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

I. MISSION STATEMENT and PURPOSE

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

II. GOVERNING VALUES

The Aquinas school community will...

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

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

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

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

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

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

POLICIES

THIS HANDBOOK AND PROFESSIONAL DISCRETION

This handbook provides academic/disciplinary expectations. However, it does not attempt to cover all possible circumstances or solutions; therefore, the Aquinas administration, at all times, reserves the right to apply professional discretion in dealing with students or families concerning academic/disciplinary situations.

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

Nondiscrimination Policy

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

I. GENERAL POLICIES

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

1) All absences, regardless of reason, are recorded as such in the school records. On the day of the absence, the parent or guardian must contact the school by 8:30 a.m. Students participating in school-sponsored activities and field trips are not considered absent.

2) Green Slips: If the parent knows his student will be absent or tardy, he/she must send an excuse with the student a reasonable time prior to the absence stating the name of the student, date of absence, and reason for the absence. This excuse is attached to a "green slip" in the office. It is the student's responsibilities to have each of the teachers sign to indicate knowledge of absence. The student must make arrangements for assignments.

3) Students missing more than 10 days (excused or unexcused) in any one class in one term will lose credit for the class. Students missing more than ten days due to extenuating circumstances, may appeal the loss of credit.

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

4) If a student is absent more than twenty days per year or the hourly equivalent the school must file a report with the county attorney of the county in which the student resides. The county attorney will review the information and decide if any action is necessary.

5) 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 in order to participate in extracurricular activities for the day (both practice and competition). Circumstances such as appointments, funerals, etc. may cause this rule to be waived with administrative approval. If a student is absent all day due to illness they should not attend a school sponsored activity in the evening (even as a non-participant or spectator).

6) Leaving School Grounds: Any student, who needs to leave the school campus for any reason other than supervised events, must obtain permission from his parents and the administration. Whenever a student leaves the building, he or she must sign out in the office, and, if returning the same day, sign in.

7) College Visitation: Seniors are allowed two days to visit colleges without being counted absent if they follow this procedure. Visits must be arranged with the college representative in advance and the Aquinas school office must be notified. The office will provide a form that must be signed by the teachers and parents and turned into the office before the student will be excused.

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

C. Student Evaluation

1) Report Cards are issued to students at the end of each quarter of the school year. Mid-quarter Progress Reports will also be issued during each quarter. Aquinas Middle School-High School uses the following method for grading:

A Superior achievement (93-100)

B Above average achievement (85-92) I Incomplete

C Passing achievement (77-84) S Satisfactory

D In danger of failing (70-76) U Unsatisfactory (No Credit)

F No Credit (0-69)

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

3) School Work:

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

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

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

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

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

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

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

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

D. Tri-Councils- One parent-teacher-student conference will be scheduled each semester. Conferences, on an individual basis, may be requested by the parent or teacher.

E. Requirements for Graduation

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

RELIGION I, II, III & IV 40	AMERICAN HISTORY, WORLD HISTORY & GOVERNMENT 30
ENGLISH I, II, III & IV 40	PHYSICAL SCIENCE, BIOLOGY & ONE SCIENCE ELECTIVE 30
MATHEMATICS 30	FOREIGN LANGUAGE 20
BUSINESS 10	ELECTIVES 90
PHYSICAL EDUCATION--HEALTH 10	TOTAL 300

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

G. Transcripts of Credits- Aquinas High School transcripts of credits are available on request, provided all tuition, bills, etc. are not outstanding. The transcript is sent directly to the college or job placement area.

H. Academic Deficiency

1) Deficiency policy

- a) Probation- The student's average in any class dropped below 70%, so the student and parents are notified and the student has until the next Monday to raise the average to 70% or above. While on probation, a student may still compete in extracurricular activities.
- b) Ineligibility- After a week of probation, a student will be ineligible if their average is not raised to 70% or above. The student will remain ineligible from competing in extracurricular activities for until the average is raised to 70% or above.
- c) The deficiency list is pulled from the Student Information System (SIS, currently PowerSchool) at 11:00am on Monday each week, beginning on Monday of the 3rd full week of each semester. The list is effective immediately and runs from Monday-Sunday.

2) Notification of parents and students

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

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

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

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

J. Honor Roll

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

K. Access Period-

- 1) Access period occurs between 2nd and 3rd periods on non-Mass days (Monday, Wednesday, and Thursday typically). Teachers will be available to help students unless there is a conflict with a student group meeting or other assigned duty. In the event of conflicting duties, the teacher will coordinate with the student to offer assistance.
- 2) Teachers may require students to attend access period at any time, even if the student is not on the deficiency list. A student who fails to report to access when he/she should will earn a detention.

3) Any student on the deficiency list (probation or ineligible) will be required to report to the teacher in whose class they are deficient for access period. Ineligible students must report to the teacher of the class in which they are deficient. Students on probation may attend a meeting during access but must report to the teacher of the class in which they are deficient as soon as the meeting is over.

4) All clubs will be assigned a date for their monthly meeting. Additional meetings must be approved by the administration.

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

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

Required documentation includes the following:

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

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

II. USE OF THE BUILDING AND GROUNDS

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

B. Lockers and bookbags- Each student will be assigned a locker. Lockers are the property of the school. Teachers and administrators have the right to search lockers and their contents. No alcohol or tobacco advertisements, suggestive pictures or slogans, or anything offensive to Christian sensibilities are allowed on or in the lockers. Bookbags must stay in the student's hallway locker (not the locker room) during the school day.

C. Media Center- The Media Center is open from 7:40 am to 4:05 pm. and is intended to serve all faculty and students. We wish to maintain a quiet study atmosphere in the media center at all times. If a patron objects to any item in the library, he/she may fill out a reconsideration of materials form. The librarian and administration will discuss the title to determine whether it is an asset to the library or not. We cannot remove a title just because a parent or a few parents dislike it for some reason.

D. Cafeteria

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

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

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

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

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

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

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

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

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

G. Driving Privileges

1) Students are permitted to park in student parking areas only. Order of parking area will be assigned at the beginning of the year. If students drive recklessly, their privileges to drive or park on school property will be suspended.

2) School Permits (Local law enforcement has requested that we issue a statement to clarify the law regarding the use of school permits.): Students may drive to and from where he or she attends school by the most direct and accessible route by the nearest highway from his or her place of residence if the person lives a distance of one and half mile or more from school. A school permit shall be used for transporting the student and any family member who resides with the student to attend school and extracurricular or school related activities at the school.

3) Student vehicles parked on school property are subject to search by school authorities when they have a reasonable suspicion contraband is contained within the vehicle.

III. SPIRITUAL GROWTH

A. Daily Mass- Daily Masses are offered at 7:20 a.m. on Mondays and Wednesdays and attendance is encouraged. All students and faculty attend the regularly scheduled All-School Masses (typically Tuesdays and Fridays). Weekly attendance at Sunday Mass is an essential component of our faith, and is not satisfied by attending school Masses during the week.

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

C. Class Retreat- Yearly retreats are planned for each grade.

IV. STUDENT APPEARANCE

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

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

Boys' hair styles will consist of a short or regular tapered neck line off the collar and tapered above and off the ears. The hair should be a reasonable length, and above the eyebrows. Girls' hair styles must remain above the eyebrows.

Boys will be clean-shaven. Sideburns are not to go below the earlobe. If necessary, boys may be asked to shave at school.

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

**** If a student is found in violation of the grooming dress code, he/she will have 3 calendar days to return to compliance of the dress code.***

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

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

- 1) Uniform slacks in black or khaki may be worn to school on any regular uniform or spirit day. Khaki slacks must be purchased from School Uniform by Tommy Hilfiger. Semi-dress or dress solid black slacks are allowed. Slacks can have only two front pockets and two back pockets with no pockets on the legs. Jean materials are not permitted for regular school dress. No baggy or low rider or overall style slacks. Slacks that are ragged at the bottom or have torn seams at the bottom of the leg are not permitted.
- 2) Uniform shorts or skorts in black, khaki, or the school's plaid may be worn to school on any regular uniform or spirit day. These items must be purchased School Uniform by Tommy Hilfiger. Order forms are available at the school office. All items must be of a modest length.
- 3) A belt must be worn with slacks or shorts that have loops.
- 4) Slacks, capris, shorts, and skirts must be worn at the waistline.
- 5) Tight knit stretch pants may not be worn for reasons of modesty.
- 6) White tailored short or long sleeve shirts or blouses can be worn and must be buttoned.
- 7) A black, white, or gold long or short sleeve polo shirt (with a collar and a button placket) is acceptable.
- 8) Solid white, black or gold t-shirt or turtleneck or a black, white or gold Aquinas t-shirt may be worn under the uniform shirt. The sleeves of the uniform shirt must be longer than the sleeves of the turtleneck or t-shirt.
- 9) Solid black or gray long sleeve sweaters, sweatshirts or fleece pullover/jackets may be worn. Non-hooded non-pocketed Aquinas activity sweatshirts (i.e. non-hooded state playoff sweatshirts) are allowed. Any hooded sweatshirt will not be considered an allowed sweatshirt. Non-hooded non-Aquinas sweatshirts (i.e. those purchased at an NSAA state championship) are not allowed.

- 10) If an allowed sweatshirt is worn, a school uniform shirt does not have to be worn underneath. However, this means the sweatshirt may not be removed during the school day since there would not be a uniform shirt as the new outermost layer. Simply put, the outermost layer (whether sweatshirt or uniform shirt) must be in uniform.
- 11) Shirts and blouses must be tucked in.
- 12) Socks must be worn and must be visible above the shoe.
- 13) All shoes must have a back.
- 14) Students may be asked to limit excessive jewelry that is distracting.

C. Dress Up Days & Spirit Days

- 1) Dress up days should be just that. These are not dress down days. Rules of regular uniform days apply to spirit and dress up days, especially in regards to length and modesty of clothing. 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.
- 2) On dress up days, dress shoes do not need a back strap, but they cannot be flip-flops.
- 3) On spirit days, students may wear appropriate jeans and an Aquinas t-shirt or sweatshirt.
- 4) Appropriate jeans are those which are clean, modest, not ragged, and of appropriate size and length. (No baggy or low rider or overall style jeans.)
- 5) Participants' dress up on days of events will be determined by the coach/moderator and the administration.

V. DISCIPLINE

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

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

1. Persistent verbal abuse, ridicule, demeaning comments or intentional exclusion.
2. Verbal or physical threats, or coercion.
3. Sexual Harassment- Sexual Harassment includes but is not limited to:
 1. Verbal harassment or abuse including unwelcome communication of a sexual nature.
 2. Pressure to engage in sexual activity.
 3. Unwelcome physical contact of a provocative nature, including physical contact in circumstances which render such actions inappropriate.
4. Sexual assault- Unwanted or inappropriate physical contact

Incident reporting (harassment, bullying, assault, abuse/neglect)- Please note that school employees are mandatory reporters when they have or are notified of concerns about a student's health and safety.

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

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

Consequences- Due to the wide range of possible circumstances often involved in harassment, bullying, and sexual offense/assault violations, administration will use its discretion to determine consequences in these situations.

B. Demerit System- All infractions of school rules will be addressed consistently by the school staff through a demerit system. Student demerits will be cumulative over the course of each school year. Demerits will be kept digitally for high school students. Middle school students will still be given a physical demerit card. Teachers must inform the student they are receiving a demerit.

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

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

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

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

C. Detention

1) Teachers or others assigned to supervisory roles have the obligation to assign a detention for an action that is worthy. Detentions will be served under the supervision of an assigned teacher after school from 3:35-4:05pm on Tuesdays, Wednesdays, and Thursdays.

2) Detentions will be served on the day they are assigned, even if this involves missing extracurricular activities. Detentions assigned on a day that detention doesn't occur (i.e. Mondays) will be served on the next school day where detentions are scheduled. Failure to serve an assigned detention will result in a second detention being assigned, in addition to the original detention.

D. Suspension and Expulsion

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

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

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

Student Misconduct	1st Offense	2nd Offense	3rd Offense
Drugs/Alcohol/Tobacco (at school or school event)	5-19 days ISS, counseling, evaluation, community service	Expulsion	
Drugs/Alcohol/Tobacco (away from school)	1-3 days ISS, community service	4-6 days ISS, counseling, evaluation, community service	Expulsion
Bullying, Harassment	ISS up to expulsion (specific consequence will be determined based on the severity of incident)		
Tardiness*	1 st /2 nd tardy- demerit	3 rd /4 th - demerit, 1 detention ea 5 th /6 th - demerit, 2 detentions ea	7 th /8 th tardy- demerit, 1 day ISS each
Destruction of Property/Vandalism, Stealing/Theft	Detention or 1-5 days ISS; cost reimbursement	5-10 days ISS; cost reimbursement	11-19 days ISS; cost reimbursement
Disorderly Conduct (Disruptive Behavior)	Detention or 1-3 days ISS	1-3 days ISS	3-5 days ISS
Disrespect Toward Staff Member	Detention or 1-3 days ISS	3-5 days ISS	5-19 days ISS
Fighting	3-5 days ISS	5-19 days ISS; behavioral/risk assessment and/or counseling	Expulsion
Firearms**	11-15 days ISS; behavioral/ risk assessment and counseling	Expulsion	
Inappropriate Use of Medication	Detention or 1-3 days ISS	3-5 days ISS; counseling	6-19 days ISS; counseling
Insubordination	Detention or 1-3 days ISS	1-3 days ISS	3-5 days ISS
Obscene behavior	Detention or 1-3 days ISS	3-5 days ISS	5-19 days ISS
Racial Slurs	1-5 days ISS	5-19 days ISS	Expulsion
Sexual Offenses/ Assault	ISS up to expulsion (specific consequence will be determined based on the severity of incident)		
Threat/Intimidation	1-3 days ISS	3-5 days ISS	5-19 days ISS
Truancy***	Detention or 1 day ISS	2-4 days ISS	5-10 days ISS
Weapon (non-firearm)**	1-3 days ISS	3-5 days ISS, behavioral/risk assessment and/or counseling	Expulsion
*Repeated tardiness could lead to an activity suspension if deemed necessary by administration.			
** The particular circumstances of a firearm/weapon violation will be considered in determining the consequence.			
*** Truancy is defined as leaving school without permission, without following the sign out procedure, or not reporting to where they are expected to be (i.e. skipping class).			

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

E. Drug/Alcohol/Tobacco policy

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

VI. SCHOOL SPONSORED DANCES

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

- 1) Every dance must have adult chaperones appointed by the moderator sponsoring the dance. Names must be turned in to the principal ahead of time.
- 2) No grade school children or middle school students are ever allowed to attend any high school dances. No high school students may attend middle school social activities. Grade and middle school students may attend coronations if they are attending with their parents and leave immediately following the coronation.
- 3) Students who leave a dance will not be readmitted. Entry and exit is at the main door only.
- 4) Alumni under the age of 21 and having graduated no more than 2 years previous are permitted to attend high school dances as a pre-approved outside date of a current high school student. They are expected to abide by the rules of the school.
- 5) No freshman or sophomore is allowed at prom unless he has a junior or senior date or if he is a waiter or waitress. Underclassmen may attend coronation provided they leave immediately afterwards.
- 6) Homecoming and Prom Attire (This code was written by a committee of students, parents and teachers.)

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

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

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

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

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

VII. PREGNANT STUDENTS

- 1) The student will be allowed to complete a full middle school/high school education including graduation. Upon learning that a student has become pregnant, the school will provide the student, including the father if he is also a student in the school, with counseling; encouraging them to receive the sacraments as soon as possible; giving them the facts

about their options (placing the child for adoption, or keeping the child); instructing them about their duties in justice and charity to each other and the child; informing them that if the girl's pregnancy and/or the boy's paternity becomes disruptive to the educational and formative purposes of the school, they will be asked to fulfill their educational requirements without the benefit of school life.

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

VIII. MARRIED STUDENTS

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

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

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

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

IX. COMPUTER NETWORK AND INTERNET ACCEPTABLE USE

A. General Information In accordance with the Mission Statement of the Aquinas 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 the technology will furnish a graduate with many of the job readiness skills required by our evolving business and educational community.

Under the guidance of members of the Aquinas 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 parent or guardian.
- 3) Individual access privileges will be revoked.
- 4) Loss of technology use for a determined period of time.
- 5) School disciplinary action according to the handbook and posted rules.

X. AQUINAS MIDDLE-HIGH SCHOOL ACTIVITIES CODE

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

*It is not considered "preemptive" if this communication happens after the student is charged or receives a citation simply to avoid the consequences of the activities code. If such a circumstance should occur, we will continue to offer whatever help we are able, but the activities code will be in effect.

All students are encouraged to demonstrate acceptable standards of conduct. The violations of the Activity Code occurring during the school year, which begins on the first day of fall practices as governed by the NSAA and which ends when the students are dismissed from classes for the summer, will be governed by this policy. Violations occurring during a school-sponsored activity in the summer will also be governed by this policy. Any consequences stemming from violations of this

policy will be served during the school year as defined above. No consequence time can be served during the summer months. If the student has consequence time left at the end of the school year, it will be served beginning with the first day of scheduled fall practice.

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

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

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

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

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

A. Conduct Relating to Drugs/Alcohol/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 sighted by a school employee or chaperone, for using, being in possession of, or dispensing drugs/alcohol/tobacco (including alternatives, look-alikes, and vape devices/paraphernalia).

2. Consequences for violation of the activities code:

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

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

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

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

B. Conduct Relating to Violations of Other Statutes

1. A student will be found in violation of this activity code and subject to consequences if the student is cited or charged by the law, or sighted by faculty, staff or chaperone, committing an offense such as but not limited to vandalism, stealing, willful destruction of property and physical violence.

2. Consequences for violation of the activities code:

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

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

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

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

XI. STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES

A. Nebraska School Activities Association Rules

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

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

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

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

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

3) Abusive or profane language or gestures are prohibited.

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

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

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

C. Other

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

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

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

D. Permission to Participate in Athletics

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

ACTIVITIES

XII. STUDENT ORGANIZATIONS

A. National Honor Society

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

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

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

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

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

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

XIII. NEBRASKA CHILD FIND

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

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

These agreements are to be signed and returned to the school by the second Friday of the school year. Please return only this page.

AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL STUDENT-PARENT HANDBOOK VERIFICATION

As a student at **AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL**, I hereby acknowledge having received a copy of the **AQUINAS CATHOLIC MIDDLE-HIGH SCHOOL** Student-Parent Handbook for 2022-2023. I realize that I will be responsible for knowing and following the procedures and regulations outlined in these handbooks.

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

This handbook has stated explicitly the standards that Aquinas students are expected to maintain in academic and disciplinary performance and the procedures, which will be enforced if students fail to meet the requirements.

Both Aquinas and its enrolled families must make a positive commitment to their responsibilities we share in the Catholic education of our young people. The school has expressed its commitment in this handbook.

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

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

Student Signature _____, Grade _____

Student Signature _____, Grade _____

Student Signature _____, Grade _____

Student Signature _____, Grade _____

Date _____

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

Parent Signature _____ Date _____

Agreement for Computer Network and Internet Individual Use with Aquinas

Please read the entire Computer Network and Internet Acceptable Use Policy. I understand and will abide by the Computer Network and Internet Acceptable Use Policy. I further understand that violation of the Terms and Conditions above is unethical. Should I commit any violation, my individual access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Student User Signature _____ Date _____

Parent or Guardian-(If the student is under the age of 19, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student I have read the entire Computer Network and Internet Acceptable Use Policy. I understand that this access is designed for educational purposes and I recognize that it is impossible for

Aquinas/St. Mary's to restrict access to all inappropriate materials and I will not hold them responsible for materials acquired on the network. I further understand that this student's privileges may be restricted or suspended for failure to adhere to the Terms and Conditions set forth above, as well as to be financially responsible for negligence or misuse by the student. I am aware that this student may, without signing this agreement, be given limited access to specific resources available on the Internet within a supervised classroom environment.

Parent Signature _____ Date _____

MEDIA RELEASE PERMISSION FORM

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

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

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

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

_____ Please do not photograph my child for purposes of public relations for the school.

Parent Signature _____ Date _____