

**ST. THOMAS AQUINAS HIGH SCHOOL AND  
MIDDLE SCHOOL HANDBOOK**

**2025-2026**



***Tradition of Truth, Scholarship, and Excellence***

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***Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.***

***-St. Thomas Aquinas High School & Middle School Administration***

# St. Thomas Aquinas 2025 - 2026 Calendar

## St. Thomas Aquinas 2025-2026 Calendar

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						9

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				21

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	22

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						17

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			15

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						19

Dates of Importance	
<b>AUGUST</b>	
13-15 Teacher PD Day	
18 Teacher Clerical Day	
19 First Day of School	
<b>SEPTEMBER</b>	
1 Labor Day (No School)	
<b>OCTOBER</b>	
13 Teacher Day (No School)	
17 End of Q1 (42 days)	
<b>NOVEMBER</b>	
26 Conference Exchange (No School)	
27-28 Thanksgiving Break	
<b>DECEMBER</b>	
19 End of Q2/S1 (84 days)	
22-31 Christmas Break	
<b>JANUARY</b>	
1-2 Christmas Break	
19 MLK, Jr. Day (No School)	
<b>FEBRUARY</b>	
13 Conference Exchange (No School)	
16 Presidents' Day (No School)	
<b>MARCH</b>	
12 End of Q3 (46 days)	
13 DOY Planned Teacher Day (No School)	
<b>APRIL</b>	
3 Good Friday (No School)	
6-10 Easter Break	
<b>MAY</b>	
25 Memorial Day (No School)	
29 Last Day of School (Students)	
29 End of Q4/S1 (94 days)	
<b>JUNE</b>	
1 Teacher Clerical Day	
2 Teacher PD Day	
3 Teacher PD Day	

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						18

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		16

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6

Conference Dates						

	First/Last Day of School
	No School
	Teacher Exchange Day (No School)
	End of Quarter
	Teacher Day-No School for Students

Student Days: 178      Teacher Days: 189  
 Calamity Day Make-Up Day Schedule: June 1, 2026, and consecutive days as needed

## DAILY SCHEDULES:

<b>Middle School Time Schedule</b>	
Period	Time
MOD 1	(7:40- 8:39)
MOD 2	(8:42- 9:27)
MOD 3	(9:30-10:15)
<b>MOD 4 6th/7th Lunch</b>	<b>(10:18-10:48)</b>
MOD 4 Class	(10:18-11:03)
<b>MOD 5 8th Lunch</b>	<b>(11:06-11:36)</b>
MOD 5 Class	(10:51-11:36)
MOD 6	(11:39-12:24)
MOD 7	12:27 -1:12
MOD 8	1:15 - 2:00

<b>High School Time Schedule</b>	
Period	Time
MOD 1	(7:40- 8:39)
MOD 2	(8:42- 9:27)
MOD 3	(9:30-10:15)
MOD 4	(10:18-11:03)
<b>MOD 5 Junior/Senior Lunch</b>	<b>(11:06-11:36)</b>
MOD 5 Class	(11:06-11:51)
<b>Mod 6 Freshman/Sophomore Lunch</b>	<b>(11:54-12:24)</b>
Mod 6 Class	(11:39-12:24)
Mod 7	(12:27-1:12)
Mod 8	(1:15-2:00)

# 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.

**St. Thomas Aquinas High School and Middle School is in its second year of our State Re-accreditation process. In order to meet the changing needs of our students, the geographic culture of our families, the academic demands of education and spiritual changes of our Catholic Church, this process will include an evaluation and revision of all aspects of school life.**

**Throughout the 2025-2026 school year, you will receive updates of where we are in the process. To all those who already participated in the process through the various surveys, we thank you. Our new Accreditation will be dated 2026-2031.**

## 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 communities, St. Thomas Aquinas High School and Middle School addresses itself to serve 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 Non-discrimination Policy**

St. Thomas Aquinas High School and Middle School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **STA Transfer and Withdrawal Policy**

St. Thomas Aquinas requires a parent/guardian to complete a withdrawal form, as well as turn in all materials that have been provided by the school. Students will not be considered to be withdrawn from school until a records request is received from the student's new school of attendance.

## **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 and including 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 and middle 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, 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.

The governing board of **St. Thomas Aquinas** located at **2121 Reno Drive** in **Louisville** Ohio 44641 has adopted the

following racial nondiscriminatory policies.”

St. Thomas Aquinas recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

“St. Thomas Aquinas school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

### **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 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 and sacraments 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.

## **Religious Education Policy**

As a Catholic school, St. Thomas Aquinas 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 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 the 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.

## **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.

## **Retreat Programs**

Each grade level may be offered a variety of retreat experiences.

## **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 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 School is designed for the college bound student but is flexible enough to meet the needs of all students.

- Every high school teacher gives a final exam 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:

$$A = 100\% - 93\% = 4.00$$

$$B = 92\% - 85\% = 3.00$$

$$C = 84\% - 75\% = 2.00$$

$$D = 74\% - 67\% = 1.00$$

$$F = 66\% - 0\% = 0.00$$

Parent-Teacher Conferences will be scheduled by the school for the first and third quarters. Private conferences and/or virtual 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 within 24 hours of the call and/or email. The staff email directory is available on our website.

Midway through each nine-week period, an interim report will be sent out to any student of academic concern determined by the administration, faculty, or guidance personnel. These reports are intended to further communicate between 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 **PowerSchool**.

## **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 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. This includes in-class and virtual learning.

## **Scheduling**

Scheduling requests are usually 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. 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.

## **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.

Any year long and semester courses may be dropped within the first **two** weeks of the class. At that time, no credit will be given. 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; **including participation in the awards ceremony, baccalaureate, graduation ceremony and the Senior Retreat.**
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 **(Biology, Physical Science and a 3rd Science)**
- 4 Units of Mathematics **(Algebra, Geometry, Algebra II Equivalency and one additional math)**
- 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 Hours (75 total service hours to graduate)

## **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.

## **Credit for Classes**

Credit for a high school course is awarded at the end of each semester based on the semester grade. The semester grade will be calculated based on the following: Each quarter of the semester will count for 45% of the semester grade, and the semester exam will account for 10% of the semester grade.

## **Honors Course Description**

Honors courses are intended to challenge academically talented and dedicated students. These courses involve an accelerated, in-depth approach to the subject matter and require the students to complete additional and/or more comprehensive assignments than those in the regular programs. In addition, students in honors courses are required to pursue some type of independent research or creative work. To enroll in an honors course, students must meet the prerequisites and other criteria stated in the Course Description Book. Grades from honors courses are weighted in computing grade point average, quality points, and rank in class.

## Honors Diploma

Three local seal options: Community Service, Fine and Performing Arts, and Student Engagement.

<b>Requirements</b>	<b>State Minimum</b>
1 Math	Fourth math must be >Algebra 2
2 Science	One additional unit Advanced Science
3 Social Studies	One additional unit Social Studies
4 World Languages	Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
5 GPA	3.5 on a 4.0 Scale
6 ACT/SAT	ACT: Score of 27 or higher; SAT: Score of 1280 or higher
7 Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
8 Experiential Learning	Field Experience & Portfolio, OhioMeansJobs Readiness Seal*, or Work-Based Learning

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences. Students must meet seven of the eight requirements to earn this honor.

## 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 recommended** to 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.

### **Top Honor Student(s)**

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

1. Student/s 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 CCP English.
2. Students 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 **with attendance taken into consideration.**
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 high school students. Under provisions of this program, any student in grades 9-12 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 FEBRUARY 1 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 taking CCP virtual classes must be taken on the STA campus during the academic year. (Extraordinary circumstances will be considered on a case by case basis).**

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 mastery 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 options, 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.

### **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 to participate in any extra-curricular activity, **and remain at school unless excused by administration with documentation.**

#### **Middle School Requirement:**

Students must be passing 4 classes.

### **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.

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 student's 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 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 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 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 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. **All students who attend St. Thomas Aquinas are required to sign and return a behavior contract prior to the current school year.** 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 School community.

### **Student Responsibilities**

All St. Thomas Aquinas 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 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 slanderous remarks and obscene/vulgar language in written and/or verbal expression, including via social media.
- To adhere to policies relating to chemical/alcohol/drug (vaping) 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.

# CODE OF CONDUCT

**Any violation can result in suspension and/or expulsion**

## **NON-NEGOTIABLE**

Truancy from school/grounds	Conference with Parents & Administrator
Fighting/Play Fighting	<b>First Offense</b> - Suspended for <b>up to</b> 10 days with an academic penalty as determined by the Principal <b>Second Offense</b> - student may be <b>recommended</b> for expulsion
Use/possession of/under the influence of drugs/alcohol/tobacco	<b>First Offense</b> - <b>Up to ten days with possible recommendation of expulsion</b>
Distribution or sale of drugs	Immediate expulsion without exception
<b><u>BEHAVIOR</u></b>	<b><u>CONSEQUENCE</u></b>
<b>Defiant towards to Administration/ Faculty/Staff:</b> Open resistance; bold disobedience; failure to serve detention	<b>Up to ten days suspension</b>
<b>Disorderly Conduct:</b> Making unreasonable noise or an offensively coarse utterance, gesture, or display or communicating unwarranted and grossly abusive language to any person; uncontrolled behavior, vulgarity	<b>Up to ten days suspension</b>
<b>Skiping Class</b>	<b>Up to ten days suspension</b>

# CODE OF CONDUCT

**Any violation can result in suspension and/or expulsion**

## **Disrespectful to teachers/staff/classmates/facilities:**

Acting rude, impolite, and offensive; disruption of class, profanity; leaving food/trash in rooms/hallways

### **Within the classroom:**

**First Offense -**

**Behavior Plan put in place**

**Second Offense -**

**Up to ten days suspension**

**Third Offense -**

**Recommended for expulsion**

## **Dress Code Violations:**

Will be checked each day during Mod 1 **and throughout the day**

**Violations must be corrected on site or the student will be sent home**

**Multiple violations can result in up to 10 days suspension**

## **ACADEMIC INTEGRITY**

### **Cheating:**

**Any or all parties** will be responsible.

**First Offense** -Reduced academic credit (50%) on that assignment

**Continuous Offense -**

No academic credit (0%) on that assignment

**Cheating on a test results in 0% credit**

### **Plagiarism:**

The act of presenting papers, essays, etc. as your own work including AI or Chat GPT

**First Offense -**

Student must rewrite assignment. Reduced academic credit (60%) on that test or assignment

**Second Offense -**

A student caught plagiarizing twice in the **same** subject will receive a 0% and a parent phone call/email.

**Third Offense -**

A student caught plagiarizing for a third time will result in failing the course.

# CODE OF CONDUCT

**Any violation can result in suspension and/or expulsion**

<p><b>Tardy:</b> More than 5 minutes late to and/or out of class for more than 10 minutes.</p> <p>Any student in the hallway must have a pass. If not, see defiance under Behaviors.</p>	<p><b>First Offense -</b> <b>Warning</b></p> <p><b>Second Offense -</b> <b>Lunch Detention</b></p> <p><b>Third Offense -</b> <b>ISS</b> <b>Continued offenses can result in up to 10 days suspension</b></p>
<p><b>Electronic Devices</b></p> <p><b>No electronic devices are permitted during the school day</b></p>	<p><b>Phone will be taken and parents must be notified to pick up</b></p>
<p><b>Stealing/Tampering with academic materials</b></p> <p>Any student caught stealing or tampering with academic materials that are the property of St. Thomas Aquinas High School faculty: such academic materials include teacher manuals, test booklets, tests, grade books, etc. and school records.</p>	<p>Conference with Parents &amp; Administrators; student may be liable for expulsion</p>
<p><b>Abuse of school property, Vandalism</b></p>	<p>Conference with Parents &amp; Administrators; possible 5 day suspension; Restitution is the financial responsibility of the student and his/her parent/guardian; may be liable for expulsion</p>
<p><b>Theft/Gambling/Gang activity</b></p>	<p>Any person caught stealing/gambling or gang activity will be immediately sent to an administrator.</p> <p>If determined by administrators the referral to the proper juvenile authorities.</p>

## 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 an immediate family **member** (parents, guardians, grandparents, siblings).
4. Observance of religious holiday
5. 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/guardians on vacation during the school year. (Please refer to Extended Vacation Policy)

The school calendar provides for 178 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 7:15 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 session. 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 by 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 attendance office.

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 homeroom 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 window 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 eight (8) unexcused days per quarter will serve an automatic **ISS**. NO EXCEPTIONS! A continuing pattern of tardiness will be dealt with on an individual basis, which may include additional detentions, suspension from extra curricular activities or in-school suspension, and/or 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 table by the attendance office's window 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. **This privilege is only available to those students with a 3.0 or higher during the previous quarter.**

### **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 and/or Clinic.

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 the 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, **however, assignments may not be available until they return.** Students are also responsible for 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.**
- 3. If a midterm or final is missed the exam must be taken upon return to school or the first day of summer school.**

## **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 Guidance office or 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 referred to Juvenile Court**

**b. The student will be asked to withdraw from St. Thomas Aquinas School.**

### **Technology 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.

## **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, Myspace, etc.

Allegations are to be reported to a teacher, counselor, or other staff member who will immediately inform the counselor. If the allegations are substantiated, disciplinary action will be taken depending 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:

- Parent/student/Principal conference; If deemed necessary, law enforcement will be contacted and disciplinary action will vary based on the circumstance of the bullying.
- Written reprimand entered into the student's file;

## **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 School community and makes the visiting team and their fans feel welcome. Fighting or abusive language will not be tolerated, and the student athlete may be dismissed from the premises. St. Thomas Aquinas School athletes are public representatives of St. Thomas Aquinas School and are, therefore, expected to conduct themselves on and off the playing field with dignity and decorum.

If your child has not paid the \$150 Activity Fee, they will be required to pay \$5.00 per event.

## **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. All classrooms include the school-wide posted Non-negotiables.

## **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.

## **Suspension- In- School Suspension (ISS)**

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

The Principal/Assistant Principal will hold a conference with the student liable for suspension. If necessary, the Principal/Assistant 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/Assistant 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 or attend any school functions or extracurricular activities.

In-school suspension may be used at the discretion of the Dean/Assistant Principal/ Principal. Students will report to the Dean 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 in the supervised area.

**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 officially approved uniforms can be accessed through [www.stahs.org](http://www.stahs.org), under the tab “About STA” and click on “Uniforms.”

<b>Bottom:</b>		
<i>Pants</i>	<i>Shorts</i>	<i>Skirts (Females)</i>
<p><b>COLORS</b> Khaki/Tan Navy blue or Black</p> <p><b>EXPECTATIONS</b> No Leggings/Yoga pants No Joggers No Cargo pants <b>No Jeggings</b> <b>No Denim</b></p>	<p><b>COLORS</b> Khaki/Tan Navy blue or Black</p> <p><b>EXPECTATIONS</b> Permitted all year Fingertip length (Male/Female) No bike shorts No volleyball/boys shorts No Athletic shorts</p>	<p><b>COLORS</b> High School = Khaki/Tan or Plaid Middle School = Solid Navy blue or Black</p> <p><b>EXPECTATIONS</b> Fingertip length Permitted to wear leggings under skirt</p>

**Shirts:**

- Polo/Oxford shirts permitted at all times (Must be buttoned up)
- COLORS:
  - High school
    - Polos: white, gray, black,
    - Seniors
      - May wear pink polos **(No other pink garments)**
  - Middle school
    - Polos: white, gray, black

**Outerwear:**

- STA crew neck
- STA quarter zip
- STA team/club attire, **No T-shirts or Hoodies**
- **STA full zip**
- **Sweaters white, grey or black**
- **An approved polo or collared dress shirt must be worn at all times**

**Shoes:**

- No open toes
- No crocs or slides
- No slippers (including appearance type slippers)

**Hair:**

- Natural hair colors
- **All hair should be kept neat, trimmed and well groomed**
- **Boys hair should not touch the collar**

**Facial Hair:**

- Clean and neat.
- The length of facial hair cannot go beyond a clippers set less than Number 1.

**Jewelry:**

- No facial piercing (including plastic studs, or bandaids)

**Tattoos:**

- **Tattoos are not permitted to be visible at any time during the school year or when representing the school at athletic events or extra curricular activities.**

**Please note:**

The administration reserves the right to determine the appropriate appearance or attire. Students who are not in proper dress code subject themselves to disciplinary consequences.

**Spirit Day Regulations (All Fridays)**

On a spirit day students may wear their STA uniform, or the following:

- Any STA top apparel with their uniform bottoms

Spirit Weeks regulations will be communicated via family newsletter.

**Dress Down Day Regulations (Fundraiser days)**

- All attire must be modest in nature. Jeans, athletic shorts, sweat pants, skirts/dresses must extend down to no more than 4 inches above the knee.
- No belly or crop tops [mid-drift must be covered (that means entire belly)]

- No holes of any size in any clothing are permitted.
- Yoga, or leggings worn as pants or shorts or other form fitting apparel are permitted **ONLY** if the hips and backside are fully covered by a longer top or an appropriate skirt
- No inappropriate explicit graphic t-shirts are permitted.
- No apparel from other high schools or middle schools is permitted.
- No tank style tops or spaghetti straps should be worn. Straps must be 4 fingers wide.

### **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 blue jeans or sweatpants 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.
  - **However, may only** be worn if the hips and backside are fully covered by a longer top or an appropriate skirt
- 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.

### **Guidelines for Formal School Dances/Prom**

Dances normally end by 10 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 to wear dress shirts, and dress pants** (no blue jeans).

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 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 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.

### **The Commons (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. These are subject to change due to shortages across the US

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 bottles becomes a distraction.

### **Guidance Services**

The Guidance Department at St. Thomas Aquinas 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 meetings 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 the guidance counselor as the need arises.

### **Bus Transportation**

Bus transportation is provided for St. Thomas Aquinas 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 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.

### **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 2.5 grade point average
3. A nomination form on file prior to the deadline
4. Student has not been suspended or placed on a behavior contract within the calendar year
5. Student must have a recommendation from an administrator

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 composed 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.

### **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/clinic.
- 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 put 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 7:15 a.m. - 3:00 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. During instructional time, 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 School. Ownership of the lockers resides with St. Thomas Aquinas 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 School must have an appointment and report to the main office. Visitors must sign in and out of the school using the ledger by the attendance office, receive a visitor's badge when entering, and return it 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 School property without Administrative permission. All persons without official business at St. Thomas Aquinas 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. If this becomes an issue, students will not be permitted to attend athletic events. This is a huge safety concern. STA will not be legally responsible for students who are left unattended.

## **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 emergency bags including their roster 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 using the “Alice Training Method” 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 news 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**

Please refer to the revised documents sent from the STA business 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 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 School.

## **Document on Custodial Parents**

To 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 ensures 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.

## Sports

<u>Fall season</u>	<u>Winter Season</u>	<u>Spring Season</u>
Cross Country	Basketball	Baseball/Softball
Soccer	Wrestling	Track
Golf	Cheerleading	
Football	Gymnastics	
Cheerleading		

# **St. Thomas Aquinas High School Athletic Department**

## **Athletic Policy Handbook**

**STA will follow the directives issued by OHSAA (Ohio School Athletic Association), the Diocese of Youngstown, the Health Departments, and the Governor of Ohio until further notice.**

### **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.A.A. (Northeastern District) and all regulations of the O.H.S.A.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 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 event. Approval of such requests is at the discretion of the head coach.

### **Drug, Tobacco and Alcohol Policy**

All St. Thomas Aquinas 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, tobacco, vapes, hallucinogens, stimulants, depressants, steroids, and alcohol. The following penalties will apply: (Students are subject to be searched if there is probable cause)

- *First Offense:* Denial of participation for up to 10 days.

The penalty may be reduced to 5 days, 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 (mental health counselor).

- *Second Offense:* Denial of participation for up to 10 days.
- *Third offense:* Dismissal from STA

### **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 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 1 credit courses or the equivalent which count toward graduation.
2. Middle school is required to pass 4 classes. During the preceding grading period, the student must have received passing grades in a minimum of four 1 credit courses.
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 and remain at school unless excused by administration with documentation. 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.