to attend Cedar Catholic extracurricular events and support their classmates. Good sportsmanship and good behavior are needed from all spectators.

Students are to sit in assigned student seating sections at both home and away sporting events. Students are to leave the location of the activity events soon after the event has been completed.

A student may not attend an extracurricular activity/event if he/she had been absent from school after 12:00 Noon for an unexcused reason.

### **Section 11.11 Sportsmanship**

Good sportsmanship is essential from our students, staff, parents/guardians, and fans if we are to fulfill our school's goals and mission statement. All spectators are to demonstrate school spirit while at the same time not being disrespectful toward others.

### **Section 11.12 Monsignor Werner Activity Center Policy for Use**

- Students should use the west door of the activity center to enter and leave for practices. Doors are not to be propped open for long periods of time.
- Anyone wishing to use the Msgr. Werner Activity Center, should contact the Cedar Catholic Principal to schedule and reserve it, at 402-254-3906.
- Anyone using the building is responsible for locking doors and turning off lights.
- The gym, weight and exercise room, and academic learning center will be open to students of the Cedar Catholic and the Cedar County Catholic Schools consortium only during school hours and at designated times. There must be a coach, teacher, or adult over the age of 19 present at all times when the students are in the building and using the facilities.
- Catholic school students can request coaches or adult sponsors to supervise their use of the gym or weight room at other times for special needs or private practice.
- The gym, weight room, academic learning center, and facilities are not open to the general public. This facility is for events and activities sponsored or conducted by individuals or groups of the Cedar County Catholic schools or corporate parishes.
- All Non-Catholic school sponsored sports team practices held in the Msgr. Werner Activity Center will pay to Cedar Catholic a fee of \$50 for the use of the gym per season. A fee of \$25 will be assessed for the use of the Learning Center. A \$50 cleaning deposit will be required. If the facility user restores to facility to its previous condition and custodial services are not needed this fee will be returned.
- Tables and chairs are not for use or rent by the public or staff personnel.
- The weight room and exercise facility is not open to the public.
- The academic center and gym will be available for special Cedar Catholic, Cedar County Catholic Schools, and corporate parish events.

### **Section 11.13 Sundays, Wednesdays, Holy Days, and the Sacred Triduum**

#### Sunday Events

In an effort to maintain Sunday as a day of worship, family, and rest in accordance with the Catholic mission of Cedar Catholic Jr.-Sr. High School, all Cedar Catholic sponsored extra-curricular activities are discouraged from taking place on Sundays. Specifically:

- A. No officially sponsored Cedar Catholic High School or Junior High Athletic Activities including practice, film study, open gym, meetings, or any other gathering where students may feel pressured to attend may be held at any time on Sunday unless ALL of the following conditions are met:
  1. There is a game on Monday.
  2. The activity proposed does not interfere with any parish activity at any corporate parish.
  3. The activity proposed does not interfere with any non-athletic extra-curricular activity.
  4. There is specific written permission for the exception from the Pastor of each corporate parish.
- B. All non-Athletic Cedar Catholic High School or Junior High extra-curricular activities are highly discouraged from holding events, practices, meetings, or gatherings on Sunday. However, since most, if not all, of the convenient times during the week are occupied by athletic activities, the standard for permitting Cedar Catholic Jr.-Sr. High School non-athletic extra-curricular activities on Sunday is lower. For such activities to take place on Sunday, the following conditions apply:
  1. The activity proposed does not interfere with any parish activity at any corporate parish.
  2. There is specific written permission of the exception from the Pastor of each corporate parish.

Coaches and sponsors are required to ensure that students attend Mass, or have the opportunity to attend Mass, if a camp or clinic during the summer months takes place on a Sunday.

### Wednesday Events

In an effort to protect Wednesday evening as a time for religious education for non-religious affiliated schools, all Cedar Catholic Jr. High and High School sponsored extra-curricular activities are discouraged from taking place on Wednesdays after 6:30pm. This not only allows Cedar Students the freedom to participate in parish religious education activities if they so desire, but also helps mitigate the misconception that religious affiliated schools can gain some competitive advantage by practicing, rehearsing, or meeting at times unavailable to most public schools. The following conditions apply:

- A. No officially sponsored Cedar Catholic High School or Junior High Athletic Activities including practice, film study, open gym, meetings, or any other gathering where students may feel pressured to attend may be held at any time on Wednesday after 6:30pm.
- B. All non-Athletic Cedar Catholic High School or Junior High extra-curricular activities are highly discouraged from holding events, practices, meetings, or gatherings after 6:30pm on Wednesday. However, such activities may take place on Wednesday, subject to the following conditions:
  1. The activity proposed does not interfere with any parish activity at any corporate parish.
  2. There is specific written permission of the exception from the Pastor of each corporate parish.
- C. No school-related activities will be allowed in Cedar Catholic or Holy Trinity facilities after 6:30pm on Wednesdays.

### Holy Days of Obligation and the Sacred Triduum

In an effort to maintain the special character of these days and to avoid the scandal of tempting Catholics to miss mass on Holy Days of Obligation, Cedar Catholic Jr.-Sr. High School will make every effort to avoid scheduling or participating in any events involving non-Catholic high schools on August 15, November 1, December 8<sup>th</sup> as well as Good Friday or Holy Saturday. All events taking place on Holy Thursday must be completed by 5:00 p.m.

Students or parents/guardians wishing to miss an activity or practice scheduled on a Sunday, Holy Day, or during the Sacred Triduum must notify the activity sponsor in advance. The student athlete/performer will not face any repercussions for missing the Sunday, Holy Day, or Triduum activity/practice.

### **Section 11.14 Activity Meetings**

Requests for activity meetings must come from the activity sponsor, not the students. All meetings must be cleared with the administration and placed on the calendar. Sponsors are required to attend the activity meetings.

### **Section 11.15 Activity Passes**

Each Cedar Catholic student will be issued a student activity pass which will admit him/her to all home regular season athletic events. Other schools do not honor these passes when we have sports contests at their schools. The pass will, however, identify a person as Cedar Catholic student and allow you to be admitted to away contests at student prices. Cedar Catholic students should be ready to present these passes at away games to serve as proof of their student status. Student activity passes will not be honored at tournaments even if Cedar Catholic hosts the tournament. The passes may not be used for admission to dances, the school play, the Jr.-Sr. Banquet and Prom, or to Student Council assemblies. It is prohibited for Cedar Catholic students to transfer these passes to any other person. This action will result in the loss of the pass for the remainder of the academic year.

Annual activity pass fees are \$75.00. This will admit one adult or student (K-12) to any of Cedar's paid events except tournaments hosted by the school. Admission fees for Varsity contests are \$6 – Adults; \$4 Students K-12; JV and Freshmen only contests are \$3 – Adults; \$2 – Children; Junior High contests \$2 – for Adults and Children.

### **Section 11.16 Booster Club**

The Booster Club is an organization that specifically supports Cedar Catholic's athletic and fine arts teams and groups. The Booster Club covers the cost of all Cedar Catholic activity state competitions and also makes major purchases for extracurricular programs. Parents/guardians are encouraged to support this organization.



### **Section 11.17 C-Club**

The C-Club is an organization of varsity letter winners who are currently active in sports or activities. This organization's main purpose is to provide support for all extra-curricular and co-curricular programs.

### **Section 11.18 Campus Ministry**

The Archdiocese of Omaha permits students in their junior and senior years of high school to minister at Mass as either an Extraordinary Minister of Holy Communion (EMHC) or a Lector. Special Archdiocesan training and mandation is required. Students must demonstrate a strong sense of morality and be willing to act on their faith. Students who seriously violate school policies will be removed from active ministry at school.

### **Section 11.19 Cheerleading and Dance Team**

Cedar Catholic has a cheerleading squad and a dance team. Members are selected through a tryout process each spring. This process is open to all Cedar Catholic girls, grades 9-12. No cheerleading squads and/or dance team will be selected at the junior high level. Cheerleading and Dance are recognized as an athletic activity in regard to the Student Conduct Policy.

### **Section 11.20 Dramatics**

The One-Act play is produced in the fall for a public performance, at the festival, conference and, district competitions. It is open to all Senior High students. The director will select the cast for these productions after auditions. Students will be asked to sign up for non-acting crews.

### **Section 11.21 FFA**

The FFA is a Hartington-Newcastle Public School activity program for students enrolled in Agriculture courses. Cedar Catholic students enrolled in Agriculture courses may participate in this program.

### **Section 11.22 Music Groups**

Members of the vocal and instrumental music classes will form small and large groups for various school and community performances. Junior High students will participate with the High School instrumental groups on occasion.

### **Section 11.23 National Honor Society**

This is a nationally recognized honorary society whereby membership is nominated by faculty committee. The criteria for membership selection are found in the National Honor Society Constitution and bylaws. Members are selected on the basis of four characteristics: scholarship, leadership, character, and service. Juniors and seniors are eligible.

To be eligible for nomination to the National Honor Society the student must have a 93.0% GPA and not have more than nine detention points in the one year prior to nomination. Any student violating the "Controlled and Intoxicating Substances" policy will not be considered for the National Honor Society for one calendar year. If the student violates this policy and is a member of the National Honor Society, he/she will be removed for one calendar year and may be reconsidered for re-admittance at the end of the year's suspension. If a student has more than one violation of the "Academic Dishonesty" policy that student will not be eligible during that school year, in addition they will be removed from National Honor society if currently a member. The student will be ineligible for one year from the date of the offense.

### **Section 11.24 Quiz Bowl**

Members of this group will be selected from each high school class (grades 9-12). Quiz Bowl competition is a Mid-State Conference academic event. If possible, Quiz Bowl students will participate in a number of competitions during the school year.

### **Section 11.25 Speech**

A Senior High competitive speech team is selected each year for competition with other schools. This activity usually begins in December after the completion of the One-Act Play season. Competition includes several invitational competitions followed by conference, district, and state competitions.

**Section 11.26 Student Council**

The Student Council is the students' representative body at Cedar Catholic. The Student Council is open to all students who meet the following criteria:

- must have at least a "C" average,
- must write a petition stating why he/she should be a member of the Student Council,
- must not have violated the "Controlled and Intoxicating Substances" policy within the last year.

If chosen to the council, the student must attend Student Council meetings. If the student misses (without an excuse) more than two (2) meetings, he/she will be dismissed from the Student Council.

A student may be a class officer and a student council member. However, they are restricted from being both a class officer and a student council officer.

The members who are chosen will then nominate students to run for office. The Student Council will elect the officers of President, Vice-President, Secretary, and Treasurer.

**Section 11.27 Yearbook**

In order to encourage student composition and appreciation of the Catholic Press, Cedar Catholic High School publishes a school yearbook. The advisor has the responsibility of selecting the staff.

## **Bullying/Harassment Reporting Form**

This form is to be used to report an incident of bullying/harassment by a victim or another witness. Please fill out this form as completely and accurately as possible. You are free to identify yourself or to remain anonymous. Please note that no formal disciplinary action will be taken for anonymous reporting; however, the faculty will be directed to respond in an appropriate manner to the concerns presented here.

Date and Time of Day of the Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name(s) of those accused of bullying/harassment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you confronted the alleged bully/harasser?       Yes                       No

Name(s) of the victim(s): \_\_\_\_\_

Name(s) of other witness(es): \_\_\_\_\_  
\_\_\_\_\_

*Please describe in detail the behaviors you were subject to or which you witnessed. Identify if this was a one-time occurrence or a persistent situation (if so, how long has it been going on?). Attach any evidence to the form (e.g., photos, letters, websites, etc.). Continue on the back of this page if necessary.*

Your Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*Return this form to the Student Communications Box in the central office or to Dr. Dan Hoelsing directly.*

**RECEIPT OF NOTICE 2024-2025**

This Student/Parent Handbook is provided for informational purposes only and does not constitute a contractual agreement between Cedar Catholic Jr.-Sr. High School and any student or parent/guardian of any student.

The information contained in the handbook provides a general description of rules and regulations. The school reserves the right to add to, modify, or abolish any of the handbook provisions without notice. Non-enforcement of any of these rules or regulations does not serve as a waiver of their future enforcement.

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

**AVAILABILITY OF HANDBOOKS**

The 2024-2025 Student/Parent Handbook of Cedar Catholic Jr.-Sr. High School is available on Sycamore and at [www.cedarcatholic.org](http://www.cedarcatholic.org). If you prefer a paper copy of the Student/Parent Handbook, please contact the school office at your earliest convenience.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**PERMISSION TO USE STUDENT IMAGES**

I give the unqualified right to Cedar Catholic Jr.-Sr. High School to take pictures and/or video of \_\_\_\_\_ to put to legitimate use without limitation or reservation.  
(Student Name)

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**PERMISSION TO ADMINISTER NON-ASPIRIN PAIN RELIEF MEDICATION**

I give my permission for adults at Cedar Catholic Jr.-Sr. High School to administer non-aspirin pain relief medication to \_\_\_\_\_ as needed, not to exceed 2 tablets every 4 hours. It

may \_\_\_\_\_  
(Student Name)  
be administered for the following symptoms: headache, menstrual cramps, muscle aches, dental pain, flu-like symptoms, and other similar complaints.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY CONTACT and MAILING INFORMATION**

Father Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Mother Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Parent/Guardian Mailing Address: \_\_\_\_\_

In the case of an emergency and the school could not contact the parents, the school should contact:

\_\_\_\_\_ at \_\_\_\_\_  
(person) (phone number)

\_\_\_\_\_ at \_\_\_\_\_  
(person) (phone number)

## CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

### Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410 or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
  - **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
  - **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority