

# Guardian Angels Central Catholic



## Junior/Senior High School

### Student/Parent Handbook 2025-2026 School Year

#### Mission

Guardian Angels Central Catholic is to prepare all students to reach their fullest potential by learning and leading through Christ.

Revised July 2025



# Welcome

Dear Parents and Students,

On behalf of the entire staff at Guardian Angels Central Catholic School, I extend a warm welcome to the 2025-2026 school year. We are not just a school but a vibrant learning community rooted in faith and academic excellence. We are thrilled to have you join us and become a part of “The Nest.”

This handbook is a valuable resource for students and parents, outlining the policies, expectations, and procedures that foster a successful and enriching school experience.

At Guardian Angels, we believe in a collaborative approach to education. It takes all of us – students, parents, faculty, and staff – working together to create a harmonious and conducive learning environment. The guidelines outlined in this handbook are designed to ensure the safety and well-being of every member of our school family. By adhering to these expectations, we demonstrate our commitment to upholding the values of Guardian Angels Central Catholic and the teachings of the Catholic Church.

Please familiarize yourself with this handbook's contents.

This handbook explains the procedures, policies, rules, and regulations that govern Guardian Angels Central Catholic (GACC). The GACC School Board of Education understands that it is impossible to list the unique circumstances and situations that occur on a daily basis in a school. Therefore, the Administration has the latitude to determine the appropriate discipline, specific rules, and regulations that govern the conduct of the staff and students and the daily operation of the school. Please contact the administrator with questions regarding board policies, procedures, and rules administered at school.

We look forward to partnering with you throughout the school year to create a nurturing and successful learning environment for all our students. May God grant us the strength, courage, and grace to embody the loving spirit of Guardian Angels Central Catholic, deepening our faith, knowledge, and grace to reflect Christ's light in all we do.

Sincerely,

*Justin R. Wardyn*

Principal

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# Catholic Identity

## Mission Statement

The mission of Guardian Angels Central Catholic is to prepare all students to reach their fullest potential by learning and leading through Christ.

## Belief Statements

- ❖ We believe each person has dignity and sacred value, which is immeasurable
- ❖ We believe parents have the primary responsibility for the education of their children
- ❖ We believe teachers nurture and promote the abilities of each student through the implementation and assessment of the Archdiocesan standards
- ❖ We believe all students can learn and are responsible for their learning
- ❖ We believe parents, teachers, and students live the message of Jesus through service to the school community, church community, and civic community

## Apostolic Outreach

In keeping with our Catholic faith and the importance of serving others, Guardian Angels Central Catholic (GACC) places a strong emphasis on service.

## General Information for Service Hours

- High school students in grades 9-12 are expected to offer a minimum of 20 hours during each semester of the academic year.
- Junior high school students, grades 7 and 8, are expected to offer a minimum of 10 hours during each semester of the academic year in addition to any hours associated with the expectations of the Confirmation program.
- All students are allowed to offer 10 hours of service during the summer months which may be counted toward their first or second semester hours. Summer hours must be turned in **2 weeks from the 1st day of school**.
- Over the course of the academic year, each student is expected to serve in at least one of the following categories and is encouraged to serve in multiple.
  - Home Parish and/or wider Church
  - Guardian Angels Central Catholic
  - Local Community (non-profit organizations)
- While school is in session, service offered during the school day will only receive credit with prior approval by the Administration.
- Students will not receive credit for more than 5 continuous hours, and service offered for the student's immediate family and will not be accepted.
- All final decisions relating to service hours rests with the Administration.

## Stipulations for Receiving Credit

- **To receive credit for the service offered, all forms must be submitted within two weeks of the date when the service was offered.**

- All forms must be verified with a signature from an event sponsor (non-parent), student, and parent/guardian.
- Incomplete or unsigned forms will be returned to the student. Credit will be assigned when the form is properly completed and submitted.
- To receive credit, all service hours are due one week before the end of the Semester, with all hours being due by May 1 for graduating seniors and one week before the end of the school year for grades 7-11.

### Program Consequences

- Seniors who fail to fulfill all program expectations will receive an incomplete in theology. Their diploma and transcripts will not be released until the student has successfully completed all expectations and personally met with the Administration.
- Underclassmen who fail to complete their hours will receive an incomplete in theology and will have to finish the 40 hours during the summer before the next academic year at school.

### Program Exceptions

- Students who enroll during the academic year will have their hours pro-rated.
- Foreign exchange students are encouraged to participate in the Apostolic Outreach Program but are exempt from the program's consequences.

## Spiritual Opportunities

GACC students will attend Mass weekly as a student body. The liturgies will be planned by the Houses and/or religion classes. Students will serve as EMHCs, lectors, cantors, ushers, and servers.

Students are also welcome to attend the daily morning Mass celebrated at St Mary's Parish.

The GACC student body will celebrate the sacrament of reconciliation several times throughout the school year.

Students are required to attend an annual class retreat sponsored by the school. If the student's conduct at the retreat is detrimental to the group's good, parents will be notified that the student needs to be taken home. Students are also encouraged to participate in youth rallies conducted by the Archdiocese or those conducted on a regional or national level.

Edge and YDisciple are youth ministry programs for junior high and high school students. Throughout the year, **Edge and YDisciple** sponsor social events, teen Masses, retreats, and Edge Night. These are designed to further develop and enrich the faith life of our students. These activities generally take place outside of regular school hours and students from other communities may also attend. Registration for both programs opens in the fall of each year and participation is highly encouraged.

Students are encouraged to participate in ministries within their own parishes.

St. Mary's High School Choir is open to all grades 9-12 students.

As juniors and seniors, students are encouraged to be mandated as lectors and/or Eucharistic Ministers of Holy Communion.



# ACADEMIC GUIDELINES

## Registration for Classes

Student registration is held during the second semester for the next school year. The counselor presents classroom sessions to all students prior to registration to assist students with choosing classes to meet graduation requirements and designing four-year plans for high school. Students are required to register for a minimum of seven classes. If a class is offered at GACC, students cannot choose to take it at West Point-Beemer Public School.

## Drop and Add Classes

Once a semester has started there is a 10 school day student/parent-initiated drop and add period. After the initial 10 day period only teacher-initiated drop/add will be permitted.

Teacher-initiated drop/add will be based on the following criteria:

- Student has not met the prerequisites to be eligible for the class.
- If, in the teacher's judgment, the student would benefit from another course.
- Administrative approval.

## New Student Registration

Students entering GACC must fill out an online registration form.

Once the student has completed the online registration, the counselor will assist the student in planning an appropriate schedule. The student must provide a copy of current immunization records at the time of enrollment. (There is no grace period.) Students who transfer from out-of-state schools must also provide proof of a physical examination. In addition, upon enrollment of a student for the first time in GACC, the person enrolling the student shall, within thirty days, provide a certified copy of the student's birth certificate, baptismal certificate, and other documents listed on the enrollment form. Documents can be uploaded as part of the online registration or brought into the school office.

For further information concerning the transferring of credit, grade point averages, and rank in class, please refer to the "Grading Procedures" section of this handbook under the heading of "Transfer Students."

*Guardian Angels Central Catholic is guided by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and information regarding their child's academic progress, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.*

*The rights to school or student information of parents who do not have custody of their children are as follows.*

- *Court orders: At the time of registration and/or as the parents become aware, certified court orders must be presented to the dean of students or registrar by either or both parents.*

- *Records: Non-custodial parents may submit written requests for their children's records. School personnel may assume the non-custodial parent has a right to the student's records unless a certified court order to the contrary has been provided. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but they will make an attempt to notify the custodial parent that the school intends to comply with a request from the non-custodial parent.*
- *Conferences: Non-custodial parents may attend regular parent/teacher conferences or arrange special parent/teacher conferences.*
- *Information: General school information, such as lunch menus or announcements of school events, is not considered part of the student's records. The school is not required to provide such information to noncustodial parents but may comply with requests if it is feasible to do so. Non-custodial parents may be asked to bear the cost of postage required to provide such information.*
- *Other Contacts: The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a certified court order to the contrary has been provided. Non-custodial parents may visit the student's classes unless restricted by a court order.*
- *Joint Custody Information: If parents have joint custody, each parent will have the same rights unless restricted by court order. The school may require a certified copy of the legal document indicating who the custodial parent is and may also require identification from the non-custodial parent.*

## Transfer / Option Students

An academic credit check will be done to determine the student's status in meeting GACC graduation requirements. Students must meet all of these requirements and be enrolled for at least one year in order to receive a diploma from GACC. Each student's courses will be transferred according to GACC's current policies. Five credits will be given for courses that meet five days a week for one semester. Courses that meet less than five days a week will be given comparable credit. Option students must be registered at GACC by May 1st to be eligible to participate in all NSAA-sanctioned activities for the next school year.

Class rank and a student's grade point average will be computed based on percentage grades. Students entering with grades on a 4.0 or alpha scale will be converted using the following scale:

A+ = 100-99%	C+ = 85-84%
A = 98-95%	C = 83-80%
A- = 94-93%	C- = 79-78%
B+ = 92-91%	D+ = 77-76%
B = 90-88%	D = 75-72%
B- = 87-86%	D- = 71-70%
	F = 69 and below

## Student Records and Privacy Rights

Guardian Angels Central Catholic (GACC) complies with the Family Educational Rights and Privacy Act (FERPA) and Nebraska state law regarding the confidentiality and access to student records.

Parents of students under age 18, and students age 18 or older, have the right to:

- Inspect and review the student's education records.
- Request the amendment of records they believe are inaccurate or misleading.

- Consent to disclosures of personally identifiable information, except where FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA.

GACC will honor signed consent forms provided by the student's college of choice or those issued by the school. Transcripts may be requested through the guidance counselor's office.

In accordance with Canon Law (Can. 793–797), GACC respects the rights of parents as primary educators and ensures transparency and cooperation in all matters related to student formation and academic progress.

### **Change of Address**

Any change in address or phone number should be reported to the main office so records can be updated accordingly.

## **Non-Discrimination Statement**

Guardian Angels Central Catholic (GACC) admits students of any race, color, national origin, sex, age, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. GACC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, admissions policies, scholarship programs, or other school-administered activities, in accordance with applicable federal and state laws.

As a Catholic institution, GACC upholds the dignity of every human person, as affirmed in Canon Law (Can. 795), and strives to form students in faith, intellect, and character. All educational practices are rooted in Gospel values and the teachings of the Catholic Church.

Any student, parent, or staff member who believes they have experienced discrimination or harassment should report the concern to the school administrator. Reports will be handled promptly, respectfully, and in accordance with school policy and applicable law.

## **Cumulative Folders**

All students in grades 7-12 have an official cumulative folder that holds all-important papers regarding the student's school history. This information may include grades, test reports, health records, and copies of important school communications. These are closed files and are not open to the public for viewing.

## **Honor Roll**

To be eligible for Highest Honors Honor Roll status at GACC, a student must have an A or above in every class. Students having no grade below a B will be included on the Honorable Mention Honor Roll. High honors will be awarded to students maintaining a 3.75 - 4.0+ average. Honorable Mention Honor Roll will be awarded to students maintaining a 3.25 - 3.74 average. No C's, D's, or F's, are permitted for either honor.

## Make-Up Work

Students are allowed **a day** for each day they miss, **plus an extra day** to complete their make-up work, provided the absence is excused.

- Example: A student is gone for two days; they have three days to make up all their missing assignments. Assignments should be requested through the office for those students absent for an extended period of time. For work missed because of absence at the end of a marking period, an incomplete grade will be given, with work to be completed within two weeks after the end of the grading period. With the exception of school suspensions, all work missed because of an unexcused absence will be given no credit. Also, any work not made up in the allotted time, except with the teacher's permission, will receive no credit.

## Failing Grades

A failing grade at the end of the semester means a loss of credit. If a student fails a required subject during his/her four years in high school, it is his/her responsibility to register for the course again or make up the credit in another semester. A student failing an elective class may not retake the class without special permission from the teacher and administrator.

## Extracurricular Eligibility

### Purpose:

In accordance with the mission of Catholic education as defined by Canon Law (Can. 795), Guardian Angels Central Catholic affirms that the complete formation of the human person—spiritually, morally, intellectually, and socially—is paramount. Academic achievement is foundational to this formation and takes precedence over extracurricular involvement.

## Policy Overview

### Eligibility Review Schedule

Academic eligibility is reviewed every Monday morning, beginning the first Monday after the 15th school day of each semester.

### Eligibility Criteria

A student is deemed ineligible for extracurricular activities if they are failing any class at the time of review. This ineligibility applies for a seven-day period, beginning the following Tuesday, regardless of subsequent grade improvement during that week.

### Notification

Students and parents will be notified of ineligibility status by Monday afternoon.

### Academic Support Requirement

While ineligible, the student must attend a daily study hall until 4:00 p.m. with the teacher of the failing class. This continues until the student achieves a passing grade.

### Reinstatement Procedure

To be considered for eligibility in the following week, the student must:

- Obtain the teacher's signature on an eligibility form confirming the passing grade.

- Submit the signed form to the office by Friday of the ineligibility week.

### **Continued Ineligibility Clause**

Even if the student raises their grade during the week, they remain ineligible for the full seven-day period to ensure consistency and accountability.

### **Legal and Canonical Alignment**

#### **Canon Law Compliance:**

This policy aligns with Canon Law 793–799, which emphasize the Church’s duty to foster intellectual and moral development and the primacy of education in Catholic schools.

#### **U.S. Legal Standards:**

The policy supports academic accountability consistent with the Elementary and Secondary Education Act (ESEA), which promotes high academic standards and equitable educational progress .

### **Statement of Philosophy**

Guardian Angels Central Catholic believes that extracurricular activities are valuable extensions of the educational experience but must never supersede academic responsibilities. This policy ensures that students prioritize their studies, receive necessary support, and uphold the values of discipline, integrity, and personal growth rooted in Catholic tradition.

## **Attendance Restrictions**

Students who are failing a class may not leave school during the day for non-essential reasons. Exceptions may be made for school-sponsored service projects or retreats, at the discretion of the administration.

## **Special Education Consideration**

Students receiving special education services who are meeting the goals outlined in their Individualized Education Plan (IEP) may be considered eligible for extracurricular participation. This determination is made with the recommendation of the special education teacher and the approval of the building administrator.

## **Educational and Catholic Perspective**

Research supports that academic eligibility policies promote student accountability, time management, and academic focus. In a Catholic educational setting, these policies are also rooted in the belief that students are called to develop their God-given talents responsibly. Participation in extracurricular activities is a meaningful extension of the classroom, but it must be grounded in a commitment to academic growth and personal integrity.

## Graduation Requirements

Theology	40 credits
English	40 credits
Social Studies	30 credits
Mathematics	30 credits
Science	30 credits
Physical Education/Health	15 credits
Visual / Performing Arts	10 credits
Informational Technology	5 credits
World Language	20 credits
Speech	5 credits
Electives	25 credits
<b>TOTAL</b>	<b>250 credits</b>
<i>Community service (40 per year)</i>	<i>160 hours</i>

Required classes for graduation are listed below. Students are required to enroll and receive credit in all the required classes. The remaining credits can be selected from elective courses offered at the respective grade levels. Students planning to attend college are encouraged to include upper-level math, science, and Spanish courses. A yearly review of transcripts is completed by the student and guidance counselor. No academic credit will be given for participation in sports or activities not directly related to the approved curriculum. A typical sample schedule may include the following. Please note that schedules may vary based on course availability and individual student needs.

### FRESHMAN

Theology 9  
English 9  
Physical Science  
Computer Applications  
(one semester)  
World Geography  
(one semester)  
Math  
P.E. 9  
Foreign Language

### SOPHOMORE

Theology 10  
English 10  
Biology  
Speech I (one semester)  
Math  
World History  
Foreign Language

### JUNIOR

Theology 11  
English 11  
Math  
Activities or Fitness  
Science  
American History  
Econ/Personal Finance

### SENIOR

Theology 12  
English 12  
Government  
P.E. (one semester)

Each semester, all students are required to take a minimum of 7 classes.

## Junior High Course Requirements

The following courses are required for students entering 7<sup>th</sup> & 8<sup>th</sup> grade:

### 7th grade

Theology 7  
English 7  
Literature 7/Lit Appreciation  
Social Studies 7  
Life Science  
Math 7  
PE 7  
*20 hours of service*

### 8th grade

Theology 8  
English 8  
Literature 8/Fame 8  
Social Studies 8  
Earth Science  
Algebra I/ Algebra IA  
PE 8  
*20 hours of service*

## Grading Scale

A+ = 100-99 = 4.0	C+ = 85-84 = 2.5	F = 69 & below
A = 98-95 = 3.9	C = 83-80 = 2.0	P = Pass
A- = 94-93 = 3.75	C- = 79-78 = 1.75	I = Incomplete
B+ = 92-91 = 3.5	D+ = 77-76 = 1.3	
B = 90-88 = 3.0	D = 75-72 = 1.0	
B- = 87-86 = 2.75	D- = 71-70 = 0.8	

## Weighted Classes

Students who register for dual credit, advanced biology, and advanced physics will be graded on the following weighted scale.

A+ = 100-98	C+ = 79-77	F = 60 & below
A = 97-93	C = 76-73	
A- = 92-90	C- = 72-70	
B+ = 89-87	D+ = 69-67	
B = 86-83	D = 66-63	
B- = 82-80	D- = 62-60	

## Homework Policy

All students are required to complete homework for each class period. The teachers' homework policy, which is written in their syllabus, will be followed. Teachers may request that students stay after school to complete homework. Students who choose to skip the after-school meeting with their teacher may receive up to 3 demerits. Students are encouraged to stay after school to receive individual help when needed from teachers. Teachers will be available from 7:45-8:00 in the morning and 3:40-4:00 after school. Additional time can be arranged with the individual teacher.

## Progress Reports

Students and parents are encouraged to check students' grades on Sycamore frequently. Progress reports will only be mailed to parents who request to have them sent by mail. Otherwise, parents can access their student's grades anytime using Sycamore.

## Report Cards

Report cards are posted twice during the school year, once per semester. Students will receive their report cards within a week of the end of the semester. If you have difficulty accessing your child's report card, you are encouraged to call the school office.

## Semester Tests

All grades 9-12 students will take comprehensive semester tests at the end of the first and second semesters. Unless an emergency situation is approved by the Administration, semester exams must be taken at the scheduled time. If a student misses a semester exam for reasons not approved by the school, a "0" will be given as the grade for each exam missed. Students registered in one-semester courses or college credit courses will also be required to take second-semester tests.



## National Honor Society

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

Candidates eligible for membership must be a member of the junior or senior classes. Candidates are evaluated in the fall semester. A cumulative grade point average of at least 91.0% (B+) is required. Eligible candidates are then evaluated on the basis of leadership, character, and service based on faculty ratings on a 1-4 scale (1 poor, 2 average, 3 above average, 4 superior). The criteria the teachers look at are:

### Leadership

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

### Character

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

### Service

1. Demonstrates a level of service consistent with what is required of all
2. students.
3. Exemplifies a level of service that is consistently above the required level of service by our students.
4. Students go beyond the responsibility of service required by the school and takes initiative in seeking out additional opportunities.
5. Exemplifies service significantly above school expectations and has a positive influence on the school, community, and parish.

Service is based on the *Student Activity Information Form* filled out by the candidates. It is also rated on the same 1 to 4 scale.

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

Members of the National Honor Society at Guardian Angels Central Catholic are expected to uphold the highest standards of scholarship, leadership, character, and service. Any member who fails to meet these standards may receive a written warning from the chapter advisor and will be given a reasonable amount of time to correct the deficiency. Violations that may result in a warning include, but are not limited to, a GPA falling below 91.0%, suspension from school, violations of the GACC Code of Conduct or Chemical Dependency Policy, or student pregnancy (applicable to both male and female students).

A first violation typically results in a written warning. A second violation requires the student to appear before the Faculty Council, where a recommendation for dismissal will be presumed. A third violation results in automatic dismissal from the National Honor Society. In cases of serious misconduct or violations of civil law, a member may be dismissed immediately without prior warning. All dismissals require a majority vote of the Faculty Council and will be communicated to the student in writing.

# GENERAL INFORMATION

## Student Dress Code

Students in Catholic schools wear uniforms for important reasons: Economy, a level of “reasonableness” in choice of attire, and as a component of the strong discipline for which students and parents choose Catholic Schools. Uniforms help ensure that clothing does not become a distraction to the learning environment of the school. The uniform symbolizes the community that all students in our Catholic school share. Uniforms are not meant to suppress individuality; rather, wearing a uniform frees students to demonstrate their individuality at the most meaningful levels through their efforts, personality, spirituality, and service to others. Students not complying with the uniform dress code will receive a demerit and may be required to have a parent/guardian deliver proper clothing to school.

- Polo
  - White, Black, Blue, Navy
  - Solid color
  - Polo must be tucked in
- Skorts (girls only)
  - Guardian Angels Central Catholic approved plaid
    - Lands End “CLEAR BLUE PLAID”
    - French Toast “ CLEAR BLUE PLAID”
    - Dennis “RR PLAID”
  - Leggings may be worn under skorts
    - Solid black or navy
    - Ankle length
- Capri pants (girls only)
  - Black, Khaki, or Navy Blue
  - Solid in color
- Pants (boys or girls)
  - Black, Khaki, or Navy Blue
  - Solid in color
  - straight cut
  - cargo pants are not permissible
- Shorts ( boys or girls)
  - Black, Khaki, or Navy Blue
  - Solid in color
  - Must be mid-thigh in length
  - *Jean and Athletic shorts are not acceptable*
- Sweatshirts (crew neck)
  - White/Grey, Blue, Black, Navy GACC branded logo only(see below)
  - Solid color
  - All sweatshirts must have a uniform polo worn underneath at all times.
- Quarter Zips
  - Black GACC branded logo only (see below)
  - Solid color
  - All quarter zips must have a uniform polo worn underneath at all times.

Only Acceptable Logos for Sweatshirts and Quarter Zips



- Sweaters
  - Black or Navy
  - V-neck or cardigan-style
  - All sweaters must have a uniform polo worn underneath at all times
- Socks
  - Socks must be worn at all times
  - Socks must be visible
- Belts
  - A belt must be worn with pants and shorts at all times
- Shoes
  - Shoes must be worn at all times
  - Shoes must cover the heel of the foot

**NOTE : Majority of high school students wear kaki and navy or black polos.**

#### **School Uniform Expectations (includes formal school uniform items)**

- Hair must be a natural color and a reasonable length and style
  - (boys only) hair must remain above the ears, eyebrows, and nape of the shirt collar
- Facial hair is prohibited
- Only solid white T-shirts may be worn under polos
- Polos must be tucked in
- Remove all outerwear, e.g., jackets, hoodies, coats, scarves
- No hats, sunglasses, scarves, or distracting accessories
- No non-uniform approved Guardian Angels Central Catholic sweatshirts, pullovers, jackets, hoodies, etc.
- Only girls may wear earrings; all other body piercings are prohibited
- Tattoos or other markings that deface the skin are unacceptable and must remain covered

## Non-Dress Code Days

### **DRESS-UP” GUIDELINES**

On occasion, students are permitted to “dress up” at school. Such occasions occur for special class projects, extracurricular activity competition days, certain field trips, or various presentations throughout the year. If a student is unwilling to meet the guidelines below, they will be expected to wear the school uniform as outlined in the student handbook.

Girls: Dress, skirt/blouse, dress slacks, shoes. No flip-flops, open-toed shoes, beach footwear, etc. Having tights under the skirt is preferred. No spaghetti straps or stomach-baring clothing. Skirts and dresses must be an appropriate length, mid-thigh (determined by Guardian Angels Central Catholic staff).

Boys: Wear a button-down, collared dress shirt with a tie, full-length dress slacks, shoes, and socks. Cargo pants are not considered dress slacks.

\*Shorts, jeans, and flip-flops are unacceptable on “dress-up” days.

\*Students must remain in this “dress-up” dress code throughout the day.

### **SPIRIT DRESS DAY GUIDELINES**

- The following dress guidelines will be observed for all Spirit Dress days at Guardian Angels Central Catholic.
- Uniform bottom guidelines are in effect. i.e., wear usual uniform pants/shorts or capris/skorts (girls only)
- Tops must be Guardian Angels Central Catholic related (must say “GACC,” “Bluejays,” or something connected appropriately to Guardian Angels Central Catholic)
- No Hoodies
- No additional adornments may be worn (e.g., hats, sunglasses, scarves, etc.)
- Clothing should be in good condition without any visible damage. And all attire must be neat and well-maintained.
- All attire is subject to the approval of Guardian Angels Central Catholic administration.
- Students unwilling to meet the guidelines will be expected to wear the school uniform outlined in the student handbook.

### **DRESS DOWN DAY GUIDELINES**

The following dress guidelines will be observed for all Dress-down days at Guardian Angels Central Catholic.

- The standard to be observed is “dress” of individual choice that is in good taste, modest, and appropriate for school. Students should approach dress-down days as opportunities to wear clothing they enjoy. However, a dress-down day is not an opportunity to show off, test the limits of acceptability, or make a statement that may be perceived as offensive to students, staff, or community members.
- Shoes and socks are always required.
- Leggings MUST be covered by another lower body garment, e.g., shorts or skirt.
  - Leggings covered only by the length of an upper body garment, such as a long shirt or sweatshirt, are not permitted.
- Shorts may not be worn between November 1st and April 1.
  - All shorts must meet the uniform length requirement; no cut-offs, fringed or frayed edges.
  - Tempo-style shorts are allowed on the condition they are not so short as to create a distraction in school. If this expectation is not met, dress-down day procedures will be altered to prevent future abuse.
  - The bottom hem of the shorts must be longer than mid-thigh
- Students should remember that they are dressing for school, a parochial school that is air-conditioned. Bare midriff, cropped, spaghetti-strapped apparel may not be worn to school.
- No hoodies may be worn.
- Yoga pants are not allowed.
- Pajama pants are not allowed.
- Torn, ripped, ragged, fringed, cut-off, excessively worn, excessively tight, immodest, or mutilated clothing is never acceptable.

- No clothing is allowed that promotes or advertises the use of tobacco, alcohol, or controlled substances, political messaging, or contains graphics or slogans that conflict with the values taught at Guardian Angels Central Catholic.
- The staff will be the judge of the acceptability of clothing.
- Should clothing be deemed unacceptable, students will be issued a demerit and may be required to change before returning to class.
- Students unwilling to meet the guidelines above will be expected to wear the school uniform outlined in the student handbook.

#### **EXTRA-CURRICULAR CONTEST DAY GUIDELINES**

- Coaches or Sponsors inform their students what to wear to school on contest days.
- *At a minimum, students can wear their activity T-shirts with uniform bottoms.*
  - If there are extenuating circumstances, the Administration along with coaches or sponsors, can adjust the above guidelines.

## **Parties and Dances**

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

School dances will end no later than midnight. They will be sponsored by a faculty member and chaperoned by parents. The following rules apply:

1. Entertainment agreements are to be made on the school contract. This contract prohibits the band from using alcohol or drugs while preparing, performing, or cleaning up after a performance. It also prohibits the band from violating any other school rules during their performance.
2. Students are to remain in the facility throughout the evening. Once a student leaves, he/she may not re-enter. (For prom, no one may leave before it is over.)
3. No admittance one hour after the conclusion of the homecoming game without administrative approval.
4. Smoking, use, or possession of illegal substances is strictly prohibited for all students, in accordance with local, state, and federal laws.
5. Anyone seen drinking or in possession of alcohol will be detained until their parents are able to pick them up, or if parents are unavailable, until local law enforcement authorities arrive. Anyone who is seen drinking outside will not be permitted to enter. If any of these are GACC students, names are to be reported to the Administration and to the club advisor.
6. Only students in grades 9 through 12 are allowed to attend high school parties and dances, and junior high dances and parties are limited to students in grades 7 and 8.
7. Prom is open to juniors and seniors.
8. Anyone who has been expelled is not permitted at dances. Any inappropriate behavior or unusual circumstances will be immediately reported to the Administration.
9. A Breathalyzer or similar instrument will be used to check each participant entering school-sponsored dances. All rules under "Discipline..." and "Extra-curricular..." apply.
10. Students attending school-sponsored events must dress in a manner that reflects modesty, respect, and the values of Catholic education. Attire should be neat, appropriate for the occasion, and in accordance with school standards for conduct and presentation.

## Bell Schedule

GACC is on an 8-period day. Students are required to fill seven periods with classes. Students should not be in the building before 7:45 a.m. except by appointment. Students may be in the building before and after school for teacher-student conferences or school activities.

## Public School Schedule & P2T Schedule

Parents and students should be aware of the following guidelines formulated by Administration and faculty at West Point Beemer School (WPBS) regarding discipline of GACC students who attend WPBS classes:

1. If the problem can be handled at the time of the offense with no need for further action, the Administration at WPBS will take care of it.
2. Detentions will be served at GACC.
3. Suspensions imposed by the Administration at WPBS will be honored. GACC will monitor the student during the period of suspension.
4. If a student is dismissed (expelled) from a class at WPBS, GACC will not contest the dismissal.
5. When a student is suspended or dismissed from a class, the parents will be notified by the Administration of GACC.

In addition, GACC students are expected to observe the same policy as WPBS students regarding selection of classes. Original registration is final. It is understood that the GACC student will participate in that class during the semester. No student is permitted to add or drop a course without written permission of the WPBS Administration .

Students and parents should also be aware of GACC policies:

1. Students must sign in and out at the GACC office to attend WPBS classes.
2. Students may leave class *5 minutes* before the end of their GACC class in order to get to their WPBS class on time. He/she is responsible for work missed during this time. Students must abide by all school policies and guidelines as set forth in the WPBS handbook.
3. All credits earned will be recorded on the student's permanent record and will count toward the cumulative credits and GPA needed for graduation at GACC.
4. When GACC is in session and there is no class at WPBS, shared-time students must be at GACC in the study hall.
5. All shared-time students must attend classes at WPBS even if GACC is not in session.
6. Failure to comply with any of the above guidelines may result in immediate removal from the WPBS class and loss of credit for classes.

## Sycamore (School Information and Performance System)

Sycamore is used as the central information hub for GACC. Grades, attendance, demerits, service hours, announcements, tuition, calendar, etc. are all posted on Sycamore so that every student, parent and teacher has immediate access via the internet to current school information. Also included on Sycamore are instant messaging capabilities called "Pass-A-Note," which provides immediate and direct communication between parties.

Each student and parent will be given a user ID and a password at the beginning of the school year to log onto the Sycamore system at [www.sycamoreeducation.com](http://www.sycamoreeducation.com). This log-in information should be kept private and confidential. GACC faculty will gladly provide assistance to anyone needing help using the system.

Any time a parent or student has a question about school-related activities, they should read the weekly digital newsletter and subscribe to the School Flocknote text message system. If there are additional questions, contact the school office.

*Parents are expected to log in to Sycamore at least once per week to stay informed of their student's activities and progress and respond to any communication initiated by teachers or Administration.*

## Daily Communication

Most daily communications will occur through four primary forums. They are:

1. Daily Announcements– posted on Sycamore.
2. Gmail– Email accessible from the GACC web page.
3. Flocknote– School information accessible from the text message system
4. Sycamore– Academic and other student information accessible from the GACC web page. Students are expected to check these forums at least once each day. Ignorance is not an excuse for missing information.

## Telephone Regulations

Calls for students during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the student. Students will not be called to the telephone while in class except in an emergency. The school telephone is primarily for school business and should not be used for personal calls.

## Special Education Notice

The Federal Handicapped Children's Act (PL-94-142) guarantees a free and appropriate educational program for all children between the ages of 0 and 21 years of age. Any adult with a student or knowing of any young person with special needs between the ages of 0-21 that is not enrolled in an appropriate education program is asked to please call 372-5546 or write to:

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

Parents who feel their child needs special assistance programs are asked to call GACC to discuss your concerns.

## Concerns – Discussion/Resolution

In the event that a student or parent disagrees with a teacher, coach, or sponsor in regards to any issue, he/she should follow these procedures:

1. The student or parent should speak directly to the teacher, coach or sponsor.
2. If a resolution is not reached, the teacher, student, and parents should discuss the issue with the Activity Director or Principal.
3. The Administration is responsible for the school's day-to-day operations and, in accordance with that responsibility, has the authority to make final decisions regarding the resolution of concerns.

## Automobile Parking

Vehicles are to be parked and only moved once school is dismissed unless driven to classes at WPPS & P2T. Violations of these rules will result in detention. Student vehicles must be parked appropriately in designated places. Violation will result in a detention and a \$20 fine. Vehicles may be towed away at the owner's expense. Reckless driving in the parking lot will result in the loss of parking privileges.

## Care of School Property

Chairs, tables, or other equipment/furniture must never be removed from any room without consulting the teacher in charge of the classroom.

**A teacher's desk and its contents are his/her personal property and should never be touched by any student.**

Students are responsible for all equipment checked out to them and may be fined for damage beyond normal wear. Students are responsible for any lost articles. At the beginning of the year, a record is made of all property assigned to each student, including textbooks, band and athletic property, etc. For any property that shows excessive wear or abuse, a fine is assessed and must be paid before school records will be cleared.

## Closed Campus/Leaving School

GACC operates under a closed-campus policy, including the lunch period. Students are not allowed to leave the building during the school day without permission from a student's parents/legal guardians and the Administration. All students leaving the building must receive permission from the Administration to do so. Students leaving without permission will be considered truant and dealt with accordingly. Students who become ill at school will not be given permission to go home unless the parent is contacted first. Students are not allowed to take side trips when attending classes at West Point Public or P2T.



# Electronic Resources and 1:1 Technology

## Acceptable Use Policy

### Purpose and Philosophy

GACC provides students with digital tools to enhance academic achievement, creativity, and responsible citizenship. Technology use must reflect the mission of Catholic education: to form students in faith, intellect, and character in accordance with Canon Law (Can. 795–799)

Technology access is a privilege, not a right, and must be used ethically, legally, and in alignment with Catholic values and applicable laws.

### Legal and Policy Compliance

This policy complies with:

- Nebraska Rule 10: Requiring accredited schools to maintain appropriate media and technology resources.
- CIPA: Mandating internet safety policies, filtering, and education on responsible online behavior.
- Canon Law: Promoting holistic education and moral development.
- Archdiocese of Omaha: Upholding safe environment and Catholic teaching standards.

### Device Management: Mosyle MDM

GACC uses Mosyle Mobile Device Management (MDM) to:

- Remotely manage and monitor school-issued iPads and MacBook Airs.
- Enforce security settings, filter internet access, and deploy approved educational apps.
- Track device usage and location when necessary.
- Tampering with Mosyle or attempting to bypass controls is prohibited and will result in disciplinary action.

### Acceptable Use Guidelines

- Educational Use: Devices must be used solely for school-related learning. Personal use (e.g., gaming, social media) is prohibited during school hours unless approved by staff.
- Respectful Conduct: Students must avoid illegal, obscene, harassing, or violent content. Cyberbullying, impersonation, and unauthorized access are forbidden.
- Online Safety: Students must protect personal data, use respectful language, and report unsafe behavior.
- Monitoring & Privacy: All device and network activity is monitored. Students should have no expectation of privacy.
- Device Care: Students are responsible for the care and security of their devices. Damage due to negligence may result in financial liability.
- Security & Filtering: Internet access is filtered per CIPA. Bypassing filters is strictly prohibited.
- Surreptitious recordings are prohibited and can result in student discipline.

**1:1 Program Expectations**

- Devices must be fully charged daily.
- Only school-approved apps and settings may be used.
- Personal devices may not connect to the school network unless authorized.
- Teachers may require devices to be put away for reflection, discussion, or prayer.

**iPad Guidelines**

- Bring the iPad to school fully charged each day.
- Keep all components together: iPad, keyboard case, stylus.
- Use the iPad only for school-related tasks unless otherwise permitted.
- Store securely and never leave unattended.
- Protect from physical damage; avoid food/drink near the device.
- Take the iPad home nightly and ensure it is ready for use the next day.
- Maintain charger and bring it when needed.

**MacBook Air Guidelines**

- Bring the MacBook Air to school fully charged each day.
- Use the device for academic purposes at school and home.
- Protect from physical damage; avoid food/drink near the device.
- Store securely and do not share login credentials.

**Violations may result in:**

- Verbal or written warnings.
- Temporary or permanent loss of device/network access.
- Detention or suspension.
- Loss of extracurricular privileges.
- Financial restitution for damages.
- Parent/guardian conferences.
- Referral to law enforcement for illegal activity.

*Discipline will be administered in accordance with Catholic principles of correction and reconciliation.*

**Locker Rooms and Restrooms**

To protect the dignity, privacy, and safety of all students, the use of personal electronic devices—including cell phones, smartwatches, tablets, and any device capable of recording or transmitting audio, video, or images—is strictly prohibited in locker rooms and restrooms at all times. This policy reflects the Catholic commitment to modesty and respect for the human person, as outlined in Canon Law (Can. 795), which calls for the moral and physical development of youth in a safe and respectful environment 1.

*Violations of this policy will result in disciplinary action. Consequences may include:*

- First offense: Confiscation of the device and a written warning; parent/guardian notification.
- Second offense: Detention and mandatory meeting with administration and parents.
- Third offense: Suspension, which may result in loss of extracurricular privileges or further disciplinary measures.
- Flagrant misuse (e.g., recording or sharing content): Immediate suspension and potential recommendation for expulsion, in accordance with school and diocesan safe environment policies. .

Exceptions to this policy may only be granted for documented medical or educational accommodations under an IEP or Section 504 plan, or in emergency situations as approved by administration.

## Homecoming Elections

The homecoming court is chosen from the senior class. On the first ballot, the seniors vote for two candidates for king and two for queen. The three boys and three girls receiving the most votes will make up the final ballot. Each student in grades 9-12 then votes for one boy and one girl. Voting takes place the week of homecoming. Announcement of the court is made one week before the event. Coronation of the King and Queen takes place at the homecoming dance. Homecoming court candidates must be eligible academically and in good standing with the school.

## Fire, Tornado, Lockdown Drills

Fire, tornado, and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Fire, tornado, and lockdown drill instructions are posted in each classroom. The fire alarm is a signal for all pupils and teachers to make a quick, quiet, and orderly exit from the building unless in a lockdown. A tornado drill signal will be announced. Again, a quiet, quick, and orderly exit to the designated safety area is a must during a drill.

## Food & Drink Regulations

### **Water Bottles:**

- Students may bring one reusable, sealed water bottle to class. Water is the only permitted beverage.
- Water bottles are allowed in classrooms throughout the school day.

### **Food:**

- Food is prohibited in classrooms unless specifically approved by the teacher and for a particular lesson.
- Food stored in lockers must be in sealed containers.
- Food must be brought from home or purchased from the school cafeteria. Deliveries from outside sources are not permitted.

### **Drinkware:**

- Students may bring reusable drinkware to class. Cups from outside vendors are prohibited, and any container without a sealable lid is not permitted.
- Students are expected to manage restroom breaks without disrupting class.
- In specific circumstances (e.g., science labs, technology labs), teachers may designate areas for students to store their drinkware.
- Teachers may confiscate drinkware that is causing distractions.

**Maintaining Cleanliness:**

- This privilege of bringing food and drink may be revoked if the cleanliness of the school is not maintained.

**Please Note:**

- Teachers may allow food and/or drinks in their classrooms at their discretion for special situations.
- This policy is subject to change at the Administration 's discretion.
- For any questions or concerns, please consult the school Administration.

## Health Records

By State law, a student must also have on file health and immunization records meeting the following criteria:

1. State law requires physicals before entry into 7th grade and requires all students, regardless of grade, transferring from outside the State of Nebraska to have a physical and vision evaluation within six months of admission.
2. Summary of immunizations required for students entering the 7th grade; students transferring from outside the state of Nebraska regardless of grade level; and international students regardless of grade level:
  - 3 doses of DTaP, DTP, DT or DT vaccine
  - 3 doses of Polio vaccine
  - 2 doses of MMR or MMRV vaccine
  - 3 doses of Hepatitis B vaccine
  - 2 doses of varicella chickenpox or MMRV given on or after 12 months of age. Written documentation including year of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
  - 1 dose Tdap (contains Pertussis booster)
3. Transfer students must have all the health and immunization requirements satisfied by the State before they will be admitted.
4. Nebraska allows for two types of immunization exemptions: Medical and Religious. For information on these exemptions, contact the Front Office of Guardian Angels Central Catholic.
5. State law requires that health records be complete. If a student's health record is not complete, the student will not be allowed to attend school until the health record is complete.

The school needs to know about any child who has health problems.

All seventh grade students and students coming to the school system from outside the state must have a physical and complete the concussion baseline test. This will also cover any requirements for sports. Sports physicals are mandatory for any student to participate in sports, drill team, or cheerleading.

## Student Medications

In accordance with Nebraska state regulations, students requiring medication during school hours, whether prescribed or non-prescription, must have parental consent.

- For prescribed medications, a doctor's written authorization is also required. Prescription medication will be secured by the school administrative assistant and dispensed according to the doctor's orders.
- Students with life-threatening conditions may carry and self-administer medication with proper documentation.
- Nonprescription medication may be distributed by the school without a note from a physician, but parental consent should be obtained.

For details and authorization forms, please contact the school office.

## Insurance

Guardian Angels Central Catholic is not responsible for bodily injury or property damage sustained by students involving Guardian Angels Central Catholic. The students should be insured under their parent's health & accident or medical insurance coverage.

## Cell Phone and Electronic Devices Policy

### Purpose

Guardian Angels Central Catholic (GACC) promotes a culture of presence, respect, and community. In alignment with Catholic values and educational best practices, the use of personal electronic devices is restricted during the school day to foster:

- Face-to-face interaction and authentic relationships
- Focused learning and academic success
- A safe and distraction-free school environment
- A deeper sense of personal responsibility and virtue

### Policy Statement

In accordance with Nebraska LB140, students are prohibited from using personal electronic communication devices—including cell phones—while on school property or attending instructional functions, except under the following conditions:

- When authorized by a teacher for educational purposes
- When required by a student's Individualized Education Plan (IEP) or Student Success Plan
- In the case of a verified health-related emergency, with written documentation from a licensed physician and prior approval from administration
- When deemed appropriate by school administration

### Expectations

- Cell phones must be **powered off and stored in lockers** from arrival until dismissal, including during passing periods, and lunch.
- Phones that **ring, buzz, or are visible** during the school day will be considered a violation of this policy.
- Students may use the **main office phone** to contact parents/guardians in emergencies.
- Parents/guardians may contact students through the school office.
- Upon returning to campus, students must immediately store their cell phones in their lockers and resume compliance with the school's electronic device policy

- The school is not responsible for loss, theft, or damage to personal devices.

### **Consequences for Violations**

Unapproved use of a cell phone or electronic device will result in the following disciplinary actions:

#### **First Offense:**

\$15 fine

One hour of detention

Parent must pick up the device from the office

#### **Second Offense:**

\$30 fine

Two hours of detention

Parent must speak with administration before retrieving the device

#### **Third Offense:**

\$45 fine

One day of in-school suspension

Parent and student must meet with administration before retrieving the device

#### **Additional Offenses:**

Device held in the office until a formal meeting with parents and administration

A behavioral plan will be developed to determine the student's continued participation at GACC

All fines collected will be deposited into the Student Activity Account to support student programs and initiatives.

### **Legal and Educational Context**

This policy complies with Nebraska Legislative Bill 140 (LB140), which requires schools to regulate student use of electronic communication devices during instructional time. It also reflects the Archdiocese of Omaha's commitment to forming students in virtue, self-discipline, and community responsibility. The policy was developed with input from students, parents, faculty, and administration to ensure it supports a safe, focused, and faith-centered learning environment.

## **Lockers**

The lockers belong to GACC; therefore, these lockers may be opened for inspection at any time by proper school authorities and law enforcement. Each student is responsible for the locker assigned to him/her. Students are expected to keep their lockers neat and clean. Students should secure materials for classes during passing periods. Students are responsible for their books and personal property. Books or other property should never be left outside of a school or athletic locker. Backpacks will not be allowed in the classrooms during school hours. No one should leave classes and go to their locker without permission. Athletic lockers are off-limits except during physical education classes and athletic activities. Students are responsible for all material found within their assigned locker. Specific consequences for locker policy violations will vary depending on the severity of the offense.

## Lost and Found

All articles of clothing should be clearly labeled so they may be returned to the proper owner if misplaced. Lost articles will be brought to the main office to be claimed by the owner. Items left in the locker rooms may be claimed in the coaches' offices. Items left more than 30 days will be discarded.

## Lunch

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/ad3027.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.

Students have two options for lunch: they may eat the food provided by the lunch service or they may bring their own lunch. Lunch is always eaten in the cafeteria unless permission is granted by the Administration.

Lunch money should be deposited into a lunch account for each student. No actual cash will change hands at lunch. Extra items may be purchased at individual prices and will also be charged to the student's lunch account. It is the responsibility of parents to control what a student purchases.

In going to and from the cafeteria and/or gym, students are required to walk through the alley and to proceed in an orderly manner. While in lunchroom students are to remain seated.

## Meal Charge Policy

1. GACC families are asked to pre-pay their lunch accounts. They are able to check their balance on Sycamore at any time.
2. Once a family has a negative balance, they will receive a notification through Sycamore.
3. Extended payment plans are offered and other help is available to provide every student with a hot lunch.
4. No one is ever turned away for non-payment.
5. The Charge Policy is provided to all families at the beginning of the school year in the annual mailing and is available for viewing at any time on Sycamore.

Updated May 2024

## School Closing

In the event of severe inclement weather or mechanical breakdown, school may be closed or delayed. The same conditions may also necessitate early dismissal. These events will be announced via the school Flocknote, social media, and KTIC radio. When school is dismissed early because of inclement weather, all scheduled practices and activities will be canceled for the day. If school is dismissed early for other reasons, activities and practices are scheduled at the Administration's digression.

## Student Planner/Passes

A Student Planner will be provided to each student at the beginning of the school year or upon admission for new students. Replacements must be purchased in the school office. When a student is detained after class, he/she should present the planner to the teacher of the next class signed by the teacher who detained him/her.

Student planners with inappropriate language, pictures, or missing covers must be replaced by the student to whom the planner was issued. New planners may be purchased in the office.

## Emergency Exclusion

A student may be excluded from school on an emergency basis when there is a clear factual situation warranting exclusion, such as an indication that a student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community. A student may be excluded from school on an emergency basis if the student's conduct presents a clear threat to the physical safety of the student or others, or if the student is so extremely disruptive that temporary removal of the students is necessary to preserve the rights of other students pursuing an education. The student may not be excluded for a time longer than is necessary to avoid the dangers upon which the exclusion was based. If the exclusion is for 5 days or less, the student shall be given oral or written notice of the factual situation upon which the exclusion is based and an opportunity to present an explanation, or his/her version of the facts. Within 24 hours, or such additional time as is reasonably necessary following the exclusion, the Administration shall send a written statement to the student, student's parents/guardian describing the factual basis for the Administration's action.



## Organizational Monies

All financial matters for extracurricular activities, organizations, and class funds must be reviewed and approved by the Administration. Funds should be submitted directly to the finance manager.

Disbursements will be made by check, authorized by the Administration upon receipt of a proper invoice.

Treasurers are responsible for maintaining accurate monthly records, and these records should be reconciled with the Administration office at the end of each month. Only money-making projects approved by the Administration may proceed. Participation in class functions, prom, etc., may be contingent upon timely payment of dues and involvement in approved fundraising activities.

## Election of Organization Officers

Each student organization meets at the beginning of the school year. To be eligible for election in these organizations a student must have at least an 87% average for the preceding semester (excluding incoming freshman). This average excludes PE, vocal and instrumental music. Failure to maintain an 87% semester average will result in removal from that office. This also includes prom servers picked from the sophomore class. The school reserves the right to supervise, regulate, and drop any school organization. Meetings will be held when requested by the sponsor.

## Asthma or Systemic Allergic Reaction Protocol

State regulation requires that our school be prepared to implement an emergency treatment plan anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). The protocol requires that 911 be called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

It is critically important that any parent whose student has asthma or a known allergy, communicate this information to our school staff. For each student with a known allergic condition or asthma, the parent / guardian must provide the school with:

1. Written medical documentation
2. Instructions
3. Medications as directed by a physician.

In the event that a student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that parents/guardians have provided. If parents/guardians do not provide medical documentation and instructions, the school will defer to the regulatory protocol described above. If, for whatever reason, parents/ guardians do not want their student to receive the life-saving emergency treatment under the protocol, a written objection must be filed with

the school. Questions or concerns about the protocol or student health issues, should be directed to the school.

## Parent Conferences

Parents may make appointments for conferences with teachers, the counselor or the Administration at any time by telephoning the school. Parents are encouraged to communicate with their child's teachers first on items of concern, interest, etc. If not satisfied, parents should then contact the principal.

Time will be set aside during the first semester for Parent-Teacher Conferences. At this time the parents/guardians will be given a chance to visit with their child's teachers to discuss their academic progress and any concerns they may have.

## GUIDANCE SERVICES

The guidance department is proactive, providing services for all students. Students' needs are met through a comprehensive curriculum based on three major areas including academic, career, and personal/social domains.

In 1974, Congress passed the Family Educational Rights and Privacy Act. This law gives "eligible students", students who are 18 years of age, or their parents and/or guardians certain rights regarding school records. The law requires that schools receiving federal funds must:

1. Allow the parents or eligible student to preview and inspect the student's record. This rule does not apply to records made and kept by one person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons. This does not apply to information released between eligible schools.
4. Notify parents or eligible students of their rights under this law. GACC may release directory information such as student name, address, date of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. If any parent or student wishes to have their name deleted from these types of lists they should contact the guidance or principal's office.

## Commencement

Seniors must have all graduation requirements completed in order to participate in graduation/commencement exercises. Disciplinary situations, not limited to suspension or expulsion from school, may result in a student not being allowed to participate in commencement activities. All students receiving a diploma from GACC must be in attendance at GACC during the semester preceding their graduation date. Any exceptions to this policy must be approved by the Administration.

## College Visitations

Juniors and seniors are encouraged to visit post-secondary schools they are considering attending after high school. Seniors may use up to 2 school days for the purpose of visiting schools. More days may be used upon approval of Administration. Juniors may use one (1) day for college visitation if approved by the Administration.

Students must have parent permission to make a college visitation. Parents are encouraged to accompany students on these visitations. Once a visitation has been approved by the counselor/administrator, the student must complete a sign out sheet and get assignments from teachers. Students will turn the sign out sheet into the guidance office the day prior to the college visit. They will receive the college visitation form which must be completed and signed by college personnel in order to receive an excused absence.

Students who have seven school absences for the semester, poor grades (two D's or one F), or three or more discipline detentions for the year, may not be allowed to use school days for college visitation.

## Scholarships

Senior students may be eligible for scholarships, which are offered by colleges, universities, vocational and technical schools, local organizations, foundations, and corporations. Information about these scholarships is made available to students through the guidance office and the school's web page.

## Northeast Community College / Wayne State College / Nebraska Wesleyan Dual Credit Courses

Students may earn college credit for courses taken in high school. Seniors and juniors must have a cumulative GPA of 85% or above. Current offerings are:

- Analytic Geometry & Calculus I
- Trigonometry
- College Algebra
- Statistics
- Personal Finance
- English Composition
- Introduction to Literature
- Advanced Chemistry
- Psychology
- American History I
- American History II

Additional dual credit courses are offered through the Pathways to Tomorrow (P2T) program.

Students must make arrangements for these courses through the guidance office. Students pay the tuition costs. The students are urged to check with their proposed colleges about the transfer of these courses.

## Testing/Assessment

The assessment program at GACC includes measures of achievement, ability, career interests, and aptitudes. These tests provide valuable information, which assists students in identifying strengths and areas to improve. These test results are interpreted to students in order to assist students with future planning.

Testing Program for individual grades:

- Grade 7      STAR
- Grade 8      STAR
- Grade 9      ACRE 2, ACT 9
- Grade 10     PSAT, PreACT
- Grade 11     ASVAB, ACT/SAT Entrance Tests (optional)
- Grade 12     ACT/SAT College Entrance Tests (optional)

To find information about the ACT/SAT test registration deadlines and test dates, visit [www.actstudent.org](http://www.actstudent.org) for more information. (Our ACT/SAT school code # 282-525.)

## ATTENDANCE

### Philosophy

Students are expected to attend classes and to arrive on time in order to gain maximum benefit from the instructional program, develop habits of punctuality, self-discipline and responsibility.

### Expectations

Attendance records are part of the student's permanent file. Absences are recorded as follows:

- A student is expected to attend school for the full day. Any deviation from this is considered an absence.
- A half-day absence will be recorded for any student that is absent for more than a period and a half.
- Any student who has been absent for any reason must report to the office upon his/her return to school.
- **Parents are asked to notify the school by 8:00 a.m. when a student will be absent for any reason.**
- Excessive absences (10 or more per semester) and irregular attendance will be reviewed by the school authorities for possible loss of academic credit and referral to the county attorney will occur at 20 absences.
- A student leaving during the school day is required to check out in the office. The student must provide name, time of departure, and a written note for the absence. In case of illness, a call to

the parent will be made to ensure proper attention to health of the student. Failure to check out with the office will result in disciplinary action.

- Students reporting to school late must report to the school office and request a pass to class. If a student is tardy a demerit will be issued.
- Students are expected to report to all classes on time. Teachers will issue a demerit for each tardy in their class.
- When a student is absent without parental permission, he/she is considered truant. The penalty for truancy is in-school suspension and referral to local law enforcement agency. Classwork missed due to truancy may not be made up and will result in a grade of zero. Repeated truancy will be reported to the county attorney and may result in suspension or expulsion.
- Excused absences for college visitations are granted for juniors and seniors if pre-approved by the guidance counselor.
- Ten days absence from class, or classes, during any one semester may result in a loss of credit for the class or classes missed. Parents and students will be notified after five absences and again after eight absences in a semester.
- All decisions regarding loss of credit will be made by the Administration.

## Excused Absences

Make-up work will be permitted for illness of the student, illness in the family, death in the family, medical appointments, and situations deemed necessary by the Administration. Students are allowed a day for each day they miss, plus an extra day, to complete make-up work.

## Unexcused Absences

When an absence is considered unexcused, the student may receive a zero for that day. If a student is absent from school for hair appointments, pictures, hunting, shopping, etc., the absence may be considered unexcused. A signed excuse from home does not necessarily mean an excused absence will be given. Excused absences are determined by the Administration. Any forgery of excuse forms will be treated as an unexcused absence.

In the event of a planned absence from school that is not school-related (e.g., medical appointments, vacations, concerts, ... ), parents should notify the school office well in advance of the absence. Advanced notice allows all parties to examine the student's attendance history and academic progress, and address any potential concerns. If a student has excessive absences or is struggling academically, a non-school related planned absence may be considered unexcused and no makeup privileges may follow.

Any student missing 15 days of school without notifying the Administration's office will be automatically dropped from the school roster. The County Attorney will be notified before a student is dropped. If a student is under age 16, the school and the County Attorney will work closely with the parents to assure that the student is in attendance.

## Absence for Funeral

Permission to attend funerals must be granted in advance and the absence will be treated as any other. Unless the student is a relative or close family friend, he/she is expected to attend the funeral and return to school directly. In the case of a classmate or teacher's funeral, students will attend as a group and

return to school. School crisis response training indicates that students who are grieving are best served by being in their regular school setting or with their parents. We ask parents to cooperate with this policy.

## Absence for School Activity

If a student is absent from school because of a school activity, he/she is responsible to each individual teacher to make up for all the work that is missed. Absences for school activities do not count toward a student's absence record. *Students are responsible for turning in their sign out sheet the day before leaving for the activity to the office. Failure to turn in a sign out sheet on time may result in a demerit, detention and/or exclusion from activity.*

*Students must be in school the entire day of an activity in order to participate / practice in a respective activity on that afternoon or evening, unless permission has been granted by the administrator ahead of time.* Students must also be in school all day the day following an event or competition (assuming it is a school day) if the activity participant wishes to participate in the next such activity. An exception is made if the student has been injured and brings an excuse from a doctor verifying the doctor visit on the day following the activity or other excused absence. The objective of this policy is to prevent "sleeping in" after a contest and to help a sick student take time to get well. All decisions related to this policy rest with the principal.

## Absence for Attendance at District and State Tournaments

At times GACC will dismiss school in order to allow students to attend tournament games. When school is not dismissed, a student may attend state competitions in which the school has qualifiers. The absence will require parent permission and all work is to be made up ahead of time. Students are counted absent. Non-qualifying members of teams will not be counted absent.

## Tardiness

The only acceptable excuse for being tardy is one caused by unusual circumstances. If the bus is late that will not constitute a tardy. Oversleeping, alarm not going off, etc. is not an excuse for tardiness or absence. Each time a student is tardy, they will receive a demerit. Determination of excused or unexcused will rest solely with the Administration. A parent notifying the office does not excuse the tardy.

# DISCIPLINE

## Introduction

Guardian Angels Central Catholic (GACC) is dedicated to fostering a Christ-centered learning environment that encourages respect, responsibility, and reconciliation. This discipline policy incorporates restorative discipline principles, best practices from Catholic Education, and insights from leading educational thought leaders. Its aim is to support student development, accountability, and community healing.

## Discipline to Disciple

Guardian Angel Central Catholic's discipline philosophy emphasizes repairing harm, restoring relationships, and reintegrating students into the school community. It prioritizes dialogue, accountability, and empathy over punitive measures. This approach aligns with Catholic values of forgiveness, compassion, and justice.

## Code of Conduct

Students are expected to uphold the dignity of every individual, respect school property, and contribute to a safe and supportive learning environment. All members of the school community are called to act with integrity and compassion, reflecting the teachings of Jesus Christ.

Students with disabilities are not exempt from these expectations. However, in accordance with the Individuals with Disabilities Act (IDEA), any disciplinary action will be carefully reviewed to determine if it relates to the student's disability. While educational services will continue under IDEA, the delivery of those services may be adjusted to a different setting.

## Administrative Discretion

The administration reserves the right to modify disciplinary actions based on the context and severity of each situation. This flexibility ensures that discipline is fair, consistent, and aligned with the mission of Guardian Angels Central Catholic.

## Conclusion

By embracing the discipline-to-disciple model, GACC aims to cultivate a school culture rooted in faith, respect, and responsibility. This policy reflects our commitment to nurturing the whole child and preparing students to be compassionate leaders in their communities.

# Discipline Management Plan

## Classroom Discipline

Teachers are responsible for maintaining a safe and respectful learning environment. Students are expected to follow classroom expectations and respond appropriately to redirection. If a student's behavior disrupts learning, the teacher may assign reasonable corrective actions to help the student reflect and improve. Continued misconduct or refusal to comply may result in further consequences. If a student is removed from class, they must report directly to the school office for follow-up.

## Detentions

Detention is a structured disciplinary measure used to address repeated or serious violations of school expectations. It involves requiring a student to remain at school outside regular hours—either before or after school—as a consequence for accumulated behavioral infractions or significant misconduct.

Detention serves as a time for reflection, accountability, and personal growth. Students may be asked to complete a quiet task or reflect on their behavior under the supervision of a staff member. This approach is supported by research indicating that consistent, fair consequences—paired with opportunities for reflection—can improve student behavior and support a positive school climate.

In the context of Catholic education, detention is not punitive but formative. It is intended to guide students toward making better choices, restoring relationships, and growing in virtue. As stewards of each student's moral and academic development, we view discipline as an opportunity to teach responsibility, self-control, and respect for others.

Detentions are typically served on Wednesdays unless alternative arrangements are made with the administration.

## Removal from an Individual Class

When a student's behavior significantly disrupts the learning environment, the teacher may refer the student to the school administrator. This step is taken to preserve the dignity of the classroom, ensure the learning of others is not compromised, and provide the student with an opportunity to reflect and reset.

Upon referral, the administrator will meet with both the student and the teacher to assess the situation. The student may be assigned a detention and may be temporarily removed from the class until a behavior agreement is established with the teacher. The teacher will notify the student's parent or guardian.

If a student is referred a second time for similar behavior in the same class, a one-day in-school suspension will be assigned. A conference involving the student, parent or guardian, teacher, and administrator will be scheduled to develop a behavior improvement plan. The student may remain out of the class until this meeting occurs.

Continued disruptive behavior may result in permanent removal from the class. In such cases, the student may receive a failing grade ("F") for the course. The student and/or parent has the right to appeal this decision to the principal.



In alignment with Catholic educational values, disciplinary actions are intended not only to correct behavior but to guide students toward personal responsibility, reconciliation, and growth in virtue. Discipline is viewed as a form of pastoral care, rooted in respect for the dignity of each person and the common good of the school community.

## Suspension and Expulsion Policy

Suspension is the temporary removal of a student from one or more classes or school activities due to serious or repeated violations of school expectations. Expulsion is the permanent removal of a student from school enrollment. These actions are taken only when necessary to protect the learning environment and the safety of the school community.

### Due Process Protections

Before a long-term suspension (more than five school days) or expulsion is imposed:

- The student and parent/guardian will receive written notice of the proposed disciplinary action, including the reason and evidence.
- The student will be given an opportunity to respond, either orally or in writing, and may request a conference with the administrator.
- A formal hearing may be scheduled in accordance with Nebraska law if expulsion is recommended.

All decisions will be made in accordance with Nebraska Revised Statutes §79-4,176 and Rule 10, ensuring fairness, transparency, and the right to appeal.

In keeping with Catholic educational principles, disciplinary actions are intended to be redemptive, not punitive. Students are guided toward reconciliation, personal growth, and restoration of relationships within the school community.

Examples of offenses that might result in the suspension or expulsion of a student at GACC are:

1. Disobedience / Defiance – A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, paraprofessionals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or a student's own school team, or directed at representatives of an opposing school or the officials of a school contest.
3. Bullying
4. Lewdness, public indecency, use of profanity or obscenity, or displays of obscene literature.
5. Gross disrespect for teachers, school officials, substitutes, and other employees.
6. Behavior that seriously interferes with class work or the activities of the school, such as, but not limited to:
  - Engaging in the unlawful selling of, use of, possession of, under the influence of, or dispensing of alcohol, drugs, drug paraphernalia, tobacco products, vaping products, and inhalants. This includes school and school related activities.
  - Gambling
  - Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes

- Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds
  - Willfully causing or attempting to cause physical injury to a school employee, school volunteer, or to any student
  - Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money, or anything of value from that person
  - Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon
  - Truancy
  - Theft
  - Public displays of affection, sexual assault, harassment or attempting to sexually assault any school employee or student
  - Use of racial or ethnic comments that may be deemed socially and personally unacceptable
  - Engaging in any other activity forbidden by the laws of the State of Nebraska which interferes with school purposes, or possessing or drinking alcoholic beverages before or during attendance at school or school-related event/activity
  - Tampering with fire equipment.
7. The following activities constitute grounds for immediate expulsion of a student:
- procurement of an abortion
  - the performance of illegal activities possession or use of illegal drugs, or the possession of drug-related paraphernalia
  - possession of firearms and/or other weapons
  - any major offense while on probation

## Notification of Parents

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

## Exclusion from Activities

All students may be excluded from participation in extra-curricular activities for the following infractions:

- conduct constituting grounds for suspension or expulsion from the academic program,
- any other violation of rules and standards set forth in the handbook.

Such exclusion shall be made only after the administrator has made an investigation of the alleged conduct or violation and has determined that such exclusion is necessary. These rules apply to student conduct during the school year beginning with the first day of fall practice to the final day of school for all students in grades 7-12.

## Study Hall Rules

Students who have the opportunity to take a study hall should understand that this is a privilege and may be revoked if abused. At the high school level only students with 2 math classes will be allowed a study hall. The expectations for study hall are:

- Students must come prepared to study/read.
- If students do not have homework, they are to read a library book.
- Students are not allowed to sleep or visit.
- Students are not allowed to use computers for anything other than class assignments.
- Students not properly utilizing their study hall time may receive demerit(s) and/or detention.
- Additional study hall rules may be posted in the classroom and must be followed.

## Academic Dishonesty and Integrity

Guardian Angels Central Catholic (GACC) is committed to fostering a culture of honesty, responsibility, and personal integrity in all academic work. In accordance with Nebraska Rule 10, Canon Law, and best practices in Catholic education, students are expected to complete all assignments, assessments, and projects in a manner that reflects their own effort and understanding.

### Definitions of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- **Plagiarism:** Presenting another person's work, ideas, or expressions as one's own without proper citation. This includes copying from books, websites, peers, or AI-generated content without acknowledgment.
- **Cheating:** Using unauthorized materials or assistance during assessments, including accessing electronic devices, sharing answers, or altering graded work.
- **Fabrication:** Falsifying data, sources, or information in academic submissions.
- **AI Misuse:** Submitting work generated by artificial intelligence tools (e.g., ChatGPT, Grammarly, image generators) without teacher permission or proper citation. AI may be used only when explicitly allowed and must be acknowledged as a source.

### Consequences

Violations of academic integrity will be addressed by the classroom teacher in consultation with administration. Consequences are progressive and may include:

#### First Offense:

Zero on the assignment  
One detention  
Parent notification

#### Second Offense:

Zero on the assignment  
In-school suspension or reverse suspension  
Parent conference

#### Third Offense:

Zero on the assignment

Possible out-of-school suspension, reverse suspension, or expulsion

Review by administration

***Teachers may determine whether partial credit or resubmission is appropriate based on the nature of the violation.***

### **Catholic Educational Perspective**

In line with Canon 795, education at GACC aims to form the whole person—intellectually, morally, and spiritually. Academic integrity is essential to this mission. Dishonesty undermines trust, damages community, and contradicts the Gospel values of truth and justice. Students are called to pursue their studies with diligence, humility, and respect for the work of others.

## **Fines**

These offenses carry a fine of \$3.00 and possibly demerits:

- Chewing gum in the school building.
- Having food or drink (except water) in a locker or on one's person that is not reasonably stored away in a sealed container.
- Defacing property (fine plus the cost of repair).
- Not covering textbooks.

These offenses carry a fine of \$5.00 and possibly demerits:

- Throwing snowballs, ice chunks, rocks, etc.

## **Demerit System**

The demerit system is designed to help students reflect on their behavior and take responsibility for their actions. Demerits are issued for minor infractions and accumulate throughout the semester. Teachers may assign additional demerits at their discretion, and all demerits or detentions may be appealed to the administration.

### **Consequences Based on Demerit Accumulation**

3 demerits: One detention

6 demerits: Parent conference and detention; a behavioral plan may be initiated

9 demerits: Parent/student conference, detention, and behavioral plan

12 demerits: In-school suspension and meeting with parent, student, and administration

15 demerits: Out-of-school suspension and reentry meeting

18 demerits: Review for expulsion by administration

### **Cumulative Detention Penalties**

After 3 detentions in one semester: In-school or reverse suspension (student must serve suspension before returning to school)

At the start of second semester: Detentions reset, but demerits continue

After 6 detentions in a school year: Expulsion review by administration

**Infractions and Standard Demerit Values**

<b>Infraction</b>	<b>Demerits</b>
In halls without a signed pass	1
Tardiness	1
Dress code violation	1
Disorderly conduct	1
Discourtesy or disrespect	1
Wasting class or study time	1
Sleeping in class	1
Failure to bring necessary items to class	1
Leaving building without permission	3
Violating academic norms	3
Dismissal from class due to non-compliance	3
Unexcused absence from class	3
Foul language	3
Insubordination	3
Skiping detention	3
Inappropriate behavior	3
Failure to stay after school	3
Cell phone misuse	3 + Fee

**Vandalism**

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

## Weapons

To ensure a safe learning environment, the possession, handling, or transmission of any object ordinarily or generally considered by state law a weapon is forbidden on school grounds or at school events. School personnel will confiscate such items and involve law enforcement. Similarly, trap team equipment is not allowed on campus. Violations of this policy, including knowingly possessing or transmitting **weapons**, will be reviewed by the Administration and may result in expulsion for the remainder of the school year and may face legal consequences.

## Cleaning

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

## Fighting

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

## Seclusion and Restraint Policy

Physical restraint and seclusion will only be used when absolutely necessary to prevent immediate and serious physical harm to the student or others. These practices are never used as punishment or for staff convenience. Only staff trained in approved safety procedures may use restraint or seclusion, and they must act with care and professionalism. Parents will be notified the same day if such an incident occurs, and a written report will be provided within 24 hours. All incidents will be documented and reviewed by school administration. Our approach to student behavior is guided by the Jesuit principle of “cura personalis,” or care for the whole person, which emphasizes forming students through loving correction, reflection, and growth. We aim to help students develop self-discipline and personal responsibility through compassionate guidance, not coercion. Above all, our discipline practices are rooted in the Gospel values of respect, mercy, and justice.

## Student Offensive Conduct

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

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

- Explicit and offensive sexual reference or gestures.
- Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability.

- Language of any kind, including graffiti, epithets, vulgar or profane jokes, which are disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status, or disability.
- Unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advances or suggestions of a sexual nature.

GACC welcomes all of its new members into our community. Therefore, any form of hazing or initiation for newcomers, underclass men, etc. is forbidden. Failure to observe this regulation will be considered a major offense, and may result in suspension or expulsion.

## Harassment, Bullying or Threats of Violence

One of the missions of GACC is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are required of all students and staff. Students and staff are to avoid such inappropriate behaviors such as bullying, intimidation and harassment. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate conduct.

Harassment/bullying is defined as any intentionally hurtful/hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Harassment includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited.

All threats of violence, whether oral, written, or symbolic, against students, employees, school board members, visitors, or other persons are prohibited. Law enforcement may be contacted.

Any person, who believes he/she has been the victim of any harassment/bullying by a student or employee of the school district, should report the alleged acts immediately to a teacher, an administrator, or the counselor.

Bullying and harassment are violations of student conduct rules and as such, appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is based on 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.

The following guidelines have been established to respond specifically to harassment/bullying behavior:

**Step One:** The first time school personnel become aware of a possible harassment or bullying situation, the accused student and their parents or guardians will be informed by the Administrator that such a complaint has been filed. If it is determined that the student has harassed or bullied another student, a warning will be given regarding the inappropriate behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If in the Administrator's opinion the first occurrence of

harassment or bullying is severe, the Administrator may move immediately to any of the four steps in this policy. Accordingly, they may or may not be used sequentially. Moreover, at any stage the student may also be disciplined under the Discipline Policy including up to expulsion. If the Administrator determines that a student is intentionally making a false accusation against another student, an appropriate response will be made including discipline of the student making a false accusation.

**Step Two:** The second time school personnel become aware of harassment or bullying incident, the student and his/her parents or guardians will also be notified by the Administrator. A conference will be requested at that time. If it is determined that the student has harassed or bullied another student, a one day in-school suspension may be assigned. As previously set forth, the Administrator may move immediately to any of the four steps of this policy or at any stage the student may also be disciplined under the Discipline Policy.

**Step Three:** If the school authorities determine that the student continues to harass or bully another student or the student fails to agree to not harass or bully in the future, the Administrator may assign the student three days of in-school-suspension.

**Step Four:** If a student fails to respond positively to the corrective measures of step three, the student may be suspended out-of-school for a minimum of five days up to a maximum of expulsion from GACC. The Administrator will always determine the action necessary to insure a safe learning environment for all students.

Students who are the victim of bullying or harassment or who observe such behavior are to promptly report the problem to their teacher or to the Administrator so the problem can be addressed.

Students who make reports of bullying activity will not be retaliated against for making the report.

## Chemical Dependency Philosophy and Policy

GACC believes that it exists for the benefit of the student. The foundation of this policy is to foster understanding of mutual responsibilities to and for one another. The goal of this policy is to develop an understanding between the school, the parents, and the student in regard to chemical use and the use of tobacco.

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

Chemical dependency activity is defined as follows:

- a. Using: A student is found taking alcohol or drugs or behaving in a manner that exhibits the use of it.
- b. Possessing: Possession refers to having drugs or alcohol on your person or in the car.
- c. Selling: The act of selling alcohol or other controlled substances or possessing an amount of such substance which would only be appropriate for selling.



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

### **Alcohol, Tobacco, and other Drugs Detection and Deterrent:**

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

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

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

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

### **Suspicion of Use:**

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

### **Implied Consent and Zero Tolerance Policy:**

Students who attend a GACC event and are under suspicion of using or being under the influence of alcoholic liquor, GACC staff shall be empowered to detain that student and to contact law enforcement authorities to arrange for breath testing to confirm or deny that suspicion. A breath test reading that is above a reading of .02 shall be utilized as proof of use of liquor or being under the influence of liquor. Should a student refuse to submit to such testing, that refusal shall be accepted as admission by the student of use of liquor or as being under the influence of alcohol, and the student shall then be subject to stated consequences of that behavior.

### **Criminal Activity:**

policy and constitutes a criminal violation (whether charged or not) or a juvenile/adult court When school officials receive a report that a student was involved (whether charged or not) or convicted of an unlawful

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

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

### **Illegal Substance and Paraphernalia Policy:**

Illegal substance use is disruptive to the educational process, illegal for students under age, and creates a health and safety hazard. No student possessing illegal substances will be permitted on the school campus, inside school buildings, in school operated or sponsored vehicles, on school- sponsored trips, or at any time the student is under school supervision. Students possessing illegal substances will not be permitted in non-school buildings or facilities where school sponsored events are being held. Students who choose to participate in extracurricular activities will also be subject to the Activities Code of Conduct.

Consequences for violation of the illegal substance and paraphernalia policy while on school grounds.

- **First offense:** \$50 fine, 1 day out of school suspension, attendance at a counseling session with a private counselor (recommended)
- **Second offense:** \$100 fine, 2 days out of school suspension, attendance at a counseling session with a private counselor (mandatory, verification must be provided to the Administration)
- **Third offense:** Expulsion

Students are covered under this policy beginning with their first day of school at GACC until graduation, or their final day of representing GACC.

Any student who chooses to act in an unacceptable manner will be disciplined by GACC and offered rehabilitation as indicated. Corrective/rehabilitative action is uniformly applied to each GACC student.

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

## **Activities Code of Conduct**

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

When a student voluntarily participates in interscholastic activities, he/she agrees to abide by the activities Code of Conduct throughout his/her career. The Code of Conduct begins with a student's first day of participation in interscholastic activities and continues through their date of graduation, or their final

competition as a representative of GACC. The Code of Conduct is in effect during vacation breaks, summer recess, and off- season times.

## **Attendance**

### ***Regular Practices***

Practices are essential conditioning, improvement of techniques, and acquisition of teamwork skills. Therefore, participants are required to attend scheduled practices. Participants who are absent from school are excused from practice on the same day as the absence. Participants who are suspended from school may not participate in practices or competition during the suspension.

Participants assigned a partial day of in-school suspension may not participate on the same day unless granted the privilege by Administration. Participants suspended from school twice during the same season are suspended from the team for the remainder of the season. Participants must attend beginning at 10:00 a.m. the day of a competition unless the absence is approved prior by the Administration.

### ***Vacation Practices***

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

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

## **Consequences for Violations of the Activities Code of Conduct**

Attendance	Consequence for unexcused absences will be the discretion of the coach/sponsor.
Substance Abuse	
<b>First offense:</b> First time caught for possession and/or use of tobacco, vaping products, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.	<ol style="list-style-type: none"> <li>1. Immediate suspension for participation in 25% of the NSAA allowed competitions, served consecutively, for the participant's current or next activity. If a participant is involved in multiple activities concurrently, the suspension will apply to all current activities.</li> <li>2. If the student notifies the Principal, Activities Director, or Coach/Sponsor within 24 hours of the offense, the immediate suspension from participation becomes 20% of the NSAA allowed competitions.</li> <li>3. All costs of an outside referral, or program, will be the responsibility of the participant.</li> <li>4. The student will be ineligible to be elected or selected to the National Honor Society, serve as EMHC or lector, class officer, homecoming royalty, Male or Female Athlete of the Year, The Leaders and Champions Award for the remainder of the current academic year. The</li> </ol>

	<p>student will be ineligible for any leadership position.</p> <p>5. If the student is a member of National Honor Society, the student council, or is a mandated liturgical minister, or class officer, the student will be removed from these positions.</p>
<p><b>Second offense:</b> Second time being caught for possession and/or use of tobacco, vaping products, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.</p>	<p>1. Immediate suspension from participation in 50% of the NSAA allowed competitions, served consecutively, for the participant's current or next activity. If a participant is involved in multiple activities concurrently, the suspension will be applied to all current activities.</p> <p>2. If the student notifies the Principal, Activities Director, or Coach/Sponsor within 24 hours of the offense, the immediate suspension from participation becomes 45% of the NSAA allowed competitions.</p> <p>3. #3, #4, #5 of 1st offense</p>
<p><b>Third offense</b> Third time being caught for possession and/or use of tobacco, vaping products, alcoholic beverages, narcotics, drugs, or other behavior altering substances, except medication as prescribed by a licensed physician.</p>	<p>1. Suspension from all activities for the remainder of the participant's high school career.</p> <p>2. A career suspension appeal will be heard after one calendar year pending the re-enrollment and completion of a substance abuse program approved by the Administration. All costs of the rehabilitation program will be the responsibility of the participant.</p> <p>3. #3, #4, #5 of 1st offense</p>
<p><b>Other Misconduct</b></p>	<p>All other offenses will be referred to the Administration.</p>

***The Activities Handbook can be found on Sycamore under School and Documents.***

## Grievance Procedure

Parents or students are requested to follow these procedures if/when any problem arises:

1. Contact the teacher/coach/sponsor and arrange a personal conference
2. If the problem is not resolved satisfactorily, contact the athletic director / principal
3. If the problem still remains, then request a meeting with the President

## Drug Free Schools and Community Act

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The district is required by the Drug Free Schools and Community Act to refer all instances of unlawful selling, possession of, or distribution of, controlled substances or "designer drugs," alcoholic liquor and inhalants on school premises or at school sponsored activities to law enforcement for prosecution. A breathalyzer is available to test students on school premises or at school sponsored activities. Students who test

positive will be detained for parents to pick up. The provisions of the code of conduct contained in this section and extra requirements for students involved in extracurricular activities provide for sanctions up to and including suspension, expulsion or mandatory reassignment.

## Law Enforcement Authorities / Drug Searches

*The administrator or his designee shall notify, as soon as possible, the appropriate law enforcement authorities of the county or city of any act by a student that is known or is suspected of being a violation of the Nebraska Criminal Code. Every effort will be made to contact the student's parents/guardians before allowing law enforcement officials to interview students in school. The school DOES NOT notify parents/guardians when a minor is being interviewed regarding alleged abuse; that is the responsibility of law enforcement. The Cuming County Sheriff's Department periodically conducts searches for narcotics and illegal substances. The primary goal of this program is to detect and/or locate illegal controlled substances and narcotics within schools. The following guidelines have been put in place:*

- School searches are to be done by invitation from the Administration.
- The search of a school will be coordinated by the drug dog handler and the school Administration.
- While conducting school searches, the drug dog team shall be accompanied by another officer, and a school administrator or his or her designee.
- If, or when an alert is indicated by the drug dog, the location and circumstances of the alert are to be documented, after which a determination may be made as a follow-up investigation alternatives.
- If any illegal substances or narcotics are found, the student's parents/guardian will be contacted. The student will be held until their parents/guardian arrives before questioning by police. The school will take action as stated in the student handbook. Any student found with illegal substances or narcotics will be prosecuted to the fullest extent of the law.
- It should also be noted that video surveillance may be in use in any area of the school where privacy is not expected.

# HANDBOOK VERIFICATION RECEIPT

Due back to school by Aug 20, 2024

## Guardian Angels Central Catholic Junior/ Senior High School 2025-26 School Year

In accordance with Nebraska State Law, Section 79-4, 176 paragraph (3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..." Parents/guardians are requested to review, sign and return this receipt page:

### ***Parent/Guardian Verification:***

I have read the policies of the GACC Handbook with my student(s) and understand the contents as approved by the School Board.

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Parent Guardian Signature

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Date

### ***Student Verification:***

I have read the policies of the GACC Handbook with my student(s) and understand the contents as approved by the School Board.

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Student Signature

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Date

# REQUEST FOR GIVING PRESCRIPTION MEDICINE AT SCHOOL 2024-2025

This form must be filled out by parent/guardian each time there is a need to have medicine administered at school. Additional forms are available at the school office.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Medication: \_\_\_\_\_

Time to be given: \_\_\_\_\_ a.m. p.m.

Date: From \_\_\_\_\_ to \_\_\_\_\_

This medicine is to be furnished by parent or guardian in an original pharmacy container with the student's name, name of medication, dosage, time of day, and duration of treatment.

I hereby authorize GACC office personnel to be my agent to give the above named medication to my

child, \_\_\_\_\_, as ordered by Doctor \_\_\_\_\_

Name of Parent or Guardian (Please print):

\_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Date \_\_\_\_\_



**Guardian Angels Central Catholic**  
**Non-Prescription Medicine Permission Form**



School Year: 20\_\_ - 20\_\_

Authorization to Dispense Non-Prescription Medication

I hereby authorize Guardian Angels Central Catholic (GACC) to administer the following over-the-counter medication(s) to my child(ren):

- ( ) Aspirin
- ( ) Acetaminophen
- ( ) Ibuprofen
- ( ) Cough drop/throat lozenge
- ( ) Antacid tablets (chewable)
- ( ) Antibiotic cream/ointment
- ( ) Other

Student Name(s) and Grade(s):

Name of Parent or Guardian (Please print):

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This form complies with Nebraska state health regulations and Archdiocese of Omaha guidelines. All medications will be administered in accordance with school policy and under staff supervision.*