

TABLE OF CONTENTS

| | |
|--|---|
| AQUINAS MIDDLE - HIGH SCHOOL PHILOSOPHY OF EDUCATION..... | 3 |
| I. MISSION STATEMENT | 3 |
| II. GOVERNING VALUES..... | 3 |
| POLICIES | 3 |
| I. GENERAL POLICIES | 3 |
| A. Attendance | 3 |
| B. Registering and Scheduling of Courses | 4 |
| C. Student Evaluation | 4 |
| D. Tri-Councils | 4 |
| E. Requirements for Graduation | 4 |
| F. Student Records | 5 |
| G. Transcripts of Credits | 5 |
| H. Academic Deficiency | 5 |
| I. Tuition | 5 |
| J. Honor Roll | 5 |
| K. Access Period | 5 |
| L. Student Medications | 6 |
| II. USE OF THE BUILDING AND GROUNDS | 6 |
| A. Gym Use..... | 6 |
| B. Lockers..... | 6 |
| C. Media Center | 6 |
| D. Cafeteria..... | 6 |
| E. Telephone | 7 |
| F. Passes | 7 |
| G. Driving Privileges..... | 7 |
| III. SPIRITUAL GROWTH | 7 |
| A. Daily Mass | 7 |
| B. Confessions | 7 |
| C. Class Retreat..... | 7 |
| D. Eucharistic Adoration | 7 |
| IV. STUDENT APPEARANCE..... | 7 |
| A. General Dress Code..... | 8 |
| B. Dress Code for Girls and Boys on Regular School Days..... | 8 |
| C. Dress up Days & Spirit Days | 9 |
| V. DISCIPLINE..... | 9 |

| | |
|--|----|
| A. Harassment..... | 9 |
| B. Demerit System | 9 |
| C. Detention..... | 10 |
| D. In-School Suspension..... | 10 |
| E. Expulsion or Long-Term Suspension | 10 |
| VI. SCHOOL SPONSORED DANCES..... | 10 |
| VIII. MARRIED STUDENTS | 11 |
| IX. COMPUTER NETWORK AND INTERNET ACCEPTABLE USE..... | 11 |
| A. General Information | 11 |
| B. Terms and Conditions | 12 |
| C. Consequences..... | 12 |
| X. AQUINAS MIDDLE-HIGH SCHOOL ACTIVITIES CODE | 12 |
| A. Conduct Relating to Drugs/Alcohol | 13 |
| B. Conduct Relating to Tobacco/Vaping..... | 14 |
| C. Conduct Relating to Violations of Other Statutes | 14 |
| XI. STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES..... | 15 |
| A. Nebraska School Activities Association Rules..... | 15 |
| B. Aquinas High School Rules for Students Involved in Co-Curricular Activities | 15 |
| C. Other | 15 |
| D. Permission to Participate in Athletics | 16 |
| ACTIVITIES | 16 |
| XII. STUDENT ORGANIZATIONS | 16 |
| A. National Honor Society | 16 |
| B. Student Council | 16 |
| C. Seeking Others Under Love (S.O.U.L. Club)..... | 16 |
| D. Teens For Life | 16 |
| E. Drama Club | 16 |
| F. Stop and Think | 17 |
| XIII. NEBRASKA CHILD FIND..... | 17 |
| XIV. AQUINAS – ST. MARY’S iPad ACCEPTABLE USE POLICY FOR STUDENTS | 17 |

AQUINAS MIDDLE - HIGH SCHOOL PHILOSOPHY OF EDUCATION

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

I. MISSION STATEMENT

The Mission of Aquinas/St. Mary's Catholic schools community is to provide a Christ-centered, learning environment to prepare students for future involvement in church, family, and civic relationships.

II. GOVERNING VALUES

The Aquinas/St. Mary's school community will...

...foster a God-centered, Catholic culture to promote a Christ-like outlook on life. .

...provide a learning environment to promote academic achievement for all students by developing their unique abilities and interests to prepare them for future vocations and challenges.

...provide opportunities for individuals to grow spiritually, physically, socially and emotionally.

...nurture a life-long commitment to Christian values that promote growth in church, family, and civic relationships.

...promote respect for one's self worth and mutual respect for others at all stages of life.

It has been the purpose of AQUINAS MIDDLE -HIGH SCHOOL to provide the environment and stimulus essential for the development of the truly Christian man and woman. This basic purpose has never changed, and as a result, the operative policies are always generated toward a further development of this purpose.

POLICIES

Nondiscrimination Policy

Aquinas Catholic Schools admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

I. GENERAL POLICIES

A. Attendance

- 1) Regular punctual attendance is required. The school day is from 8:00-3:22. 1) All absences, regardless of reason, are recorded as such in the school records. On the day of the absence, the parent or guardian must contact the school by 8:30 a.m. Students participating in school-sponsored activities and field trips are not considered absent.
- 2) Green Slips: If the parent knows his student will be absent or tardy, he/she must send an excuse with the student a reasonable time prior to the absence stating the name of the student, date of absence, and reason for the absence. This excuse is attached to a "green slip" in the office. It is the student's responsibilities to have each of the teachers sign to indicate knowledge of absence. The student must make arrangements for assignments.
- 3) Students missing more than 10 days (excused or unexcused) in any one class in one term may lose credit for the class.
- 4) If a student is absent more than twenty days per year or the hourly equivalent the school must file a report with the county attorney of the county that the student resides. The county attorney will review the information and decide if any action is necessary.

- 5) Tardiness: Students are tardy if not in TAC by 8:00. A student arriving late must report immediately to the office. A student must be in school by one half hour after school begins, or they will be counted absent and will be ineligible to participate in extracurricular activities that day. Circumstances such as appointments, funerals, etc. may cause this rule to be waived with Administrative approval.
- 6) Leaving School Grounds: Any student, who needs to leave the school campus for any reason other than supervised events, must obtain permission from his parents and the administration. Whenever a student leaves the building, he or she must sign out in the office, and, if returning the same day, sign in.
- 7) College Visitation: Seniors are allowed two days to visit colleges without being counted absent if they follow this procedure. Juniors are allowed one day to visit. Visits must be arranged with the college representative in advance and the Aquinas school office must be notified. The office will provide a form that must be signed by the teachers and parents and turned into the office before the student will be excused.

B. Registering and Scheduling of Courses

The administration is ultimately in charge of registering all students in courses for the following year. Once students have registered and received their course schedule, they may not change any courses without permission of the parents or guardian, and principal. This must be done within the first three days of the start of the class.

C. Student Evaluation

- 1) Report Cards are issued to students at the end of each quarter of the school year. Mid-quarter Progress Reports will also be issued during each quarter. Aquinas Middle School-High School uses the following method for grading:
 - A Superior achievement (93-100) F No Credit (0-69)
 - B Above average achievement (85-92) I Incomplete
 - C Passing achievement (77-84) S Satisfactory
 - D In danger of failing (70-76) U Unsatisfactory (No Credit)
- 2) Each high school class will have a final exam or final project.
- 3) School Work:
 - a) Assignments must be handed in on time. The student will receive credit only for the work that is handed in on time.
 - b) When a student is absent from school (illness, etc.), he has one day for each day absent to make up the work.
 - c) Tests: If a student misses a test or class, he/she is responsible to see the teacher immediately upon return and make arrangements to complete the work.
 - d) Any cheating will result in a 0 grade for that work and other disciplinary measures may be appropriate.
 - e) If a student fails a class, he/she will receive no credit. If it is a required class, he must retake the failed class.

D. Tri-Councils

Communication between students, parents, and teachers is of the utmost important. Conferences are held each October and February. Parents may reach teachers through email, phone, as provided by the school website.

E. Requirements for Graduation

Aquinas High School requires that each student graduating from the school earn a minimum of 300 credits. The following is a breakdown of the credits required. In general, ten credits are earned for each class.

- RELIGION I, II, III & IV 40
- ENGLISH I, II, III & IV 40
- MATHEMATICS 30
- PHYSICAL SCIENCE, BIOLOGY & ONE SCIENCE ELECTIVE 30
- BUSINESS 10
- AMERICAN HISTORY, WORLD HISTORY & GOVERNMENT 30
- PHYSICAL EDUCATION--HEALTH 10

F. Student Records

If a student transfers, upon proper notification in writing from parents or guardians, copies of records will be sent to the new school.

G. Transcripts of Credits

Aquinas High School transcripts of credits are available on request. The transcript is sent directly to the college or job placement area.

H. Academic Deficiency

There are three levels of the deficiency:

- 1) The student and parents will be notified at any time that the student's average drops below 77%.
- 2) If the student's average drops below 70%, the student and parents are notified and the student has from Monday to Monday to raise the average to 70% or above.
- 3) If, by the following Monday, the student's average is still below a 70%, the student will be ineligible to compete in extracurricular activities for one calendar week. The student will remain ineligible until the average is raised to 70% or above.

I. Tuition

All fees are due at the beginning of the school year. Payment options are: Check, cash, credit card, FACTS payment plan, and/or prior arrangements made with the Chief Administrative Officer. Tuition refunds are pro-rated based on the amount of time a student has been at AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL.

In addition to school fees all families are expected to be actively tithing member of a David City Deanery parish.

Textbooks are issued in each class. Students are asked to keep them in good condition or a fine will be imposed at the end of the school year. A student is responsible for the books loaned to him/her. All textbooks are to be covered at all times. If a student loses or damages a book, he/she is required to pay the replacement cost of the book. All textbooks and course fees are to be paid prior to the next academic year. (No charges will be carried over.)

J. Honor Roll

In order to be listed on the Honor Roll, a student must have a 93 or above average and can have no grade below an 85 in any subject. In order to make Honorable Mention Honor Roll, a student must have a grade point average of 89 or above, and can have no grade below 77. Classes that are not included in the student's GPA, such as music, P.E., building trades; etc.; must still meet the minimum grades as stated above in determining honor roll or honorable mention.

K. Access Period

1. High school teachers will be available and accessible to help students unless they are assigned coaching or teaching duties for middle school students during the access period. Those with conflicting duties should make sure the students know when and where the teacher is available to offer assistance.
2. Teachers may require students to attend access period at any time. A student who fails to report to access when he should will earn a detention.
3. Any student on level 2 or 3 deficiency will be required to stay for access period. Level 3 students must report to the teacher of the class in which they are deficient. Level 2 students may attend a meeting during that time but must report to the teacher of the class in which they are deficient as soon as the meeting is over.
4. All clubs will be assigned a date for their monthly meeting. Additional meetings must be approved by the administration.

5. It is the student's responsibility to notify teachers in advance of any conflicts that they might have during the access period. (i.e. student is on level 2 deficiency in two different classes and must see more than one teacher.)

L. Student Medications

All medicines, including over-the-counter types, are to be supplied by the parent/guardians only (and not the school) and should, if possible, be dispensed to students by their parents/guardians. All medications must be stored in their original containers (with the student's name attached) and kept in the office.

Required documentation includes the following:

A. Signed note from the parent stating the necessity of medication during the school day, a request that provision be made, a note on possible side effects, other pertinent observations, and a written assurance that the parent/guardian is primarily responsible for providing direction to the school and in monitoring the therapeutic effects of the medication.

B. Signed records of all provisions of medication. This record shall identify the student, name of medication given, date, time, dosage, route for each medication provided, identification of person who provided the medication, and any refusal by the student to take the medication.

II. USE OF THE BUILDING AND GROUNDS

A. Gym Use

Students using the gym facilities should do so in proper attire with acceptable gym shoes and only under proper supervision.

B. Lockers

Each student will be assigned a locker. Lockers are the property of the school. Teachers and administrators have the right to search lockers and their contents. No alcohol or tobacco advertisements, suggestive pictures or slogans, or anything offensive to Christian sensibilities are allowed on or in the lockers.

C. Media Center

The Media Center is open from 7:40 am to 4:30 pm. and is intended to serve all faculty and students. We wish to maintain a quiet study atmosphere in the media center at all times. If a patron objects to any item in the library, he/she may fill out a reconsideration of materials form. The librarian and administration will discuss the title to determine whether it is an asset to the library or not. We cannot remove a title just because a parent or a few parents dislike it for some reason.

D. Cafeteria

1) Food is to be eaten in the cafeteria only, except when permission is given. A thanksgiving prayer is offered after each meal.

2) THE AQUINAS HOT LUNCH DEPARTMENT MUST COMPLY WITH THE FEDERAL GOVERNMENT "COMPETITIVE FOOD POLICY" which reads as follows: No food or beverages can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (866) 632-9992.

Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

4) During school hours, food and drink ARE TO BE CONSUMED IN THE CAFETERIA ONLY unless permission is given by the instructor.

5) Students may have bottled water with them at any time. It must be in a CLEAR (non-colored) container. With the exception of water, we try to keep all food and drink from the carpeted areas.

E. Telephone

The office telephone is to be used only in emergencies. Permission must be obtained from the office. Cell phones may not be used during the school day. We suggest that students leave their cell phones in their car. If a student brings a cell phone into school, it must be left in the student locker and must be turned off. There is no break between classes when they can be used. If a student is in possession of a cell phone during the school day, the phone will be confiscated, parents will be notified and the student must pay \$5.00 in the office to get it back. If a second offense occurs the fine will be doubled to \$10.00 and will be doubled again to \$20.00 if a third offense occurs.

F. Passes

Passes are a privilege. Unnecessary hall traffic is strongly discouraged. A student must receive a written pass from the supervisor before he is allowed to leave the room.

G. Driving Privileges

- 1) Students are permitted to park in student parking areas only. Order of parking area will be assigned at the beginning of the year. If students drive recklessly, their privileges to drive or park on school property will be suspended.
- 2) School Permits (Local law enforcement has requested that we issue a statement to clarify the law regarding the use of school permits.): Students may drive to and from where he or she attends school by the most direct and accessible route by the nearest highway from his or her place of residence if the person lives a distance of one and half mile or more from school. A school permit shall be used for transporting the student and any family member who resides with the student to attend school and extracurricular or school related activities at the school.

III. SPIRITUAL GROWTH

A. Daily Mass

Daily Masses are offered at 7:20 a.m. and attendance is encouraged. All students and faculty attend the regularly scheduled All-School Masses. Weekly attendance at Sunday Mass is an essential component of our faith. Students are expected to attend Sunday Mass with their families and parish community.

B. Confessions

An opportunity for individual confession will be available each month for all the students, and after school most days of the week. It is hoped that students will avail themselves to Christ's healing grace.

C. Class Retreat

Yearly retreats are planned for each grade.

D. Eucharistic Adoration

Time is available for students to go to the chapel for a visit to the Blessed Sacrament. All-day Eucharistic Adoration is offered once a month for all students.

IV. STUDENT APPEARANCE

The learning atmosphere is promoted when students look their best. Competition over styles of dress is expensive and takes away from the learning. The administration and faculty reserve the right to determine the suitability of the students' appearance.

A. General Dress Code

Students should always look neat and presentable. Clothing should be clean, modest, and chosen according to the specifics of the dress code. All students should be neatly groomed.

1. Boys' hair styles will consist of a short or regular tapered neck line off the collar and tapered above and off the ears. The hair should be a reasonable length, and above the eyebrows. No pony tails, mullets, shaved sides and long tops, or any other outlandish or faddish styles as to be determined by the administration.
2. Boys will be clean-shaven. Sideburns are not to go below the earlobe. If necessary, boys may be asked to shave at school.

(Boys and Girls) Hair should be clean, a natural hair color and pattern, with no faddish or outlandish styles. There is to be no permanent or semi-permanent foreign objects attached to hair or head. The administration reserves the right to determine faddish styles.

3. If a boy is asked to cut his hair because of length, the policy is: a. Hair cut will be done within three days (not three school days). b. Student is responsible for showing administration the haircut. c. Hair must meet the above guidelines. d. If student does not show administration the haircut, he will serve a detention. e. If not cut by three days, he will serve a detention. f. If hair is not cut by three days after receiving the detention, he will be suspended until the haircut meets guidelines.

Students attending Aquinas activities home or away are as much representing the school as those participating and should conduct themselves in dress and action in such a manner as to give a positive message to others about themselves and Aquinas. Students must wear clothing that is not offensive to Christian sensibilities.

B. Dress Code for Girls and Boys on Regular School Days

- 1) Uniform slacks in black or khaki may be worn to school on any regular, dress up, or jean day. Khaki slacks must be purchased from School Uniform by Tommy Hilfiger. Semi-dress or dress solid black slacks are allowed. Slacks can have only two front pockets and two back slit pockets with no pockets on the legs. Jean material are not permitted for regular school dress. No baggy or low rider or overall style slacks. Slacks that are ragged at the bottom or have torn seams at the bottom of the leg are not permitted.
- 2) Uniform shorts or skorts in black, khaki, or the school's plaid may be worn to school on any regular, dress up, or jean day. These items must be purchased from School Uniform by Tommy Hilfiger. All items must be of a modest length.
- 3) A belt must be worn with slacks or shorts that have loops.
- 4) Uniform slacks, shorts and skirts must be worn at the waistline.
- 5) Legging may be worn under a skort/skirt. Tight knit stretch pants (leggings) are not acceptable.
- 6) White tailored short or long sleeve shirts or blouses can be worn and must be buttoned.
- 7) A black, white, or gold long or short sleeve polo shirt (with a collar and a button placket) is acceptable.
- 8) Solid white, black or gold t-shirt or turtleneck or a black, white or gold Aquinas t-shirt may be worn under the uniform shirt. The sleeves of the uniform shirt must be longer than the sleeves of the turtleneck or t-shirt.
- 11) Tommy Hilfiger black or gray long sleeve v-neck and cardigan sweaters are allowed. The official Aquinas Catholic uniform quarter zip sold by the Student Council are allowed. Sophomore class fundraiser black sweatshirts are allowable. Any jackets or sweatshirts not purchased from Tommy Hilfiger, Student Council or Sophomore class are not allowed.
- 12) A school uniform shirt must be worn under the sweater/sweatshirts.
- 13) No activity clothes may be worn during the school day.
- 14) Shirts and blouses must be tucked in.
- 15) Socks must be worn.
- 16) All shoes must have a back.
- 17) Students may be asked to limit excessive jewelry that is distracting.

C. Dress up Days & Spirit Days

- 1) Dress up days should be just that. These are not dress down days. Rules of regular uniform days apply to spirit or dress up days.
- 2) On special dress up days, dress shoes do not need a back strap, but they cannot be flip-flops.
- 3) On spirit days, students may wear appropriate jeans and an Aquinas T-Shirt or sweatshirt.
- 4) Appropriate jeans are those which are clean, modest, not ragged, and of appropriate size and length. (No baggy or low rider or overall style jeans.)
- 5) Activity participants may have one dress up day during the school day per season.

V. DISCIPLINE

The goal of discipline is self-discipline. It is the duty and responsibility of each and every student to conduct his or her self in a way reflective of respect and responsibility. Any behavior that takes away from the environment of learning, or that does not reflect mature Christianity will not be accepted.

A. Harassment (Bullying, Sexual or Other) will not be tolerated at any time. Harassment may involve but is not limited to:

1. Persistent verbal abuse, ridicule, demeaning comments or intentional exclusion.
2. Verbal or physical threats, or coercion.
3. Sexual Harassment*

Sexual Harassment includes but is not limited to:

1. Verbal harassment or abuse including unwelcome sexually oriented communication.
2. Pressure to engage in sexual activity.
3. Unwelcome physical contact of a provocative nature, including physical contact in circumstances which render such actions inappropriate.
4. Sexual assault.

Any person subjected to harassment should do the following:

1. Inform the person engaging in the harassment that the offensive action must stop.
2. Notify a responsible adult for help. (teacher, administrator, parent)
3. Keep a carefully written record of the incident and the actions that were taken.

All allegations of harassment shall be investigated by the school's administration and if substantiated, corrective or disciplinary action taken, up to and including suspension or expulsion.

B. Demerit System

All infractions of school rules will be addressed consistently by the school staff through a demerit system. Student demerits will be cumulative over the course of each school year. Each student will be expected to carry his demerit card at all times and present it to a staff member upon request. Failure to present a demerit card will result in an automatic detention and demerits for the original infraction put on the new card. Lost cards will result in a \$1.00 fine.

Middle school students not receiving a demerit for a two-week period may have a demerit removed by the office. High school students not receiving a demerit for a four-week period may have a demerit removed by the office.

Accumulation of demerits for the year will result in the following:

Demerits Consequence Action

- 5 demerits 1 detention Inform parents
- 10 demerits 1 detention Inform parents
- 15 demerits 2 detentions Inform parents
- 20 demerits One-day In-School Suspension Inform parent

A conference with the administration, parent and student will be held if necessary. A discipline contract will be used if warranted. Failure to follow the discipline contract will result in an out of school suspension, and the student will be placed on probation.

The student must then show marked and immediate improvement or risk permanent expulsion.

C. Detention

Teachers or others assigned to supervisory roles have the obligation to assign a detention for an action that is worthy. This is a silent time during the student's lunch period. The students will be served a simple lunch which meets federal guidelines.

D. In-School Suspension

If an in-school suspension is necessary, it will be as follows: A student serving an in-school suspension will not be allowed to attend any of his classes or eat in the cafeteria. The student must report to the office and will be placed in an area by himself. The student will be given his assignments to work on and any assignments due that day will be picked up and placed in the teacher's mailbox. Lunch will be served to the student in the suspension area. The student will be allowed to receive credit for work completed while in suspension but will not be given any extra time to complete assignments. Students lose extra-curricular privileges on days in suspension. Parents will be notified of the suspension.

E. Expulsion or Long-Term Suspension (being removed from the school for a period of time) The following student conduct may constitute grounds for expulsion or long-term suspension:

- 1) Engaging in or encouraging any activity forbidden by the laws of the Catholic Church or the State of Nebraska, or which constitutes an abuse to other students or staff members.
- 2) A repeated violation of set rules of the school.
- 3) Students found guilty of stealing or damaging the property of school or individuals within the school's jurisdiction.
- 4) Students who willfully disobey or defy reasonable directions given by school personnel or school regulations, or are found guilty of insubordination.

Note: Any student expelled or suspended from school has the right to a hearing. For more information on the hearing procedure, contact the principal.

VI. SCHOOL SPONSORED DANCES

High school dances are for Aquinas students. A student may bring in an outside date, but the outside date must be registered in the office before the dance and must abide to all rules.

1) Every dance must have adult chaperones appointed by the moderator sponsoring the dance. Names must be turned in to the principal ahead of time.

2) No grade school children or middle school students are ever allowed to attend any high school dances. No high school students may attend middle school social activities. Grade and middle school students may attend coronations if they are attending with their parents and leave immediately following the coronation.

3) Students who leave a dance will not be readmitted. Entry and exit is at the main door only.

4) Alumni are permitted to attend high school dances. They are expected to abide by the rules of the school.

5) No freshman or sophomore is allowed at prom unless he has a junior or senior date or if he is a waiter or waitress. Underclassmen may attend coronation provided they leave immediately afterwards.

6) Homecoming and Prom Attire (This code was written by a committee of students, parents and teachers.)

Homecoming is a SEMI-FORMAL event. Girls may wear dresses, skirts, or dress slacks with nice blouses, sweaters, or tops. Nothing low-cut, or backless is permitted. Dress hemlines and/or slits must be at least 2 inches below the fingertips, and midriffs may NOT be exposed.

Boys must wear dress slacks and dress shirts with collars. Sweaters may be worn. No jeans or shorts are permitted.

Prom is a FORMAL event. Girls may wear formal dresses. Nothing low-cut, or backless is permitted. Dress hemlines and/or slits must be at least 2inches below the fingertips, and midriffs may NOT be exposed. Girls need to have their shoulders covered for Mass.

Boys must wear suits and ties or tuxedos. The girls should be mindful of their modesty and virtue in selecting appropriate prom dresses. Many dresses that are sold are not becoming of a Christian woman.

7) Royalty: Election of candidates will be based on criteria of the sponsoring group. No runner-up order is announced. The king and queen from the previous year will be invited to do the honors of crowning the new king and queen.

8) The Seniors will plan the Homecoming Dance, and the Juniors will plan the Prom.

VII. PREGNANT STUDENTS

1) The student will be allowed to complete a full middle school/high school education including graduation. Upon learning that a student has become pregnant, the school will provide the student, including the father if he is also a student in the school, with counseling; encouraging them to receive the sacraments as soon as possible; giving them the facts about their options (placing the child for adoption, or keeping the child); instructing them about their duties in justice and charity to each other and the child; informing them that if the girl's pregnancy and/or the boy's paternity becomes disruptive to the educational and formative purposes of the school, they will be asked to fulfill their educational requirements without the benefit of school life.

2) For the health and safety of the mother and unborn child, participation in sports and extracurricular activities depends on a physician's certificate permitting such activities.

VIII. MARRIED STUDENTS

Students in Catholic schools who marry may complete their education in Catholic school in accordance with the following guidelines:

1) Catholic students must be married within the laws of the Catholic Church and must have complied with Diocesan regulations concerning teenage marriage. Non-Catholic students must comply with comparable regulations deemed appropriate by the school administration.

2) The students will continue to observe academic and disciplinary regulations.

3) The school administration will determine that continued attendance on the part of the students will not have adverse effects upon the rest of the student body. Regulations regarding the married students during pregnancy will be established by the school, allowing the completion of studies and graduation.

IX. COMPUTER NETWORK AND INTERNET ACCEPTABLE USE

A. General Information

In accordance with the Mission Statement of the Aquinas/St. Mary's Catholic Schools to provide a Christ-centered, learning environment promoting growth in all aspects of life to prepare students to deal with future challenges of church, family, and civic relationships, we believe that all students should have the opportunity to develop skills in using computer technology.

The technology of the computer network is defined as computers, both hardware and software, the LAN (local area network), furniture, and all transmitted information. Transmitted information includes, but is not limited to: electronic mail, web browsing, file transfer protocol, and any information retrieval via the Internet. The Internet is an electronic superhighway connecting thousands of computers and users all around the world. This will give students access to electronic mail communication with people all over the world; information and news from around the world as well as the opportunity to correspond with the providers of this information; discussion groups on a wealth of topics; and access to many university library catalogs and databases. With this access to computers and people all over our Christ-centered, learning environment. On a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. We firmly believe that the valuable information and interaction available on this worldwide network far

outweighs the possibility that users may procure material that is not consistent with the educational mission of Aquinas/St. Mary's.

B. Terms and Conditions

1. Acceptable Use

Use of technology at Aquinas/St. Mary's is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience. Learning through interaction with the technology will furnish a graduate with many of the job readiness skills required by our evolving business and educational community.

Under the guidance of members of the Aquinas/St. Mary's faculty or staff, each user has the privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth in our Christ-centered, learning environment. Transmission and viewing of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: plagiarizing copyrighted material, threatening or obscene materials, or materials protected by trade secret or classified government information. Use of the Aquinas/St. Mary's network technology for commercial activities by students or for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. All Aquinas/St. Mary's policies and regulations apply to the use of the technology to support the educational mission of this Catholic institution. If

Aquinas/St. Mary's incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

2. Guidelines

Students at Aquinas/St. Mary's are expected to comply with the following procedures.

- a. Students will follow the above acceptable use statement.
- b. No student is allowed to use any material that has not been assigned to them by a member of the Aquinas/St. Mary's faculty and staff.
- c. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
- d. Negative or unjust portrayals of school or persons associated with the school on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school.
- e. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a Christ-centered, learning environment, is forbidden.

C. Consequences

Automatic notification will be made to the parent or guardian of the student involved in any violation of the Terms and Conditions set forth above. Depending on the severity of the infraction, ANY of the following consequences may be imposed:

- 1) Appropriate legal action will be taken.
- 2) Conference with parent or guardian.
- 3) Individual access privileges will be revoked.
- 4) Loss of technology use for a determined period of time.
- 5) School disciplinary action according to the handbook and posted rules.

X. AQUINAS MIDDLE-HIGH SCHOOL ACTIVITIES CODE

We feel that teenage use of drugs/alcohol and tobacco is a very serious situation that students and parents face today. We want it made very clear that a student or family member may come to a school official to ask for whatever assistance we can give with a drug/alcohol problem without being in violation of the Activities Code.

Note: This should not be done right after the student is charged or receives a citation simply to avoid the consequences of the activities code. If such a circumstance should occur, we will continue to offer whatever help we could, but the activities code will be in effect.

All students are encouraged to demonstrate acceptable standards of conduct. The violations of the Activity Code occurring during the school year, which begins on the first day of fall practices as governed by the NSAA and which ends when the students are dismissed from classes for the summer, will be governed by this policy. Violations occurring during a school-sponsored activity in the summer will also be governed by this policy. Any consequences stemming from violations of this policy will be served during the school year as defined above. No consequence time can be served during the summer months. If the student has consequence time left at the end of the school year, it will be served beginning with the first day of scheduled fall practice.

When the student receives a citation or is charged, whichever occurs first, it is the student's responsibility to report the incident to a school official on the next school day or before participating or attending any scheduled activity or practice, whichever comes first. This is simply asking that the students be honest and take responsibility for his actions. If the student fails to notify a school official, the consequence will be imposed for a 6-month period rather than the shorter periods of time in the code.

If the student is sighted by a school employee or chaperone violating the code, he/she will be informed by the school administration. The consequences will begin at the time of the reporting of the citation or charge. Failure to comply with the consequences set forth in the code will result in an in-school suspension for one day in addition to the consequence starting over.

The parents may appeal the consequence to the administration on the basis of a change in the citation/charge.

School-sponsored events include public performances in athletics or the arts, dances, and non-educational field trips.

**Any student with no offenses for two consecutive calendar years will have all offenses cleared from his record and will begin anew.

A. Conduct Relating to Drugs/Alcohol

1. A student will be found in violation of this activity code and subject to consequences if:

1) The student is cited or charged by law enforcement, or sighted by a school employee or chaperone, for using, being in possession of, or dispensing drugs/alcohol.

2. Consequences for violation of the activities code:

1) First Offense: A student will not be allowed to participate in any activity events for two calendar weeks. This suspension does not include athletic practices or meetings of organizations. If the two week suspension falls during a time when no activities/events occur, the student will not be allowed to participate in the first date of activities/events that occurs after the two week suspension. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

2) Second Offense: A student who is in violation of the activity code for the second time will not be allowed to participate in any activities for four calendar months. This time period may be reduced to two calendar months if the student undergoes an alcohol/drug evaluation followed by an alcohol and drug education program or an outpatient substance abuse program as determined by the evaluation.

The evaluation must take place within the first 2 months after reporting the incident. The cost of the evaluation and subsequent program is the responsibility of the student. This suspension does not include athletic practices or meetings of organizations. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

3) Third or Subsequent Offense: A student who is in violation of the activity code for the third time will not be allowed to participate in any activities for four calendar months. The student will also be required to attend an alcohol/drug evaluation followed by an alcohol and drug education program or an outpatient substance abuse program as determined by the evaluation. The evaluation must take place within the first 2 months after reporting the incident. The cost of the evaluation and subsequent program is the responsibility of the student. This suspension does not include athletic practices or meetings of organizations. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

B. Conduct Relating to Tobacco/Vaping

Aquinas-St. Mary's Catholic Schools is committed to the health, safety, and welfare of its students. We have determined that the use of vapes, vaporizers, e-cigarettes, or other devices used to inhale vapor by means of an electronic device ("vaping") is harmful to the health of students and the good order of Aquinas Catholic. Vaping requires the use of a purpose-made or homemade device that vaporizes oil that may contain flavoring, nicotine, Cannabidiol ("CBD") oil of varying concentrations, tetrahydrocannabinol ("THC") oil of varying concentrations, or other substances that may or may not be legal to possess ("vape"). A vaping device is generally composed of a vaporizer, battery, reservoir for smoking oil, and a battery charger. By way of example and not as a limitation, vaping devices may be called vapes, Juuls, e-cigarettes, e-cigs, dab pens or other brand names.

It will be a violation of the Aquinas Discipline Code to possess, use or transfer a vape as provided below.

For purposes of this section, the following definitions will apply:

- Cannabis. Tetrahydrocannabinol (THC) and cannabidiol (CBD) are the two primary cannabinoids that occur naturally in the cannabis sativa plant.
- CBD Oil. CBD oil is derived from a cannabis plant called hemp. Hemp contains a very high concentration of CBD and less than .3% by volume of THC.
- Low-THC Oil. Low-THC oil is derived from the cannabis plant that produces marijuana. Low-THC oil contains no more than 5% by volume of THC and may only be possessed or used under a doctor's supervision with a prescription. Possession of Low-THC oil without a valid prescription is a felony.
- THC Oil. THC oil is derived from the cannabis plant and contains more than 5% by volume of THC. Some THC oil may contain up to 98% by volume of THC (3 - 5 times stronger than typical marijuana). Possession of THC oil is a felony.
- Vape. A vape is a purpose-made or homemade device that electronically vaporizes liquid to allow a user to inhale the vapor created in the lungs (i.e. vapes, juuls, e-cigarette, e-cig, dab pen, vape sticks, etc.) Vape will include individually or together vape battery(ies), reservoir(s), vaporizer(s), and/or vape charger(s).
- Vape Juice. Vape juice is a slang term for the liquid used by the vaporizer to create vapor. Vape juice may contain flavored juice, CBD oil, Low-THC oil or THC oil.

At present, there is no proven technology to quickly, easily and accurately test vape juice to identify its composition as flavored juice, nicotine juice, CBD oil, Low-THC oil or THC oil. Because of the documented, extreme health effects associated with high concentration THC oil this code creates a rebuttable presumption that vapes and vape juice contain THC oil. Absent clear and convincing evidence to the contrary the possession and/or use of vape juice will be treated as a violation of this code.

1. A student will be found in violation of this activity code and subject to consequences if:

1) The student is cited or charged by the law, or sighted by faculty, staff or chaperone, for possessing, using, or dispensing tobacco or vaping.

2. Consequences for violation of the activities code:

1) First Offense: A student will not be allowed to participate in any activity events for one calendar week. This suspension does not include athletic practices or meetings of organizations. If the one week suspension falls during a time when no activities/events occur, the student will not be allowed to participate in the first date of activities/events that occurs after the one week suspension. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

2) Second Offense: A student who is in violation of the activity code for the second time will not be allowed to participate in any activities for two calendar weeks. This suspension does not include athletic practices or meetings of organizations. If the two week suspension falls during a time when no activities/events occur, the student will not be allowed to participate in the first date of activities/events that occurs after the two week suspension. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

3) Third or Subsequent Offense: A student who is in violation of the activity code for the third time will not be allowed to participate in any activities for two calendar months. This suspension does not include athletic practices or meetings of organizations. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

C. Conduct Relating to Violations of Other Statutes

1. A student will be found in violation of this activity code and subject to consequences if:

The student is cited or charged by the law, or sighted by faculty, staff or chaperone, committing an offense such as but not limited to vandalism, stealing, willful destruction of property and physical violence.

2. Consequences for violation of the activities code:

a) First Offense: A student will not be allowed to participate in any activity events for two calendar weeks. This suspension does not include athletic practices or meetings of organizations. If the two week suspension falls during a time when no activities/events occur, the student will not be allowed to participate in the first date of activities/events that occurs after the two week suspension. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

*Note: Serious offenses may result in other disciplinary measures up to and including suspension or expulsion.

b) Second Offense: A student who is in violation of the activity code for the second time will not be allowed to participate in any activities for two calendar months. This suspension does not include athletic practices or meetings of organizations. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

c) Third or Subsequent Offense: A student who is in violation of the activity code for the third time will not be allowed to participate in any activities for four calendar months. This suspension does not include athletic practices or meetings of organizations. A student may attend an activity/event only if his/her parent or guardian is also in attendance.

XI. STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES

A. Nebraska School Activities Association Rules

Aquinas High School is a member of the NSAA which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what is generally known as the co-curricular activities. Aquinas High School is subject to and governed in part by the rules and regulations for co-curricular activities of the NSAA. These rules and regulations are posted in the locker rooms and available for inspection and review in the Activities Director's office.

B. Aquinas High School Rules for Students Involved in Co-Curricular Activities

The following conduct shall constitute grounds for suspension from practices, participation in interscholastic competition or other participation in extra-curricular activities, when such conduct occurs on school grounds, or during an education function or event off school grounds, or off school grounds during the season of the particular activity:

1) A student must be in school within one-half hour of the start of the school day to be eligible to take part in extracurricular activities that day. Circumstances such as appointments, funerals, etc. may cause this rule to be waived with Administrative approval.

2) Participants are required to attend all scheduled practices and meetings.

3) Abusive or profane language or gestures are prohibited.

4) Good sportsmanship shall be observed during practice sessions and contests.

5) All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed.

The coaches or supervisors have full power to enforce the above rules and regulations in his/her particular activity. The administration shall decide whether all policies and punishments are rational. When any of the above rules are broken, the coach or supervisor must make a reasonable effort to contact the parents before any discipline is taken.

C. Other

The Aquinas Middle School-High School extra-curricular activities, i.e., athletic teams, performing groups and school clubs, are before the public eye throughout the school year. Conditioning programs during the school year are considered an activity. The extra-curricular programs' function is such that student participation is voluntary.

People judge the school system by the way participants in the various activities conduct themselves. It is imperative that quality standards of conduct, dress, grooming and training are established as a part of the extra-curricular program. In order to prevent adverse public reaction, prevent dissension within the various teams and organizations, and for the general

welfare of all participants and the school, the following regulations governing the aforementioned standards have been developed and are to be in effect.

- 1) Conduct: As representatives of Aquinas Middle School-High School, participants are expected to conduct themselves in a manner which exemplifies good sportsmanship.
- 2) Dress: Coaches or Moderators may request certain dress both at home and away activities.
- 3) Grooming: The variations in the physical features of different individuals create a need on the part of the coach or moderator to be flexible when evaluating a participant's grooming habits. The student should be neat and clean in appearance. Hair length must meet the Aquinas dress code policy.
- 4) Training: Participants are to demonstrate acceptable standards of conduct and training at all times. These standards of conduct and training shall be maintained throughout the duration of participation in the activity, club or organization.

D. Permission to Participate in Athletics

One completed statement from a licensed physician stating that the athlete is physically able to compete in the sport(s) designated is required. This form is available from the coaches, from the school office, or from the Butler County Clinic. Obligation for the physical examination is the responsibility of the parent. Note: Aquinas does have one day each year in the summer when the student can take the physical at the clinic. Parents will be notified as to the exact date.

ACTIVITIES

XII. STUDENT ORGANIZATIONS

A. National Honor Society

- 1) The purpose of N.H.S. is fourfold: a) to create enthusiasm for scholarship b) to promote leadership c) develop character, and d) to stimulate a desire to render service.
- 2) Junior and Senior students are eligible to be members of the N.H.S. if they have maintained a cumulative scholastic average of 90% or above.
- 3) The faculty votes on the remaining three qualifications of leadership, character and service.

B. Student Council

The Student Council serves in a leadership capacity for the student body. The Student Council is a group of students elected by the student body to serve as mediators between students and school administration, to serve as organizational leaders for student activities and to help set policies for the students.

C. Seeking Others Under Love (S.O.U.L. Club)

Seeking others under love. . . that's what the S.O.U.L. Club at Aquinas is all about. It is a special club which serves the school and the community. The goal of the club is to create Christian leaders whose aim is to assist others in need without monetary gain in return.

D. Teens For Life

Aquinas Teens for Life Club exists to promote respect for the gift of all human life from the moment of conception until natural death. The club seeks to educate its members and others about issues that threaten the sacredness of human life, especially the evil of abortion, and to inspire them to participate in various Pro-Life activities on a local, state wide, and national level.

E. Drama Club

The purpose of the club is to actively support and to encourage the dramatic arts. A student can become a member after participating in a drama event.

F. Stop and Think

The Aquinas Stop and Think Group encourages students to make positive choices in regards to underage alcohol use, illegal drugs, driving, and relationships. Stop and Think Group organize special events, including: Red Ribbon Week. Fun Nights without drugs or alcohol. Sponsored Events: ex. Nebraska State Trooper's Safe Driving Demonstration. Project Extra Mile. Project Extra Mile is a "network of community partnerships working in Nebraska to prevent and reduce alcohol-related harms." Project Extra Mile encourages youth leadership to change their communities by challenging the societal norms surrounding underage drinking and excessive drinking.

Note: No student will be allowed to be president of more than one organization or hold an office in more than 2 organizations in a given year. Class offices are included in this rule. To encourage leadership by more students those running for class officer will not be on the ballot for student council. Class officers or student council representatives must successfully pass all classes taken the previous year.

XIII. NEBRASKA CHILD FIND

The David City School District and Aquinas-St. Mary's Schools, being located in that district, are looking for unidentified children with special needs as it participates in "Nebraska Childfind." This is an ongoing statewide search for all unserved handicapped children, age birth through 21.

Children who would benefit from special education services may not be receiving them because parents may not know of available programs or because they do not recognize the handicapping conditions of their children. Special programs are available through all schools of this district for handicapped children whose impairments pose restrictions on learning. These impairments include: speech/language disorders, hearing/visual impairments, specific learning disabilities, retardation, behavioral disorders; physical handicaps and severe or multiple handicaps. Nebraska law guarantees a free appropriate public education to all children. Parents who feel their children should be receiving special education service are asked to contact either David City school district or Aquinas-St. Mary's. Nebraska Child Find provides information also through their toll free number, 800-742-7594.

XIV. AQUINAS – ST. MARY'S iPad ACCEPTABLE USE POLICY FOR STUDENTS

Aquinas-St. Mary's Schools have carts of iPads (Coi) for student use. The iPads will have predetermined applications (Apps) installed.

Aquinas-St. Mary's School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer iPads for use in the classroom for educational purposes.

All students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at Aquinas-St. Mary's are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent-Student School Handbook. It is understood that members of the Aquinas-St. Mary's School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

Aquinas-St. Mary's School retains sole right of possession of the iPad and related equipment.

1. iPADS

1.1 Receiving an iPad

iPads will be distributed by the teacher. The teacher is responsible for documenting what student is using each device. All devices will be returned by the end of the period.

1.2 Intentional Misuse Fines

If a student is caught intentionally misusing an iPad, that student and/or parent of student, will be responsible for the cost of repair or replacement of the iPad. Repair costs will not exceed the replacement cost of the device.

2. TAKING CARE OF IPADS

Students are responsible for handling the iPad with care. iPads that are broken or fail to work properly should be reported immediately to the teacher, who will then take the device to the Technology liaison for an evaluation of the device.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Aquinas-St. Mary's acceptable use policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Aquinas-St. Mary's .

2.2 Carrying iPads

Protective cases are provided with the iPads. They have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean on the top of the iPad.

Do not place anything on the iPad that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

The iPad screen should be cleaned with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.

Do not "bump" the iPad against lockers, walls, car doors, floors, etc as it may damage the device.

3. DEVICE MANAGEMENT

3.1 E-mail Passwords

Each iPad has an Outlook email account attached to the device. The password may not be changed.

The iPad email is not to be used other than when directed by a teacher. Students may email their teachers, as directed.

If Office 365 is provided for students, there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.

3.2 Screensavers/Background photos

A standard screensaver or background will be preset on the iPad and may not be changed by the student.

3.3 Photos

Photos and images storage on the iPad will be for school projects only. Storing personal photos is not allowed.

3.4 Sound, Music, Games, or Apps

Aquinas-St. Mary's will synchronize the iPads to contain the necessary Apps for school work. Students will not synchronize iPads or add Apps. The software/Apps originally installed by Aquinas-St. Mary's must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

Students may not download music, apps, etc. onto the school iPads.

If a student is caught downloading onto an iPad or deleting apps, there may be a fee to cover restoration of the device.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds will be provided by the student and stored at school. iPad ear buds should be stored in a way to prevent them from being tangled

rather than put directly in a pencil pouch. A small container, such as a tic-tac box or Altoids mint box work well or products such as a earbud case. You can also make earphone wrapper out of a used gift card (Search YouTube for “DIY Earphone Holder”)

Non-educational apps are not allowed on the iPads. This includes “game” apps that are not directly educational.

The device will be synced only with a school provided iTunes account by the school’s designated personnel.

The teacher will determine which apps are to be used. Students are to ONLY use apps as directed by the teacher.

If technical difficulties occur or unauthorized software (non- Aquinas-St. Mary’s iTunes Apps) is discovered, the iPad will be restored from backup

3.5 Printing

Printing is not available from the iPad. This is the primary reason for email on the device.

3.6 Network Connectivity

Schools have wireless access. Aquinas-St. Mary’s makes no guarantee that the school network will be up and running 100% of the time.

The teacher will determine which apps are to be accessed and if network availability is necessary.

3.7 iPad Care

Only labels or stickers provided by Aquinas-St. Mary’s School may be applied to the iPad.

iPad cases furnished by the school returned with more than normal wear or alterations may result in paying a replacement fee.

When students are not using their iPads, they should be stored in iPad storage unit (or other approved storage device, as determined by the school principal). Overnight, they must be returned to the sync cart.

4 ACCEPTABLE USE

The use of the technology resources at Aquinas-St. Mary’s school is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any part of the Acceptable Use Policy, technology privileges may be terminated, access to the school’s technology resources may be denied, and the appropriate disciplinary action shall be applied. The Aquinas-St. Mary’s School Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

5 RESPONSIBILITIES

5.1 School Responsibilities are to:

Provide Internet (when possible) and email access to its students via the iPad device.

Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

5.2 Students Responsibilities are to:

Use computers/iPad in a responsible and ethical manner.

Obey general school rules concerning behavior and communication that apply to iPad/computer use.

Use all technology resources in an appropriate manner so as to not damage school equipment.

Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Aquinas-St. Mary’s School designated Internet System is at your own risk. Aquinas-St. Mary’s School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Help Aquinas-St. Mary’s School protect our computer system/device by contacting an administrator about any security problems they may encounter.

Turn off and secure the iPad before storage in the cart.

Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.

5.3 Student Activities Strictly Prohibited:

Illegal installation or transmission of copyrighted materials.

Any action that violates existing School policy or public law.

Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

Use of chat rooms, sites selling term papers, book reports and other forms of student work.

Use of any Messaging services-such as (but not restricted to): SKYPE, MSN Messenger, ICQ, AIM, IMO, etc.

Non educational games. Only educational games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.

Use of outside data disks or external attachments without prior approval from the administration.

Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).

“Jailbreaking” of an iPad or any other attempt to remove or replace the OEM operating system and its controls.

Spamming-Sending mass or inappropriate emails.

Gaining access to other student’s accounts, files, and/or data.

Use of the school’s internet access or email accounts for financial or commercial gain or for any illegal activity.

Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.

Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.

Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Attempting to bypass the Aquinas-St. Mary’s School web filter.

Use of an iPad assigned to another student.

6 MISCELLANEOUS

6.1 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Aquinas-St. Mary’s Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to the Aquinas-St. Mary’s Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

This agreement for the acceptable use policy, media release permission, and the contents of the entire handbook is to be signed and returned to the school by the second Friday of the school year. Please return only this page.

MEDIA RELEASE PERMISSION

I hereby agree and give my permission for AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL and/or the Diocese of Lincoln (the “School”) to record, film, photograph, and audiotape or videotape my child’s name, image, likeness, spoken words, student work, performance and movement, in any form (hereinafter collectively referred to as “Works”), and to display, publish, distribute or exhibit these Works or any part thereof for the purpose of and in connection with any material that may be created by the Schools including, without limitation, for posting on the world wide web (WWW) and/or for broadcasting on television.

By entering into this informed consent and release and granting the permission as stated herein, I also am releasing AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL and the Diocese and their respective officers, directors, agents and/or employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to my son/daughter’s participation in any media events, including, without limitation, television broadcasts, promotional materials or website projects.

I have read this Informed Consent and Release and understand its terms. I sign it voluntarily and with full knowledge of its significance.

_____ (Check here ONLY if pictures may NOT be used.) Please do not photograph my child for purposes of public relations for the school.

AQUINAS MIDDLE-HIGH SCHOOL STUDENT-PARENT HANDBOOK VERIFICATION

As a student at AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL, I hereby acknowledge having received a copy of the AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL Student-Parent Handbook. I realize that I will be responsible for knowing and following the procedures and regulations outlined in these handbooks.

The Mission Statement opening this handbook establishes the fundamental concepts for the existence of Aquinas as a Catholic middle school-high school and expresses our responsibility to maintain high standards within our teaching-learning environment.

This handbook has stated explicitly the standards that Aquinas students are expected to maintain in academic and disciplinary performance and the procedures, which will be enforced if students fail to meet the requirements. Both Aquinas and its enrolled families must make a positive commitment to their responsibilities we share in the Catholic education of our young people. The school has expressed its commitment in this handbook.

We the parent(s) and student(s), signed below, have received the handbook and agree to cooperate and support the rules and regulations of Aquinas Middle School High School.

*Even if this handbook verification sheet is not completed and returned, enrollment at AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL implies that the student(s) and family will follow the procedures and regulations outlined in these handbooks.

Student Signature _____, *Grade* _____

Student Signature _____, *Grade* _____

Student Signature _____, *Grade* _____

Date _____

I have received this copy of the AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL Student-Parent Handbook and understand that it is my responsibility to know the rules and regulations as they affect my child's participation in school and in extracurricular activities. I also have read and understood my financial obligations as stated in the handbook and will meet this obligation in a timely manner.

Parent Signature _____ *Date* _____