

SAINT THOMAS AQUINAS ACADEMY

STUDENT ACTIVITIES CODE



DISCOVER YOUR POTENTIAL

Revised 8/8/17

Please complete the Co-Curricular Code of Conduct Agreement at the end of this booklet for each child and return the form to the office.

**Student Activities Code
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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.

PHILOSOPHY

The primary purpose of the Activities Program of Saint Thomas Aquinas Academy (STAA) is to promote the physical, mental, social, emotional and moral well-being of the participants while at the same time, enriching their educational experience. It is hoped that athletics and activities in our school will be a positive force in preparing youth for an enriching and vital role in American life. The Activities Program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences.

It is the belief of this Activities Program that life teaches us that we must be willing to accept reasonable rules and regulations or be willing to accept the consequences. The Activities Code of STAA is based on this belief and is in line with the regulations set forth by the WIAA and the M & O Conference.

Saint Thomas Aquinas Academy believes that the policies of this code are in the best interests of our students. This code is designed to help our participants understand what is expected of them while they are representing the Academy. It is the responsibility of each participant, parent(s)/guardian(s), coaches, and/or advisor to thoroughly read and understand these regulations and what is expected of them. Once a participant accepts these conditions for participation in an activity, they shall be enforced for the entire time they attend the Academy. This means the code is in effect on a 12 month continual basis. A violation of these rules and this code is grounds for disqualification from all activities at STAA.

Participants need to be aware that participation in activities is a privilege, not a right, and that they represent STAA and the community during their participation. They must also understand that athletics and activities are secondary to academic effort, attitude, and conduct. Any individual not performing adequately in any of these primary areas will not be allowed to participate in extracurricular activities.

Definitions (Descriptions)

1. A **participant** is any student involved in any activity that is listed in an interscholastic sport as that term is defined by the WIAA. It also includes any participant involved in any co-curricular activity as defined by STAA.
2. A **student becomes a participant** at the time when the student participates in the first practice of any interscholastic team, and remains an athlete until the individual withdraws, is removed, or graduates from Saint Thomas Aquinas Academy.
3. An **Interscholastic Team** shall include every athletic team which participates in interscholastic sports under the auspices of the WIAA including any ancillary personnel to any team, including for example, team managers and all cheerleaders. It shall also include all co-curricular participants.
4. A **contest** shall be any game or tournament. **Violations of this code will result in suspensions from activity on consecutive contests.**
5. A **season** begins with the first meeting or practice, or the handing out of equipment, and ends when all equipment is handed in and all awards have been presented.
6. Saint Thomas Aquinas Academy Activities Program **extra-curricular awards system** is designed to recognize outstanding service and accomplishments in extra-curricular activities. Any participant receiving an award should understand that the award is given in trust. It is assumed that all awards will be won, received, and displayed with honor, pride, and dignity.
7. Criteria for **athletic and activity awards** are set by each coach, with the approval of the Athletic Director, Head Coach, and Principal, and will be posted at the start of each season. Awards will not be presented until all equipment has been turned in.
8. The **Activities Council** will be comprised of the Principal, the Athletic Director (if Group I Activity) and Head Coach (if Group I Activity), and Activity Advisor (if Group II Activity).

Expectations

Participants are expected to abide by this *Saint Thomas Aquinas Academy Activities Code* and the *WIAA Code of Conduct for Athletic Participation*. The rules contained in this code are established in the best interest of the participant, the team or group to which he/she belongs, and the Academy. The participant who complies with these rules demonstrates a desire to dedicate himself/herself to self-improvement, as well as, to enhance the best interests of fellow students, coaches/advisors, and the school. These rules must be observed *year-round (12 months)* by all participants.

1. *Participants* are expected to behave in a manner reflecting the Christian ideals and philosophy of STAA. Student behavior should embody this philosophy at all times.
2. Participants must be in attendance the *entire day* of school on the day of the contest and the *entire day* after the contest, in order to attend/participate in an after school or evening practice, contest, or performance. Serious illness or death in the immediate family, medical or dental appointments which cannot otherwise be avoided, and special situations such as field trips which arise occasionally and for which an excuse has been secured before-hand from an administrator, are exceptions to this rule. It should be noted that a student who is too ill or tired to attend classes is too ill to perform in activities.
3. Participants are not permitted to practice or try out until an updated physical form or alternate year form is turned into the Coach and/or the Athletic Director. A permission to treat card and waiver form must also be submitted on a yearly basis to the Athletic Director. Athletic fees will appear on the tuition statement.
4. Participants of school-sponsored events not held locally must use transportation provided by the school. Parent(s)/guardian(s) should contact an administrator or coach/advisor one (1) day prior to the event, if the child will not be using school transportation. This notice shall be in writing. If a *unique* situation warrants a student traveling with his/her parent(s)/guardian(s), it should be worked out with the Coach/Advisor through a written request.
5. Each participant is responsible for the equipment they are issued. He/She must pay for equipment that is lost, stolen, or destroyed through his/her own negligence.

Eligibility

- A. To be eligible for Interscholastic Athletic Competition and Co-Curricular Activities, a student shall:
1. Maintain a grade point average of C (2.0) at all times. *(Exceptions may be made in special cases after consultation with the participant's teachers, Guidance Department, and Principal. The decision for the participant to participate must be unanimous by the aforementioned group in order to maintain eligibility).*
 2. Be enrolled in classes 7 of 8 periods; i.e., no more than one study period.
 3. Pass all classes enrolled in.
 - i. All incompletes will be treated as an "F" until the work is made up.
 - ii. Only Study Period is an exempt class.
 4. All transfer students would be determined to be eligible if they have met all WIAA standards and would have been eligible from their previous school. These individuals would be given one quarter to adjust to the grading scale policy of this code.
 5. All freshmen transfer students would be considered eligible upon successful enrollment in the Academy.
 6. A student who does not meet the minimum grading requirements shall be ineligible to play in the interscholastic athletic program for a minimum 15 school days and until passing the required number of courses, and earning the required GPA as outlined above. Ineligible students are expected to continue to practice.
 7. Eligibility shall be determined at the time that report cards are printed.
 - i. The 15 day suspension will begin on the last day of the grading period.
 - ii. Following the initial 15 day suspension, grades will be checked every Friday to ensure compliance.
- B. In order to participate in an activity, a Co-Curricular Code of Conduct Agreement, signed by the participant and a parent or legal guardian, must be on file in the office.
- C. If any questions arise regarding eligibility which are not covered by the Student Activities Code Book, the Athletic Director will contact the WIAA for a written ruling.

Code Violations

A. Reporting of a Violation

1. The person(s) reporting the violation must be willing to put the allegation(s) in writing and/or possibly testify before the accused. The allegation cannot be based on hearsay, and ***the student must be notified within 5 school days.***
2. The person(s) reporting the violation should contact the Coach/Advisor, Athletic Director, or Principal.
3. All participants shall be presumed innocent until guilt is determined.
4. The accuracy of all allegations will be determined by an ***Activities Council, which will be comprised of the Principal, the Athletic Director (if Group I Activity) and the Head Coach (if Group I Activity), and Advisor (if Group II Activity).***
5. This ***Council*** will then determine if a violation has occurred, and ***will notify the accused within 10 school days.***

Sport/Activity Groupings

This code is divided into *two Groups (I & II)* of sports/activities in which students may be involved. The penalties for violation of this Activities Code vary depending on whether the student is in a Group I or II Activity.

GROUP 1 ACTIVITIES: (Refers to all WIAA Sports, Cheerleading, and Dance)

GROUP 2 ACTIVITIES: (All Co-Curricular Activities not mentioned in Group I)

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Students must refrain from any conduct at any time that would reflect unsatisfactorily on him/her or the school. Conduct which would reflect unsatisfactorily on a student or on the school includes, but is not limited to, the following:

- A criminal offense or violation of an ordinance having a statutory counterpart.
- Possession, use, sale, or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to, alcoholic beverages (note: many non-alcoholic beers do contain alcohol), illegal drugs, mood altering substances, anabolic steroids, or prescribed medications used in a manner other than that for which it was prescribed.
- Discrimination, harassment, violence, aggression, or threatening behavior to others.
- Purchase, use, or possession of tobacco products in any form.
- Hosting, sponsoring, organizing, or attending a party/gathering at which alcohol or drugs are being used, consumed, or offered.
- Vandalism.
- Representing oneself inappropriately or unlawfully through the use of electronic communications.

Any situation or problem that may arise that is not specifically covered above may be reviewed by the Principal for possible action. Coaches/Advisors may adopt appropriate rules and disciplinary action for violations of team/activity rules; however, these rules must not be in conflict with the Co-Curricular Code and must be approved by the Principal.

Preliminary Disciplinary Procedures

1. The Athletic Director (for athletics) or Activities Director (for activities) or in their absence, the Principal, will meet with the student to determine the validity of any complaint.
2. If there is validity to the complaint, then the Activities Council will be convened to determine the accuracy of the complaint and whether a violation has occurred.
3. The student and parent(s)/guardian(s) will be informed in writing of the nature of the accusation, decision, and consequence. They will also be provided a copy of the actual written accusation.
4. The Athletic Director (for athletics) or Activities Director (for activities), or in their absence, the Principal, will contact the parent(s)/guardian(s) in writing when a suspension is imposed for a violation of the Code of Conduct.

Consequences for Violation to the Co-Curricular Code of Conduct

Failure to abide by established rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. Saint Thomas Aquinas Academy expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.

In addition, the policies and provisions of Saint Thomas Aquinas Academy supersede all Student Activity Code penalties. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the Co-Curricular Code dictates, the code penalty shall prevail. ***A student must be academically eligible to participate before they may start serving a code violation.***

Penalties for Violation of Co-Curricular Code of Conduct

Group I Activities

Students will be suspended from All Group I activities that they are currently involved in at the time of the suspension or their next sport season if they are not currently out for a sport.

A. *First Offense*

1. Suspension from participation in 25% of contests scheduled.
2. Student must meet with the Guidance Counselor for an assessment before returning to competition.

B. *Second Offense*

1. Suspension from participation in 50% of contests scheduled.
2. Student must obtain an AODA (alcohol or drug abuse) assessment at their expense from an approved agency. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

C. *Third Offense*

1. Suspension from participation in all Group I Activities for the remainder of their high school career.
2. The participant may regain eligibility by staying clean (including breaking of school rules) for a period of one (1) calendar year, and passing an approved substance abuse program if applicable. The participant would then be eligible to apply for reinstatement.
3. If eligibility is regained, the participant would be placed at the second offense status, but would not have to serve the penalty of the second offense which is 50% of the season when they regain eligibility.
4. If another violation were to occur, the participant would be suspended for the remainder of their high school career *with no opportunity for reinstatement*.

D. *Honesty Clause:* If an athlete admits to a Coach, Athletic Director, or Principal that he/she has violated the athletic code, the disciplinary action issued to the athlete will be one half the stated penalty for that offense. Self-disclosure must be made by 4:00 p.m. on the first day of school following the violation and prior to school officials discovering the violation through other means.

Group II Activities

Students will be suspended from all Group II activities that they are currently involved in at the time of the suspension or their next activity if they are not currently involved in an activity at the time of the violation.

A. *First Offense*

1. 20 hours of school or public service (***BEFORE returning to the activity***).
2. Student must meet with the school counselor for an assessment before returning to the activity.

B. *Second Offense*

1. 40 hours of school or public service (***BEFORE returning to the activity***).
2. Student must obtain an AODA (alcohol or drug abuse) assessment at his or her own expense from an approved agency. The student will only be able to return to the activity after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

C. *Third Offense*

1. Suspension from participation in all Group II Activities for the remainder of their high school career.
2. The participant may regain eligibility by staying clean (***including breaking of school rules***) for a period of one (1) calendar year, and passing an approved substance abuse program if applicable. The participant would then be eligible to apply for reinstatement.
3. If eligibility is regained, the participant would be placed at the second offense status, but would not have to serve the penalty of the second offense which is 40 hours of school or public service when they regain eligibility.
4. If another violation were to occur, the participant would be suspended for the remainder of their high school career ***with no opportunity for reinstatement***.

Simultaneous Group I/Group II Consequences

Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be penalized according to the code for both activities.

Ex: Football and Windsor Players

Special Awards Restriction

Students who violate the *Activities Code* will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end of season award. This shall include MVP, MIP, captain, all conference, all area, and all state.

Regarding Establishments

Point of Clarification

Presence in bars or attendance at parties where drinking of alcoholic beverages or use of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating place or presence in such places with parent(s)/guardian(s), or to prevent being employed at such places. It also is not meant to include presence in places like a golf course or bowling alley where alcoholic beverages are served. Students should avoid placing themselves in situations where their guilt or innocence is questioned.

Hosting A Party

Knowingly providing a place for a party where alcoholic beverages or controlled substances are present and/or providing alcoholic beverages or controlled substances at a party will result in an automatic one (1) calendar year suspension from participation in extra-curricular activities.

NOTE: A student who hosts this type of party may not use the honesty penalty reduction.

Severity Clause

Any student who supplies or sells alcoholic beverages, controlled substances, and/or unlawfully possesses or uses a weapon ***will receive at least a one-year suspension from participation in co-curricular activities, and they may not use the honesty penalty reduction.***

Weddings/Reunions/Etc.

Students are not prohibited from attending weddings, reunions, anniversaries, or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental/guardian permission.

NOTE: Parental/guardian permission does not override the provisions of this code.

Honesty Penalty Reduction

Students in Group I & II Activities who turn themselves in to school authorities and/or their Head Coach or Advisor, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, shall receive a reduction of one half (1/2) of the penalty. A student will receive this penalty reduction only once during their high school career and it must be used in connection with the first violation.

NOTE: Any student involved in a Co-Curricular Code violation for which there is a police report or involvement of a police department may not self refer under this honesty reduction.

Suspended Students

Students will be penalized during the season in which they participate. Students in Group I Activities who break the Code of Conduct outside of their season will begin a penalty from the first day of their next sports season. Students in Group II Activities will serve the penalties beginning on the day they are suspended.

- Penalties will carry over into a second sport season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next.
- A student with suspension penalties must begin and end their respective season in order for the suspension to be completed.

A student who is involved in both a Group I & II activity and is suspended may not necessarily serve the suspension for both activities simultaneously. The Group II suspension will occur immediately as would the Group I suspension if the student is involved in a sport at the present time. If the infraction is outside their sports season, the athletic portion of the suspension would begin at the start of the next season.

Unlawful Conduct

Unlawful Conduct: Any civil or criminal infraction including, but not limited to, theft, willful damage to property, serious misdemeanors or felonies, that is determined by the Athletic or Activities Director and/or Principal to be a violation of the code or detrimental to or a discredit to the school will result in a suspension as prescribed in the Code of Conduct and at the violation level the student is currently at.

Suspension Calculations

For ***Group I Activities***, the length of the disciplinary period shall be determined from the mathematical equivalent of ***one-fourth*** (1/4) or ***one-half*** (1/2) of the number of scheduled contests (***to include the first WIAA playoff contest***) rounded to the nearest whole number. The ending date of the disciplinary period shall be the conclusion of the prescribed number of contests and/or period of time as determined above. ***If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates.***

Appeal Process

Request for Appeal Procedure:

The students, parents, or guardians may request an appeal. The appeal must be directed to the Principal within five (5) school days of the initial decision. The appeal must be in writing and must include the rationale for the appeal. The Principal in his/her discretion will schedule a conference with the parent(s)/guardian(s) and student as soon as possible, but no later than five (5) school days after receiving the appeal request. The penalty identified in this Activities Code will be in effect until the Principal has rendered a decision on the appeal.

If an appeals conference is granted:

- A student may have representation and the school may as well; however, the school shall not be responsible for providing a representative to the student.
- The finding and decision of the Principal will be in writing and sent to the student and his/her parent(s)/guardian(s).
- Further appeals may be granted at the discretion of the School Board only if the appealing party can present information regarding new evidence or procedural errors.

Additional Penalty Information

The penalties listed are the minimum penalties that will be enforced. The Academy expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Additionally, during a period of suspension, the student may be required to attend all practices and/or team/group functions to maintain his/her status as a team/group member, as determined by the ***Coach/Advisor***. A violation for activities with a limited schedule of events could result in exclusion from that activity.

Implementation

Public Awareness of the Activities Code

1. All participants and their parent(s)/guardian(s) are required to attend a ***Code of Conduct Meeting*** prior to their being eligible to participate in co-curricular activities that are sponsored by Saint Thomas Aquinas Academy.
2. Meetings will be scheduled at various intervals throughout the school year.
3. These meetings will be conducted by the Athletic Director, Coaches/Advisors, or Principal and will be held at the High School Campus of Saint Thomas Aquinas Academy.

