



ST. THOMAS AQUINAS

H I G H S C H O O L

Parent-Student Handbook

2023-2024

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www.stalux.org

2023-2024 Calendar

Important Dates

August 17 and 18: New STA Faculty/Staff Orientation

August 21 and 22: All STA Faculty/Staff return for Professional Learning Days

August 23 & 24: Senior Boot Camp

August 23 & 24: Jumpstart & Orientation

August 25: Class Formation/Community Day - All Students

September 4: Labor Day (school closed)

October 9: Columbus Day (school closed)

November 9: Faculty/Staff PD/Conferences – Half Day students

November 10: Veteran's Day (school closed)

November 22: Half Day, Young Alumni Day

November 23-24: Thanksgiving - No School

December 20-January 2: Christmas Break

January 15: MLK Jr Day (school closed)

January 28: STA Feast Day (Jan 26 observed)

February 26 - March 1: Winter Break

March 4-8: Winterterm Week

March 15: NO SCHOOL –Spring Professional Day for Faculty/Staff

March 28: Holy Thursday - (school closed)

March 29: Good Friday - (school closed)

April 1: Monday after Easter - (school closed)

April 22-26: Spring Break

May 27: Memorial Day (school closed)

June 1: Graduation Class of 2024

June 3-7: Final Exam Week

June 7: Last Day

Important Updates to the Parent-Student Handbook 2023-2024

The following changes to the handbook will take effect at the beginning of the 2023-24 school year. Please refer to the specific section of the handbook for each of the below items:

Dress Code

- Crew neck sweatshirts with STA logo will be permitted - NO Hoodies
- Blazers, STA branded, become a required item during the 2023-24 school year. We will allow for time to order and receive, but must be before the end of the first semester.

Attendance

- Students are limited to 3 absences per class, per marking period (quarter)
 - Classes continue to meet every other day, so missing two consecutive days constitutes one absence in each class.
- Attendance will be tracked in each class rather than by entire school day
- Absences in excess of 3 must be excused - please refer to guidelines

Technology

- Policy for responsible use of cell phones, other electronic devices, and social media have been clarified, with specific information about prohibited use. Please review carefully.

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INTRODUCTION

A school is a living, breathing entity because it is a community; its faculty, staff, students, parents and friends continually contribute to its culture and to its collective personality. This handbook is a reflection of that community. It is a document that is alive and meaningful, thoughtful and purposeful. Its goal is to provide our community with a sense of moral purpose and cohesiveness. The spiritual, ethical, professional, and academic unity it promotes will enhance your experience of St. Thomas Aquinas High School. Because it is designed as a guide and resource, families are advised to read through the handbook carefully in order to familiarize themselves with the content. In addition, students and parents must sign and return the form acknowledging their acceptance of these policies.

It is obvious that this handbook does not cover all possible situations that arise during the course of the school year, and this handbook is not intended to be all-inclusive. Rather, the spirit and philosophy of St. Thomas Aquinas establishes the broad scope of expectations, which then can be articulated in specific form in the handbook. In all matters pertaining to this handbook, the interpreter of its content is the school administration, which may waive and/or deviate from any and all regulations for just cause at its discretion. The President and Principal reserve the final judgment in all matters.

The administration reserves the right to revise or edit this handbook at any time. Such changes will be posted to the online version of this handbook at www.stalux.org.

MISSION STATEMENT

St. Thomas Aquinas High School is a caring community, transforming the lives of students through a rigorous Catholic education, guided by faith and reason and the light of the Gospel.

- Developing their unique gifts,
- Strengthening their personal faith and integrity, and
- Fostering within them a commitment to justice, service, and moral leadership.

CORE EXPECTATIONS

The rules and regulations outlined in this handbook summarize the behaviors and expectations of St. Thomas Aquinas students. While every circumstance cannot be covered by rules, it is expected that our students will adhere to the following *core expectations* at all times:

1. Treat all individuals and property with care and respect.
2. Be honest and take responsibility for the results of your actions.
3. Be present and engaged in the school day and in the community life of the school.
4. Be on-time and responsible, both on and off campus.
5. Dress appropriately, adhering in spirit and detail to the school dress code.
6. Obey all laws – federal, state, and local.
7. Be a positive representative of the school and enhance the reputation and community of the school.
8. Take care of yourself and look out for those around you.
9. Put forth your best effort at all times.
10. Be mindful, act wisely, and learn from mistakes.

NOTICE OF NONDISCRIMINATORY POLICY

St. Thomas Aquinas High School admits students of any gender, race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. The school does not discriminate on the basis of gender, race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletics, and other administered programs.

ORGANIZATION AND COMMUNICATION

PARENTS AND THE FACULTY / ADMINISTRATION

Parents play an essential and positive role in the community of St. Thomas Aquinas. Not only are parents advocates for their children, they also support the faculty and administration through numerous volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child at St. Thomas Aquinas, they agree to subscribe to its mission, support its rules, trust its judgment, and abide by its decisions. This includes all aspects of athletics, extracurricular programs, and personnel decisions.

Trust and mutual respect are essential for building working relationships. St. Thomas Aquinas encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions are welcomed by the school. St. Thomas Aquinas will provide parents with timely and pertinent information.

ADMINISTRATIVE PERSONNEL

For issues of a complex nature, parents may find it useful to contact a member of the school administration. The following personnel are members of the school's Administrative Team.

- All responsibilities of the administration, faculty and staff are vested in and determined by the **President**. St. Thomas Aquinas uses best practices in a President / Principal model. The President is the chief executive officer of the school.
- The **Principal** is the Chief Academic Officer of the school. The Principal oversees the supervision of the faculty, the facilities, admissions, public relations dimensions of the school, and oversees the administrators who coordinate the day-to-day operations of the school.
- The **Director of Admission** develops, organizes and manages enrollment strategies as well as coordinating advancement and fundraising goals.
- The **Director of Advancement** develops, organizes and manages, and coordinates advancement and fundraising goals.
- The **Communications and Marketing Coordinator** establishes and manages the school's comprehensive communications and marketing plan to ensure a clear and consistent voice internally and externally.
- The **Director of Athletics** manages and develops the school's athletic programs as defined by the school and the New Hampshire Interscholastic Athletic Association (NHIAA).
- The **Director of Ministry and Campus Life** is responsible for coordinating the school's campus ministry programs including retreats, school mass, prayer, and community service. The Director also oversees the

SAINTS Block program including the advisory program and school clubs.

- The **Director of School Counseling** is responsible for providing direct service to students, oversees the counseling department, provides administrative support related to social-emotional health and community issues, and consults with academic departments and campus ministry around program development.
- The **Chief Financial Officer** is responsible for all budget matters related to the fiscal health of the school. The business manager also oversees all vendor contracts (i.e. buses, facilities, cafeteria, etc.).

PROBLEM SOLVING

It is inevitable that disagreements and conflicts will exist in any community that brings together hundreds of students, parents, and teachers. In line with the Catholic principle of subsidiarity, St. Thomas Aquinas empowers individuals to arrive at solutions to problems that arise. Parents can best support a school climate of trust and respect by communicating concerns openly and constructively to the individual closest to the problem. Efforts by parents to lobby other parents, to spread negative messages within the community, or to unnecessarily involve other staff members, administrators, or members of the community will be viewed by the school as counterproductive to an effective relationship.

In case of an issue with a particular teacher, coach, or moderator, the parent should first speak with the student, and ask the student to speak directly with the teacher, coach, or moderator. We believe it is important to encourage students to navigate their own difficulties as part of the transition to adulthood. We are committed to engendering respectful self-advocacy in students and urge students to take the initiative in approaching staff members to resolve issues.

If the issue remains unresolved, the parent should then reach out to the teacher, coach, or moderator. If this direct communication does not resolve the issue, the parent may contact the Department Chair of the department (for a teacher) or the Athletic Director (for a coach) to set up a meeting. If a resolution is still not reached, the parent may contact an administrator to seek a final resolution. In general, department chairs and administrators will uphold decisions of teachers and coaches that are consistent with school policy; their role in this process is to facilitate communication, and to ensure that policy and due process were followed.

While parents may not agree with every decision made by the school, in most cases, the parent and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the administration should consider whether another school would be a better match for the family.

WHO TO CALL

Though we expect parents to correspond directly with teachers, advisors, moderators, and coaches, we understand that at times, you may have questions about particulars of the program that may be best answered by someone else. Please use the following list of names and corresponding areas of expertise to identify whom you should call to answer these questions. Additionally, the STA Directory for Faculty and Staff can be accessed at www.stalux.org/about-sta/directory-and-contacts.

Academic trouble with one class
Academic trouble with more than one class
Admission
Admission
Communications/Marketing
Athletics
Athletic Injuries
Attendance
Billing
Campus Ministry / Retreats
Center for Academic Achievement
Carpooling
Clubs/Activities
College Counseling
Community Service
Course Offerings

Discipline
Dress Code
Facilities Rentals
Faculty
Financial Aid
Fundraising/Advancement
Marketing / Public Relations
Parking Permit
Personal Counseling
Publications and Media Relations
Scheduling; Academic
School Nurse / Health
Department Heads

Transcripts (College)
Transcripts
Tuition Payments
Volunteering
Website

Teacher of the class
School Counselor
Matthew Emond, Associate Director of Admission
Stephanie Bolduc, Manager of Administrative Services
McKenzie McGrath, Communications/Marketing Coord.
David Morissette, Director of Athletics
Ashley Leighton, Athletic Trainer
Brenda Foster, Registrar
Erin Luce, Chief Financial Officer
Jessica Rice, Director of Ministry & Campus Life
Jennifer Dunham, Coordinator
Stephanie Bolduc, Manager of Administrative Services
Jessica Rice, Director of Ministry & Campus Life
Leah DiTommaso, School Counselor
Jessica Rice, Director of Ministry & Campus Life
School Counselor

Michael Orlando, Ed.D., Principal
Michael Orlando, Ed.D., Principal
David Morissette, Director of Athletics
Michael Orlando, Ed.D., Principal
Stephanie Bolduc, Manager of Administrator Services
Sarah McCluskey, Assistant Director of Advancement
McKenzie McGrath, Communications/Marketing Coord.
Rachel Vinciguerra, Main Office Coordinator
School Counselor
McKenzie McGrath, Communications/Marketing Coord.
Juie Schneider, Ph.D., Director of School Counseling
Erin Gauthier, School Nurse

Ron Holtz	Science
Julie Verde	Math
Reno Burnett	Social Studies
Mary Pate	English/Fine Arts
Shannon McAden	Theology
Erin Murphy	World Languages
Registrar Office	
Brenda Foster, Registrar	
Erin Luce, CFO	
Jessica Rice, Director of Ministry & Campus Life	
McKenzie McGrath, Communications/Marketing Coord.	

ACADEMICS

COURSE REQUIREMENTS

All St. Thomas Aquinas students are required to be enrolled in a minimum of six blocks each semester, earning a total of six credits per year and a minimum of 22 credits. There are administrative exceptions to the six-course requirement, primarily in the case of students enrolled in a rigorous program of multiple advanced placement and honors courses. Other exceptions to course load or graduation requirements must be approved by both the Director of School Counseling and the Principal.

GRADING SYSTEM

Grade Point Average (GPA) is based on the weighted average of final letter grades. We operate on a 4.00 grading scale. Honors courses receive a 0.5 point bonus, and Advanced Placement courses receive a 1.0 point bonus. All grades are included in the average except for art and music performance classes, technology design courses, community service, and Winterterm. The weighted GPA and unweighted GPA appear on the student's transcript, along with the final grade in each course.

The St. Thomas Aquinas grade scale is as follows:

A+	98-100	(4.00)	B	83-86	(3.00)	C-	70-72	(1.67)
A	93-97	(4.00)	B-	80-82	(2.67)	D+	67-69	(1.33)
A-	90-92	(3.67)	C+	77-79	(2.33)	D	65-66	(1.00)
B+	87-89	(3.33)	C	73-76	(2.00)	F	Below	

Teachers design their courses to reward both effort and performance. While the specifics will vary according to subject and level, in general, the following characterize each performance level within a course:

- A The student demonstrates superior performance in both effort and mastery of the subject.
- B The student completes solid and consistent work that is of good or very good quality.
- C The student demonstrates average/medium effort and content mastery.
- D The student demonstrates a serious lack of mastery or effort.
- F The student has failed to master the material through a persistent lack of effort in the course.

Transfer Students:

All successfully completed domestic transfer courses will be denoted with a "Pass" on the St. Thomas Aquinas transcript for credit purposes only. Therefore, the GPA will not be impacted by any transferred coursework. The original transfer transcript will follow the St. Thomas Aquinas transcript.

SENIOR TRANSFER STUDENTS

St. Thomas Aquinas High School will accept transfer applications for students entering as a sophomore, junior, and in rare circumstances seniors. Senior transfers are considered only in extenuating circumstances and students interested in earning an STA diploma must contact the Office of Admission prior to submitting an application.

COURSE GRADES

All students are issued grades quarterly. Grades are posted on FACTS. Email Brenda Foster bfoster@stalux.org for assistance in accessing this site. Report cards are issued after each of the four marking periods. Progress reports are issued at the mid-point of each quarter, and informal updates are posted online periodically. The timing of updates is at the discretion of the teacher. Parents are encouraged to contact teachers for an appointment to discuss student progress at any time. Conferences with two or more teachers can be scheduled through the School Counseling Department.

In yearlong courses, a cumulative assessment also is given at the end of the second semester and graded separately from quarterly work. Seniors do not take exams at the end of the school year, although senior courses may administer a final cumulative test, which counts towards the fourth quarter.

The final (transcript) grade for each course is computed from the weighted average of the four quarters (22.5% each), and the final exam (10%). For seniors, the quarters are each weighted at 25%.

HONOR ROLL

The intent of the Honor Roll is to recognize students who pursue excellence in the academic program in which they are enrolled. Each quarter, the school will issue an Honor Roll of students meeting the following criteria:

- **President's List** – All quarter grades A or higher or 4.0 GPA (unweighted)
- **High Honors** – All quarter grades B+ or higher or 3.67 GPA (unweighted)
- **Honors** – All quarter grades B or higher or 3.33 GPA (unweighted).

SENIOR HONORS

A student must attend St. Thomas Aquinas High School for a minimum of six semesters to be eligible for Valedictorian or Salutatorian honors.

INCOMPLETES

Incompletes are awarded due to circumstances beyond a student's control (illness, etc.) that prevents the student from completing the work for a course by the end of the marking period. Incompletes will not be awarded to provide extra time for students who have fallen behind due to poor management of course expectations. An incomplete must be made up within 10 school days after the end of a quarter. Extenuating circumstances will be reviewed on an individual basis. An incomplete is considered a failing grade for the purposes of eligibility. Incompletes that are not promptly made up will result in a grade which reflects a grade of zero for incomplete assignment.

FAILURES / REMEDIATION

Students with a failing grade in a course(s) may be required to repeat the entire course upon re-entry to St. Thomas Aquinas High School in the following school year. Because of the variety of summer programs now available (ranging from offerings at local schools to online courses), students who wish to remediate through summer coursework must seek pre-approval from the School Counseling Director and Principal before beginning coursework, to ensure that coursework meets St. Thomas Aquinas' curricular requirements. Students may be required to pass the St. Thomas Aquinas final exam before moving on to the next sequential course.

Audit

In certain circumstances, a teacher may decide a student is not ready to move on to the next sequential course (i.e. moving to French 2 after French 1). Per teacher discretion, in consultation with the Student Services Team, the student may be issued an audit (AUD) for the course and instructed to repeat it. Upon successful completion of the course, while the audit remains (to show that the course was taken twice), the new grade will be issued. The audit adds no weight to the GPA.

ACADEMIC ELIGIBILITY

A student will be ineligible for participation in co-curricular activities for the subsequent marking period if they receive failing grades in one (1) or more classes. Incomplete grades are considered failures for eligibility purposes. All ineligible students remain ineligible until grades are issued at the end of the next marking period. Students ineligible due to fourth quarter grades remain ineligible for the first quarter of the subsequent year. Students do not regain eligibility due to failures that are made up during the summer or subsequent year.

The following exception may be made:

1. Students who fail two classes in Quarter 1 may become eligible for extracurricular activities/athletics at Quarter 2 Progress Reports **IF**
 - He/she is passing BOTH classes and
 - Receives the approval of the teachers of both those courses
2. This will only be automatically considered during Quarter 2. During any subsequent Quarter, ineligible students will be considered on a case-by-case basis; however, no student who is ineligible more than once during an academic year will be considered under this policy.
3. Students failing 3 or more courses will not be considered for Progress Report eligibility
4. Consideration for Quarter 2 Progress Report eligibility will reset at the beginning of the school year.

An Administrator may declare a student temporarily ineligible at the request of the student's teachers if co-curricular activities are interfering with the student's ability to complete academic obligations.

ACADEMIC DIFFICULTY

St. Thomas Aquinas has a range of services available to students experiencing academic difficulty. Teachers, the School Counseling Department, and the Center for Academic Achievement Director are the recommended resources for seeking help with studies. Students who work hard, produce all their homework in a timely fashion, seek extra help, and show good class participation, will rarely fail a course.

Failure results when class work is not completed, and the requirements of the course are not met. Occasionally, students will lack the prerequisite skills to manage the demands of a particular course. Regardless of the reason, St. Thomas Aquinas is committed to identifying and addressing the causes of failure. Therefore, limits are set on persistent failure to ensure that the progress of a student's education at St. Thomas Aquinas is steady and commensurate with the established standards of the school.

Academic Probation

A student who (1) is academically ineligible based on quarterly grades, (2) fails two or more courses for the year at the end of the year, or (3) is deemed to be making inadequate academic progress will be placed on Academic Probation for the following quarter. Academic Probation involves a written warning to the student and parent and serves as notice that the student must show significant academic improvement if the student plans to continue at St. Thomas Aquinas. Academic Probation will result in a conference with the parent, student, and school counselor, leading to a written plan for improvement and periodic evaluation of the plan by the student's school counselor and/or the Center for Academic Achievement Director.

Withdrawal

A student on Academic Probation will be monitored by the Administration and must make significant academic progress. If it becomes apparent that further progress is impossible, the student may be required to withdraw from St. Thomas Aquinas High School.

A student who is withdrawn for academic reasons may re-apply for admission. The student and parent must meet with school staff, including the School Counseling Director or Principal, as well as the student's school counselor or other staff members, to discuss whether St. Thomas Aquinas is the right school for the student. Following that meeting, the student must write a letter outlining a plan with specific strategies for achieving greater success. The Administration will review the letter and make a final decision. The school may also stipulate substantial independent work to remedy deficiencies, show commitment, and develop better academic habits. The Administration reserves the right to deny readmission to any student.

HOMEWORK

Each course will generally assign meaningful homework each night. Each teacher posts an assignment sheet for the week on Google Classroom prior to the first class day of each week. This provides advance notice of all tests, quizzes, long-range projects, deadlines, and due dates. Most importantly, the posting specifies all homework for the week. Students can use Google Classroom to anticipate conflicts and to plan for effective use of study and leisure time.

Homework completion is mandatory. Students are expected to be fully prepared for their classes each day. Students are required to meet the standards and criteria established by each subject teacher. These are issued to each student and are also provided on the web page. Students who do not complete homework may be required to stay after school on the same day to complete the missing work.

Day-to-day homework is not assigned prior to weeklong school vacations. However, students will be expected to keep up with long-term projects (e.g. quarter/semester-long projects). Tests will not be administered on the day immediately following Thanksgiving, Christmas, or Easter holiday breaks.

Homework is expected to be completed over snow days or other emergency cancellations. Students may view assignments on Google Classroom if school is canceled. Therefore, all work will be due as scheduled.

ACADEMIC INTEGRITY

Students at St. Thomas Aquinas are expected to be honest in presenting their work, and respectful of the work of others. Academic dishonesty, including plagiarism, is contrary to the mission and philosophy of St. Thomas Aquinas. Academic dishonesty, whether on an assignment, a test, a quiz or in a project or paper, violates the academic and spiritual ideals of our school community. Providing answers to a fellow student, while sometimes kindly motivated, is in fact equally objectionable and is also treated as a violation of academic integrity. Disciplinary action will be appropriately serious. Academic dishonesty will usually involve no credit for the work in question and additional disciplinary action including detention or suspension and require parent notification. Repeat offenders will face possible expulsion.

Plagiarism is the submission of someone else's ideas or words as one's own. This refers to oral and printed material as well as anything found on the internet. Students are taught how to properly quote and/or cite/footnote another's ideas or words. Students have access to reference books and materials to use as reference when writing papers or projects. Failure to use proper form, either in electronic work or on written work, will be treated seriously. Consult the Writing and Research Standards in the Appendix for further information. Additionally, online/electronic translators and any resources that generate answers/papers/presentations which remove original student work/inquiry/and thought violate the academic integrity policy.

In order that students comprehend and appreciate an entire literary work, Spark Notes, websites, or other abridgement or summary tools are forbidden. Parents are asked to support the same standard at home.

COURSE SELECTIONS AND SCHEDULING

Students should be attentive to the course selection process each spring. The school's master schedule is developed, and staffing decisions are arranged to accommodate as many selections as possible. There is no guarantee that students will be able to make desired changes after the master schedule is built. Honors and AP courses require a teacher recommendation for enrollment. Students who have not secured a recommendation will not be permitted to enroll.

Changes to course schedules should be made before the end of school or during the summer. Schedule changes may be made by the end of the second week of classes. Changes after this time will be made only under extraordinary circumstances. Any course that is dropped after the first two weeks of school may appear on the transcript as withdraw/pass (WP) or withdraw/fail (WF).

Level changes will not be made simply due to low grades. In order to request a schedule change to a lower level course, the student must demonstrate a best-faith effort to achieve success in the originally scheduled course. Schedule changes will not be granted to accommodate requests for particular teachers.

Students enrolled in honors or advanced placement courses who receive a grade of D or F for the first two quarters of the year will be switched to a college preparatory section at the semester.

LEARNING DISABILITY / SPECIAL LEARNING NEEDS

Students who have been identified for specific learning disabilities, or other health issues that affect learning, are provided with some classroom accommodations. These accommodations will take into account the student's IEP or 504 Plan but may not meet all expectations of the plan. Typically, accommodations include: extra time for testing, peer tutoring, after school help from the teacher, and preferential seating..

In the case of a language-based learning disability, an identified student may have his/her World Language requirement waived. These students may also be eligible for extended time on college entrance exams, such as the SAT. Eligibility requirements must be met during Grade 9 with current testing on file in the School Counseling Office, and clearly showing a learning disability or qualification under section 504 of the Rehabilitation Act of 1973. For more details on eligibility, go to collegeboard.com and access the page on Services for Students with Disabilities (SSD).

The Center for Academic Achievement is made available to students with the need for additional academic support at the recommendation of the School Counseling Department. The Center for Academic Achievement provides resources, peer tutoring, organizational and study skill assistance, and technology tools to assist students in achieving success at St. Thomas Aquinas. Students or parents who wish to take advantage of the Center for Academic Achievement should speak with their school counselor about whether the Center's services would be an appropriate fit.

WRITING AND RESEARCH STANDARDS

To provide for consistency and aid students in developing academic habits, the school has established Writing and Research Standards that apply to all written work. These standards may be found in the Appendix.

COMMUNITY SERVICE PROGRAM

An important part of our mission as a school is to foster in each student a commitment to justice and service. For this reason, St. Thomas Aquinas students are required to participate in service to others each year.

9	2027	10 Hours
10	2026	15 Hours
11	2025	20 Hours
12	2024	25 Hours

Students are to complete hours by May 2 (March 7 for seniors) and will receive a Pass/Fail grade on their 4th quarter report cards. While some service opportunities may be provided by St. Thomas Aquinas High School, students are also encouraged to search for opportunities to serve those in need in their communities.

Students must log all hours through our online service portal. This will be introduced in our advisory program. Students should see the Director of Ministry and Campus Life for assistance.

WINTERTERM

Winterterm affords our young men and women the chance to widen their learning horizons, step outside of the traditional instructional atmosphere and pursue an area that interests them intellectually, creatively, or spiritually. We are blessed and fortunate to have professionals within our community who support education and allow our school to advance your education in unique and awe-inspiring ways. The enhanced intellectual spectrum embraces not only faculty and staff but also alumni; parents and area professionals who seek to participate as instructors.

Winterterm attendance is required of all students and they will receive a Pass/Fail for their participation. Students, we invite each of you to **challenge** your mind, **support** your passion and **transform** your perception of learning so that you may fully embrace what promises to be a remarkable educational experience. The Winterterm catalog is updated every fall and made on the school website. Registration takes place in early December.

STUDENT LIFE

ACADEMIC BLOCK/ STUDY HALLS

All students will have times when they are not in a scheduled course. Students are given increased flexibility in the use of time as they progress through the grade levels. Students who abuse the flexibility, or whose academic performance demonstrates poor use of time, will be assigned to specific locations during their unstructured blocks. Under no circumstances may students behave in a manner that is disruptive to classes that are underway during their unstructured period.

Underclass students will be assigned to study hall locations with the expectation that they use their time wisely. They should have enough work to occupy them and remain productive throughout the period. They must report to their assigned location or to a teacher for extra help (students must have a pass from that teacher). Students who are on the Honor Roll during the prior term may be exempted from classroom study hall locations beginning in Quarter 3 except during lunch blocks.

Senior Students receive senior privileges. Seniors may make choices to go to additional locations during their Academic Block/Study Hall period. See the Appendix for a full description of senior privileges. Once senior privileges are issued, seniors may arrive late or depart early when study halls are scheduled first or last periods. Senior privileges will be revoked if abused in any way.

All students who are on academic probation will be assigned to a quiet study. The mandatory study will be reassessed at the next quarter mark.

Academic Block/Study Halls are designed to allow students some options with respect to their use of unstructured time. Generally, these periods are to be used for getting schoolwork done, but it is not required. Students may talk with one another and use the period as free time, though they are encouraged to be responsible for their academic responsibilities. Academic Blocks/Study Halls are held in the Cafeteria, or classrooms. Locations have specific guidelines listed below.

- All students in the Academic Block/Study Hall must report to the assigned location at the start of the period for attendance. Senior pass is the only exception.
- After attendance is taken, students may present a signed pass to a teacher, or request from the proctor a signed pass to a school counselor, Campus Ministry, administrative office for quiet study. The proctor should take care to limit the number of students leaving to these spaces and should alert the proctor of these locations when students are coming.
- Students are allowed to go to their lockers or bathroom. Students sign in and out using the proper form that documents time, destination and time of return.
- Dress code is enforced during Academic Block/Study Hall.
- Senior Pass privileges are allowed, though the proctor should be available in the assigned locations should a senior need to have a space to report to.

Academic Block/Study Hall Locations:

Cafeteria

Proctors provide an active presence in the cafeteria; circulating around the room and interacting with students.

- All students must be seated while eating.
- Students are expected to throw all trash away and keep their area clean.
- Loud or boisterous conduct is unacceptable.
- All students must be respectful, display proper conduct, and clean the room after themselves.
- Nothing may be thrown in the cafeteria.

Classrooms

- General Academic Block/Study Hall rules, as listed above, apply. Teachers may set additional rules for appropriate behavior in their classrooms.
- While collaborative work is allowed, the noise level is an important consideration. At all times, students are encouraged to be responsible with their time.

ATTENDANCE PROCEDURES

ABSENCE CALLS/EMAILS AND EXPECTATIONS

Parents are expected to call or email the school before 7:45 am when a student will be absent or tardy (603) 742-3206 x2235 or email: ATTENDANCE@stalux.org.

Research on school effectiveness and student achievement clearly indicates that maximum school attendance is an extremely important ingredient to success in academic pursuits. At STA we emphasize the importance of classroom attendance in fully accessing the curriculum. Attendance is taken in each class throughout the school day. Students must attend a minimum of 50 minutes of a class to be considered present in that class. The school will only excuse an absence that is a documented medical illness, is due to a family emergency, or is due to an approved athletic/extracurricular dismissal.

Students are limited to three absences per marking period (quarter) from a given class. To be excused for a medical illness, a note from a medical provider or from the STA School Nurse is required. In the event of a family emergency, parents must notify the school and discuss the situation with a School Counselor or Administrator. Absence from class due to an approved athletic/extracurricular dismissal is considered excused, *provided the student meets the expectations for notifying the teacher and making arrangements to complete all missed assignments in advance*. If any student fails to meet these expectations the absence will be considered unexcused.

Students with unexcused absences can expect to meet with the Director of School Counseling and/or Principal, with parental involvement, to address the issue and may be subject to disciplinary interventions such as after school detentions. If the absenteeism continues, the student will receive an Attendance Failure in that class for the marking period.

ABSENCES

- All absences must be verified by the parent via note, email or voicemail with the following information:
 1. **STUDENT NAME**
 2. **DATE**
 3. **REASON FOR ABSENCE**
 4. **YOUR NAME/RELATIONSHIP TO STUDENT**
 5. **TELEPHONE NUMBER**

Excused Absence

- Students must document these absences with an official medical notification.
- Only medical illness, including nurse dismissal, a death in the family, or an approved athletic/extracurricular absence will be considered as excused.
- Documentation must be presented the day the student returns to school, with the exception of approved athletic/extracurricular dismissals, which are documented internally.

- These absences will be counted as days missed for the purpose of the Attendance Register; however, they do not count toward a student's quarter limit.

Unexcused Absence

- Any absence that is not outlined above is considered an "unexcused absence" and counts toward the student quarter limit. (For example, a college visit is "unexcused".)
- Parent notes/phone calls are not considered official documentation for the purpose of excusing an absence.

Absence during exam/Assessment Week (Mid-Year/Final)

- Students are required to be in attendance whenever exams or assessments are scheduled. **(NO EXCEPTIONS)**
- Students are required to take exams/assessments when they are scheduled.
- Medical documentation is required for absences during assessments.
- Students who will miss an exam/assessment due to an athletic/extracurricular absence are expected to take the exam/assessment prior to the dismissal/absence, unless an alternative plan is approved by the teacher **in advance**.

Make-Up Work

Students are expected to keep up with all missed work while they are absent by utilizing Google Classroom, as well as information from teachers and/or peers. It is the student's responsibility to contact each teacher directly to arrange make-up work, and students should not rely on parents or School Counselors to coordinate make-up work for them, unless there are extenuating circumstances. Teachers cannot be expected to initiate a plan for making up work, that responsibility lies with the student.

One-Day Absences: Students absent for one day are expected to make up any test or quiz on the day of return, even if class does not meet that day. The student must contact each teacher directly to schedule all make-ups on the day of return, even if the class does not meet that day.

Multi-Day Absences: Students absent for more than one day for typical reasons (brief illnesses, family emergencies, etc.) are expected to do what they can to keep up with missed work via the Google Classroom while they are out. They are expected to contact teachers directly to arrange make-up work. Students must work directly with each teacher to formulate a plan to complete and submit make-up work in a timely manner, and are permitted a maximum of 2 days for each school day of absence to complete and submit work.

Extended Absences and/or Extenuating Circumstances: Students who are out for extended periods of time due to illness or emergency and/or who have extenuating circumstances (i.e. hospitalizations, concussions, etc.) and are unable to contact teachers directly may work with their School Counselor to facilitate scheduling of make-up work. The school will set reasonable deadlines for the completion of make-up work. In the absence of extenuating circumstances, students are expected to manage make-up work with their teachers and adhere to deadlines outlined above to avoid penalty.

APPOINTMENTS/VACATIONS

- **All student appointments** should be scheduled after school hours or on no-school days whenever possible.
- **Advance notice** should be given to the Attendance Office **(603-742-3206 x2235)** regarding college visits and other planned absences. These are not excused and will count toward a student's quarter limit.
- **Family vacations** should be planned to coincide with the regularly scheduled school vacations. The school cannot approve of vacation absences during regular school days. Students who miss school because of vacations do so at their risk. It is unfair to expect teachers to prepare make-up work, special lessons, or spend time giving extra help to students who are absent from school to go on vacation. It is unfair to other students who remain in school and are attempting to do their work to have the teacher's attention, time, and energy distracted in order to help vacationers catch up. The school calendar is prepared to help parents plan for vacations. This is one area in which you can contribute to your child's success in school while teaching him/her valuable lessons in job dedication and devotion to duty. Teachers will not be expected to prepare assignments; however, homework may be made up.

TRUANCY

These are absences from school or any class period without school or parent approval. Students will face disciplinary action, up to suspension.

LATE TO SCHOOL

- Students not in the first period by 8 am will be marked absent and must sign in at the Attendance Office.
- Parents are expected to call or email the school by 7:45 am when a student is going to be tardy. Please notify the Attendance Office (**603-742-3206 x2235**), email (**ATTENDANCE@stalux.org**).
- Students arriving between 8 and 8:30 am without medical documentation or an explanation of the emergency nature of the lateness will retain eligibility for participation in co-curricular activities but may be subject to detention on the third and subsequent tardy in any quarter.
- Students arriving after 8:30 am without medical documentation or an explanation of the emergency nature of the lateness will lose eligibility for that day and are also subject to detention on the third or subsequent tardy. (Note: Students with late arrival senior privilege must arrive by the end of their last free period that day.)
- Students who miss classes due to lateness may be required to complete tests/quizzes and other assignments on that day.
- Students will not be excused for lateness because of study or lunch.

DAILY ELIGIBILITY (FOR CO-CURRICULAR ACTIVITIES)

Students must attend school on a regular basis in order to succeed. No student should use co-curricular activities as an excuse to miss a class, extra help session, detention, or any other required school event. Obligations to classroom and/or school discipline take priority over co-curricular activities.

- Any student who is **absent from school** is ineligible for co-curricular activities on that day
- A student who is **late to school** may be ineligible for co-curricular activities on that day.
- Any student who is **dismissed from school** without a doctor's note is ineligible for co-curricular activities on that day.
- Students are expected to attend school on the day following an evening co-curricular activity.
- Please refer to the 2023-2024 Athletic Handbook for additional standards outlined.

Prior arrangements for exceptions, including appointments, must be made with the Principal.

EARLY DISMISSAL

- Students **will not be allowed to leave school** without notification from a parent/guardian describing the reason for dismissal and who will be picking the student up.
- Students leaving early must report to the Attendance Office by 8 am to receive a pass.
- Students should come to the Attendance Office at the assigned time of dismissal and sign out.
- Students are reminded to consult the absence policy regarding any classes that will be missed.
- Students may not be dismissed to avoid a free last period, study, or school assembly.

WEATHER-RELATED SCHEDULE CHANGES

The safety of students is essential, and the school will announce delayed opening, early closure, or cancellations due to inclement weather. They will be broadcast via text, email, and on local media (WTSN 1270 radio and WMUR TV 9) and will be posted on the school website. In case of conflicting information between the website and media, the website is to be considered authoritative. A school cancellation generally covers all school events for the day; any exceptions will be announced via the website/notifications.

In case of a delayed opening, school will begin at 10 am. Dress code is suspended on these days. Please see guidelines for dress down days.

The school will make every effort to prioritize the safety of its students. Because of the wide geographic area from which the school draws, and the unpredictable nature of weather in New England, the school cannot guarantee that a given weather decision will account for all possible conditions. If a parent determines that conditions are locally unsafe for travel, he/she should make the ultimate decision regarding attendance. Under these circumstances, the absence will not count toward a student's quarter limit.

SCHOOL EVENTS

School assemblies are held at various times during the school year. Students are to sit in the designated areas with their Faculty Advisor. Courteous attention and respect must be given to the speakers or performers. Appreciative applause is welcomed, but boisterous conduct of any nature is out of order. Cell phones must be off and put away.

Mass, prayer services, and retreats will be held regularly throughout the year. Exemplary conduct is expected during worship services. Failure to conduct one-self respectfully during all prayer experiences is considered a serious infraction of St. Thomas Aquinas regulations. Cell phones must be off and put away.

School regulations are in effect during all social functions, as are any event-specific expectations. Eligibility for attending a social function is according to school attendance guidelines. All events are closed to the public unless otherwise stated. A limited number of guests will be allowed at certain events, subject to approval or guidelines. Students are responsible for the behavior of their guests. The school may set expectations regarding late arrival or early departure for particular events, and exceptions will only be made by an administrator or the supervisor of the event for legitimate reasons.

Students attending athletic events must behave in a mature fashion when viewing a game or taking part in activities conducted in the gym. Vulgar, disruptive, or unsportsmanlike cheers, or cheers directed at individuals on opposing teams, reflect negatively on the St. Thomas Aquinas community, and are not acceptable.

CAFETERIA / FOOD AND DRINK

St. Thomas Aquinas contracts with Chartwells as the school's food service provider. Families may take advantage of a Point of Service debit system, by sending a check payable to "St. Thomas Aquinas High School" or utilizing their online payment system. This system allows a student to purchase food using only a student ID card. Families may plan and track food purchases with this system. Students who want to add money to their account using cash or check may do so daily during periods 1-3. Information about mySchoolBucks.com® was sent home in the summer mailing.

Breakfast is served daily from 7:30am-8am when we follow a regular schedule. Times vary when the schedule is altered for such things as exams and Winterterm.

This schedule includes built-in time during the third period for students to gather in the cafe for a meal. Here is how it works:

- Students will attend period 1, 2 and 4 classes as they have been used to doing in the past.
- For period 3, they will either go to lunch first before class or they will go to class before heading to lunch. The lunch they attend will be assigned based on the class they are scheduled for period 3. For example, if they are assigned to English, they will go to lunch first before going to class. If they are assigned to math, they will go to class before going to lunch. (Please note that actual lunch assignments will be determined once schedules are finalized in late August).
- Student lunch assignments (first lunch or second lunch) will rotate with the daily schedule because lunch will be based on which class occurs period 3.
- The cafe will only serve lunch meals during the designated lunch time, but snacks will be available from the vending machine during other periods. It will be stocked with a great variety. The machine can take cash as well as transactions from student accounts.

The cafeteria area requires much care and cooperation by the students to maintain order and keep the area clean. Students are expected to keep tables clean and deposit trash in receptacles. Students may not sit on tables. The cafeteria is a relaxed environment, but students are expected to maintain an orderly decorum to allow the use of unstructured periods for academic work. Backpacks are not allowed in the café during the designated period 3 lunch due to space constraints. Students should put bags in their locker prior to lunch.

In general, food is to be confined to the cafeteria, except for a water bottle, which students may carry with them. Exceptions to this policy may be made by the supervisor of a classroom or space. All students share responsibility for keeping the school clean. Any staff member may request that students move to the cafeteria with food items that have the potential to be messy.

CO-CURRICULAR ACTIVITIES

growth.

All students are strongly encouraged to join a co-curricular activity. St. Thomas Aquinas provides a wide range of religious, athletic, service, social, honor and academic activities in the form of teams, clubs, and programs. All such activities and organizations have purposes or missions that are consistent with the school's Mission Statement, operate with the expressed approval of the school administration, and are moderated, coached or directed by faculty, paid personnel or volunteer advisors who are selected and approved by the school. Individual organizations will establish membership, participation and awards criteria, provide specific rules and standards, and will disseminate these to interested students and parents. Participants and their parents or guardians may be required to sign a statement indicating their agreement to those rules and standards for each activity, organization, or sport.

Eligibility for participation is established on a daily basis, based on attendance. Academic eligibility is established on a quarterly basis. Please see the academic eligibility section. All school rules apply during all games, practices, trips, and events. Students violating school rules while involved in co-curricular activities and sports are subject to both organizational sanctions and school discipline.

CAMPUS MINISTRY

Every member of the community brings something unique and special to the St. Thomas Aquinas family. Ultimately the goal of campus ministry is to help each student identify and share his or her gifts in a way that builds the school community. Under the guidance of the Director of Ministry and Campus Life, a volunteer student Campus Ministry team assists in planning various worship, service, and prayer experiences throughout the year. Campus Ministry provides a school-wide opportunity for prayer, service, worship, retreat — but perhaps most importantly an opportunity to explore and share faith issues in a safe and supportive environment. This is a great way to become involved in various aspects of St. Thomas Aquinas life. There are opportunities for students and parents alike regardless of religious tradition. The Director of Ministry and Campus Life is readily available for conversation and consultation with students and staff members.

COUNSELING

The St. Thomas Aquinas School Counseling Department is designed to provide guidance and counseling services to all enrolled students. There are three qualified counselors on staff, who meet with students both individually and in classroom sessions. Frequently covered topics include transition to high school, academic progress, career development, college admissions process, social/emotional learning, and all aspects of adolescent development and decision-making. School counselors facilitate communication among students, their parents, teachers, and any college or community resource that may assist in furthering a student's growth. St. Thomas Aquinas school counselors follow a general policy of confidentiality with students, except when the welfare of the student or others comes into question. Students cannot assume that all information will be kept confidential and are encouraged to discuss confidentiality issues directly with School Counselors. School Counselors welcome students to drop in any time or make appointments.

Personal / Psychological Issues

While St. Thomas Aquinas provides a full range of academic and personal counseling, counselors are not to be considered mental health providers. The School is not equipped to provide full psychological services. Students who are unable to benefit from the academic program due to issues of a psychological nature, whose safety cannot be guaranteed by the school, or whose issues – including excessive absences from class – interfere with his/her education or the education of other students, or the operation of the school, may be required to temporarily or permanently withdraw from the school until such time as they can receive the necessary treatment to function successfully within the school community.

FACULTY ADVISOR PROGRAM

Each student has a faculty advisor. Students are encouraged to share their progress with their advisor in the course of the school year. The purpose of the "Faculty Advisor Program" is to provide each student with a concerned, caring teacher or administrator who will provide guidance and support in areas of academic progress and personal growth.

DRIVING TO SCHOOL

All students with a valid driver's license may obtain a parking permit for \$100 by completing an application form. Persons who falsify information to obtain a permit or display an altered, unauthorized, counterfeit, or fraudulent parking permit will be subject to towing at the owner's expense and revocation of their campus parking privileges.

Parking regulations and permit applications are available in the Main Office and on the school website.

SENIOR PASS

It is our belief that students who have advanced to senior status have done so by developing and maturing physically, intellectually, and socially. St. Thomas Aquinas recognizes this accomplishment and respects senior student achievement by awarding certain freedoms that reflect the growth in their independence and responsibility. Senior Pass allows seniors to move around the school without obtaining a signed pass. All seniors are granted Senior Pass with the understanding that the misuse of this privilege will have consequences, including the loss or suspension of Senior Pass. Senior Pass does not excuse students from schoolwork, appointments with teachers or from providing assistance to the school when requested. The details and conditions are listed below:

Seniors may go to the following areas at will:

- Cafeteria
- Main Office
- Chapel
- School Counseling Offices
- Bathrooms
- Benches in front of Notre Dame
- Senior Hallway
- The grass triangle beyond the driveway (**the only area for Frisbee, hacky sack**).
- Administrators' Offices
- Atrium
- Lockers
- Walkways and lawns behind the building

Seniors may go to the following areas provided a supervisor is present:

- Athletic Director's Office
- Campus Ministry Office
- Technology Center
- Music Room

Seniors are NOT allowed to:

- Congregate in parking lots, halls, bathrooms, nurse's office, etc.
- Go to cars
- Go out of sight of the building
- Go to gymnasium
- Eat/drink in hallways, classrooms, etc.
- Eat in offices without a food pass
- Engage in sports that pose a risk for damage to STA facilities
- Sit on floors or block doorways
- Disturb or disrupt classes or meetings
- Litter or deface any part of the school

Privileges do not begin until the Senior Privilege Form (Appendix G) is signed by the student and parent and returned to the Main Office.

SCHOOL SECURITY

The school is open from 7am to 5pm each day. The school does not provide supervision for students beyond these hours unless they are participating in a school activity. School doors are locked during school hours. Students will receive a code at the beginning of the school year to access entry to the building. To ensure school safety, students are asked to not share their security codes. Parents are asked to report to the Atrium. The main office will allow you access once your identity is confirmed.

Periodic emergency drills (fire, lockdown, etc.) will be conducted. Fire exit instructions are posted in each room. Students must be silent, orderly, and follow the instructions of the classroom teacher or other supervisor during a drill. Cell phones should be turned off during emergencies. No one should re-enter the building until cleared by an administrator. *Emergency plans can be found at the end of this document.*

STUDENT AND SCHOOL PROPERTY

Students are permitted the use of their assigned locker only. Lockers should always be kept locked. The school will not be responsible for goods stolen from lockers. Unauthorized locks will be removed. Students may not change their assigned lockers without permission of the Main Office.

Every student will be issued an identification card and should always carry the ID with them.

School-owned textbooks that are issued to students for their use become the responsibility of the student. The student's name must be printed inside the front cover. Textbooks must be covered for the book's protection and longer life, and damaged books will be assessed a damage fee.

The school maintains digital records on each student. Parents and/or students may request access to student files through an administrator or school counselor.

Damage to school property will be paid for by the parents of the student responsible. Students are asked to immediately inform an administrator of accidental damages. Deliberate damage to school property (vandalism) is treated as a serious matter and will subject the student to disciplinary consequences.

School property, including student lockers, is subject to periodic, random searches by school administrators. Students can be subjected to a search by school officials if reasonable suspicion exists. Reasonable searches may include student vehicles, pockets, purses, book bags, phones, computers, tablets, and other personal property. The existence of reasonable suspicion may warrant the search of a student's person. Personal searches will only be conducted by a school administrator.

CONDUCT AND DISCIPLINE

COMMUNITY LIFE

One significant aspect of Catholic education and particularly of St. Thomas Aquinas is that of promoting an active, vibrant community. All actions and activities that bring positive influence on the school strengthen the community. Individual or group achievement and success is valued and encouraged at St. Thomas Aquinas. It is much the same notion as family pride experienced at home. In similar fashion, St. Thomas Aquinas discourages any negative actions or attitudes as detrimental to the whole community. The actions of individuals matter and have great bearing on the community of St. Thomas Aquinas.

HONOR CODE St. Thomas Aquinas operates with a philosophy of mutual respect for all individuals. It is necessary that order, and discipline be maintained for the smooth operation of the school and because it is the standard of Christian living. Rules of conduct are based on two premises:

1. Every student has the right to a protected environment of personal safety, a properly maintained facility, and an atmosphere conducive to personal growth.
2. Every student has the duty and responsibility to protect these rights for all others.

All rules and regulations apply in any and all locations that are or become the jurisdiction of the school or affect the reputation of St. Thomas Aquinas. Students are required to act in accordance with the mission of the school at all times. Students are expected to comply with the regulations established by St. Thomas Aquinas teachers, proctors, staff, and administration. Failure to comply will result in appropriate disciplinary action.

Possible disciplinary steps are as follows:

- **Warning** (verbal or written) — As a matter of practice, every faculty and staff member will attempt to resolve minor issues by calling the student's attention to them, directing the student towards appropriate behaviors, and encouraging the student to behave in a manner consistent with the school's expectations.
- **Teacher detention** — Any faculty/staff member may hold a student after school for violations of classroom or school rules. Detentions are generally served on the same day as the infraction, however students may delay a detention by one school day due to transportation issues. Detentions supersede any other school commitment; failure to appear for a detention will subject a student to an Administrative detention.
- **Administrative detention** — Administrative detentions are served on Tuesdays or as determined by the Principal starting at 2:45pm and can vary in length depending on the infraction. After school detentions may include helping with cleaning/maintenance tasks. Saturday detentions may be given for flagrant violations of school policies, or for the accumulation of minor offenses. Students should report at 8am and stay until noon and be prepared to work on cleaning/maintenance tasks.
- **Suspension (in-school or out-of-school)** — Suspension is a serious consequence reserved for severe or repeated infractions of school rules and expectations. Students who are suspended do not attend classes or participate in activities and are separated from the student body for the length of the suspension. Students must independently make up any work that is scheduled for the time missed in a high-quality fashion. Work not made up by the time of return will result in a grade of zero. Prior to return, the student or parent may be asked to schedule a readmission conference involving the Principal and/or school counselor. Many college applications require the student to divulge suspensions.
- **Dismissal / Expulsion** — St. Thomas Aquinas reserves the right to remove or dismiss from the school community at any time a student who, in the school's judgment, is undesirable in attitude and general conduct or whose continuation in the school is detrimental to him/herself, to his/her fellow students, or to the reputation of the school. This determination may result from an accumulation of minor violations over a period of time, or a single major violation.

Procedures for discipline involving probation, suspension, or expulsion will follow principles of fundamental fairness and will include notice to the student of alleged misconduct, the opportunity for the student to explain his or her actions, notice to the student of disciplinary action taken, and parental notification of proceedings and action.

The Principal has the authority to suspend or expel a student from St. Thomas Aquinas. In certain circumstances, the Principal, at his discretion, may convene the school's Accountability Board. The Board's function is not to impose the initial punishment (that is the responsibility of the Principal) but to determine if further consequences should be imposed, or if the impact of the consequences should be amended or mitigated. The recommendation of the Board is given to the Principal who will likely concur with the decision of the Board but has the final determination regarding discipline. The Principal notifies the family of the final decision. If an Accountability Board is recommended by the Principal, the student and parents will be advised of the process at that time.

BULLYING/HAZING/HARASSMENT

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

St. Thomas Aquinas High School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal and/or the School Counseling Director are responsible for ensuring that the Anti-Bullying Policy is implemented.

1. Definitions

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or a sexual act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, and websites.

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. Hazing activities are generally considered to be physically or mentally abusive, hazardous, and/or sexually violating. Anything that causes mental anguish or physical discomfort is considered to be classified as hazing.

2. Statements of Prohibition

Bullying, cyberbullying, and/or hazing shall not be tolerated and are hereby prohibited. Hazing or harassment practices of students will be disciplined according to Diocesan policy and will be reported to the police, in accordance with the State of NH Student Hazing Law RSA 631.7

St. Thomas Aquinas High School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting: A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the Principal or Principal's designee.

Retaliation: The policy of St. Thomas Aquinas High School is to encourage individuals to report bullying and

cooperate with investigations. As a result, individuals who make good faith reports of bullying will not be subject to retaliation for reporting bullying or assisting in a complaint investigation. Anyone who believes that he/she has been subjected to retaliation for making a complaint of bullying or cooperating in connection with an investigation should report the matter to the school Principal and/or the School Counseling Director. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

3. Reporting Incidents of Bullying

a. Reporting During School Hours

Reporting by Students

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Reporting by Parents/Guardians and School Volunteers

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

Reporting by School Employees

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal's designee.

b. Reporting Outside of School Hours

The Diocese of Manchester has made available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. The phone number is (603) 663-0178. Reports made by this method will be recorded and forwarded to the appropriate school the following school day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

4. Response to Reports

Investigation

The Principal or Principal's designee shall promptly (within 2 school days) initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent/Guardian

The Principal or Principal's designee shall promptly (within 2 school days) notify the parents/guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

Timeline for Investigation

The investigation will be concluded within 5 school days. An extension may be granted by the Superintendent of Schools if necessary.

Notification to Parent/Guardian upon Completion of Investigation

Upon the conclusion of the investigation, the Principal or Principal's designee shall promptly report the findings of the investigation to the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

5. Disciplinary Action for Substantiated Bullying

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the Principal or Principal's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the Principal or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

CRIMINAL CONDUCT

St. Thomas Aquinas has a legal obligation to report criminal conduct to the local police. St. Thomas Aquinas exists in a safe school zone and all state laws apply on campus and its environs. The school policy is to cooperate with local law enforcement in the investigation of criminal activity. School consequences for criminal conduct will supplement any legal action taken by the authorities. Parents will be notified if the school becomes aware that their child is involved in an investigation of criminal activity by local law enforcement, or if the school initiates a report to law enforcement.

DRUGS, ALCOHOL, VAPING, TOBACCO, AND WEAPONS

The possession and/or use of drugs, alcohol, vapes, or tobacco products on school grounds, or any school function, are serious violations that will result in suspension (and expulsion in the case of subsequent offenses).

The sale, distribution, use, or possession of drugs will result in parent notification and the student will be subject to immediate suspension or expulsion. When a student is found in possession of drugs, or if a student is suspected by school personnel of being a drug user, parents will be notified immediately. If the circumstances warrant, the school may require a professional evaluation (at the family's expense) to interpret the need for medical or psychological treatment. If the family refuses to schedule a professional evaluation (with an agency approved by the school), the school may suspend the student indefinitely until arrangements are made for suitable evaluation.

Note that any usages of drugs, alcohol, vapes, or tobacco products carry specific eligibility consequences for students participating in athletics. Students should familiarize themselves with these policies, in the "Co-curricular Activities" section of this handbook.

Students are prohibited from possessing weapons of any kind on school grounds or at any school related functions. Weapons are broadly defined as any objects that are designed for, or can be used to, inflict bodily harm. This includes objects that may be altered to inflict harm. Students in violation of this policy will be expelled. Police will be notified.

OFF-CAMPUS BEHAVIOR

Students should know that certain activities, even outside of school hours or off school property, may result in loss of school privileges or other disciplinary action up to and including suspension or expulsion. Some examples of such outside conduct are violations of law (e.g., underage purchase of alcohol, driving while intoxicated, possession, sale or use of illegal drugs, etc.) or the use or misuse of computers, personal computer websites, including social media, when identifiable as a member of the St. Thomas Aquinas community, for the purpose or effect of harassing, intimidating, bringing disrepute, or disparaging classmates, teachers or any person or persons within or outside of the school community. The school reserves the right to take such action as deemed necessary to address and respond to any off-campus behavior which does, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

2023-24 DRESS CODE

At St. Thomas Aquinas High School, our dress code reflects our Catholic mission to instill **unity, respect,** and **integrity** within our students. We believe that a student's appearance has a direct effect on his/her attitude and behavior. Additionally, and in the larger scope of preparing our students for college and beyond, the dress code teaches students that different types of dress are appropriate for different settings.

The St. Thomas Aquinas High School dress code has been established so that students understand that their manner of dress should be appropriate to the serious nature of academic study, promote the dignity and self-respect worthy of each student, and communicate **Saints Pride** to the greater community.

Students in violation of the dress code will be asked to conform. If students cannot or will not conform, they will be sent to the Principal for appropriate discipline. At all times, the Faculty and Administration reserves the right to decide whether a student is in dress code. The Administration also reserves the right to make changes to the dress code, as it deems necessary. Daily, the Principal is the **final interpreter** of the school dress code.

All items must be purchased from Tommy Hilfiger Uniforms (excluding shoes, pants, and appropriately STA-branded polos and quarter-zips)

Items are available at: <https://www.globalschoolwear.com/school-search> .

Upon entering the building, all students must follow the dress code until the end of the school day under the following guidelines:

*In 2023-24, masks are optional. While not mandating a singular type of mask, masks must fit within the STA expectations of appropriate school attire.

Female Attire

Shirts:

Students have the option of the following:

- Tommy Hilfiger blue or white long or short-sleeve pinpoint Oxford blouse **with** STA logo and tails tucked in.
- Tommy Hilfiger short or long-sleeve polo shirt in grey, white, royal or navy **with** STA logo or STA seal
 - Girls wearing fem fit polos do not need to tuck them in.
 - No more than the top two buttons may be unbuttoned.
 - Students may wear a white short-sleeve undershirt underneath their uniform shirts. The sleeves of the undershirt must not be visible below the uniform shirt.
 - Appropriately STA-branded athletic/club polos are permitted but must be in STA color scheme of grey, white, royal, or navy.

Sweaters and Fleece:

Students have the option of the following:

- Tommy Hilfiger navy or grey cardigan sweater with the STA logo or STA seal.
- Tommy Hilfiger navy or grey long-sleeve V-neck sweater with the STA logo or STA seal.

- Tommy Hilfiger navy pullover half-zip polar fleece with STA logo or STA seal.
- Tommy Hilfiger classic navy blazer, STA logo.
- STA athletic and fleece quarter-zips that are similar in nature to the Tommy Hilfiger half-zip are acceptable if in the STA color scheme of grey, white, royal, or navy. Quarter-zips must be from an STA sport or activity and STA-branded appropriately.
 - All options must be worn over an Oxford blouse or STA polo. No full zip jackets of any kind are allowed to be worn inside.

Pants:

- Tommy Hilfiger straight leg pants in navy or khaki.
 - Please note: this is the **only** item that can be purchased outside of Tommy Hilfiger Uniforms. However, it must fit the specifications of the pants provided by Tommy Hilfiger Uniforms.
- Pants must be hemmed
- Pant legs are not to be rolled or ankle length
- A brown or black leather belt is to be worn at all times.

Shorts:

- Tommy Hilfiger navy or khaki Bermuda shorts may be worn until September 30 and from May 1 until the end of the school year.
 - A brown or black leather belt is to be worn at all times.

Skirts:

- Tommy Hilfiger A-line side-button skirt or skort in khaki or navy.
 - Please note: No other style of skirt, skort, or dress is permitted.***
- Skirts must be worn with solid-colored ankle socks, navy or white knee highs or solid colored tights.
- Students may wear tights, leggings, and yoga pants underneath the skirt or skort. Acceptable colors are navy, white, gray, black, or tan.
- The length of the skirt must go to two inches longer than the longest fingertip when students' arms are at their side.

Footwear:

- The dress code shoe for all students is a leather boat shoe in the following colors: tan, brown, black, navy, or grey. No other shoes are permissible.
 - Solid colored socks are to be worn at all times.
 - Please note: Boots will be allowed for the winter season from the first day of Quarter 2 through the last day of Quarter 3. Boots selections may not take away from students' clean and professional appearance.

Outerwear:

- Crewneck Sweatshirts are allowed; Hoodies are NOT allowed.
- Jackets and coats, including STA outerwear, cannot be worn **inside** the building including on dress down days.
- Hats are not allowed to be worn inside the building including on dress-down days.
- Scarves are not allowed to be worn inside the building.

Personal Grooming:

- Extreme (bright, distracting or unnatural) hair color and hairstyles are not allowed.
- Body or facial piercings must be conservative in nature.
- No visible tattoos are allowed.
- Detention will be assigned to any student not in compliance with these personal grooming guidelines.

Male Attire

Shirts:

Students have the option of the following:

- Tommy Hilfiger blue or white long or short-sleeve pinpoint Oxford shirt **with** STA logo worn with a necktie.
- Tommy Hilfiger short or long-sleeve polo shirt in grey, white, royal or navy **with** STA logo or STA seal.
- Appropriately STA-branded athletic/club polos are permitted but must be in STA color scheme of grey, white, royal, or navy.
- All shirts are to be **tucked in**.
- Ties must be simple and not of a distracting nature.
- Students may wear a white short-sleeve undershirt underneath their uniform shirts. The sleeves of the undershirt must not be visible below the uniform shirt.

Sweaters and Fleece:

Students have the option of the following:

- Tommy Hilfiger navy or grey long-sleeve V-neck sweater with the STA logo or STA seal.
- Tommy Hilfiger navy pullover half-zip polar fleece with STA logo or STA seal.
- Tommy Hilfiger classic navy blazer, STA logo.
- STA athletic and fleece quarter-zips that are similar in nature to the Tommy Hilfiger half-zip are acceptable if in the STA color scheme of grey, white, royal, or navy. Quarter-zips must be from an STA sport or activity and STA-branded appropriately.
- All options must be worn over an Oxford shirt and tie or STA polo. No full zip jackets of any kind are allowed to be worn inside.

Pants:

- Tommy Hilfiger flat front pants in khaki or navy with pockets at the waist/hip.
 - Please note: This is the **only** item that can be purchased outside of Tommy Hilfiger Uniforms. However, it must fit the specifications of the pants provided by Tommy Hilfiger Uniforms.***
- Pants must be hemmed
- No outside pockets are allowed
- Pant legs are not to be rolled or ankle length
- A black or brown leather belt is to be worn at all times

Shorts:

- Tommy Hilfiger navy or khaki flat front shorts may be worn until September 30 and from May 1 until the end of the school year.
 - A black or brown leather belt is to be worn at all times.

Footwear:

- The dress code shoe for **all** students is a leather boat shoe in the following colors: tan, brown, black, navy, or grey. No other shoes are permissible.
- Solid colored socks are to be worn at all times.

Please note: Boots will be allowed for the winter season from the first day of Quarter 2 through the last day of Quarter 3. Boot selections may not take away from students' clean and professional appearance.

Outerwear:

- Crewneck Sweatshirts are allowed; Hoodies are NOT allowed.
- Jackets and coats, including STA outerwear, cannot be worn **inside** the building including on dress down

days.

- Hats are not allowed to be worn inside the building including on dress down days.
- Scarves are not allowed to be worn inside the building.

Personal Grooming:

- Boys must always be clean shaven. Mustaches and beards are not allowed for any student.
- Extreme (bright, distracting or unnatural) hair color and hairstyles are not allowed.
- Hair length is not to exceed the top of the collar and not to fall below the top of the eyebrows.
- Ponytails, man buns, braids, shaved hair under longer hair, shaved heads (hair less than 1/8 inch), mushroom styles, shaved lines and designs **are not allowed**.
- Sideburns may not exceed the top of the earlobe.
- No body or facial piercings are allowed.
- No visible tattoos are allowed.
- Detention will be assigned to any student not in compliance with these personal grooming guidelines.

DRESS DOWN DAYS

Dress code is the norm for most school days. Occasionally students will be allowed to “dress down.” Dress Down clothing should follow these guidelines:

- No stretchy-skin-tight or see-through clothing
- No leggings, footless tights, or yoga pants, unless worn under a skirt or shorts. Tights must be solid colors, but may differ from dress code colors
- No pajamas. No slippers
- Sweatpants must be solid colored. No fleece, flannel, or clingy material
- Shorts, at minimum, must go to mid-thigh as measured by the longest fingertip when students’ arms are at their side. Shorts are only allowed from the start of the school year until September 30 and from May 1 until the end of the school year.
- Skirts, at minimum, must go to two inches longer than the longest fingertip when student’s arms are at her side
- No dresses
- No rips or tears in clothing (no holes in jeans). No cut-offs
- No tank tops or exposed shoulders. No exposed midriff or cleavage
- Text and imagery should be G-rated
- Hair styles must remain “in code”
- No facial hair
- No hats or coats in the building. Coats may be worn during passing time when traveling between buildings but must be off before the next class bell rings.

Other guidelines may be provided by school administration, depending on the occasion for the dress-down day.

CO-CURRICULAR

Students, who represent the school during any co-curricular activity, including athletics, must adhere to the Dress Down Code unless specifically directed otherwise by the Activity Moderator or Coach. This is particularly important when traveling to events away from school, including field trips

TECHNOLOGY

SCHOOL TECHNOLOGY – RESOURCES AND USAGE

St. Thomas Aquinas maintains a strong wireless environment throughout the school. While the school will make every effort to preserve the privacy of students, students should understand that they have no expectation of privacy, and that any actions on the school network may be monitored. The school will make efforts to filter objectionable material through its wireless network.

Students utilizing the school network must behave responsibly and avoid making changes that will damage the school's network or computers. Students are not to share login information and may not log in as another user. Students should not make efforts to access private information belonging to others, or to gain unauthorized access to software or systems.

Technology refers to **all** electronic devices: student-owned computers and laptops, school-owned computers and laptops, cell phones, watches, iPads, and other devices not itemized here.

The use of technology requires the same principles of respect and integrity as all other aspects of school life. Technology should not be used to harass, gossip, insult, tease, or bully other students, nor is it to be used to view, send, or display inappropriate messages or pictures of others.

- Students are prohibited from taking pictures, videos, or audio recordings of other students(s) or faculty/staff members without explicit permission from the individual(s).
- Students are prohibited from posting or sharing any image or recorded material on any electronic platform without explicit permission from everybody involved. This includes, but is not limited to, text messaging, all social media platforms, all websites, etc.
- Content of an offensive or graphic nature should not be viewed, shared, or posted via any device or platform.
- Students are prohibited from using text or social media chat groups to share private or sensitive information about others, to post or share graphic or inappropriate content, to post or share any prohibited content (see above), to bully or harass other students, and/or to engage in any conduct in violation of the STA Honor Code.
- Students will not use online applications or platforms to request deliveries to the STA campus (i.e. Door Dash, Uber Eats, etc.).
- Students are prohibited from altering school-owned devices in any way (i.e. downloading software or apps, changing wallpaper, changing passwords, etc.).
- Condoning any of the above is also a violation of the STA Honor Code. Students should report any content or use of electronic devices/platforms that is inappropriate or illegal.
- Violation of the above will result in parental involvement and disciplinary action, the severity of which is determined based on the specific circumstances.

Students must practice careful online etiquette, presenting an online presence that is consistent with expectations of students of St. Thomas Aquinas. Students should never give out personal information or arrange to meet individuals who have been met online. It is important that copyright laws be respected and upheld, and that students not attempt to make copies of school-owned software, or use the school network to download content illegally.

Students are prohibited from playing electronic/video games during class time. This includes all study blocks. STA is an academic institution and its primary purpose is to educate students. Gaming at any time during the school day serves as a distraction and disruption to the educational process and is therefore not permitted.

Violations of the expectations around proper use of technology at STA may lead to the loss of technology privileges, as well as other consequences, up to and including expulsion and reporting of illegal behavior to law enforcement authorities.

PERSONAL LISTENING DEVICES/ LEARNING DEVICE POLICY

CLASSROOMS AND STUDY AREAS

Rationale:

Electronic devices should enhance the learning experience at STA, not detract from it. Cell phones and other personal computers are powerful tools that have the potential to add multiple capabilities to a learning experience and will be allowed in the classroom under the following guidelines:

Guidelines:

- Students will place cell phones in the storage racks provided in each classroom and only use them if granted permission by teacher or supervisor for a school-related activity.
- Power down or set in Airplane mode so the phone will not ring during class or an emergency.
- During a building evacuation (fire drill), students will retrieve their cell phones, stay in an orderly fashion and exit the room. Cell phones should remain powered down and not used unless instructed to call home.
- Students with an electronic device during a summative assessment will receive a grade of "0".

Interventions:

If a student violates a classroom cell phone policy, teachers will confiscate the phone and give it back at the end of class reminding the student of the classroom expectation. **Subsequent violations will result in loss of phone for the day and a discussion with the Principal and a detention. Continued violations will result in loss of privilege for the year.**

COMMON AREAS

Guidelines:

- Cell phones are allowed in common areas (cafeteria, senior hallway, CMC) with minimal restrictions:
 - no speaking or playing audio aloud (personal phone calls require staff permission)
 - no activity that violates any other school policy.

HEALTH

All accidents involving personal injury are to be immediately reported to an administrator or the school nurse.

Our medical team works together to provide medical care to STA students when needed. The medical team is composed of the School Nurse and the Athletic Trainer.

SCHOOL NURSE

If a student becomes ill during the day, he/she **must** report to the nurse's office. A log is maintained for all students coming to the Nurse's Office. No student will be able to leave school because of illness without the consent of the nurse and parent(s). If the nurse is not in the office, ill students should report immediately to the Main Office. Students should not use the nurse to avoid academic obligations. ***Please ask your child not to call you directly if ill. Encourage them to go to the nurse.***

The Nurse and the nurse's office is available for those students with either documented chronic illnesses (e.g. diabetes), accidents, or students who fall ill unexpectedly (flu, cold, headache, etc.). Students who otherwise, for non-specific complaints, request to visit the nurse's office will be evaluated by the Nurse and, if no symptoms are evident, may be directed to the School Counseling Department. School counselors may prepare a documented plan for students who frequently or chronically fall into this category. This documentation will be made in cooperation with the student's parent/guardian and will direct how the nurse's office will treat future, similar episodes.

Students that are ill and needing to seek medical attention by the Nurse must be signed out of their class, with a pass, before seeing the Nurse.

ATHLETIC TRAINER

The primary duty of the Athletic Trainer is to provide medical care for St. Thomas Aquinas athletics. The Athletic Trainer also works with the School Nurse to provide medical care to students when necessary. You can find further information regarding athletics and/or the Athletic Trainer under Athletics.

MEDICATIONS

No student will be given any kind of medication by the Nurse or other school personnel without written permission from his/her parents. Required medical forms can be found on FACTS, the school website, or by contacting the medical team at medical@stalux.org. **All medication must be brought to the Nurse's Office in its original container by a parent or responsible adult.** Prescription medication must be appropriately labeled by the pharmacy, and a physician's written order must be on file. Non-prescription medication must be unexpired and labeled with the student's name. ***THE SCHOOL DOES NOT SUPPLY MEDICATION, parents must supply ALL medication.** Only rescue inhalers and Epinephrine auto-injectors are permitted to be "self-carried" within the school with a signed physician's order on file. No other medication, including OTC medications are permitted to be self-managed within school.

HIGH RISK MEDICAL CONDITIONS

Any student who has been diagnosed with one of the following chronic conditions is required to complete further documentation to ensure the safety of the student while at school or school related events.

- Allergy
- Asthma
- Diabetes
- Seizures

In the event of an acute or newly chronic illness requiring treatment while at school or school events, further documentation may also be required.

MEDICAL DOCUMENTATION

All required medical documentation must be completed and submitted to the school before attendance will be granted. No student will be allowed to be at school or involved in a school event without the school having all the proper documentation.

All required medical documentation (excluding physicals) will be valid for one school year.

All students are required to submit a physical form signed and dated by a doctor. This will be valid for two years; however, we encourage physicals to be turned in yearly. No physical may hit the 2-year mark during the school year. Therefore, all physicals for the 2023-24 school year must be dated 6/30/22 or newer. Physicals should be provided before the beginning of school. The Medical Team may be reached at medical@stalux.org.

ATHLETICS

The St. Thomas Aquinas High School Athletic Policies are detailed in the Athletic Handbook viewable by [clicking here](#).

APPENDIX A: MISCELLANEOUS POLICIES

ASBESTOS

Federal law requires St. Thomas Aquinas to notify all families and employees of the presence of asbestos within our school building. All materials containing asbestos are in good condition or have been removed from the building. A management plan is available in the school office for your review.

FUNDRAISING

Most fundraising efforts that involve students are conducted by the school and not individuals or groups. All money collected is the property of the school and is managed through the school's customary bookkeeping channels. No student is permitted to solicit funds on behalf of any school group without written permission by the school administration.

INSURANCE

Families should have health insurance for their students. Supplemental accident insurance is available under the Diocesan liability insurance for a student who is injured while participating in a school sponsored event. Contact the school should you need this resource.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school-related information regarding the child. 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 a court-the court order.

PREGNANCY

Diocesan policy provides that whenever possible, a married student or a pregnant student could and should get his/her credits to finish high school and receive his/her diploma from one of the Catholic high schools.

PROTECTION OF CHILDREN

All St. Thomas Aquinas employees and volunteers are required to comply with "Promise to Protect, Pledge to Heal: Policy for the Protection of Children and Young People" and "Serving Christ, Serving Others: Code of Ministerial Conduct." These documents are available for review at the school. Contact the Principal or the Diocese of Manchester with questions or concerns.

PUBLICATIONS

A copy of publications, forms, directions, etc., to be published as representing the school must be approved by a member of the Administration before distribution from the school.

APPENDIX B: ADMISSIONS, ENROLLMENT, AND FINANCIAL POLICIES

ADMISSION

The admission process begins in September and all applications for 9th grade must be completed by the Early Action deadline (November 1st) or Regular Decision deadline (January 15th). Prospective students are encouraged to visit the school by appointment and to attend our virtual and in-person events. All applicants must complete an application, submit three required recommendations and grade reports, and take the entrance exam which is administered several times throughout the fall and winter. More information is available on the St. Thomas Aquinas website, www.stalux.org, or by calling the Office of Admission at 603-742-1324.

ENROLLMENT AND ENROLLMENT CONTRACTS

An annual enrollment contract is required and must be returned by March 15 to reserve a place for the following school year. Enrollment at St. Thomas Aquinas is provisional for the first year of enrollment; all incoming students must submit a final official transcript and complete the school year in satisfactory academic and disciplinary standing. In addition to other factors specified in these policies and in application documents, admission and membership are subject to periodic review. Families and students for whom St. Thomas Aquinas is not a good match may be counseled to find an alternative high school setting. Continuing membership is ultimately the decision of the school.

FINANCIAL INFORMATION

Financial Aid

St. Thomas Aquinas recognizes the challenge for parents in providing a quality Catholic education for their children. We understand the difficulty and sacrifice necessary to meet the financial burden of tuition. It is our endeavor to keep tuition as low as possible while operating the school in a fiscally responsible fashion. St. Thomas Aquinas allocates a portion of its annual budget to provide grant aid for qualifying families.

All families are eligible to apply for aid. A demonstrated financial need is the first criteria. Financial need is determined by FACTS: Grant and Aid Assessment and reported to the school following your submission of the FACTS application. The Financial Aid Committee will make an evaluation and award aid by matching your ability to pay tuition with the resources available. All financial information is handled in strict confidence.

All students who apply for financial aid must be accepted and registered for the coming school year. Aid cannot be guaranteed from one year to the next. Families must apply annually.

Payment Options

Tuition payments are made through FACTS in accordance with the tuition agreement. Payments can be made on the 1st or 15th of the month. These are the payment options available:

Option 1: Single Annual Payment: Due June 1 or June 15.

Option 2: Semi-Annual Payments: First payment is due June 1 or June 15; the second is due November 1 or November 15.

Option 3: 10 Month Payment Plan: Payments begin on June 1 or June 15th and conclude on March 1 or March 15th.

Penalties

Payments must be received on selected payment dates per the tuition agreement. For returned payments, FACTS will charge a \$30 returned fee. FACTS will attempt a 2nd collection 15 days following the 1st returned payment. If payment is again returned, a \$40 late fee will be charged by St. Thomas Aquinas. FACTS will attempt a 3rd collection 15 days following the 2nd collection attempt. Fees and tuition outstanding from the prior academic year must be resolved before re-enrollment. No student will be permitted to take final examinations and grades will be marked as "Incomplete" until the account has been paid in full.

Refunds

Families who withdraw from St. Thomas Aquinas may be eligible for tuition reimbursement. All refunds must be requested in writing. Reimbursement is based upon the following schedule:

- Before the first day of school: \$2500 is non-refundable
- On or after the first day of school: 35% of annual tuition and applicable fees are non-refundable
- After the last day of 1st quarter: 50% of annual tuition and applicable fees are non-refundable
- After the last day of 2nd quarter: No Refund

Tuition

School Year 2023-24

\$17,926/yr. per student

STA charges each student a yearly comprehensive \$400 fee that covers a number of important supplemental services, including testing (such as PSAT exams), technology services and improvements (like extended WiFi), student activities, lab fees, graduation fees, parking, supplemental cleaning supplies, athletic transportation, and off-site facilities coordination (this includes the additional workload of coordinating college courses).

Financial Aid, Grants, and Scholarship Policy

St. Thomas Aquinas High School awards institutional funds to assist in making our education affordable; students and families are encouraged to discover additional grant and scholarship opportunities in addition to our own institutional funds. Our institutional policy states that the total financial assistance, combining institutional and outside support, cannot exceed the total tuition and fees for that academic year. Surplus funds cannot be applied to future academic years, and in the event of an excess of support, institutional aid will be reduced so as to not exceed the total tuition and fees.

St. Thomas Aquinas Collections Policy

It is St. Thomas Aquinas' mission to provide both a quality education and a profound spiritual experience for its families. To do so not only takes hard work and a sincere commitment to that mission, it also requires sufficient resources to maintain its various programs. Tuition is our primary source of revenue that funds our programs and makes a St. Thomas Aquinas education possible.

It is vital, then, that our families keep their financial commitment to the school. At the same time, we are cognizant of the occasional and sometimes on-going difficulties our families experience. Financial Aid is made available for those who qualify, and the school will make every effort to extend reasonable accommodations in extenuating circumstances.

As outlined in the school's enrollment contract, the St. Thomas Aquinas business office provides annual, semi-annual, and monthly payment plans. Thirty-day and 60-day overdue accounts are handled by the school's business office. If a tuition account is 90 days or more overdue, the Principal will contact the individual responsible for tuition and arrange a meeting in order to rectify the situation and, if necessary, make alternative payment arrangements. Once these alternative arrangements are agreed upon (in writing), the responsible individual is required to adhere to the arrangements. Failure to comply with the arrangement on a regular basis may result in the student becoming ineligible for co-curricular activities and/or ineligible to return the following semester.

If the individual responsible for tuition does not arrange to meet with the Principal after the 90-day period, and the account continues to be overdue, the family will be notified that their student may be ineligible for co-curricular activities and/or may not return to St. Thomas Aquinas for the following semester. In addition, students with outstanding tuition will not be permitted to take final exams, and grades will be marked “Incomplete” until final exams are taken, and tuition is paid in full.

Above all, it is St. Thomas Aquinas’ intent to be flexible and accommodating within reason. Mutually agreed-to arrangements assure that a child will be able to complete his or her education at St. Thomas Aquinas.

APPENDIX C: TRANSPORTATION

Most STA students drive themselves, use carpools, or get dropped off and picked up.

The COAST bus system provides transportation to Rochester, Farmington, Berwick, Dover, Somersworth, Portsmouth, Exeter and the Pease Tradeport. The Wildcat Transit system provides transportation between Dover, Durham, Portsmouth and Newmarket.

- COAST Transportation (743-5777) <http://www.coastbus.org/>
- Wildcat Transit (862-2328) <http://www.unh.edu/transportation/wildcat/index.htm>
- Rochester-Somersworth-Dover riders on the 108 artery are encouraged to take the COAST bus (Rt. 2). Please check the website for current inbound and outbound times. <http://www.coastbus.org/route2.htm>

APPENDIX D: WRITING AND RESEARCH STANDARDS

Handwritten Work:

- **STA Heading:** Upper Left side – Name, Teacher, Class/Block, and Date (in European format, e.g. 10 Sep. 2016). The heading is to be written on the first four lines, not in the unlined corner space.
- **Lined paper with clear edges** – no torn edges or fringes from spiral notebooks.
- If the assignment involves answering questions, **all answers should be in complete sentences.**
- **Neatness matters** – erase errors completely, use white-out or draw a single line through the error; do not scribble or make multiple cross-outs. Paper must be smooth and unwrinkled.
- **Follow the teacher’s directions** regarding use of ink or pencil, leaving spaces between lines, creating graphs or charts, etc.

Writing standards for Final Drafts:

- **Double space:** Every element of the paper should be double spaced, including the heading, block quotations and Works Cited page. No extra spacing should be allowed between paragraphs, and no single spacing should be found anywhere in the paper.
- **Cover Page:** If a cover is required, place the title just above the center of the page, and center it; place STA heading information on the lower third of the page, also centered.
- If **no cover page** is required, use **STA Heading** on the upper left side of the first page, double spaced:

Name

Teacher

Class and block

Date (in European format, e.g. 10 Sep. 2016).

- If there is a title, it must be centered and in plain text – not in italics, bold or underlined.
- If there is no title, start the essay after the heading – just double space; no big gaps.
- All final drafts must be typed.
- 1” margins all around (Note: This is the default setting for Word and Google Docs.)
- Standard font – no comic, script or decorative lettering; Calibri, Times New Roman, Courier or Arial are preferred
- 11-12 font size – nothing larger or smaller
- Paragraph indents should be one tab.
- For longer papers, number the pages in the upper right corner using a header with your last name followed by the page number starting at page 2.
- Spelling and mechanics must be correct to the best of your ability.
- All quotes are indicated by quotation marks AND parenthetical notation according to MLA form. Paraphrases from a source must be cited as needed according to MLA rules.
- If any research is involved in creating the document, acknowledgement is required in the form of Works Cited or Bibliography. Follow the teacher's instructions.

Easy Writer

- *Easy Writer* by Andrea Lunsford, 7th Ed. is the writing handbook used at STA. All students are required to obtain a copy during the ninth grade year. Students can also access such websites as the OWL at Purdue, https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html for complete and updated MLA standards.
- By the end of Freshman year, students should be familiar with the following:
 - How the book is set up: writing tips, reference materials and MLA Style;
 - How to look up points of grammar and mechanics (punctuation, capitalization, etc.);
 - The basics of library and internet research and documenting sources;
 - Avoiding plagiarism.
- Between the ninth grade and junior year, English classes address the issues of citing and documenting sources in several stages. However, the research process is not addressed as a complete project until fall of junior year. Teachers should expect, however, that freshmen and sophomores know that they must cite sources, even if the form is not perfect.
- By the middle of junior year, students have learned MLA Documentation thoroughly and should automatically use parenthetical notation and Works Cited (Bibliography) in all papers involving research. They are expected to fulfill all requirements of MLA Form (or another style manual designated and reviewed by the teacher) on any paper for any subject.
- The MLA form is used in all English classes and can be expected in any course unless the teacher wishes to use a different format. It is the preferred style for most colleges and may be different from styles used by parents or teachers when they were in school (e.g. Turabian, Chicago Manual of Style, etc.). Today, many colleges require that students follow the **APA Style for scientific papers**. Both styles are contained in *Easy Writer*. MLA Style is the one taught in English classes at STA and is the standard, except where a teacher instructs students to use a different style. The principle is that if students learn to read and follow a style manual, they should be able to figure out any other one on their own.
- Many students use the automatic citations provided on such sites as *EasyBib* or *EBSCO*, but students are reminded that they are responsible to check the formatting, as many sites have errors in their systems.
- If a teacher requires students to use a different style manual, such as APA or the Chicago Manual of Style, students need to note the differences from MLA. However, by November of junior year, students should be able to independently access and follow any style manual they might encounter in the future.
- **Plagiarism:** With the majority of research done online, and easy access to many sources, the risks of plagiarism have increased exponentially. It is crucial that our students understand what plagiarism is, and that even accidental plagiarism may have consequences. Most importantly, they must learn to recognize the pitfalls, and know how to avoid it – especially given the accessibility of online materials. **Students must understand that they are responsible for checking and documenting their work carefully.**

Key Elements of MLA Form

What needs to be cited:

- Information that would be found in any foundational textbook on the subject is considered common knowledge; this DOES NOT need to be cited EXCEPT when quoted word for word.
- All quotes MUST be cited.
- Ideas or opinions that express another person's ideas MUST be cited, whether quoted word for word or paraphrased. Any paraphrasing must be a complete rewrite, not just replacing a word here and there. That is, the sentence structure and ideas should be rearranged in new, original wording.
- Any specialized information, such as research data, that would only be found in one source MUST be cited
- Anything that is not common knowledge should be cited: WHEN IN DOUBT, CITE THE SOURCE.

Anything that is taken word for word from a source MUST be **placed in quotation marks, cited with parenthetical notation AND the source must be listed in Works Cited.**

Anything paraphrased that is not common knowledge MUST be **cited in text or with parenthetical notation and the source must be listed in Works Cited.**

Parenthetical Notation:

- All citations must indicate the author (or keyword – that is, the first word in the Works Cited entry, if no author listed) and page number. The notation must connect directly to the Works Cited entry which is listed by last name of author (or title, if the source has no author.)
- If the author is mentioned in the text, page number is written in parentheses at the end of the sentence.
- If the author is not named in the text, parenthetical contains both: (Jones 42).
- Explanations and examples of when and how to cite sources can be found in both *Easy Writer* and the OWL at Purdue website. The format for in-text citations has not changed in the 2016 updates.

Works Cited

- A **Works Cited Page** lists all sources cited in the paper. A **Bibliography** contains all sources consulted (not just the ones cited). An **Annotated Bibliography** contains a list of all sources with a paragraph below each one that summarizes its key points and connections to the research. Students should be sure to check with your teacher to see which one is appropriate for each assignment.
- Forms for listing sources vary according to the type of source. The OWL at Purdue website contains model entries for nearly every conceivable source, including print, internet and multimedia sources. The page on using electronic sources is especially helpful:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html
- The format for the Works Cited page is as follows:
 - Center the heading (Works Cited or Bibliography) on the top line; no caps, italics or underlining needed; use the same font as the text of your paper
 - Double space throughout the page – no extra spacing between entries
 - Arrange sources alphabetically by the first word in the entry (usually the author or, if there is no author, the first word of the title)

APPENDIX E: FINAL EXAM GUIDELINES

STUDENTS ARE RESPONSIBLE FOR THE GUIDELINES LISTED BELOW:

1. Exams are to be a test of the semester's work
 - a. Final exams count for 10% of a semester course
 - b. Seniors are exempt from final exams
 - c. The final grade for a semester course will occur at the end of Quarter 2 or Quarter 4.
 - d. The final grade for a yearlong course will occur after Quarter 4.
2. Failure by a student to appear for any exam will result in a zero on such an exam. If a student is late for an exam, such student must secure an admission pass from an administrator prior to appearing in the classroom. The student will not be granted additional time unless approved on the admission slip from the administration. An unexcused absence from any exam will be considered truant.
3. Any legitimate student absence (health reasons are the only acceptable reasons) must be reported to the Attendance Office in writing by a parent or via telephone by a parent at least thirty (30) minutes prior to the designated exam time. Please call 603 742-3206. The Principal may grant excused absences for illness.
4. Students who are excused for illness must make arrangements with their class teacher immediately upon their return to school to make up their exam(s)
5. No student may be excused from an exam until the end of the exam period.
6. Cell phones and smart watches are not allowed in testing. Anyone with a cell phone or smartwatch will have their exam collected and receive a zero. Teachers will designate phone/watch storage locations.
7. Unless otherwise approved by the Administration, each student shall take an exam as scheduled.
8. Students may not be in the hallways during exam periods without a pass signed by a teacher.
9. In the event of a school cancellation, the exam schedule will resume at the point of disruption.
10. Students must return or pay for the book(s) issued to them for a class prior to taking the final exam.
You will not be able to take the exam without the book or payment.
11. Assessment week is a dress down week. (Please note: NO HATS OR COATS)
12. In the case of a *delayed opening*, the first assessment will be at 10 am and the second assessment will be at 12:25 pm. School will end at 2 pm. The cafe hours will shift by one hour.
13. You are only required to be at school for your scheduled exams. Please arrange transportation according to your schedule. The café area will be open from 7 am to 2:30 pm for your convenience.
14. If you are arriving for a second period assessment on any day, plan to arrive after 11 am but not later than 11:20 am; you do not need a note and you do not need to sign in. When you arrive, go directly to the cafeteria.

APPENDIX F: SENIOR PRIVILEGES

It is our belief that students who have advanced to senior status have done so by developing and maturing physically, intellectually, and socially. STA recognizes this accomplishment and respects senior student achievement by awarding certain freedoms that reflect the growth in their independence and responsibility.

What are Senior Privileges?

Seniors who have a free period first or last period of the day may use senior privileges. This only applies to the first and last period, even if the student has two free periods back-to-back.

Sign In/Sign Out Procedure:

Students using senior privileges must sign-in upon arrival and sign-out when leaving campus. Senior privilege sign in/out forms are located in the Main Office. *Seniors must leave the school campus via the gymnasium if they have signed out.*

Student Obligations if Accepting Senior Privileges

It is expected that students will abide by and adhere to all of the following:

APPENDIX G: EMERGENCY PLAN

St. Thomas Aquinas High School (St. Thomas Aquinas) wants you to have confidence in our preparedness for protecting your child in case of an emergency. We are providing you with this document which we believe will answer most fundamental questions about the school's emergency response plans.

We have done our best to anticipate the range and scope of emergencies which might befall our school or our region. We work with Dover Emergency Services in developing our response plan and will follow the directions of civil authorities in the event of an emergency.

Our success in keeping your child safe during and after an emergency situation will, to a great extent, be dependent upon your preparations as a family. We will rely on students to know what you expect of them in a variety of situations.

A primary issue will be your child's willingness to obey directions. We will provide clear and thorough instructions; students must listen to and follow those directions. Your instructions to your child will be critical in this regard.

Students will be instructed about the various forms of response and will conduct drills during various times of the day and year. Our intent is to familiarize students with our expectations to avoid panic should an actual emergency arise.

We recognize a long list of possible crises, emergencies, and disasters. Below is a generalized list of types of problems and the variety of response modes which we might take. In every case the final step would be to provide families with information and to follow-up with individual students and families as necessary.

Fire/smoke in the building

School Response - Evacuate to designated locations in the upper and middle parking lots

- Take attendance; follow directions of local authorities
- Contact parents/guardians

Family Response - Please do not come to school campus

- Do not call school/student
- Listen to public information*

Uninhabitable building

School Response - Evacuation to area buildings (St. Ann; Heritage Baptist Church)

- Contact parents/guardians
- Dismissal of students with transportation

Family Response - Please do not come to school campus

- Do not call the school
- Listen to public information*
- Report to evacuation site to retrieve student

Imminent danger (unknown person, person with weapon)

School Response - Lock-down

- Students protected in rooms
- Building secured and local authorities take charge
- Contact parents/guardians
- Students released once situation is resolved

Family Response - Please do not come to school campus

- Do not call school/student
- Listen to public information*

Weather emergency (approaching storm, worsening roads)

School Response - Public announcement

- Contact parents/guardians through text messaging, emails and website.
- Dismissal of school

Family response - Plan ahead with student

- Do not call school/student
- Listen to public information*

Imminent weather event (tornado, severe wind)

School Response - Shelter in place until situation is over

- Contact parents/guardians through text messaging and email.
- Dismiss students to safe locations only

Family Response - Plan ahead – identify safe alternative destination

- Do not call school/student
- Listen to public information*

Regional disaster (act of terror/war, bio/chemical/nuclear accident, weather event)

School Response - Shelter students at school

- Follow directions of civil authorities
- Contact parents/guardians through text messaging and email.
- Dismiss students to safe locations
- Evacuate as directed to regional site

Family Response - Plan ahead – identify safe alternative destination

- Make plans for reunification
- Do not call school/student
- Listen to public information*

Dismissal

In all emergency cases involving dismissal of students (other than inclement weather), St. Thomas Aquinas will record the destination of each student. Note: We do not keep track on early dismissal days. Once students leave school, your family's planning will be critical. If we evacuate students to a regional site, that information will be communicated. Your family plans for reunification will be essential.

Tragedy in the St. Thomas Aquinas community (student or teacher death)

School Response - Teachers will be briefed prior to school and have small group discussions during advisory

- Counseling, both spiritual and emotional

Family Response - Discussion/processing with student

- Contact with counselors as needed

Your role in an emergency

You will note that, in almost all cases, you are asked not to call or go to the school. Schools that have experienced emergencies report that parent phone calls create a major problem in responding to a situation. Additionally, emergency services may be delayed if phone lines and roadways are clogged by anxious parents. We will need our staff to protect and account for the students in our care; you must have confidence in your school.

Student cell phones

In emergency situations we will give students directions about the use of cell phones; best practice recommends that they initially be directed not to call anyone. Their safety will depend upon following those directions. An uninformed, fearful, or panicky call to you or to some other person will result in misinformation and possible danger for all of us involved. As soon as we can give students information about the situation, we will do so. We will then permit them to call you once they have accurate and useful information. Please instruct your child to cooperate on this point.

EMERGENCY CONTACTS

Emergency Number	911
Dover Police/Fire	(603) 742-4646
St. Thomas Aquinas	(603) 742-3206

PUBLIC INFORMATION*

Radio Stations:	WTSN
TV Station:	WMUR (Channel 9)