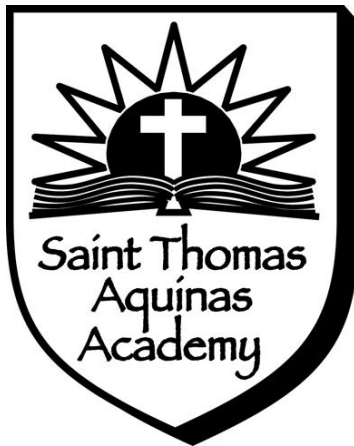


SAINT THOMAS AQUINAS ACADEMY

STUDENT/PARENT HANDBOOK Middle & High Campus



2021/2022 School Year

**This Handbook is a work in progress and can be changed during the school year if necessary.
Ample notification of any changes will be given.**

October 2021

SAINT THOMAS AQUINAS ACADEMY

STUDENT HANDBOOK

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SAINT THOMAS AQUINAS ACADEMY

MISSION STATEMENT

The mission of Saint Thomas Aquinas Academy is to provide an affordable education in the Catholic teaching tradition that inspires in students a lifelong thirst for knowledge, wisdom and truth; a desire to reach the full potential which God intended for them; and a recognition of the discipline of mind and heart required for effective service to others in the love of God.

2021-2022 HANDBOOK

This book belongs to: _____

Year of graduation: _____

**Saint Thomas Aquinas Academy
1200 Main Street
Marinette, WI 54143
(715) 735-7481
www.thomas-aquinas.org**

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VISION STATEMENT

The members of Saint Thomas Aquinas Academy will build the Kingdom of God through the formation and education of religious development of the young and youth who are enrolled in academic programs of education. We will work to proclaim the message, create community, provide services, and develop a prayerful life through worship.

Core Value and Beliefs

- *Provide a strong faith-filled environment where young and youth live the Gospel way of life taught by Jesus Christ and the dogmas and teachings of the Roman Catholic Church.*
- *Live our faith commitment to Jesus through proclaiming the message, living community, providing services, offering prayer, and participation in worship.*
- *Teach a moral way of life, character development, and stewardship.*
- *Recognize each learner as a unique individual in a variety of ways.*
- *Have a disposition toward mutual respect, cooperation, politeness, and courtesy to each other.*
- *Provide a climate and atmosphere in which learning is valued, joyous, and a successful experience for each learner.*
- *Encourage positive social interaction, active engagement in learning and self-motivation.*
- *Create learning experiences that make knowledge and skills of curriculum meaningful and authentic for the learner.*
- *Adapt instruction (curriculum, instruction strategies and assessment) to meet the diverse needs of the learner.*
- *Provide additional assistance to a learner who is challenged.*
- *Foster active inquiry, collaboration, and supportive interaction in the classroom and campus.*
- *Encourage the learner's development of critical and critical thinking, problem solving, and performance skills.*

Statement of Non-Discrimination

Saint Thomas Aquinas Academy does not discriminate on the basis of sex, race, or national origin in the enrollment of and participation of students or the employment of personnel.

Right to Amend this Handbook

The school retains the right to amend this handbook with just cause. Parents will be promptly notified of any changes.

Handbook Policy

The Student/Parent Handbook does not propose to cover all situations, nor is it intended to be a work of perfection. It is the hope of the administration that it will be of help to all the students of Saint Thomas Aquinas Academy in its use as a reference in relation to school policy and expectation. Students are issued a Student/Parent Handbook at the beginning of each academic school year free of charge. The handbook contains rules and regulations important to every student in the school.

Student Rights

These statements of student rights are intended to make STAA a healthy, safe, Christian community aimed at providing students with the best possible education.

1. It is the right of the student to receive a quality education.
2. It is the right of the student to be treated with dignity and respect.
3. It is the right of the student to receive consistent and fair treatment in relation to school policies and expectations.
4. It is the right of the student to attend a school that provides a Christian environment; one that will help his/her faith in God to grow and become strong.

Student Responsibilities

Along with student rights are student responsibilities. Most of this Student/Parent Handbook spells out the responsibilities and expectations of students and their parents. It is important that STAA families make themselves aware of the content of this handbook.

This Student Code of Conduct applies to any STAA student who is:

1. On school property
2. In attendance at school
3. At any school-sponsored activity or
4. Whose conduct at any other time or place has an effect on maintaining school order or discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

1. ACADEMIC POLICIES

1.1. GRADUATION REQUIREMENT

For Graduation from STAA a student is required to earn a minimum of 27 Carnegie units of credit in the following subject areas with no more than one study hall allowed:

Theology*	4
English	4
Mathematics	3
Laboratory Science	3
Social Studies	3
Personal Finance	1/2
Health/Physical Education	2
Electives**	7 1/2
Total including electives	27

* 1 credit of Theology is required for each year in attendance.

** Fine Arts are considered an elective.

Special consideration is given to students attending Northeast Wisconsin Technical College (NWTC) and vocational classes at Marinette Public High School.

1.2. CLASS REQUIREMENT

Freshmen

Science:	Foundations of Science
English:	Oral Communication/American Literature Intro to Literary Genres/Contemporary Literature
Theology:	Introduction to Catholicism
Mathematics:	Algebra I or Geometry for those who have completed Algebra I
Social Studies:	World Geography
Electives:	Spanish I or Spanish II for those who have completed Spanish I Studio Art I French I

Sophomores

Science:	Biology
English:	Oral Communication/American Literature Intro to Literary Genres/Contemporary Literature Literature Through Film/Public Performance
Theology:	Understanding Scripture
Mathematics:	Algebra I or Algebra II, Geometry (It is recommended Geometry follow Algebra I)
Social Studies:	United States History
Electives:	Spanish I, II, or III Studio Art I or II STEM I Health French I, II or III

Junior

Science:	Anatomy/Physiology, Chemistry, Advanced Chemistry, Biology, Physics, STEM I or Advanced STEM
English:	British Literature/Academic Writing Research & Composition/Creative Writing Journalism/Forensics/Literature Through Film/Public Performance
Theology:	Church History
Mathematics:	Algebra II, Geometry, Pre-Calculus
Social Studies:	World History Personal Finance/Modern United States/Sociology/ Holocaust Studies
Electives:	Spanish I, II, III, or IV Studio Art I, II, or III French I, II, or III
College Credits:	Pre-Calculus, Calculus Offered on-site under the directives of UW Oshkosh Leadership – Offered under the directives of St. Norbert College Intro to Renewable Energy – Offered under directives of NWTC

Senior

Science:	Anatomy/Physiology and /or Chemistry and/or Physics and /or Environmental Science and/or Advanced Chemistry, STEM I or II
English:	British Literature/Academic Writing Research & Composition/Creative Writing
Theology:	Moral Life in Christ
Mathematics:	Geometry, Algebra II, Pre-Calculus, Calculus
Social Studies:	United States Government Economics/Sociology/Holocaust Studies/Modern United States/ Personal Finance
Electives:	Spanish I, II, III, IV, or V French I, II, or III Studio Art I, II, or III
College Credits:	Pre-Calculus, Calculus All offered on-site under the directives of UW Oshkosh Leadership - Offered on-site under the directives of St. Norbert College Intro to Renewable Energy – offered under the directives of NWTC

COMMUNITY CHRISTIAN SERVICE: Christian Service is promoted to all students and their families. Christian service is a graduation requirement for all STAA students. Students are required to serve ten (10) hours of service each semester that they are enrolled, totaling eighty (80) hours over four (4) years. Students cannot transfer additional hours to the next semester. Summer hours apply to the first semester. Of the eighty (80), students are encouraged to vary their hours of service between parish, community organizations, and the Academy. This service requirement shall be prorated accordingly for all graduates based on the number of high school years attended at STAA.

Service hours are to be recorded on the Christian Service Record forms that are outside of the School Counselor's office. First semester Christian Service Record forms are due one (1) week prior to the last day of first semester. Second semester Christian Service Record forms are due as follows: Seniors – two (2) weeks prior to seniors' last day; freshmen, sophomores, juniors – one (1) week prior to the last day of the second semester.

1.3. FAILURES

1.3.1 Students who fail a required class must retake the class on campus at STAA. There are possible exceptions as approved through the STAA school administration. These cases will be handled by the Principal and Guidance Counselor. Students who fail a Theology course will be required to retake the course at STAA.

1.3.2 If a student failed and a student repeats the class at STAA, semester or full year, the new grade will not replace the original grade. The GPA will be recomputed and credit given. Adjustment will be made on the permanent record. The grades of a retaken class may not be used to determine a valedictorian or salutatorian.

1.3.3. All classes recommended and completed during summer or night school will be recorded on the permanent record and equivalent credit (.5 given). This grade will affect the GPA. Six weeks (6) of summer school or the minimum number of hours of night school do not compensate for a full semester of work.

1.4. ACADEMIC EVALUATION

1.7.1 Grading Scale

<u>Grade</u>	<u>Percentage</u>	<u>Honor Points</u>
A	92% - 100%	4.0
A-	90% - 91.9%	3.7
B+	88% - 89.9%	3.3
B	82% - 87.9%	3.0
B-	80% - 81.9%	2.7
C+	78% - 79.9%	2.3
C	72% - 77.9%	2.0
C-	70% - 71.9%	1.7
D+	68% - 69.9%	1.3
D	62% - 67.9%	1.0
D-	60% - 61.9%	0.7
F	0% - 59.9%	0.0

1.4.2 Honor Roll

A student's eligibility for Honor Roll is based on the student's quarter grade point average. A quarter grade point average lower than a 3.0 removes a student from the Honor Roll for the quarter.

- A) Principal's List Quarter point average of at least 4.00
- B) First Honors Quarter point average of 3.50 – 3.99
- C) Second Honors Quarter point average of 3.00 – 3.49

Recognition at the annual Awards Assembly is based upon the student's grade point average for the school year. To achieve an honor cord in their senior year, students must have achieved a 3.50 cumulative grade point average throughout their high school career. Students receiving marks of "I" in any subject will not be placed on the Honor Roll until all incomplete marks have been made up.

GPA Calculation

Grade Point Averages are calculated based on the following values:

Letter grade	Point Value for .25/sem CreditClass	Point Value for .5/sem CreditClass	Point Value for .5/sem College Credit Class
A	2.0	4.0	5.0
A-	1.85	3.7	4.7
B+	1.65	3.3	4.3
B	1.50	3.0	4.0
B-	1.35	2.7	3.7
C+	1.15	2.3	3.3
C	1.0	2.0	3.0
C-	.85	1.7	2.7
D+	.65	1.3	2.3
D	.50	1.0	2.0
D-	.035	0.7	1.7
F	00	00	00

Sample:

CC English	A	.50 credit
History	B	.50 credit
Math	C+	.50 credit
Science	A-	.50 credit
Phy Ed	A	.25 credit

Calculation of GPA:

A	=	5.0
B	=	3.0
C+	=	2.3
A-	=	3.7
A	=	<u>2.0</u>
		16.0

16.0 divided by 4.5 = 3.56 (rounded to hundredths)

*** Before starting any college level class taken outside of STAA, students must have prior administrative approval to determine the amount of high school credit the student will receive for the course, and whether the point scale for the class will be on a 5.0 weighted scale or a 4.0 standard scale.**

***Cumulative GPA is based upon final grades from each semester. The 7th semester Cumulative GPA is used to determine final senior awards, scholarships, valedictorian, salutatorian, etc.**

1.5 SEMESTER GRADE DETERMINATION

Semester grades will be averaged as follows: 1st Quarter – 40%, 2nd Quarter – 40%,
Exam – 20%

This applies to High School and Middle School. In order to receive semester credit in high school, a student must receive passing grades in at least 2 out of the 3 grade components (i.e. 2 marking periods or 1 marking period and the semester exam).

1.6. INCOMPLETES

If at the end of a quarter a student's work is incomplete and the teacher finds it necessary to give an incomplete "I", the work must be completed within a two week period after the end of the quarter or the student will receive an "F" for all outstanding work. If there are extenuating circumstances, such as illness, the two-week period can be extended.

1.7. GRADE REPORTS

Grade reports are issued two (2) times each semester (quarterly). The second report card each semester also includes the final grade for the semester including the final exam grade. Comprehensive exams are given at the completion of the semester. Factors which have a part in determining the quality of the student's work include:

1. Preparation of daily assignments
2. Attendance and participation
3. Test Results

Students are encouraged to discuss their progress with their teachers on a regular basis. Parents are urged to contact their student's counselor and teacher(s) anytime they have a question or concern regarding their student's progress in school.

POWERSCHOOL: Parents have the opportunity to view their child's grades online through a program called PowerSchool. Students and Parents/Guardians will receive a letter with their child's codes and instructions for the program. Once parents and students have set up their account, they will be able to view their child's grades.

1.8 ACADEMIC PROBATION

Any student whose GPA falls below 1.7 during any part of the school year will be placed on academic probation. Students on academic probation may not participate in any extra-curricular activities (including but not limited to athletic contests, Hi-Q, Drama, Student Council, Student Ambassadors, club activities, etc.), practices excluded. Students will remain on academic probation until they raise their GPA above 1.7.

1.9. SCHEDULE CHANGES-CURRICULUM POLICY

In general, a student will not be permitted to add or drop a course unless there is a definite and/or valid reason for a change. The change must be made before the end of the second week of a semester. All changes must be approved with signatures from parents/guardians, teachers of classes involved, counselor and Principal. After this time, withdrawals will be recorded as Withdrawal/Fail for a final grade. This will affect the grade point average, as would an F. Exceptions will be at the discretion of the administration.

1.10. TRANSCRIPTS

Transcripts are sent to the new school upon request and a \$5 fee.

1.11 TEXTBOOK FINE POLICY

All textbooks must be covered. If your textbook is not covered, you will be assessed a \$.25 fine after 10 school days. Other fines are as follows:

Damage Type of Degree	% of Replacement Cost
Lost Book	100%
Water Damage	100%
Profanity IN/ON	100%
Other Severe Damage	100%
Binding Loose	50%
Cover Damage (Major)	25%
Cover Damage (Minor)	10%
Writing in Text	20%

Self-reporting damage will reduce the fine by 10%. This excludes lost books and water damage. These levels may seem extreme, but text resources are among the largest expenses encountered in education today. Textbook in question remains in property of STAA.

2. ATTENDANCE

2.1 PHILOSOPHY

We at STAA believe there is direct relationship between class attendance and class success. The STAA faculty and administration believe daily activities that take place in the classroom are a vital part of the learning process. The learning that takes place in the classroom cannot be made up by simply doing written assignments missed during the absence.

2.2 ABSENCES

In case of absence, it is the parent's/guardian's responsibility to call the school office by 8:30 a.m. EACH DAY OF ABSENCE THE STUDENT MUST BRING A NOTE FROM HOME FOR THE STUDENT'S FILE BEFORE IT IS NOTED AS AN EXCUSED ABSENCE. Because attendance is an important factor in the world of work as well as in education, STAA feels that it is imperative students be in class each day unless the student is seriously ill. The administration reserves the right to determine whether an absence is excused. The following attendance policy will be in effect.

** If a student has an excessive number of absences (10 per semester or more excused and/or unexcused) and is **not doing** the required class work in two or more classes, the student does not improve in the classroom and in attendance, a hearing will be held involving the school counselor, student, teachers, parents, and administration.

Remote Learning Option

The Wisconsin Department of Public Instruction requires that attendance be taken daily. In order to consider “in attendance” students are expected to interact and respond to their teacher every day. This may include chat participation (directly with teacher or as part of a teacher facilitated group chat or zoom session), e-mail, Google Classroom, Seesaw, or completion of work.

Excused/Unexcused Absences

For excused or unexcused absence over 10 per semester, the student **may** be placed or put on medical excuse only. (Student must have a written excuse from a doctor, nurse, dentist).

There are two (2) types of absences:

1. An EXCUSED ABSENCE is allowed when the school judges the reason sufficiently important to justify absence: e.g. sickness. The student is permitted to make up all work and tests without penalty. All missed work must be made up within three school days and/or at the discretion of the instructor.
2. An UNEXCUSED ABSENCE is noted when the administration judges the reason for the absence to be insufficient. The student receives no credit for work and tests missed. All time missed will be made up at the discretion of the administration.

The parent has the right to keep a student from school for a sufficient reason. The school has the right to judge this reason and determine whether the absence was necessary or unnecessary.

Please Note: *A family trip is not necessarily a justifiable reason for an absence from school and must be pre-approved by the administration. Prearranged absence forms are available in the campus office.*

3. A SCHOOL FUNCTION ABSENCE is allowed when the school determines that the student shall miss class for the purpose of engaging in a function or event planned by the school, and the school shall determine which things qualify as this type of absence: e.g., competition events, volunteer work planned through staff and school, field trips, etc. When students are provided with information of such an absence two or more days in advance of the date of absence, any assignments or materials due to be submitted on the date of absence are to be turned in prior to the actual absence, unless other arrangements are made with the instructor in advance. The student is permitted to make up all new quizzes, tests, and laboratory work done on the day of absence without penalty. The student is responsible for seeing each impacted instructor in advance of the absence to obtain information about the new work, etc. that will be missed during that absence.

3. Early Dismissal

All requests for EARLY DISMISSAL must be presented in writing before the beginning of the school day to the office. All students must sign out in the office before leaving school. They must all sign in when returning to school. If a student has a foreseen absence of one or more days, a prearranged absence form is available from the office. All make-up work is the responsibility of the student.

4. In the case of cutting a class, the student will receive an F for the class and will not be allowed to make up class assignments in addition to having the time lost added to the absence tally.

5. Suspended students incur unexcused absences. The student receives no credit for all work and tests missed.

6. Students who become ill during the school day must first report to the school office. If unable to go to the school office immediately (ill in bathroom), students are to report as soon as possible or have another student report the illness. Parents will be contacted and students will be allowed to leave the building after parent/guardian makes arrangements for transportation or gives permission for the student to leave. Students who do not report to the school office will be considered cutting a class(es).

a. If the student misses 2-4 periods, it is considered a half day of absence. If a student misses 5 periods/5 hours or more, it is considered a whole day of absence.

b. A student who is absent for illness or other reason (excluding funerals and school sponsored events) may not participate in extra-curricular activities. Student athletes must be in school the *entire* day in order to practice or play on that day. A student is considered to be in school all day if he/she is in attendance by 7:45 a.m. Exceptions are made for medical appointments, funerals, and prearranged situations. Athletes are expected to be in attendance at school by 7:45 a.m. on days following contests. This is in effect even if the student returns late from a contest out of town.

If a student needs to leave school before school is dismissed, he/she must bring a note from the parents before school begins and a phone call must be placed by the parents giving the student permission to leave. Phone calls should be made between 7:30 a.m. and 8:30 a.m.

Tardies: Every student is responsible for being in class on time. Students who are tardy to class delay and/or disrupt the learning process, show disrespect for fellow students and teachers, and generally demonstrate a disregard for their commitments. Students must be in their assigned class when the bell rings unless detained by a staff member, in which case, the student will be given a pass.

Tardies are accumulated on a semester basis. Classroom tardiness will receive the following consequences:

Three tardies = 1 detention

Six tardies = 2 detentions

Nine tardies = 3 detentions

Twelve tardies = 1 day suspension

** Every three tardies after 12 will result in a day of suspension

Tardy is anytime a student enters the classroom after the bell rings. If later than 10 minutes, it is an unexcused absence.

2.3 TRUANCY

Truant means a pupil who is absent from school without an acceptable excuse under Wisconsin Statutes ss.118.15 and 118.16(4) for part or all of any day on which school is held during a school semester. Acceptable excuse means permission of the parent/guardian/legal custodian of a pupil, within limits of policies on truancy established by the school in which the pupil is enrolled. Except in emergencies or unforeseeable circumstances, such permission is expected to be communicated in writing from the parent/guardian/legal custodian to the school, prior to the absence. In emergencies or unforeseeable circumstances, such communication is expected to be as soon as practicable following the absence. Parents will be notified of the truancy. Truancy can result in detention, demerits, suspension, expulsion, or legal action.

3. BUS TRANSPORTATION

3.1. GUIDELINES

Following are the bus rules established by the bus companies:

1. Use only the bus and bus stop assigned.
2. Behave appropriately at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver when the bus is in motion unless it is necessary.
6. Keep hands and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.
9. Guests riding the bus must present a note to the Principal for their signature.

Infraction of the above rules may be brought to the attention of the parent. Continual abuse of bus privileges may result in the denial of transportation. Bus routes and stops are planned and established by the Marinette Public School System and the Peshtigo Public School System in conjunction with the bus companies. Questions regarding routes may be directed to Westlund Bus at 715-732-0238 (Marinette School System) or to Kobussen Bus Company at 920-834-3467 (Peshtigo School System). Parents who wish to make requests for change in routes or stops should contact the school district or bus company. Students and parents are encouraged to immediately notify the Principal and/or the school district, or bus company, of any safety hazards that they have observed during bus operations.

4. DANCES

4.1. GUIDELINES

The guidelines set forth are a reflection on our mission statement and core values and beliefs which has a goal of recognizing the dignity of all people. Students' behavior and attire at dances should reflect the values and beliefs taught at Saint Thomas Aquinas Academy. Dances are an opportunity to socialize in an environment which is supervised and safe.

General Regulations:

1. All students and guests must check-in at the dance.
2. Students must enter by a specific time and if a student leaves 30 minutes before the end of the dance their parents/guardians must be contacted by the advisor.
3. Once a student leaves they are not permitted to loiter on school grounds.
4. Whether on campus or off-campus, all school policies are in effect at dances.

Guests:

Non-Aquinas students are permitted to attend school dances. All Aquinas students and their guests must sign a Permission Form prior to the dance, in which they agree to conduct themselves at the dance in accordance with the teaching of the Catholic Church.

Attire:

Student clothing should reflect and be consistent with the core values and beliefs of Saint Thomas Aquinas Academy. Students are expected to observe modesty and good taste. Low-cut dresses are not permitted. Dresses/skirts may not be shorter than 5” off the floor when the student kneels. Any interpretation and judgment in these matters lies with the school personnel supervising the dance. Failure to comply may cause the student to be asked to cover up and/or be asked to leave the dance.

Music:

All music should be consistent with the core values and beliefs of St. Thomas Aquinas Academy. Music must not contain lyrics, themes or innuendoes that are violent, lewd, or otherwise offensive. Edited versions of offensive songs may not be acceptable if the underlying message is still present in the song. DJs will be provided these guidelines as well as instructions about appropriate music.

Dance Styles:

Dancing must be acceptable, not dangerous nor obscene. It must not suggest any sexual activity or be intended to arouse. Chaperones in attendance will be the final judges of the appropriateness of dance styles. Students should comply with these rules and any direction given by the chaperones. Students will receive one warning for inappropriate dancing. If the behavior continues, the student’s parents will be notified that their student has been removed from the dance and the student will be escorted off the dance floor. If parent contact is not made, the student will be escorted off the dance floor and supervised by chaperone until contact is made or until the conclusion of the dance. This requirement and consequence also applies to any guest.

4.2. JUNIOR/SENIOR PROM

The Junior/Senior Prom will be held during the first part of May. The decorating and supervision of the prom location, dinner, dance, and clean up will be the responsibility of selected advisors. The faculty chairperson will be appointed by the Principal. The student chairperson under the leadership of the faculty chairperson will be the senior class president or his/her designate. The location of the prom will be determined by the administration and the faculty prom advisor. Every effort will be made to establish a closed prom situation eliminating the problem of student misconduct, which is often a

problem, associated with prom. The prom is paid for by the couples attending prom and this fact must be considered when planning the prom. School sponsored prom activities will end at 10:30 p.m. At that time the parents will be responsible for the conduct and safety of their sons/daughters.

5. DISCIPLINE CODE

5.1. PHILOSOPHY

The goals of STAA Disciplinary Code are many:

- To create and maintain a positive Christian environment.
- To promote respect for every individual at STAA whether they are a member of the administration, staff, faculty, or student body.
- To develop that character of our students.
- To foster the development of self-discipline.
- To provide an atmosphere which encourages excellence in learning and all school related activities.

To attain these goals, STAA is committed to applying a disciplinary code in a fair and consistent manner. Those dealing with student discipline should strive to isolate the cause of the misbehavior and then focus on ways to prevent it. Although discipline will be applied fairly, parent and students should be aware that depending on a student's attitude, motivation, and impact of his/her misbehavior, infractions of similar school regulations may be dealt with differently. Students who fail to follow school regulations will be subject to one or more of the following disciplinary measures.

- Appropriate verbal reprimand
- Conference with teacher (with or without parent/guardian)
- Temporary removal from classroom or other school facilities
- Detention
- In-school suspension
- Out-of-school suspension
- Behavioral contract
- Dismissal

Definition

Detention: Detentions are designed to provide a period of reflection concerning misbehavior. Detentions can be ½ or 1 hour long, and must be served within three (3) school days of their assignment. Failure to serve an assigned detention within three (3) school days will result in a doubling of the detention time. Failure to serve a doubled detention may result in an in or out of school suspension. Any student who receives more than three (3) detentions per semester may be declared ineligible for extra-curricular activities, club, and school related events. The administration, in consultation with the appropriate advisor or coach, will determine the extent of the extra-curricular ineligibility. (Students must have served all assigned detention time prior to the release of transcript and other records.) (For students returning to STAA, all unserved detention times must be made up over the summer.)

In-school suspension: In-school suspension is a period of time, generally one (1) to three (3) days, of in-school isolation of a student from the entire student body. Though students

serving an in-school suspension may receive credit for course work completed, they may not participate in any extra-curricular activities (i.e. sports, drama, clubs, etc.)

Out-of-school suspension: Out-of-school suspension is a period of time during which a student is denied the privilege of attending STAA. Out-of-school suspension will be used in cases of serious or multiple infractions of school policies. A parental conference with the administrator is required before a student is readmitted to school. Students serving an out-of-school suspension receive no credit for missed work but must keep up with their studies. Students serving an out-of-school suspension may not participate in any extra-curricular activities (i.e. sports, drama, clubs, etc.)

5.2. STUDENT RESPONSIBILITIES

Every student is expected to assume certain responsibilities. Some of these responsibilities include their conduct at off campus events.

1. Students are expected to respect and cooperate with all faculty and staff at all school functions on or off campus and in all parts of the building and to identify themselves when asked to do so.
2. Students are expected at all times to maintain an orderly atmosphere that is indispensable in a school building; i.e. shouting, running, horseplay, whistling, banging lockers, disturbing class in session is not appropriate.
3. A public display of romantic affection is inappropriate conduct. Sexually explicit conduct of any kind is not allowed and will be subject to serious disciplinary actions.
4. PDAs, lasers, cell phones, iPods, and any other electrical devices will be monitored very closely (see Cell Phones and Other Electronic Devices - page 18).
5. Defacement or abuse of school property will be paid for by the student responsible. The school is legally responsible for students and must know their whereabouts. Seniors and Juniors are expected to follow the directives of the Open Campus Policy.
6. Students may not be in the instructional hallways except during class exchange or with a student pass.
7. Students should be aware that they represent the school and one another at games and other extracurricular activities and thus should conduct themselves with honor and self-control.
8. State law requires that each school have periodic fire and severe weather drills. When the alarm sounds, students should move quickly to the assigned exit and remain out of the building and assemble with their teacher until the return signal is sounded. Silence must be maintained when leaving the building.
9. Gum chewing is not allowed during any part of school. Food and soft drinks of any kind are not allowed in the academic wing of the school. Water is permitted, but at the discretion of each classroom teacher who has the final word on this.
10. Once a student arrives on campus before or during school hours he/she may not leave without parental permission.
11. Students are not permitted to carry backpacks, book bags, or large carrying cases of any kind in the hallways or classrooms. These items are to remain in the student's locker during the school day.

5.3. HARASSMENT

3.3.1 Policy

It is a policy of STAA to maintain a learning and working environment that is free from harassment. Harassment is any discriminatory act or omission taken against a student, faculty or staff person because of sex, race, color, age, national origin, religion, political affiliation, arrest or conviction record, sexual orientation, handicaps/disability or pregnancy. Conduct may be considered harassment when it is unwanted, deliberate, or repeated. Any student, faculty, or staff who is harassed should immediately report the incident to the administration.

Any incident of Internet harassment should be reported to the administration.

Sexual Harassment

Sexual harassment is defined as any unwelcoming sexual advance, sexual attention, unwelcome physical contact of a sexual nature, or unwelcome verbal expression of a sexual nature. Unwelcome physical or verbal contact of a sexual nature includes, but not limited to, the “The deliberate repeated making of unsolicited gesture or comments, or the deliberate repeated display of offensive, sexually graphic material which are not necessary for the educational purpose.”

Any student, faculty, or staff who believes that they are being harassed should immediately report the incident to the administration.

5.4. BULLYING

5.4.1 Policy

STAA stresses the safety of faculty, staff, students, and administration. It is especially important that we stress the safety of our students. At no time should a student feel that they are a target of unfair/unjust or demeaning treatment. Such actions are often labeled as bullying. This can be verbal, physical, or mental harassment. The classroom teacher is the first to deal with each situation. Instances of bullying will be handled on an individual basis.

5.4.2 Possible Consequences

1st Offense- The teacher/person who sees or hears about the offenses will talk to the student doing the bullying or harassing. The classroom teacher will handle the initial situation and give the first consequence. The incident will be reported to the Principal along with the consequences with which the teacher issued at the time.

A. Up to an hour detention.

B. Supervised lunch for up to two (2) days.

2nd Offense- The teacher who witnessed the incident will report and refer the student to the Principal, and they will discuss the incident. The Principal will meet with the student in a timely fashion. At this point, the parents will be notified by letter/phone that their child has been bullying a student(s). The following consequences could be given.

A. Up to two (2) one (1) hour detentions before or after school.

B. Supervised lunch period for up to one (1) week.

C. Loss of open campus for junior/senior.

3rd Offense- The teacher who observes the bullying incident will report and refer the student to the Principal. The Principal will meet the student to discuss the issue. The Principal will notify the parents and request a conference with the

teacher, student, and parent. At this point the Principal could be called into meet with all parties involved. The result of this conference could result in the following consequences.

- A. Up to five (5) hours of detention.
- B. In-school suspension for two (2) days.
- C. Out-of-school suspension for one (1) day.

5.5. DRUG, TOBACCO, AND ALCOHOL USE

5.5.1. Philosophy

STAA recognizes its responsibility to uphold the laws prohibiting the illegal use of drugs, and alcohol to maintain an atmosphere of learning and social interaction that are drug-free.

Beyond the legal question, however, there remains the school's concern for the well being of not only the individual student, but the student body, their families, and the entire school community as well.

Some parents and students feel that drug and alcohol use is a private matter, one about which society in general and STAA in particular have no right to be concerned. However, we are convinced that in this matter we must be concerned when the effects of individual actions have clear implications for the entire STAA family. More important than any other consideration is our informed and careful considered certainty that the better interest of our students can be deeply and harmfully affected by involvement with drugs and alcohol. These substances can seriously interfere with a student's ability to carry on his/her academic, social, and spiritual life-and in some cases interfere with the normal processes of growth and development.

5.5.2. School Policy on Drug, Tobacco, and Alcohol Use

The possession, use, or transfer of alcohol, a controlled substance, tobacco products (including smokeless), e-cigarettes, vaping materials, or any material that can be smoked or inhaled on school grounds or any school sponsored activity is prohibited. The Principal, in addition to the consequences below, may notify the local authorities.

1st Offense: Parents will be contacted and informed of the violation. The student will complete five (5) hours of service/detention.

2nd Offense: The student will be suspended for three (3) days.

3rd Offense: The student will be expelled.

5.7. WEAPONS AND POTENTIALLY DANGEROUS DEVICES

STAA is committed to upholding all local, state, and federal laws concerning the use, concealment and possession of weapons and potentially dangerous devices as such weapon and devices are defined by Wisconsin Statutes, as mandated, including but not limited to Chapter 941. The use, concealment or possession of weapons and/or dangerous devices or look-alike weapons on STAA grounds and/or buildings, or at STAA sponsored functions held on public or private property, is strictly prohibited to students, employees, and the general public.

Exceptions would be made for law enforcement personnel who possess a weapon in the line of duty and when approval is given by the administration beforehand for a weapon to be used for a legitimate educational purpose. If anyone is found in possession of a weapon, the following steps will be taken:

1. Law enforcement shall be notified as appropriate, for possible prosecution under local, state, and/or federal law.
2. Parents of students will be notified in all cases.
3. Violation will be subject to disciplinary actions independent of any prosecution. Discipline may include supervision and sanctions up to and including expulsion or termination.

Exceptions: Law enforcement personnel may possess weapons in the line of duty. Pre-approved permission may be granted by administration for legitimate school use.

5.8. CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of cell phones and other electronic devices will be monitored very closely. All devices must be turned off during class but are permitted before school, after school, during lunch hour, and between classes only. If a student has a cell phone on them when they enter the classroom, they must put the phone in the Cell Phone Parking Lot (numbered pocket). During the school day, students may use the office phone to make calls and parents can call the school to leave messages for their children.

If a student abuses the above policy, any staff member who observes the policy abuse shall request that the student surrender their cell phone and that staff person shall turn it in to the office staff.

1st Offense: Phone being confiscated and turned into the main office – students can pick up the phone after school.

2nd Offense: Phone being confiscated and turned into the office – the student will bring the cell phone to the office before 7:45 a.m. and can pick up after 2:55 p.m. for three consecutive days.

3rd Offense: Phone being confiscated and turned into the office – parents will be contacted and they will need to pick up the phone from the office.

The use of computers and other electronic devices are increasing in popularity as a tool for education. The use of these electronic devices for education shall be restricted to specific projects or class assignments approved by a faculty member. All computer games are prohibited unless prior approval has been given by the Principal. Only programs installed by the faculty on the electronic device shall be used. Unauthorized use or violation of privacy and copyrighted materials will result in termination of the student's privilege of access for a time to be determined by the Principal. Additional punishment may be given based on the severity of the infraction. The student/parent will be responsible for the cost of all repairs or replacements. The unauthorized use or violation of privacy and copyrighted materials by any employee of the Academy shall result in disciplinary action by the Principal.

6. DRESS CODE

Shirts:

All students will wear a polo shirt with a collar. Shirts must be buttoned with the exception of the top button at the neck. The shirt collar must be visible at all times. Shirts may have STAA logo or other logo/label as long as it is not distracting or offensive and no larger than a 3” square.

Middle & High School Color: Any solid color (no stripes)

Elementary School Color: Solid white or navy

Sweater:

Cardigan, zip or button, crew neck, or V-neck pullover. Sweaters may have Saint Thomas Aquinas logo or other logo/label provided it is not distracting or offensive and is no larger than a 3” square.

Middle & High School Color: Any solid color (no striping)

Elementary School Color: Solid white or navy

Sweatshirts:

Any Saint Thomas Aquinas sweatshirt (hooded or crew) will be allowed. Other sweatshirts may have a logo/label that is located on the hem, sleeve, lapel, or pocket area, and no larger than a 3” square provided a shirt collar is visible at all times.

Middle & High School Color: Any solid color (no striping)

Elementary School Color: Solid white or navy

Pants:

Twill pants with an appropriate waist with no skin showing. Leggings, denim, and yoga pants are not allowed. Cargo pants are allowed with close fitting pockets. Capri pants are allowed for girls. Pants should not be tight. Undergarments may not be visible, and pants must be worn at the waistline.

Color: Navy or khaki

Jumpers:

Elementary School Only (Grades PK-6)

Style: To the knee; tights or shorts should be worn underneath.

Color: Navy blue or khaki, not plaid

Shorts/Skortts:

To the knee; can be worn only from April through October.

Color: Navy blue or khaki

Shorts are not to be worn on Mass day.

Shoes:

Shoes with toes and heels covered.

Flip flops, slippers, slides, moccasins, crocs, and heely shoes are not permitted.

Heels should be no more than two inches in height.

Athletic Game Day:

On game days, team members may wear official uniform tops as their coaches allow. If the uniform top is sleeveless, a shirt with sleeves must be worn underneath.

Mass Day:

All students will wear white polos with uniform pants. No hooded sweatshirts, capris, or shorts.

School Pride Day:

Thursday will be School Pride Day. Students can wear Saint Thomas Aquinas Academy apparel tops.

Non-Uniform Days:

Administration will continue to designate certain days throughout the year. Jean style must follow appropriate pant dress code (no spandex, leggings, yoga pants). Only jeans with no holes or rips allowed. T-shirts and sweatshirts allowed. Any printing on clothing should be in good taste. Shorts may be worn if they are uniform shorts or denim shorts; no athletic shorts.

Masks:

When approved masks are required for students, the mask must be worn properly. Masks must be plain or uniformly patterned and are allowed to have a logo/label if it is appropriate for a Catholic School and no larger than a 1” square.

Special Considerations:

- * Visible body piercings, except ears, are not allowed.
- * Extremes in jewelry and makeup are not allowed.
- * Visible tattoos are never allowed.
- * Hair color must be natural tone.
- * No hats allowed in school.

These guidelines do not cover every possible situation. Questionable attire or appearance will be referred to an administrative team member. Since styles of clothing and hair change rapidly, the administration reserve the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be distracting to the learning environment.

As uniforms are an integral part of our Catholic School culture, the following corrective procedures will be implemented:

1. Students deemed not in compliance will be asked to correct the situation.
2. If the student refuses or is unable to comply, he/she will be referred to the office.
3. Parent/guardian will be contacted to bring a change of clothing to school or to give permission for the student to go home to change.
4. Students who continue to be in non-compliance will receive a discipline referral and further disciplinary action and could be placed on disciplinary probation, if necessary.

PK3 does not follow the dress code.

7. GUIDANCE

7.1. REPORT ABUSE POLICY

The Child Abuse and Neglect Act of the State of Wisconsin specify that all school personnel and administrators be mandated to report suspected abuse and neglect of children.

7.2. PERSONAL COUNSELING

The adolescent years are a time of great personal development. This period of life is full of excitement, adventure, and new levels of awareness as well as fear and confusion. The guidance counselor supports students by listening, discussing coping skills, offering problem solving techniques, and helping students make appropriate choices. The guidance counselor works in tandem with parents, priests, and community professionals to insure a safe environment for the students.

7.3. ACADEMIC COUNSELING

The guidance counselor supports students' academic endeavors by meeting with students as needed to check classroom progress. Grades are monitored by means of report cards, deficiency notices and progress reports. Whenever necessary, meeting with students, parents, teachers, and administration are held to insure positive academic progress. The counselor assists students with yearly course selection and four-year plan preparation.

7.4. COLLEGE/CAREER COUNSELING

The Guidance Office houses catalogs, videos, and books concerning both college and career choices. Colleges' testing information, scholarships and financial information are available. Visits with college representatives and on-going discussions with the guidance counselors assist students in their selection of post-secondary schools. The guidance counselor prepares letters of recommendation to support students in their application for colleges and scholarships. Counselors regarding work and military are also available.

8. LIBRARY

The libraries offer an appropriate setting for quiet study, research, and reading. Students are welcome to use the library during and after school. It is closed during the hours when there is not supervision. A student can use the computers in the library with permission of the librarian or supervisor. During the school day a student must get a pass from a classroom teacher or the librarian on duty prior to visiting the library. If a student has a study hall in the library, library rules and all school rules will be enforced.

All books can be checked out for three (3) to four (4) weeks. Fines of \$.25 per day are charged on overdue books. Lost or damaged books must be paid for by the student.

9. MEDICATION GUIDELINES

9.1. MEDICATION ADMINISTRATION

If your child needs to take medication during the school day, whether it is a prescription medication or over-the-counter medication, please follow these steps. No medication will be administered by school personnel unless the policy is followed.

9.2. PRESCRIPTION MEDICATION

1. Obtain a written statement from the prescribing physician giving the name of the medication, dosage, how to be given (by mouth, eye drops, etc.), and how often to be given. If any clarification is needed, school personnel may contact physician.
2. The parent/guardian must complete an **Administration of Medication Consent**. These forms are available in the office.
3. The prescription medication must be supplied in the original pharmacy-labeled bottle indicating correct dosage and administration instructions. This information must be the same as in the physician statement and parent consent.
4. If changes in the dosage take place, there needs to be an updated parent/guardian consent, a signed physician statement indicating the correct dosage and administration instructions on updated pharmacy labeled bottle.

9.3. NON-PRESCRIPTION (OVER THE COUNTER) MEDICATION

1. The parent/guardian must complete an **Administration of Medication Consent** form.
2. Medication must be supplied in the original container with the student's name written on the container.

9.4. SELF-MEDICATION

1. Students may neither carry nor administer medication of any kind other than inhalers.

10. OPEN CAMPUS

The Open Campus is privilege for Juniors and Seniors. If, at any time, a student shows they are not responsible enough to partake in this privilege it may be taken away.

The following guidelines explain the policy:

1. Open Campus will be confined to Junior and Seniors once parents sign an Open Campus form.
2. Underclass students are not allowed to accompany Junior or Seniors during Open Campus.
3. Once the parents sign the form granting Open Campus, Juniors and Seniors will automatically have this privilege unless individual parents indicate otherwise. Juniors and Seniors on disciplinary probation will not be permitted Open Campus for the period of their probation.

4. The following regulations will apply to leaving and returning to school:
 - a. Juniors and Seniors must sign out in the office when leaving for lunch and sign back in when returning from lunch.
 - b. No loitering or rowdiness in the halls.
 - c. No loitering or rowdiness in the parking lot.
 - d. No smoking on school property.
 - e. Juniors and Seniors must return on time to class.
 - f. Juniors and Seniors accept CORPORATE RESPONSIBILITY for enforcement of these regulations and realize that any infractions of the above, or of the drug and alcohol regulations of the general school code will jeopardize the privilege of Open Campus for the individual and/or the entire Junior and Senior classes.
 - g. Junior and Senior Open Campus can be suspended by the administration for either or both classes if there are repeated violations.

11. PARKING LOTS

The parking lot is maintained for the benefit, convenience, and protection of the students. Use of the STAA parking lot is a privilege, not a right. Drivers must operate and park their cars in a safe and orderly fashion. Drivers must also park their cars in the designated student parking spots. No irresponsible driving will be tolerated. Any student found violating safe driving practices on the school parking lot will be referred to the administration for disciplinary action. Students cannot park on the east side of the building in front of school. This is reserved for faculty. Students are to register their vehicle(s) with the school office (each year) and keep registration current. If you ride a bike to school, the school assumes no responsibility.

12. SCHOOL CLOSINGS

If it becomes necessary to close school, the information will be made available on the local radio and television stations. Closing information will be broadcast between 5:30-7:30 a.m. The radio and television stations will refer to the Marinette and/or Peshtigo School Districts.

- **Marinette 2 Hour Delay** – both campuses will have a 2 hour delay.
- **Peshtigo 2 Hour Delay** – both campuses will have classes held at the normal time.
- **Marinette Closed** – both campuses will be closed; teachers do not have to report.
- **Peshtigo Closed** – both campuses will be closed; teachers do not have to report.

The following radio stations will carry the announcements: WAGN and Bay Cities Radio. The following television channels will carry school closings: WBAY, WFRV, WLUK, NBC26, and TV6 Marquette.

13. STUDENT ACTIVITIES

14.1. SERVICE-LEADERSHIP

STAA encourages students to become involved in school leadership and service to our community.

The following criteria are used to determine excellence in leadership and/or service:

LEADERSHIP

- Promotes school activities.
- Holds school offices and positions of responsibility.
- Promotes cooperation between faculty and students.
- Upholds the rules and standards of the school.
- Shows qualities of initiative (delegates responsibility).
- Is able to get others to work with him/her with positive attitude.
- Influences positivity.
- Complies with school regulations, such as dress code, locker rules, etc.
- Shows reverence for religious activities.

SERVICES

- Shows willingness to act on committee, panels, etc.
- Represents school in inter-school activities.
- Renders service and/or community with positive attitude.
- Performs extra classroom activities.
- Shows willingness to give up leisure time after school as well as during school.
- Shows initiative.

13.2. STAA ORGANIZATIONS

Yearbook (La Plume): The yearbook staff is involved in all aspects of getting the yearbook ready for publication. This includes photography, advertising, layout, and design.

World Language Club: This group focuses on providing members with experiences from other cultures and includes World Language Week activities, which includes viewing fine arts display, visiting ethnic restaurants, and attending cultural shows of various nationalities. A discounted self-pay trip to Europe is planned every two/three years.

Junior Windsor Players: STAA drama organization presents production to help students discover the joys of theater by participating onstage and backstage activities. Drama appreciation is also learned by attending other theater productions. Production is determined by student interest.

Our Lady of Lourdes Honor Society: This is a select group of students who have a 3.2 GPA for Juniors and Seniors and 3.75 GPA for Sophomores, have experienced a personal interview with faculty members, and who then have been invited to become a member of the society. The group performs service activities for the school and the community. (grades 9-12)

Hi-Q: This is a year long academic challenge open to students who are willing to study and complete against teams from other area schools. Students must have a 3.0 G.P.A. and can apply in the spring.

Student Ambassador: These students are selected by the teachers to represent their school and to promote the school at all activities. Their major goal is to assist with the recruitment of students by fun activities when visiting the school and holding a Step-Up Day.

Liturgical Committee: This group of students from all class levels participates in active ministry through the planning and leading of all school liturgies and prayer services.

Student Council: This is the governing body of the students. The members are elected by their peers to represent the student body by presenting suggestions, voting on activities, such as 50/50 raffles, Blood Drive, organizing Homecoming and Winterfest, and responding to needs of the school.

St. Vincent DePaul: Students are invited to participate in this charitable service organization that focuses on developing stewardship in the community while enhancing spiritual development. Students in 6th through 12th grade are encouraged to meet regularly during lunch for prayer and service. This often includes working with the St. Vincent DePaul Store in town. Students who become members of the St. Vincent DePaul Society will meet the obligations of the Community Service Bill that was recently signed into law by President Obama. (On April 21, President Obama signed into law (P.L. 111-13) the "**Edward M. Kennedy Serve America Act**," legislation that reauthorizes and expands national volunteer service programs.)

YAC (Youth Advisory Committee): The Youth Advisory Committee of the M&M Area Community Foundation is made up of local high school students between the ages of 14-21. These area youths raise monies for granting programs and develop their leadership skills. They have the opportunity to attend various workshops and apply their skills. Since the Youth Advisory Committee began awarding grants in 1997, they have given over \$176,000 to 93 different organizations within Marinette and Menominee Counties. For more information about the Youth Advisory Committee or to join, please contact the Foundation office at 906-864-3599.

Saint Thomas Aquinas Academy Cheating/Plagiarism Policy

Cheating is a serious offense and the following constitute cheating.

1. Copying another student's worksheets, tests, or quizzes....any work which is not assigned as a group project. (Unless the teacher gives permission to work together).
2. If a student gives another student his/her work to copy, both students will be given zeroes on the assignment.
3. Using cheat notes, cell phones, etc. to assist with answers during an assignment, quiz, test, book report, etc.
4. Obtaining prior information about a test/quiz from someone who has previously taken the test. (This does not include tests returned by the teacher for test preparation purposes).

Plagiarism is cheating and the student should ask himself/herself the following questions.

1. Have I copied word for word, all or part of another's work without giving specific credit to that other writer by using quotation marks and using the proper MLA or APA documentation?
2. Have I copied the work of another writer, making changes here and there, but maintaining the main thought and structure?
3. Have I not read a book, but found a review from another source and passed it off as my own?
4. Have I reused a previously written paper for one in another class without the permission of both teachers?

If the answer is "yes" to any of the above, the paper is plagiarized. Those who submit this type of paper will receive a zero for the assignment. Parents, principal, and guidance counselor will be notified, and a disciplinary note could be placed in the student's permanent record file.

A student who cheats or plagiarizes on a mid-term or final exam will fail the exam.

If a student denies the teacher's perception regarding cheating or plagiarism, the next step will be a review of the incident by an Academic Court. This Court will be composed of the principal, two teachers, and two National Honor Society members. The student and the teacher will present their perception of the incident and determine the appropriate consequences according to the Saint Thomas Aquinas Academy Honor Code. This will be the final decision on the issue.

Cheating Consequences

1. The first time students are caught cheating in a class, they will receive zeros for the assignment, quiz, test, etc. and a detention will be given as determined by the instructor. The parents, guidance counselor, and principal will be notified, and a description of the incident could be placed in the student's permanent record.
2. The second time a student is caught cheating in the same class, the student will receive an F for the quarter grade. The parents, principal, and guidance counselor will be notified, and a description of the incident will be placed in the student's permanent record file.
3. The third time a student is caught cheating in the same class, the student will be removed from the class and will have to retake the class at a later date.
4. Students who are caught cheating in more than one class will face in-school suspension, out-of-school suspension, or expulsion from STAA. This determination will be made by the Academic Court.