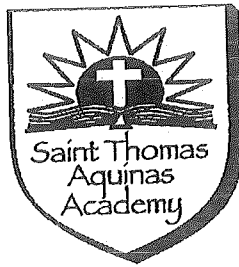


# SAINT THOMAS AQUINAS ACADEMY POLICIES



# Saint Thomas Aquinas Academy

## Policy Handbook

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Date  
August 2013

Subject  
Publicity

Policy Number  
1000

The Board of Trustees authorizes the Principal, Business Manager and the Development Coordinator to be the primary spokespersons for their programs and to use whatever public relations procedures are available in order to project the positive aspects of that program to the local community.

Date  
August 2013

Subject  
Public Relations/Media

Policy Number  
1010  
(Ref. Diocesan # 1055)

The Principal, Business Manager, Development Coordinator, Faculty and Staff are enjoined from making statements to the media on what could be considered controversial issues for which the Board of Trustees has not adopted an official position unless directed to do so by the executive committee of the Board of Trustees. The President of the Corporate Board is the official spokesperson for the Academy.

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that Principal contact the Diocesan Director of Communications and Director of Education prior to releasing information that may garner negative or controversial implications.

**II. PURPOSE**

It is the purpose of this policy to inform appropriate Diocesan staff persons in order to receive guidance.

**III. RESPONSIBILITY**

It is the responsibility of all persons employed within the Diocese to make no public comment regarding controversial topics without consulting the Diocesan Director of Communications and Director of Education.

**IV. PROCEDURE**

- A. Teachers and staff must alert the Principal.
- B. The Principal will contact the Chairperson of the Board of Trustees, Diocesan Director of Communications and Director of Education.

Date  
August 2013

Subject  
Notification to Parents Regarding Optional  
Curricular Activities

Policy Number  
1020

The Academy will notify the parent/guardian concerning school-sponsored opportunities available to the students. Information regarding any planned activity or series of related activities of an optional nature will be made known to parents/guardians by way of a newsletter, student handbook, or notice from the Principal, Business Manager or Development Coordinator of the activity. This will enable parents and students to make decisions regarding participation. The Principal or Business Manager must authorize all agencies that wish to announce particular programs or events.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Support and Encouragement of Catholic Education	1030

The Board of Trustees encourages, enables and supports parents as primary educators within the family. The Board of Trustees promotes cooperation and collaboration in educational ministries within and among parishes.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
July 2016	Visitors to School Properties	1040

It is the responsibility of the school Principal to define and implement specific regulations, which facilitate effective visits by parents and the public in general (e.g. reporting to office, making prior arrangements, etc.) Visits should not disrupt the planned activity of the school, classroom or lunch room. Special parent/teacher conferences must be arranged through the teacher(s) and/or the Principal. Salespersons must report to the Office and make proper arrangements to conduct pertinent business. All visitors entering the school during the school day shall enter through the main door adjacent to the Office, show appropriate identification, if requested, and if permitted to enter the academic wing date, sign, and enter the time before entering and upon leaving the time out shall also be recorded.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Fund Raising Activities	1050 (Ref. Diocesan # 1080)

Fund raising is an accepted practice at the Academy. However, any external fund raising activity must be coordinated with the Business Manager and have the approval of the Board of Trustees. The Academy is the primary beneficiary of the funds collected. All funds must be deposited into an account designated by the Business Manager. Reports of all activity are to be filed in the office.

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that all fund raising activities and organizations are approved by the Board of Trustees.

**II. PURPOSE**

The purpose of this policy is to ensure that all fund raising activities that utilize the name of the Saint Thomas Aquinas Academy and/or tax exempt status of the school follow the policies of the diocese.

**III. RESPONSIBILITY**

It is the responsibility of the Business Manager to ensure that such approved activities and organizations follow accurate accounting practices and account for the use of funds.

**IV. PROCEDURE**

- A. All organizers of external fund raising activities shall consult with the Business Manager who shall make a request to the Board of Trustees or executive committee for approval.
- B. With the approval of the Business Manager, funds can be collected for a charitable cause outside the school. However, the use of such funds shall be consistent with Catholic teachings.
- C. All fund raising activities involving students shall have adult supervision in their organization, administration and implementation. Fund raising activities organized by the students to raise funds for student activities do not require Board of Trustee approval but shall be monitored by the Business manager.
- D. Intended use of the funds and/or any excess funds must be stated in writing prior to the fundraising activity.

Date

August 2013

Subject

Communication with Member Parishes

Policy Number

1060

Regular communication of accurate information from the Academy to the parish community will be a joint effort between the Principal and the Development Coordinator. Communication with the parish may be accomplished in three ways:

- A. Directly by a pastor or parish director to the parish, and/or
- B. Through the parish bulletins.
- C. With approval of the Pastor or Parish Director direct mailing may be utilized.

Pastors and Parish Directors will receive copies of all board minutes and other pertinent information.

Date  
August 2013

Subject  
Accreditation

Policy Number  
2000  
(Ref. Diocesan # 2050)

All campuses will operate within the guidelines established by the Wisconsin Religious Independent School Association. This may include, but is not limited to, class size, requirements on hours of service per class day, and number of class days per school year. It may also include requirements for staffing, materials and facilities. Every effort should be made to maintain certification for the entire Academy. A single national assessment tool approved by the Department of Total Catholic Education must be included as part of the self-study process.

Date  
July 2016

Subject  
Admissions

Policy Number  
2010

Admission is open to children according to the following sequence:

- A. Returning Students
- B. Families of students presently enrolled in Saint Thomas Aquinas Academy schools.
- C. Families new to the academy who are members of the supporting parishes.
- D. Families new to the academy who are Catholic but not members of the supporting parishes.
- E. Families who are not Catholic.

**Exception:**

Admissions for available student choice seats shall be made in accordance with the process established by the Department of Public Instruction.

Limitations, when applied, should not result in the exclusion of any particular persons or groups based on race, or national origin. If admission is denied to a student for whatever reason the Business Manager and/or Principal shall inform the Board of Trustees of the matter. Upon receiving a written request from the parent/guardian of the student who was denied admission the Board of Trustees shall offer an opportunity for the parent/guardian to address the Board of Trustees. The Board of Trustees shall reconsider the decision and reaffirm or reverse the decision after giving careful consideration to the matter. Every effort will be made for early notification to allow families to plan for their long-term educational needs. Families that have not met past financial obligations to the Academy, and have made no arrangements to meet those obligations, will not be allowed to re-enroll.

Date  
August 2013

Subject  
Guidance

Policy Number  
2020

**REPORT ABUSE POLICY**

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

**PERSONAL COUNSELING**

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

### ACADEMIC COUNSELING

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

### COLLEGE/CAREER COUNSELING

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

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	School Calendar	2030

An Academy-wide calendar shall be developed by the Principal and approved by the Board of Trustees. The opening and closing dates as well as scheduled holidays, in-service, retreats and conferences should be uniform. The Principal can authorize slight variations in the calendar. The school calendar should follow the public school calendar as much as possible.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	School Closings	2040

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

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

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Board Planning	2050

Annual planning and projections by the Board of Trustees assure quality Catholic education and prevent precipitous actions in critical situations. The continuation of an education program should be determined by the ability and willingness of the Board of Trustees to provide quality Christian education over a period of time. Consultation with the Diocesan Department of Total Catholic Education and referral to the Corporate Board shall precede any action establishing or closing an educational institution.

Date  
August 2013

Subject  
Discipline

Policy Number  
2060  
(Ref. Diocesan # 5141)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy for students to model appropriate behavior and to maintain discipline.

#### **II. PURPOSE**

It is the purpose of this policy to establish a code of conduct of appropriate behavior, on campus and off campus. It is also the purpose of this policy to establish a procedure for disciplining students, and when it is appropriate to suspend a student.

#### **III. RESPONSIBILITY**

It is the responsibility of the Principal to review the conduct/disciplinary situation to determine the level of discipline, including suspension if appropriate, and to follow the proper procedure. It is the responsibility of the local board to ensure that an appeal policy is in place for suspensions and expulsions.

#### **IV. PROCEDURE**

- A. Establish a code of conduct that is distributed to parents and students which is enforced.
- B. The discipline policy should be age appropriate and progressive.
- C. A student may be suspended for serious misconduct occurring on campus, during school/religious education related activities off campus, and for continued misconduct.
- D. Only the Principal or Chairperson of the Board in the absence of the Principal has authority to suspend a student. Notification must be given to the system president, where applicable.
- E. A student shall not be suspended for more than five consecutive school days.
- F. In disciplinary situations the Principal may hold conferences with parents when appropriate.
- G. The student and parents/legal guardians shall be informed of the reasons and decision for the suspension before the student is removed from the school. A conference shall be held with the parents/legal guardians of the student.
- H. The student is entitled to know the reason for the suspension. The student must be given an opportunity to present his/her side of the story before the suspension.
- I. A written record including date of the suspension, reasons, and notes relating to the conference with the parents/legal guardians shall be kept in a file separate and apart from the student's permanent record. A copy shall be provided to the parents/legal guardians.
- J. The student's pastor/parish director or system president must be informed in confidence of any suspension, including an explanation of facts and circumstances.

The Academy recognizes and accepts its responsibility to create and maintain an orderly and safe environment conducive to the teaching and learning process. Administrative staff, teachers and support staff must use their training and authority to create a school climate that promotes effective learning and responsible, respectful behavior. Students are expected to conform to the established code of conduct and obey all school regulations. Students who engage in conduct which distracts or disrupts the school environment will be subject to disciplinary measures, including but not limited to detentions, suspensions, exclusion from school events and programs or expulsion. All disciplinary actions should be reasonable, applied with consistency and aimed at student improvement. It is the responsibility of each teacher to establish consequences for discipline problems. Serious infractions should be reported to the Principal.

If and when it becomes necessary to dismiss a student from a classroom, the teacher shall call down to the office and the Principal or Guidance counselor shall go to the class room and remove the student. This will insure complete monitoring of the student. A conference with the Principal, teacher, and student will be arranged following the incident.

Date  
August 2013

Subject  
Smoking

Policy Number  
2070

Smoking is not permitted in any school building or at any school-sponsored activity.

Date  
August 2013  
(Revised June 2021)

Subject  
Alcohol and Drug Abuse

Policy Number  
2080

The Academy recognizes its responsibility to uphold the laws prohibiting the illegal use of drugs and alcohol and to maintain an atmosphere of learning and social interactions that are drug-free. In accompaniment with local law enforcement, administration will conduct a search of the building twice annually at the Marinette campus. Searches may include the use of the K9 Unit or other appropriate law enforcement techniques. The Academy also recognizes that the misuse of alcohol and other drugs is becoming increasingly commonplace and can lead to dependency. In light of this possibility, the academy seeks to respond to those students and staff needing professional assistance because of a developing dependency evidenced through illicit use of drugs and/or the abuse of alcohol.

- A. Unlawful possession, use, distribution of or intent to distribute controlled substances, illicit drugs, or alcohol by any student or employee on school property is strictly prohibited.
- B. No student or employee shall be in possession of any drug paraphernalia on school premises or at any school sponsored activity.
- C. The use of any beverage containing alcohol, which includes but not limited to, beer or other malt beverages, wine, wine coolers, or distilled beverages on school premises is prohibited with the exception of Eucharistic celebrations or those school sponsored activities sanctioned by school administration.
- D. Students who use alcohol or drugs prior to attending classes or school sponsored activities including sports and social events are in violation of this policy.

#### **Drug, Tobacco, and Alcohol Use**

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

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

**2<sup>nd</sup> Offense:** The student will be suspended for three (3) days.

**3<sup>rd</sup> Offense:** The student will be expelled.

Date  
August 2013

Subject  
Drug Free Workplace

Policy Number  
2090

Saint Thomas Aquinas shall maintain a drug and alcohol free workplace in compliance with the Drug Free Workplace Act. All employees are prohibited from unlawful manufacturing, distributing, dispensing, possessing or using illegal drug/alcohol in the workplace.

- A. Illegal drugs shall include, but are not limited to:
  1. Any drug not legally obtainable.
  2. Any drug legally obtainable but which has been illegally obtained, including prescribed drugs.



3. Marijuana and its related compounds and derivatives.
  4. Legal drugs not being used/taken in compliance with physician instructions.
- B. Saint Thomas Aquinas Academy may require drug/alcohol testing for any employee that Saint Thomas Aquinas Academy reasonably suspects to be in violation of this policy. Reasonable suspicion observations shall be specific first hand observations made by Administration or by a Board of Trustee Member.
- C. If an employee is convicted of committing a criminal drug offense, the employee must inform Administration of such conviction within five (5) days of conviction. Failure to so inform the County subjects the employee to disciplinary action, up to and including termination.
- D. An employee who violates the drug-free workplace policy shall be subject to discipline up to and including dismissal.

Date

August 2013

Subject

Medication Administration

Policy Number

2100

(Ref. Diocesan # 5070)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to regulate the use of prescription and non-prescription medication in a school/religious educational setting.

#### **II. PURPOSE**

It is the purpose of this policy to ensure a safe environment and protect the welfare of students.

#### **III. RESPONSIBILITY**

It is the responsibility of the Principal to ensure that the Diocesan policy regarding dispensing medication is followed.

#### **IV. PROCEDURE**

##### **Physician Prescribed Medications**

- A. In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee or volunteer of the school or religious education program unless the following are delivered to the Principal:
  - B. A written statement from the prescribing physician which:
    1. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student receiving the medications, and
    2. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
  - C. A written statement from the parent/legal guardian:
    1. Requesting and authorizing the school or religious education personnel to give the medication in the dosage prescribed by the physician, and
    2. Authorizing the school or religious education personnel to contact the physician directly.
  - D. Consent forms required:
    1. No medication will be administered by school or religious education personnel unless and until the following forms are completed to the satisfaction of the Principal and returned to the Principal:
      - a. Parent/Guardian Medical Consent Form
      - b. Physician Order for Medication Administration Form
      - c. Tracking-Medical Log
  - E. Medication Information Required:
    1. Medication administered at school or at a religious education function (class, activity, etc.) must have the following information printed on the original container in

language understandable to the lay person:

- a. Child's full name
  - b. Name of medication and dosage
  - c. Time and quantity to be given
  - d. Physician's name
- F. Medications will be dispensed by the Principal or person designated by the Principal in accordance with prescription.
- G. It is the responsibility of the student to get his/her medication at the designated time.
- H. Only limited quantities of any medication are to be kept. These medications are to be placed in a safe place not accessible to students and checked out only by a person designated to administer the medication.
- I. The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be dispensed or discontinuance of medication must be in writing. These changes are to be at the request of the physician only.
- J. All consent forms and related materials must be renewed annually and/or at any time a medication is changed.
- K. Accurate and confidential written records shall be established and maintained for each student receiving medication. The Principal shall maintain a daily and up-to-date record of student in his/her school or religious education program requiring medication during hours in attendance at school or religious education functions. The record shall include the student's name, name of medication, dosage, time given, and signature of the person designated to administer the medication.

#### **Non-Prescription/Over the Counter Medications**

- A. Any drug which may lawfully be sold without a prescription may be administered in compliance with the written instructions and consent of a pupil's parent/legal guardian.
- B. Tracking – Medical Logs are to be kept as described above for prescription medications.
- C. Guidelines are to be used as described above for prescription medications.
- D. Prescription and Over the Counter medications cannot be shared by students.

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

#### **SELF-MEDICATION**

- A. Students may neither carry nor administer medication of any kind.

*Date*

**August 2013**

*Subject*

**Non-Curricular Activities Code of Conduct**

*Policy Number*

**2110**

Code of conduct for all students, faculty, staff, volunteers and parents/guardians at all non-curricular activities in which Saint Thomas Aquinas Academy participates shall be in conformance with this manual in addition to the non-curricular activities handbook. All in appropriated behavior shall be handled in a manner consistent with the non-curricular activities handbook in addition to these policies manual. The non-curricular activities handbook shall be an appendix to this policy manual.

Date  
August 2013

Subject  
Weapons, Firearms, Dangerous Objects

Policy Number  
2120

The possession or use of firearms, weapons and other dangerous objects by employees, volunteers or students is not permitted in facility used or operated by the Academy. For the purpose of this policy, a "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device which is used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any handgun, rifle, or other firearm, dagger, razor, stiletto, switchblade knife, or knife. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to clubs, nunchakus, brass knuckles, knives, butterfly knives and stun guns. It is illegal to discharge a firearm in the school zone. Police shall be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon or dangerous object on the grounds. When possible, such dangerous objects shall be taken from the person. Parents/Guardians of students found in possession of such dangerous objects shall be notified.

Any student in possession of a firearm while participating in any school program shall be immediately suspended. For purposes of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon or an explosive, incendiary or gas. The normal consequence for such an action is expulsion from school for no less than 12 months. Re-admission of the student at the end of the expulsion period will be based on the recommendation of the Principal to the Board of Trustees. A student expelled under the provision of this policy shall not be admitted to any Catholic school or parish/regional/Diocesan programs of religious education and youth ministry within the Diocese of Green Bay within that 12 month period, unless the Principal, in consultation with the Office of Total Catholic Education, meet with and discuss the situation with the parents or guardians. To be considered for admission, the burden of proof shall be upon the student to demonstrate a willingness to comply with all school/program regulations, pose no threat or harm to others, and participate in regular counseling sessions to determine progress. Exceptions to this policy may be granted on a case-by-case basis by the Principal for firearms, weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes. The academy shall provide annual in-service on this policy to all students and annual notification to parents. Exemptions to this policy are granted to law enforcement officers. Exemptions to outside groups who use the school buildings on a regular basis, i.e. scouts, Knights of Columbus; or for a special activity may be granted by the Board of Trustees. Violations of the policy by an employee or volunteer will result in immediate suspension of the employee or discontinuation of the volunteer service.

Date  
August 2013

Subject  
Crisis Management

Policy Number  
2130

The following procedures should be observed in the event of a crisis taking place in the nation, state or community. These procedures would be followed if school remains in session.

A. Inform faculty and staff about the event. Information to faculty and staff may be given by:

1. E-mail, followed by an announcement to check all e-mail.
  2. Written notes handed to faculty and staff
  3. If possible, a short meeting during recess, or a common free time.
  4. If the building is shared with a parish, inform that group of your procedures.
- B. All radios and televisions should be turned off in the classrooms.
1. Depending on the event and age of the children, a general announcement could be made. Constant viewing of the news should not take place.
  2. Class schedules should be followed.
- C. The administration needs to be informed and prepared in the event a faculty or staff member may need to be relieved due to a family /friend being directly involved in the crisis. Possible solutions:
1. Relief of a teacher by fellow teacher or an aide.
  2. Relief of a teacher by combining classrooms
  3. The Principal should not take over a classroom in order to be available for additional decisions.
- D. Only release information about the event that can be confirmed. Do not speculate.
- E. Secure the building. Have an official greeter at the main entrance. All visitors unknown to the greeter should present proper identification and sign in at the office.
1. In advance, create a list of possible greeters: school personnel, Home and School Officers, or reliable parents. These people will need pre-event training.
  2. Allow volunteers to enter the building as they would on a normal day.
  3. The greeter should inform all volunteers and parents who will have contact with the students how much the students were told, and request they do not give any additional information.
  4. Emphasize that the regular program is being followed.
- F. Prepare a brief statement for any person who answers the phone. All phone conversations should be kept as brief as possible. Below are suggestions:
1. School remains open
  2. Students are safe in the building
  3. The normal schedule is being followed.
  4. If parents request, they may take their child/children home, but must sign the student out in the office.
  5. Inform the parents what the students have been told
- F. Prepare a letter to be sent home with the students at the end of the day. The letter should include the following:
1. What the students were told.
  2. Explain any special events that took place, i.e. prayer service, assembly, etc.
  3. Include an advice sheet supplied by Saint Thomas Aquinas Academy counselors on how parents could address their child/children about a crisis situation.
- G. All news releases will be sent from the Principal.
1. Principals, counselors, teachers, and staff should not give any information or quotes to the news media.
  2. No television or newspaper photographs or reporters should be allowed in the building unless approved by the Principal.
- H. Meet with the faculty and staff at the end of the day. This should be a SHORT meeting to brain storm ideas for the next day and discuss any concerns with students.

Date  
August 2013

Subject  
Safety Plan In Case of Emergency

Policy Number  
2140

**Code Red**...If an announcement is made via the public address system or by a staff person going from room to room, the following will happen: As soon as the announcement of "Code Red" is made, everyone remains where they are at that time. The police will be notified immediately. The teachers will close and lock their classroom doors. A student in the washroom would remain in the washroom, unless a staff person or teacher escorts the student to another room. Students in the gym will remain in the gym, and doors will be closed and locked. Someone in the hall will go to the closest room. Keep students away from windows. Draw shades if the room has them. When it is deemed safe for students and faculty to be moving about, there will be an announcement made that Code Red has been lifted. A Code Red would be used if an unsafe person was in the building or if there were any conditions deemed unsafe for the students or faculty.

**Code Blue (Lock Down)** If an announcement is made that there will be a Code Blue/Lock Down, the circumstances surrounding it will be announced. The police will be notified immediately. No one leaves a classroom. The circumstances of the Lock Down must be clear. Frequently, a Lock Down is announced while the building/lockers are being searched. It could also mean that a note/message was received that an individual had a weapon, or a student was out of control, and conditions were deemed unsafe.

**Bomb Threat** Most bomb threats are made via telephone or notes found in the building. The police will be notified immediately. It could be that evacuation of the building is necessary. In such a situation the high/middle school students will walk to the Marinette Middle School, and the Elementary School will go to Zion Lutheran Pre-School.

**Tornado Warning (High School/Middle School)** If a tornado warning issued by the weather service, the students will be notified. If the warning is received that a tornado is sighted in the area, the students will be notified; quietly and quickly they will report to the senior hall. Once they are in the area, they will sit on the floor, with their heads to the lockers and their heads between their knees. In this area, they are away from the windows. All first floor doors should be shut. They will remain in this position until the all clear sign is given.

**Fire Procedure** Pull alarm, report fire to office, office announce evacuation, close windows and doors upon exiting the building. Evacuate the building in an orderly manner without running or crowding. Students should evacuate to at least 500 feet away from the building. Follow evacuation routes posted in each classroom. Re-assemble classes at evacuation site and check roll to be sure all students are accounted for. Document any missing students. If students are to be released for the day from the evacuation site(s), establish a "check out" area when possible and/or advisable. Students should be released to parents/guardians only.

Re enter school only when you are instructed that it is safe to do so by Fire Department.

Date

August 2013

Subject

Copyright

Policy Number

2150

It will be the policy of the Academy to comply with the current copyright law, P.L. 94-553, and all guidelines and additions to the law. The Board of Trustees expects all employees to follow current copyright law. All copying of copyrighted materials, without previously-obtained written permission from the copyright owner, is prohibited except under fair use guidelines. Employees are prohibited from making or using illegal copies of print or non-print materials. Equipment that is owned or operated by the Academy will not be used in violation of the copyright law. All employees who violate the copyright law are liable for their actions. The Academy will not provide legal assistance for any employee who violates the copyright law.

Date

August 2013

Subject

Field Trips and Travel

Policy Number

2160

(Ref. Diocesan # 5030)

**I. POLICY**

While Catholic education programs are enhanced by trips/travel, it is the policy of the Academy that all trips/travel have a proper educational purpose and are safe for students.

**II. PURPOSE**

It is the purpose of this policy to ensure that students only participate in approved, age appropriate, chaperoned trips/travel.

**III. RESPONSIBILITY**

It is the responsibility of the Principal to determine the appropriateness of school/religious education sponsored trips/travel and ensure that all procedures of this policy are adhered to. It is the responsibility of the Principal that the chaperones have, or obtain, proper approval via the Local Safe Environment Coordinator for the diocese.

**IV. PROCEDURE**

- A. Students may not participate unless a signed parent/legal guardian permission slip is on file with the administration or designee.
- B. A sufficient number of adult supervisors/chaperones need to be present. All adult supervisors must complete the eApps on-line background check, complete VIRTUS training, and obtain site approval.
- C. The supervisor of the trip must bring student emergency information.
- D. All chaperones will be instructed regarding their responsibilities.
- E. The Principal must follow all state and federal regulations regarding transportation of students. If Bus transportation is provided it must be provided by an insured carrier.
- F. In the event a private passenger vehicle is used, the following criteria apply:
  1. Driver must be a minimum of 21 years of age
  2. Driver must possess a valid, non-probationary driver's license
  3. Driver must complete the eApps on-line background check, complete VIRTUS training, and obtain site approval.
  4. The vehicle must have a valid registration and insurance coverage consistent with diocesan requirements.
  5. Transportation by students will not be permitted.

Prior to scheduling, the teacher must have permission from the Principal. Each student must have a permission slip signed by a parent or guardian on file. Travel is limited to 300 miles within the continental United States, unless the Principal grants an exception. Foreign travel is permitted with the approval of the Principal in consultation with the Board of Trustees.

See Policy # 2160 for additional information.

Date

Subject

Policy Number

August 2013 Social Workers and Law Enforcement on Campus

2170

(Ref. Diocesan # 5035)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to cooperate with law enforcement, legitimate investigatory personnel, and social workers, acting within the scope of their duties.

**II. PURPOSE**

It is the purpose of this policy to identify those situations where such individuals as listed above will interact with students without the knowledge or consent of parents.

**III. RESPONSIBILITY**

It is the responsibility of the Principal of any education program to ensure contact between the law enforcement personnel, investigator, or social worker is consistent with this policy. It is not the responsibility of the Principal of any education program to notify parents or guardians of any communication between a student and law enforcement or social workers.

**IV. PROCEDURE**

- A. The credentials of the law enforcement personnel, investigator, or social worker need to be checked by the Principal or his/her designee.
- B. A safe and appropriate environment needs to be provided for the interview.
- C. All personnel shall be sensitive to privacy issues of the students and allow for discrete notification of the student.
- D. Faculty and staff shall cooperate with requests of the law enforcement, legitimate investigatory personnel, and social workers.
- E. The diocese shall be advised of the interview when appropriate. This policy is consistent with state law.

Date

Subject

Policy Number

August 2013

Student Involvement in Living Justice

2180

(Ref. Diocesan # 5040)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that there be a procedure to approve student involvement in living justice.

**II. PURPOSE**

It is the purpose of this policy to ensure students are involved in age-appropriate and Catholic value based living justice activities and programs, i.e., political demonstrations, retreats, and service projects.

**III. RESPONSIBILITY**

It is the responsibility of the Principal to inform parents when a living justice activity/program is sponsored or sanctioned by the school/parish and to obtain individual student's parental consent.

**IV. PROCEDURE**

- A. Student involvement in living justice activities sponsored or sanctioned by the school/parish shall be pre-approved by the Principal consistent with local board policy.
- B. Parents/legal guardians are to complete consent forms when the activity falls outside of the school premises.

Date

August 2013

Subject

Registration

Policy Number

3000

All students who enroll after the enrollment deadline shall pay a registration fee to be determined annually by the board. If a registration fee is paid it is not refundable unless the student is withdrawn prior to the start of the school year because the family is relocating out of the geographical area in which it is reasonable to expect attendance.

Date

August 2013

Subject

Tuition/Multi-Student Tuition Discount

Policy Number

3010

The Business Manager will recommend tuition rates to the Board of Trustees along with other guidelines necessary for the sound financial operation of the Academy. The Board of Trustees shall review and approve the tuition rates for each academic year as part of establishing the fiscal budget. The tuition rate must be proportionate to the budget of the grade level program in which the student is enrolled. Tuition may be adjusted for families with two or more students enrolled in any campus of Saint Thomas Aquinas Academy and a higher rate may be established for foreign exchange students.

The parent/guardian of the student, or the parent/guardian's designee, is directly responsible for full payment of tuition on an annual basis. The Business Manager will publicize tuition rates and information regarding scholarships immediately after final budget approval and prior to opening registrations for the next school year. The Business Manager is responsible for collecting tuition according to the payment plan(s) selected. The Business Manager is responsible for notifying parents/guardians of the status of their accounts, and especially of accounts, which are delinquent.

The multi-student tuition discount is applicable to families who have more than one child in Saint Thomas Aquinas Academy school academy. The discount is applied per student with the student in the highest grade being considered the first child and continue with the child in the next highest grade until all children are considered according to the following:

- 2<sup>nd</sup> Child 10% Discount
- 3<sup>rd</sup> Child 25% Discount
- 4<sup>th</sup> + Child 100% Discount

This policy shall be reviewed annually by the Board of Trustees as part of establishing the fiscal year budget. Discounts are evenly applicable to each month beginning with August and ending with May each school year. If a student is withdrawn during the month, tuition and any discounts are applicable for the month. No tuition or discount is applicable to subsequent months of the school year. College credit course fees are non-refundable. Tuition fees include all athletic and student activity fees.

Date

August 2013

Subject

Tuition Payment Plan

Policy Number

3020

Responsible parties for tuition and fee accounts will be given an option of 4 payment plans:

- A. Annual payment - full payment prior to August 1.
- B. Payment by semester - 50% payment due August 15<sup>th</sup> and January 15<sup>th</sup>.
- C. Payment by quarter - 25% payment at the start of each quarter.
- D. Payment by month - 10% payment each month. With the exception of the annual option,



handling fees may be charged according to the payment plan selected by the responsible party. Special accommodations may be made at the descretion of the Business Manager in case by case situations.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Tuition Assistance/Scholarships	3030

In keeping with our Christian obligation to help one another, the Academy will establish a scholarship program that:

- A. Is equitable for all applicants, regardless of parish affiliation, or any factors other than financial need;
- B. Preserves the dignity and confidentiality of those seeking assistance;
- C. Engages a professional agency who will evaluate the level of financial need; and
- D. Allows the final determination of awards to reside with the Tuition Assistance Committee whom shall be determined by the Board of Trustees.

Scholarships must be applied for on a "by student" basis and are awarded annually according to the criteria established by the party that established the scholarship fund. Credits are evenly applicable to each month beginning with August and ending with May each school year. If a student is withdrawn or (per the Withdrawal Form or Expulsion documentation), tuition and credit is applicable to that month. No credit is applicable to subsequent months of the school year in either circumstance.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Parish Subsidy	3040

Parish Subsidy is assessed annually by the Board of Trustees, via recommendation of the Board of Trustees as part of the establishment of the fiscal year budget. Parishes shall be notified of their subsidy obligation within 60 days of Board approval.

Each parish is responsible for the prompt and complete payment of its subsidy. Payments are due commencing in July and ending in June. Half of the monthly subsidy is due by the 15<sup>th</sup> of the month with the remainder due by the end of the month.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Accounts Receivable Collections	3050

Collections are performed on a monthly basis, according to a review of the outstanding items shown on the accounts receivable aging report. After a balance is unpaid for 30 days, the Business Manager will contact the customer by telephone and attempt to collect the amount due. A record will be kept of all telephone contacts. If 60 days have elapsed without payment, a letter from the Business Manager will be sent to the customer requesting payment or documentation that payment has already been made. In addition, another telephone call will be placed in an attempt to collect the amount due. If 90 days have passed without payment, with the exception of Parish Subsidy accounts, the account may be turned over to an attorney or collection agency for further action. Parish Subsidy accounts will be managed on an individual basis with involvement of the Diocese of Green Bay as is deemed necessary

by the Board of Trustees. At the high school level, past due balances on tuition and fees accounts may make a student ineligible to take semester exams. Responsible parties that have not established an approved payment plan to address past due balances will not be permitted to enroll students for the following year. Notices of such will be sent by the Business Manager.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Tuition, Student Fees and Lunch Program	3060

A. Withdrawal of a Student

1. A signed Withdrawal Form must be received by the person financially responsible for the account for a tuition refund to be considered due to the withdrawal of the student from an Saint Thomas Aquinas Academy school.
2. The date indicated on the Withdrawal Form as the last date of attendance (as approved by the Principal) is the date used for the determination of refunds due to withdrawal.
3. Tuition is evenly applicable to each month beginning with August and ending with May school year. If a student is withdrawn the tuition for the month the student withdraws is due , and all subsequent months, will be refunded.
4. Tuition accounts with a refund due will be refunded to the responsible party within 45 days of withdrawal.

B. Overpayment of Tuition

1. Overpayment of a tuition account is determined only as of May 31<sup>st</sup> each year.
2. If an overpayment exists as of May 31<sup>st</sup> and the student is enrolled for the subsequent year at an Saint Thomas Aquinas Academy school, the overpayment will be carried forward on the account and treated as a prepayment of future tuition due.
3. If an overpayment exists as of May 31<sup>st</sup> and the student is not enrolled for the subsequent year at an Saint Thomas Aquinas Academy school, the overpayment will be refunded to the financially responsible party on the account no later than June 30<sup>th</sup> of the same year.

- C. Expulsion If a student is expelled, tuition will be refunded in the same manner as a Withdrawal (detailed above). However the documentation used to establish the calculation date will be the expulsion documentation completed by the Principal, and no Withdrawal Form is required.

**Lunch Program**

If the responsible party for the Lunch Program account submits a written request to terminate the student's participation in the program and a pre-payment balance remains on the account, a refund of the amount will be issued within 45 days of the notice. At the end of the school year, if a pre-payment remains on a Lunch Program account and the student is registered for the subsequent year, the pre-payment will be rolled forward to the new school year. If the student is not registered for the subsequent year, the pre-payment will be refunded to the responsible party within 45 days of the last day of school.

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Accounts Receivable Write-Off	<u><i>Policy Number</i></u> 3070
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It is the policy of Saint Thomas Aquinas Academy to ensure that all available means of collecting accounts receivable have been exhausted before write-off procedures are initiated. Write-offs are initiated by the Business Manager. If an account receivable is deemed non-collectable by the Business Manager, the following approvals are required before the write-off is processed:

**Amount Authorized in writing by**

- A. Less than \$1,000 -- Business Manager
- B. Greater than \$1,001 up Board of Trustees via passed motion

Tuition and fees for affected students will need to be received prior to enrollment, or arrangements will need to be made to hold another parent, or designated party, financially responsible for the student's account. Customers listed as poor credit risks will be extended future credit only if the back debt is paid and the customer is no longer deemed a collection problem by the Business Manager. The Diocese of Green Bay will be advised of all write-offs applicable to parish subsidy.

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Disposition of Gifts	<u><i>Policy Number</i></u> 3080
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Saint Thomas Aquinas Academy shall accept charitable contributions of all types of assets from any type of donor, with the following exceptions:

- A. Contributions of non-liquid assets or assets possessing legal or other characteristics rendering the asset difficult to sell or convert to liquid assets, as determined by the Business Manager;
- B. Contributions with donor-imposed restrictions that provide excessive control to the donor over future uses of the donated asset(s), as determined by the Business Manager;
- C. Contributions with donor-imposed restrictions that create administrative burden in excess of the benefit received, as determined by the Business Manager;
- D. Contributions with donor-imposed restrictions that violate or involve uses that go beyond the organization's current mission statement and tax exempt purpose, as determined by the Business Manager; and
- E. Contributions from donors involved in businesses or activities that are deemed inconsistent with Saint Thomas Aquinas Academy's mission, as determined by the Business Manager. Gifts designated for a specific purpose must honor the donor's wish. All gifts of securities must be liquidated within thirty days of receipt unless the donor specifies a different timetable. All gifts and their disposition will be reported to the Board of Trustees in total through the monthly distribution of a Statement of Activity.

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Fund-Raising Fee	<u><i>Policy Number</i></u> 3090
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An annual \$50 fund-raising fee is encouraged per family. Credits can be earned to offset this fee through the purchase of Scrip. Fund-raising credits are due in full on the last day of April each year. Fund-raising credit that exceeds the fund-raising fee are applied to the student account as payment toward tuition on a 50/50 basis, with 50% of the excess credit going to the family tuition account and

50% going to the school's scrip profit. If the fund-raising fee has been met in full and fund-raising credits have been applied as payment toward tuition, the refund procedures applicable to tuition only apply.

<u><i>Date</i></u>	<u><i>Subject</i></u>	<u><i>Policy Number</i></u>
August 2013	Budget Modification	3100

After a budget has been approved by the Board of Trustees, reclassifications of budgeted expenses may be made by the Business Manager. All budget modifications will be documented by the Business Manager, and no account budget shall be modified more than once without the approval of the Board of Trustees. Reclassifications in excess of the preceding thresholds, and any budget modification resulting in an increase in budgeted expenses or decrease in budgeted revenues shall be made only with approval of the Board of Trustees.

<u><i>Date</i></u>	<u><i>Subject</i></u>	<u><i>Policy Number</i></u>
July 2016	Eligible Education Expense	3105

Eligible costs for education are those costs associated with educational programming activities and consist of a cash disbursement. Such costs include but are not limited to salaries and fringes of administration, teaching, and support staff, coaches, teacher stipends, teacher training expenses, teaching supplies and expenses, after school child care programs administered by the Academy, utilities, capital improvement costs, maintenance costs, technology expenses, and extracurricular activities and costs associated with these activities. Allocation of expenses for K3 shall be based on Full Time Equivalency (FTE) of K3 students in the Kindergarten classroom.

<u><i>Date</i></u>	<u><i>Subject</i></u>	<u><i>Policy Number</i></u>
July 2016	Fixed Assets/Depreciation	3110

All physical assets, purchased by the Academy, deemed to have a material unit value in excess of \$5,000 and a useful life of 2 or more years must be inventoried and be identified as the property of the Academy. These assets shall be depreciated over their estimated useful life in a straight line method. In the year of acquisition depreciation is recorded based on the number of months that asset is in service, counting the month of acquisition as a full month. The estimated useful life of a capitalized asset shall be determined by the Business Manager. Items with unit costs below this threshold shall be expensed in the year purchased. All capitalized property and equipment shall be recorded in a property log. This log shall include the following information with respect to each asset:

- A. Date of acquisition
- B. Cost (Copy of Invoice)
- C. Description (including color, model, and serial number)
- D. Location of asset
- E. Depreciation method
- F. Estimated useful life

Inventories are to be verified a minimum of once a year. The physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Business Manager. All inventories must be insured.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Investment Committee	3120

Membership on the Investment Committee shall consist of the Business Manager and the Executive Committee of the Board of Trustees. All five members will have full voting privileges. The Committee will elect its own Chairperson, who will be the communication link to the Executive Committee and the Board of Trustees. The Committee will meet at least twice a year and more frequently if the Chairperson deems necessary. The Committee shall adhere to the Investment Guidelines adopted by the Board of Trustees as part of these policies. Within these guidelines, the Committee is authorized to make or change investments without prior Board of Trustees approval. The Committee shall report all actions and activities undertaken at the next meeting of the Board of Trustees immediately following any such action or activity. Committee responsibilities shall include:

- A. Periodically reviewing the various investments of the Academy, including funds managed by the Green Bay Diocese, endowments and other funds invested through brokerage firm(s), banks or trust companies, and short term investments under control of the Vice-Principal of Finance.
- B. Making changes in investments as deemed appropriate and within defined guidelines.
- C. Recommending financial agents (trust companies, banks, brokerage firms) to assist in and assure that assets are properly invested and that such financial agents are duly authorized to conduct such business with the Academy.
- D. Ascertaining that appropriate internal controls are established and adhered to in relation to all invested funds.
- E. Reporting to the Executive Committee (at least annually) and providing a summary of investments owned.

The Investment Committee shall not have the responsibility or authority to distribute funds, whether restricted, designated or undesignated.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Investment Guidelines	3130

TYPES OF FUNDS – The Academy will typically hold several types of funds and each may have investment guidelines appropriate to its circumstances or objective.

CAPITAL CAMPAIGN FUNDS – These funds are received on a temporary basis until needed for capital expenditures. Normally these funds will be retained for a relatively short time, and investments will stress absolute safety of principal and a very high degree of liquidity.

GENERAL FUNDS – These funds could include current operating funds and various unrestricted, designated or temporarily restricted funds that may or may not be targeted for distribution in a specific time frame. Investment policies for these funds could vary greatly. Funds expected to be distributed within one year should be invested for maximum safety of principal and a very high degree of

liquidity. Fixed Income securities with longer term maturities may be appropriate for funds not requiring distribution within one year.

ENDOWMENT FUNDS – It is the desire of the Academy to grow the Principal of the Endowment Funds and to use income and growth for the Funds' stated purposes. The principle objective of the Endowment Funds portfolios will be to generate dependable current income and growth. Ideally, the total return will average a minimum of 5% and outpace the rate of inflation by 2% over a market cycle (typically 3 to 5 years). Based on these factors, the Endowment Funds will invest in a mix of equities, fixed income, alternatives and cash equivalents. The range of asset mix for the Endowment Funds as a group and their representative index will be:

<u>Asset Class</u>	<u>Range</u>	<u>Representative Index</u>
A. Equities	30-70%	Standard & Poor's 500 Stock Index
B. Fixed Income	30-60%	Barclays Aggregate Bond Index
C. Alternatives	0-30%	Inflation
D. Cash & Equivalents	1-10%	90-Day US Treasury Bill

#### DIVERSIFICATION & CONCENTRATION

No common stock or single debt obligation of an issuer other than the United States Government, or other instrument with the implicit/explicit backing of the U.S. Government, shall be purchased if that action results in the purchased security accounting for over 5% of the market value of the fund's portfolio. Mutual fund holdings are excluded from these limitations.

#### QUALITY CONSIDERATIONS

Corporate bond investments will normally be restricted to issues rated "Investment Grade" or better by Moody's or Standard & Poor's, and issues maturing in ten years or less will be emphasized. Again, mutual holdings are excluded from these limitations, and High Yield (below investment grade) bond mutual funds shall not exceed 20% of the total portfolio.

These quality guidelines relate to purchases. They should not be interpreted to require sale of issues whose ratings are reduced below the minimum purchase level.

#### DONATED SECURITIES

In the absence of guidance from the donor, securities received as gifts will be sold upon receipt, preferably within three business days. When donors request that donated securities be maintained as investments, these requests will normally be honored. However, direction will be sought and exculpatory language required in the case of absolute direction. Caution will be exercised in regard to donated holdings which do not meet the Academy's guidelines for purchase criteria and liquidity needs.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
December 2021	Electronic Funds Transfer Policy (Bank Accounts)	3135

Electronic Funds Transfer Policy – St. Thomas Aquinas Academy (STAA) Bank Accounts

The following electronic funds transfers are allowed to be made from STAA bank accounts:

Federal Income Withholding Taxes (Income, FICA and Medicare taxes) thru EFTPS

Wisconsin Department of Revenue – State Income Withholding Taxes thru WEFT

Michigan Department of Revenue – State Income Withholding Taxes thru MEFT

Empower Retirement - 401(k) and 403(b) retirement plan payments

UMR-St. Luke Benefit & Insurance Services Corp. - Health Insurance premium payments

Aflac - 125(k) Cafeteria Insurance premium payments

St Joseph Real280- Property/Liability & Workers Comp Insurance premium payments (AON)

Passwords and account information to be maintained within the Business Managers' office. All other payments are made by check or bank credit card.

Date

August 2013

Subject

Application for Employment

Policy Number

4000

(Ref. Diocesan # 4390)

**I. POLICY**

Saint Thomas Aquinas Academy is an Equal Opportunity Employer. It is the policy of the Academy not to discriminate on the basis of age, race, color, national origin, sex, or handicap.

**II. PURPOSE**

The purpose of this policy is to ensure that all applicants are processed in a consistent manner and within the guidelines of applicable employment laws.

**III. RESPONSIBILITY**

It is the responsibility of the Faculty, Principal and Business Manager to ensure compliance with federal and state law regarding equal employment opportunities.

**IV. PROCEDURE**

- A. All personnel, regardless of position, must understand and support the philosophy and mission of Saint Thomas Aquinas Academy Educational Academy. In addition, employees must follow the Green Bay Diocesan Code of Personal and Ethical Conduct which includes but is not limited to maintaining the highest standards of personal and professional conduct in conformity with the Gospel and the teachings of the Roman Catholic Church.
- B. Preference in hiring and promotion may be given to an applicant practicing the Catholic faith. Teachers that teach religion must have attained, and keep current, advanced religious certification to qualify for a teaching position. All other teachers must attain and keep current basic religious certification.
- C. A standard application form for all interview candidates, listing academic preparation, professional experiences and references is to be completed and filed with the Business Manager.
- D. Applications are kept in the active file for one year.
- E. The Business Manager shall review the applications for the Development Coordinator position and the maintenance position(s) and make all hiring decisions related to these positions
- F. The Principal shall review the applications for all other faculty and staff not identified in sub E. above and make all hiring decisions related to these positions.
- G. Approval by the Board of Trustees is required in all cases of policy exception.

Date

August 2013

Subject

Hiring Procedure

Policy Number

4010

(Ref. Diocesan Personnel Manual, Section B)

**I. POLICY**

It is the policy of the Academy not to discriminate on the basis of age, race, color, national origin, sex, or handicap. First consideration for posted positions will be given to qualified Academy personnel.

**II. PURPOSE**

The purpose of this policy is to ensure that all interviews are handled in a consistent manner and within the guidelines of employment laws.

**III. RESPONSIBILITY**

It is the responsibility of the Principal and Business Manager to ensure compliance with Federal and State law regarding equal employment opportunities.



#### IV. PROCEDURE

- A. When a position becomes open, a review will be conducted by the administration as to how to fill the opening. Duties may be transferred to other current staff if they meet the qualifications of the job duties.
- B. Once an opening is available, the job description will be reviewed for accuracy and whether changes in the job description modify exempt status under the Fair Labor Standards Act (FLSA).
- C. It is the responsibility of the Principal to post all academic openings with the current staff prior to employment postings being made public through academy or state websites or external advertisement. It is the responsibility of the Business Manager to make sure all non-academic openings be posted to current staff prior to public posting of the position.
- D. The Principal or Business Manager will post the job on the academy and state website, and if needed place an advertisement in other media outlets.
- E. All employees may apply for a posted vacancy by sending a letter of interest and an updated resume or standard application form to the Principal or Business Manager.
- F. First consideration for vacant positions will be given to qualified Academy personnel.
- G. All hiring decisions are based on job-related criteria as defined in job descriptions and related materials.
- H. The Principal shall be responsible for interviewing and hiring the teaching staff and may solicit the assistance of other staff or Board members in the hiring process. The Principal and Business Manager both shall interview and determine the best applicant for support staff positions.
- I. All interviewees must complete a Saint Thomas Aquinas Academy employment application and eApps background check through the Green Bay Diocese website.
- J. Following the interview, background investigations consisting of employment and education verifications, and criminal record checks, along with reference checks, will be conducted on candidates the Academy is interested in hiring. Falsification of education and prior employment information will disqualify the candidate from the selection process.
- K. All new hires must attend the "Protecting God's Children" training through the Green Bay Diocese and sign the appropriate acknowledgement forms as a condition of employment.
- L. To comply with federal immigration law, all persons hired must provide documented proof of their identity and authorization to work in the United States within three business days of their employment date. If proper documentation is not supplied, the employee will be terminated.
- M. In compliance with the Americans with Disabilities Act (ADA) and Wisconsin law, the employer will accommodate people with disabilities to the extent required by law.
- N. Once all documentation is reviewed and approved by both the Principal and Business Manager, a verbal offer of employment to new hires and internal transfers or promotions may be made.
- O. If the position is accepted, the Principal will formalize the offer and, with the assistance of the Business Manager, will send all applicable employment information. The Business Manager will schedule a new employee orientation to obtain all necessary paperwork for payroll and benefits with the new employee on or before the first day of employment.
- P. The Principal and Business Manager will both sign all contracts for all teaching personnel. The Board of Trustees Chairperson will sign the contracts for the Principal. The Business Manager and Principal both interview and sign all new hire letters for Academy support staff.
- Q. The School shall keep applicant and interviewee/er documentation for one year from the date of interview or application. Once a position is filled all information related to the position and the applicants shall be forwarded to the Business Manager for filing.
- R. Approval by the Board of Trustees is required in all cases of policy exception.

Date  
August 2013

Subject  
Contracts/Salary Increases

Policy Number  
4020  
(Ref. Diocesan Personnel  
Manual, Section C)

#### I. POLICY

It is the policy of the Academy to provide contracts to Principals and teachers in accordance with the Green Bay Diocese policies. Contracts and salary increase letters are distributed based on enrollment projections and budget constraints.

#### II. PURPOSE

The purpose of this policy is to ensure that all teaching/Principal contracts and support staff salary increase letters are processed in a consistent manner and within the guidelines of employment laws.

#### III. RESPONSIBILITY

It is the responsibility of the Principal and Business Manager to ensure compliance with federal and state law.

#### IV. PROCEDURE

- A. **Principal Contract:** Where the results of the performance evaluations are positive, all qualifications for continued employment are met, and the Principal has indicated their intention to return, a contract will be offered on or before April 15 in the year the contract terms end. Principal contract terms are determined by the Board of Trustees. Where all of the above are positive and a contract is not provided by May 15th, the Principal can assume a contract for the following year. The Principal must sign and return their contract to Business Manager within 15 days of receipt.

**Failure to Sign/Return:** Failure to return the signed contract by the deadline will cause the contract to be null and void.

**Non-Offer:** If a contract is not being offered, the Board of Trustees shall provide the Principal with a "non-offer" letter. The "non-offer" letter should be presented by May 15.

- B. **Teacher Contract:** Where the results of the performance evaluations are positive, all qualifications for continued employment are met, and employees have indicated their intention to return, teacher contracts will be offered on or before May 1 or the first business day following. Teacher contract terms are August 16 through June 15. The teacher must sign and return their contract to the Business Manager on or before May 15.

**Failure to Sign/Return:** Failure to return the signed contract by the deadline will cause the contract to be null and void.

**Non-Offer:** If a contract is not being offered to the teacher, the Principal will meet with the teacher and provide them with a "non-offer" letter. The "non-offer" letter should be presented by May 1 to teachers. If any teacher does not receive notice from the Principal regarding a contract by the respective date, they should contact the Business Manager.

**Salary Increase:** Salary increases beyond the approved salary schedule will be determined by the Board of Trustees. Where the results of the performance evaluations are positive, all qualifications for continued employment are met, and employees have indicated their intention to return, the employee shall receive the salary increase as identified in the salary schedule.

- C. Support staff do not sign documents relating to their employment terms as their employment is at-will. Adjustments to the per hour pay rate will be determined by the Board of Trustees.
- D. Approval by the Board of Trustees is required in all cases of policy exception.

Date

August 2013

Subject

Contracts

Policy Number

4030

A contract protection clause (liquidated damages) is necessary in order to compensate the Academy for adjustments which might be necessary when a teacher breaks a contractual agreement. It also compensates for the hiring of substitutes until a permanent replacement can be found. Any teacher breaking the contractual agreement between June 15<sup>th</sup> and July 31<sup>st</sup>, will be assessed one thousand dollars and on or after August 1<sup>st</sup>, two thousand dollars. The assessment can be waived upon the recommendation of the Principal to the Board of Trustees, who will make the determination. If the teacher breaks the contract after August 15, the teacher will be required to remain for 30 days or until a suitable candidate has been hired.

Date

August 2013

Subject

Staff Assignment and Responsibilities

Policy Number

4040

The Principal will assign instructional personnel to positions for which their certification, experience, and aptitude have best prepared them. Personnel may be temporarily assigned for classes not listed on their certification. The Principal, together with Business Manager, will assign the duties of the support staff in the Academy's administrative services and shall evaluate and provide direction for this support staff.

Each teacher shall fulfill the following duties as a teacher at Saint Thomas Aquinas Academy.

- A. Maintain an up-to-date personal file, which includes health, educational background, and certification standards.
- B. Develop goals and objectives for courses taught and submit a course outline for each class taught.
- C. Develop a handout for students indicating guidelines/requirements and classroom management rules.
- D. Manage his/her classroom in such a way that its goals and objectives support those established by the school, the Green Bay Diocese, and the Wisconsin State Teaching Standards.
- E. Present subject matter in an effective way, taking into consideration the different levels of student ability.
- F. Maintain an effective classroom environment.
- G. Use a variety of teaching methods.
- H. Participate in setting individual goals and assist with setting school goals.
- I. Demonstrate fairness and kindness—always aiming for consistent procedures.
- J. Give effective and worthwhile homework.
- K. Instill moral and ethical values.
- L. Exercise reasonable care with respect to the safety of students and property.
- M. Maintain professional growth by attending workshops, seminars, etc.
- N. Maintain communication with parents/guardians of students at all times.
- O. Assist in extracurricular activities and committee work.
- P. Assume other responsibilities in addition to regular classroom instruction as agreed upon in the teacher contract or co-curricular contract.
- Q. Attend regularly scheduled faculty meetings and in services unless excused & attend school functions as often as possible.

Date  
August 2013

Subject  
Salary Schedule Placement

Policy Number  
4050  
(Ref. Diocesan # 1055)

A beginning teacher with no experience will be placed at Step 1 on the salary scale. A teacher with experience will be accorded one hundred percent (100%) of the teaching experience with a maximum credit of Seven (7) years. The Principal may recommend additional compensation, not in conformity with this policy, to the Board of Trustees, who makes the determination. Approval by the Board of Trustees is required in all cases of policy exception. The salary for support staff shall be determined by the Board of Trustees and shall be based on experience and levels of responsibility.

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that the salary scale be reviewed annually during the budget process.

#### **II. PURPOSE**

It is the purpose of this policy to define the scales used for teachers and support staff in relation to payment for their position.

#### **III. RESPONSIBILITY**

It is the responsibility of Principal to recommend appropriate annual scale adjustments to the Business Manager for consideration based on budget constraints and Academy needs. It is the responsibility of the Business Manager to make a recommendation to the Board of Trustees concerning adjustments to the salary schedule and hourly pay of employees.

#### **IV. PROCEDURES**

- A. The Principal will recommend to the Business Manager adjustments to the salary scales to ensure a fair wage.
- B. The Business Manager recommends the final adjustments to the Board of Trustees for approval.
- C. The Board of Trustees makes the final approval of such salary recommendations as part of the budget approval process.
- D. The Principal's salary is determined by the Board of Trustees.
- E. The Principal's salary is based on education and years of experience. Principal contract terms are from July 1 to June 30 and are paid in 24 installments semi-monthly, beginning July 15 through June 30 of the next year.
- F. The teachers' salary scale is based on years of experience with the academy as well as contribution of academic credits. Movement on the scale is based on all conditions of employment being met. Teacher contract terms are from August 16 through June 15 and are paid in 24 installments semi-monthly, beginning September 15<sup>th</sup> through August 31<sup>st</sup> of the next year. Teacher contracts are based on 190 days.
- G. The Business Manager, an exempt (salaried) employee, is paid in 24 installments semi-monthly beginning July 1 through June 30 of the next year.
- H. Non-exempt (hourly) employees are paid semi-monthly according to time sheets.
- I. Salary adjustments are made annually and communicated to employees by the Business Manager with the approval of the Board of Trustees.
- J. Salaries are set each new budget year and may not be able to support or maintain previous salary levels.
- K. Approval by the Board of Trustees is required in all cases of policy exception.

Date  
August 2013

Subject  
Social Security & Taxes

Policy Number  
4060  
(Ref. Diocesan # )

#### I. POLICY

It is the policy of Saint Thomas Aquinas Academy to withhold Social Security tax in compliance with the Federal Insurance Contribution Act (FICA).

#### II. PURPOSE

The purpose of this policy is to inform employees of the Federal Insurance Contribution Act (FICA) which requires employers to pay a Social Security Tax for each employee.

#### III. RESPONSIBILITY

It is the responsibility of Business Manager to process payroll according to state and federal laws regarding tax liability. It is the responsibility of employees to review their pay stub to ensure accurate processing.

#### IV. PROCEDURE

- A. FICA is specified as a percentage of gross salary.
- B. The employee pays half and the employer pays half.
- C. The employee's portion is withheld from each paycheck.
- D. The employer, or agent of the employer via a payroll processing service, sends the combined portions to the appropriate federal agency.
- E. Employees of a religious order who take a vow of poverty are not required to pay FICA taxes, although some religious communities have decided to enter this program. The employer will confer with the religious order employee regarding processing of this tax.

Date  
December 2020

Subject  
Hours in School

Policy Number  
4070

The hours in school for teachers will begin 30 minutes before students report in the morning and is extended to 10 minutes after students are dismissed for the day. Part-time teachers are to arrive for class 15 minutes before their class starts and remain in the building 10 minutes after the class.

Date  
August 2013

Subject  
Teaching Requirements

Policy Number  
4080

Every teacher is required to have a seating chart, course outline, goals, and objectives. Each teacher should also have a set of course requirements/guidelines that will be handed out to the students.

All teachers will follow the established grading system as outlined in this Policy and Procedure Manual.

Date  
August 2013

Subject  
Lesson Plan

Policy Number  
4090

It is the responsibility of each teacher to prepare lesson plans for each class and submit them to the Principal weekly either on Friday afternoon or before first hour on Monday morning.

All teachers will maintain an up-to-date substitute folder in the event of an unexpected absence. This folder should be kept in the main office. Seating charts for each class must be included.

Date  
August 2013

Subject  
Atmosphere

Policy Number  
4100

Each teacher will create and maintain an orderly classroom. Teachers with permanent classrooms are responsible for changing room bulletin boards and maintaining an attractive classroom.

Date  
August 2013

Subject  
Attendance Procedure for Staff

Policy Number  
4110

It is the responsibility of the teacher to keep an accurate attendance record and to report absences and tardiness to the office as directed. Absence procedures to follow:

- A. Attendance is taken the first five minutes of class. Any passes that were handed to the teacher should be placed on the clip along with the blue attendance slip.
- B. If a student has a permission note from a parent/guardian, the note must be brought to the office before school and the student will be given a pass to show his/her teachers.
- C. Students MAY NOT leave the classroom without a pass. Some important information regarding this:
  1. Teachers CAN NOT issue passes for a student requesting to see the principal, guidance counselor, librarian or other teachers. Such a pass must be obtained by the faculty or staff wishing to see the student.
  2. Students must remain in the classroom during first hour until after announcements are made.
  3. Passes to the washroom are used sparingly. Time between classes should be used by students to use the washrooms. Passes to one's locker should only be on an emergency basis.
  4. Students are never given a pass to go to use the telephone during a class.
- D. Tardies: If a student is tardy for the 1st period or 5<sup>th</sup> period, the student must report to the office for a late slip before going to class. Once three tardies are accumulated in a class, the teacher will give a 30 minute time period to make up the time missed.
- E. School-related absences: If a student is absent from school because of a school activity, the teacher will write the name on the blue slip and put an S after it. This does not count as an absence when totaling a student's absences for a semester/year. Such events would be Hi-Q matches, approved field trips, Student Ambassador visits, etc.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Student Discipline	4120

It is the responsibility of each teacher to establish consequences for discipline problems. Serious infractions should be reported to the Principal.

If and when it becomes necessary to dismiss a student from a classroom, the teacher sends a note to the office and the Principal or office staff member will come up and remove the student. This will insure complete monitoring of the student. A conference with the principal, teacher, and student will be arranged following the incident, and upon completion of an incident report.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2020	Progress Reports	4130

It is the responsibility of each teacher to evaluate the performance of each student according to the policies of the school. Parents of the students who are failing a class must be notified immediately. It is required for all teachers to **notify the parents by email or phone** for students who are in danger of failing a class, **who are not working to their potential and to give encouragement**. Teachers are required to use an online grading program to provide parents with access to their student's grades.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Record Books	4140

Class teachers must turn in their record books to the administration at the end of each year. They will be kept on file for five years. Thus, it is important that the record books be kept in such a way that they can easily be interpreted. If teachers use a computer program, this must be turned in and clearly marked.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Faculty Bulletins	4150

Staff memos will be written on the basis of need. Teachers shall accept all responsibility for reading the bulletins and other communications that are directly related to the instructional staff.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Public Address System	4160

The P.A. will be used to communicate policy changes, activities, and items of interest to students and staff. The announcement times will be at the end of the 1st period and at the end of 8th period. Please encourage students to listen to the daily announcements.

The administration will make every effort to minimize the use of the P.A. during the school day, but from time to time it will be necessary to interrupt. Staff members who wish to make announcements may notify the office with the written announcement either via email or in-person. Announcements for extracurricular activities and clubs must be approved by class moderators and signed by them.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Faculty Meetings	4170

Faculty meetings will be scheduled as the Principal deems necessary, normally once a month. Teachers must attend all meetings. If for some reason, a teacher is unable to attend, prior notification to the Principal is requested. Part-time teachers are encouraged to attend regularly scheduled faculty meetings and in services.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Parent Communications	4180

It is essential for all faculty members to communicate frequently with parents/guardians concerning student needs. Success for students is very dependent on communication between the school and home. Parents must be called immediately and frequently when a student is having problems.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Parent/Teacher Conferences	4190

Parent/Teacher conferences are scheduled after the conclusion of the first marking period (usually in November). This personal contact is the best form of communication in reporting a student's progress to parents.

Teachers should encourage parents to attend the conference. If parents are informed, many problems can and will be resolved.

Teachers are expected to be in attendance during the conference periods. If a problem arises, the principal must be notified in advance to make other arrangements. Frequent conferences/phone calls/notes are encouraged throughout the school year.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	School Forms	4200

Various forms are used throughout the school year at the academy. School forms shall be maintained in an appendix to this policy manual.



<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Tuberculin Test	4210

All teachers must have evidence of a current tuberculosis test on file. State law requires as a condition of employment a chest x-ray or tuberculosis test.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Accident Procedure	4220

If a student is injured during the school day or during a school activity, the teacher in charge is to complete an accident report form, available from the general office.

All injuries and serious illnesses in the classroom (or other areas) are to be reported to the general office. Where possible injuries or illnesses will be treated at the school and parents/guardians contacted immediately. In cases where the student cannot return to class the parents/guardians are responsible for making arrangements for medical treatment and transportation. In event of an emergency situation and the student is taken to a hospital, the Principal (or his/her designee) will accompany the student to the hospital. The parent/guardians will be notified immediately. The Permission to Treat form will be taken to the hospital.

Blood-borne pathogens procedures are to be followed carefully. Permission to treat forms must be on file in the school office.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Lunch Break	4230

The Principal is responsible to ensure that the proper procedures are in place to facilitate the lunch activities and ensure that the appropriate staff and/or volunteers are on hand to maintain order during the lunch period.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Fire/Tornado and Emergency Procedures	4240

The Principal is responsible to ensure that the appropriate emergency procedures are in place and annually reviewed and practiced with staff and students.

See Policy 2140 for current emergency procedures.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Guest Speaker Guidelines	4250

Faculty wishing to invite guest speakers to their classes must inform the Principal at least two weeks prior to the visit. Approval from the Green Bay Diocese Chancellor may be necessary for theological

subjects or subjects that have civil/political impact controversial topics. This should be discussed with the Principal prior to inviting the guest speaker. An announcement welcoming the speaker will be made. Other classes as well as students in study halls may wish to join the session to learn about the topic.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	School sponsored Field trips	4260

Requests for field trips must be made at least two weeks before the trip and turned in to the Principal. Teachers are expected to arrange for class supervision and substitutes on a voluntary basis. A permission slip must be completed or on file for all students before the scheduled trip. If a student forgets his/her permission slip, he/she is not permitted to attend the trip. It is recommended that the number of chaperones shall be one for every five students minimum going on the field trip. If a bus is used at least one member of the school professional staff must travel in the bus for the trip. School dress code is in effect for all field trips unless permission is granted otherwise.

See policy # 2160 for additional information.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Exams	4270

All High School courses must give a final comprehensive exam used for a final exam grade. The semester/grade for a student is based on the two quarter grades and the final exam grade. The entire period scheduled for the Final Exam is to be used for the final exam. Students are not to be released from the period or released early from the period.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Personnel Files	4280

The permanent file of each contracted Principal and teacher will be maintained at the Academy's administrative office. The file will include:

- A. Academic credentials
  1. Post-secondary transcripts
  2. Religious education certification documents
  3. Documentation of any other relevant work experience
- B. Health records
- C. Commendations and disciplinary actions
- D. Performance appraisals, signed by the local Principal and the contracted employee
- E. Copies of signed contracts and addenda.

Date  
August 2013

Subject  
Involuntary Termination of Employment

Policy Number  
4290  
(Ref. Diocesan Personnel  
Manual, Section D-5)

It is the policy of Saint Thomas Aquinas Academy to maintain a quality educational product through its staffing. A contracted employee may be terminated for cause. An employee-at-will may be terminated without cause, pending compliance with applicable discrimination laws.

## II. PURPOSE

The purpose of this policy is to define the process in which an employee's involuntary termination of employment may occur.

## III. RESPONSIBILITY

It is the responsibility of the Principal and Business Manager to ensure proper processing of an employee's termination of employment and to comply with federal and state laws.

## IV. PROCEDURE

- A. When performance issues arise the following progressive disciplinary steps may include:
1. **Documented Verbal Warning** – if previous discussions have not produced the desired change in performance, a verbal warning is issued. This warning is a statement or restatement of desired goals and a statement of further disciplinary action should the situation continue. This conversation will be documented with the basic facts of this warning.
  2. **Written Warning** – If an acceptable performance level has not been sustained, a written warning will be issued. This warning may contain the required specific actions and the deadlines for compliance. The employee will be asked to sign the warning. If the employee refuses to sign, a witness to the warning will sign and /or an appropriate notation will be made. The employee will receive a copy and the original will be placed in the employee's file.
  3. **Termination/Resignation** – Terminations must be approved by the Board of Trustees and the Green Bay Diocese. The employee will be informed of the decision to terminate the relationship and may be given a written notice of the dismissal stating the causes and the effective date. If the employee chooses to resign, the resignation needs to be in writing and signed by the employee. Except under extenuating circumstances, the employer will not rehire an employee who is terminated for workplace misconduct.
- B. There may be situations, due to seriousness of the problem, in which some or all of the steps of progressive discipline are omitted and the employee is immediately terminated. The progressive discipline plan is a guide for dealing with performance issues. The progressive plan does not create any rights with any employees and the employer may skip any level within the plan in circumstances deemed appropriate.
- C. If immediate action is necessary, the employee should be given a suspension. Within that period, the Principal or Business Manager will consult with the Diocese and seek legal counsel. After consultation, the Principal will inform the employee in writing of the decision.
- D. If it is necessary to discharge an employee, the Principal will inform the Chair of the Board of Trustees and provide proper backup documentation. Business Manager will handle processing the termination with the Principal. Termination procedures will follow the procedures stated in the Green Bay Diocesan Personnel Manual, Section D.
- E. To appeal the decision, the employee must follow the grievance procedure as stated in the Grievance Procedure policy in the Personnel Manual, Section C.
- F. Approval by the Board of Trustees is required in all cases of policy exception.

Date

August 2013

Subject

Unemployment Compensation

Policy Number

4300

(Ref. Diocesan Personnel Manual, Section E-7)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to process unemployment compensation benefits in accordance with the Green Bay Diocesan program provisions.

**II. PURPOSE**

It is the purpose of this policy to inform employees of the Green Bay Diocesan Unemployment Compensation program.

**III. RESPONSIBILITY**

It is the responsibility of the Business Manager to distribute Unemployment Compensation information and applicable forms to eligible employees. It is the responsibility of employees to request their benefit within 30 days of the qualifying event. It is the responsibility of employees to complete all forms weekly as requested for eligibility for benefits.

**IV. PROCEDURE**

- A. Upon involuntary termination of employment an employee may be eligible for unemployment compensation benefits through the Green Bay Diocesan plan.
- B. Benefit information will be distributed to the employee by the Business Manager. A request for benefits form must be completed by the employee within 30 days of the event. Forms received by the Business Manager after this date will make the employee ineligible for benefit consideration.
- C. Compensation is granted in accordance with the provisions of the plan.
- D. Eligibility includes, but is not limited to, completion of weekly forms confirming that the ex-employee is actively seeking other employment opportunities.
- E. Green Bay Diocesan eligibility requires that the employee has worked a minimum of nineteen weeks for at least twenty hours or more each week. Information regarding additional Diocesan requirements can be obtained by contacting Business Manager.

Date

August 2013

Subject

Teacher Certification

Policy Number

4310

All teachers are to have a Bachelor or Masters Degree and should be certified, or working toward certification, in their teaching field by the Wisconsin Department of Public Instruction (DPI).

All teachers and Faculty must maintain current certification according to DPI and NCA guidelines.

Every teacher and Principal (Exception: Lifetime and PDP certifications) is required to earn at least six (6) academic credits applicable to teaching responsibilities every five (5) years. All teachers and Faculty shall be required to have a minimum of basic certification in religion or be actively working toward it. The normal time line is 3 years. Once obtained, all teachers and Faculty are required to satisfy diocesan regulations for renewal. Personnel failing to meet this requirement will remain locked on the current salary scale.

Faculty and anyone who teaches religion full or part-time must obtain or be actively working toward Foundational Catechetical Certification in religion. Failure to meet the above requirements may result in non-renewal of the contract.

Date  
August 2013

Subject  
Substitute Teachers

Policy Number  
4320  
(Ref. Diocesan Personnel  
Manual Addendum, p. 12)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to hire and retain qualified substitute teaching staff for the purpose of providing a quality Catholic education.

#### **II. PURPOSE**

The purpose of this policy is to ensure that all substitute teaching staff meet the requirements of the Wisconsin Department of Public Instruction and the Green Bay Diocese.

#### **III. RESPONSIBILITY**

It is the responsibility of the Principal to ensure that minimum requirements are met and maintained for substitute teaching positions at their campus. It is the responsibility of Business Manager to keep current records on file for compliance and payroll purposes. It is the responsibility of the substitute teacher to obtain minimum requirements for their position and keep current their certification.

#### **IV. PROCEDURE**

- A. In the event of a short or long-term absence of a teacher, a substitute teacher will be assigned.
- B. The rates for substitute wages shall be set annually during the budget process through recommendations by the Principal to the Board of Trustees after consulting with the Business Manager].
- C. If the short-term substitute is a current employee on campus the person may be compensated at the daily short-term substitute pay rate, or offer the service as a professional courtesy to a colleague.
- D. Short-term for the purposes of this policy infers 20 school days or less.
- E. In the event of a long-term absence of a teacher, a substitute teacher who fulfills all of the responsibilities of that teacher (designing lesson plans, parent teacher conferences, progress/grade reports, etc.) will be compensated based on Class 1 Step 1 of the campus salary scale and on a pro-rated basis.
- F. If a short-term sub becomes a long-term sub for the same position, they will be compensated based on Class 1, Step 1 of the campus salary scale, backdated to the first day of their sub term.
- G. If a contracted teacher assumes additional instructional duties for more than ten consecutive teaching days, he or she will be compensated at a rate that is commensurate with his or her current salary.
- H. Long-term for the purposes of this policy infers more than 20 consecutive school days.
- I. Only teachers that hold a Wisconsin teacher DPI certification will be employed by the academy.
- J. Substitute teachers need to have a completed employment application on file, submit an eApps background check through the Green Bay Diocese and attend VIRTUS training. At a minimum a WI/MI substitute teaching license at a minimum is required.
- K. Approval by the Board of Trustees is required in all cases of policy exception.

Date  
August 2013

Subject  
Substitutes for Support Staff

Policy Number  
4330  
(Ref. Diocesan Personnel  
Manual, Section C)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to retain qualified support staff and qualified substitute support staff. Qualified substitute support staff shall be paid an hourly wage that is at least 80% of the support staff position they are replacing.

#### **II. PURPOSE**

It is the purpose of this policy to define the guidelines in which a substitute for support staff will be obtained and compensated.

#### **III. RESPONSIBILITY**

It is the responsibility of the Business Manager to obtain a short or long-term substitute for support staff. The Business Manager may delegate this function to other staff members as needed. It is the responsibility of Business Manager to ensure that all employment qualifications have been met, including requirements of the Green Bay Diocese.

#### **IV. PROCEDURE**

- A. In the event of a short or long-term absence of support staff, a substitute may be assigned.
- B. The rate shall be 80% of the existing wage.
- C. Approval by the Board of Trustees is required in all cases of policy exception.

Date  
August 2013

Subject  
Co-Curricular Staffing/Pay

Policy Number  
4340  
(Ref. Diocesan Personnel  
Manual, Section C, D)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to compensate individuals who perform various co-curricular activities related to Saint Thomas Aquinas Academy. Not all co-curricular activities are eligible for compensation.

#### **II. PURPOSE**

It is the purpose of this policy to define the conditions that allow compensation to be made for co-curricular activities related to Saint Thomas Aquinas Academy.

#### **III. RESPONSIBILITY**

It is the responsibility of the Principal to assign the co-curricular activities to a qualified person and to work in conjunction with staff to perform the tasks needed to offer co-curricular activities at the Academy. It is the responsibility of the Principal to recommend to the Board of Trustees the amount of compensation to be made for services after consulting with the Business Manager. It is the responsibility of the moderator or coach to complete all requirements of employment as outlined in their contract or job description and any and all policies and guidelines identified by the Principal.

#### **IV. PROCEDURE**

- A. Moderators of some co-curricular activities will be compensated as designated by the Board of Trustees with input from the Principal.
- B. Prior to the commencement of the activity, co-curricular contracts will be signed by the person performing the activity and the Principal.

- C. Co-curricular pay will be paid in the pay period following the event completion, provided proper documentation is submitted to Business Manager in time for processing, services have been completed satisfactorily, and all conditions of employment have been met.
- D. Moderators and coaches must fulfill all requirements of employment including completion of an employment application, I-9 form and tax form for processing payroll. They must also complete the requirements of the Green Bay Diocese regarding background checks and VIRTUS training.
- E. Co-curricular pay will be paid upon written approval by the Principal or Athletic Director via the appropriate Business Manager forms.
- F. Co-curricular pay is for duties performed by coaches and club moderators.
- G. All personnel, regardless of position, must understand and support the philosophy and mission of Saint Thomas Aquinas Academy. In addition employees must follow the Green Bay Diocesan Code of Personal and Ethical Conduct which includes but is not limited to maintaining the highest standards of personal and professional conduct in conformity with the Gospel and the teachings of the Roman Catholic Church.
- H. Approval by the Board of Trustees is required in all cases of policy exception.

Date

August 2013

Subject

Faculty Handbooks

Policy Number

4350

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to provide staff at each location with a faculty handbook outlining procedures specific to employment at their particular campus.

**II. PURPOSE**

It is the purpose of this policy to establish guidelines in which a faculty handbook is produced for, and used at, the campus level.

**III. RESPONSIBILITY**

It is the responsibility of the Principal to ensure information in the faculty handbook is accurate and in compliance with Academy policies, as well as applicable state and federal laws. It is the responsibility of the Principal to prepare and submit changes to the faculty handbook to the support staff who will make the appropriate changes in the handbook.

**IV. PROCEDURE**

- A. The faculty handbook is an operating document for use in Saint Thomas Aquinas Academy schools.
- B. Each Campus may establish procedures unique to its own operation as long as they are within the guidelines of Saint Thomas Aquinas Academy policy and have the approval of the Principal and/or Business Manager.
- C. In instances where the faculty handbook inadvertently conflicts with Academy policy, Saint Thomas Aquinas Academy policies take precedent and the faculty handbook must be brought into compliance with the Academy policy.
- D. Payroll and benefit processing will follow the Academy policy in all cases, regardless of language found in faculty handbooks.
- E. Changes to the faculty handbook must be submitted to the Principal for approval.
- F. Business Manager will review handbooks to ensure contractual obligations are not included in such handbooks.
- G. Approval by the Board of Trustees is required in all cases of policy exception.

Date  
August 2013

Subject  
Work Rules

Policy Number  
4360  
(Ref. Diocesan Personnel  
Manual, Section D-4)

## I. POLICY

It is the policy of Saint Thomas Aquinas Academy to follow a progressive disciplinary action when events occur that are not in compliance with the philosophy and mission of Saint Thomas Aquinas Academy policies or are in violation of the Green Bay Diocesan Code of Personal and Ethical Conduct, which includes but is not limited to maintaining the highest standards of personal and professional conduct in conformity with the Gospel and the teachings of the Roman Catholic Church.

## II. PURPOSE

It is purpose of this policy to define some of the work rule violations that would be considered for disciplinary action.

## III. RESPONSIBILITY

It is the responsibility of employees to conduct themselves in the workplace in a manner consistent with this policy's provisions. It is the responsibility of Faculty to follow the steps outlined in this policy for enforcement of such provisions.

## IV. PROCEDURE

- A. Violations of work rules may result in disciplinary action up to and including termination of employment. All offenses which lead to discipline are not of the same degree or seriousness and the level of discipline is within the sole discretion of the employer.
- B. The employer may at any time decide upon additional rules or change rules that are already in place.
- C. Below are some of the activities that are to be avoided. This list is not to be construed as inclusive of all activities that may result in disciplinary action.
- D. Serious offenses will normally result in immediate dismissal. Examples include, but are not limited to:
  1. Recording false information on reports, records, or timecards
  2. Presenting false information when seeking employment
  3. Unauthorized use of money or financial accounts.
  4. Revealing confidential records, material or information
  5. Unauthorized possession of firearms, explosives, or weapons on the employer's premises
  6. Removal of property without permission
  7. Reporting for work, or while at work, under the influence of illegal drugs or alcohol
  8. Possession, use, sale or distribution of illegal drugs or other controlled substances during work hours or at any time on employer's premises
  9. Physical fighting on the employer's time or property
  10. Willful destruction of property
  11. Indecent behavior during working hours
  12. Taking or offering bribes
  13. Making a false or harmful statement concerning an employee or the employer
  14. Gross insubordination
  15. No call/no show for three consecutive days or three incidents of no call/no show in any twelve-month period
  16. Harrassment, including sexual harassment
  17. Child abuse or child neglect



18. Unethical conduct including, but not limited to, a violation to the conduct as set forth in the "Code of Personal and Ethical Conduct" policy
  19. Use of the tax-exempt status or volume discounting for personal gain
- E. Less serious offenses will not normally result in immediate dismissal, but make it necessary for the employer to take steps to address the employee's job performance or personal behavior. Examples include, but are not limited to:
1. Substandard job performance
  2. Sleeping or dozing on the job
  3. Lack of effort on the job
  4. Incompetence or failure to meet reasonable standards of efficiency
  5. Excessive absenteeism and/or lateness
  6. Using profane, obscene, or abusive language
  7. Obstructing or failure to cooperate with a management investigation or retaliation  
Against anyone involved in an investigation
- F. Progressive disciplinary steps may include:
1. **Documented Verbal Warning** – if previous discussions have not produced the desired change in performance or conduct, a verbal warning is issued. This warning is a statement or restatement of desired goals and a statement of further disciplinary action should the negative situation continue. This conversation will be documented with the basic facts of this warning.
  2. **Written Warning** – If the desired changes have not taken place or an acceptable Performance level has not been sustained, a written warning will be issued. This warning may contain the required specific actions and the deadlines for compliance. The employee will be asked to sign the warning. If the employee refuses to sign, a witness to the warning will sign and/or an appropriate notation will be made. The employee will receive a copy and the original will be placed in the employee's file.
  3. **Suspension or Probation** – Suspension is relieving an employee from work with or without pay. The length of time for a suspension will depend on the nature or severity of the behavior. Suspension or probation are different options, but are considered at the same level of progressive discipline.
  4. **Termination/Resignation** – Terminations must be approved by Business Manager or Principal of the Academy, Board of Trustees and the Green Bay Diocese. The employee will be informed of the decision to terminate the relationship and may be given a written notice of the dismissal stating the causes and the effective date. If the employee chooses to resign, the resignation needs to be in writing and signed by the employee. Except under extenuating circumstances, the employer will not rehire an employee who is terminated for workplace misconduct.
- G. There may be situations, due to seriousness of the problem, in which some or all of the steps of progressive discipline are omitted and the employee is immediately terminated. The progressive discipline plan is a guide for dealing with workplace violations. The progressive plan does not create any rights with any employees and the employer may skip any level within the plan in circumstances deemed appropriate.

Date

August 2013 Diocesan Code of Personal and Ethical Conduct

Subject

Policy Number

4370

(Reference Diocesan  
Personnel Manual, Section D)

**Preamble and Framework:**

The work of the Diocese of Green Bay and its entities is advancing the mission of Jesus Christ and the Church. The conduct of employees has an effect on others from positively inspirational to negatively scandalous. We are employees with different ministries joined together by the mission of the Catholic Church.\*

**The Mission Statement of the Diocese of Green Bay**

The Catholic Community of the Diocese of Green Bay, through the guidance of the Holy Spirit, and in unity with the universal Church boldly proclaims the Gospel of Jesus, prayerfully worships in word and sacrament, and compassionately serves those in need, in order to advance God's Kingdom of justice and love. This code is provided to help embrace our mission not merely with our words, but above all, in our actions.

**Scope and Responsibility:**

This "Code of Personal and Ethical Conduct" applies to all employees who provide service within the various apostolates of the Diocese of Green Bay.

**Code of Personal and Ethical Conduct:**

The employees of the Diocese of Green Bay and its entities are committed to the following standards in individual and diocesan endeavors. As "Co-workers in the Vineyard of the Lord," employees shall work to reflect the Church as the Body of Christ by a commitment to principles that are an essential expression of the Church's mission. The Gospel values of justice, fairness, honesty, integrity, respect, and service influence and form our professional roles, decisions, actions and relationships.

**In our conduct as Church employees, we will**

- Maintain the highest standards of personal and professional conduct in conformity with the Gospel and the teachings of the Roman Catholic Church.
- Actively promote and encourage the highest level of ethics within the Church organization we serve and among our co-workers and colleagues.
- Refrain from engaging in or approving activities where a conflict of interest exists or where we may realize personal gain, either in fact or appearance, without full disclosure of such conflict or potential gain.
- Avoid any situation which might reflect unfavorably on employees or the Church.

**In our commitment to competence, professional development and spiritual growth, we will**

- Integrate Gospel values and Church teachings in every aspect of our work.
- Devote time for personal prayer and on-going spiritual development.

**In our ethical responsibilities to those who work with us and to our colleagues, we will**

- Fulfill our responsibilities in accord with all applicable canon and civil laws and regulations that relate to the Church organizations we serve.
- Refrain from engaging in or approving any act of discrimination contrary to the teachings of the Church.
- Maintain confidentiality of protected information entrusted or known to us by virtue of our positions except when there is a legal mandate to report information.

**In our ethical responsibilities to our respective Church organizations, the universal Church and the Church employment we will**

- Maintain loyalty to our Church organizations and pursue their objectives in ways that are consistent with Gospel values and Church teachings.

- Work to improve policies and procedures regarding employees and advocate changes in policies and procedures that will improve justice in the workplace.
- Represent the Diocese of Green Bay with actions and statements that are truthful and accurate. We will distinguish between our personal opinions and the opinions of those we represent.
- Promote a better understanding of the work and mission of the Catholic Church and the Diocese of Green Bay.
- Collaborate with other Church personnel to advance our service.
- Refrain from engaging in or approving activities which conflict with the teachings of the Catholic Church.

The Code of Conduct are not “hard and fast rules” that address every difficult issue and ethical consideration in the area of Church services. The following questions provide assistance when considering difficult issues and ethical dilemmas.

- Are my actions guided by Gospel values of justice, fairness, honesty, integrity and service?
- Are my actions moral?
- Are my actions consistent with the teachings of the Catholic Church?
- Are my actions legal?
- Am I being fair and honest?
- Will my action stand the test of time?
- How will I feel about myself afterwards?
- How will others perceive my actions?
- Can I clearly articulate, in an objective manner, the rationale behind my decision?
- Will my action(s) embarrass others or myself?
- How will I feel if I were on the “receiving” end of my decision?
- What do I need to consider regarding those on the “receiving” end of my decision?
- Have I taken the time to pray about the decision and issue at hand?

**Grave, Public Violations of the Code of Personal and Ethical Conduct**

Responsibility for adherence to this “Code of Personal and Ethical Conduct” rests with the individual employee. Conduct which is inconsistent with the Code will be brought to the attention of the employee in an appropriate manner as outlined in the Personnel Manual for the Diocese of Green Bay. Grave, public violations of this “Code of Personal and Ethical Conduct” that could cause scandal, or disrupt the mission of the Church or contradict Church teachings may be subject to corrective action up to and possibly including dismissal. This Code shall be subject to the Canons and teachings of the Roman Catholic Church as interpreted by the Diocesan Bishop of Green Bay, and all applicable civil law.

*\* Wherever the word Church is used in this Code of Personal and Ethical Conduct, the understanding is reference to the Catholic Church.*

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Soliciting and Selling by Staff	<u><i>Policy Number</i></u> 4380
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**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that employees or volunteers shall not use school time or school premises to sell goods or services or distribute marketing information to other staff members, parents, or students in connection with any activity for personal financial profit.

**II. PURPOSE**

It is the purpose of this policy to ensure that only goods or services directly related to the educational programs of Saint Thomas Aquinas Academy as approved by the Principal or his/her designee, are marketed on campus grounds or the academy website.

### III. RESPONSIBILITY

It is the responsibility of Faculty to obtain approval for goods or services to be marketed on campus grounds or on the Academy website. It is the responsibility of employees to ensure that goods or services sold or marketed on campus do not result in personal financial profit.

### IV. PROCEDURE

- A. Employees that wish to market goods or services directly related to the educational programs of Saint Thomas Aquinas Academy must receive approval by the Principal or his/her designee.
- B. Staff may not include goods or services in their educational materials that require or encourage parents or students to buy materials outside of the school supplies listing.
- C. Website products or services may not be posted until approved by the Principal or his/her designee.
- D. Such materials may not result in personal profit to the employee or volunteer.
- E. This policy includes all employees, including substitute teachers, coaches, etc. Volunteers include home and school associations, committee members, etc.
- F. Approval by the Board of Trustees is required in all cases of policy exception.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
April 2021	Health and Dental Plan	4390

Full-time and employees working more than .5 FTE are eligible for health insurance through a Diocesan plan. Employees who work a minimum of .5 FTE are eligible on a pro-rated basis. Application should be made when hired with effective date of coverage the first month following date of hire. Seventy (70%) of the employee, employee +1, or family premium (whichever applicable) will be paid by the school; the employee portion is 30% for full time employees. Health coverage is prorated for part time employees based on the number of classrooms hours.

Voluntary dental and vision insurance is available through a Green Bay Diocesan plan for full-time and eligible part-time employees. These employees pay the entire premium, for the coverage chosen, through payroll deduction.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Retirement Plan	4400

#### SAINT THOMAS AQUINAS ACADEMY

6 % of employee's prior year earnings will be paid to the Diocesan Retirement Plan if the employee remains through the end of the current year. All Full time (1,000 hours per year) employees, age >20.5 with 6 months of service, are eligible.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Long Term Disability	4410

(Reference Diocesan Personnel Manual, Section E-7)

This benefit takes effect 30 days after the first month following the date of hire. Benefits are payable after 60 working days of continuous total disability and

amounts to sixty-six and two-thirds percent of salary up to \$3,000 a month. Employees must work a minimum of .5 FTE for this benefit.

Sick days, Personal days, Professional days: Full-time faculty members are allowed 8 hours of sick time per month for 10 months and 16 hours for personal/professional time off per 10 month period. Earned sick time will be credited to faculty members on the 1<sup>st</sup> day of each month, September through June. Part-time faculty members will receive a pro-rated amount of sick time and personal/professional time based on the number of hours worked.

Examples: A teacher working 3/8 time would receive the following sick time;  
 $8 \text{ hrs.} \times 3/8 \text{ FTE} = 3 \text{ hrs.}$

Personal/Professional time is figured the same way:  
 $16 \text{ hrs.} \times 3/8 \text{ FTE} = 6 \text{ hrs.}$

Sick time is cumulative to 480 hours and shall be taken in hour increments.

Professional time (a planned activity, time and place determined at the discretion of the teacher, communicated in advance to the Principal, resulting in professional growth) forms are available in the Faculty Lounge. Personal/professional time shall be taken in hour increments.

Teachers are asked to notify the principal the day before (if at all possible) or between 6:00 - 6:15 a.m. the morning of absence. It is essential that this time be followed in order to allow sufficient time for arranging for a sub. In the event a sub cannot be secured, staff members, who during a prep period cover a class for an absent teacher, will be paid \$10.00 per class period covered.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Employee Tuition Discount	4420

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to discount tuition for staff based on percent time budgeted to work.

#### **II. PURPOSE**

The purpose of this policy is to define the tuition discounts applicable to Saint Thomas Aquinas Academy staff.

#### **III. RESPONSIBILITY**

It is the responsibility of Business Manager to maintain employment records for Saint Thomas Aquinas Academy staff for the applicable discount.

#### **IV. PROCEDURE**

- A. Full and part time employees of Saint Thomas Aquinas Academy are given a tuition discount the first of the month after their date of hire. The discount is applied per student.
- B. The discount is pro-rated based on employment status or percent time worked on a fulltime basis. The discount will not be recalculated if a status change occurs mid-year.
  - The discount will be 50% for all grades.
  - Pre-school students are not eligible for this discount.
- C. Seasonal employees, such as coaches, co-curricular moderators and/or project employees are not eligible for the tuition discount.

- D. Discounts are evenly applicable to each month beginning with August and ending with May each school year. If a student withdraws (per the Withdrawal Form or Expulsion documentation), tuition and discount are applicable for that month. However, if a student is withdrawn after the 10th of any month, the entire discount is applicable to that month. No discount is applicable to subsequent months of the school year.
- E. Approval by the Board of Trustees is required in all cases of policy exception.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Green Bay Diocese Policy on Harassment	4430 (Ref. Diocesan 5160; Personnel Manual, Section A-5)

## I. POLICY

- A. It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer or student associated with these programs shall be subjected to any type of harassment.
- B. It shall be a violation of this policy for any employee, volunteer or student to harass another employee, volunteer or student through conduct or communications as defined below.
- C. The principal shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, state and federal laws and Board policies governing harassment within his or her educational program or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

## II. DEFINITION OF HARASSMENT

- A. Harassment on the basis of race, color, religion, gender, national origin, age or disability constitutes discrimination and, as such, violates civil law and the policies of the Diocesan Board of Total Catholic Education.
- B. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends, or associates, and that
  - 1) has the purpose or effect of creating an intimidating, hostile, or offensive environment;
  - 2) has the purpose or effect of unreasonable interfering with an individual's performance; or
  - 3) otherwise adversely affects an individual's opportunities.
 Harassing conduct includes, but is not limited to, the following:
  - 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, and 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is circulated within or placed on wall, bulletin boards, or elsewhere on premises where the educational program operates.
- C. The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The "reasonable person" standard includes consideration of the perspective of persons of the alleged victim's circumstances, i.e. would a similar person in the same situation, have a similar reaction. It is not necessary to make a showing that the victim was psychologically harmed.
- D. Prevention is the best tool for the elimination of harassment. An educational program governed by the Diocesan Board of Total Catholic Educational has an affirmative duty to maintain an environment free of harassment. Harassing conduct may be challenged even if the complaining person is not specifically the intended target of the conduct.

### III. PROCEDURE

- A. Any person who alleges harassment by an employee, volunteer, or student of an educational program governed by the Diocesan Board of Total Catholic Education may complain directly to his or her teacher or Principal or the Director of Total Catholic Education (or designee) for the Diocese of Green Bay. The filing of a grievance or otherwise reporting of harassment will not reflect upon the individual's status, nor will it affect future school, employment or work assignments. Retaliation against a complainant is strictly prohibited.
- B. Prior to filing a grievance for a verbal altercation, the complainant should inform the offender that the behavior is unacceptable and if it continues file a formal grievance. If the altercation is physical, the complainant should inform the offender that the behavior is unacceptable and immediately file a grievance.
- C. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### IV. SANCTIONS

- A. A substantiated charge against an employee or a volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in any educational program by the Diocesan Board of Total Catholic Education shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.
- C. Any employee, volunteer or student who knowingly and intentionally files a false complaint of harassment against another employee, volunteer, or student will be subject to immediate and severe disciplinary action.

### V. NOTIFICATION

Notice of this policy will be circulated to all educational programs governed by the Diocesan Board of Total Catholic Education.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Sick or Professional/Personal Days	4440 (Ref. Diocesan Personnel Manual, Section E)

Full-time faculty members are allowed 8 hours of sick time per month for 10 months and 16 hours for personal/professional time off per 10 month period. Earned sick time will be credited to faculty members on the 1<sup>st</sup> day of each month, September through June. Part-time faculty members will receive a pro-rated amount of sick time and personal/professional time based on the number of hours worked.

Examples: A teacher working 3/8 time would receive the following sick time;  
8 hrs. x 3/8 FTE = 3 hrs.

Personal/Professional time is figured the same way:  
16 hrs. x 3/8 FTE = 6 hrs.

Sick time is cumulative to 480 hours and may be taken in hour segments.

Personal/Professional time (a planned activity, time and place determined at the discretion of the teacher, communicated in advance to the Principal, resulting in professional growth) forms are available in the Faculty Lounge. Personal/professional time shall be taken in hour increments.

Teachers are asked to notify the Principal the day before (if at all possible) or between 6:00 - 6:15 a.m. the morning of absence. It is essential that this time be followed in order to allow sufficient time for arranging for a sub. In the event a sub cannot be secured, staff members, who during a prep period cover a class for an absent teacher, will be paid \$12.50 per class period covered.

These sick days may be used for personal illness or for illness of a member of the employee's immediate family. Sick time and personal time shall be taken in increments of 1 hour minimum. Sick leave shall accumulate to a maximum of sixty (60) days. If an employee needs to take a sick day and does not have any sick days left, a deduction will be made from the employee's salary equal to the pay for one day. The employee must submit a doctor's certificate for such absence upon request of the Principal or Business Manager. The sick leave allowance is only intended for bonafide sick time and should not be construed as available time off. When an employee suffers a catastrophic illness, which would qualify for coverage under the long-term disability insurance plan, and has depleted one's accumulated sick days, a donated sick day bank account can be established to cover the gap between receiving full salary and disability pay. Any employee can donate from one (1) to five (5) days during the contract year. The recipient employee can receive up to five (5) donated sick days per contracted year of service not to exceed thirty (30) days in the contract year.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Leave of Absence	4450 (Ref. Diocesan Personnel Manual, Section E)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to accord employees, on return from an approved leave of absence, pay in accordance with their wage at the time of their leave. Benefits will be provided as outlined in the programs available upon the employee's return.

#### **II. PURPOSE**

It is the purpose of this policy to provide information for requesting a leave of absence and the available benefits and employment status during an approved leave of absence.

#### **III. RESPONSIBILITY**

It is the responsibility of Business Manager to track benefit and employment status during an approved leave of absence. It is the responsibility of employees to follow the provisions of their leave of absence status and return to work at the designated time. It is the responsibility of employees to pay benefit premiums according to the billing cycle to continue coverage.

#### **IV. PROCEDURES**

- A. The Principal, on an individual basis, may grant a leave of absence to any employee.
- B. Employees need to request the leave of absence in writing and obtain a signed approval by the Principal.
- C. During the leave of absence benefits can be continued at the employee's expense. Failure to pay premiums according to the billing cycle will terminate benefits.
- D. Upon return, the employee will be placed on the salary/wage level of the position held at the time of their first day of leave. Failure to return at the designated time will be grounds for automatic voluntary termination of employment and all pay and benefits will be processed accordingly.
- E. Time absent will not be added to the employee's years of experience for salary placement, benefits and leave time accrual.



- F. Benefits cannot be bridged over a break in service.
- G. Approval by the Board of Trustees is required in all cases of policy exception.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Family and Medical Leave	4460 (Ref. Diocesan Personnel Manual Section E & Addendum, p. 13)

Upon written request to the Principal, an employee may receive leave, without salary or wages, for up to twelve (12) work weeks during any 12-month period, for:

- A. The birth of a son or daughter of the employee and in order to care for such son or daughter.
- B. The placement of a son or daughter with the employee for adoption or foster care.
- C. The care of a spouse, son, daughter or parent with a serious health condition.
- D. A serious health condition that makes the employee unable to perform the functions of the position of such employee.

The employee requesting such leave must provide notice to the Principal not less than thirty (30) days before the leave if the need for the leave is foreseeable. Documentation of the necessity for the leave is required. An employee may choose to use available vacation time and/or accrued sick leave instead of going unpaid.

If the request for such leave is made by couples who are both employees of Saint Thomas Aquinas Academy, they will be limited to 12 weeks total unless the leave is required for the personal illness of one or both of the employees or a child. In this case each will be eligible for a 12-week leave period.

An employee must have been employed for at least twelve (12) months and worked at least 1,250 hours during the twelve (12) month period in order to be eligible for this benefit. Eligibility for leave for the birth, adoption or placement of a foster child expires twelve (12) months from this event.

During the leave, the employee's health benefits will be maintained with the employer and employee continuing to pay the same percentage of the premium as before the leave.

After returning from leave, the employee will be placed in an equivalent position with equal benefits, pay, and other terms and conditions of employment. If the leave was taken because of the employee's illness, a statement from the employee's physician must document his/her ability to return to work.

In the event of an employee not having enough personal and sick days to cover an absence for family and medical leave with pay, a donated personal day bank account can be established by fellow employees within Saint Thomas Aquinas Academy. Any employee can donate one (1) or two (2) of his or her personal days during the contract year. The recipient employee can receive up to five (5) donated personal days per completed contracted year of service not to exceed thirty (30) days.

Example:

Years of Service Maximum Personal Days to be Received

1. 5
2. 10
3. 15
4. 20
5. 25
- 6+. 30

Date

August 2013

Subject

Jury Duty

Policy Number

4470

(Ref. Diocesan Diocesan  
Personnel Manual, Section E-5)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to pay employees summoned for jury duty their current rate of pay for up to five consecutive days while providing jury service to the judicial academy.

#### **II. PURPOSE**

It is the purpose of this policy to define the length of time payment will be made by the Academy for employees called to service by the judicial system.

#### **III. RESPONSIBILITY**

It is the responsibility of the employee to provide the appropriate documentation to the Business Manager, including the check from the courts, to process payroll while on jury duty. It is the responsibility of the employee to submit the proper leave form for processing leave time and payroll and to notify the Principal immediately upon being summoned for Jury duty. It is the responsibility of Business Manager to continue payroll and benefits as stipulated in this policy.

#### **IV. PROCEDURE**

- A. If an employee (full-time or part-time) is summoned for jury duty, the Academy will continue to pay their current rate of pay for a maximum of five (5) working days per calendar year. The employee is required to give the first five days court stipend to the Academy. A stipend paid to the employee by the courts for travel expenses will be reimbursed to the employee.
- B. After five days of continuing service to the courts the employee will not be paid by the Academy and will keep the court stipend as pay. All other benefits will continue as outlined in the Academy plan provisions.
- C. Leave forms must also be completed and approved for processing of appropriate leave type and for payroll processing.
- D. To qualify for jury duty leave, the employee must submit a copy of the summons to the Principal as soon as it is received. In addition, proof of service must be submitted to the Principal when the period of jury or witness duty is completed.
- E. Upon completion of services, if school is still in session, the employee must return to school immediately.
- F. Approval by the Board of Trustees is required in all cases of policy exception.

Date

August 2013

Subject

Military Leave

Policy Number

4480

(Ref. Diocesan Personnel Manual, Section E-5)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to grant duty leave to employees for active or reserve military service or training.

**II. PURPOSE**

It is the purpose of this policy to ensure that military leave, and reinstatement following leave, is processed in accordance with federal and state law.

**III. RESPONSIBILITY**

It is the responsibility of the employee to submit documentation relating to military orders and pay vouchers. It is the responsibility of Business Manager to process pay and benefits in accordance with training payments and in the case of reinstatement.

**IV. PROCEDURE**

- A. If an employee is called to active military duty or Reserve or National Guard training, or an employee volunteers for the same, the employee must submit copies of his/her military orders to the Principal, who will file them with Business Manager. The employee will be granted a military leave of absence for the period of military service in accordance with applicable federal and state regulations.
- B. This policy applies to all contracted employees and employees-at-will of Saint Thomas Aquinas Academy. This provision does not apply to temporary employees, such as substitute teachers, coaches, etc.
- C. Reinstatement upon return from leave will be in accordance with The Uniformed Services Employment & Reemployment Rights Act of 1994.
- D. For periods of Reserve or National Guard training or "summer camp" the difference between the employee's base military pay and allowances and the employees wages will be paid (if the salary paid by the employer is higher). It is not the intent that the employee suffer loss of income as a result of his/her military training obligation. To enable the employer to make the proper calculations, the employee submits copies of his/her orders and pay vouchers upon returning from annual training.
- E. Approval by the Academy Principal is required in all cases of policy exception.

Date

August 2013

Subject

Funeral Leave

Policy Number

4490

(Ref. Diocesan Personnel Manual, Section E-5)

Any employee may have four (4) paid days if a parent, spouse or child dies. In the death of a parent, step parent, legal guardian, sibling, mother or father in law, or sister or brother in law, three (3) paid days will be granted and in the death of an aunt/uncle (self or spouse), grandparent (self/spouse), step-grandparent, grandchildren or step-grandchildren one (1) paid day. If funeral leave occurs while on vacation, the vacation time will be rescheduled. However, funeral leave will not apply when on sick or medical leave.

Date

August 2013

Subject

Vacation Leave

Policy Number

4500

(Ref. Diocesan Personnel Manual, Section E)

All vacations of academic staff must have prior approval of the Principal and non-academic staff shall have prior approval of the Business Manager. The Principal and Business Manager shall notify the Chair of the Board of Trustees when taking more than one day off. Vacations are to be taken during the current year of employment. There is no accrual nor compensation for unused vacation days. Generally vacations are to be taken whenever possible during the summer. Subject to school needs, the employee shall be given a choice of the time of vacation, except that if there is a conflict, the employee who makes the request first or when multiple employees make the request at approximately the same time the employee with the greatest seniority shall be granted the first choice of vacation time.

**Full-Time School Year Office Employees**

The employee is eligible for holiday pay but not vacation pay. Full time here means 1,500 hours during the school year year.

The paid holidays include: New Years Day, ½ Good Friday, Memorial Day, Labor Day, Thanksgiving Day, ½ Christmas Eve and Christmas Day.

**Full-Time Entire Year Administration or Office Employees**

The employee works 40 hours per week during the entire year. The employee is entitled to the following paid time-off:

- All holidays listed above and the 4<sup>th</sup> of July
- 1 week paid vacation (in the first year of service)
- 2 weeks paid vacation (after the second year of service)
- 3 weeks paid vacation (after ten years of service)

A vacation week constitutes of 40 hours of pay.

Teachers, Principal and the Business Manager are expected to work on the day immediately preceding and/or immediately following all scheduled breaks and holidays. Personal days may not be used for this purpose.

Requests for extended vacation through the use of unpaid time may be granted under the following conditions:

- An emergency situation has occurred.
- A certified substitute is available.
- Prior approval has been granted by the Board of Trustees.
- The number of approvals will be limited for each campus.
- The person's salary shall be adjusted based upon his or her current rate of pay.

Date

August 2013

Subject

Personal Days Leave

Policy Number

4510

(Ref. Diocesan Personnel Manual, Section E-4)

Each full-time or part-time employee is entitled to two personal days per year. The hours shall be prorated based on full time equivalence. Requests must be approved by the Principal. Generally

personal days may be taken after September 15 and before May 15. Exceptions require the approval of the Board of Trustees.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Professional Development	4520 (Ref. Diocesan Personnel Manual, Section E)

All employees are expected to continue their personal and professional growth through formal course work, participation in workshops or attendance at retreats, conferences and in-services. When enrollment or attendance is requested by the Academy, all fees and expenses will be reimbursed. Only graduate credits, which relate to one's professional duties, will be counted in placement on the salary categories.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Use of Physical Force	4530

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that all officials, employees or agents of the Academy, including co-curricular employees, are to refrain from use of physical force when dealing with fellow employees, parents and students.

#### **II. PURPOSE**

It is the purpose of this policy to define the circumstances in which an official, employee or agent of the Academy may use physical force to maintain order or control situations.

#### **III. RESPONSIBILITY**

It is the responsibility of officials, employees or agents of the Academy to refrain from use of physical force, unless specified by the circumstances below. It is the responsibility of the official, employee or agent to document, in writing, situations that occur in use of physical force and provide this to the Principal.

#### **IV. PROCEDURE**

- A. Saint Thomas Aquinas Academy recognizes that minor or reasonable and necessary force may be needed in circumstances to maintain order and control.
- B. Any official, employee or agent of the Academy may use minor or reasonable and necessary force under the following conditions to maintain order and control:
  1. to quell a disturbance or prevent an act that threatens physical injury to any person;
  2. to obtain possession of a weapon or other dangerous object within a student's control;
  3. for the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes;
  4. to remove a disruptive student from school premises, a motor vehicle or a school-sponsored activity;
  5. to prevent a student from inflicting harm on him/herself;
  6. to protect the safety of others.
- C. In the instance where such physical force is taken the incident must be documented in writing and provided to the Principal for informational purposes.
- D. Approval by the Board of Trustees is required in all cases of policy exception.

Date

August 2013

Subject

Workplace Violence

Policy Number

4540

(Ref. Diocesan Personnel Manual, Section D-4)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that any threats or acts of violence, aggressive behavior or offensive comments will not be tolerated in the workplace or at activities held on campus.

**II. PURPOSE**

It is the purpose of this policy to ensure a safe working environment for all staff and visitors.

**III. RESPONSIBILITY**

It is the responsibility of employees to report violent behavior or suspicious activities to the Principal or Business Manager. It is the responsibility of the Business Manager or Principal to contact law enforcement immediately if a suspected assault or battery occurs.

**IV. PROCEDURE**

- A. Employees and visitors are not allowed to have firearms or any other dangerous or deadly weapons or instruments in their possession while on Academy property.
- B. Any employee found in violation of this policy will be subject to discipline up to and including immediate discharge.
- C. Exemptions to this policy are granted to law enforcement officers.
- D. Police shall be notified immediately if a threat of violence, act of violence or a threatened use of a firearm, weapon, or dangerous object.

Date

August 2013

Subject

Grievance Procedure

Policy Number

4550

It is the policy of Saint Thomas Aquinas Academy to treat all employees fairly and equitably. An employee has the right to bring a grievance to the attention of Saint Thomas Aquinas Academy without fear of reprisal. Filing a grievance will not reflect unfavorably on an employee or adversely affect an employee's employment status.

**I. Definitions.**

- A. **Dismissal.** Termination.
- B. **Just cause.** A legally sufficient reason for a suspension or termination. A reason is legally sufficient if it is supported by the preponderance of the evidence. The elements of just cause are:
  1. Whether the employee could reasonably be expected to know the probable consequences of his/her conduct.
  2. Whether the rule or order that the employee allegedly violated is reasonable.
  3. Whether the employer made a reasonable effort to investigate whether the employee violated the rule or order.
  4. Whether the employer's investigation was fair and objective.
  5. Whether the employer's investigation produced substantial evidence that the employee violated the rule or order.
  6. Whether the employer applied the rule or order fairly and without discrimination.
  7. Whether the discipline reasonably relates to the seriousness of the offense and to the employee's overall record.
- C. **Subject to the grievance procedure.** A dispute between an employee and Saint Thomas Aquinas Academy relating to an employee suspension, dismissal or workplace safety violation.

- D. **Suspension.** The employee is involuntarily suspended from employment for a period of time without compensation for unsatisfactory performance or misconduct. Suspension does not include any voluntary leave of absence, furlough, layoff, workforce reduction, job transfer or demotion, medical leave or military leave.
- E. **Termination.** The employee is involuntarily dismissed from employment for unsatisfactory performance or misconduct. Termination does not include a separation from employment because of abandonment of a position; completion of a contract, seasonal or temporary assignment or employment; death; failure to meet required qualifications; furlough; inability to work due to disability; job restructuring; layoff; nondisciplinary demotion; reduction in work force; resignation; retirement; transfer; or voluntary resignation.

**Workplace safety.** A condition of employment related to the physical health and safety of the employee filing the grievance. It includes, but is not limited to, accident and risk prevention, provision of protective equipment, safety of the physical work environment, safe operation of workplace equipment and tools, safety training, and workplace violence prevention. It does not include conditions of employment related to general working conditions that are unrelated to physical health or safety, such as breaks, compensation, family leave, hours of work, medical leave, overtime, performance reviews, sick leave, vacation leave, vacation scheduling, or work schedules.

## **II. Administration.**

The Principal shall supervise and administer the grievance process.

**III. Contents of a Written Grievance.** A grievance shall refer with specificity to any and all alleged violations, shall adequately set forth the facts pertaining to each alleged violation and shall be signed and dated by the grievant when filed with the Principal. Allegations set forth in the written grievance shall be the sole violations addressed throughout the grievance procedure.

**IV. Grievance Procedure.** It is anticipated that most grievances or misunderstandings may be resolved informally in a mutually helpful and trusting conference between the employee and his/her supervisor. Failing resolution in this manner, grievances shall be processed according to the following steps:

- A. **Step One.** Within ten (10) workdays from the date of discipline, the grievance shall be presented in writing to the Principal. The Principal shall meet with the grievant within ten (10) workdays of receipt of the grievance to discuss the grievance, and shall provide a written response within five (5) workdays after the meeting. Time frames may be extended upon mutual agreement of the parties. If the grievance is denied, the response shall include the reason for the denial.
- B. **Step Two.** The grievance shall be considered settled in Step One unless within ten (10) workdays from the date of denial, the grievance is presented in writing to the Principal. If the Principal does not respond in Step One within the allotted time, the grievance shall automatically proceed to Step Two. The Principal shall meet with the grievant and the Chair of the Board of Trustees within ten (10) workdays of the denial to discuss the grievance, and shall provide a written response to the grievant within ten (10) workdays after the meeting. Time frames may be extended upon mutual agreement of the parties. If the grievance is denied, the response shall include the reason for the denial.
- C. **Step Three.** The grievance shall be considered settled in Step Two unless the employee appeals the grievance to the Board of Trustees within ten (10) workdays of receipt of the written denial from step two. The Board of Trustees shall act on the grievance within thirty (30) calendar days. Following the meeting, the Board shall submit its decision in writing to the employee within ten (10) workdays. Time frames may be extended upon mutual agreement of the parties. If the grievance is denied, the response shall include the reason for the denial. The Board shall uphold or deny the grievance.

V. **Principal or Business Manager Grievance Procedure.**

- A. The Principal or Business Manager shall request a meeting with Board of Trustees Chairperson to discuss the grievance within ten (10) workdays. The Board Chairperson shall give his/her response to the employee in writing within ten (10) workdays of this meeting. If the grievance is denied, the response shall include the reason for the denial.
- B. The grievance shall be considered settled unless the employee appeals the grievance following the procedure set forth (c) (3) of this section.

VI. **Benefit Reinstatement.** In the event an employee suspension or termination grievance is sustained, the employee will receive back pay and benefits will be reinstated.



<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Enrollment	5000

A student is considered enrolled in the Academy as of the third Friday in September. Accurate recording of enrollment is required for both state and diocesan reports. No student will be denied enrollment based on race or national origin. Preference in enrollment is to be given to students who are Catholic.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Exchange Students	5010

Exchange students may enroll in the academy. They will be expected to participate in the regular program of studies and be subject to the rules and regulations of the academy. Parents, guardians or sponsors are responsible for the payment of tuition and fees. Exception to this policy requires the approval of the Board of Trustees.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Student Activities	5020

Saint Thomas Aquinas Academy encourages students to become involved in school leadership and service to our community.

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

#### **LEADERSHIP**

- A. Promotes school activities.
- B. Holds school offices and positions of responsibility.
- C. Promotes cooperation between faculty and students.
- D. Upholds the rules and standards of the school.
- E. Shows qualities of initiative (delegates responsibility).
- F. Is able to get others to work with him/her with a positive attitude.
- G. Influences positivity.
- H. Complies with school regulations, such as dress code, locker rules, etc.
- I. Shows reverence for religious activities.
- J. Is able to influence others to become leaders.

#### **SERVICES**

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

## SAINT THOMAS AQUINAS ACADEMY ORGANIZATIONS

- A. **Environmental Club:** This is primarily a service organization involved in yard and community clean up and recycling. Pizza parties, fundraisers, and possible trips are also part of the agenda.
- B. **Yearbook (La Plume):** The yearbook staff is involved in all aspects of getting the yearbook ready for publication. This includes photography, advertising, layout, and design.
- C. **Foreign Language Club:** This group focuses on providing members with experiences from other cultures and includes World Language Week activities, which includes viewing fine arts display, visiting ethnic restaurants, and attending cultural shows of various nationalities. A discounted self-pay trip to Europe is planned every two/three years.
- D. **Windsor Players:** Saint Thomas Aquinas Academy drama organization presents production to help students discover the joys of theater by participating in onstage and backstage activities. Drama appreciation is also learned by attending other theater productions. Production is determined by student interest.
- E. **Our Lady of Lourdes Honor Society:** This is a select group of students who have a 3.2 G.P.A., experienced a personal interview with faculty members, and who then have been invited to become a member of the society. The group performs service activities for the school and the community. (grades 10-12)
- F. **Hi-Q:** This is a yearlong academic challenge open to students who are willing to study and compete against teams from other area schools. Students must have a 2.0 G.P.A. and can apply in the spring.
- G. **Student Ambassador:** These students are selected by the teachers to represent their school and to promote the school at all activities. Their major goal is to assist with the recruitment of students by providing engaging activities for student visitors and holding a Step-Up Day.
- H. **Liturgical Committee:** This group of students from all class levels participates in active ministry through the planning and leading of all school liturgies and prayer services.
- I. **Student Council:** This is the governing body of the students. The members are elected by their peers to represent the student body by presenting suggestions, voting on activities, such as 50/50 raffles, Blood Drive, organizing Homecoming and Winterfest, and responding to needs of the school.
- J. **St. Vincent DePaul:** Students are invited to participate in this charitable service organization that focuses on developing stewardship in the community while enhancing spiritual development. Students in 6<sup>th</sup> through 12<sup>th</sup> grade are encouraged to meet regularly during lunch for prayer and service. This often includes working with the St. Vincent DePaul Store in town. Students who become members of the St. Vincent DePaul Society will meet the obligations of the Community Service Bill that was recently signed into law by President Obama. (On April 21, President Obama signed into law (P.L. 111-13) the "**Edward M. Kennedy Serve America Act**," legislation that reauthorizes and expands national volunteer service programs.)
- K. **YAC (Youth Advisory Committee):** The Youth Advisory Committee of the M&M Area Community Foundation is made up of local high school students between the ages of 14-21. These area youths raise monies for granting programs and develop their leadership skills. They have the opportunity to attend various workshops and apply their skills. Since the Youth Advisory Committee began awarding grants in 1997, they have given over \$176,000 to 93 different organizations within Marinette and Menominee Counties. For more information about the Youth Advisory Committee or to join, please contact the Foundation office at 906-864-3599.
- L. **Ski Club:** Provides students with supervised winter outdoor activity once or twice per year. Fundraising is done to help offset the cost of the event.
- M. **Spirit Club:** Provides recognition to students and staff to help promote the spirit of the

Academy by recognizing both academics and athletics.

- N. **Vitae Society:** Is dedicated to promoting the dignity and sacredness of human life through weekly prayer in the chapel, charitable fundraising, and public action. The society is open to students who wish to do more for their school and broader community.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Attendance	5030

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

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Absence	5040

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

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

### Remote Learning Option

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

### Excused/Unexcused Absences

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

There are two (2) types of absences:

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

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

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

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

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Early Dismissal/Tardiness	5050

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

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

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

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

- A. If the student misses 2-4 periods, it is considered a half day of absence. If a student misses 5 periods/5 hours or more, it is considered a whole day.
- B. A student who is absent for illness or other reason (excluding funerals and school sponsored events) may not participate in extra-curricular activities. Student athletes must be in school the *entire* day in order to practice or play on that day. A student is considered to be in school all day if he/she is in attendance by 7:45 a.m. Exceptions are made for medical appointments, funerals, and prearranged situations. Athletes are expected to be in attendance at school by 7:45 a.m. on days following contests. This is in effect even if the student returns late from a

contest out of town.

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

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

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

Three tardies = 1 detention

Six tardies = 2 detentions

Nine tardies = 3 detentions

Twelve tardies = 1 day suspension

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

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

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Truancy	5060

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

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Code of Conduct	5070 (Reference Dioc. #5141)

The goals of Saint Thomas Aquinas Academy Disciplinary Code are many:

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

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

- A. Appropriate verbal reprimand.
- B. Conference with teacher (with or without parent/guardian)
- C. Temporary removal from classroom or other school facilities
- D. Detention
- E. In-school suspension
- F. Out-of-school suspension
- G. Behavioral contract
- H. Expulsion

#### **Definition**

- A. *Detention*: Detentions are designed to provide a period of reflection concerning misbehavior. Detentions can be a recess, ½ or 1 hour long, and must be served within three (3) school days of their assignment. Failure to serve an assigned detention within three (3) school days will result in a doubling of the detention time. Failure to serve a doubled detention may result in an in or out of school suspension. Any student who receives more than three (3) detentions per semester may be declared ineligible for extra-curricular activities, club, and school related events. The administration, in consultation with the appropriate advisor or coach, will determine the extent of the extra-curricular ineligibility. (Students must have served all assigned detention time prior to the release of transcript and other records.) (For students returning to, Saint Thomas Aquinas Academy all un-served detention times must be made up over the summer.)
- B. *In-school suspension*: In-school suspension is a period of time, generally one (1) to three (3) days, of in-school isolation of a student from the entire student body. Though students serving an in-school suspension may receive credit for course work completed, they may not participate in any extra-curricular activities which includes practice (i.e. sports, drama, clubs, etc.)
- C. *Out-of-school suspension*: Out-of-school suspension is a period of time during which a student is denied the privilege of attending Saint Thomas Aquinas Academy. Out-of-school suspension will be used in cases of serious or multiple infractions of school policies. A parental conference with the Principal is required before a student is readmitted to school. Students serving an out-of-school suspension shall keep up with their studies and credit for completed work shall be determined by the Principal in consultation with the teachers. Students serving an out-of-school suspension may not participate in any extra-curricular activities which includes practice (i.e. sports, drama, clubs, etc.)

#### **STUDENT RESPONSIBILITIES**

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

- A. Students are expected to respect and cooperate with all faculty and staff at all school functions on or off campus and in all parts of the building and to identify themselves when asked to do so.
- B. Students are expected at all times to maintain an orderly atmosphere that is indispensable in a school building; i.e. shouting, running, horseplay, whistling, banging lockers, disturbing class in session is not appropriate.
- C. A public display of romantic affection is inappropriate conduct. Sexually explicit conduct of any kind is not allowed and will be subject to serious disciplinary actions.
- D. PDAs, lasers, cell phones (see cell phones below), game boys, iPods, and any other electrical devices are not permitted. See electrical devices below.
- E. Defacement or abuse of school property will be paid for by the student responsible. The school is legally responsible for students and must know their whereabouts. Seniors and Juniors are expected to follow the directives of the Open Campus Policy.
- F. Students may not be in the instructional hallways except during class exchange or with a student pass.
- G. Students should be aware that they represent the school and one another at games and other extracurricular activities and thus should conduct themselves with honor and self-control.
- H. State law requires that each school have periodic fire and severe weather drills. When the alarm sounds, students should move quickly to the assigned exit and remain out of the building and assemble with their teacher until the return signal is sounded. Silence must be maintained when leaving the building.
- I. Gum chewing is not allowed during any part of school. Food and soft drinks of any kind are not allowed in the academic wing of the school. Water is permitted, but at the discretion of each classroom teacher who has the final word on this.
- J. Once a student arrives on campus before or during school hours he/she may not leave without parental permission.

*Date*

**August 2013  
(Revised July 2019)**

*Subject*

**Drug and Alcohol Policy**

*Policy Number*

**5080  
(Ref. Diocesan # 5150)**

**Philosophy**

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

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

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

### Drug, Tobacco and Alcohol Use

The possession, use, or transfer of alcohol, a controlled substance, or look alike on school property or at a Saint Thomas Aquinas Academy function is prohibited. This also includes the use of prior to school or any other Saint Thomas Aquinas Academy sponsored activity. The Principal in addition to the consequences below may also notify the local authorities.

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

**2<sup>nd</sup> Offense:** The student will be suspended for three (3) days.

**3<sup>rd</sup> Offense:** The student will be expelled.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Weapons Policy	5090

Saint Thomas Aquinas Academy is committed to upholding all local, state, and federal laws concerning the use, concealment and possession of weapons and potentially dangerous devices, as such weapons and devices are defined by Wisconsin Statutes, as mandated, including but not limited to Chapter 941. The use, concealment or possession of weapons and/or dangerous devices or look a like weapons on Saint Thomas Aquinas Academy grounds and/or buildings, or at Saint Thomas Aquinas Academy sponsored functions held on public or private property, is strictly prohibited to students, employees, and the general public. Exceptions would be made for law enforcement personnel who possess a weapon in the line of duty and when approval is given by the administration beforehand for a weapon to be used for a legitimate educational purpose. If anyone is found in possession of a weapon, the following steps will be taken:

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

Also see Policy Number 2120 of this policy manual.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Textbook Policy	5100

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

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



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

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013 (Revised July 2019)	Acceptable Use of Technology	5110 (Ref. Diocesan # 5025)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to maintain harmony within the community and ensure technology use by students is consistent with the values of the faith community.

#### **II. PURPOSE**

It is the purpose of this policy to ensure acceptable practices by students in regards to computers, telecommunications or use of any technology.

#### **III. RESPONSIBILITY**

It is the responsibility of the Principal to have a policy on the Acceptable Use for Computers and Telecommunications signed annually at registration by parents/legal guardians. It is the responsibility of the Principal to investigate and take appropriate action regarding all violations.

#### **IV. PROCEDURE**

- A. Inappropriate or unacceptable use of resources include, but are not limited to, violations of the law; failing to follow the rules of network etiquette; or hampering the integrity or security of any network connected to the internet.
- B. Access to the school's/catechetical program's email and similar electronic communications systems is a privilege and certain responsibilities accompany that privilege. Users are expected to demonstrate the same level of ethical and professional manners as is required in face-to-face or written communication.
- C. This agreement applies to stand-alone units as well as units connected to the network or the internet.
- D. Any attempt to violate the provisions of this agreement will result in the suspension/revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, disciplinary action, and/or appropriate legal action may be taken. The decision of the Principal is final.
- E. The administration reserves the right to seek restitution for damage necessitating repair or replacement of software, equipment, networks, and systems.
- F. Parent/legal guardians must sign a user agreement form annually at registration. Students must sign a user agreement form at the beginning of each school year.
- G. The Principal is required to include the minimum components of the diocesan guidelines in formulating their Acceptable Use of Computers and Telecommunications policy.
- H. This policy does not supersede any policies contained in the faculty handbook. Employees have their own policy in place for the use of computers and technology.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

#### **Cell Phone Use**

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

**1<sup>st</sup> Violation:** Phone being confiscated and turned into the main office – students can pick up the phone after school.

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

**3<sup>rd</sup> Violation:** Phone being confiscated and turned into the office – parents will be contacted and they will need to pick up the phone from the office.

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

Date  
July 2016

Subject  
Student Harassment

Policy Number  
5120  
(Ref. Diocesan # 5160)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that the educational environment reflects Catholic values in attitudes and actions at all times, and that all students are to be treated with dignity, respect and courtesy.

#### **II. PURPOSE**

It is the purpose of this policy to insure that the educational environment is safe from physical or emotional conduct that bullies, threatens, demeans, harasses, insults or annoys the students.

It is also the purpose of this policy to prohibit the use of technology, on or off-site, to bully, threaten, demean, harass, insult or annoy the students.

#### **III. RESPONSIBILITY**

It is the responsibility of the Principal to insure that a bullying/harassment policy is enforced, including sexual harassment. It is the responsibility of all faculty, staff, volunteers and students to report incidents of bullying and/or harassment to the Principal and for administration to implement appropriate consequences. It is the responsibility of all faculty, staff, volunteers and students to enforce this policy at all times.

#### **IV. PROCEDURE**

- A. The policy shall include education of faculty, staff and volunteers related to bullying/harassment activities, and other similar inappropriate conduct. Bullying or harassment are defined as unwelcome verbal or physical contact that involves some sort of force, whether overt or subtle. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Any behavior toward a student which constitutes inappropriate conduct, unwelcome sexual advances or request for sexual favors is considered bullying or harassment. This includes, but is not limited to, the display of derogatory posters, cartoons, drawings; uninvited letters; telephone calls; looks, gestures, touches; teasing, jokes, remarks or questions of a sexual nature; or other verbal or physical conduct or electronic communications of a sexual nature will be considered to be sexual harassment.
- B. Information shall be disseminated to faculty, staff and volunteers as part of the orientation and ongoing education efforts related to school policies to create and maintain a positive educational environment.
- C. Educational programs should instruct students on safe environment. Programs should include peer mediation, appropriate boundaries, communication and appropriate relationships.
- D. The policy shall require a reporting responsibility to the Principal. This policy shall require all faculty, staff and volunteers to take specific action when bullying/harassment activity is observed or reported to them.
- E. Possible actions can include admonishing, counseling and/or disciplining the student; conferencing with the parent/s and other appropriate action depending upon the severity of the conduct.
- F. Educational programs should implement appropriate safeguards to ensure that technology is not used on or off-site to bully or haze others.

It is a policy of Saint Thomas Aquinas Academy to maintain a learning and working environment that is free from harassment. Harassment is any discriminatory act or omission taken against a student, faculty or staff person because of sex, race, color, age, national origin, religion, political affiliation, arrest or conviction record, sexual orientation, handicaps/disability or pregnancy. Conduct may be

considered harassment when it is unwanted, deliberate, or repeated. Any student, faculty, or staff who is harassed should immediately report the incident to the Principal. Any incident of Internet harassment should be reported to the Principal.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as any unwelcome sexual advance, sexual attention, physical contact of a sexual nature, or verbal expression of a sexual nature. Physical or verbal contact of a sexual nature includes, but not limited to, the "The deliberate repeated making of gestures or comments, or the deliberate repeated display of offensive, sexually graphic material." Any student, faculty, or staff who believes that they are being harassed or sees someone else being harassed should immediately report the incident to the Principal.

### **BULLYING**

Saint Thomas Aquinas Academy stresses the safety of faculty, staff, students, faculty and staff. It is especially important that we stress the safety of our students. At no time should a student feel that they are a target of unfair/unjust or demeaning treatment. Such actions are often labeled as bullying. This can be verbal, physical, or mental harassment. The classroom teacher is the first to deal with each situation. Instances of bullying will be handled on an individual basis. If the bullying is determined by the Principal to be severe enough, immediate suspension or expulsion could take place.

#### **Possible Consequences**

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

1. Up to an hour detention.
2. Supervised lunch for up to two (2) days.
3. Issuance of a behavioral contract.

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

1. Up to two (2) one (1) hour detentions before or after school
2. Supervised lunch period for up to one (1) week.
3. Loss of open campus for junior/senior
4. Issuance of a behavioral contract.

**3<sup>rd</sup> Offense-** The teacher who observes the bullying incident will report and refer the student to the Principal. The Principal will meet the student to discuss the issue. The Principal will notify the parents and request a conference with the teacher, student, and parent. At this point the Principal could be called into meet with all parties involved. The result of this conference could result in the following consequences.

4. Up to five (5) hours of detention.
5. In-school suspension for two (2) days.
6. Out-of-school suspension for one (1) day.
7. Issuance of a behavioral contract.

Date  
July 2016

Subject  
Suspension

Policy Number  
5130  
(Ref. Diocesan # 5141)

Suspension is a short term dismissal of a student from the school:

- A. in response to an action of a very serious nature or
- B. after other remedial measures have been employed without success. A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct.

The following directives shall be observed:

- A. Only the Principal has the authority to suspend a student.
- B. A student shall not be suspended for more than five school days.
- C. The student and parents/guardians shall be informed of the reasons and decision for the suspension before the student is removed from the school.
- D. A conference shall be held with the parents/guardians of the student.
- E. A written record including date of the suspension, reasons, and notes relating to the conference with the parents/guardians shall be kept in a file separate and apart from the student's permanent record. A copy shall be provided to the parents/guardians.
- F. As a remedial measure, the students should be provided with some type of assignments to be done during the days of suspension. Credit for such work, if any, is determined by the Principal in consultation with the teachers.
- G. Issuance of a behavioral contract.

See policy # 5160 for Disciplinary Code Appeal Process.

Date  
July 2016

Subject  
Cheating/Plagiarism

Policy Number  
5140

**Cheating is a serious offense and the following constitute cheating:**

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

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

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

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

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

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

#### **Cheating Consequences**

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

Date  
July 2016

Subject  
Expulsion

Policy Number  
5150  
(Ref. Diocesan # 5090)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to have a policy and procedure for situations when it is necessary to expel a student from school or a religious education program.

## II. PURPOSE

It is the purpose of this policy to ensure adequate safe guards when a student's behavior seriously disrupts the educational program, fails to comprehend the curriculum and meet the academic standards necessary to advance to the next grade and/or has the potential to cause physical or psychological harm to other students, staff members or themselves.

## III. RESPONSIBILITY

It is the responsibility of the Principal to enforce this policy.

## IV. PROCEDURE

- A. The Principal will notify the Diocesan Office of Education in all instances where expulsion is contemplated.
- B. In the case of a parish-based school the pastor/parish director needs to be consulted prior to expulsion.
- C. Before expulsion the student shall be suspended from school while the Principal investigates and makes a written record of the events and circumstances that give rise to the expulsion.
- D. The student and the student's parents shall be advised in writing concerning the basis for the expulsion.
- E. Prior to making a final decision concerning expulsion, the Principal shall meet with the parents and the student or, in the alternative, offer the student and parent an opportunity to provide a written response.
- F. The school shall establish a review procedure that involves the pastor/parish director or in the case of systems, the system president.
- G. Prior to giving a decision on the expulsion, the Principal may give the student an opportunity to withdraw, with the written agreement that they will not reapply to the school, or school system, until it can be demonstrated by the student that the cause of the expulsion has been adequately addressed and will not be repeated.

The long term dismissal of a student from school is an extreme measure to be taken only as a last resort;

- A. after all other efforts of motivation and counseling have failed or
- B. where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons.

The following procedures shall be observed:

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the parents/guardians. In the case of serious circumstances as described in "B" above, the student shall be immediately suspended until the process described in the following steps can be completed.
- B. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.
- C. A conference shall be held with parents, student, Principal, and teacher(s) at which time the grounds for dismissal will be presented and discussed.
- D. Expulsion should be determined by the Principal; the decision may be appealed to the Board of Trustees by the parent/guardian and/or student being expelled. Such appeal shall be in writing and submitted to the High School Office, attention Board of Trustees Chairperson, within 7 calendar days of the date of the written expulsion notice. The appellant shall present written

and/or verbal testimony to the Board of Trustees. The Board shall consider all evidence presented and determine if the Principal's decision shall be reaffirmed or reversed. The Board of Trustees shall notify the appellant of their decision in writing within 7 calendar days of considering the appeal.

- E. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents/guardians.
- F. The Principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.
- G. The student's personal record shall indicate that the reason for transfer was expulsion.
- H. Expulsion must be reported to the local public school district.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
July 2016	Disciplinary Code Appeal Process	5160

If a student is accused of violating a school rule, the student shall be provided due process. In a serious violation, the student and his/her parents or guardian will be contacted by the Principal, and informed of the nature of the violation and the consequences. If the consequences are judged to be unreasonable or unfair by the student and his/her parents/guardians, the decision may be appealed to an impartial panel, henceforth referred to as the Student Code Appeals Council. If the consequences of a student's actions constitute grounds for an expulsion any appeal shall be made to the Board of Trustees.

The following appeal process will be used:

- A. The student or parent/guardian may appeal the consequences to the Student Code Appeals Council through the Principal. The appeal must be requested within 48 hours of being informed of the consequences for the violation. If the student is involved in athletics or co-curricular activities, the appeal must be requested before the very next event (i.e. game, competition, and/or performance) if a suspension from that activity is a consequence.
  - 1. The student and his/her parent/guardian can be assured that the Student Code Appeals Council will meet in a timely fashion. There will be no consequences until the appeal process has been completed.
  - 2. The student has the right to present his/her own case with his/her parents/guardians and up to two witnesses to speak to the facts of the case.
- B. The Student Code Appeals Council shall be established and shall consist of five members making up an impartial panel to recommend what action should be taken in regard to the appeal. The five members shall consist of two faculty/staff members elected by the faculty and staff, two faculty/staff members chosen by the student making the appeal, and one member of the Board of Trustees. The presence of the Principal is required at this meeting but he/she would not be eligible to vote. Invite any coach and/or moderator of any athletic/co-curricular activity in which the student is involved. Attendance is optional.
- C. The Student Code of Appeals Council shall follow this procedure: Listen to the student and his/her witnesses. Ask questions of the student and his/her witnesses. Adjourn to discuss the case in closed session (voting members only) and arrive at a decision. Inform the Principal of its decision. The Principal shall inform the student and his/her parents/guardians of the final decision.



Date  
August 2020

Subject  
Dress Code

Policy Number  
5170

Shirts:

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

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

**Elementary School Color:** Solid white or navy

Sweater:

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

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

**Elementary School Color:** Solid white or navy

Sweatshirts:

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

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

**Elementary School Color:** Solid white or navy

Pants:

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

**Color:** Navy or khaki

Jumpers:

Elementary School Only

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

**Color:** Navy blue or khaki, not plaid

Shorts/Skorts:

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

**Color:** Navy blue or khaki

Shorts are not to be worn on Mass days.

Shoes:

Shoes with toes and heels covered.

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

Heels should be no more than two inches in height.

**Athletic Game Day:**

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

**Mass Day:**

All students will wear white polo shirts with uniform pants. No hooded sweatshirts, Capri pants, or shorts.

**School Pride Day:**

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

**Non-Uniform Days:**

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

**Masks:**

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

**Special**

**Considerations:**

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

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

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

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

Date  
July 2016

Subject  
Religion Classes/Activities

Policy Number  
5180  
(Ref. Diocesan # 6005, 6015)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that every student enrolled shall be required to participate in the formal religion classes and related religious activities with exception to school choice students who have provided the school with a written request from the parent/guardian for their child to be excused from religion classes and/or related religious activities.

#### **II. PURPOSE**

It is the purpose of this policy to ensure that Catholic schools are first and foremost institutions of catechesis. Religious instruction and activities are the foundation of this catechesis, and therefore are critical to the educational program of the Catholic schools.

#### **III. RESPONSIBILITY**

It is the responsibility of the school Principal to implement, oversee and evaluate religious programs and activities to ensure proper teaching of the Catholic faith.

It is the responsibility of teachers to ensure student participation and proper Catholic instruction in school religion classes and activities.

It is the responsibility of the parents to support the Catholic instruction and activities of a school.

#### **IV. PROCEDURE**

- A. Schools will have mission, vision and values statements that incorporate their individuality as a school.
- B. All programs presented within the school will be consistent with Catholic teachings.
- C. Parents understand that by being a part of the school community, their student will be taught the principles set forth in its foundational documents, including participation in Catholic religion classes and activities.
- D. Parent/guardian of school choice student(s) may excuse their child or children from religious classes or related religious activities on an annual basis by providing the Principal with a written notification of their intent excuse their child/children prior to the first day of the school year. Upon receiving this written notification the Principal shall arrange for an alternate educational experience in place of the religion classes or activities.

#### **RETREAT PROGRAM**

Development of the total Christian person is an important aspect of a student's life at Saint Thomas Aquinas Academy. A four-year required program is administered by Saint Thomas Aquinas Academy. Each student will participate in a retreat session each year of high school. This includes but is not limited to Eucharistic Days of Adoration.

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Sacraments	<u><i>Policy Number</i></u> 5190
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The sacraments are celebrated in the parish where membership is maintained. Preparation for reception of the sacraments shall occur within the religion classes of the Academy. The Faculty, parents/guardians and students shall fully cooperate and coordinate with the religious education programs provided by the local parishes.

<u><i>Date</i></u> July 2016 (Revised July 2019)	<u><i>Subject</i></u> Christian/Community Service High School	<u><i>Policy Number</i></u> 5200
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Christian/Community Service is promoted to all students and their families. Christian/Community service is a graduation requirement for all Saint Thomas Aquinas Academy students. Students are required to serve ten (10) hours of service each semester that they are enrolled, totaling eighty (80) hours over four (4) years. Students cannot transfer additional hours to the next semester. Summer hours apply to the first semester. Of the eighty (80) hours, students are encouraged to vary their hours of service between parish, community organizations, and the Academy. This service requirement shall be prorated accordingly for all graduates based on the number of high school years attended at Saint Thomas Aquinas Academy.

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

Date  
August 2013

Subject  
Pregnancy, Abortion and Marriage

Policy Number  
5210  
(Ref. Diocesan # 5050)

#### **I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to establish a policy for students with respect to pregnancy, abortion and marriage in a manner consistent with Catholic values.

#### **II. PURPOSE**

It is the purpose of this policy to ensure that students in these situations are treated appropriately.

#### **III. RESPONSIBILITY**

It is the responsibility of the Principal in consultation with the Green Bay Diocese Catholic School Director to determine the appropriate plan of action in these instances.

#### **IV. PROCEDURE**

- A. The role of the education program is one of forgiveness and understanding.
- B. Students who are pregnant or who are in a marriage sanctioned by the church shall continue to participate fully in the complete educational program without consequences.
- C. In the case of students in a marriage not sanctioned by the Church or an abortion, those students may be expelled at the discretion of the Principal.

Each Principal, in Christian charity, is to deal with pre-marital pregnancy of a student in keeping with the school's/program's philosophy/mission statement and applicable laws or regulations. Efforts will be made to keep the student in the current school/catechetical setting. In the case of a student entering into an unsanctioned marriage, the school Principal after consultation with the Pastor and/or Parish Director and the Diocese Catholic School Director must make the final decision regarding continued enrollment based on the welfare of the school community and the best interests of the student. In this regard, the student and the parent/s are to be consulted. The decision of the Principal may be appealed to the Board of Trustees, whose decision is final. If the Principal becomes aware that a student has procured an abortion, the same steps outlined for married students should be followed.

Date  
August 2013

Subject  
Student Records

Policy Number  
5220  
(Ref. Diocesan # 5020)

#### **I. POLICY**

It is the policy of the Diocese of Green Bay that Saint Thomas Aquinas Academy shall collect, maintain and disseminate student health care and academic records.

#### **II. PURPOSE**

It is the purpose of this policy to maintain appropriate records and preserve the integrity and privacy of the student information.

#### **III. RESPONSIBILITY**

It is the responsibility of the Principal to maintain records consistent with diocesan policy. The diocesan resource "Records Retention for Parishes" is a reference guideline for maintaining and retaining records. The Principal has sole discretion to determine who has access to the information.

#### **IV. PROCEDURE**

- A. For the purpose of this policy student records and files refer to paper and electronically stored information.
- B. All student permanent records shall be kept in perpetuity by the school or by the parish if the school closes. If a parish closes, records will be kept at the diocese or its designee.
- C. All student records shall be kept by the school that the student is currently enrolled in. Student records should be kept in a central office that is locked. Electronic information needs to be password protected. Access should be limited to the Principal and his/her designee.

- D. Two separate files shall be maintained:
  - 1. One file shall contain the student's registration forms, progress reports and or report cards, attendance records, kindergarten screening and standardized test results and other information except healthcare or medical records.
  - 2. A separate file shall be maintained for health care or medical records.
- E. Upon written request by the parents/legal guardians or school, official transcripts may be released to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student.
- F. All other requests for release of student records may be granted only with the written authorization of the parents/legal guardians or the student if 18 years of age or older.
- G. Schools/religious education programs may withhold student records, consistent with existing law, in the case of minors because of a financial obligation to the program or other lawful reasons.
- H. Parents and legal guardians wishing to access files must give a 24 hour notice by way of written request and set up a time to review the file with the principal or his/her designee present.
- I. In the absence of a court order, the school will provide the non-custodial parent with access to the student records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- J. Upon graduation or transfer, copies may be sent of current grade progress report or current grade information. Schools may request additional information. Court documents including custody papers cannot be sent without parent permission. Medical and health information shall not be transferred or released.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Valedictorian and Salutatorian	5230

**Criteria for Valedictorian and Salutatorian:**

The valedictorian at Saint Thomas Aquinas Academy High School shall be that student who achieves the highest G.P.A. at the end of the seventh semester. The salutatorian shall be the student who achieves the second highest G.P.A. The G.P.A. is defined as the total number of points earned divided by the total number of attempted credits. Grades for all High School course curriculum taken shall be included in the calculation of the G.P.A. except for a course that is repeated. In this case, the original grade is used. That is, a student may retake a class to improve his/her grade, however the new grade will not be used to figure the G.P.A. that will be used to determine the valedictorian or salutatorian. (See policy on retaking a class.)

**Residency**

A student must attend Saint Thomas Aquinas Academy High School his/her entire sophomore, junior and senior year (except for studying abroad as approved by Saint Thomas Aquinas Academy Administration) to be eligible to be Saint Thomas Aquinas Academy valedictorian or salutatorian. This is to help avoid students from transferring schools to be the valedictorian or salutatorian. It is also a way to guarantee the quality of a G.P.A. of the valedictorian or salutatorian.

**Co-Valedictorians/Co-Salutatorians:**

All students who have the highest G.P.A.'s (when carried out to three decimal places) at the end of the first semester of their senior year will be considered co-valedictorians. All students who have the highest G.P.A.'s (when carried out to three decimal places) at the end of the first semester of their senior year will be considered co-salutatorians.

Extenuating Circumstances:

The only circumstances under which a student may be eliminated as a valedictorian are for a serious decline in grades for the eighth semester (below a 3.0) or a serious breach of conduct. The Principal shall decide such cases.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Wisconsin Academic Excellence Scholarships	5240

This policy determines the students who will receive the Wisconsin Academic Excellence Scholarships. This policy is based on Wisconsin Administrative Code (Chapter HEA 9). The number of scholarships is determined by the State of Wisconsin and based on enrollment. The scholarships will be awarded to the top senior students(s) with the highest grade point average (G.P.A.) in the graduating class. The G.P.A. is defined as the total number of points earned divided by the total number of credits attempted. This policy assumes that the G.P.A.'s will be calculated and rounded to three decimal places.

Requirements and Information Regarding Eligibility:

- A. A student who is otherwise eligible to receive a monetary award under the scholarship program shall receive an award only if both of the following apply:
  1. The scholar is a resident of the United States who is either a citizen or an alien lawfully admitted for permanent residence by the federal immigration and naturalization service
  2. The scholar is a Wisconsin resident according to the residency standards established by the State of Wisconsin. In addition, a student must have attended Saint Thomas Aquinas Academy for at least three semesters prior to the date the scholarship is determined. The scholarship is determined at the end of the first semester of the senior year. A senior is defined as a student who has successfully completed six semesters of class work.
- B. The academic excellence scholar(s) shall be selected based on the scholar's G.P.A. as it is normally determined by Saint Thomas Aquinas Academy and as shown on the official transcript as of the last day of the last semester that ended just prior to the February 15 state deadline. According to the state of Wisconsin, no scholarships shall be re-allocated after the February 15 deadline. The school's nominees and alternates are final.
- C. The grading scale used by the Academy to determine G.P.A.'s is described in Saint Thomas Aquinas Academy Policy #6080. Saint Thomas Aquinas Academy uses a four point grading scale except for some select weighted courses. Grades of "E" and "EA" are used for courses that would qualify for college credits and would be accepted at the U.W. Madison. "E" is equivalent to a 5.0 and "EA" is equivalent to a 4.5. See Saint Thomas Aquinas Academy Policy #6070 on taking non-Saint Thomas Aquinas Academy courses.
- D. All grades are included in the G.P.A. None of Saint Thomas Aquinas Academy's courses are graded on a pass/fail basis. Pass/Fail credits transferred to Saint Thomas Aquinas Academy will not be counted in the G.P.A.
- E. Grades earned in a foreign country, an alternative school, or an accredited home school program are figured into a student's G.P.A. as long as the syllabi for the courses are clearly comparable to a corresponding Saint Thomas Aquinas Academy course. These judgments will be made by Saint Thomas Aquinas Academy administration.
- F. If there is a tie for this scholarship when the G.P.A.'s are carried out to three decimal places, the following tiebreakers will be used. These tiebreakers are used to determine the Academic Excellence Scholarship only.

1. If one student is staying in state to go to college and the other student will be going out of state to college, the student staying in state will be awarded the scholarship. If both students elect to stay in state as determined by written affidavit, the second tiebreaker will be used.
2. The second tiebreaker is the number of courses the students have taken for college credit on a five-point scale. These courses are: Honors English 4, Honors Calculus, and Honors Economics, in addition to any other college level class deserving a five point scale as determined by Saint Thomas Aquinas Academy Administration. The student with the greater number of these courses shall be awarded The Academic Excellence Scholarship. Only courses or graded portions of courses completed by the end of the seventh semester will be counted.
3. The third tiebreaker will be to determine the quality of the program that each student has taken. The intent will be to give more weight to "academic classes" as defined by U.W. Madison plus religion classes taken at Saint Thomas Aquinas Academy. The academic credits taken beyond the required classes at Saint Thomas Aquinas Academy shall be counted. The student who has the highest number of academic credits beyond the requirements shall receive the scholarship.
4. The fourth tie-breaker will be to award the scholarship to the student who has the highest cumulative ACT score.
5. The fifth tiebreaker will be to award the scholarship by casting lots. (See Saint Thomas Aquinas Academy Policy #5220 on determining the valedictorian and salutatorian for related information,)

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Library Use	<u><i>Policy Number</i></u> 5250
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The libraries offer an appropriate setting for quiet study, research, and reading. Students are welcome to use the library before, during, and after school. Libraries are closed during the hours when there is no supervision. A student can use the computers in the library with permission of the librarian or supervisor. During the school day a student must get a pass from a classroom teacher or the librarian on duty prior to visiting the library. If a student has a study hall in the library, library rules and all school rules will be enforced. All books can be checked out for three (3) to four (4) weeks. Fines of \$.25 per day are charged on overdue books. Lost or damaged books must be paid for by the student.

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Dances	<u><i>Policy Number</i></u> 5260
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The guidelines set forth are a reflection on our mission statement and core values and beliefs which has a goal of recognizing the dignity of all people. Students' behavior and attire at dances should reflect the values and beliefs taught at Saint Thomas Aquinas Academy. Dances are an opportunity to socialize in an environment which is supervised and safe.

#### GENERAL REGULATIONS

- A. All students and guests must check-in at the dance.
- B. Students must enter by a specific time and if a student leaves 30 minutes before the end of the dance their parents/guardians must be contacted by the advisor.
- C. Once a student leaves, they are not permitted to loiter on school grounds.



- D. Whether on campus or off-campus, all school policies are in effect at dances.
- E. Principal in consultation with the dance faculty staff chairperson shall determine the appropriate age or grade for those permitted to attend the dance.

### **CHAPERONES**

Saint Thomas Aquinas Academy faculty, staff, and parents will serve as chaperones for dances. Parents are asked to be at the dance 15 minutes before the start of the dance or the start of their shift. At least 5 chaperones will be on duty at all times. All chaperones must be Virtus trained. Chaperones will monitor entrances, exits, bathrooms, and commons area.

### **GUESTS**

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

Parents are welcomed to visit all dances. In most situations parents are asked to leave 30 minutes after the start of the dance but if need be are welcome to visit at other times.

### **ATTIRE**

Student clothing should reflect and be consistent with the core values and beliefs of Saint Thomas Aquinas Academy. Students are expected to observe modesty and good taste. No matter the style, low-cut dresses showing cleavage are not permitted. Dresses/skirts may not be shorter than 3" above the knee cap (including the slit) and clothing is worn to proper waist level. Open back dresses are permitted but the open part of the dress shall not extend to the sides or front of the dress and the open part of the dress shall terminate above the waist line. Any interpretation and judgment in these matters lies with the school personnel supervising the dance.

### **MUSIC**

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

### **DANCE STYLES**

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

### **JUNIOR/SENIOR PROM**

The Junior/Senior Prom will be held during the first part of May. The decorating and supervision of the gymnasium, dinner, dance, and clean up will be the responsibility of selected advisors. The faculty chairperson will be appointed by the Principal. The student chairperson under the leadership of the faculty chairperson will be the senior class president or his/her designee. The location of the prom will be determined by the administration and the faculty prom advisor. Every effort will be made to

establish a closed prom situation eliminating the problem of student misconduct. The prom is paid for by the couples attending prom and this fact must be considered when planning the prom. School sponsored prom activities will end at midnight; at that time the parents will be responsible for the conduct and safety of their sons/daughters.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Open Campus	5270

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

The following guidelines explain the policy:

- A. Open Campus will be confined to Junior and Seniors once parents sign an Open Campus form.
- B. Underclass students are not allowed to accompany Junior or Seniors during Open Campus.
- C. Once the parents sign the form granting Open Campus, Juniors and Seniors will automatically have this privilege unless individual parents indicate otherwise. Juniors and Seniors on disciplinary probation will not be permitted Open Campus for the period of their probation.
- D. The following regulations will apply to leaving and returning to school:
  1. Juniors and Seniors are to leave immediately at the beginning of lunch and, if they return early, they are to report directly to the gym area.
  2. No loitering or rowdiness in the halls.
  3. No loitering or rowdiness in the parking lot.
  4. No smoking, drinking or drug use is permitted.
  5. Juniors and Seniors must return on time to class.
  6. Juniors and Seniors accept CORPORATE RESPONSIBILITY for enforcement of these regulations and realize that any infractions of the above, or of the drug and alcohol regulations of the general school code will jeopardize the privilege of Open Campus for the individual and/or the entire Junior and Senior classes.
    - a. Junior and Senior Open Campus can be suspended by the Principal for either or both classes if there are repeated violations.

## **PARKING LOTS**

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

If you ride a bike to school, the school assumes no responsibility.

Date

August 2013

Subject

Locker Room Privacy and Safety

Policy Number

5280

(Ref. Diocesan # 5055)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to insure locker room privacy and safety.

**II. PURPOSE**

The purpose of this policy is to protect individuals using locker rooms.

**III. RESPONSIBILITY**

It is the responsibility of the Principal or designee to enforce the policy.

**IV. PROCEDURE**

- A. Locker rooms are provided for the use of physical education students, athletes, other groups and individuals authorized by the Principal or Principal's designee.
- B. No unauthorized person will be permitted to enter the locker room and to communicate with any individual.
- C. No cameras, video recorders, cell phones or any other electronic image or video recording devices may be used in the locker rooms at any time.
- D. Except in cases of emergency, non-team members including coaches shall not be in the locker room when students are changing or showering. Whenever adults are present, at least two adults must be present in the locker room at all times.
- E. When coaching students in the locker room, at least two adults must be present. A parent volunteer may accompany teams with only one coach.
- F. Students and staff violating this policy shall be subject to disciplinary action. Other persons violating this policy may be subject to penalties under state law.

Date

August 2013

Subject

Media Release

Policy Number

5290

(Ref. Diocesan # 5027)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that the Principal in cooperation with the Development Coordinator manage promotional materials and images regarding students that are used or released to the public.

**II. PURPOSE**

It is the purpose of this policy to promote the beneficial aspects of Catholic Education through the use of positive images.

**III. RESPONSIBILITY**

It is the responsibility of the Principal to manage privacy concerns and determine what is published.

**IV. PROCEDURE**

- A. A media release waiver will be signed annually at registration by parents/legal guardians.
- B. All promotional materials must be approved by the Principal.
- C. Media release could include, but is not limited to: TV, radio, internet, newspaper, internal presentations, and internal publications.

*Date*

November 2023

*Subject*

Locker Policy

*Policy Number*

5300

Saint Thomas Aquinas Academy maintains full ownership of school lockers within the school and in the locker room. The Principal or any School Official has the right to search lockers and its contents at any time without permission from the student or the parent.

<u><i>Date</i></u>	<u><i>Subject</i></u>	<u><i>Policy Number</i></u>
August 2013	Commitment to Excellence	6000 (Ref. Diocesan # 6010)

The curriculum within the Academy will provide a strong academic program, including religion that recognizes students' talents and needs, adheres to good educational practices and responds to sound research findings. Faculty is responsible for the quality of the teaching-learning process. The Principal must approve major curriculum revisions. Where the Diocese of Green Bay has articulated curriculum standards, those standards shall form the basis of Saint Thomas Aquinas Academy curriculum. The Academy will offer a curriculum that adheres to the guidelines of the Diocese of Green Bay, meets the standards defined by the North Central Association, Commission on Accreditation and School Improvement, and fulfills the definition of a private school as established in Wisconsin statutes.

<u><i>Date</i></u>	<u><i>Subject</i></u>	<u><i>Policy Number</i></u>
September 2016	Student Academic Placement Upon Transfer	6005

Saint Thomas Aquinas Academy Administration shall evaluate and determine a transferring pupil's academic achievements and academic placement. This evaluation may include but not be limited to the use of transcripts, teacher evaluation, testing, or grade completion from an accredited education institution.

<u><i>Date</i></u>	<u><i>Subject</i></u>	<u><i>Policy Number</i></u>
August 2013	Class Size	6010

To provide for adequate attention to student needs and abilities, the Academy will aim to have a student/teacher ratio that is both reasonable and affordable. Generally the following guidelines will be used:

Grade:	Minimum-Maximum
Kindergarten:	6-18
Grades 1-5:	10-24
Grades 6-8:	10-24
Grades 9-12:	6-24

Exceptions to these numbers must have the recommendation of the Principal and the approval of the Board of Trustees.

<u><i>Date</i></u>	<u><i>Subject</i></u>	<u><i>Policy Number</i></u>
August 2013	Curriculum Requirements	6020

Students are required to participate in the total curriculum, formal and informal. An exception for a valid reason will be considered by the Principal and approved by the Board of Trustees.

Date  
July 2016

Subject  
High School Graduation Requirements

Policy Number  
6030

For graduation from Saint Thomas Aquinas Academy a student shall pass a civics exam administered by Saint Thomas Aquinas Academy, receive a written recommendation by at least three High School teachers and the Principal for graduation and is required to earn a minimum of 27 Carnegie units of credit in the following subject areas with no more than one study hall allowed:

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

\* 1 credit of Theology is required for each year in attendance. School Choice students shall be excused from all or a portion of the Theology requirement upon receipt of annual written requests from the parent/guardian. An additional elective shall be substituted for each Theology credit not obtained.

\*\* Fine Arts is considered an elective.

Special consideration is given to students attending Northeast Wisconsin Technical College (NWTC), vocational classes at Marinette, Peshtigo, Crivitz, Lena and Oconto Public High Schools, and Community Schools in Menominee, Michigan.

If a student transfers to Saint Thomas Aquinas Academy, credit expectations will be determined prior to admission by the Principal.

**Freshmen**

Science: Foundations of Science  
English: Oral Communications/American Literature – 2016/17 School Year  
Intro to Literary Genres/Contemporary Lit – 2017/18 School Year  
Theology: Theology 9  
Mathematics: Algebra I or Geometry for those who have completed Algebra I  
Social Studies: World Geography or American History  
Electives: Spanish I or Spanish II for those who have completed Spanish I  
Studio Art I  
Independent Music

### Sophomores

Science: Biology  
English: Oral Communication/American Literature – 2018/19 School Year  
Intro to Literary Genres/Contemporary Lit – 2019/20 School Year  
Theology: Theology 10  
Mathematics: Algebra I or Algebra II, Geometry  
(It is recommended Geometry follow Algebra I)  
Social Studies: American History  
Electives: Spanish I, II, or III  
Studio Art I or II  
Independent Music  
STEM 1  
Environmental Science  
Health

### Junior

Science: Anatomy/Physiology, Chemistry, Environmental Science, Biology  
STEM I or II  
English: British Literature/Academic Writing – 2018/19 School Year  
Research & Composition/Creative Writing – 2019/20 School Year  
Theology: Theology 11  
Mathematics: Algebra I or Algebra II, Geometry, Pre-Calculus  
Social Studies: World History  
Personal Finance/World Affairs  
Electives: Spanish I, II, III, or IV  
Studio Art I, II, or III  
Independent Music  
College Credits: **Pre-Calculus, Calculus, or Statistics**  
All offered on-site under the directives of UW Oshkosh  
**Leadership** – Offered onsite under the directives of St. Norbert College

### Senior

Science: Anatomy/Physiology and /or Chemistry and/or Physics and /or  
Environmental Science and/or Advanced Chemistry, STEM I or II  
English: British Literature/Academic Writing 2018/19 School Year  
Research & Composition/Creative Writing 2019/20 School Year  
Theology: Theology 12  
Mathematics: Pre-Calculus, Calculus  
Social Studies: World History  
Personal Finance/World Affairs  
Electives: Spanish I, II, III, IV, or V  
Studio Art  
College Credits: **Pre-Calculus, Calculus, or Statistics**  
All offered on-site under the directives of UW Oshkosh  
**Leadership**  
Offered on-site under the directives of St. Norbert College

<u><i>Date</i></u> July 2016	<u><i>Subject</i></u> Retention From Advancement	<u><i>Policy Number</i></u> 6035
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A student may be retained from advancing to the next grade level if he/she is not mastering the necessary academic skills to achieve the grade level performance. Students may also be retained for failure in two or more core subjects, or excessive absences such that there is a significant loss of class performance. Prior to considering retention the following actions shall be taken:

1. Consideration shall be given to the factors that may affect the student's academic performance.
2. Education staff and Administrative staff shall communicate with the parent(s) and/or guardian information pertaining to the student's difficulties and the intervention strategies being implemented.
3. Intervention strategies failed to improve the classroom performance.
4. Parent(s) or guardian shall be informed of the possibility of retention prior to the registration deadline for the upcoming school year.

Students with diagnosed learning disabilities are shall not be retained. This is part of the "No Child Left Behind".

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Withdrawal from Class	<u><i>Policy Number</i></u> 6040
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A student may drop and/or add a class only within the first five class days of each course. After five days of class, the student must stay in the course and earn the best grade possible. Switching, from one level to another within a subject, is not considered a withdrawal from a class and can be done with the agreement of all involved. Every change in schedule must be with permission of the parent, teacher and the Principal.

<u><i>Date</i></u> August 2013	<u><i>Subject</i></u> Retaking a Class	<u><i>Policy Number</i></u> 6050
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Students who fail a required class must retake the class on campus at Saint Thomas Aquinas Academy. There are possible exceptions as approved through Saint Thomas Aquinas Academy school administration. These cases will be handled by the Principal and Guidance Counselor. Students who fail a Theology course will be required to retake the course at Saint Thomas Aquinas Academy.

If a student failed and a student repeats the class at Saint Thomas Aquinas Academy, semester or full year, the new grade will not replace the original grade. The G.P.A. will be recomputed and credit given. Adjustment will be made on the permanent record. The grades of a retaken class my not be used to determine a valedictorian or salutatorian.

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



<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Independent Study Courses	6060

Independent Study Courses are sometimes required within a school day due to conflicts in schedules for students. In the effort to arrange for students to obtain all needed credits, this procedure may be employed due to conflicts resulting from our small school structure. The two main difficulties with these courses are:

- A. the student has no interaction with classmates in a normal classroom setting;
- B. it requires extra work on the part of the instructor with no compensation (except the realization that this service will assist the student in achieving a complete education).

These are the guidelines that Saint Thomas Aquinas Academy requires for Independent Study Courses (I.S.):

- A. Once the guidance counselor determines that there is a possible need for an I.S. course, the Principal must be notified to approve the course.
- B. Either the guidance counselor or the Principal will meet with the instructor, to make sure the structure will be in place for a successful session. The role of the instructor is key to the success of I.S. The student needs the expertise of the teacher. The student is not expected to teach himself/herself. For this reason, the teacher must be willing to give of his/her time.
- C. The instructor will make arrangements with the student(s) outlining the following:
  1. The times for class meetings
  2. The necessity for excellent attendance, and the penalties for missing classes
  3. The procedure for homework/quizzes
- D. Instructor/students should meet (at a minimum) for the length of three class periods each week. These meetings can be divided into smaller segments to the discretion of the instructor. If absence occurs, the time slot MUST be rescheduled to meet the requirements of obtaining high school credit.
- E. Homework assignments must be given, as well as regular tests/quizzes. The instructor should provide times when he/she will be available in between class sessions in the event that a student has questions regarding the assignment.
- F. As with other classes, the instructor should contact the Principal for assistance.
- G. The instructor is responsible for giving quarterly and semester grades.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Credit for Non Saint Thomas Aquinas Academy Course	6070

If a student takes a course Saint Thomas Aquinas Academy does not offer in its curriculum and credit for the course is transferable to UW-Madison, the grade will be recorded on the student's transcript and figured into his/her grade point average on a five point scale. If the course would not be accepted at UW-Madison for credit, it will be recorded on the student's transcript but on a four point scale. In this latter case, the student needs to receive prior approval from the Principal before the grade from the course will be included in the GPA. If a student takes a high school or college equivalent course that Saint Thomas Aquinas Academy offers, the course will be recorded on his/her transcript but no grade will be given unless the course is being retaken.

Date

August 2013

Subject

Academy Grading /Reporting

Policy Number

6080

**Grading Scale**

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

**Honor Roll**

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

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

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

**SEMESTER GRADE DETERMINATION**

Semester grades will be averaged as follows:

- 1<sup>st</sup> Quarter – 40%
- 2<sup>nd</sup> Quarter – 40%
- Exam – 20%

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

## **INCOMPLETES**

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

## **GRADE REPORTS/PROGRESS REPORTS**

Grade reports are issued two (2) times each semester (quarterly). Progress reports are issued each quarter during the 5<sup>th</sup> week. The second report card each semester also includes the final grade for two semesters including the final exam grade. Comprehensive exams are given at the completion of the semester.

Factors which have a part in determining the quality of the student's work include:

- A. Preparation of daily assignments
- B. Attendance and participation
- C. Test Results

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

**ACCESS TO GRADES:** Parents of middle/high school students have the opportunity to view their child's grades online through a computer program called Powerschool.

## **EFFORT/CONDUCT MARKS**

Along with academic grades, students also are given marks for Effort/Conduct. These will not affect Honor Roll standings, but it will help the students for various other honors which could include: Student Ambassadors, Hi-Q, citizenship honors and awards, class officer positions, Student Council, and scholarships. The number 5 will be the highest mark a student can receive and 1 will be the lowest.

### **EFFORT**

- (5) Excellent- puts forth extra effort in the classroom.
- (4) Good- shows more than average effort.
- (3) Average- Shows average effort.
- (2) Fair- shows below average effort in the classroom.
- (1) Poor- shows little effort in the classroom.

### **CONDUCT**

- (5) Excellent- A positive influence on the class, always prepared.
- (4) Good- Usually a positive influence on the class, nearly always prepared.
- (3) Average- Occasionally contributes to the class, generally prepared..
- (2) Fair- Does not contribute to the class and is generally unprepared.
- (1) Poor- Frequently displays disruptive behavior and/or disrespectful behavior and often not prepared.

## **ACADEMIC PROBATION**

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

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Conferences	6090

The Principal will schedule and offer parent conferences at least twice per year. All instructional staff are required to be available during the scheduled time. Part-time staff and staff shared between schools are present for a percentage of the conference time which is proportionate to the amount of time worked. Consideration in scheduling conference times is given to parent/guardians who have more than one student enrolled.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Homework	6100

Teachers will regularly assign course work, research and projects to be completed outside class time. The frequency, amount, and type of assignment will be reasonable and age appropriate.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Co-curricular Activities	6110

The Principal, in consultation with the faculty shall offer a varied program of co-curricular activities, which augment the program of studies and promote creative expressions and social skills.

The Principal shall designate the moderators who shall be responsible for overseeing and ensuring that the co-curricular activity is carried out.

A separate code of conduct or code of ethics shall be created and maintained as an appendix to this policy manual.

The Principal shall be responsible for hiring the Athletic Director and the Athletic Director shall recommend to the Principal the coaches for the various athletic teams.

The Principal, with assistance from the Athletic Director and coaches, will offer a well-balanced program of both intramural and interscholastic athletics. Coaches are to be role models by exercising fairness, promoting teamwork, taking every precaution to ensure the safety of the students and conducting oneself in an exemplary manner. A student-athlete must be covered by insurance and have a permission form signed by a parent/guardian. An annual medical examination is required before participation in any intramural and/or interscholastic athletics.

All co-curricular activities must have adult supervision. Expansion or revision of the offerings must have the approval of Principal.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Academic Contests	6140 (Ref. Diocesan # 6040)

Participation in contests sponsored by agencies outside of the Academy must have the approval of the Principal.

Date

August 2013

Subject

National Testing

Policy Number

6150

(Ref. Diocesan # 5011)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy that all diocesan schools and religious education programs notify and consult with the Diocesan Department of Education before any school or religious education program participates in any national testing program other than those testing programs approved by the Diocese of Green Bay.

**II. PURPOSE**

It is the purpose of this policy to ensure that only appropriate testing occurs and that the testing information is properly recorded and reported.

**III. RESPONSIBILITY**

It is the responsibility of the Principal to notify and consult with the Diocesan Department of Education before participating in any national testing.

**IV. PROCEDURE**

- A. Before action is taken with testing, notify and consult with the Diocesan Department of Education.
- B. Follow the recommendations of the Diocese.

Date

August 2013

Subject

Make Up Days When School is Cancelled

Policy Number

6160

(Ref. Diocesan # 6080)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to have a consistent practice with regard to make up days.

**II. PURPOSE**

It is the purpose of this policy to comply with state statutes concerning annual school days and makeup days when it is necessary to cancel school -- considering safety, widespread illness, inclement weather or other legitimate reasons.

**III. RESPONSIBILITY**

It is the responsibility of the Principal to determine when appropriate to cancel school. It is the responsibility of the Principal in consultation with the Chair of the Board of Trustees to determine when canceled school days need to be made up.

**IV. PROCEDURE**

- A. The Principal shall schedule at least 180 school days annually. A maximum of 5 days may be counted to meet this requirement if these days are used for parent/teacher conferences or if school is closed by the school Principal because of inclement weather or health/safety reasons. School days are further defined in WI/Stats s.115.01 (10).
- B. The Principal shall annually ensure that schools hold at least 437 hours of direct pupil instruction in kindergarten, at least 1050 hours of direct pupil instruction in grades 1 through 6, and at least 1137 hours of direct pupil instruction in grades 7 through 12.
- C. The school hours are computed as the period from the start to the close of each pupil's daily instructional schedule. Scheduled hours include recess and time for pupils to transfer between classes but do not include the lunch period. No more than 30 minutes per day may be counted for recess.
- D. In computing the minimum number of instructional hours, days and parts of days on which 1. parent and teacher conferences are held, 2. staff development or in-service programs are held, 3. schools are closed for inclement weather, or 4. when classes are not held, may not be counted.
- E. Days closed for health and safety reasons may be counted in the 180 days of instruction, but not towards the minimum hours of instruction.

Date  
August 2013

Subject  
Outside Programs at School

Policy Number  
6170  
(Ref. Diocesan # 6090)

**I. POLICY**

It is the policy of Saint Thomas Aquinas Academy to provide notification to parents regarding outside programs that will be presented to students in school.

**II. PURPOSE**

It is the purpose of this policy to provide parents the opportunity to choose not to have their child participate in the program.

**III. RESPONSIBILITY**

It is the responsibility of the Principal to ensure that teachers seek approval prior to the pre-planning of such programs. It is the responsibility of the Principal to be aware of the content of the program and to distribute such information to parents. It is the responsibility of the parent to inform the school, in writing, of their desire NOT to have their child/ren attend the program.

**IV. PROCEDURE**

- A. Teachers shall seek approval from the Principal prior to planning an outside program's presentation to students.
- B. Outside programs referred to in this policy include, but are not limited to, those such as Junior Achievement, D.A.R.E.
- C. Parents need to be given a written accurate description of the program in advance.
- D. Programs shall be consistent with the teaching of the Catholic faith.
- E. Appropriate consideration should be given for the students that do not participate in the program. An alternative activity should be planned that does not elicit inappropriate comments from peers and has no grade consequences.

Date

August 2013

Subject

Facilities Maintenance

Policy Number

7000

It is the responsibility of the Business Manger to have the buildings maintained in a manner that is clean, attractive, and in compliance with all local and state regulations. Every precaution is to be taken to ensure the health and safety of students, employees and volunteers.

Date

August 2013

Subject

Facilities Use

Policy Number

7010

**Rationale**

The Board of Trustees recognizes that the members of the Catholic community support the Catholic schools. The schools will therefore be operated for the benefit of the students in the Academy and the members of the Catholic community. The right to authorize the use of school facilities shall be retained by the Board of Trustees through the administration. Such use shall be permitted only at such time as the requested facilities are free from school-sponsored activities and available for such use. Authorization for use of school facilities shall not be granted to any organization, person, or entity for such purpose as may conflict with any Catholic beliefs or values.

**Scope**

This policy governs the use of the High/Middle School Campus including, but not limited to, classrooms, auditoriums, gymnasiums, cafeterias, athletic fields and courts, concession stands, parking lots, computer labs, and audio-visual equipment. The administration shall establish written administrative procedures for the use of facilities that shall comply with this policy. The Principal has the responsibility for implementing and enforcing this policy.

**Fees**

A schedule of fees will be established by the Principal, reviewed by the Business Manager and approved by the Board of Trustees. The schedule will take into consideration the purpose of the event, those using the facility, and include fees sufficient to cover operational expenses, including any required custodial service and any additional staff help needed. A deposit may be required to be paid when the "Facility Use Agreement" is signed. All or part of the deposit will be retained by the Academy in the event the clean up is not proper and timely or if the renting group incurs any damages or other costs.

**Authorized Use**

The Board of Trustees authorizes the use of Saint Thomas Aquinas Academy facilities by all Saint Thomas Aquinas Academy organizations and other groups according to the provisions of this policy. Any group or individual renting a facility owned by Saint Thomas Aquinas Academy must not make statements, profess a philosophy, or have a public image that is in conflict with the Catholic Church or with the mission of the Academy or the Green Bay Diocese.

**Priority of Use**

Priority for the use of school facilities shall be as follows:

1. Scholastic activities.
2. Saint Thomas Aquinas Academy sponsored activities
3. Activities sponsored by the Catholic Parishes
4. Activities sponsored by the Catholic community at large
5. Other community activities

The Principal or the Business Manger shall approve all facility use. The school office shall keep a calendar of scheduled activities.

**Insurance Requirements**

As a precondition for use of the school facilities, entities requesting use of school facilities, are required to provide a certificate of insurance covering commercial general liability, commercial automobile liability (if vehicles are involved on school premises), workers' compensation and employers liability (if employee of a business are involved), and commercial umbrella liability. A social activity on the premises hosted by individuals as opposed to an entity will also require evidence of personal insurance. (Homeowners/Farmowners Policy) meeting minimum requirements. All certificates of insurance must identify Saint Thomas Aquinas Academy and the Catholic Diocese of Green Bay as a named insured.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Renovations/Expansions	7020

The Board of Trustees must authorize any major renovations.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Capital Improvement Commitment	7030

Prior to any contractual commitment to the construction phase of a project at the High/Middle School, the following will be required:

- A. A minimum of 50% of the cost of the project shall be cash in hand.
- B. At least 75% of the cost of the project must be cash in hand or scheduled financial, commitment no longer than three years in duration.\*
- C. The amount of the scheduled, but unpaid commitments of the top five contributors shall not exceed \$500,000 or 10% of the project, whichever is less.
- D. This policy applies to both the initial scope of a capital project and to any changes greater than \$100,000 that may occur during the duration of the project.
- E. Exceptions to the policy must be approved by a 2/3's majority of the Board of Trustees.

\*For commitments exceeding \$50,000 a signed Agreement of Financial Intention must be on file.



<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Board Authority and Activities	8000

The Board of Trustees is governed by the constitution and bylaws of the non-stock corporation duly organized under Chapter 181 of the Wisconsin Statutes, repealed and recreated by 1997 Wisconsin Act. 79. A copy of the board bi-laws shall be found in the appendices to this manual.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Conduct of Meetings	8010

Meetings of the Board of Trustees will be conducted according to parliamentary procedure and be chaired by the Chair, Vice Chair or a designee. All meetings are open. Any person who wishes to address the Board should send a written request stating the topic to be addressed at least two weeks in advance of the meeting. The written request should be addressed to the Chair and sent to the High/Middle School Office.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Meeting Dates and Times	8020

The Board of Trustees shall set the schedule of meetings including dates, times and locations. The Chair of the Board will send the agenda to each member in advance. Meeting agendas will also be distributed to the campuses for posting.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Policy Formulation	8030

Policy formulation is the responsibility of the Principal and the Business Manager in consultation with the Chair of the Board of Trustees.

<u>Date</u>	<u>Subject</u>	<u>Policy Number</u>
August 2013	Adoption of Policy	8040

Any proposed policy must be stated in writing and submitted to all members of the Board of Trustees at least five (5) days prior to the meeting.

Adoption: At the meeting, the first reading takes place, as well as a discussion of the issues involved. Revisions may be made at this time. In cases where the legality of the policy or legal procedure must be ascertained, the Board or the Principal or Business Manager at the direction of the Board) shall consult legal counsel. At the next subsequent meeting, a second reading must occur. Further refinements may take place and the vote may be taken. In extraordinary circumstances, where emergency conditions or the timing of special events dictate immediate action, temporary approval may be granted by the Board of Trustees while the formal adoption process is underway.

Policy Becomes Effective: Policies become effective immediately unless otherwise specified in the wording of the policy.

*Date*

August 2013

*Subject*

Promulgation

*Policy Number*

8050

The Principal of Saint Thomas Aquinas Academy is responsible for distributing a policy that has been passed by the Board of Trustees. The up-to-date master record of all policies must be kept in the office of the Principal.

Revision: Revisions to existing policies may occur at any time using the same procedure as if submitting a new policy for consideration.

*Date*

August 2013

*Subject*

Education for Members

*Policy Number*

8060

The executive committee of the Board of Trustees shall design an orientation for new members and encourage attendance at in-service opportunities offered by the diocese or other associations.

*Date*

August 2013

*Subject*

Evaluation

*Policy Number*

8070

The Board of Trustees shall conduct an annual evaluation of the mission, purpose and functions of the academy as well as the performance of the Principal and Business Manager.