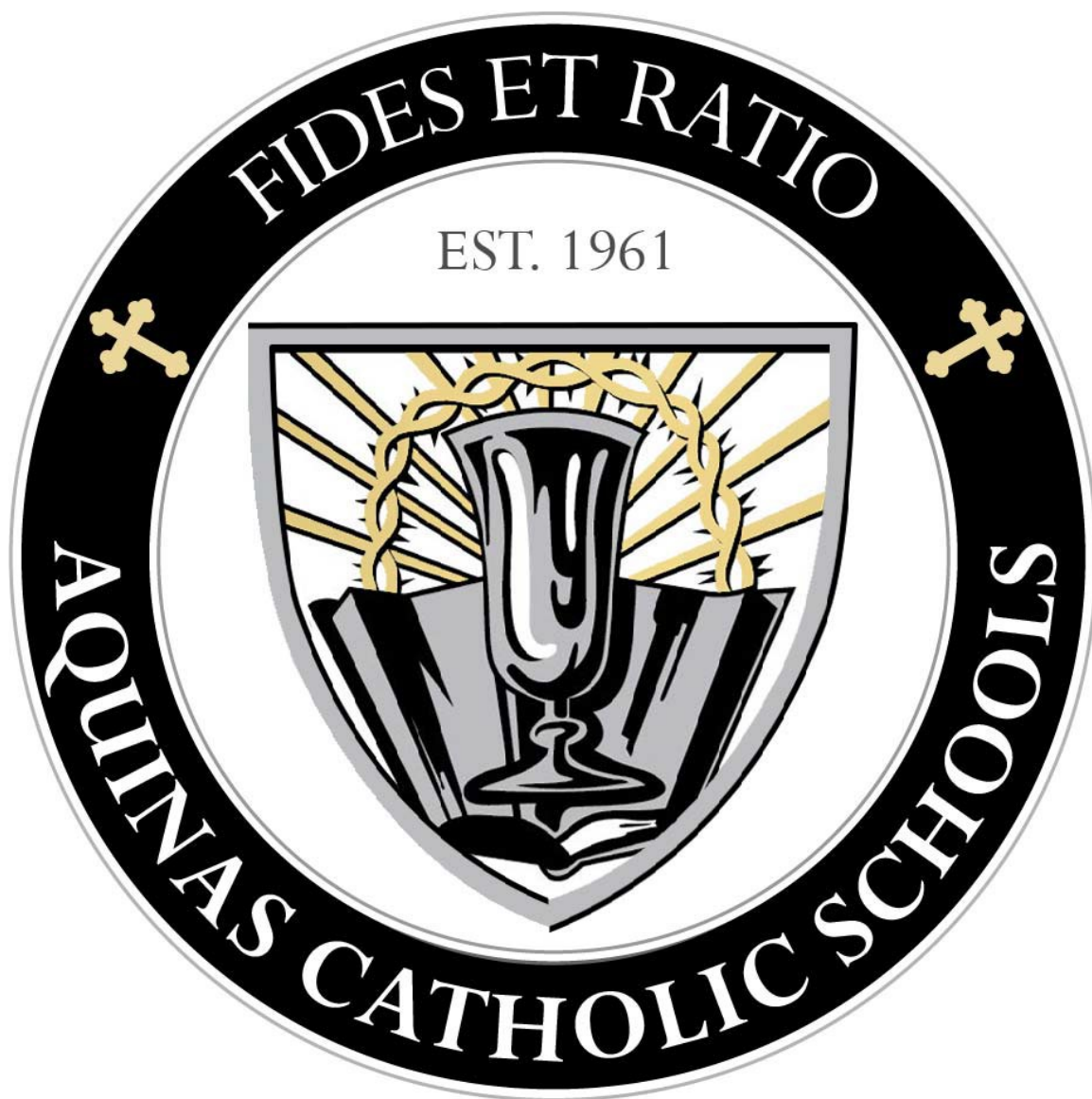


AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL
Student/Parent Handbook
2026-2027



Aquinas Catholic Schools
David City, Nebraska

Contents

I. PREAMBLE: MISSION AND VISION	5
A. PURPOSE & NATURE OF THIS HANDBOOK	5
B. MISSION STATEMENT	5
C. VISION STATEMENT	5
D. GOVERNING VALUES	5
E. SCHOOL-PARENT PARTNERSHIP	5
F. PROFILE OF AN AQUINAS GRADUATE-	6
G. ACCREDITATION	8
H. NONDISCRIMINATION POLICY	8
I. ADMISSION, REGISTRATION AND TUITION	8
J. Personnel & Organizations (School Phone Number 402-367-3175)	9
K. Chain of Command	11
L. Board of Advisors	12
M. Annual Report	12
N. Minimum Instructional Hours	12
II. GENERAL POLICIES	13
A. Living the Faith	13
B. Attendance-	13
C. Registering and Scheduling of Courses	15
D. Student Evaluation	15
E. PowerSchool/Canvas	17
F. Tri-Councils	17
G. Requirements for Graduation	17
H. Student Records and Withdrawal Form	18
I. Transcripts of Credits	18
J. Academic Eligibility	18
K. Tuition, Fees, Textbooks	18
L. Honor Roll	19
M. Student Medications	19
III. USE OF THE BUILDING AND GROUNDS	19
A. School Closing Information	19
B. Entrance into the School Building	19
C. Permission to Leave the School Grounds	20
D. Gym Use	20
E. Lockers/Gym Lockers/Personal Items	20

F. Book bags	20
G. Media Center	20
H. Cafeteria, Food, Drink, Water Bottles	21
I. Telephone	21
J. Personal Electronic Communication Device Policy.....	21
K. Passes	22
L. Emergency Protocols and Drills-.....	23
M. Transportation	23
N. Student Parking	24
O. Restrooms.....	24
P. End of the Day.....	24
Q. Memorial Displays	24
R. Student Photographs	24
IV. SPIRITUAL GROWTH	25
A. Mass	25
B. Confession	25
C. Society Time	25
D. Class Retreat	26
E. Spiritual Formation	26
F. Aquinas Fire	26
G. Diocesan activities:	26
V. STUDENT APPEARANCE	26
A. General Dress Code	27
B. Grooming	27
C. Regular dress code	27
D. Spirit days, Team dress up days.....	28
E. Senior Pictures	29
F) SENIOR BANNER PICTURE GUIDELINES:.....	29
VI. DISCIPLINE CODE OF CONDUCT	30
A. Bullying/Harassment-	30
B. Demerit System.....	32
C. Detention	32
D. Suspension:.....	33
E. Expulsion	34
F. General Discipline Guidelines.....	34
G. Drug/Alcohol/Tobacco policy	36

H. Disciplinary Procedures	36
I. Use of Restraints and Seclusion:	37
VII. STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES	38
A. Nebraska School Activities Association Rules.....	38
B. Aquinas High School Rules for Students Involved in Co-Curricular Activities.....	38
C. Other	38
D. Permission to Participate in Athletics.....	39
VIII. AQUINAS MIDDLE-HIGH SCHOOL ACTIVITIES CODE.....	39
A. Rationale.....	39
B. Reporting a violation.....	39
C. Conduct Relating to Drugs/Alcohol/Tobacco.....	40
D. Conduct Relating to Violations of Other Statutes	41
VIII. SCHOOL SPONSORED DANCES.....	41
A. Dances.....	41
B. Homecoming.....	42
IX. PREGNANT STUDENTS	43
X. MARRIED STUDENTS	43
XI. COMPUTER NETWORK AND INTERNET ACCEPTABLE USE	44
A. General Information	44
B. Terms and Conditions	44
C. Consequences	45
XII. STUDENT ORGANIZATIONS	45
A. National Honor Society.....	45
B. Student Council.....	45
C. Seeking Others Under Love (S.O.U.L. Club)	45
D. Teens for Life	45
E. Drama Club.....	45
F. FFA.....	46
XIV. NEBRASKA CHILD FIND	46

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 to better affect 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

Every student has been created in the image of God and has a mind capable of discerning the truth, a free will capable of choosing the good, and a body worthy of glorifying God. Teaching, modeling, and demanding appropriate moral action from our students will help them to grow in virtue so that they can grow fully into the individuals that God created them to be.

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 CATHOLIC 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.

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. Think logically and critically.
 - d. Establishes the 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. Establish 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 the 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 lifestyle choices within a framework of faith and values.

5. Aquinas Discipleship Program

- The Catechism of the Catholic Church reminds us: *"The disciple of Christ must not only keep the faith and live on it, but also profess it, confidently bear witness to it, and spread it..."* (CCC 1816)
- The Aquinas Discipleship Program is designed to help students intentionally grow as disciples in Christ by forming servant hearts through four dimensions: Personal Formation, Service to Parish, Service to School, and Service to Community. Through these experiences, students are invited to encounter Christ, live their faith in concrete ways, and cultivate the habits of lifelong discipleship.
- A list of approved projects, as well as all documents for this program, will be in the Discipleship Program Guide (available on the school website). A calendar of service opportunities will also be on the website.

The Four Dimensions:

- **Personal Formation**
Growing in relationship with Christ through intentional faith formation and spiritual growth.
- **Service to School**
Building up the Aquinas community by serving fellow students, faculty, staff, and school programs.
- **Service to Parish**
Participating in the life and mission of the Church while giving back in gratitude to the parish communities whose faithful support makes Aquinas Catholic Schools possible.
- **Service to Community**
Serving others with generosity and compassion while living out the Gospel beyond the walls of Aquinas.

a. Annual Expectations

- Each student in grades 6–12 will complete an annual **Discipleship Plan** during the first quarter of the school year. Students are encouraged to prayerfully select meaningful, age-appropriate projects within each of the Four Dimensions that foster personal growth and service to others.
- Projects should collectively reflect approximately fifteen (15) hours of participation throughout the school year. The **Discipleship Plan** will be reviewed with the student's Society Mentor and signed by a parent or guardian in the first quarter. Transfer students will have their expectations prorated by the administration.
- The purpose of the **Discipleship Plan** is to encourage students to intentionally consider how they will grow as disciples in Christ throughout each of their school years rather than simply fulfilling a school requirement.

b. Reflections

- Each completed project will include a brief reflection describing the experience and encouraging students to recognize how Christ was present through their service, formation, and relationships. Students will also be invited to share one of their experiences within their Society as part of their ongoing formation and to encourage one another in discipleship.

c. Progress and Deadlines

- Students are expected to maintain regular communication with their Society Mentor throughout the school year to ensure steady progress toward the goals outlined in their **Discipleship Plan**. Projects and reflections should be completed in a timely manner, typically within thirty (30) days of each experience.
- Annual submission deadlines and procedures will be communicated by the school. Students who have not completed the expectations of their **Discipleship Plan** by the established deadlines may be required to attend additional work sessions or complete projects before the conclusion of the school year in order to fulfill the expectations of the Aquinas Discipleship Program.

d. Approved Projects

- Projects must reflect the mission and philosophy of the Aquinas Discipleship Program and be completed without compensation. While middle school students may complete age-appropriate projects within their family or neighborhood, high school students are expected to primarily serve individuals and organizations beyond their family.
- Examples of approved projects (organized within the Four Dimensions of the Aquinas Discipleship Program), approved participation hours, required forms, annual timelines, and additional program information are outlined in the **Aquinas Discipleship Program Guide**. Projects not included in the Program Guide require prior approval from the "Discipleship committee" to ensure they align with the goals of the Aquinas Discipleship Program. Requests can be submitted to a student's mentor, and they will bring it to the committee.

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 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 2026-2027 school year, the cost to educate a student at Aquinas Catholic is approximately \$12,635. Parent tuition for Grades 6-8 is \$4,040 and Grades 9-12, \$4,940. The parent share of the tuition is computed using the formula:

Cost to educate (Tuition) – Parish Assessments – Fund raising/Parent involvement = 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 Schools:

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	Seward – St. Vincent de Paul
Shelby - Sacred Heart	Ulysses - Immaculate Conception	

All parishioners of our 14 contributing parishes are called upon to support the effort to provide our children with a faith-centered, college preparation education. Additionally, it is assumed for the spiritual well-being of our students, active participation within the parish includes 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 activities include Goldrush, the Annual Appeal, SCRIP and the Bus Raffle. Parent and student involvement in these activities is very important.

The parent's share, which is commonly called student tuition, covers only approximately 29% of the tuition/cost to educate an Aquinas student.

1. 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.
2. Scholarship assistance is available for students through the Diocese 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, Parish Bulletins, and the Aquinas and Diocese of Lincoln websites. It should also be noted that parishioners may ask their pastors for tuition assistance.

J. Personnel & Organizations (School Phone Number 402-367-3175)

ADMINISTRATION

Fr. Jonathan Haschke	Chief Administrative Officer
Mrs. Sandy VanCura	Principal
Fr. Christian Schwenka	Assistant Principal

SUPPORT STAFF

Laura Adair	Marketing & Enrollment Coordinator
Cody Strong	Maintenance
Sara Miriovsky	Registrar, Counselor
Michaela Moravec	Development Office
Melissa Yindrick	Campus Ministry
Karen Shonka	Secretary
Tony Smith	Technology Coordinator

Lisa Meister
John Wehrs

Business Office
Transportation

FACULTY

Ms. Jean Brown
Ms. Clarissa Koch
Mrs. Miriam Chermok
Ms. Elizabeth DeWispelare
Mr. Eric DeWispelare
Mr. Roy Emory
Mrs. Lori Focher
Mr. Tyler Habrock
Fr. Caleb Hile
Mrs. Katerina Jakub
Ms. Shelly Kubicek
Mrs. Shelly Mayo
Mr. Ron Mimick
Mrs. Jody Pelan
Mrs. Teresa Pokorny
Sr. Jeanette Rerucha
Mrs. Shelby Schaunaman
Mr. Tony Smith
Fr. Michael Stec
Mr. John Svec
Mrs. April Sypal
Mr. Christian Urugutia
Deacon Mr. Bob Viergutz
Mr. John Wehrs
Mrs. Joy Woita

Spanish/Yearbook/Journalism
Middle & High School Art
Para Professional
Middle School English
Physical Education/Weights
High School Science
Library
Middle & High School Math
High School Theology
High School English
Vocational Agriculture
Middle School Science & Health
High School Social Studies
Middle School English & Math
High School English
Middle School Theology
Music & Chorus
Business, Accounting
Middle School Theology
High School Social Studies
High School Math
Middle School Social Studies
Middle & High School Band
High School Science
Special Education

ACTIVITIES

Ron Mimick
John Wehrs
Deacon Mr. Bob Viergutz
Trevor Weiss
Eric DeWispelare
Tyler Habrock
Jason Campbell
Jim Kozisek
Dawn Bohuslavsky
Elizabeth DeWispelare
John Svec
Clarissa Koch
Shelby Schaunaman
Shelly Kubicek
Ron Mimick
Tyler Habrock
Eric DeWispelare
Tony Smith
Brandon Svoboda
Jared DeWispelare
Tyler Habrock
Eric DeWispelare

Activities Director
Assistant Activities Director
Band/Marching Band/Concert Band
Boys Basketball (Varsity-Head Boys)
Boys Basketball (Assistant)
Boys Basketball (Middle School)
Girls Basketball (Varsity-Head Girls)
Girls Basketball (Assistant)
Girls Basketball (Middle School)
Girls Basketball (Middle School)
Cross Country
Cross Country (Assistant)
Drama Club
FFA
Football (Varsity-Head)
Football (Assistant)
Football (Assistant)
Football (Assistant)
Football (Assistant)
Football (Assistant)
Football (Middle School)
Football (Middle School)

Teresa Pokorny
 Sarah Juranek
 Gabby Comte
 Tessa Hain
 John Svec
 Sarah Juranek
 Tessa Hain
 Shelby Schaunaman
 Coop with Scotus
 Roy Emory
 Miranda Fontenot
 Melissa Yindrick
 Elizabeth DeWispelare
 Eric DeWispelare
 Trevor Weiss
 Tony Smith
 Justin Fiala
 Brandon Svoboda
 Sam Sisco
 Tim Wollmer
 Roy Emory
 Tyler Habrock
 Shelly Kubicek
 Elizabeth DeWispelare
 Shelby Schnaunaman
 Elizabeth DeWispelare
 Roy Emory
 Kate Nienhueser
 Matt Croghan
 Brian Meysenburg

Golf
 Musical Production
 Musical Production (Assistant)
 Musical Production (Assistant)
 National Honor Society
 One-Act Play
 One-Act Play (Assistant)
 Show Choir/ Vocal Music
 Soccer
 Softball (Assistant)
 Speech
 Student Council
 Track (Head-Girls)
 Track (Head-Boys)
 Track (Assistant)
 Track (Assistant)
 Track (Assistant)
 Track (Volunteer)
 Track (Volunteer)
 Track (Volunteer)
 Track (Middle School)
 Track (Middle School)
 Volleyball (Head)
 Volleyball (Assistant)
 Volleyball (Assistant)
 Volleyball (Middle School)
 Boys Wrestling (Varsity-Head)
 Girls Wrestling (Varisty-Head)
 Wrestling (Assistant)
 Wrestling (Assistant)

SAFETY TEAM

Fr. Haschke
 Shelly Mayo

Sara Miriovsky
 Teresa Pokorny

Shelby Schaunaman
 Fr. Schwenka

Sandy Vancura

CLASS SPONSORS

Freshmen	Ron Mimick
Sophomores	Jody Pelan
Juniors	Katerina Jakub
Seniors	Teresa Pokorny

K. Chain of Command

The Chief Administrative Officer (CAO) shall be in control of all school operations except as provided by another policy or as otherwise provided by the Lincoln Diocese and or the law. Following is the administrative chain of command, working from the lowest level on the chain upward.

Student Discipline:	1. Classroom Teacher 2. Counselor 3. Principal 4. Chief Administrative Officer
Instruction or Curriculum:	1. Classroom Teacher 2. Counselor 3. Principal

	4. Chief Administrative Officer
Transportation:	1. Teacher 2. Principal 3. Chief Administrative Officer
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Principal 3. Chief Administrative Officer
Policy or Handbook:	1. Principal 2. Chief Administrative Officer
Athletics:	1. Coach 2. Athletic/Activities Director 3. Counselor 4. Principal 5. Chief Administrative Officer
Personnel:	1. Employee in question 2. Counselor 3. Principal 4. Chief Administrative Officer
All Other Matters	1. Appropriate Moderator 2. Principal 3. Chief Administrative Officer

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board of Advisors members directly. However, whenever a matter is brought directly to the Board of Advisors as a whole or to a Board of Advisors member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. Email addresses and phone numbers can be found on the school website at: aquinas-catholic.com

L. Board of Advisors

The Aquinas Board of Advisors typically meets on the third Monday of the month. 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 Board of Advisors reviews school policies, the budget, tuition increases, and other matters. The Chief Administrative Officer has the final say on all matters pertaining to Aquinas.

M. Annual Report

In accordance with NDE Rule 10 Section 010.01B, Aquinas Catholic Schools will annually prepare and distribute to the Diocesan Education Office, Aquinas Catholic Schools Board of Advisors, and the pastors of our 14 supporting parishes a report detailing the previous year's school demographics, progress on yearly school improvement goals, financial records, and student academic achievement, including ACT, ITBS, and MAP data. Individual student scores will not be included.

N. Minimum Instructional Hours

Aquinas Middle/High School will have an academic school year meeting the minimum 1080 instructional hours required by the Nebraska Department of Education. Hours above the required 1080 have been included in the school calendar to account for the potential cancellation of classes for weather or other unforeseen circumstances.

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 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."

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 begins at 8:00am and concludes at 3:30pm.

1. All absences, regardless of reason, are recorded as such in the school records. On the day of an 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 at 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 responsibility to have each of the teachers sign to indicate knowledge of absence. The student must make arrangements for assignments.
1. Absences will be considered unexcused if the above policies are not followed. Grades of 60% are given for all work missed due to an unexcused absence, and the student will be required to serve detention(s) or ISS.
2. 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 against the loss of credit.
 - a) Lost credit appeal process- Students wishing to appeal against 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 decide 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.
3. 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.
 - i. 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 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 when this 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 obstacles affecting the student's ability to attend school.
4. Tardiness: Students are tardy if not in 1st period by 8:00. 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 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).

5. Leaving School Grounds: Students are under the supervision of the school once they arrive on the school grounds or are dropped off in the school parking lot. Students who leave the school grounds after arriving without permission may be subject to disciplinary action. 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.
6. College Visitation: Juniors and seniors are allowed four days to visit colleges without being counted absent unexcused 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 is excused.
7. 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 may be instituted. This consequence may 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 from the parents or guardian, teachers involved, or the 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. Aquinas Middle School-High School uses the following system 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. School-wide grading system: Aquinas Catholic Middle/High School uses the grading system explained below for determining final grades in classes. Teachers can use their own grading system in their classes (i.e. tests = 45%, quizzes = 25%, homework = 15%, classwork = 15%).
 - a. Grades in year-long HS classes consist of 50% S1 (40% Q1, 40% Q2, 20% S1 final exam) and 50% S2 (40% Q3, 40% Q4, 20% S2 final exam). Grades in semester-long HS classes consist of 40% Q1/Q3, 40% Q2/Q4, and 20% semester exam.
 - b. in MS classes consist of 50% S1 (50% Q1, 50% Q2) and 50% S2 (50% Q3, 50% Q4).
 - c. Each high school class will have a final exam, which will count as 20% of the semester grade. In some classes, a final project may be assigned instead of a final exam.
3. Awarding of Credit: 5 credits toward graduation are awarded to students for each semester successfully passed, beginning with 9th grade students (Class of 2029) only in the 2025-2026 school year. For a full year class, students will receive 10 credits total for passing both semesters.
4. 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. At a teacher's request, high school 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 be repeated 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 for detention the next day. This is to hold the student accountable for not completing an assignment on time.
- c. When a student is absent from school (illness, etc.), he/she has one day for each day absent to make up the work. Assignments that have been previously announced are due on the day the student returns.
- d. When a student arrives late for 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/she will be expected to take the 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 for two or more days, the student will make arrangements with the teacher to make up the test.

- e. If a student fails a high school class, he will receive no credit. If the class is a required class, he must retake the failed class.
- f. **Cheating, AI, and Plagiarism Policy: Teachers have the autonomy to give a zero for assignments, quizzes, or tests that are completed with assistance, such as AI, or copying another student's work.**
 - i. For the purpose of this policy, cheating includes any form of academic dishonesty and/or plagiarism, including inappropriate or unapproved use of AI.
 - ii. Purpose for reasoning: Because technology is swiftly replacing the development of thinking skills, the Aquinas Catholic Schools English Department created a policy regarding AI use and plagiarizing another person/source's work. Students need to learn how to create ideas, organize their thoughts, and write their findings without relying on technology to do it for them.
 - iii. There will be zero tolerance for any form of academic dishonesty at Aquinas Middle/High School. A three-tier policy will be implemented with offenses being cumulative for the current school year (for example, 1st offense in English, 2nd offense in Social Studies, 3rd offense in Religion)

Tier One First Offense	• Parent(s)/guardian(s) notified. • The student receives detention and must redo the assignment with the teacher after school to check for errors and learn how to properly complete the work. This may require multiple sessions. The redone assignment may receive up to 80% credit.
Tier Two Second Offense	• Parent(s)/guardian(s) notified. • The student attends detention for one week (total of five detentions). • The student must meet with the teacher to review errors before redoing the assignment. • The redone assignment may receive up to 50% credit.
Tier Three Third Offense	• Parent(s)/guardian(s) notified. • The student attends two weeks of detention (total of ten detentions). • The student receives 0% on the assignment. • If the student's overall grade is failing, they may lose credit for the class and be required to retake it the following year or complete it online.

iv. College Credit Courses

1. Any college credit course (normally taken during a student's junior or senior year) will go to Tier Two for a first offense and Tier Three for a second offense. The college will be notified if there is a second offense, which could impact college admittance and/or scholarships.
5. Middle School Homework Policy
 - a. Completing homework is a requirement at Aquinas. Strong evidence shows that those who consistently complete their homework tend to perform better in school. Therefore, students who do not have homework completed on the due date will be required to do the following: Sixth grade students will complete their work during a non-social lunch period, and seventh and eighth grade students will complete their work during the first thirty (30) minutes of period 8 prior to going to PE/sports practice.

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 students' 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 for 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 260 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	FOREIGN LANGUAGE OR VOCATIONAL** 20
ENGLISH I, II, III & IV 40	ELECTIVES 50
MATHEMATICS 30	TOTAL 260
PERSONAL FINANCE 5	*Animal Science and Plant Science count as a science elective or general elective, but can't count as both
SPEECH 5	**Vocational classes: Accounting, any Agriculture class, Business Law, Entrepreneurship, Broadcasting, or Journalism
PHYSICAL EDUCATION--HEALTH 10	
AMERICAN HISTORY, WORLD HISTORY & GOVERNMENT 30	
PHYSICAL SCIENCE, BIOLOGY & ONE SCIENCE ELECTIVE* 30	

H. Student Records and Withdrawal Form

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. If a student is withdrawing from Aquinas and will be homeschooled, a withdrawal form must be completed by a parent/guardian.

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. Unofficial transcripts can be given directly to students or parents.

J. Academic Eligibility

1. Eligibility policy- Academic eligibility is based on a student's current quarter grade in each class.
 - a) Probation- If a student's average in any class drops below 70%, 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. Teachers of students who are on probation will be expected to email the students' parents.
 - 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 70% or above. Teachers of students who are ineligible will be expected to email the students' parents.
 - c) The deficiency list is pulled from the Student Information System (SIS, currently PowerSchool) at 8:30am on Tuesday each week, beginning the 3rd week of each quarter. The eligibility list takes effect Wednesday and runs from Wednesday-Tuesday. A preliminary list will be generated on Fridays to assist teachers/coaches in their communication with students/athletes and parents.
 - d) Students participating in coop activities with other schools will follow Aquinas Student Handbook policies.
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.
 - i. b) Students and parents should be notified by the teacher of a class via email in which they are deficient in their status.
 - b) Students and parents are asked to monitor grades via PowerSchool, so they are aware of the student's academic status in all classes.
 - c) Teachers are expected to frequently update grades on PowerSchool so students and parents can remain aware of where the student stands.
3. A student who fails a course for the 1st or 3rd quarter will be ineligible for the first week of the following quarter. Students may continue to practice.
4. A student who fails two or more courses for a semester will be ineligible for the first 20% of the competitions held during the following semester. Students may continue to practice.

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 by 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 active tithing members of a David City Deanery (or Seward St. Vincent de Paul) 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 them. Textbooks are to be covered at all times. If a student loses or damages a book, they are 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 may be carried over to the next school year.)

L. Honor Roll

1. To be listed on the Honor Roll, a student must have a 93% or above average and have no grade below an 85% in any subject. To make the 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 include Band, Choir, and P.E.

M. Student Medications

During the school day, all medicines, including over-the-counter medicines, should, if possible, be dispensed to students by their parents/guardians. Any medications brought to school must be stored in its original container (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 whose parents have signed a medication form.

Students participating in extracurricular activities outside of school hours will be more likely to have circumstances in which they need to take medicine (either over the counter or prescription) without adult supervision.

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 during the school day. The northeast 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 Ag Ed class may enter through the northeast door by the bus parking lot.) 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.

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 out 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/Gym Lockers/Personal Items

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/personal items will also be searched. If violations by a student become chronic, the student will lose locker privileges.

Each student at Aquinas will be assigned a hallway locker. Students are expected to keep their lockers neat, clean, and closed when not in use. Food or drink may not be kept in student lockers. It will be confiscated and thrown away. 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. Students are not permitted to get into a locker assigned to another student. Lockers not assigned to students or used for school storage will be locked and should not be tampered with. Student lockers may periodically be checked for food/drink, neatness, and organization of materials. If any prohibited items are seen during a locker check, the prohibited items will be confiscated.

F. Book bags

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 (paper or SmartPass) is required to be in the media center during the school day. Paper passes are to be left at the desk upon entering the media center. Students need to ask permission to leave the media center.
2. Students not using resources located in the media center will be asked to leave and may lose media
1. center privileges at the discretion of media center personnel.
2. All students will be signed out of the media center to return to class five minutes prior to the bell
3. at the end of each class period. As students finish their work, they will be signed out to return to class.
4. 4. 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. The material must then be returned and the fine paid, or the book is reported missing, and the replacement cost paid.

5. 5. Replacement policy: For periodicals, the cost of the current issue of the same magazine x 3; and books, the current cost of the same title + 30% of the cost.
6. 6. Photocopies and information that is copied and printed from electronic resources (including the Internet) can be printed with permission from the librarian or teacher.
7. Gum, food and drink will not be allowed in the Media Center.
8. The number of students allowed in the Media Center at any given time will be limited.

H. Cafeteria, Food, Drink, Water Bottles

1. Food is to be eaten in the cafeteria only, except when permission is given. A prayer of thanksgiving 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 to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (866) 632-9992.
 - a. 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 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 bottle being confiscated more than once may not be returned. Except for water, food and drinks are not allowed in the carpeted areas of the building unless given permission by the classroom teacher.
6. Students who bring their lunch may store it in their locker, but no other food or drink may be kept in student lockers. It will be confiscated and thrown away.

I. Telephone

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

J. Personal Electronic Communication Device Policy (includes cell phones, Smart watches, and other electronic data and communication devices): The following policy was developed in accordance with LB 140 which was passed in the Nebraska State Legislature and was approved by the Governor in May of 2025.

HS students must leave their cell phone in their locker at the start of the school day so as not to be distracted throughout the school day. Juniors and seniors taking a college course during the school day will be permitted to take their phone to the library during the period assigned for their college course. They must return their phone to their locker at the end of class during the passing period.

MS students must leave their cell phone in the cell phone box assigned to their grade level. MS students must pick up their 1:1 device before the start of 1st period so as not to disrupt the class. MS students will pick up their phones at the end of the school day. For 6th grade students, this will be at the end of the school day. For

7th and 8th grade students, this will be after their period 7 class. Students do not have permission to use their phone as they are walking to the locker room for period 8 and 9 PE/sports practice. Prior to entering the locker room for PE, 7th and 8th grade students are expected to put their phone in the cell phone caddy located outside the locker room.

There is no break during the school day when a student's cell phone may 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, cell phone box, hallway, classroom, library, etc.), the phone will be confiscated and turned into the principal's office.

Students will be permitted to possess and use their cell phone during the school day in response to a health-related emergency (such as monitoring blood sugars) when a licensed physician has indicated in writing that the device is essential for the health of the student and the student has received prior permission from the Chief Administrative Officer (CAO) or principal to possess and use an electronic device in response to health-related emergencies. Other requests for the use of a cell phone or other personal electronic communication devices in special situations must be approved by the CAO or principal.

Consequences for violations of this policy are as follows:

1st violation: Student will turn the device into the office and serve one detention. If the student rides the bus after school, they will have a non-social lunch period. A parent will be notified to pick up the device by 4:00 pm from the administration. Parent(s) will be reminded of the consequences should their student have a 2nd violation.

2nd violation: Student will turn the device into the office and serve three detentions. If the student rides the bus after school, they will have three non-social lunch periods. Parents will be notified to pick up the device by 4:00 pm from the administration. When a parent picks up the device, they will be reminded of the consequences should their student have a 3rd violation.

3rd violation: Student will turn the device into the office. A parent will be notified to come in for a meeting with their student and the administration. The student will sign a contract indicating they will turn in their phone to the principal's office every morning and pick it up at the end of the school day for the remainder of the semester. The parent(s) will also sign the contract. The phone will be placed in a locked box in the principal's office during the school day. If the 3rd violation occurs within the last ten (10) days of the semester, the consequence outlined above will be enforced in the following semester. Failure to abide by the signed contract will result in more severe disciplinary action.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity, will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

K. Passes

Passes are a privilege. Aquinas faculty and staff take steps to avoid unnecessary hall traffic, including using a digital hall pass system (SmartPass) and/or written passes. A student must receive a digital pass or written 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 Protocols and Drills- Aquinas Catholic Schools utilizes the [Standard Response Protocol](#) (SRP) provided by the I Love U Guys Foundation. The SRP is designed for clear communication by all school stakeholders in the event of an emergency.

1. Fire Drills: 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:
 - a. Observe silence and order when leaving.
 - b. Remain in the assigned place with your class outside the building, observing silence until the general signal to return is given.
 - c. Return in an orderly manner.
2. Tornado Drill: Tornado Drill procedures are posted in each classroom. The school will have a minimum of one tornado drill in the spring of each year.
3. Bus Evacuation Drills: Students will participate in bus evacuation drills twice a school year.

M. 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 this expectation is not followed.

Expected behavior of passengers in a school bus includes staying seated at all times while the bus is in motion, facing forward, keeping hands, feet, and head inside the bus, not leaning out or sitting on the back pockets, keeping personal belongings (backpack, coat, boots) in your seat area to keep aisles clear, listening and following the driver's directions, using an "inside" voice so only the person seated next to you can hear your voice, and being polite and kind to the driver and other passengers.

The following disciplinary actions will be taken should a student commit a violation while riding a school bus:

1. First Offense: Disciplinary action resulting from the first reported offense will be a verbal warning. Parents or guardians will also be notified. Depending on the severity of the offense, the school reserves the right for additional disciplinary measures including but not limited to assigning demerit(s) or detention or revocation of transportation privileges.
2. Second Offense: Disciplinary action resulting from a second reported offense will be a written warning via a Bus Incident Report. A copy of the report will be emailed to the parents or guardians. Depending on the severity of the offense, the school reserves the right for additional disciplinary measures including but not limited to assigning demerit(s) or detention or revocation of transportation privileges.
3. Third Offense: Disciplinary action resulting from a third reported offense will be the suspension of transportation privileges for a period deemed appropriate by the Administration. Transportation privileges may also be revoked if the Administration deems necessary and appropriate. Parents and guardians will be notified.
4. Fourth and Final Offense: Disciplinary action resulting from a fourth reported offense will result in the permanent revocation of transportation privileges, and parents and guardians will be notified.

*The school administration reserves the right to use disciplinary measures deemed appropriate according to the severity of the offense.

Aquinas Catholic Schools will provide transportation for participants in activities/events. On trips in 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.
3. At no time is the student allowed to ride with another student or minor.

N. Student Parking

Students may park:

1. On the east side of the School Building (gravel parking lots); Parking areas will be assigned at the beginning of the year by the Student Council. If students drive recklessly, their privileges to drive or park on school property will be suspended.
 - a. 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:

1. On the west side of the school (front parking lot) designated for staff and guest parking
2. 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.

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.

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

O. Restrooms

Students may use restrooms before and after school, and during class with teacher permission. Appropriate behavior is expected of students while in the restroom.

P. End of the Day

Aquinas Catholic has an extensive extra-curricular activity program but does not provide after-school supervision. Unless directly supervised by an adult, all students must be out of the building and off school grounds by 4:00PM. 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.

Q. Memorial Displays

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.

R. 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 the 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. Traditionally, Aquinas Catholic Schools closes on Holy Days 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. Confession

An opportunity for individual confession will be available on the first Wednesday of every month during the school year for all the students during the school day. Additionally, confession will be provided during Society time as priest schedules allow, or an appointment may be arranged if needed. It is hoped that students will avail themselves to Christ's healing grace.

C. Society Time

To help Society time have fidelity to our vision and mission, the first 8 minutes of Societies are spent together. Starting with Frassati's Courage Prayer and followed by an activity, video or discussion topic, these quick 8 minutes create space for the students to think, share and grow together, along with their adult mentors. With all Societies having the same activity or video, we hope it will allow for conversations to flow outside of Society time as well.

Monday Society Time: After Society time, students may be excused to participate in Bible studies, approved small study groups on faith-based topics, or stay in Society space for quiet individual study.

Tuesdays & Fridays: Mass

Wednesdays: LIFE Academy

Thursday Society Time: Society Time begins with '8 GR8 Minutes' of time together. Starting with "The Courage Prayer" then followed by a provided activity/video/discussion topic, students have the opportunity to learn and grow together. After this unified time, students may be excused to attend a scheduled meeting, meet with a teacher, go to Confession in the Chapel (if available), or continue conversation within their society.

LIFE Academy

LIFE Academy will help build students' lifelong discipleship. The acronym: Look Inside For Evidence—implies our mission to edify students and help them embrace their God-given gifts and abilities, living confidently as a child of God and seeking to make a difference in the world they live in now, and into the future! To support the mission, LIFE Academy will provide a place for students and staff to experience God's love in unique and profound ways, both through interpersonal interactions as well as personal spiritual encounters. We believe God's transformative love, experienced in these ways, can help them know God's love for themselves and aid in forming life-long disciples missioned to make a difference!

On Wednesdays, the Schools (Hope, Humility, Faith, and Fortitude) will rotate through four LIFE stations to form the "whole" person.

Mind, Life enrichment activity to build virtue, personal awareness, leadership, or life-skills

Body, Interactive opportunity allowing fun and physical movement

Heart, Food, fun and fellowship in the cafeteria

Soul, Elevated encounter opportunity in the Chapel

D. Class Retreat

Yearly retreats are planned for each grade. Retreats are a great way to set the tone for the 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 the school of any possible absence at least two days prior to any Class Retreat.

E. Spiritual Formation

Aquinas Catholic Schools is blessed to have a Campus Minister and multiple priests on staff to provide Spiritual Formation for students. Spiritual Formation 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 formation, from once a month to quarterly. The Campus Minister will work with students and their director to schedule meetings. Spiritual Formation is in the internal forum, so all matters are kept private and confidential. All matters of safety or incidents that break the law cannot be kept confidential as the school is a mandatory reporter by law.

F. Aquinas Fire

Led by the Campus Ministry Director, gatherings include 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.

G. Diocesan activities: 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 the 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 have 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 Student Appearance 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; and reflect 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 Appearance policy. The Administration and individual classroom teachers have the discretion to determine whether a student is in full compliance with the Student Appearance policy. Students will be asked to remove any accessory that is distracting. A student may be removed from class until such time as he or she is complying with the Student Appearance policy. 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 their 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 grooming (hair) policy, students will have until the following Monday to become compliant with the policy. If their hair is not in compliance by the following Monday, detention will be served each day until it is in compliance.

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. Parents will be contacted if this becomes an ongoing issue, and there may be additional consequences.

In addition, excessive jewelry, makeup, visible writing on the body, or body piercings are not allowed; nose, tongue, eyebrow rings, and similar piercings must be removed; and earrings and nail polish on boys are not permitted. Gauges are not allowed for any student. Visible tattoos must be covered.

C. Regular dress code

1. Pants/shorts/skorts/skirts- Plaid skirts and skorts must be purchased from School Uniform by Tommy Hilfiger. Black and khaki uniform bottoms 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.
3. If a skirt doesn't come with built-in shorts, then solid black spandex shorts or leggings must be worn underneath.
4. Uniform Polo Shirt: A black, white, or gold long or short sleeve polo shirt is acceptable and must be worn under a sweatshirt.
5. Undershirts: Solid white, black or gold T-shirt or a black, white or gold Aquinas T-shirt may be worn under the uniform polo shirt. The sleeves of the uniform shirt must be longer than the sleeves of the undershirt. Both undershirt and polo shirt must be tucked in.
6. Sweatshirts/fleece jackets/quarter-zip jackets: Uniform-approved sweatshirts /fleece jackets/quarter-zip jackets may be worn. A polo shirt **MUST** be worn under the uniform-approved sweatshirt/fleece jacket/quarter-zip jacket. Sophomore class fundraiser sweatshirts/quarter-zip

jackets or any generic Aquinas logo sweatshirt (purchased from the Aquinas Spirit Store) may be worn. Hooded sweatshirts and jackets 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.

D. Spirit days, Team dress up days

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 or uniform shorts and an Aquinas T-shirt or Aquinas sweatshirt (Hoodies are not allowed).
 - b. Appropriate jeans are those which are clean, modest, not ragged, and of appropriate size and length. (No baggy or low rider or trendy style jeans.)
 - c. There will be one **free** spirit day each month for all students.
 - i. 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.
 - d. An additional **paid** spirit day each month will be available for all students.
 - i. On paid spirit days, students may wear an Aquinas t-shirt or Aquinas sweatshirt (hoodies are not allowed) and pay \$1 to wear jeans, \$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. Students may also wear uniform shorts and pay \$1 to wear an Aquinas t-shirt or Aquinas sweatshirt.
 - e. Senior Girl Spirit Day jeans:
 - a. The jeans may ONLY be worn on spirit days.
 - b. Only SENIOR girls will be allowed to create and wear spirit jeans at school or school activities.
 - c. Jeans must be appropriate and not have tears or rips.
 - d. No decorations allowed on the backside of the jeans.
 - e. Jean decoration cannot include glitter or gems of any type.
 - f. Fabric markers must be used, and the jeans must be washed before wearing them to school to make sure the markings don't peel or leave marks.
 - g. Jeans MUST be approved by the SR class moderator.
 - h. Any senior girl not following the guidelines will not be permitted to wear the jeans for spirit days or school activities.
 - i. The funds from planned spirit days will be used to recognize teacher and student achievements and distributed to various organizations within the school. In some cases, a spirit day fundraiser may be scheduled (i.e. for natural disaster victims).
2. 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. On Team dress-up 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 dress slacks/blouse. As is the case with the uniform policy, dress-up day skirts must be worn at the waistline and no more than 3" above or below the knee.
 - c. On dress up days, girls may wear sandals without a back strap, but the sandals cannot be flip-flops.

E. Senior Pictures

Senior pictures need to be submitted by December 1st. A colored formal pose that is a professional head shot with no hands visible with a plain or one-color indoor background and NO outdoor shots. As we at Aquinas should always strive to live up to Christ's example of modesty and Christian decency, we ask that no inappropriate pictures be submitted for publication.

This would include:

- Females-no off-the-shoulder dresses or blouses or spaghetti straps
- Females-no tops with an immodest/low cut (cut of the top must be 1 inch above the line of cleavage); no spaghetti or thin straps on shoulders for dresses or blouses
- Males-wear a collared shirt and tie. (A jacket is preferred but optional.)
- Nothing that goes against the current dress code, for example, tattoo/body piercing, hair length, multiple colored hair or extensions, facial hair, etc.

The administration reserves the right to refuse any portrait deemed unacceptable or immodest.

F) SENIOR BANNER PICTURE GUIDELINES:

SENIOR BANNER INFORMATION FOR THOSE TO BE DISPLAYED IN THE SOUTH GYM HALLWAY:

ACCORDING TO THE HANDBOOK: (Dawn Bohuslavsky will be creating the banners after pictures are submitted and approved by the senior class moderator.)

The Home School Association provides the opportunity for seniors to have a printed banner displayed near the south gym. The following are guidelines for banners to be displayed at Aquinas:

1. Picture must be approved by the senior class moderator.
2. Pictures sent after the 1st will be assessed a \$10 late fee, and we don't know when the banner will be available since the designer will get to late submissions when able.
3. Pictures submitted MUST meet school dress code requirements:
 - Gentlemen: no piercings, hair cut above eyebrows and shirt collar
 - Ladies: modest top with NO cleavage showing, NO tank or spaghetti straps, NO mid-section showing; skirts/dresses MUST be 2 inches below fingertips.
 - No activity specific attire
 - All: NO rips/tears in jeans, appropriate shirt, NO weapons or hand signals. You may have cars, pets, hats, and such as long as they are appropriate.
4. The designer will send the final proof pictures to the senior class moderator for final approval.
 - Please direct any questions to the senior class moderator, NOT the designer or the Home School representatives.
 - The administration reserves the right to deny any picture deemed inappropriate.
 - Email your picture to the senior class moderator teresa-pokorny@cdolinc.net and label it: Aquinas Senior Banner with your name. Ex: Aquinas Senior Banner/Joe Smith
 - The senior class moderator will inform juniors about the banner requirements during quarter 4 and send the information to parents.

**Srs who have not/or will be taking sr pictures can have a picture taken by Ms. Brown to fulfill this requirement. Ms. Brown will also take a picture for the senior composite for those without a formal head shot. The formal picture may be used for the banner and the composite if you wish.

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, Aquinas 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 schoolteachers to whom they entrust their children to be educated; teachers, in fulfilling their duty, are to collaborate closely with parents." 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 School Counselor. A meeting shall be held with the student's parents for the 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 the 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:

1. 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)
2. 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))
3. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization.

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 Aquinas employees 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 of 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 the incident and steps taken. Communicate with parents/guardians as needed during the investigation and follow-up when an incident is resolved.
3. 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.
3. 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 results in detention. Once a student fills out their card, they should go 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:

- (IB) Inappropriate behavior or language (including at activities)
- (NP) In the hall without a pass
- (DC) Dress code/grooming violation (will include correction of the violation)
 - Haircut considered separately – see haircut policy under Student Appearance policy
- (NGS) Failure to get a green slip
- (FGP) Open Food/gum/pop during school hours
- (T) Tardy to class (*For first period tardies, see "Attendance" section*)
- (LIT) Littering in the halls, classes, or parking lot
- (LD) Lunchroom disturbance
- (MMA) Minor misconduct at activities
- Other (Action noted on card)
- (DISR) Disrespect or Insubordination (may be given 2-5 demerits)
- Other (Action noted on card) (may be given 2-5 demerits)

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 implemented if warranted. Failure to follow the discipline contract will result in an in or out of school suspension, and the student will be placed on probation. The student must then show marked and immediate improvement or risk of permanent expulsion.

High school students may have a demerit removed from their demerit card if they go for a calendar month without receiving a demerit or other disciplinary consequence (detention, ISS, OSS, etc.). For example, if the last demerit was on August 26, the student would be able to come in on or after September 26 to have it removed if he/she 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 or 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 classroom of the teacher supervising detention at 3:35 PM and remain until 4:05 PM. In some instances, students may serve their detention as a non-social lunch. Being late for detention will result in serving the detention during the following available detention period. Two unexcused absences from detention may result in an in-school suspension. Parents will receive notification through the PowerSchool Portal if a detention is assigned to their son or daughter.

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

Accumulation of 5 or more detentions (Demerit and/or automatic detentions)

1. After a student has earned five (5) detentions, a SAT (Student Assistance Team) meeting will be held to make recommendations to parents and staff on how to reduce the number of detentions. Parents will be contacted following the meeting.
2. After a student has received ten (10) detentions, 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 plan for improvement.
3. After a student has received fifteen (15) detentions, 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 future enrollment at Aquinas Catholic Middle/High School.

D. Suspension: The following policy is in conjunction with the policy given by the Diocesan Education Office.

The written disciplinary policy of all schools should permit the short-term suspension and long-term suspension of students for violations of school policies which warrant suspension. Suspension may be an "in-school suspension" or "out-of-school suspension" at the discretion of the school administration.

Short-term suspension means the exclusion of a student from attendance of classes and extra-curricular activities for a period not to exceed five (5) school days.

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, turn in his/her cell phone, and will then be placed in an area by himself/herself, with an adult nearby to supervise. The student will be given his/her assignments to work on and any assignments due that day will be picked up and turned into 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 the day(s) of suspension. Parents will be notified of the suspension. In addition, the student will fulfill the following requirements during the suspension:
 - a. Write a reflection about the choices they made that resulted in the suspension, including what was learned, and behavior choices moving forward. A copy of the reflection will be shared with the student's parents and placed in the student's file.
 - b. Meet with the school counselor or a priest during the day of the suspension to discuss the student's reflection.

Long-term suspension means the exclusion of a student from attendance of classes and extra-curricular activities for a period exceeding five (5) school days but less than twenty (20) school days.

2. **Out-of-School Suspension (OSS)** - 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 the administration. Students serving an OSS may be penalized academically.

Indefinite Suspension. Schools should refrain from indefinitely suspending a student for violations of school policies as such a discipline creates ambiguity in the student's enrollment status and may affect the student's ability to pursue her/his education at another school.

Emergency Exclusion. At the discretion of administration, schools may initiate an emergency exclusion of a student if the student's conduct presents a clear threat to the safety of himself, herself, or others or is so extremely disruptive as to make temporary removal necessary to preserve the learning environment for other students. Emergency exclusion should be used as a temporary consequence while the school administration investigates to determine the appropriate disciplinary action. Emergency exclusion should not last longer than five (5) school days unless the school administration needs additional time to conduct its investigation and make a finding. Students should not be removed from school property without a parent, legal guardian, or another adult approved by parents/guardians escorting the student.

E. Expulsion

School policies permit for the expulsion of students only after the investigation of student misconduct is completed and the CAO (or highest-ranking administrator) decides, in consultation with other administrators and the Diocesan Superintendent, that expulsion of the student is warranted.

Expulsion means the exclusion from school and all school activities and events for a duration determined by the CAO up to and including permanent expulsion, but not less than the semester in which the expulsion was issued. If the student is expelled in the last ten (10) days of the semester, the expulsion shall include the next semester. Expulsion may include a prohibition on the student being on school property. Whether the student receives credit for the semester in which he/she is expelled is at the sole discretion of the CAO.

Grounds. The following is a non-exhaustive list of student conduct which, at the discretion of school administration, constitutes grounds for long-term suspension or expulsion:

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with the mission and purpose of the school.
- Stealing or attempting to steal property of substantial value or causing substantial damage to personal property of the school or others.
- Causing or attempting to cause serious injury to a school employee, volunteer, or student.
- Assaulting, harassing, or hazing any student, school employee, or school volunteer.
- Possessing a weapon on school property or at a school activity or event.
- Engaging in the use, possession, or sale of alcohol or a controlled substance on school property or at a school activity.
- Any other conduct which, at the sole discretion of school administration, disrupts the learning environment or threatens the safety of students, staff, or volunteers.

F. 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, community service	5 days ISS, counseling, community service, behavior contract	Expulsion
Controlled substance (away from school)	3 days ISS, community service	5 days ISS, counseling, community service, behavior contract	Expulsion
Tobacco/nicotine/vaping (away from school)	2 days ISS, 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, parent picks up phone	3 detentions, parent picks up phone	parent picks up phone, student turns

			phone in to the office every day for the remainder of the semester
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).			
Weapon means a firearm or other instrument or item which could be used to cause serious bodily harm			

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, the 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.

For situations involving long-term suspension or expulsion, the CAO, upon consultation with appropriate ecclesiastical authorities, shall have the sole discretion in determining whether to affirm, alter, or rescind the disciplinary action. Parents/guardians may be permitted to meet with the CAO and other administrators but are not permitted to bring legal counsel (DEO Review of Discipline 907.10).

G. 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) for establishing that a violation occurred apply to this policy as well.

H. Disciplinary Procedures

1. Investigation: In determining the appropriate disciplinary action, administrators should investigate and make a finding regarding the student's conduct. The goal of the investigation should be to enable the administrator to:
 - Identify the allegations against the student.
 - Determine whether the facts/evidence establish the student engaged in alleged behavior.
 - Determine the school policies or rules which have been violated as a result of the student's decision.
 - Determine the appropriate level of discipline for the violation.

An effective investigation includes the following steps:

- Take allegations seriously.
- Identify the scope of the investigation with available information.
- Interview parties with knowledge or information of allegations, including students, staff, and parents (if available).
- Gather any other available evidence (camera footage, written documentation, photographs, etc.).
- Review the facts and evidence available and reach a conclusion or finding.

- Document the facts and evidence gathered and findings reached, which may be done with a narrative or timeline of events.

While investigating, if an administrator learns information which gives him/her reasonable cause to believe a child has been subject to child abuse or neglect, the information must be reported to law enforcement. If a report is made to law enforcement, confirm with law enforcement that the school can proceed with its own investigation and interview witnesses. Law enforcement should not be permitted to interview a student on school property without a student's parents/guardians present. To comply with student privacy laws, school administration should require a valid subpoena from law enforcement before producing student records. Investigations and student disciplinary matters should remain confidential and only shared with staff on a need-to-know basis.

2. Communication to Parents/Guardian: While initial confirmation of disciplinary action may be verbal, parents or legal guardians should be notified in writing of a long-term suspension or expulsion of their child. This writing should be sent by U.S. Mail (and email if available) The writing should contain the following:
 - The misconduct investigated by the administration.
 - The policies or rules violated by the student.
 - Disciplinary action taken by the administration.
 - The effect of disciplinary action (e.g., dismissal from school and not permitted to attend school activities).
 - Notice that the parent/guardian can request a reconsideration of the disciplinary action by submitting the request in writing (email sufficient) to the CAO within five school days of the letter.
3. Review of Discipline: If a CAO makes the decision to discipline a student by long-term suspension or expulsion, the student (through her/his parents or legal guardian), may request a review and reconsideration of the issued discipline by submitting the request in writing to the CAO within five school days of written communication of discipline to parents/guardians. After consultation with appropriate ecclesiastical authorities, the CAO shall have the sole discretion in determining whether to affirm, alter, or rescind the disciplinary action. Parents/guardians may be permitted to meet with the CAO and other administrators but are not permitted to bring legal counsel.
4. Corporal Punishment: Corporal punishment (like any aggressive action that could reasonably be construed as hostile) is prohibited in Diocesan schools.
5. Discipline Reporting: Staff are expected to inform administrators of significant student disciplinary actions.

I. Use of Restraints and Seclusion: If a student's behavior becomes a threat to himself/herself or to others, restraint or seclusion may be employed by individuals trained to do so safely. This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Aquinas Catholic Schools.

Definitions:

1. Physical Restraint: Physical restraint means one or more trained persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touch to provide instructional assistance is not a physical restraint for purposes of this policy.
2. Seclusion: Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

- a) Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.
- b)

VII. 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 Activity 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. Practices begin at 3:45pm on regular days.
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 extracurricular activity shall be followed.

The coaches or supervisors have the authority 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-High School extracurricular 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 extracurricular programs' function is such that student participation is voluntary.

People judge the school system by how participants conduct themselves. It is imperative that quality standards of conduct, dress, grooming, and training are established as part of the extra-curricular program. 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 expected standards have been developed and are to be in effect.

1. Conduct: As representatives of Aquinas Middle/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. The 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.

VIII. AQUINAS MIDDLE-HIGH SCHOOL ACTIVITIES CODE

A. Rationale

Aquinas Catholic Middle School/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. The 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 alcohol, tobacco, or other drug policy violations 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 occurs, 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 student 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 period of time in the code.**

If the student is seen violating the code by a school employee or chaperone, they will inform 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 consequences starting over.

The parents may appeal the consequences to the administration based on a change in the citation/charge.

School-sponsored events include public performances in athletics, or the arts, dances, and 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:
 - a. First Offense: The 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 occur after the two-week suspension. A student may attend an activity/event only if his/her parent or guardian is also in attendance.
 - b. Second Offense: A student who is in violation of the activity code for the second time will not be allowed to participate in any activities for two calendar months. This 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.
 - i. 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.
 - c. Third or Subsequent Offense: A student who is in violation of the activity code for the third time will not be allowed to participate in any activities for four calendar months. 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, or physical violence.
2. Consequences for violation of the activities code:
 - a. First Offense: A student will not be allowed to participate in any activity events for two calendar weeks. This suspension does not include athletic practices or meetings of organizations. If the two-week suspension falls during a time when no activities/events occur, the student will not be allowed to participate in the first date of activities/events that occurs after the two-week suspension. A student may attend an activity/event only if his/her parent or guardian is also in attendance.
 - i. Note: Serious offenses may result in other disciplinary measures up to and including suspension or expulsion.
 - b. Second Offense: A student who is in violation of the activity code for the second time will not be allowed to participate in any activities for two calendar months. This suspension does not include athletic practices or meetings of organizations. A student may attend an activity/event only if his/her parent or guardian is also in attendance.
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's 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 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 are at the main door only.
4. Alumni under the age of 21 and having graduated no more than 2 years prior 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 to attend prom unless he/she has a junior or senior date or is a waiter or waitress. Underclassmen may attend coronation provided they leave immediately afterwards.
6. The Seniors will plan the Homecoming Dance, and the Juniors will plan the Prom.
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 crown the new king and queen.

8. Dresses for Homecoming and Prom must be pre-approved by submitting a picture of the girl wearing the dress (front, back, and side view with arms above the head).
9. Boys must be clean-shaven.

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

Homecoming Dress Guidelines

- Dresses must be pre-approved by submitting a picture of the girl wearing the dress (front, back, and side view with arms above the head)
- Dresses may be strapless (if they fit properly) or include spaghetti straps.
- Dresses may be lower in the back, as long as they are not cut below a line drawn around from the naval.
- 2-piece dresses MUST overlap at the waist: meaning top MUST overlap with skirt waistband. Midriffs will not be exposed. This includes both front and side. With arms down at your side, if flesh touches flesh, the dress is inappropriate. Also, when arms are raised (such as in slow dancing) the midriff will not be exposed.
- Dresses may not have a slit that exceeds mid-thigh. This is fingertip length.
- Dresses may not be cut below the bust line.
- Undergarments should not be visible. See-through apparel is not permitted.
- Garments that are tight or low-cut are also unacceptable.
- Side cuts would not be considered modest but could be altered by inserting fabric to cover the cut areas
- Dress length must be mid-thigh (approximately 5" inches above the middle of the knee both in the front and the back).
- Girls may alternatively wear slacks and a modest dress shirt.

Boys Homecoming Guidelines

You do NOT need to rent a tux for homecoming. It is a semi-formal event, meaning...

- Must wear a collared, full-buttoned, tucked-in shirt (no polos, no t-shirts, no flannels)
- Must wear dress slacks with a belt (no khakis, no chinos, no jeans)
- Must wear dress shoes (no tennis shoes, basketball shoes, converse, crocs etc.)
 - Fashion tip: your shoes and belt should match
- Must be clean shaven
- May wear a tie, but not required, but 9/10 ladies say ties look nice.
- May wear a sports coat, but not required, but 9.5/10 ladies say they prefer that their dates wear coats. Also, it *might* be chilly.
- Try to look like you are going to the same event as your date. You are not going to a barbeque. You are not going golfing. You are not going to McDonald's with your bros. You are going to a dance. She will likely be wearing a dress, so you need to look as nice.

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

1. Prom is a FORMAL event.
2. Girls may wear a formal dress. 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. 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.

3. Boys must wear dress pants, a button shirt with a collar, and a tie. Tuxedos are encouraged but not required. Boys must be clean-shaven.

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:

1. Aquinas Catholic seeks to offer spiritual and emotional support, as would be offered to any other student going through a difficult time in life.
2. Students must support the teachings of the Church and the understanding that sexual activity is morally wrong. A student may speak with her teachers about her 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.
3. 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.
4. 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.
5. A pregnant student will be able to continue in class as long as possible and/or comfortable. After that, the student will be allowed to work with the teachers on an individual basis to complete her 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. COMPUTER NETWORK AND INTERNET ACCEPTABLE USE

A. General Information

In accordance with the Mission Statement of the Aquinas Catholic Schools to provide a Christ-centered, learning environment promoting growth in all aspects of life to prepare students to deal with future challenges of church, family, and civic relationships, we believe that all students should have the opportunity to develop skills in using computer technology. The technology of the computer network is defined as computers, both hardware and software, the LAN (local area network), furniture, and all transmitted information. Transmitted information includes, but is not limited to: electronic mail, web browsing, file transfer protocol, and any information retrieval via the Internet. The Internet is an electronic superhighway connecting thousands of computers and users all around the world. This will give students access to electronic mail communication with people all over the world; information and news from around the world as well as the opportunity to correspond with the providers of this information; discussion groups on a wealth of topics; and access to many university library catalogs and databases. With this access to computers and people all over our Christ-centered, learning environment. On a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational mission of Aquinas Catholic Schools.

B. Terms and Conditions

1. Acceptable Use

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

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

2. Guidelines

Students at Aquinas Catholic Schools are expected to comply with the following procedures.

- a. Students will follow the above acceptable use statement.
- b. No student is allowed to use any material that has not been assigned to them by a member of the Aquinas Catholic Schools' faculty and staff.
- c. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.

- d. Negative or unjust portrayals of school or persons associated with the school on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school.
- e. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a Christ-centered, learning environment, is forbidden.

C. Consequences

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

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

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 up policies for the students.

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

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

D. Teens for Life

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

E. Drama Club

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

F. FFA

FFA is a national student organization that promotes leadership, personal growth, and career success through agricultural education. Members participate in hands-on learning, leadership conferences, competitions, and community service. Whether you're interested in animals, plants, or business, FFA offers opportunities for all students to explore their interests and build lifelong skills. Enrollment in an agricultural education course is required for FFA membership, and all students in an agricultural education course are members of the Aquinas FFA chapter.

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

XIV. NEBRASKA CHILD FIND

David City Public School and Aquinas Catholic Schools, being 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 from 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 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 through their toll-free number, 800-742-7594.