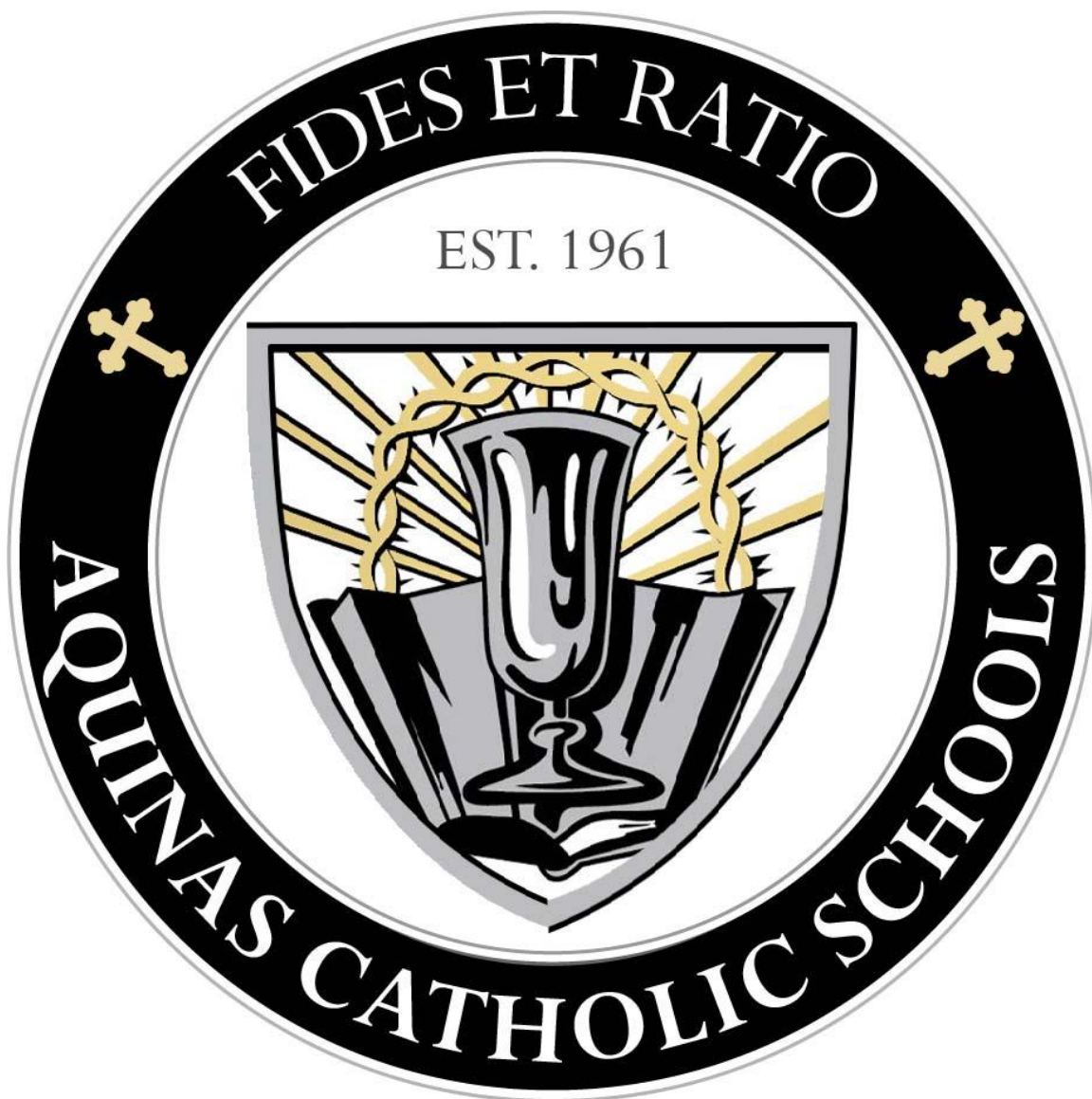


Aquinas Catholic Middle-High School
Student/Parent Handbook
2024-2025



Aquinas Catholic Schools
David City, Nebraska

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I. PREAMBLE: MISSION AND VISION

A. PURPOSE & NATURE OF THIS HANDBOOK

This Student/Parent Handbook is provided for informational guidelines and at the same time does constitute a contractual agreement between Aquinas Catholic Schools and its student and his/her parents. 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. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This Handbook does not create any restriction upon the school’s right to institute any course of disciplinary action which, in the school’s sole discretion, it believes is necessary and consistent with its Catholic educational mission.

B. MISSION STATEMENT

The Mission of Aquinas Catholic Schools community is to provide a Christ-centered learning environment where we develop individuals to be disciples of Christ in all areas of their lives.

C. VISION STATEMENT

D. GOVERNING VALUES

The Aquinas 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 SCHOOL-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.

In order to establish and maintain a positive and Catholic educational atmosphere and environment within our school, certain rules and regulations must be followed.

E. SCHOOL-PARENT PARTNERSHIP

Aquinas Catholic Schools extends to students of all faiths the principles of Christian life in the Roman Catholic faith and pledges to teach the fullness of the Catholic faith as articulated by the Magisterium (teaching office) of the Roman Catholic Church. Aquinas Catholic exists to provide an environment of academic excellence where students are invited into a lifelong friendship with Jesus Christ, to grow in holiness and to share the Good News of Christ's love with others.

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their child(ren). Registration and acceptance at Aquinas Catholic constitute an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the Aquinas Catholic Schools personnel and parent(s)/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent(s)/guardian.

If a parent(s)/guardian refuses to abide by the policies outlined in this Handbook or by word or action is unsupportive of the school's goals or otherwise fails to meet his/her obligations under Aquinas Catholic Schools policies, administration may require the parent/guardian to withdraw his/her daughter(s)/son(s) from Aquinas. In all matters the members of the Aquinas Catholic Schools community will be held to a standard of respect in all communication and interaction

F. PROFILE OF AN AQUINAS GRADUATE- The following comprises the vision for what a student graduating from Aquinas will look like.

1. **Catholic-** An Aquinas graduate will experience spiritual growth through encounters with God and developing an identity as a child of God through the understanding of His teachings and the depth of His love for them.
 - a. Encounters and develops a relationship with the Triune God.
 - b. Understands and appreciates the practice of prayer and virtue.
 - c. Is aware of different types of vocations and has started the process of discerning their own vocation.
 - d. Develops an appreciation for and love of the sacraments.
 - e. Prepared for active participation in the life of the Church as an adult.
2. **Education-** An Aquinas graduate will experience high academic excellence through discovering and fulfilling their God-given talents to prepare them for future vocations.

- a. Attains academic skills for post-secondary education and vocational readiness.
 - b. Develops and refines problem-solving skills.
 - c. Thinks logically and critically.
 - d. Establishes habits of an active lifelong learner.
 - e. Views all learning through a moral lens.
 - f. Takes ownership in their education with the school and God.
3. **Human/Whole Person-** An Aquinas graduate will mature as a person in developing the awareness of mind, body, and spirit to seek opportunities to continue conscious growth.
- a. Develops self-knowledge/awareness of self.
 - b. Establishes self-confidence.
 - c. Begins to practice leadership skills, including vision, relating well and collaborating with others, and acting with integrity.
 - d. Learns habits and life skills to develop and keep a healthy mind and body.
 - e. Acts responsibly, with integrity and good character.
 - f. Forms a resilient mindset to be able to remain steadfast when faced with adversity.
4. **Discipleship and citizenship-** An Aquinas graduate will be prepared for responsible citizenship through their service, love, and support of Catholic teaching as they continue to develop their faith throughout their life.
- a. Develops the skills of responsible citizenship, especially in an increasingly technologically oriented world.
 - b. Views emerging technology as potentially supportive to personal and professional growth, while understanding the implications of technology-based activities, including issues of privacy, social isolation, access to pornography, and addiction to technology itself.
 - c. Understands and appreciates the importance of service to Church, community, and family.
 - d. Appreciates the value of human life and personal relationships, while also learning that not all relationships are profound and long lasting.
 - e. Explores career and life-style choices within a framework of faith and values.

G. ACCREDITATION

Aquinas Catholic Schools is fully accredited after meeting the requirements established by the Nebraska Department of Education. Our accreditation, established in 1961, is renewed every five years via an annual reporting, application and evaluation process. Aquinas Catholic Schools is also accredited by the Nebraska Department of Education and is on the list of Class A accredited schools as established by the members of the State Accreditation Committee. Aquinas Catholic Schools is also a member in good standing of the National Catholic Educational Association.

H. 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. ADMISSION, REGISTRATION AND TUITION

For the 2024-2025 school year, the cost to educate a student at Aquinas Catholic is \$10,115. Parent tuition for Grades 7-8 is \$3,335 and Grades 9-12, \$4,175. The parent share of the tuition is computed using the formula:

$$\text{Cost to educate (Tuition)} - \text{Parish Assessments} - \text{Fund raising/Parent involvement} = \\ \text{Parent share/Student tuition}$$

Tuition is the actual cost to educate one student at Aquinas. This figure is calculated by dividing the total school

budget by the number of students enrolled. Parish tuition assistance support is the amount per student.

The following parishes provide monthly support via an assessment for the operation of Aquinas Catholic School:

Abie - Sts. Peter & Paul	Appleton - Assumption	Bee - St. Wenceslaus
Bellwood - Presentation	Bellwood - St. Joseph	Bellwood - St. Peter
Brainard - Holy Trinity	Bruno - St. Anthony	Center - St. Francis
David City - St. Mary	Dwight - Assumption	Shelby - Sacred Heart
Ulysses - Immaculate Conception		

All parishioners of our 13 contributing parishes are called upon to support the effort to provide our children a faith-centered, college preparation education. Additionally, it is assumed for the spiritual well-being of our students, active participation within the parish including stewardship of time, talent and treasure. Aquinas families receive a reduction in tuition by being active members and financial givers to their parishes. Without the support of our parishes Aquinas Catholic Schools could not exist.

Fundraising is extremely important and covers approximately 12% of the cost of educating a student. Examples of fundraising includes Goldrush, the Annual Appeal, SCRIP and the Bus Raffle. Parent and student involvement in these activities is very important.

Parent share which is commonly called student tuition covers only 29% of the tuition/cost to educate an Aquinas student.

A. All past student tuition and fines must be paid or an approved plan of payment must be in place before a student can enroll for the upcoming school year. The school reserves the right to require withdrawal of a student who is delinquent on paying tuition.

B. Scholarship assistance is available for students through the Diocesan of Lincoln Good Shepherd Scholarship Fund and the Aquinas Guardian Angel Fund. To be eligible for the Aquinas Guardian Angel Fund, students must first apply for the Good Shepherd Scholarship Fund. The deadline for both assistance programs will be posted on Power School, in Parish Bulletins and the Aquinas and Diocese of Lincoln website. It should also be noted that parishioners may also ask their pastors for tuition assistance.

J. PERSONNEL & ORGANIZATIONS (School Phone Number 402-367-3175/FAX 402-367-3176)

ADMINISTRATION

Fr. Michael Ventre Chief Administrative Officer
Mr. Spencer Zysset Principal

SUPPORT STAFF

Laura Adair Marketing & Enrollment Coordinator
Fr. Stephen Greave..... Chaplain
Amanda Helgoth.....Food Service
Ted Cech Maintenance
Sara Miriovsky Registrar, Counselor
Michaela Moravec Development Office
Melissa Yindrick..... Campus Ministry
Karen Shonka Secretary Central Office
Roger Gallaway Technology Coordinator
Alina Strong Business Office

SAFETY TEAM

Sara Miriovsky

Teresa Pokorny
 Shelly Mayo
 Shelby Schaunaman
 Karen Shonka

FACULTY

Mr. Tom Adamson..... Business, Accounting
 Ms. Jean Brown.....Spanish/Yearbook/Journalism
 Mrs. Joan Cech.....Art
 Mrs. Miriam Chermok.....Para Professional
 Mrs. Tara Bilotft..... Para Professional
 Mr. Eric DeWispelare..... PE/Weights
 Ms. Elizabeth DeWispelare Middle School English
 Mr. Roy Emory..... High School Science
 Mr. Roger Gallaway Library/Media Specialist
 Mrs. Ann Heermann.....Middle School Social Studies & History
 Fr. Bill Holoubek Middle School Theology
 Mrs. Katerina Jakub High School English & High School Theology
 Ms. Shelly Kubicek Vocational Agriculture
 Fr. Andrew Litt Middle School Theology
 Mrs. Shelly Mayo..... Middle School Science & Health
 Mr. Ron Mimick Social Studies
 Mrs. Jody Pelan..... Middle School English & Math
 Mrs. Teresa Pokorny..... High School English
 Mrs. Shelby Schaunaman..... Music & Chorus
 Fr. Tony Schukei High School Theology
 Mr. Bennett Shane Middle School Math
 Fr. Michael Stec Middle School Theology
 Mr. John Svec Social Studies
 Mrs. April Sypal..... High School Math
 Rev. Mr. Bob Viergutz Band & Theology
 Mr. John Wehrs..... High School Science
 Mrs. Joy Woita..... Special Education

ACTIVITIES

Activities Director..... Ron Mimick
 Assistant Activities Director John Wehrs
 Band/Marching Band/ Concert Band..... Bob Viergutz
 Basketball (Varsity-Head Boys)..... Trevor Weiss
 (Assistant)..... Eric DeWispelare
 (Assistant).....
 (Middle school)..... Eric DeWispelare
 (Middle School)..... Jim Kobza
 Basketball (Varsity-Head Girls)..... Jason Campbell
 (Assistant).....
 (Assistant)..... Jim Kozisek
 (Middle School)..... Dawn Bohuslavsky
 (Middle School)..... Elizabeth DeWispelare
 Cross Country..... John Svec
 Drama Club..... Ann Heermann
 FFA..... Shelly Kubicek
 Football (Varsity-Head)..... Ron Mimick
 (Assistant)..... Ken Pelan
 (Assistant)..... Roy Emory

(Assistant).....	Eric DeWispelare
(Middle School).....	Roy Emory
(Middle School).....	Eric DeWispelare
Golf (Boys).....	Teresa Pokorny
Musical Production.....	Ann Heermann
National Honor Society.....	John Svec
One-Act Play.....	Ann Heerman
Show Choir/ Vocal Music.....	Shelby Schaunaman
Softball (Head).....	Paul Gahan
(Assistant).....	Maggie Gahan
(Assistant).....	Angie Vandenberg
Speech.....	Sarah Juranek
Student Council.....	Melissa Yindrick
Track (Head-Girls).....	Elizabeth DeWispelare
Track (Head-Boys).....	Eric DeWispelare
(Assistant).....	Trevor Weiss
(Assistant).....	Justin Fiala
(Assistant).....	Roger Gallaway
(Volunteer).....	Ron Mimick
(Middle School).....	Roy Emory
(Middle School).....	
(Middle School).....	
Volleyball (Head).....	Kate Nienhueser
(Assistant).....	Elizabeth DeWispelare
(Assistant).....	Jim Kozisek
(Middle School).....	Elizabeth DeWispelare
(Middle School).....	Shelby Schaunaman
Wrestling (Varsity-Head).....	Roy Emory
(Assistant).....	Brian Meysenburg
(Assistant).....	Matt Croghan

CLASS SPONSORS

Freshmen.....	Katerina Jakub
Sophomores.....	Jody Pelan
Juniors	Joan Cech
Seniors.....	Teresa Pokorny

K. BOARD OF ADVISORS

The Aquinas Board of Advisors typically meets the third Monday of the month once a quarter (September, November, February, April). The Board consists of the pastors of the Catholic parishes in David City Deanery, school Administration, staff and lay people from the community. The Board of Advisors is advisory by design. The Chief Administrative Officer reviews school policies, the budget, tuition increases and other matters. The Chief Administrative Officer has the final say on all matters pertaining to Aquinas.

II. GENERAL POLICIES

A. LIVING THE FAITH

One of the four marks of the Catholic Church and a fundamental reality is that it is apostolic. The very word apostle means “one who is sent”. This means that, like the Apostles, all members of the Church share in and give witness to the mission of Christ by being sent out to spread the Kingdom of Christ on Earth.

The faith life begins in a sacred and beautiful way within the family. The Catechism of the Catholic Church tells us that the family is the principal cell or building block of human society. Parents, the primary educators of their children, become the first teachers and witnesses of the faith. The faith life begins years before the student ever steps into the school through baptism, weekly Sunday Mass, family prayer etc. As St. John Paul II reminds us in *Familiaris Consortio*, "Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it."

The following are assumed to be taking place by our Catholic families at Aquinas Catholic Schools using the five Precepts of the Church as a guide:

1. *You shall attend Mass on Sundays and on holy days of obligation and rest from servile labor.*
We must "sanctify the day commemorating the Resurrection of the Lord" (Sunday), as well as the principal feast days, known as Catholic holy days of obligation. This requires attending Mass, "and by resting from those works and activities which could impede such a sanctification of these days."
2. *You shall confess your sins at least once a year.*
We must prepare for the Eucharist by means of the Sacrament of Reconciliation (Confession). This sacrament "continues Baptism's work of conversion and forgiveness."
3. *You shall receive the sacrament of the Eucharist at least during the Easter season.*
This "guarantees as a minimum the reception of the Lord's Body and Blood in connection with the Paschal feasts, the origin and center of the Christian liturgy."
4. *You shall observe the days of fasting and abstinence established by the Church.*
"The fourth precept ensures the times of asceticism and penance which prepare us for the liturgical feasts and help us acquire mastery over our instincts and freedom of heart." See below for more about fasting & abstinence.
5. *You shall help to provide for the needs of the Church.*
"The fifth precept means that the faithful are obliged to assist with the material needs of the Church, each according to his own ability."

In order to create and maintain the Catholic identity within our school, the faith life must be witnessed not just within our walls but outside them within daily family life. As the Church teaches, "The right and duty of parents to give education is essential. Because there is such a unique relationship between parents and their children, this role is original and primary; it is irreplaceable and inalienable. **It is incapable of being entirely delegated to others or usurped by others.**"

This is the basis for the general policy and procedures of Aquinas Catholic Schools. Without this lived faith, the mission and identity of the school and its students will not be complete but rather will be diminished or damaged if not lost completely.

B. Attendance- Regular punctual attendance is required. The school day is from 8:00-3:30.

- 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) High school students missing more than 10 days (excused or unexcused- doesn't include school activities) in any one class in one semester will lose credit for the class. Students missing more than ten days due to extenuating circumstances (i.e. long term illness, major injury requiring physical therapy, etc.) may appeal the loss of credit.

a) Lost credit appeal process- Students wishing to appeal the loss of credit must submit an appeal in writing to the principal no more than 3 business days after the notification of credit loss. Upon receiving the written appeal, the principal will convene an appeal board consisting of 3 teachers, the principal, and the Chief Administrative Officer. None of the 3 teachers will be the teacher of the class in which the student has lost credit. A hearing will be scheduled for no more than 10 calendar days after the receipt of the appeal. At the hearing, the student will have a chance to present his/her case for why credit should not be lost, especially including any extenuating circumstances the student feels relevant. Any evidence (i.e. doctor's notes) that will be part of the student's case must be submitted to the principal prior to the hearing. The appeal board will make a determination at the conclusion of the hearing, and the matter will be considered resolved. No further appeal is allowed.

b) Lost credit recovery- High School students who lose credit in a class due to attendance (whether they appealed the loss or not) will have to recover the lost credit by establishing a plan with the principal and the teacher of the class in which the credit was lost. The plan could include retaking 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 in which the student resides. The county attorney will review the information and decide if any action is necessary.

a) Notification will be sent to parents when students have missed the equivalent of 5 days of school, 8 days of school, and 10 days of school. This notification does not mean there is any disciplinary action of any kind being taken (unless specified). This notification is an important step in keeping the school and the family on the same page as far as attendance status and what the next steps need to be. Once a student has reached 10 days of school missed (especially if it occurs in one semester), a meeting with the student and parents will be scheduled and an attendance plan will be developed to improve the student's attendance rate. The attendance plan will consider the obstacles currently affecting the student's ability to attend school.

5) Tardiness: Students are tardy if not in 1st period by 8:00am. A student arriving late must report immediately to the office. All unexcused tardies will result in a demerit. Students must be in school by half an hour after school begins in order to participate in extracurricular activities for the day (both practice and competition). Circumstances such as appointments, funerals, etc. may cause this rule to be waived with administrative approval. If a student is absent all day due to illness they should not attend a school sponsored activity in the evening (even as a non-participant or spectator).

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 or her 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 back in.

7) College Visitation: Seniors are allowed two days to visit colleges without being counted absent if they follow this procedure. 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.

8) Retreats, parish service days: Students are expected to attend school when a class retreat or parish service project is scheduled. Parents are asked to avoid scheduling appointments on these days. If there is concern that a student skipped a retreat or service day without a legitimate reason, parents will be contacted and a consequence could be instituted. This consequence could include service to the school and/or an additional assignment.

C. 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 written permission of the parents or guardian, teachers involved, and principal. This must be done within the first three days of the start of class. All students must have a full schedule of 9 class periods.

D. 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)	D In danger of failing (70-76)	I Incomplete
B Above average achievement (85-92)	F Failing (No Credit) (0-69)	S Satisfactory
C Passing achievement (77-84)		U Unsatisfactory (No Credit)

2) Each high school class will have a final exam, which will count 20% of the final grade.

3) School Work:

a) Assignments must be handed in on time. Meeting deadlines is an important skill to develop, regardless of future career plans a student may have.

b) Students who do not have an assignment complete when due will stay after school during detention to complete the assignment. If the assignment is not completed at the end of detention, the student will have a working lunch the following day to complete the assignment. This process will repeat until the assignment is complete.

i) If a student is unable to stay during detention to complete an assignment (i.e. due to an appointment), the parent must call the office to confirm this conflict. If the student completes the assignment before the next day, he/she will still have to stay during detention the next day. This is to still hold the student accountable for not having an assignment complete on time.

c) When a student is absent from school (illness, etc.), he has one day for each day absent to make up the work.

d) When a student arrives late to school, he/she must hand in or complete assignments for that day.

*Tests: If a student is absent on a known test day (and he has been absent on that day only), he will be expected to take that test on the day he returns. If he has been absent only on the day before the test and no new material has been covered, he will be expected to take the test at the regularly scheduled time. If he has been absent two or more days, he will immediately make arrangements with his teachers to take the make-up test.

e) Any cheating will result in a 0 grade for that work and other disciplinary measures may be appropriate.

f) If a student fails a class, he will receive no credit. If it is a required class, he must retake the failed class.

E. POWERSCHOOL/ CANVAS

PowerSchool is a web-based school information and performance computer program, which can be accessed from any computer that is connected to the Internet. Students and parents have 24-hour access to grades, attendance, assignments and announcements. Grades may be checked regularly, and parents can remain involved in their student's education.

Canvas is a web-based learning management system, or LMS. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning

achievement. Canvas includes a variety of customizable course creation and management tools, course and user analytics and statistics, and internal communication tools.

The calendar and lunch menu can be found on the Aquinas website, www.aquinas-catholic.org, and you may communicate with teachers and staff through e-mail. Please notify the Office if you do not have access to the Internet.

F. Tri-Councils

One parent-teacher-student conference will be scheduled each semester. Conferences, on an individual basis, may be requested by the parent or teacher. Students are strongly encouraged to attend Tri-Councils with their parent(s) to help them take ownership of their own education.

G. 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 year-long class.

RELIGION I, II, III & IV 40	PHYSICAL SCIENCE, BIOLOGY & ONE SCIENCE ELECTIVE* 30
ENGLISH I, II, III & IV 40	FOREIGN LANGUAGE OR VOCATIONAL** 20
MATHEMATICS 30	ELECTIVES 90
PERSONAL FINANCE 5	TOTAL 300
PUBLIC SPEAKING 5	*Animal Science and Plant Science count as a science elective or general elective, but can't count as both
PHYSICAL EDUCATION--HEALTH 10	**Vocational classes: Accounting, any Agriculture class, Business Law, Entrepreneurship, or Multimedia
AMERICAN HISTORY, WORLD HISTORY & GOVERNMENT 30	

H. Student Records

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

I. Transcripts of Credits

Aquinas High School transcripts of credits are available on request, provided all tuition, bills, etc. are not outstanding. Official transcripts are sent directly to the college or job placement area. Unofficial transcripts can be given directly to the student or parents.

J. Academic Eligibility

1) Eligibility policy- Academic eligibility is based on a student's current quarter grade in each class. There are 2 levels to the eligibility program.

a) Probation- The student's average in any class dropped below 70%, so the student and parents are notified and the student has until the next Monday to raise the average to 70% or above. While on probation, a student may still compete in extracurricular activities.

b) Ineligibility- After a week of probation, a student will be ineligible if their average is not raised to 70% or above. The student will remain ineligible from competing in extracurricular activities for at least one week, until the average is raised to 70% or above.

c) The deficiency list is pulled from the Student Information System (SIS, currently PowerSchool) at 8:00am on Monday each week, beginning on Monday of the 3rd full week of each quarter. The list is effective immediately and runs from Monday-Sunday.

2) Notification of parents and students

- a) An email notification is sent to parents as soon as possible after the list is generated informing them of their student's academic status.
- b) Students should be notified by the teacher of a class in which they are deficient of their status.
- c) Students and parents are asked to monitor grades via PowerSchool so they are aware of where the student stands academically in classes.
- d) Teachers are expected to frequently update grades on PowerSchool so students and parents can remain aware of where the student stands.

3) Failed 1st semester classes- A student who fails a class for the 1st semester will be ineligible until the 2nd semester starts.

K. Tuition, fees, textbooks

All fees are due at the beginning of the school year, unless a payment plan through FACTS has been set up. 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 and/or other educational materials are issued in most classes. Students are expected 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.)

L. Honor Roll

- 1) 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 must still meet the minimum grades as stated above in determining honor roll or honorable mention.
- 2) Classes that do not count toward a student's GPA: Band, Choir, P.E..

M. Access periods

- 1) Access period occurs between 3:30-4:00pm each day, except for early dismissal days. Teachers will be available to help students unless there is a conflict with a student group meeting or other assigned duty. In the event of conflicting duties, the teacher will coordinate with the student to offer assistance.
- 2) Teachers may require students to attend access period at any time, even if the student is not on the ineligibility list. A student who fails to report to access as instructed will earn a detention.
- 3) Any student on the ineligibility list (probation or ineligible) will be required to report to the teacher in whose class they are deficient for access period. Ineligible students must report to the teacher of the class in which they are deficient. Students on probation may attend a meeting during access but must report to the teacher of the class in which they are deficient as soon as the meeting is over.
- 4) 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 probation in two different classes and must see more than one teacher.)

N. Student Medications

During the school day, all medicines, including over-the-counter types 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. Some commonly used over-the-counter medicines will be kept in the office and may be dispensed to students with a signed form.

Students participating in extracurricular activities will be more likely to have circumstances in which they need to take medicine (either over-the-counter or prescription) without adult supervision. Aquinas staff supervising extracurricular activities should be informed of any student needing to take medications and should supervise the dispensing of medications if possible.

Required documentation includes the following:

1. 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.
2. 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.

III. USE OF THE BUILDING AND GROUNDS

A. SCHOOL CLOSING INFORMATION

In the event of an emergency, school closing or schedule change, faculty and staff will be notified via PowerSchool through School Messenger. It is the responsibility of the student and parent(s) to let the Central Office know if they want to receive information via e-mail, phone call or text. School Closings due to inclement weather will also be posted on KOLN/KGIN 10/11Now on their website <https://www.1011now.com/weather/closings/>.

B. ENTRANCE INTO THE SCHOOL BUILDING

The west entrance by the main parking lot is the primary drop-off and pick-up site for students for. The east doors (doors directly by the locker rooms) are unlocked until 8:00 AM (unless otherwise announced), at which time all outside entrances are locked for student and faculty safety.

During school hours, ALL students and visitors are REQUIRED to enter and exit through the west door. (Students coming from building and trades class may enter through the north door by the buses.) Students and visitors must register in the Central Office upon entering the building. To gain entrance, press the intercom button for admittance. Wait for the light on the intercom box to turn green before pulling on the left door for entrance.

Aquinas Catholic has an extensive extra-curricular activity program but does not provide after-school supervision. If a student is not under the direct supervision of a Aquinas employee, he/she is expected to vacate the school building and school property by 4:00 PM.

C. PERMISSION TO LEAVE THE SCHOOL GROUNDS

Aquinas maintains a closed campus. Permission to leave may be granted only if the student has written permission from a parent, an email or a phone call made to the front office. Before leaving the student must obtain a "GREEN SHEET" from the office and have signatures of teachers whose class the student would be missing. Green Sheets should be obtained and filled at 24 hours before the scheduled departure. Permission may be granted to leave the building for an emergency

only at the discretion of the administration. Students must sign out in the Front Office when leaving and sign in upon returning.

D. GYM USE

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

E. LOCKERS

Each student at Aquinas will be assigned a hallway locker. Students are expected to keep their lockers neat and clean. Students should be at their locker only when necessary. Each student is responsible for the content of his/her locker, books and property and the school will assume no responsibility for items missing from lockers. Locks and lockers are the property of the school and are subject to inspection or search at any time. School representatives, local law enforcement, state law enforcement, or any other school designated person may conduct locker searches. If the situation indicates it is necessary, student book bags and other possessions will also be searched. If Violations by a student become chronic, the student will lose locker privileges.

F. BOOKBAGS

Due to safety concerns, bookbags are to be left in a student's locker during the school day. Bookbags are permissible before and after school hours. Any book bag is subject to search while on the school premises.

G. MEDIA CENTER

The Media Center is open from 7:40 am to 4:00 pm. and is intended to serve all faculty and students. We wish to always maintain a quiet study atmosphere in the media center.

1. A pass is required to remain in the media center during the school day. Passes are to be left at the desk upon entering the media center. Students need to ask permission to leave the media center.
2. Media center passes are given out at the beginning of each quarter. NO NEW PASSES WILL GIVEN FOR ANY REASON. Altered media center passes will not be accepted. Media center passes need to be kept in their entirety - no pieces removed.
3. Media center passes need to have date, time and signature of a study hall monitor.
4. Students not using resources located in the media center will be asked to leave and may lose media center privileges at the discretion of media center personnel.
5. All students will be signed out of the media center to return to class five minutes prior to the bell at the end of each class period. As students finish their work, they will be signed out to return to class.
6. Books may be checked out for two weeks. Periodicals may be checked out for one week. A fine of \$0.10 (10 cents) per day will be charged for overdue material until replacement cost is reached.
reached. The material must then be returned and the fine paid, or the book reported as missing and the replacement cost paid.
7. Replacement policy: For periodicals, the cost of most current issue of same magazine x 3; and books, the current cost of the same title + 30% of cost.
8. Photocopies and information that is copied and printed from electronic resources (including the

Internet) can be printed with permission from the librarian or teacher.

9. A computer is available for student use on a first-come first-served basis.

10. No more than one student at a time at a computer unless permission is granted.

11. Gum, food and drink will not be allowed in the Media Center.

13. Number of students allowed in the media center will be limited.

14. The use of electronic signaling devices or portable media players is not permitted in the school media center. This includes before and after regular school hours.

H. CAFETERIA, FOOD, DRINK, WATER BOTTLES, LOCKER CHECKS

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. Any non-approved food or drink will be confiscated and discarded.

5) Students may have bottled water with them at any time in a **clear and non-colored** container. Water bottles not meeting these criteria will be confiscated and returned to the student at the end of the school day. The same water bottles being confiscated more than once may not be returned. Except water, we try to keep all food and drink from the carpeted areas of the building.

6) Student lockers may periodically be checked for neatness and organization of materials. If any prohibited items are seen during a locker check, the prohibited items will be confiscated.

I. TELEPHONE

Students will be called to the office phone **ONLY** in cases of emergency. Students are allowed to use the phone in the main office with permission from office staff. Students can pick up messages left for them in the Front Office through the day.

J. CELL PHONES

Students may not use their cell phone during the school day. Since students have the use of a school phone in the office, students will leave their cell phones in the cart where they check out their 1:1 device as not to be a distraction during the school day. Students must pick up their 1:1 device before the start of 1st period so as not to disrupt a class to pick up their device. There is no break during the school day when a student's cell phone can be used. If a student is in possession of a cell phone during the school day, or if a phone rings/buzzes loudly enough to cause a distraction or disruption in any location (locker, 1:1 device cart, etc.), the phone will be confiscated and turned in to the office. Students will pick up their

phone from the cart when they return their 1:1 device before they leave for the day. Consequences for violations of this rule are as follows:

1 st violation	\$10 fine	Detention	Parent pick up phone
2 nd violation	\$20 fine	2 detentions	Parent pick up phone
3 rd violation	\$40 fine	3 detentions	Parent pick up phone Meeting to discuss adherence to the rule

K. PASSES

Passes are a privilege. Aquinas faculty and staff will take steps to avoid unnecessary hall traffic, including a digital hall pass system. A student must receive a digital pass from the supervisor before he/she is allowed to leave any part of the building where the student is scheduled to be.

L. EMERGENCY DRILL

Regular fire drills will be conducted. A chart of the nearest exit and the route to be followed is posted in each room. During the drill, the following rules must be observed:

1. Observe silence and order when leaving.
2. Remain in the assigned place with your class outside the building, observing silence until the general signal to return is given.
3. Return in an orderly manner.

M. TORNADO DRILL

Tornado Drill procedures are posted in each classroom. The school will have one tornado drill practice in the spring of each year.

N. TRANSPORTATION

Bus service to and from school is provided. During the school day, parked cars and parking areas are off limits to students without permission from the office/administration and having signed out in the office. Parents will be contacted if abuses occur.

Aquinas Catholic Schools will provide transportation for participants in activities/events. On trips which the school arranges transportation, an approved adult must accompany each car or bus.

If the student will not be using the provided transportation to return to Aquinas:

1. The head coach/sponsor must be given prior notice in the form of a handwritten note from the parent(s);
2. The parent(s) or responsible adult must personally check the student out through the head coach; and
3. At no time is the student allowed to ride with another student or minor.

O. STUDENT PARKING

1) Students may park:

- On the east side of the School Building (gravel parking lots); Parking areas are color coordinated and will be assigned at the beginning of the year by Student Council. If students drive recklessly, their privileges to drive or park on school property will be suspended.
- In legal parking zones except in staff-designated and reserved parking areas on the east and west sides of the school.

Students may not park:

- On the west side of the school (front parking lot) designated for staff and guest parking
- In the reserved parking spaces on the south side of the school (patron parking) or the north side of the school between the St. Joseph's building and the cafeteria.

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 one and a 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.

3) Student vehicles parked on school property are subject to search by school authorities when they have a reasonable suspicion contraband is contained within the vehicle. For the safety of all students, administration will coordinate with law enforcement for regular parking lot checks throughout the school year.

P. RESTROOMS

Students may use restrooms before and after school, and during class with a digital pass from their teacher. Appropriate behavior is expected of students using restrooms.

Q. END OF DAY

Unless directly supervised by an adult, all students must be out of the building and off school grounds within 30 minutes after dismissal. Parents are expected to pick up their students in a timely manner. As a matter of safety, parents are expected to notify the office should there be a delay in picking up their children.

R. MEMORIAL DISPLAYS

In order to ensure the equitable treatment and recognition of all memorials submitted to Aquinas Catholic Schools, the school's Safety Team has established a set of guidelines applicable to all existing and new memorial displays. A copy of the Aquinas guidelines is available in the Main Office.

S. STUDENT PHOTOGRAPHS

Photographs of students may appear on the school website or in other publications. All parents/guardians must read and sign the **PARENT/GUARDIAN MEDIA CONSENT AND RELEASE FOR SCHOOLS**. (See last page.) If parents/guardians do not wish to have their children's photographs placed in public media, they must notify the Principal in writing prior to the beginning of school.

IV. SPIRITUAL GROWTH

A. Mass

All students and faculty attend the regularly scheduled All-School Masses (typically Tuesdays and Fridays). Weekly attendance at Sunday Mass at the Parish is an essential component of our faith and is **NOT** satisfied by attending school Masses during the week. In addition, Aquinas Catholic Schools will close on all Holy Day of Obligation prescribed by the Church and our Local Diocese. These days away from school are intended to help assist the family in fulfilling their obligation to attend Mass. Families are strongly encouraged to take this responsibility seriously.

B. Confessions

An opportunity for individual confession will be available each month for all the students during their Theology class period. Additionally, the School Chaplain is available for confession daily by appointment or throughout the school day. It is hoped that students will avail themselves to Christ's healing grace.

C. Class Retreat

Yearly retreats are planned for each grade. Retreats are a great way to set the tone for year and reflect upon the school year. Since retreats are a part of the formation pillar and goal of campus ministry, student attendance is mandatory. For scheduling purposes, parents/guardians should inform any possible absence at least two days prior to any Class Retreat.

D. Spiritual Direction

Aquinas Catholic Schools is blessed to have a Campus Minister, School Chaplain, and multiple priests on staff to provide Spiritual Direction for students. Spiritual Direction is mandatory for juniors and seniors; it is available for younger students upon request. Students will have latitude to determine how frequently they desire spiritual direction, from once a month to quarterly. The Campus Minister will work with students and their director to schedule meetings. Spiritual Direction is in the internal forum, meaning all matters are kept private and confidential. All matters of safety or incidents that would break the law cannot be kept confidential as the school is a mandatory reporter by law.

E. Aquinas Fire

Led by the Campus Ministry Director and School Chaplain, this monthly gathering includes fun, fellowship and a time for prayer and Adoration. This provides our students a chance to connect and foster supportive and encouraging interpersonal relationships, instill more joy and love in their daily life, and grow in their identity as a child of God and their confidence in God's love for them.

F. TEC, Canoe Trips, March for Life, Steubenville, Mission Trips, Leadership Camp, Campin' with the Marians, SKY Camp, Totus Tuus

Aquinas aims to provide a deep Spiritual Formation Program for all students. However, not every activity can be done during the school day or school year. The Diocesan Youth Office offers several fun and faith filled opportunities to assist both the school and families in forming youth in the Catholic Faith. These other activities are essential for a student to receive the fullness of the mission of Aquinas Catholic Schools and are strongly recommended by administration. More information will be given throughout the year by Campus Ministry and can be found at: <https://www.lincolndiocese.org/youth/home>

V. STUDENT APPEARANCE

The Student Appearance policy provides many benefits to the school and students. One of its purposes is to create a consistent image for our students, fostering unity and a sense of equality within the student body. Additionally, studies have shown that in schools where a student dress and uniform policy has been implemented, student behavior and level of professionalism in the classroom were significantly impacted, leading to a higher level of achievement. Similar to a priest vesting before Mass, or a person dressing for a job interview, a student dressing for the school day should be getting into a particular mindset for their upcoming day.

Aquinas Catholic Middle-High School's uniform policy also supports the school's mission of preparing students for the future helping them acquire an appropriate definition and sense of dress, as well as modesty. Therefore, students will dress in an appropriate manner; be modest, neat, and clean at all times; and reflect a personal pride and dignity as well as the pride and dignity of the school.

While the primary responsibility for students being in the proper uniform rests with the parents, students are mature enough to accept this responsibility. Students are expected to exercise respect and maturity by adhering to the Student Dress and Uniform Policy. The Administration and individual classroom teachers have the discretion to determine whether a student is in full compliance with the Student Dress and Uniform Policy. Students will be asked to remove any accessory that is distracting to learning. A student may be removed from class until such time as they are in compliance if the uniform infraction is not easily corrected. Detention may be assigned for recurring dress code violations.

The school administration reserves the right to define and determine what is neat, clean, well-groomed, and appropriate in dress and appearance and what is not.

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 will be neatly groomed. 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 Catholic Christian sensibilities.

B. Grooming

Boys' hair may be no longer than the top of the shirt collar and must be out of the eyebrows. No gaudy or unusual cuts, designs, artificial highlights or colors are allowed for boys. Girls may wear any tasteful hairstyle. No gaudy or extreme cut designs, or non-natural color highlights are allowed for girls. Hair must be clean and groomed. Distracting cuts, colors, styles and ornamentations (such as extreme colors or large hair bows and headbands that detract from learning) are not allowed.

If a student is in violation of the hair dress code, their hair will be back to compliance with the dress code by the following Monday. If their hair is not in compliance by the following Monday, detentions will be served each day until it is.

Boys will be clean-shaven and will be given a one-day warning if they are not. If a student comes to school the next day unshaven, he will be given a demerit and required to shave at school.

C. Regular dress code

1) Pants/shorts/skorts/skirts- The only uniform items that must be purchased from School Uniform by Tommy Hilfiger are plaid skirts and skorts. Black and khaki pants, shorts, skirts, and skorts may be purchased anywhere. All items must be in good repair (no holes, tears, worn/threadbare patches, etc.), not faded, and must be worn appropriately. No large manufacturer logos.

a) Shorts, skorts, and skirts must be worn at the waistline and no more than 3" above or below the knee.

2) A belt must be worn with slacks or shorts that have loops. Loops may not be removed to avoid wearing a belt.

3) If a skirt doesn't come with built-in shorts, then solid black spandex shorts or leggings must be worn underneath.

4) Polos: A black, white, or gold long or short sleeve polo is acceptable.

5) Undershirts: Solid white, black or gold t-shirt 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 undershirt. Both undershirt and polo must be tucked in.

6) Sweatshirts/jackets: Solid black or gray long sleeve sweaters or sweatshirts may be worn. Sophomore class fundraiser sweatshirts or any generic Aquinas logo sweatshirt (purchased from the Aquinas Spirit Store) may be worn. Any hooded sweatshirt or jacket will not be allowed.

7) Shoes and socks: Dress shoes or athletic shoes. Boots may be worn if they are clean and covered by pants to the ankle. No Crocs, sandals, or slippers may be worn. Socks must be worn and must be visible above the shoe.

8) Students may be asked to limit excessive jewelry that is distracting.

9) No tattoos may be visible

D. Spirit days, team dress up days, & high school final exams

1) The rules of regular uniform days apply to spirit and dress up days, especially regarding length and modesty.

2) Spirit days

- a) On spirit days, students may wear appropriate jeans and an Aquinas t-shirt or sweatshirt.
- b) 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.)
- c) There will be one **free** spirit day each month for all students.
 - 1) On free spirit days, students may choose to pay \$3 to wear plain black or gray sweatpants or athletic/warmup pants or \$5 to wear athletic shorts that meet the same regular uniform length guidelines.
 - 2) Pajama pants
- d) An additional **paid** spirit day each month will be available for all students.
 - 1) On the paid spirit days, students may pay \$1 to wear jeans, \$3 to wear plain black or gray sweatpants, or \$5 to wear athletic shorts that meet the same regular uniform length guidelines.
- e) The funds from planned spirit days will be used to recognize teacher and student achievements. In some cases, a spirit day fundraiser may be scheduled (i.e. for natural disaster victims).

3) Team dress up days

- a) Each activity will get to choose 1 day during their season for a dress up day, which will be coordinated with the coach/sponsor and principal.
- b) Dress up days should be just that. They are not dress down days. Boys will wear a button-down dress shirt, slacks (no shorts), and dress shoes or athletic shoes. A tie is encouraged but not required. Girls will wear a dress, skirt/blouse, or
- c) On dress up days, girls may wear sandals without a back strap, but they cannot be flip-flops.

4) High school final exams

- a) The dress code during final exams will be determined based on how many dress code violations occurred during the semester. More dress code violations will mean regular uniform during finals and fewer violations means spirit day attire may be worn.

VI. DISCIPLINE CODE OF CONDUCT

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

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

Student Corrective Behavior Process

The Catholic Code of Canon Law states that “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; teachers, in fulfilling their duty, are to collaborate closely with parents.” With this in mind as a guide, Aquinas will follow these steps to ensure that all work together for the good of the student:

1. Teachers are the most effective instruments for the correction of behavior not conducive to classroom learning – for themselves as well as for others. When a behavior problem arises, teachers should make use of appropriate remedial actions directly with the student, engage the parent in the discussion of possible solutions, and document all efforts and strategies developed for the desired change in behavior.
2. If the behavioral issues are not resolved, the teachers should enlist the assistance of both the Principal and the Guidance Counselor. A meeting shall be held with the student’s parents for development of a further plan of action. Participation of the parents is required.
3. If the behavioral issues persist, the issues will be presented to the principal, who will meet with the appropriate parties to develop a final plan of action, which could include In or Out of School Suspension, required private tutoring, private counseling, or other such actions for the benefit of the child.
4. If the efforts of steps 1 through 3 have not been resolved to the satisfaction of either the school or the parents, a meeting with the Chief Administrative Officer will be scheduled. Actions at this level could include possible removal of the child from the classroom or the school.

A. Bullying/Harassment- Aquinas Catholic Schools prohibit student conduct which may be defined as bullying or harassment.

Definitions

Nebraska law defines bullying as an ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. (Neb. Rev. Stat. §79-2,137)

Nebraska law defines harassment as a knowing and willful course of conduct directed at a specific person which seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose. (Neb. Rev. Stat. §28-311.02(2)(a))

Aquinas Catholic Schools shall consider behavior to be bullying or harassment when the behavior places another student in actual and reasonable fear of harm, places a student in actual and reasonable fear of damage to property of the student, offends the dignity of a student’s existence as a human person. Each of us is created in the image and likeness of God (Gen 1:26-31), and by the grace of baptism we are adopted as members of the Body of Christ (CCC 1213). Because of this, Aquinas Catholic Schools hereby reaffirms its dedication to respect the dignity of the human person and requires each student to look upon his or her neighbor as “another self”. (CCC 1929 – 1931)

Aquinas Catholic Schools strives to decrease bullying and harassment related behaviors by increasing virtue- and faith-based practices with a variety of techniques, including direct educational intervention and family-school collaboration practices. These efforts include preventative, educational, and intentional measures designed to address bullying and harassment.

Procedure for Reporting Bullying/Harassment

1. Students shall report acts of bullying and/or harassment whether as witness or victim, to any Aquinas employee (teacher, coach, administrator, priest, etc.). Reports shall include the following information, if available: name of aggressor(s), dates, witnesses, locations, statements made, physical contact, property damage, manner of bullying and/or harassment (e.g. text, verbal, Facebook, physical, exclusion, etc.), and whether the victim has missed school, academic opportunities, or school related activities due to bullying or reprisal.
2. All incidents reported to an Aquinas employee will be documented and investigated.
3. Victims or witnesses may report anonymously. However, Aquinas will not penalize any accused student(s) solely on the basis of an anonymous report. Aquinas will investigate the alleged incident and may discipline student(s) if it feels

that there is adequate independent evidence to support the anonymous report. If there is a lack of independent evidence to support the anonymous report, the matter will be determined to be unfounded, and no disciplinary action will be taken.

4. Any student who knowingly makes a false accusation, report, or complaint of bullying or harassment shall be subject to appropriate disciplinary penalties.

5. Students who feel they are victims of any form of harassment or bullying or feel they are witnesses to it should report it immediately to school officials without fear of retribution.

Procedures for Dealing with the Bullying and/or Harassment Incident

1. Interview victim(s), reporting student(s) (unless the report is anonymous), alleged aggressor(s), and witnesses, and maintain written documentation of investigation.

2. Contact parents/guardians of victim(s) to discuss incident and steps taken. Communicate with parents/guardians as needed during the investigation and follow-up when incident is resolved.

4. Communicate with victim(s) to ensure that bullying and/or harassment has ceased and to determine if additional services should be offered to the victim(s).

Procedures for dealing with the aggressor(s) as outlined below:

1. Parents/guardians of the aggressor(s) will be informed and will be required to attend a meeting to discuss the problem.

2. Upon completion of the investigation, appropriate disciplinary penalties will be imposed as outlined in the Student Handbook.

4. Aquinas will monitor the situation to ensure that bullying and/or harassment has ceased and to determine if additional services should be offered to the victim(s).

No provision in this policy shall be construed to limit the ability of Aquinas administration to correct a student's failure to behave in a manner consistent with the teachings of the Catholic Church, nor shall it be construed to prohibit a student's attempt to offer fraternal correction to another student. Fraternal correction is the charitable offer of truth to a neighbor with the objective of helping a neighbor draw closer to Jesus Christ and the teachings of the Catholic Church. If an attempt at correction includes bullying and/or harassment, it is neither fraternal nor charitable.

B. Demerit System

All students are issued and required to carry a demerit card and to present it to any staff member upon request. Generally, demerits are consequences for minor violations of school policy that nevertheless hinder the effectiveness of instruction and/or the good order of the school community. One to five demerits can be given for these minor violations of school policy, depending upon the gravity of the action. Every 5th demerit always results in a detention. Once a student fills their card, they should report to the school office to receive a new card before their next class. The faculty/staff member will inform the office of the detention during passing periods.

Minor violations include but are not limited to:

- (T) Tardy to class (*For first period tardies, see "Attendance" section*)
- (DC) Dress code/grooming violation (will include correction of the violation)
 - Haircut considered separately – see haircut policy under Student Appearance policy
- (FGP) Open Food/gum/pop during school hours
- (LIT) Littering in the halls, classes, or parking lot
- (NFI) Not following instructions
 - Can include being unprepared for class (i.e., no book, no pen, no planner, etc.)
 - Late work is given an academic citation
- (PDA) Public display of affection
 - Includes but not limited to hugging, holding hands, kissing, cuddling, massaging
- (PARK) Parking lot violation
- (IB) Inappropriate behavior or language (including at activities)

- (DISR) Disrespect, insubordination or disruptive behavior
- (PROP) Failure to care for school property
- (LIE) Lying

Demerits	Consequence	Action
5 demerits	1 detention	Parents informed
10 demerits	2 detentions	Parents informed, meeting with administration*
15 demerits	3 detentions	Parents informed, discipline contract established*
20 demerits	1 day ISS, school service	Parents informed, meeting with administration

*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.

High school students may have a demerit removed from their demerit card if they go a calendar month without receiving a demerit or other disciplinary consequence (detention, ISS, OSS, etc.). For example, if your last demerit was on August 26, you would be able to come in on or after September 26 to have it removed if you did not receive any demerits or detentions between August 26 and September 26. Middle school students may have a demerit removed from their demerit card if they go 14 days/2 calendar weeks without receiving a demerit or other disciplinary action.

C. Detention

When exhibiting behaviors that result in an automatic detention, the student must report to the school library at 3:35 PM and remain until 4:05 PM. Being late for detention will result in serving the detention the following available detention period. Two unexcused absences from detention may result in an in-school suspension. Parents will receive notification through email if detention is assigned to their student. Letters will be mailed to parents who do not have an email account.

Expectations of Students in Detention

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

Automatic detention – include but not limited to:

- | | |
|---|----------------------|
| • Accruing 5 tardies | • Cheating |
| • Arguing with a teacher | • Disrespect |
| • Refusal to follow directions | • Forgery |
| • Possession of banned items | • Insubordination |
| • Indecent drawings/literature | • Minor vandalism |
| • Offensive language/gestures | • Harassment |
| • Repeated failure to complete assignments | • Plagiarism |
| • Use of a cell phone without explicit permission | • Rough housing |
| • Failure to turn in a green sheet | • Class disturbance |
| • Failure to serve an assigned detention | • Accruing 5 tardies |

Detention meetings

1. After a student has received four (4) detentions, whether automatic detentions or for a full demerit card, a SAT (Student Assistance Team) meeting will be held to make recommendations on how to reduce the number of detentions. The recommendations will be shared with the student’s parents and teachers.

2. After a student has received eight (8) detentions, whether automatic detentions or for a full demerit card, a SAT meeting will be held with the student and the student’s parents to discuss the student’s progress and behavior.
3. After a student has received ten (10) detentions, whether automatic detentions or for a full demerit card, he/she and his/her parents will be required to meet with the principal and the student’s teachers to discuss chronic detentions and create a behavior plan for improvement. The plan will include restoration techniques from the school’s discipline framework.
4. After a student has received fifteen (15) detentions, whether automatic detentions or for a full demerit card, he/she and his/her parents will be required to meet with the chief administrative officer and principal to discuss the student’s progress and continued enrollment at Aquinas.

D. Suspension and Expulsion

1) In-School Suspension (ISS)- An in-school suspension will be as follows: The student will not be allowed to attend any of his/her classes or eat in the cafeteria. The student must report to the office and will be placed in an area by himself/herself. The student will be given his/her assignments to work on and any assignments due that day will be picked up and turned in to the teacher. Lunch will be served to the student in the suspension area. The student will be allowed to receive credit for work completed while in ISS 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.

2) Out-of-School Suspension (OSS) and Expulsion- OSS means a student will not be allowed to attend school or any school-related activities (including practices and competitions) for a period of time, typically shorter than 20 school days. In the chart below, ISS is listed, but OSS can be substituted at the discretion of administration. Expulsion means being removed from school and all school-related activities for the remainder of the current school year, an entire academic year, or permanently. The duration of expulsion is at the sole discretion of the administration.

3) General discipline guidelines- Below is a guideline for many common discipline code violations. This list is not meant to be all-inclusive. Administration has the ability to adapt consequences as they deem necessary based on the specific circumstances of a given violation but will follow this guideline.

Student Misconduct	1st Offense	2nd Offense	3rd Offense
Firearms*	5 days ISS up to Expulsion (refer to Diocesan policy), behavior contract	Expulsion	
Weapon (non-firearm)*	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Sexual Offenses/Assault	ISS up to expulsion (specific consequence will be determined based on the severity of incident)		
Obscene behavior	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Racial Slurs	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Alcohol (at school or school event)**	5 days ISS, counseling, evaluation, community service, behavior contract	Expulsion	
Controlled substance (including prescriptions- at school or school event)**	5 days ISS, counseling, evaluation, community service, behavior contract	Expulsion	

Tobacco/nicotine/vaping (at school or school event)**	3 days ISS, counseling, evaluation, community service, behavior contract	5 days ISS, counseling, community service	Expulsion
Alcohol (away from school)	3 days ISS, counseling, evaluation, community service	5 days ISS, counseling, community service, behavior contract	Expulsion
Controlled substance (away from school)	3 days ISS, counseling, evaluation, community service	5 days ISS, counseling, community service, behavior contract	Expulsion
Tobacco/nicotine/vaping (away from school)	2 days ISS, counseling, evaluation, community service	3 days ISS, counseling, community service, behavior contract	5 days ISS, counseling, community service
Threat/Intimidation	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Fighting	1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Truancy***	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Stealing/theft	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Insubordination	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Disrespect Toward Staff Member	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Removal from classroom	Detention or 1-3 days ISS	5 days ISS, counseling, behavior contract	OSS + counseling or Expulsion
Destruction of Property/Vandalism	Detention or 1-3 days ISS, cost reimbursement	5 days ISS, counseling, cost reimbursement, behavior contract	OSS + counseling or Expulsion
Cell phone	Detention, \$10 fine, parent pick up phone	2 detentions, \$20 fine, parent pick up phone	3 detentions, \$40 fine, parent pick up phone
Bullying, Harassment	See separate Bullying policy in handbook		
* Pending investigation by school, diocesan, and/or law enforcement officials.			
** Alcohol, Controlled Substance, and Tobacco/Nicotine/Vaping violations at school/school events will be reported to law enforcement.			
*** Truancy is defined as leaving school without permission, without following the sign out procedure, or not reporting to where the student is expected to be (i.e. skipping class).			

Note: Any student expelled or suspended from school (OSS) has the right to a hearing. The hearing must be requested in writing no more than 3 calendar days after being notified of the suspension or expulsion. After receiving the request, administration will schedule the hearing for no more than 7 calendar days after the request was submitted. The hearing will be conducted by the Chief Administrative Officer, principal, and any other person(s) the CAO and principal deem necessary. The student must notify the CAO or principal in advance of the hearing if they wish to have anyone other than their parents attend the hearing.

E. Drug/Alcohol/Tobacco policy

- 1) The consequences in the table above are in addition to the consequences in the activity code below. Aquinas students are expected to take seriously their responsibility of representing Aquinas Catholic Schools and their families in a positive light when they are out in the community, even if not at a school-related activity.
- 2) The principles and procedures in Section VII (Activities Code) below for establishing that a violation occurred apply to this policy as well.

VII. AQUINAS MIDDLE-HIGH SCHOOL ACTIVITIES CODE

A. Rationale

Aquinas Catholic Middle-High School seeks to lead and direct students to a healthy and holy life according to the mind of Christ. The use and abuse of alcohol, tobacco, and other drugs pose obstacles to healthy and appropriate development of human persons, made in God's image and likeness, and as Christians who have become temples of the Holy Spirit. These obstacles impede the proper development of the personality, the capacity and balance of interpersonal relationships, the motivation and success in academic efforts, and the development of a close relationship with God. Since all these areas are part of the concern of Aquinas' for the students, this policy is adopted.

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

This policy shall be in effect for the entire school year, beginning with the first day of fall practices as governed by the NSAA and ending when students are dismissed from school for the summer or the last NSAA activity, whichever occurs later. Consequences for any violations of this policy that occur during a school-sponsored activity in the summer will be determined by the coach/sponsor of that activity, which is to be served during the summer.

Parents who have knowledge of an alcohol, tobacco, or other drug policy violation are strongly encouraged to speak directly with the parents of the student(s) committing the violation.

B. Reporting a violation

We are aware that teenage use of drugs/alcohol/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 preemptively* come to a school official to ask for whatever assistance we can give with a drug/alcohol/tobacco problem without being in violation of the Activities Code.

*It is not considered "preemptive" if this communication happens 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 are able, but the activities code will be in effect.

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/her actions. **If the student fails to self-report to 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 based on 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.

C. Conduct Relating to Drugs/Alcohol/Tobacco

1. A student will be found in violation of this activity code and subject to consequences if the student is cited or charged by law enforcement, or seen by a school employee or chaperone, for using, being in possession of, or dispensing drugs/alcohol/tobacco (including alternatives, look-alikes, and paraphernalia).

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 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 two calendar months. This time period may be reduced to one calendar month 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 weeks 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.

D. 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:

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.

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

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 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.

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. 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.

VIII. SCHOOL SPONSORED DANCES

A. 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 by 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 under the age of 21 and having graduated no more than 2 years previous are permitted to attend high school dances as a pre-approved outside date of a current high school student. 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.)

B. HOMECOMING

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.

C. PROM

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 2 inches 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.

IX. PREGNANT STUDENTS

Students who are pregnant face special difficulties as they carry a child created in the image and likeness of God. The decision to bring the child to term is honored because it is a choice for life--the life of the child. Catholic doctrine teaches that abstinence is the only appropriate behavior for unmarried couples. God in His infinite wisdom has given us all the

Sacrament of Confession to cleanse us of our sins and His forgiveness is abundant. The following policy in no way condones pre-marital sexual intercourse, but it is the concern of Aquinas Catholic Schools to assist pregnant students in their academic, spiritual, and physical needs.

Students who are pregnant (mother and father) are allowed to continue their high school education, with the following requirements:

- Aquinas Catholic seeks to offer spiritual and emotional support, as would be offered to any other student going through a difficult time in life.
- Students must support the teachings of the Church and the understanding that sexual activity is morally wrong. Students may speak with teachers about the pregnancy in private and never during class time. 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.
- Students will be expected to participate in counseling with a pro-life counselor to make informed decisions regarding their future and the future of their child.
- Students are expected to adhere to all school and class regulations unless the student's doctor indicates in writing that such an activity would be unsafe for the pregnant student and/or for the unborn child.
- Pregnant students will be able to continue in class as long as it is possible and/or comfortable. After that, the student will be allowed to work with the teachers on an individual basis to complete their courses.

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.

X. 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.

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 disciplinary action 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 always demonstrate acceptable standards of conduct and training. 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.

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.

D. 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.

E. 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.

F. 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.

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

David City Public School and Aquinas Catholic 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 Public Schools or Aquinas Catholic Schools. Nebraska Child Find provides information also through their toll free number, 800-742-7594.

XIV. AGREEMENT AND PERMISSION FORMS

Agreement and permission forms for the handbook, technology acceptable use, and media consent are completed as part of the enrollment process each year on PowerSchool. Please refer to Forms on the PowerSchool website (<https://www.powerschool.cdolinc.net>) or mobile app.