

ST THOMAS AQUINAS
HIGH SCHOOL and MIDDLE SCHOOL

2018-2019 CALENDAR

1st Quarter: August 21 – October 26

August 13 Freshman Orientation
August 14 Middle School Orientation
August 15 Teachers - 1st Day
August 16 Diocesan In-Service
August 15, 17, 20 STA Faculty In-Service
August 21 First Day – All Students
September 3 Labor Day – **NO SCHOOL**
September 14 STA Faculty In-Service – **NO SCHOOL**
September 27 Parent-Teacher Conferences
October 8 Regional Faculty In-Service – **NO SCHOOL**
October 26 End of 1st Quarter

46 days – 1st Quarter

2nd Quarter: October 29 – January 11

November 22-26 Thanksgiving Break – **NO SCHOOL**
December 19-21 High School Exam Days
December 24-Jan. 2 Christmas Break – **NO SCHOOL**
January 3 Classes Resume
January 11 End of 2nd Quarter/1st Semester

44 days – 2nd Quarter
End of 1st Semester

3rd Quarter: January 14 – March 22

January 21 Martin Luther King Day – **NO SCHOOL**
February 14 Parent-Teacher Conferences
February 15 Professional Day – **NO SCHOOL**
February 18 Presidents' Day – **NO SCHOOL**
March 15 Diocesan Faculty In-Service–**NO SCHOOL**
March 22 End of 3rd Quarter

46 days – 3rd Quarter

4th Quarter: March 25 – May 30

April 18-26 Easter Break – **NO SCHOOL**
April 29 School Resumes
May 21-23 HS Senior Exams
May 24 Honors Assembly
May 26 High School Baccalaureate and Commencement
May 27 Memorial Day – **NO SCHOOL**
May 28-30 High School Underclassman Exams
May 31 Clerical Day
June 3-7 Calamity Days

42 days – 4th Quarter
End of 2nd Semester

2018-2019 TIME SCHEDULES

Daily Schedule

	First Bell	
7:40		
7:45 - 8:35	Mod 1	(50 min) (Prayer and Pledge only)
8:38 - 9:28	Mod 2	(50 min)
9:31 - 10:21	Mod 3	(50 min)
10:24 - 11:17	Mod 4	(53 min) (Announcements)
11:20 - 11:50	Mod 5	(30 min) (Middle School Lunch)
11:54 - 12:27	Mod 6	(33 min)
12:30 - 1:00	Mod 7	(30 min) (High School Lunch)
1:04 - 1:54	Mod 8	(50 min)
1:57 - 2:47	Mod 9	(50 min)

Liturgy Schedule

	First Bell	
7:40		
7:45 - 8:28	Mod 1	(43 min) (Prayer and Pledge only)
8:31 - 9:14	Mod 2	(43 min)
9:17 - 10:00	Mod 3	(43 min)
10:03 - 11:03	Liturgy	(60 min)
11:06 - 11:36	Mod 5	(30 min) (Middle School Lunch)
11:40 - 11:52	Mod 6	(12 min)
11:55 - 12:25	Mod 7	(30 min) (High School Lunch)
12:29 - 1:15	Mod 4	(46 min) (Announcements)
1:18 - 2:01	Mod 8	(43 min)
2:04 - 2:47	Mod 9	(43 min)

St. Thomas Aquinas High School and Middle School

2121 Reno Drive Northeast

Louisville, Ohio 44641

330.875.1631 (telephone)

330.875.8469 (facsimile)

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School Philosophies

Mission Statement

As a Roman Catholic High School and Middle School, in the Diocese of Youngstown, in honor of Saint Thomas Aquinas, we value truth, scholarship, and excellence. We are a college preparatory high school and middle school whose primary purpose is to educate and prepare our students in all areas of academics, extracurricular activities, and service activities. We are firmly rooted in Christian values, so that all students may reach their potential.

STA Philosophy of Education

St. Thomas Aquinas High School and Middle School is an educational community of students, educators, parents, and clergy seeking truth together in an atmosphere animated by gospel values. As an extension of the local parishes, St. Thomas Aquinas High School and Middle School addresses itself to serving the educational and spiritual needs of its students by preparing them to be effective members of the Catholic and global community.

The school aims to provide an environment in which Christian Faith in the Catholic tradition affects personal growth (mental, moral, spiritual and physical), citizenship, and preparation for further education and vocation.

STA Objectives

To further our mission and fulfill our philosophy of education, we are committed to the following objectives:

- To develop an appreciation for the Catholic-Christian tradition, while respecting the tradition of people of all faiths.
- To provide opportunities for students to become involved in areas of service as the embodiment of Jesus – especially to the poor, needy, aged, lonely, disabled, and others in need of help.
- To help students become responsible members of their family, Church and society.
- To develop within the students a practical understanding of the God-given rights of people and the mutual responsibilities between individuals and society flowing from these rights
- To teach the students to be critical thinkers and lifelong learners.

- To foster the strength of character and self-discipline essential in a Democratic society.
- To aid the students in acquiring a common store of secular knowledge expected of secondary school students; to develop skill in communicating their ideas through writing, speaking and creative expression; to reason clearly and analyze constructively.
- To develop the skills students will need to make career choices that are in keeping with their interests and abilities.
- To make use of educational opportunities including field trips, speakers, media, and technological advancements.
- To offer students the opportunity to work with teachers, administrators and peers for the development of meaningful personal relationships, communication, service, and leadership.
- To promote good sportsmanship and teamwork in all co-curricular and extracurricular activities.
- To encourage attitudes and habits that fosters a healthy lifestyle.
- To assist students in developing their faith and religious practice through religious studies, service and ministry opportunities, and worship experiences.
- To foster openness and communication among parents, teachers, and administrators.

Diocesan Policies

As a Diocesan high school and middle school, St. Thomas Aquinas High School and Middle School adheres to all policies promulgated by the Diocese of Youngstown through the Diocese of Youngstown Office of Catholic Schools and the various boards established by the Bishop to oversee the operation of Diocesan schools.

Nondiscrimination Policy

We believe that all students could benefit from the educational program offered by St. Thomas Aquinas High School and Middle School. Therefore there will be no discrimination studies, in our admission policies or other school policies toward any student based on race, color, gender, creed, or national origin.

Spiritual Life

Religious Education

Our patron, Saint Thomas Aquinas, was revered both for his remarkable intelligence and his great faith. His belief that our God-given intellect should be used to deepen our understanding of faith was at the core of his life's work.

At Saint Thomas Aquinas High School and Middle School, we seek, through our Religious Education program to form, inform and transform our students. Our Mission Statement challenges us to, "give to the world community as we pursue truth and journey toward the Kingdom of God." Through the study of Scripture, Christology, Church History, Morality, World Religions and Catholic Social Teaching our students grow in the knowledge and appreciation of the Christian story and the Catholic Christian tradition, at work in the world and their own lives.

These classes do not happen in a vacuum. At Saint Thomas Aquinas High School and Middle School, students are challenged to take what they have learned in the classroom and apply it in real life situations. The Religious Education faculty works in coordination with Campus Ministry, to provide a wide variety of service opportunities, prayer and retreat experiences, putting "feet to their faith" and truly living the gospel challenge of Jesus to be "salt" and "light" to the world.

In keeping with the above stated philosophy, each high school student will successfully complete one Religious Education credit per year. Students who do not pass Religion during the school year will meet with the Campus Minister during the summer to complete that credit.

Religious Education Policy

As a Catholic school, St. Thomas Aquinas High School and Middle School shares the teaching mission of the Church. The primary purpose of a Catholic school is to provide religious instruction, community building, and the opportunity for service for young people. Every student attending St. Thomas Aquinas High School and Middle School will be required to obtain one Religious Education credit per year.

Religious Education credit must be made up through participation in a summer school program. Arrangement is to be made through Religious Department Chairperson.

Campus Ministry

Saint Thomas Aquinas wrote, “There is nothing on this earth more to be prized than true friendship.” Through our Campus Ministry program, we hope to foster a sense of true friendship with God, each other and the community at large, fulfilling the challenge put forth in our mission statement to “instill in our school community, respect, integrity, justice, and responsibility.”

A “charism” is a special grace or favor that is a defining characteristic of a group or organization. In the over fifty years since Saint Thomas Aquinas High School first opened its doors, our community has engendered the charisms of hospitality and a sense of family. It is our desire, through our Campus Ministry programs to encourage all to both feel welcomed within our Saint Thomas Aquinas family and to extend that welcome to all with whom we come in contact.

The Campus Ministry Center

This area houses a library of print and other media resources on a variety of topics, such as Catholic Social Teaching, Church History and Prayer and Spirituality. There is a comfortable gathering space for student meetings where students, faculty and staff can “come away” for some quiet time, prayer, and reflection.

Campus Ministry Teams

Our Campus Ministry program encourages all members of the school community to be involved in fostering the spiritual life of Saint Thomas High School and Middle School.

Involvement in one of these teams is greatly encouraged.

Liturgy Team: This group works with the Campus Minister in planning liturgies and prayer services throughout the year. Students are involved as musicians and singers, readers, altar servers, Ministers of Communion and behind the scenes in a number of vital roles.

Outreach Team: Students involved in this group promote and participate in projects to assist those in need in the area. Blood Drives, Harvest for Hunger, Hammer and Nails home repair, and Community Christmas Adopt-a-Family are but a few of the many opportunities our students have to reach out in Christian charity. These students also work closely with the Saint Thomas Key Club, the high school arm of Kiwanis International, in promoting community service.

Social Awareness Team: These students have a desire to educate themselves and others about the Church's teaching on various issues of justice and peace. They sponsor activities which promote an understanding of the rich tradition of Catholic Social Teaching and provoke a Catholic Christian response to situations such as the humanitarian crisis in Syria, political elections, and threats to the sanctity of human life.

Retreat Programs

Retreats provide special opportunities for students to step outside of the day-to-day school routine and spend time with their classmates, growing in their relationship with God and with each other. Students are required to attend a retreat each year they are in attendance at Saint Thomas Aquinas High School. Each retreat has a different focus and emphasis.

Freshman Retreat: The freshman retreat provides students with the opportunity to spend some time getting to know and building community with their new classmates and delving into issues that are a part of high school life. A retreat team of upperclassmen shares their experiences and wisdom to aid in this transition.

Sophomore Retreat: This retreat experience is designed to dovetail with the sophomore religion curriculum in Christian Morality. The theme centers around moral decision making. Senior team leaders are involved in planning and facilitating this retreat.

Junior Retreat: The junior religion curriculum includes the study of Christian Social Justice and challenges students to grow into their commitment to the Saint Thomas Mission "to give to the world community." In conjunction with this, the junior retreat day is a day of service.

Senior Retreat: The senior retreat day, in the fall of the senior year, provides seniors with an opportunity to reflect on their experiences at Saint Thomas Aquinas, celebrate their friendships, and look to the future beyond high school. The day is a mixture of prayer, small group sharing, and activities which strengthen the bonds between classmates.

Kairos: Kairos is a three-day, two-night retreat led by a team of adult and student leaders. The program is designed around a series of talks by the Team Leaders, each of whom talks about a specific, pre-assigned topic. Afterwards, there is time for small and large group sharing. With prayer experiences and other activities each participant is bound to experience personal growth. Students come to a deeper sense of themselves and their relationship with God and others. We are

in our eleventh year of offering the Kairos experience to our students, and it is quickly becoming a valued Saint Thomas Aquinas tradition. This retreat experience is offered to our seniors as an option. Juniors are encouraged to apply to participate in order to be Kairos leaders during their senior year.

Christian Service Program

At Saint Thomas Aquinas we have always endeavored to reach beyond ourselves by rendering service to our brothers and sisters throughout the community. Many of our students have contributed countless hours over the years.

In order to promote this value throughout our school community, each student is required to participate in service activity in each year that they attend Saint Thomas Aquinas. Students will receive details regarding the program at the beginning of the school year in their religion classes. Students will receive one quarter academic credit for each year that they fulfill this requirement. Completion of this service is a criterion for graduation:

- Freshman 10 hours;
- Sophomore 15 hours;
- Juniors 20 hours;
- Seniors 30 hours.

Hours are to be turned in before the end of each quarter to the Campus Minister.

Academic Affairs

Philosophy of Assessment

St. Thomas Aquinas High School and Middle School believes that the process of assessment should be continuous and assist the teacher in developing insight into the students' abilities, achievements, attitudes and interests.

Recognizing that all students are individuals and learn at different rates, it is essential that all pupils be assessed in terms of their capabilities and their achievement as related to the goals of learning.

The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best assessment of the students. The instructional program at

St. Thomas Aquinas High School and Middle School is designed for the college bound student but is flexible enough to meet the needs of all students.

Every teacher gives a cumulative assessment (i.e. exam, test, project, research paper, etc.) that is appropriate to his/her course content, modeling what students experience in college.

Honors and Advanced Placement sections in English, Social Studies, Foreign

Language, Science, and Mathematics attempt to challenge students who are gifted in those particular areas.

Tutoring and small group instruction in math and reading are also available.

Remediation and reinforcement of basic skills will be provided as needed.

Every attempt is made by the administration, faculty and guidance personnel to properly place students in instructional programs that will provide optimal opportunities for academic success and help students to realistically identify and attain their goals. Our major goals are to instill a love of learning, an appreciation for truth, and a reverence for God's creation and the power of the human imagination.

Reports to Parents

Report cards will be issued for each nine-week grading period. These reports will be mailed home to the parent/guardian. Report cards will not be released unless all financial accounts are paid to date.

Letter grades are used on the report cards which correspond with a percentage span. The 4.0 grading system used is as follows:

A+ = 100% - 98% = 4.00	C+ = 82% - 80% = 2.33
A = 97% - 95% = 4.00	C = 79% - 77% = 2.00
A- = 94% - 92% = 3.67	C- = 76% - 74% = 1.67
B+ = 91% - 89% = 3.33	D+ = 73% - 71% = 1.33
B = 88% - 86% = 3.00	D = 70% - 68% = 1.00
B- = 85% - 83% = 2.67	D- = 67% - 66% = 0.67
	F = below 66% = 0.00

Parent-Teacher Conferences will be scheduled by the school for the first and third quarters. Private conferences may be scheduled with individual teachers by telephoning the school office. Teachers will return parent phone calls and emails during their professional preparation period or at the end of the school day. The staff email directory is available at www.stahs.org.

Midway through each nine-week period, an interim report will be sent out on every student for each subject. These reports are intended to further communicate between the home and school. They are intended to aid parents in encouraging their child's strengths and helping to develop a plan to deal with difficulties the student may be experiencing. Parents may access these reports through the PowerSchool link on our website.

Homework

Homework is essential to reinforce learning experiences in the classroom and to develop independent study skills. Students are expected to read, to study their textbooks and notes, and to complete written homework daily.

Students are responsible for making up all homework assigned during their absence from school, and they are responsible for promptly seeking the teacher about missed assignments upon their return to school. Parents should also feel free to contact a teacher regarding homework or other class assignments/projects.

Scheduling

Scheduling requests are completed during February and March for the following school year. At this time, the re-enrollment form and fee must be returned before the student's schedule will be processed. Since teaching assignments and class loads are established by April 22, adjustments will be made in a student's schedule only if a serious problem arises.

Class assignments are made at the discretion of the Administration. Parents must contact the Guidance Counselor to request a change. Academic requests may be honored as class size and availability dictates.

Class Add/Drop

The procedure for adding and/or dropping a class is:

a. To add or drop a class, a student must secure an Add/Drop Form from the Guidance Department or Attendance Office. The form must be completely filled out, signed by the parent(s), appropriate teacher, and Guidance Counselor.

The form is to be returned to the Guidance Department. If the change can be made, the student will receive a new schedule with the requested change(s) that he/she will then begin to follow.

b. Any year long course may be dropped the first week of the second quarter. At that time, no credit will be given. Any semester course may be dropped during the first week of the second grading period

without credit. Any one credit course may be dropped during the first week during the third quarter. If passing the first semester, the student will receive one-half credit. Withdrawal failure is computed into the grade point average.

Graduation Policy

Since a diploma from St. Thomas Aquinas High School is symbolic of the student's participation in the total educational mission of the school; and since that participation extends to spiritual, academic, social and financial responsibilities with the concept of Christian justice; and since graduation is the public ceremony by which the students who have fulfilled the criteria are recognized; each student, in order to participate in all of the graduation ceremonies, will have:

1. Met the Religious Education requirements of St. Thomas Aquinas High School;
2. Earned the necessary number of academic credits;
3. All accounts must be current;
4. Met all disciplinary responsibilities; and
5. Earned College Ready Scores on the ACT or Iowa Assessment.

Graduation Requirements

A course in Religious Education is required on all four levels for graduation. Students must obtain College Ready Scores on the ACT or Iowa Assessment. Twenty-six (26) academic credits plus one unit of service are required for graduation.

- 4 Units of Religious Education (or 1 Unit for each year of attendance at St. Thomas Aquinas High School)
- 4 Units of English
- 3 Units of Social Studies (Government, American History, World History)
- 3 Units of Science
- 4 Units of Mathematics
- 0.5 Unit of Physical Education
- 0.5 Unit of Health
- 6 Units of Electives
- 1 Unit of Fine Art
- 1 Unit of Service Learning

Grade Point Average and Class Rank

Grade point average is computed twice a year, using only semester grades. Class rank is computed by taking the sum of all course credits multiplied by their respective grade point values.

Honor Roll

Students qualify for Honor Roll if they meet the following criteria:

1. A grade point average of 3.5 or better for the nine-week grade period;
2. No incomplete grades.

Honors Grading System

We use a 5.00 quality point system for the honors classes which are marked as such:

A+ = 100% - 98% = 5.00	C+ = 82% - 80% = 3.33
A = 97% - 95% = 5.00	C = 79% - 77% = 3.00
A- = 94% - 92% = 4.67	C- = 76% - 74% = 2.67
B+ = 91% - 89% = 4.33	D+ = 73% - 71% = 2.33
B = 88% - 86% = 4.00	D = 70% - 68% = 2.00
B- = 85% - 83% = 3.67	D- = 67% - 66% = 1.67
	F = below 66% = 0.00

Honors and Advanced Placement Program

The purpose of the honors and advanced placement program at St. Thomas Aquinas High School is to challenge those students who are academically gifted. Students are initially invited into the Honors Program by the faculty and administration based upon criteria that have been established by the school.

Continuation in the program is determined annually. Honors classes require a more intensive and critically reflective level of performance. In order to justify awarding an extra quality point on the grading scale for honors classes, the depth and scope of assignments will be substantially more challenging than the regular courses. Questions concerning the Honors Program should be directed to the Guidance Department or Principal.

Top Honor Student(s)

The following criteria will determine our Senior Top Honor Student(s):

1. Student must take 15 Honors/AP/CCP (on site or at Walsh University) level courses in the freshman, sophomore, junior, and senior years, which must include Honors Religion 12 and CCP English.
2. Student must have all A's (semester grades) in all classes for 7 semesters and the 8th semester will be reviewed by the Administration.
3. Final decision will be made by the Administration.
4. Summer school, College Credit Plus classes that are not part of the St. Thomas curriculum, or independent study classes cannot be substituted for classes in our Honors/AP Program. Grade point averages are calculated without pass/fail credits. Students transferring to St. Thomas Aquinas after the freshman year will be reviewed on an individual basis by the Administration.

Final decisions regarding course placements are at the administration's discretion.

College Credit Plus (On or Off Campus)

St. Thomas Aquinas High School participates in Ohio's College Credit Plus (CCP) program. The program was created to provide expanded opportunities for the high school student. Under provisions of this program, any student in grades 7 -12 is eligible to take college courses for either college or college and high school credit. To participate, a student must be accepted at an eligible postsecondary institution, and this postsecondary institution may have special entrance requirements to meet before the student may take courses there.

If the student elects to take a course for college credit only, the student is responsible for payment of all tuition, textbooks, materials, and fees. If the student elects to take a course for both college and high school credit, the state will pay the cost of tuition, textbooks, materials, and fees out of a base amount to support nonpublic school student participation in CCP. Student applications will be processed by the State of Ohio.

The student must notify St. Thomas Aquinas High School by MARCH 31 if he/she is interested in participating in CCP for the following year.

Once the student notifies the school, the student and his/her parents or guardians must meet with a school official to discuss various aspects of this program and must sign a form stating that they have received this counseling service and understand the policies/rules of the CCP.

There are many rules and considerations involved in this program. If the student or parent/guardian is interested in receiving more information about CCP, please contact the Guidance Counselor.

College courses may be taken for college credit, high school credit or both. High school credit is awarded according to the following formula:

- A Carnegie Unit (1 high school credit) is equivalent to 3 semester hours.

All classes taken at the college level for high school credit will be calculated into the student's grade point average on a 5.0 scale and will affect class rank. A student's official transcript will indicate that the course was taken on a college level and will indicate the name of the institution at which the course was completed.

Students enrolled in College Credit Plus courses will still be charged full tuition at St. Thomas Aquinas.

Credit Flexibility

The Office of Catholic Schools and each diocesan high school seek to provide the most appropriate learning experience for each student. Each school strives to do this by expanding opportunities for students to demonstrate master of knowledge or skills, by broadening the scope of curricular options, and by increasing the depth of study possible for a particular subject. The credit flexibility program permits students to earn high school credit in a variety of ways. This can be done through the completion of courses; testing out of a course(s) or demonstrating mastery of course content; or pursuing one of more educational option, e.g. distance learning, educational travel, independent study, internship, tutorial programs, or community service. The Credit Flexibility Program is available to any student capable of being able to complete the work outlined in a written Credit Flexibility Plan designated and approved by the Administration. Please contact the Guidance Department for more information and to complete the application. This application and \$50 fee must be submitted by August 1st.

Athletic/Extracurricular Eligibility

St. Thomas Aquinas High School is a member of the Ohio High School Athletic Association. A student athlete must conform to the eligibility requirements of the OHSAA and the Diocese of Youngstown. Eligibility Requirements:

1. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately

- preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.
2. Students must be in school by 11:00AM for practice or play in any extra-curricular activity.

Policy on Failures/Summer School

Any required courses not passed in full during the school year must be made up in summer school prior to the start of the following school year or that student may not be re-admitted to St. Thomas Aquinas High School subject to Administrative Review.

Students may wish to attend summer school to make up deficiencies or for personal academic growth. The Guidance Department handles summer school information, schedules and referrals.

Only credit is issued for summer school. A grade will not be figured into the students GPA.

Courses required by STA must be taken during the academic year, except in cases of remediation.

For Clearinghouse purposes only, if a letter grade is given for a summer school course, it will appear on a transcript for the college or university requesting that document.

Code of Conduct

Conduct and Discipline

We believe that St. Thomas Aquinas High School and Middle School is a community and that our relationships with one another in the context of this community are visible signs of our faith and membership in God's family, as well as a symbol of our inherent dignity as a people called to love and service. Our relationships, marked by courtesy and respect, reveal God's presence and action within our lives and touch all who enter into this community.

Adolescence is a period of marked growth on several levels—physical, intellectual, psychological, spiritual and social. The administration and faculty of St. Thomas Aquinas High School believes that guidelines for behavior are essential in order to establish a positive climate for learning, to foster good relationships among students, to assure that the rights of all members of the St. Thomas Aquinas High School community will be respected, and to prevent the instructional program from

being unduly disrupted. We believe that students need the experience of accepting responsibility for the choices that they make and for the behaviors that they display. We believe that students need to understand that what they say and what they choose to do can affect the lives of others with whom they share their lives and work.

The Administration and faculty of St. Thomas Aquinas High School and Middle school has the responsibility for maintaining an environment that serves the best interest of the school community, meets the safety needs of the staff and students, and reflects Gospel values. The Administration has the responsibility to interpret and disseminate to parents and to students the regulations and policies of the school in the spirit in which they were written, and the Administration has the authority to take appropriate action that may be necessary to see that the school policies are observed by all members of the St. Thomas Aquinas High School and Middle school community.

Conduct Card

High School

All students at St. Thomas Aquinas High School will receive a percentage grade that represents their behavior during school. This grade will not be an added component of the student's grade point average (GPA), nor will it be visible on a transcript. However, this percentage will be shown on the student's report card at the conclusion of each quarter.

At the beginning of each quarter, students will be given a conduct percentage of 100 points (100%). This grade will only decrease with violations of policies as defined by the student handbook. Upon violating the handbook's code of conduct, a teacher, administrator, or staff member will present the student with a conduct card. The conduct card will state the violation which occurred and will describe the consequence for said action. Out of respect, the student must sign the card (even if in disagreement). By signing the card, the student is not necessarily admitting the violation. A student may request a private meeting with the administration to dispute and discuss the reason for which the card was issued.

If a student conduct grade drops below 83 points (83%), the student will meet with the administration. The student's parents/guardians will also be notified that their child is halfway to earning a failing grade in conduct. If a student earns a conduct grade below 66 points (66%), they have failed conduct for the quarter.

A student who has failed conduct will meet with the school admin-

istration along with their parents to discuss behavior at school. During this conference a disciplinary contract will be agreed upon by all in the meeting. This agreement between the administration, the student, and his/her parent/guardian will state the specific behaviors for the student to follow while at school. The contract may include specific strategies appropriate to the student's needs (counseling, increased home-school communication, change of placement in classes, further testing, etc.). This contract will be in place minimum of 1 quarter following the failure where discipline will then be re-evaluated. The contract will then continue to exist until the student shows that the guidelines of the contract are no longer necessary or need adjusted to their personal needs. Failure to uphold the contractual agreement may result in immediate withdrawal from St. Thomas Aquinas High School. The Middle School discipline policy will be separate from the high school and will be communicated via a separate correspondence at the beginning of the year.

Other Penalties

- A student who has failed conduct is subject to being suspended from extra-curricular activities as stated by the disciplinary contract.
- Upon failing, the student will be temporarily unable to participate in the activity.

Athletics:

- The athlete will be on a temporary suspension immediate upon failing conduct.
- This suspension will last a minimum of 1 week.
- The disciplinary contract will then state the length of time of the suspension after the first week.
- During this, the student may practice but not participate in any contests.
- Any violation of the contract will immediately lengthen the suspension until the end of the quarter.
- Choir/Band/Academic Challenge:
- The member will be on a temporary suspension immediate upon failing conduct.
- This suspension will last a minimum of 1 week.
- The disciplinary contract will then state the length of time of the suspension after the first week.
- During this, the student must attend class but they may not participate in any performances or contests.

- Any violation of the contract will immediately lengthen the suspension until the end of the quarter.
- School Officer Positions (Student Council, NHS, Key Club, Student Ambassador):
- The student will be immediately suspended from the position and will be subject to removal from the position for the remainder of the quarter.
- The disciplinary contract will determine when (if at all) the student may resume the position.
- Any violation of the contract will permanently remove them from the position for the remainder of the school year. The student may apply for an appeal to be re-instated next school year which will be determined by the administration and leaders of the given organization.

Student Responsibilities

All St. Thomas Aquinas High School and middle school students are expected:

- To conduct themselves in a manner that will guarantee their own well-being and the well-being of others. Their behavior should reflect positively on St. Thomas Aquinas High School and Middle School, their families and the community as a whole.
- To treat administrators, teachers, staff members, parents, guests and other students with courtesy and respect.
- To know and adhere to the rules and regulations established by their teachers and school administrators.
- To strive for academic excellence.
- To refrain from libelous/slanderous remarks and obscene/vulgar language in written and/or verbal expression.
- To adhere to policies relating to chemical/alcohol abuse.
- To be punctual in attending school and class.
- To refrain from misbehavior that disrupts the educational process for themselves and others.
- To respect the reasonable and necessary exercise of authority by school administrators and staff to maintain discipline at school and at school sponsored activities.
- To conform and follow all St. Thomas Aquinas and Diocesan policies on internet safety.

Attendance

According to Ohio State Law, a child of school age (6-18) is permitted to be absent from school with the permission of a parent/guardian for the following reasons:

1. Personal illness
2. Illness in the family (when child's help is urgently needed)
3. Death of a relative
4. Quarantine
5. Observance of religious holiday
6. Family emergency or set of circumstances which constitute good and just cause, such as:
 - a) An act of nature or an accident which causes the person to be housebound.
 - b) Required appearance at court or other judicial procedure.
 - c) Appearance at a community function to receive an award or to represent the school.
 - d) Visitation to a college, university, vocational/technical school parents should notify the Attendance Office prior to the visit. Upon return, the student should have a letter signed by the institution stating their attendance.
 - e) Students are required to accompany their parent/guardian on vacation during the school year. (Please refer to Extended Vacation Policy)

The school calendar provides for 180 days of classes. Students are expected to be in attendance except in circumstances where absence is permitted as enumerated above. Should a student be absent, a PARENT OR LEGAL GUARDIAN must notify the school office prior to 9 a.m. The school office opens at 7:30 a.m. Unnecessary absences should be avoided. Therefore, doctor or dentist appointments, driver tests, vacations, attendance at athletic events and work schedules should be planned for after school hours or on days when school is not in sessions. Parents are advised to consult the school calendar which indicates vacation periods and free days. In the event this cannot be avoided, these are still considered a verified absence with a note. If a student must be released from school prior to the official dismissal time, a phone call from the parent or a note must be presented prior to 8:00 a.m. to the Attendance Secretary. The student must be picked up in the Attendance Office by a parent or guardian. This safeguard is for the protection of you and your child.

In case of an extended absence (3 days or more), the parent/guardian should notify the Principal. Please do not contact the school for assignments for absences less than 3 days.

Students who are absent from school are accountable for all work missed during the absence and are responsible for making arrangements with their individual teachers to complete assignments and make up tests within a reasonable time period after their return to school.

All Student-athletes and any students participating in any school sponsored extracurricular activity are expected to be in school on days of a contest or practice. In the case of a late arrival or early dismissal, the official time for eligibility is 11:00 a.m. Any circumstance that does not meet these criteria will require an administrative waiver.

Please note: Although the above reasons are verified absences, students will still be marked absent for recording purposes.

Tardiness

Punctuality is a desirable component of self-discipline and a necessary quality for success in society. We expect all students to arrive at school on time consistently.

All students are to be in their first mod class by 7:45 a.m. Students who report late to school after 7:45 a.m. are considered tardy and/or absent and will be subjected to appropriate disciplinary action. Students who arrive at school late are to report to the Attendance Office for a tardy slip which will admit them to class.

There are no excused tardies; the only exceptions that will automatically be accepted are documented doctor, dentist, orthodontist appointments, or court appearances.

Students who report late after an appointment must present this signed document to the Attendance Secretary. Students who arrive at school later than 8:35 a.m. without prior notification from a parent or guardian will be considered truant from class. Students who are absent from class during the school day for 1-2 mods are considered absent 1/4 day, students missing 3-4 mods are considered absent 1/2 day and students who miss 5 or more mods per day are considered absent a full day.

The Principal will regularly review attendance records, and students whose tardiness has been excessive four (4) days per quarter will serve an automatic detention. An automatic detention will be given to the student for every tardy after the fourth one. These detentions are to be served within a 2 day period. NO EXCEPTIONS! A continuing pattern of tardiness and/or not serving these detentions will be dealt with

on an individual basis, which may include additional detentions, suspension from extra curricular activities or in-school suspension, meeting with the parents and administration.

Early Dismissal

Students are not permitted to leave school during the day without permission of the administration. Early Dismissal is defined as a student leaving the school day early for work purposes only with written parental permission and administration approval. Students must report to the attendance office each day to sign out. This will not be considered an absence. Students who leave early other than work purposes must have a note from their parent requesting permission to leave early. They must be signed out by a parent or sign themselves out if they have permission to drive himself/herself.

Senior Option

Seniors may be granted the option to end the school day early. To be eligible, a student must be a current senior who earned a 3.5 grade point average during the previous quarter.

Rules:

1. Any senior who chooses senior option must leave the building and grounds of St. Thomas Aquinas High School and Middle School immediately at the end of 8th mod. The grounds include the parking lot and all athletic areas.
2. Students who have an after school activity at St. Thomas Aquinas High School are not eligible for senior option.
3. Students who have an activity at St. Thomas Aquinas High school which is not scheduled to start until after 4:00 are eligible for senior option.
4. Senior Option is a one time decision. Students cannot decide each day whether to exercise senior option. Once they decide to take the senior option, they must leave each day and not return until after 4:00. Principal approval is required for any special circumstances.
5. Any student exercising senior option who does not immediately leave the building and grounds of St. Thomas Aquinas High School and Middle School at his/her appointed time will have his/her senior option privilege revoked.

Illness

If a student becomes ill during the day, he/she is to report to his/her classroom or study hall teacher first to obtain permission to go to the Attendance Office.

The student may use the clinic facilities for one period, and then he/she must return to the classroom/study hall. If the student is too ill to continue attending classes, an Administrator or office personnel will contact parent/guardian to obtain permission for the student to go home from school. At no time should a student contact a parent by cell phone to obtain permission to leave the building for any reason.

Extended Vacation Policy

Although we discourage the scheduling of vacations during the school year, we recognize that sometimes the situation is unavoidable. Students may be excused from school to accompany their parents on a family vacation for a period not to exceed ten (10) school days if the following conditions have been met:

1. The student has presented a written request signed by the parent/legal guardian stating the days of absence to the Attendance Office at least one week prior to the vacation period.
2. Students are responsible for notifying classroom teachers in advance before vacation and receiving work and assignments. Students are also responsible to make-up tests and quizzes within a 5 day period upon return.

Failure to follow the above may result in the student losing academic credit for work missed.

Excessive Absence

Excessive absenteeism, in any class, will most often result in severe academic difficulties. This creates an increased frustration on the part of the student, which in turn, leads to repeated cycles of absenteeism. Students who are frequently absent are generally unable to fully participate in the life of the school. Excessive absenteeism will be dealt with in the following manner:

In a semester:

- 1) When a student's absence has reached eight (8) days, a letter reporting such shall be sent directly to the parent/guardian from the office of the Principal.
- 2) When a student's absence reaches twelve (12) days:
 - a) the parent/guardian must meet with the Principal to discuss the

- matter;
- b) if warranted, an attendance contract specifying corrective action will be developed and signed by the student and his/her parent or guardian;
 - 3) if the above measures are ineffective and the student's attendance pattern does not improve, one or all of the following measures may be taken:
 - a) the case will be referred to Juvenile Court;
 - b) the student will be asked to withdraw from St. Thomas Aquinas High School.

Truancy

Absences without parental knowledge or absences not deemed legitimate by the school will be considered truancy from school. Truancies will be handled in the following manner:

- First offense, the parent/guardian will be informed by the Principal, and the school penalty will be imposed; one day in-school suspension. Academic credit will be denied for all work missed on a day of truancy.
- Second offense, a parental conference must be scheduled with the Principal and the student's guidance counselor. A disciplinary contract will be developed at this time. The school procedure will again be imposed.
- Should there be further offenses, the Juvenile Court authorities will be notified, and the Student Contract with the school will be enforced.

Conduct Issues

Smoking, Drinking, and Drugs

The distribution or sale of drugs requires immediate expulsion without exception. The improper possession and/or use of any kind of drug or drug look-alike in the school building, on the school grounds or AT ANY SCHOOL SPONSORED FUNCTION is prohibited.

- First Offense - Ten day suspension and probation
- Second Offense - Possible expulsion from school

Consuming and/or possessing alcoholic beverages anywhere in the school building or on the school grounds or AT ANY SCHOOL SPON-

SORED FUNCTION is prohibited.

- First Offense - Five to ten day suspension and probation
- Second Offense - Possible expulsion from school

The use of any tobacco substance, cigarettes, e-cigarettes, cigars, chewing tobacco, vapors or snuff is not permitted in the school building or on school grounds. Students who have cigarettes, tobacco products, or smoking devices in their possession in school are liable to the same punishment as smokers or students actually using the tobacco substances. Students in the presence of other students smoking on school grounds or in the building (when it is impossible to determine who is smoking) are liable to the same punishment as smokers. The penalties for using any tobacco products in school are:

- First Offense - One to five day suspension
- Second Offense - Five to ten day suspension and probation
- Third Offense - Possible dismissal from school for violation of probation

Theft

Students are discouraged from bringing large amounts of money, expensive equipment, jewelry, or other personal valuables to school. The school cannot be held responsible for personal belongings that are lost or stolen. In order to prevent theft, all students are assigned locks and lockers at the beginning of the school year in which to store their personal belongings. For the students' own protection, lockers should not be shared and lock combinations should not be given out to anyone. Students are expected to use reasonable care for their belongings by seeing to it that their lockers are securely closed and locked. Personal belongings should never be left unattended. Incidents of loss and/or theft should be reported immediately to the Principal.

Any student caught stealing will incur an immediate five (5)-day suspension, and restitution must be made. A second offense will result in the commencement of expulsion proceedings and referral to the proper juvenile authorities.

Gambling

At St. Thomas Aquinas, we provide the opportunity for students to participate in a variety of academic and extra-curricular activities. The activity of gambling is not appropriate and will not be tolerated. Any student(s) caught doing so will be reported immediately to the Princi-

pal. For the first offense, the student(s) will meet with the Principal for a conference. The second offense, the student(s) and the parents will have a scheduled conference with the Principal. If this offense continues, further disciplinary action may be taken, as deemed necessary by the Administration.

Gang Membership

Membership in youth gangs and participation in gang-related activities are strictly prohibited in accordance with Diocesan Policy and make a student liable for expulsion. Any student suspected or identified as being a member of a gang, who shows interest in joining a gang, initiates or participates in any gang related activity or uses gang symbols will be subject to all the consequences of such behavior as contained in the Administrative Handbook of the Diocese of Youngstown.

Electronic Devices

In order for learning to occur, the classroom must be free of all unnecessary distractions. Therefore, students are not permitted to use any electronic device during the school day unless the parent and student have read, filled out, and turned in the "Personally Owned Device Policy agreement" form to be able to use an electronic device for educational use and has been approved by the Principal and under the supervision of a classroom teacher. Unauthorized use will result in the device being confiscated and brought to the Principal and subject to the penalties set forth. Electronic devices may include, but not inclusive to: beepers, I-pods, video games, laptop or hand held computers, cameras, cell phones and etc. Electronic devices are to be turned off at all times during the school day when not being used for educational purposes in the classroom. Electronic devices are not to be used during any quiz or test at St. Thomas Aquinas. The student will be required to turn off and turn in the device to the teacher before testing begins. St. Thomas Aquinas faculty and staff reserve the right to review any electronic device for unauthorized use during the school day.

Any unauthorized use of an electronic device found on a student during the school day will be confiscated and a penalty will be imposed. Penalties are as follows:

- 1st Offense – The electronic device will be brought to the Principal to be picked up at the end of the school day by the student. A detention will be

assigned.

- 2nd Offense – The electronic device will be brought to the Principal and will not be returned to the student. The electronic device will only be turned over to a parent. A detention will be assigned.
- 3rd and Subsequent Offenses – The electronic device will be brought to the office and will not be returned to the student. The electronic device will only be turned over to a parent. A detention will be assigned. The student will lose the privilege to use the device for a period of days/weeks set forth by the Principal.
- Further violations will result in progressive discipline up to and including in school suspension and out of school suspension.

Personally Owned Device Policy

As stated in the Student Technology and Internet Acceptable Use Policy (STIAUP), the schools in the Diocese of Youngstown maintain computer systems and networks (information and communication resources) as a part of our mission to promote excellence in education and to enhance students' productivity, efficiency and effectiveness with communication and resource sharing.

When permitted by school officials, students may bring a Personally Owned Device (POD) to use during the school day for educational purposes. Students must be committed to digital citizenship and use technology resources in ways that promote an educational environment that follows the philosophy, principles and teachings of the Diocese of Youngstown and the Roman Catholic Church. All users are subject to legal requirements as well. Students and parents or guardians must sign the Personally Owned Device Policy Agreement to be permitted to use such devices in school.

High School Students will be permitted to carry their personally owned electronic device with them with the following stipulations:

1. PODs may not be used in the classroom unless specific permission is granted by the classroom teacher.
2. Ear buds and headphones are not permitted.
3. Playing of music is not permitted.
4. Communicating via voice is not permitted.
5. Texting and other non-verbal communication will be permitted in the hall in between classes and in the commons during lunch.
6. Use of cameras is not permitted unless all students being

photographed provide permission for the photograph.

7. Use of electronic devices in the bathroom is prohibited.

If a student must contact his/her parents, they should go to the attendance office and use the school telephone. Students are not permitted to call their parents on their POD except in the extreme circumstances.

Middle School Students must turn off and place their POD in their locker during the day. Middle School students will not be permitted to use their POD during lunch. If a parent must contact his/her child, they may do so by calling the school office at (330) 875-1631.

Students and parents or guardians accept full responsibility for the security, maintenance, and repair of their own POD. Personally Owned Devices may include but are not limited to:

- Computers- laptops, netbooks, notebooks or tablets
- Peripheral equipment –disk drives, ear buds, mice, etc.
- Other electronic equipment – video/audio equipment, cameras, etc.
- Cell phones
- E-readers
- Translators
- Information storage devices such as USB devices, CDs etc.

Systems and resources also considered in this policy are:

- The school network including local area networks, wireless networks, network connections to remote sites, etc.
- All software or programs administered by the school or running on school resources, such as email, web browsers, file exchange software, etc.

Responsibility, Safety and Security

Students who bring a POD to school or on school property are responsible for securing them at all times. If a POD appears to have been stolen, the student should immediately report the incident to the appropriate school official.

The safety and security of the students and the network are our primary concern, and students are required to work with the teaching staff and administrators to protect fellow students, electronic devices and

systems. Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem with themselves or a fellow student, they are to report it to the appropriate school officials.

School Computer Policy

St. Thomas Aquinas High School believes that student access to the Internet, local area networks and stand-alone workstations are a personal benefit and educational advantage. Student use of all computers on school premises or through school obtained accounts, both on-site and through remote connections, is governed by the policies and the procedures of the Diocesan Administrator's Handbook and the St. Thomas Aquinas High School Technology Plan. Inappropriate computer use includes but is not limited to the following:

1. Academic misconduct including the transmission of unauthorized academic information;
2. Theft, including violation of copyright and unauthorized use of another's password, account or files;
3. Damage or destruction of property including the alteration or deletion of files, unknowingly introducing viruses to a computer system or otherwise disrupting the use of the computer;
4. Forgery including hacking into unauthorized computers, sites or databases;
5. Attempting to access restricted computer nets, user groups or databases;
6. Failure to cooperate with these regulations, supervisor's directives or school procedures for computer use.

Consequences for the above actions may include one or more of the following:

- a) Temporary or permanent loss of computer privileges;
- b) An administrative conference with parent/guardian;
- c) Suspension or expulsion from school.

Vandalism

Students involved in acts of vandalism resulting in the destruction of, damage to, or defacement of or on St. Thomas Aquinas High School property may be suspended for five (5) days and may be liable for expulsion. A conference with the Guidance Department and Principal will be scheduled. Restitution is the responsibility of the student and his/her parent/guardian.

Fighting

The use of physical force will never be tolerated as a means of resolving conflict. All students involved in a fight or disorderly conduct on school grounds or at school-related activities will be subject to the following procedure:

1. The student will be suspended for one to five (1-5) days with academic penalty as determined by the Principal.
2. The student's parent/guardian will be informed and a conference will be scheduled with the Principal prior to the student's return to school.
3. The student may be liable for expulsion if he/she is involved in another fight during his/her tenure at St. Thomas Aquinas High School.

Any student who possesses a weapon of any kind at school or who attempts to use a weapon against another student or faculty member will be expelled, and local law enforcement officials will be notified.

Bullying

Bullying, harassment, intimidation is defined as any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior:

- Causes mental, emotional, and/or physical harm,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, and/or abusive educational environment for the other student.

Bullying, harassment, and intimidation can take many forms including, but not limited to: texting, slurs, rumors, jokes, innuendo's , demeaning comments, drawing cartoons, graffiti, pranks, gestures, physical attacks, obscene clothing, or t-shirts. This also includes using any social media platforms such as Instagram, Snapchat, Facebook, Twitter, and Myspace.

Allegations are to be reported to a teacher, counselor, or other staff member who will immediately inform the Principal. If the allegations are substantiated, disciplinary action will be taken dependent on the nature, frequency, and severity of the offending actions, and the circumstances in which the harassment occurred. Possible disciplinary actions may include any or all of the following:

- Verbal warning, reprimand, and apology to the victim;
- Counseling
- Parent/student/Principal conference;
- Written reprimand entered into the student's file;
- Detention and/or removal from extracurricular activities
- Disciplinary contract with professional intervention;
- Suspension;
- Expulsion.

Cheating

Students who cheat on tests or other graded work will receive no academic credit (0%) on that test or assignment. Students who enable others to cheat by sharing answers will be liable to the same academic penalty. In addition there may be other punishments assigned including detention, in-school suspension, or out-of-school suspension. Parents/guardians of all students involved in a cheating episode will be informed by the teacher.

A student caught cheating twice in the same subject will automatically fail the course.

If a student develops a pattern of cheating, parents/guardians will be called in for a conference with the Principal and may be liable for expulsion. Any student caught stealing or tampering with academic materials that are the property of St. Thomas Aquinas High School faculty will be expelled from St. Thomas Aquinas High School. Such academic materials include teacher manuals, test booklets, tests, grade books, etc. and school records.

Assemblies and Rallies

Assemblies and rallies are important for developing community within the school. It is expected that speakers will be treated with courtesy and respect. Students are expected to rise when an adult or guest speaker approaches the microphone. Students are expected to listen attentively and respond appropriately. Disruptive behavior will not be

tolerated.

At rallies, students are encouraged to participate wholeheartedly as a student body. Booing, cat-calling and other verbal remarks meant to embarrass others are unbecoming and rude. Stomping on bleachers, throwing objects, and pushing and shoving are dangerous, destructive and, therefore, prohibited.

Sporting Events

The behavior of student spectators at interscholastic athletic events should be marked by a sense of fair play and common courtesy. Students and athletes should stand and participate in the singing of the National Anthem and the Alma Mater. Such behavior reflects a positive attitude on the part of the St. Thomas Aquinas High School community and makes the visiting team and their fans feel welcome. Booing, fighting or abusive language will not be tolerated, and the student athlete may be dismissed from the premises. St. Thomas Aquinas High School athletes are public representatives of St. Thomas Aquinas High School and are, therefore, expected to conduct themselves on and off the playing field with dignity and decorum.

Classrooms

Before entering a class already in progress, students should knock first and wait to be admitted. Proper care should be taken of furniture and classroom equipment. If damage or abuse occurs, the students will be liable for payment of damages.

Students are not permitted to carry book bags, gym bags or any other bulky all-purpose carryalls to class with them. If such carryalls are used to carry books and personal belongings to and from school, they are to be stored in the students' lockers upon arrival at school.

Acceptable classroom behavior is determined by the teacher and communicated to the students through written guidelines at the beginning of the school year. Violations of these guidelines will be dealt with by the individual classroom teachers.

Restrooms

Restroom facilities are inappropriate places to loiter. Students should keep restroom areas clean by using trash containers to deposit paper towels and other debris. Vandalism to the restrooms should be reported to the General Office immediately.

Disciplinary Actions

Disciplinary Contract

If a student's conduct exceeds usual and routine measures, a Disciplinary Contract must be initiated. Disciplinary Contract indicates that routine disciplinary measures have failed to correct a student's behavior. Such students are placed on a Disciplinary Contract. The Disciplinary Contract is a binding agreement between the administration of St. Thomas Aquinas High School, the student and his/her parent/guardian. The contract is a commitment made by the student to adhere to specific behaviors while in attendance at St. Thomas Aquinas.

Detention

Private detentions are scheduled by individual teachers and administrators for infractions of classroom rules and regulations. The purpose of the private detention is to provide the individual student and his/her teacher the opportunity to privately discuss his/her classroom behavior to prevent future incidents. The teacher issuing the private detention will specify the date, place and time.

General detentions are mandated for specific infractions of St. Thomas Aquinas High School policy and are to be served within two days after they have been received. Students who fail to serve their detention within this time period will be called in for a conference with the Principal and will be issued another detention for Failure to Report. Chronic failure to serve general detention will result in suspension from extracurricular activities and possibly from school for a period of one to three (1-3) days as determined by the Administration. Detention may not be waived for athletic practices, games, or after-school employment. General Detention is intended to deter the student from violating the rights of other students and teachers and/or from disturbing the general welfare of the school. General detention will be held on Tuesday through Thursday and Friday mornings beginning at 7:00 in the Principal's office. Students are to report to general detention by 2:55 pm and are expected to stay until 3:35 pm. Students are to bring reading and/or study materials with them and are to utilize these materials in a productive way. Students who fail to bring the proper materials will be given a written assignment by the detention supervisor. Students who are disruptive in general detention will be referred to the Principal and

will be liable for further disciplinary action. Use of personally owned electronic devices during detention is prohibited.

Suspension

A student may be suspended from St. Thomas Aquinas High School when he/she seriously violates the Code of Conduct or for any reason deemed sufficiently serious by the Administrative Team.

The Principal will hold a conference with the student liable for suspension. If necessary, the Principal will confer with a guidance counselor, and others who may have information pertinent to the disciplinary incident.

If the decision of the Principal is to suspend,

1. the student's parent/legal guardian will be informed through the suspension notification form;
2. a parent conference with the Principal must be scheduled for the earliest possible time but definitely prior to the student's return to school.

The above process may be amended as needed if local school authorities feel the circumstances are such that a student's presence in the building would be hazardous or disruptive to other students and staff.

A student who has been suspended may make up daily assignments and projects assigned during the time of suspension. Students on suspension may not participate in nor attend any school functions or extracurricular activities.

In-school suspension may be used at the discretion of the Principal. Students will report to the Principal on the day(s) scheduled for suspension and will be assigned to a supervised study area. Classroom assignments will be provided by the student's teachers. Restroom and lunch breaks will be permitted.

Expulsion

Expulsion may be used as the most serious and final disciplinary action for serious misbehavior, when public immorality affects school morale, when public misbehavior results in a court arraignment or when the student fails to respond to regular and routine disciplinary measures and remains incorrigible. The authority to expel rests with the Superintendent of Catholic Schools who will use expulsion according to Diocesan

Policy.

School Dress Code

Dress Code is applicable from entering the building in the morning until leaving the building at dismissal. To conform to our dress code, the official approved uniforms can be accessed through www.stahs.org, under the tab “About STA” and click on “Uniforms.”

Boys

- Dress pants or shorts may be worn in the following solid colors:
 - Black or tan
 - No outside pockets or rivets
 - A belt must be worn with the pants
 - Denim material is prohibited.
 - Denim and form fitting stretch material is prohibited. Any type of stretch, yoga, stirrup pants, or joggers is prohibited.
 - Dress shorts must extend so that their hem line is no more than 4 inches above the knee.
 - Oxford cloth shirts or dress shirts may be worn in the following solid colors:
 - White, black, light blue, light yellow or grey.
 - Must have button-down collars.
 - Tucked into the pants or shorts at all times.
- Shirts are to be buttoned to the top except the top button may be open.
- Only solid white, grey or black short or long-sleeved, regular t-shirts, turtlenecks or mock turtlenecks with no printing or logos may be worn under the shirts.
- Ties are permitted with the Oxford dress shirt.
- St. Thomas Aquinas polo shirts may be worn in the following colors:
 - High School students may wear white, grey, or black colored polo shirts only.
 - Seniors may wear pink colored polo shirts.
 - Middle School students may wear white, grey, or yellow colored polo shirts only
 - Must have St. Thomas Aquinas logo
 - Can be purchased through Lands End.
 - Polo shirt may be short or long sleeved.
 - Polo shirt may be worn tucked or untucked.
 - Only solid white, grey or black short or long-sleeved, regular

t-shirts, turtlenecks or mock turtlenecks with no printing or logos may be worn under the shirts.

- Warm attire:
- Solid grey or black St. Thomas Aquinas fleece jackets or crew neck sweatshirts with the official St. Thomas Aquinas logo, purchased through the Knook, may be worn for cooler weather.
- St. Thomas Aquinas sweatshirts, sweaters or fleece may also be worn.
- High School students may wear St. Thomas Aquinas hoodies or other St. Thomas Aquinas attire with hoods only on Fridays or Dress Down days.
- A collared uniform shirt must be worn each day to school under any of the warm attire items
- Middle School students may only wear hoodies on a Dress Down Day.
- Dress shoes or casual shoes:
- Must be neutral in color.
- They may be black, grey, white, brown, navy blue, tan, or any combination of these colors.
- These are to be worn with dress pants.
- These may include athletic shoes if they conform to the above color requirements.
- Boots are permitted.
- must meet the same color requirement as shoes,
- are only to be worn with dress pants
- must be worn inside of dress pants.
- Boots and shoes must be clean and free of dirt or mud.
- Socks that cover the ankles must be worn in school at all times.
- Middle School students may only wear socks that are solid white or solid black in color.
- Athletic shoes, in any color, may be worn with shorts.
- Open toed shoes are never permitted. Moccasins, flip-flops, slippers, or slipper-like shoes are not permitted.
- Jackets and coats that are considered to be outside apparel are not to be worn in school.
- Hair
 - shall be kept neat, trimmed and well groomed
 - shall be no longer than the bottom of the earlobes on the side, the base of the neck in back, and the eyebrows in front.
 - Sideburns shall be no lower than the earlobes. Boys shall be clean-shaven – no beards or mustaches.
 - Fad hairstyles or off-colored hairstyles are always inappropriate

ate for school.

- Tattoos are not permitted to be visible at any time during school or when representing the school at athletic events or extra-curricular activities.
- Accessory items such as headbands, bandannas, handkerchiefs, hats, caps, earrings, tongue, eye, nose, face, or lip-piercing, sunglasses, or excessive jewelry are not to be worn. No visible piercings are permitted.
- The Principal will determine what is appropriate in all cases and the decision will be final.

Girls

- Dress pants, capris, or shorts may be worn in the following solid colors:
 - Black or tan
 - No outside pockets or rivets
 - A belt must be worn with the pants
 - Denim material is prohibited.
 - Tight or form fitting pants are strictly forbidden.
 - Denim and form fitting stretch material is prohibited. Any type of stretch, yoga, stirrup pants, or joggers is prohibited.
 - Dress shorts must extend so that their hem line is no more than 4 inches above the knee.
- Skirts and skorts:
 - A “Top of the Knee” or “Below the Knee” A-line plaid skirt or a black skort from our uniform company Lands End may be worn.
 - The skirt and short length must extend so that their hem lines are no more than 4 inches above the knee.
- Oxford cloth shirts or dress shirts may be worn in the following solid colors:
 - White, black, light blue, light yellow or grey.
 - Must have button-down collars.
 - Tucked into the pants, shorts, or skirts at all times.
 - Shirts are to be buttoned to the top except the top button may be open.
 - Only solid white, grey or black short or long-sleeved, regular t-shirts, turtlenecks or mock turtlenecks with no printing or logos may be worn under the shirts.
- St. Thomas Aquinas polo shirts may be worn in the following colors:
 - High School students may wear white, grey, or black colored

polo shirts only.

- Seniors may wear pink colored polo shirts.
- Middle School students may wear white, grey, or yellow colored polo shirts only.
- Must have St. Thomas Aquinas logo
- Can be purchased through Lands End.
- Polo shirt may be short or long sleeved.
- Polo shirt may be worn tucked or untucked.
- Only solid white, grey or black short or long-sleeved, regular t-shirts, turtlenecks or mock turtlenecks with no printing or logos may be worn under the shirts.
- Warm attire:
 - Solid grey or black St. Thomas Aquinas fleece jackets or crew neck sweatshirts with the official St. Thomas Aquinas logo, purchased through the Knook, may be worn for cooler weather.
 - St. Thomas Aquinas sweatshirts, sweaters or fleece may also be worn.
 - High School students may wear St. Thomas Aquinas hoodies or other St. Thomas Aquinas attire with hoods only on Fridays or Dress Down days.
 - A collared uniform shirt must be worn each day to school under any of the warm attire items
 - Middle School students may only wear hoodies on a Dress Down Day.
- Dress shoes or casual shoes:
 - Must be neutral in color.
 - They may be black, grey, white, brown, navy blue, tan, or any combination of these colors.
 - These are to be worn with dress pants and skirts.
 - These may include athletic shoes if they conform to the above color requirements.
 - Boots are permitted.
- Must meet the same color requirement as shoes,
- Are only to be worn with dress pants
- Must be worn inside of dress pants.
 - Boots and shoes must be clean and free of dirt or mud.
 - Socks that cover the ankles or hosiery must be worn in school at all times.
 - Middle School students may only wear socks that are solid white or solid black in color.
 - Shoes should have a moderate heel (2 inches or less).
 - Athletic shoes, in any color, may be worn with the shorts or

capri option.

- Open toed shoes are never permitted. Moccasins, flip-flops, slippers, or slipper-like shoes are not permitted. . Backless shoes, dress high heels, or platform shoes are neither appropriate, nor safe for school wear.

- Jackets and coats that are considered to be outside apparel are not to be worn in school.
- Hair must be neat and well groomed. Fad hairstyles or off-colored hairstyles are always inappropriate for school.
- Accessory items such as headbands, bandannas, handkerchiefs, hats, caps, long earrings, tongue, eye, nose, face, or lip-piercing, excessive jewelry or sunglasses are not to be worn.
- Piercings in the ear, other than modest earrings in the lobes of the ear, are not permitted.
- The Principal will determine what is appropriate in all cases and the decision will be final.

Middle School

In addition to the above dress code, the following rules apply specifically to middle school students. In case of conflict the following rules supersede the above rules.

- All shorts, pants, skirts, or skorts are to be black in color. Skirts and skorts are available from Lands End.
- Middle School students may only wear hoodies on a Dress Down Day.
- Middle School students may only wear socks that are solid white or solid black in color.
- Middle School students may wear white, grey, or yellow colored polo shirts only.
- Only solid white, grey or black short or long-sleeved, regular t-shirts, turtlenecks or mock turtlenecks with no printing or logos may be worn under the shirts.

Gym Uniforms:

- Grey, black or bright yellow STA Middle School T-shirt.
- Flexible black gym shorts (no more than 4 inches above the knee) or black sweatpants. No yoga or tight stretch pants or shorts
- Athletic socks and shoes
- Students will bring their gym uniforms to school with them and change for gym class.

The Administration reserves the right to rule any faddish style of hair, clothing, jewelry, or makeup as inappropriate.

Dress Down Day Regulations

- All attire must be modest in nature. Jeans and loose fitting sweat pants or warm up pants are examples of permitted attire.
- No running or running-type shorts are permitted. Shorts and skirts must extend down to no more than 4 inches above the knee.
- No holes of any size in any clothing are permitted.
- No yoga, spandex, or leggings worn as pants or shorts or other form fitting apparel are permitted.
- No inappropriate explicit graphic t-shirts are permitted. No t-shirts of music groups are permitted.
- No hats are permitted.
- No apparel from other high schools or middle schools is permitted.
- No tank style tops, spaghetti straps or cold shoulder style apparel should be worn. No bare shoulders should show.

Dress Up Day Regulations

- All attire must be modest in nature.
- Students are to wear a dress shirt and dress pants as a minimum. Ties for boys and dresses for girls are completely appropriate.
- No athletic shoes are permitted.
- No jeans or sweat pants are permitted.
- Dresses and skirts must extend so that they are no more than 4 inches above the knee.
- No holes of any size in any clothing are permitted.
- No yoga, spandex, or leggings worn as pants or shorts or other form fitting apparel are permitted.
- No inappropriate explicit graphic t-shirts are permitted. No t-shirts of music groups are permitted.
- No hats are permitted.
- No apparel from other high schools or middle schools is permitted.

Team Spirit Regulations

- Teams and other organizations within the school are permitted to wear a team shirt on the day of a game or contest.
- All team shirts must be approved by the principal.
- All dates in which the team would like to wear a team shirt must be approved by the principal.
- Team shirts may only be worn in season.
- If a team is to wear a team shirt, all members must wear the same team shirt.
- Violations of the above rules may result in a team losing its privilege to where its team shirt on game days.

Guidelines for Formal School Dances/Prom

Dances normally end by 11 p.m. After entrance to the dance, students will not be permitted to leave and re-enter. Supervisors will contact the parents/guardians of those students who do not adhere to proper social behavior. Inappropriate or any dancing that is sexually suggestive is forbidden at all school dances.

It is difficult to keep up with the ever changing fashions for formal dances. As such, St. Thomas Aquinas High School administration will not put specific restrictions upon the dress attire of its students with the following exception:

- The bottom hem of dresses must extend down to no higher than 4 inches above the knee.
- Boys are expected, at a minimum to wear a tie, dress shirt, and dress pants (no jeans). For Prom, boys are expected to wear a tuxedo or a dress suit.

It is incumbent upon the parents of St. Thomas Aquinas students to ensure that their sons and daughters are dressed in an appropriate and modest manner consistent with the ideals of a Catholic high school. We trust that students and parents will use good judgment. However, inappropriately dressed individuals may be asked to go home to change. All guests of St. Thomas Aquinas students are required to follow these guidelines.

School Services/Activities

School Insurance

A supplemental insurance program is provided for all St. Thomas Aquinas High School students to cover medical expenses incurred as a result of an accident at school. The policy is supplemental in that it pays only in excess of any family or employer group insurance plan, which must pay its maximum covered first. The insurance provided by St. Thomas Aquinas High School will pay the remainder. The following procedure must be followed in case of an injury or accident that occurs at school:

1. The student must report the injury immediately to the person in charge (classroom teacher, coach, General Office personnel). If an immediate report is impossible, the injury should be reported within 48 hours after the injury was sustained.
2. Pick up an insurance claim form from the athletic office as soon as possible. Complete the form and file it with the school's insurance company.
3. File a claim promptly through your family or group medical insurance plan (e.g., Blue Cross/Blue Shield).
4. The remaining claim will be processed through our company and payment made directly to the person or facility that rendered the service.

Cafeteria

Hot lunches are available for students on a daily basis. A la carte items, milk, and other drinks are also available to supplement a lunch brought from home. Prices for each item are clearly visible to the student.

Monthly menus are also posted and available to students. Students are expected to observe standards of common courtesy in the cafeteria. Tables are to be kept clear of litter and debris by returning trays to the kitchen area and by using the trash receptacles provided. For sanitation purposes, no food or drink is to be carried from nor consumed in the academic wing and should remain in the cafeteria. Open containers of food or drink may not be kept in student lockers. Clear water bottles that contain only water will be permitted to be carried or used in halls or classrooms unless the use of such water bottles becomes a distraction or a nuisance.

Out of Bounds

Out of Bounds is defined as being in an area without permission from classroom teacher or front offices. Penalty may be detention.

Guidance Services

The Guidance Department at St. Thomas Aquinas High School provides a number of direct student services throughout the school year. The Guidance Counselors make every effort to assist students to make full use of their abilities, reach their potential and achieve their goals. The counselors schedule a series of small group sessions with students for a variety of purposes throughout the school year. During these small group sessions, standardized test information is disseminated, curriculum issues are discussed, college representatives are available and career planning is developed.

Private conferences are held with individual students for scheduling, academic counseling, career counseling and personal counseling. The Guidance Department schedules meeting for parents on topics such as the college admission process, financial aid for college and participation in the College Credit Plus Program.

The Guidance Counselor arranges for psychological testing and counseling, home instruction and services for students with special needs. Parents are encouraged to contact their child's guidance counselor as the need arises.

Student Parking

Students who have their parent(s) permission to drive to school may do so. Students must register their vehicle(s) and must display the identification permit on the rearview mirror or on the dashboard. Permits are \$20.00 per quarter, \$30.00 per semester, or \$50.00 for the year. The parking permit is transferable from one family vehicle to another provided each car is registered with the Principal. If the permit is lost, students must pay to have a new one reissued. Speeding, reckless driving or illegal parking may result in a \$10.00 fine and also the possible forfeit of the student(s) privilege to drive to school

Students are expected to exercise caution when driving at all times. Vehicle speed on St. Thomas Aquinas High School property should never exceed ten (10) miles per hour. Students are expected to respect the rights of others by properly parking in the assigned areas so that other drivers are not blocked. Students are not permitted in or around

parked cars during the school day. St. Thomas Aquinas High School cannot be held responsible for theft or damage to vehicles that may occur on St. Thomas Aquinas High School property.

Parking areas are found in the front, back, and the top parking lots. There is NO parking in the back of the school on Wednesdays and Sundays due to Bingo accommodations

Bus Transportation

Bus transportation is provided for St. Thomas Aquinas High School and Middle School students by the public school district in which the student resides according to Ohio State Law. STA will provide limited bus transportation for students in Portage County living outside the required bussing areas. Parents in those areas will supplement this cost at a reasonable rate determined on a yearly basis. It is the responsibility of St. Thomas Aquinas High School to provide each public school district with a list of students who reside within the district. This is done each spring after registration and scheduling have been completed. Local school district directors of transportation schedule bus runs and routes. It is their responsibility to inform the students as to the time schedule, bus assignment and pick-up points. If you do not receive this information prior to the opening of school, please contact the Director of Transportation for your local school board.

Organizations/Activities

The students at St. Thomas Aquinas High School and Middle School have the opportunity to participate in a full range of activities to develop their unique gifts and talents. Through these programs our students develop leadership skills, recognize the importance of hard work, channel their creativity and imagination and develop relationships with adult mentors and others who share their values and interests. St. Thomas Aquinas High School and Middle School also provides the opportunity for parents and alumni to become involved in the school in a number of supportive ways.

Student Government

Student government is composed of the class officers and class representatives who regularly meet and function as a Student Council. Elections are held annually for these positions. These students represent the interests of their classmates and work closely with the administration and the faculty in service to the student body of St. Thomas

Aquinas High School. Students are eligible to run for election if they meet the following criteria:

1. leadership ability and the willingness to serve the school
2. a 2.0 grade point average
3. a nomination form on file prior to the deadline

Once elected to Student Council, the members are expected to attend all meetings, participate in all Student Council activities, and meet all other responsibilities as summarized in the St. Thomas Aquinas High School Student Council Constitution and By-Laws.

National Honor Society

The National Honor Society of St. Thomas Aquinas High School is comprised of those students who reflect the highest standards of scholarship, character, leadership and service.

Junior or Senior students with a 3.50 or better cumulative grade point average are eligible to participate in the selection process. In order to be selected, students must be evaluated in the four areas of scholarship, character, leadership, and service. Students who transfer to St. Thomas Aquinas High School and had been selected to the National Honor Society in their former schools are extended membership in the Aquinas chapter.

Parent Organizations

Parents are encouraged to become involved in their child's educational program. The presence of parents at meetings, conferences, athletic events, plays, concerts, and school social events is welcomed and is a visible sign of support for the young people who put so much of their time and talent into these various programs. The following organizations offer a forum for parents to formally support the school or a particular aspect of the school in which they are most interested: Knight Nation Athletic Club and the Home and School Association. Other organizations often solicit parent involvement in a number of ways, and parents are encouraged to actively participate in these organizations.

Campus Life

Medications in School

Students currently on medication or requiring medication throughout the school year must have a medication form on file.

The Diocese of Youngstown has issued the following information as it

relates to the dispensing of medication to students during school hours:

- All medication must be kept in the Office.
- To dispense nonprescription medication, the student must bring it to the office for safekeeping, and we must have a parent's and physician's signature on file.
- To dispense prescription medication, the student must bring it to the office for safekeeping, and we must have a physician's signature on file.
- Students with diabetes or asthma may carry medication. The office must be aware and a medication form with a parent and physician signature must be on file.

School Office

The school offices are located on the first floor and are open throughout the school year, Monday through Friday, from 7:30 a.m. until 3:30 p.m. The school telephone number is 330.875.1631. The Athletic Office telephone number is 330.875.1634.

Any change in a student's residence or telephone number should be reported to the school office immediately.

If a message needs to be relayed to a student, the parent/guardian is to call the attendance office. Please do not call or text your student during school hours.

Textbooks

Textbooks for all secular subjects are provided by the State of Ohio through the Auxiliary Service Program and are issued to all students at the beginning of the school year. Students are responsible for the care of the textbooks issued to them and should return all textbooks in relatively the same condition as when issued. A replacement fee will be charged for all damaged or lost textbooks and must be paid before a new book is issued.

Locks and Lockers

Lock and locker assignments are distributed to students at the beginning of the school year. It is unwise and unsafe to give out locker combinations to other students. To tamper with or enter another student's locker is a serious offense.

Trading lockers or using another student's locker is prohibited. Students who experience difficulty with the lock or locker should report to the Attendance Office.

Under no circumstances is the school locker to be used to store and/or conceal illegal items, stolen property or items prohibited by the rules and regulations of St. Thomas Aquinas High School and Middle School. Ownership of the lockers resides with St. Thomas Aquinas High School and Middle School Lockers may be searched at any time by a school administrator if there is reason to believe that contraband items are being stored there.

Students are not permitted to tamper with lockers in any way including setting so that they will not lock.

Visitors

All visitors to St. Thomas Aquinas High School must report to the Attendance Office. Visitors must sign in and out of the school and will receive a visitor's badge when entering, to be returned when leaving the building. The front main door should be the only doors used by visitors during the school day. Students from other schools are not permitted to visit or to be on St. Thomas Aquinas High School property without Administrative permission. All persons without official business at St. Thomas Aquinas High School will be considered trespassers on private property.

After School Hours

After 3:00 p.m., students may NOT remain in the building unless supervised by a teacher or coach. Parents/guardians are responsible for making transportation arrangements so that students are transported home within a reasonable time frame following the dismissal bell. Athletes or those students who remain after school to participate in an extracurricular activity should report to the room designated by the teacher or coach in charge. Students, who are unsupervised after 3:00 pm, will be asked to leave the building immediately.

Fire/Tornado Drills

In order to provide for the safety of our students, fire and tornado drills will be scheduled throughout the school year. Fire exits and tornado shelter areas are posted in each classroom. The following procedures are to be adhered to:

1. Students are to exit the classroom in an orderly manner and proceed to the assigned location.

2. Personal articles are to be left in the classroom.
3. Students should proceed in an orderly fashion and follow the specific instructions given by the teacher or supervisor in charge.
4. Teachers should have their red Crisis Management book and classroom grade book or seating chart with them in order to provide an accurate accounting of those students present.
5. All students and staff are to remain in the assigned area until the drill has been completed.

Lockdown Drills

In order to provide for the safety of our students, lockdown drills will be performed throughout the year. These various drills may be scheduled or unscheduled. The students will be given instructions by their classroom teacher to be followed. It is very important for every student to follow these instructions for the safety and well being of all at St. Thomas Aquinas.

Emergency School Closing

Occasionally, emergency conditions make the closing of schools imperative (snow, power failures, etc.). In any case of closing the school, do not contact an Administrator; such information is broadcast over your local radio stations (e.g., in the Canton area: WHBC 1480 AM or WHBC 94.1 FM) prior to 7 a.m. Every effort is made to notify the radio station as early as possible when a decision to close the schools has been reached. Notice will also be given over Parent Broadcast when possible.

Parental Responsibilities

Tuition and Fees

Tuition is set in the spring for the following school year and may be paid in one of the following ways:

1. In full by July 2nd .
2. In ten (10) or twelve (12) monthly payments beginning in July and ending in June through the FACTS Tuition Program.

The \$150.00 graduation fee may be paid throughout the student's senior year. An invoice will be sent in February. The fee covers the Yearbook and other expenses associated with Baccalaureate and Graduation.

All students attending St. Thomas Aquinas will be charged full tuition regardless of the amount of time spent at St. Thomas Aquinas. Tuition refunds due to early withdrawal are at the discretion of the Principal and Business Manager.

Extra fees that are charged include a Registration Fee for incoming students, a Processing Fee for all tuition accounts that are financed on a payment plan. All questions regarding tuition accounts should be directed to the Business Manager's office.

Delinquent Accounts

Tuition must be paid in full before:

- the beginning of each new school year. No student will receive a schedule of classes until all old balances have been cleared and the first tuition payment for the new school year has been made;
- the release of any school records. Students transferring to another school will not receive official records or transcripts without full payment of all outstanding balances;
- the granting of a diploma and participation in the graduation ceremonies

All tuition bills, graduation fees and fines must be paid before a student can participate in the Awards Assembly, Baccalaureate and Commencement and the practices for these events. Final transcripts will not be forwarded to colleges or employers until all financial obligations have been met.

In order for St. Thomas Aquinas High School to meet its financial obligations, it is necessary that tuition accounts be paid in a responsible and timely fashion. Excessive delinquency on an account during the school year may result in the student's automatic and immediate withdrawal from St. Thomas Aquinas High School.

Document on Custodial Parents

- those families for which this applies: It is state law (ORC 3313.672) that we have a certified copy of the court order in our files as opposed to the front and last page of the custodial agreement. This order must include the first page with the identifying information on it, all the pages in between, and the last page with the official signature and stamp which says: "This is a true document" and the embossed seal. This procedure is for your protection as well as ours. If there is information that

you do not want made known (i.e. financial), feel free to blacken it out or use white-out to eliminate the information. If you have a change in this document, we must have a certified copy of the changes in our file, or we will abide by the copy that we already have. Please understand the importance of having current, accurate copies on file in our school. No documents mean that both parents have equal rights.

Noncustodial Parents

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, interim reports, discussion with school personnel and tuition statements.

In families experiencing separation of parents or pending divorce, the above information will be sent home to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the Principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors or demands of a parent—but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody, and the relationship with the school and the final page bearing the judge's signature are to be submitted to the Principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the noncustodial parent's right to access to records, the noncustodial parent has a right to the same access as the custodial parent. We will, unless instructed by a court order, release such records, upon request, to the noncustodial parent.

"Records" includes official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

It does not include daily class work and papers or routine communications sent through the child to the home of residence. In these

cases, the custodial parent is asked to cooperate with the school and share this information directly with the noncustodial parent. This avoids time-consuming duplication of services.

Further, you should realize that, unless restricted by court order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your child. In cases of "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal subject to the approval of both parents and further reviewed by the school's legal counsel. Every effort will be made to keep communications open with both parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this restatement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

It is the responsibility of the parent(s) to inform the school of any or all legal changes.

Activities/Clubs/Services

Academic Challenge, Marching and Concert Bands, Right-to-Life, St. Joseph Care Center Volunteers, Student Council, Yearbook, Drama Club, Key Club, Ski Club, Dances, Student Ambassadors, Chess, Kairos, Parent and Grandparent Volunteers, Vocal Groups, Service

Activities

Sports

Fall season

Boys

Cross Country
Soccer
Golf
Football

Girls

Cross Country
Soccer
Golf
Cheerleading
Volleyball
Tennis

Winter season

Boys

Basketball
Swimming
Wrestling
Bowling

Girls

Basketball
Swimming
Cheerleading
Bowling

Spring season

Boys

Baseball
Track
Tennis

Girls

Softball
Track

St. Thomas Aquinas High School Athletic Department

Athletic Policy Handbook

I. Philosophy of Athletics at St. Thomas Aquinas High School

St. Thomas Aquinas High School provides for the total development of the students in its care through a wide range of religious, academic, social, extra-curricular and interscholastic athletic programs. The interscholastic athletic program exists to provide St. Thomas Aquinas High School students with opportunities to participate in a wide range of individual and team sports, to promote the overall well being of student athletes and to enhance the spirit of community that has long been a St. Thomas tradition.

St. Thomas Aquinas High School's commitment to Catholic values must be reflected in every aspect of the athletic program. Striving for success and accomplishment in athletics is consistent with our call to excellence in all areas of human endeavor. The behavior of athletes and coaches at athletic events must clearly and consistently communicate the Catholic values that are the central focus of our mission as a school. High expectations must be set, but cooperation, good sportsmanship, fair play, and self-discipline must be priorities.

II. Objectives of Athletics at St. Thomas Aquinas High School

The major objectives of the interscholastic athletic program are:

- To recognize the dignity of all human beings and to develop respect for the rights of others;
- To demonstrate a respect for human life as reflected in high standards of physical fitness and the development of good habits;
- To develop an appreciation for one's gifts and talents and utilize them to the best of one's ability;
- To experience success as a result of hard work and cooperation with others;
- To work cooperatively to reach group goals;
- To recognize that each individual contributes to team success;
- To promote self-discipline;
- To develop respect for legitimate authority;
- To develop fine and gross motor skills;
- To appreciate the many facets of the St. Thomas Aquinas

tradition.

III. The Ohio High School Athletic Association (OHSAA)

The Ohio High School Athletic Association regulates and supervises interscholastic athletic competition among its member schools in the state of Ohio. St. Thomas Aquinas High School is a member of the O.H.S.S.A. (Northeastern District) and all regulations of the O.H.S.S.A. must be adhered to by all official representatives of our athletic program.

IV. Athletic Code of Conduct

Participation in athletics and all extra-curricular activities is a privilege.

All athletic participants at St. Thomas Aquinas High School are to conduct themselves in accordance with the school's Code of Conduct and with the rules and regulations required by each coach. Violations may lead to a temporary or permanent suspension from the team or other penalties deemed appropriate by the head coach. In all matters relating to conduct and discipline, the Principal is the ultimate authority regarding student discipline including athletic and extracurricular discipline. St. Thomas Aquinas High School and Middle School and the Diocese of Youngstown rules supersede any other athletic rules and policies.

Areas of concern are:

- Absence from or tardiness to practices and/or athletic events
- Attitude or behavior detrimental to the team
- Violation of alcohol, drug or tobacco policies
- Violation of athletic safety standards
- Violation of curfew
- Violation of eligibility requirements
- Violation of specific team rules/regulations
- Violation of school rules and policies
- Violation of transportation rules*

* When a team bus or van is provided, student athletes are expected to ride to and from a scheduled event on the team bus or van. An athlete may be granted permission to ride with his/her parent/guardian, but a written request from the parent/guardian must be given to the coach prior to the morning of the event.

Approval of such requests is at the discretion of the head coach.

Drug and Alcohol Policy

All St. Thomas Aquinas High School athletes are bound by all disciplinary policies and procedures outlined in the Student Handbook. The following pertains to all athletes who are under the influence of, or who possess, use, sell, deliver or conceal drugs and/or any drug paraphernalia. Drugs include but are not limited to all narcotics, hallucinogens, stimulants, depressants, steroids, and alcohol. The following penalties will apply:

- **First Offense:** Denial of participation for the remainder of the season. The penalty may be reduced if the student has a complete alcohol/drug assessment done at an approved agency approved by the school, and the student agrees to participate in a drug/alcohol education program.
- **Second Offense:** Denial of athletic participation for the remainder of the student's career at St. Thomas Aquinas High School.

Tobacco Policy

- First Offense: Suspension from one game. Parents informed.
- Second Offense: Suspension from three games. One week suspension from practice. Parents informed.
- Third Offense: Suspension for the remainder of the season.

Tattoo Policy

For both student athletes and coaches, tattoos are not permitted to be visible at any time during an athletic event.

Denial of Further Participation on Athletic Team

Once the team has been selected, a coach may find it necessary to temporarily or permanently suspend a player. The coach must consult with the Athletic Director and the Principal prior to imposing a suspension from play. The parents/guardian must be notified of the suspension in writing and may request a conference with the head coach and the Athletic Director.

In matters pertaining to the personal conduct of a student, the Principal shall determine whether or not the student may continue as a member of the team. Any violations of the standards established by the OHSAA will be resolved according to the procedures established by the

OHSAA.

V. Academic Athletic Eligibility

St. Thomas Aquinas High School is member of the Ohio High School Athletic Association. A student athlete must conform to the eligibility requirements of the OHSAA and the Diocese of Youngstown.

Eligibility Requirements:

1. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one credit courses or the equivalent which count toward graduation.
2. Comply with the St. Thomas Aquinas policy on religious education class.
3. Comply with the OHSAA policy on physical examinations.
4. Comply with the state of Ohio policy on concussions.

VI. Attendance Requirements

On any day that school is in session, a student athlete must be present & signed in to the office by 11:00 am. Any student receiving an early dismissal is considered ineligible for that day's events. Any exceptions to this policy must be approved by the principal or school president.

VII. Role of Parents and Community

- Core Principles: Parents and community are actively involved in creating
- and supporting an environment that fosters positive athletic experiences for
- student-athletes.
- Regardless of the size of the stadium, the magnitude of the game or the volume of the cheers, it is the attitudes displayed by their communities, their parents and their student peers that constitute the real arenas in which young people play.
- Also critical to a successful program is the respect exhibited by adults for coaches, for officials and for student-athletes. The sports programs that thrive are characterized by strong mutual support offered in a positive spirit by parents, coaches and the greater community.
- Core Practices: Parents give consistent encouragement and support to their children regardless of the degree of success, the level

of skill or time on the field.

- Parents stress the importance of respect for coaches through discussions with their children, and highlight the critical nature of contributing to the team and its success.
- Parents attend school meetings at the outset of sports seasons to meet coaches and school officials and learn first-hand about the expectations for participation in interscholastic athletics.
- Parents serve as role models, see the “big picture” and support all programs and athletes.
- Parents agree to abide by the school compact and rules guiding the conduct of sports, modeling the principles for their student-athletes.
- Parents ensure a balance in student-athletes’ lives, encouraging participation in multiple sports and activities with academics placed first and foremost.
- Parents leave coaching to coaches and do not criticize coaching strategies or team performance. They avoid putting pressure on their children about playing time and performance.
- Parents acknowledge that school sports experiences can contribute greatly to the values and ethics of each player, and that positive sports experiences teach important life skills, encourage teamwork, help shape character and citizenship and encourage an active lifestyle.

ST. THOMAS AQUINAS HANDBOOK

I/We have reviewed Student/Parent Handbook of St. Thomas Aquinas High School on-line. I/We have read and understand its contents and agree that my child/children will abide by the policies and procedures contained herein. I/We also understand that this current handbook for 2018-2019 supersedes any previous policies, oral or written. (If more than one student in family, ALL STUDENTS MUST PRINT/SIGN FORM).

Parent/Guardian

Print Name _____

Signature _____

Date _____

Student

Print Name _____

Signature _____

Date _____

Check One:

_____ Senior _____ Junior _____ Sophomore _____ Freshman

_____ 8th _____ 7th _____ 6th

Please print, sign and return by September 1, 2018

